How to Request a Classroom for Review Sessions and PLTLs

(1) From the Stonehill College website click on “Calendar”

(2) When that opens, click on “SUBMIT AN EVENT”
This will bring you to the sign-in page to open the request form. If you have previously used this website to request a classroom, you will need to logon. If you have not accessed this form in the past, please “click here” to register.

As a new user, this is the short form you’ll need to complete.

Note: This password does not change; please choose a familiar password that you will not forget!
(4) Once you have entered your information, click on submit and you will come to the actual request form. Please follow the instructions on this page carefully:

Both the Start Date and End Date will be the same date; the first date you want to use the classroom. Enter the correct Start/End times for your session. Under Repeat Dates, choose “Weekly” every 1 week and choose your day of the week. Now you will choose “Until” and enter the last day of classes (May 1, 2014)

Enter your Prof’s name/Your name/Course Name for Event Name.
Event Name: (EXAMPLE)
Woodcock/Tardiff/Calc. II Review Session
Tilley/Dumas/Gen. Chem II PLTL
Sponsoring Org:
Cntr. For Writing-Academic Achievement

*BE SURE TO ENTER A HEAD COUNT IN ORDER TO BE ASSIGNED A CLASSROOM THAT IS LARGE ENOUGH.

Please choose “Any Space in: Academic Classrooms.” (Do not be more specific than that at this point.)
Be sure to check off “All participants Affiliated with SHC

NOTE: In the Comments section you can ask for the specific classroom or building that you’d like to have. You may want to mention why you prefer that room/building.

(5) Click on the “Next” button, review your Request Form, make changes if necessary, and then “Submit”