

Classroom Request

The Classroom Request Tool can be used by faculty and academic department staff to request room features and equipment.

<https://selfservice.brown.edu>

- or-

“Banner Web” link from the Staff or Faculty gateway on the Brown homepage

To access Self Service Banner, login to <https://selfservice.brown.edu>
or use the Banner Web link
from the Staff or Faculty gateway on the Brown homepage.

NOTE: It is highly recommended to not bookmark the Classroom Request app, please use the link above.



User Login

Please enter your Username and Password. When finished, select Login.

Please Note: Username and Password are Case Sensitive.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login

Forgot PIN?

Log in to the secure area via Brown Authentication process



Main Menu

School of Public Health Applicants: *If you are an applicant to a graduate program in the School of Public Health and you have received an email notification that a decision has been made on your application, please click here to [View your admission decision](#). We thank you sincerely for your application to the Brown University School of Public Health.*

[Personal Information](#)

Brown student (not applicants/faculty/advisors), please use this link to view/update address information, emergency contact information, or marital status.

[Applicant and Student](#)

View your application, Register, View your academic records, and Student Accounts

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

[Course Evaluations Dashboard](#)

[Evaluation Previews](#), [Response](#) and [Results Tracking](#)

[Classroom Request](#)

For faculty and staff to enter room feature requests or assign academic department space

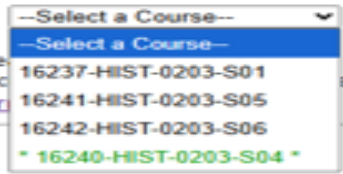
Once logged in, you should see a similar menu that is specific to your role in Banner. From this menu, select the Classroom Request link.



Room Preference Assignment Tool

[Return to Main Menu](#)

Term available for Classroom Request: Fall 2026

Course:  

(Warning: Please do not proceed to the next stage if the course for which you are making a Classroom Request has a status of Department 'Approved' in Course Request. If a room has been assigned, changes can no longer be made.)

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Depending on the time of year the classroom app will be open for multiple terms. Please select the correct term to proceed to select the course/section for that semester.

To enter room feature requests select a course offering from the Course drop down list.

NOTE: only course offerings that have been Department Approved in COB will appear in the drop-down list for room preferences.

Room Preference Assignment Tool

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Term available for Classroom Request: Fall 2026

Course: (Hint: Courses book-ended by an "H" means that a Department Space Assignment or a Room Feature Request has already been submitted for that course.)

(Warning: Please make sure that the course for which you are making a Classroom Request has a status of Department 'Approved' in Course Offering Builder. It is important to create Classroom Requests immediately once you submit course offerings to the Registrar for Scheduling Review in the Department Approved stage. If the course is past that stage and has a room assigned, changes can no longer be made.)

Please specify the required room features:

Seating Configuration:

- ☐ Moveable Chairs
- ☐ Seminar
- ☐ Tiered

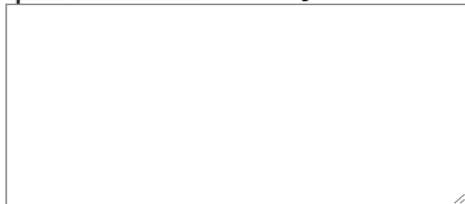
Equipment Needs:

- ☐ BluRay Player (region Free)
- ☐ Lectern/Podium
- ☐ Lecture Capture
- ☐ No Windows
- ☐ Table For Instructor
- ☐ Will Class be Flagged REM

Please select only ONE of the board options below as your needs require:

- ☐ Blackboards
- ☐ White Boards

Special Consideration: The Scheduling Office will do their best to accommodate but time and size are the primary drivers. 50 Words remaining



[Reset](#)

[Submit](#)

[Back to Term Selection](#)

If you indicated in the Course Offering Builder that the course offering will be held in university space, you will view a screen where you may enter desired room features and equipment needs **once the course has been department approved in COB**. The Special Consideration field can be used to communicate a need that is not covered by the selections presented.

