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|  | **Report an Inaccuracy in a Room’s Layout Capacity**Sometimes rooms get remodeled or reconfigured without being reported to Schedule of Classes. Use this form to inform SoC when a particular classroom does not match the expected capacity. |

**This form does not apply to a specific class or section.**

NAU’s facility-assignment software features a strong “inventory” function that matches the needs of a class with a classroom, based on the layout, projected enrollment, and available technology. If the stored description of the classroom is not accurate, please complete this form. This will help us improve future classroom assignments.

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| **Use This Form for Layout Capacity Only** |  | To Report **Technology Issues,** Use This Email 🡻 |
| Layout Capacity is the number that reflects how many students can actually sit/work in the room given the type of workstations and configurability.You can view the layout capacity on the meetings tab in LOUIE, next to the assigned Facility ID or consult the layouts and locations document on the [SoC website](https://in.nau.edu/registrar/schedule-of-classes-maintenance/), under the *Contacts and Locations* accordion. |  | Send an explanatory email to: Classrooms@nau.edu1. Includes physical technology, such as projectors, whiteboards, blinds, conference phone, connectivity, etc.
2. Includes need for software that is loaded/available only in particular rooms and not available remotely or through the network.
3. Includes need for special equipment (such as spectrum analyzer, dental operatory, gas lines, etc.).
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| **Facility ID**    -     Use Facility ID code, ( \_ \_ \_– \_ \_ \_ ), not nickname (such as "SBS 12") See our homepage for help with: • Building and room numbers. • Layout Capacities. nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/ |
| **Why should the layout capacity for this room be changed?** **Attach a photo or diagram if this will help you illustrate.** |
| Authorized Unit Requestor’s Name:        Title:        | Date:       |
| Chair Approval:         | Date:       |

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| **E-mail this form** as an attachment to registrar.scheduleofclasses@nau.edu |  |

SoC will refer this request to Space Management, which will send staff to review the room. This will take a bit of time. If you do not hear from us in two weeks, please reach back out to us.

Thank you for your input. Your documentation helps us improve location-management processes.