**Overview** - Submit this form to request a SAIL (structured, active, in-class learning) classroom in the Central Pool, Penn Libraries, or Arts & Sciences for a class meeting the full term. Any requests for SAIL rooms for academic events or individual class meetings should be submitted as an Academic Event Request.

**Accessing the form**

The New SAIL Classroom request form can be accessed by all staff. Begin by navigating to Pennant@Penn and click on Central Pool SAIL Request. Faculty should work with department administrators to request a Central Pool classroom change whenever possible.

A new tab will open. Click on Available Forms and navigate to the New SAIL Classroom Request.

**Completing the form**

1. Validate Name and Email address on the form.
2. Enter Telephone number and affiliation (like dept info, school etc.)
   Note: Telephone number and affiliation are optional fields.
3. Select Term.
4. Enter class information.
   Note: Format must be subject code, course number and section number e.g. ECON0120401.
5. Additional class information such as meeting pattern, CRN, and instructor will be automatically populated.
6. Select the preferred location, this is the list of buildings with central pool classrooms

7. Indicate how many days per week you intend to use active learning features from a drop-down.
8. Indicate the day(s) you intend utilize the SAIL classroom. This is a multi-select list-box.

9. Select class duration form the drop-down
10. Select Yes/No if you are willing consider alternate days and/or class times.

11. Provide your comments and any additional information in the comment box
12. Press submit button to submit the form.
Review Process

Submitted forms will be reviewed by the Office of the University Registrar (OUR) Scheduling team. Requests will be reviewed and processed pending room availability. There are 3 possible outcomes:

- Approved
- Approved with modification
- Denied

“Approved with modification” means the room assigned is different than requested.

The OUR will often work with the Center for Excellence in Teaching, Learning, and Innovation (CETLI) to review SAIL requests. CETLI may contact faculty/staff who have requested or been assigned a SAIL classroom.

Notification of the processed room change will be sent via email. The OUR will contact the requestor if additional information is needed prior to making a request. Faculty and staff should communicate classroom changes with students.

Please direct any questions to the OUR Scheduling team at OURscheduling@registrar.upenn.edu.