

New SAIL Classroom Request



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.

Curriculum Manager and Room Scheduling

- > Approval Queue
- > Program Management
- > Training Information
- > Course Management
- > Support Team
- > Classroom & Facility Scheduling Information
- > Scheduling Portal
- > Central Pool Classroom Change Request
- > Central Pool SAIL Request

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

Available Forms

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.

Employee Information

Name	Bajaj, Mridul	Email Address	mrbajaj@upenn.edu
Telephone Number		Affiliation	

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.

Request

Please provide the class information for your SAIL request for Central Pool, Arts & Sciences and Penn Libraries.

Term Summer 2024

Class Information

Filter by Subject Code hist

Provide the full class information. All classes at Penn have a subject code, course number and section number, e.g., ECON0120401 (do not use hyphen).

Select Section HIST-0108-920

CRN	43125											
Instructor Name												
Expected Enrollment	30											
Current Meeting Pattern												
Building	Room	Start Date	End Date	Start Time	End Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		7/5/2024	8/9/2024	1200	1559			T		R		

New SAIL Classroom Request

6. Select the preferred location, this is the list of buildings with central pool classrooms

Preferred Location

No Specific Room Preference

- No Specific Room Preference
- Claire Fagin Hall - 214 (48 Seats)
- David Rittenhouse Laboratory - 3N1H (60 Seats)
- David Rittenhouse Laboratory - A5 (72 Seats)
- Levin Building - 111 (72 Seats)
- Vagelos Laboratories - 2000 (30 Seats)
- Van Pelt-Dietrich Library Center - 113 (30 Seats)
- Van Pelt-Dietrich Library Center - 114 (30 Seats)**

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.

Intended use of active learning features

Once a week

- Once a week**
- Twice a week
- Three Times a week
- Four Times a week

Which days do you intend to utilize the SAIL classroom?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

9. Select class duration form the drop-down

10. Select Yes/No if you are willing consider alternate days and/or class times.

Class Duration

1 Hour

- 1 Hour**
- 1 hour 30 Minutes
- 2 Hours
- 3 Hours

Are you willing to consider alternate days? Yes No

Are you willing to consider alternate timing? Yes No

11. Provide your comments and any additional information in the comment box

12. Press submit button to submit the form.

Please provide any additional information and/or any alternate location requests:

> SUBMIT FORM **> CLOSE WITHOUT SAVING**

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.