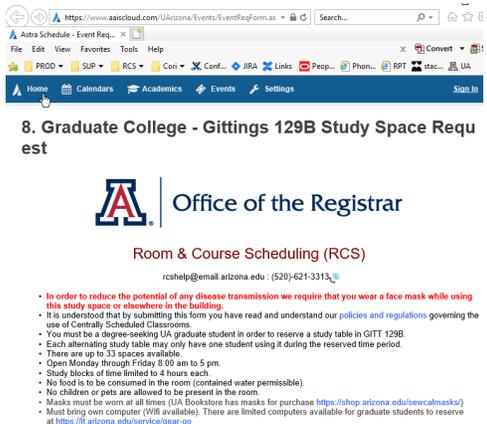
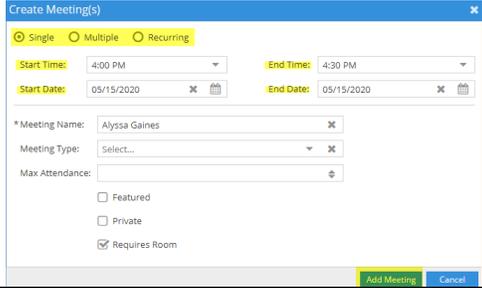




Graduate College – Gittings 129B Study Space Request

1.	<p><b>Go to website:</b> <a href="#">Room and Course Scheduling classroom reservation tool.</a></p>	
2.	<p><b>Enter Request Information:</b></p> <ul style="list-style-type: none"> <li>Fields marked with an asterisk are required.</li> <li>For <b>Event Type</b>, choose 'Grad Study Space' from the drop down menu.</li> </ul>	<p><b>Contact Information</b></p> <p>* Student's Name: <input type="text"/></p> <p>* Official UA Email (Net ID): <input type="text"/></p> <p>Contact Phone: <input type="text"/></p> <p>* Person Requesting Study Space: <input type="text"/></p> <p>* Event Type: <input type="text" value="Grad Study Space"/></p>
3.	<p><b>Add Meeting:</b> Click on the 'Add Meeting' button to select your meeting time(s).</p> <ol style="list-style-type: none"> <li>Select Single, Multiple, or Recurring meeting.</li> <li>Select the start and end time between 8am and 5pm</li> <li>Select a start and end date</li> <li>Meeting name should be the name of the student who will be studying</li> <li>Click 'Add Meeting' on the bottom right corner.</li> </ol>	<p>Select the Time/Day for your study space (directions below):</p> <ol style="list-style-type: none"> <li>Click on the <b>Add Meeting</b> below.</li> <li>Select the start and end time and day. Between 8-5 weekdays - limit to 4 hours blocks of time.</li> <li>Click on the Submit button.</li> </ol> <p>You will be notified when your request has been approved or denied.</p> <p>* Add a Meeting:</p> 
4.	<p><b>Submit:</b> Click on the submit button. You will receive an email notification that it's been submitted and another once it's picked up for processing and another when processing is complete.</p>	<p>* Add a Meeting:</p> <p><b>Add Meeting</b></p> <p><input checked="" type="checkbox"/> Alyssa Gaines - Wed, 05/20/2020, 12:30 PM to 02:00 PM</p> <p><b>Done! Please press Submit.</b></p> <p><b>Submit</b></p>
5.	<p><b>END.</b></p>	

If you would like more detailed instructions, our full event instruction guide can be found [here](#).