

# UniTime Room Scheduling Instructions

These scheduling instructions are for Help Sessions, Student Seminars and Thesis Defense ONLY

\*\*If a room is needed for an exam, please email Prof. Phil Mummert\*\* [pmummert@purdue.edu](mailto:pmummert@purdue.edu)

## MATH 731:

When reserving MATH 731 the Event Name must always state some kind of seminar (i.e. student seminar, adv. topic seminar, help seminar, etc.). Scheduling and space management will reject events not *labeled* seminar.

## Weekends:

Only MATH and LILY are open on the weekends. For all MATH rooms you must also add in the “additional comment block”: HAS KEY ACCESS AND ACCEPTS RESPONSIBILITY. \*\*Don’t forget to obtain a key from Kristi Stroud/MATH 832 by 5pm on the Friday prior to the weekend reservation and return it to her immediately on the Monday after the weekend reservation\*\*

## Thesis Defense:

If reserving for “Thesis Defense Seminar” please send a copy of your room request in the “additional email” box to Shannon Cassady in the Grad Office: [scassady@purdue.edu](mailto:scassady@purdue.edu)

## Rooms Not in UniTime

There are additional rooms in MATH that can be reserved through the support staff. All of the staff listed below can help with reserving the Math rooms that are not available in UniTime.

Shu-fang Chang [sfchang@purdue.edu](mailto:sfchang@purdue.edu)

Anna Hook [hook6@purdue.edu](mailto:hook6@purdue.edu)

Patty Huesca [huesca@purdue.edu](mailto:huesca@purdue.edu)

Kristi Stroud [kstroud@purdue.edu](mailto:kstroud@purdue.edu)

## Math Rooms available to reserve:

- Math 311 (Library Lounge) -must reserve thru Angie Ewing [aewing@purdue.edu](mailto:aewing@purdue.edu)
- Math 407 (Conference Room)
- Math 431
- Math 817 (Conference Room)

## Website

UniTime log in website: <https://roomschedule.mypurdue.purdue.edu/Timetabling/login.jsp>

Use your career account login & password. Step by Step instructions are on the next page

*If you would like tutorial instructions or have any questions regarding this process, please feel free to stop by MATH 835.*

## Step By Step UniTime Instructions

<https://roomschedule.mypurdue.purdue.edu/Timetabling/login.jsp>

- You will log in with your career account (twice)
- Univ. Timetabling Application screen: click on “Add Event”
- Add Event screen: fill in the Event Name. (i.e MA XXXXX Help Session, etc.) Make sure your email address is noted. Add it in if it is not there already. If you want additional email recipients, type full addresses in the block. If multiple names, type one email per line please.
- Click on “Add Meetings”
- Next screen choose your date(s) and time(s) of your session(s). Close the “Event” box within Locations. Type MATH or REC or the acronym for the building you prefer. You can also use the drop down menu in Locations for campus wide choices and if you need computer projection, etc.
- Click “Next”
- Left click to highlight/choose an open block of your choice. If all blocks are booked, go to previous screen to try another building or time, etc.
- When you do choose/highlight a classroom, click “Select”. This will take you back to the Add Event screen to verify your entries. If everything looks good BE SURE TO CLICK “CREATE EVENT”. Otherwise, your room request will not be submitted.
- The final screen should show your room request “**pending**”. You will receive 2 emails. The first one verifies that you have created the room request. Shortly after or within the same day, you should receive an approved email on your request. If you fail to follow the Tips on the front page your request may be rejected or a query may be sent to you instead of a confirmation.