Equipment Needs:

- ☐ BluRay Player (region Free)
- ☐ Lectern/Podium
- ☐ Lecture Capture
- ☐ No Windows
- ☐ Table For Instructor
- ☐ Will Class be Flagged REM

Please select only ONE of the board options below as your needs require:

- ☐ Blackboards
- ☐ White Boards

Special Consideration: The Scheduling Office will do their best to accommodate but time and size are the primary drivers. **50 Words remaining**



Reset

Submit

[Back to Term Selection](#)

Once you've made your selections, click the Submit button to record your choices.

NOTE: You only have one attempt at making your selections. The preferences are loaded directly into Banner. If you have changes to make after submission, please contact the Registrar's Office (registrar@brown.edu).

Click the Reset button if you need to make changes prior to submission.

Room Preference Assignment Tool

[Return to Main Menu](#)

Room Feature Request has successfully been done for 16159-HIST-0203-S01. It has been requested with the following room features:

Seating: Moveable Chairs, Table For Instructor, Board: White

If your course requires use of any special equipment such as an overhead projector, foreign-standard video, or installed A/V, please contact Media Services (x3-2197) in advance for assistance. For A/V equipment needed fewer than five times a semester, instead, please submit a Media Services reservation form to reserve such equipment.

To enter a request for another session use the term links below.

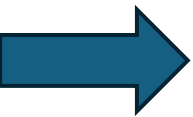
[\[Fall 2026\]](#) [\[Spring 2027\]](#)

When you submit your preferences, you will see a confirmation screen with the details of your request. To enter another room request, click the term link or use the Return to Main Menu link. For ease in navigating the tool, please avoid using the back arrow on your browser.

Room Preference Assignment Tool

[Return to Main Menu](#)

Term available for Classroom Request: Fall 2026



Course: (Hint: Courses book-ended by an "*" means that a Department Space Assignment or a Room

(Warning: Please be careful when making a request for a room. If the course for which you are making a Classroom Request has a status of Department 'Approved' in Course, as a room assigned, changes can no longer be made.)

[Back to Term](#)

- Select a Course--
- 16237-HIST-0203-S01
- 16241-HIST-0203-S05
- 16242-HIST-0203-S06
- * 16240-HIST-0203-S04 *

Once you have submitted a room request or pre-assigned department space, the offering will drop to the bottom of the list and will be “book ended” by asterisks. In some browsers, the font will also change to green so you can easily identify which offerings already have preferences or pre-assignments entered.

NOTE: When a course moves to another status in COB, other than department approved, it will no longer be displayed here in the picklist.

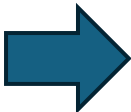
Room Preference Assignment Tool

[Return to Main Menu](#)

Term available for Classroom Request: Fall 2026

Course: (Hint: Courses book-ended by an "*" means that a Department Space Assignment or a Room Feature Request has already been submitted for that course.)

(Warning: Please make sure that the course for which you are making a Classroom Request has a status of Department 'Approved' in Course Offering Builder. It is important to create Classroom Requests immediately once you submit course offerings to the Registrar for Scheduling Review in the system.)



This is a Department Approved Course marked for Department Space Allocation.

If you need to make any changes to department space and/or room preferences, please email the Registrar's Office at: Registrar@Brown.edu. Please include the course code and CRN in your email.

[Back to Term Selection](#)

If you indicated in the Course Offering Builder that the course offering will be held in department controlled space, when you select the course from the pick list you will receive a message similar to the one above.

Helpful Information:

If you select a course offering that has been created with an “arranged” or TBD time, you will be prompted to enter a revision through the Course Offering Builder to assign a meeting time BEFORE you may request features or pre-assign a room.

Faculty will be able to enter room feature requests for course offerings that they have been assigned to as “primary instructor”. However, if a course has been flagged through COB as using department space, the instructor will view a message prompting him/her to contact a department staff person for the room assignment.

If an assignment has already been made and/or room features submitted, the summary information will display for the instructor. The room features preferences may be entered by academic department staff or the primary instructor assigned – only the initial entry will be recorded in Banner. **Any changes will have to be communicated to the Registrar’s Office via registrar@brown.edu.**