Academic Room Scheduling
The rooms listed on the **Room Information** document list the available rooms on campus. If you are interested in a non-academic classroom or outdoor space on campus, please check the [General Campus Room Reservations](#) page for information.

The following departments have rooms that may be requested under the Region:

**RG** – Registrar Controlled Rooms

**CBE** – Chemical and Biological Engineering

**If you would like to reserve a room from any other department, please contact the department directly.**
Room requests must be made 48 hours in advance.

An email will be sent to the address provided and another email will be sent if the request is approved or denied within 2-3 business days.

To change an existing reservation, email the applicable department that scheduled the request. If you require a Registrar controlled room for additional time or on a different date for an event already requested, just put a request in for the additional time or different date (if applicable). If you need to cancel a reservation, please email scheduling@mines.edu with the original request email attached.
Requires campus connection or VPN
To preview room availability, please follow these instructions:
Click on the following link or copy and paste the URL into your web browser:
https://www.aaiscloud.com/COSchoolMines. You must be on a computer that is connected to the Mines network or using a secure VPN connection in order to access this page.

- In the menu bar on the left, choose the link that reads “Calendars.”
- Click “Available Rooms”
- Click “Add New” and Enter the dates(s), times(s). Click “OK”.
- In the dropdown box, search for “Locations” and edit the building(s), and room(s) you wish to view. This filter does not require all fields to be entered so you can view as little or as much data as you wish.
- Under “Search Results” select the “Purpose of Search” as “Event.”
- Click “Search.”
- A list of available rooms will appear.
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- In the menu bar on the left, choose the link that reads “Request an Event.”
- Choose the appropriate form Depending on the department you are requesting from. The following forms are available:
  - Request Registrar Controlled Rooms
  - Request CBE Department Controlled Rooms
- Once selected, a new window will pop up with fields that need to be entered.
- Complete all fields as necessary until Event Details.
- Under Event Details
  - Please enter an “Event Name”
- Under Event Meetings
  - Enter the “Meeting Name”
  - Select the “Meeting Type” from the dropdown.
  - Provide a description if necessary, and ensure
that the “Requires Room” checkbox is checked.
- Under Meeting Recurrence
- Choose the applicable option for “Single Meeting(s)”, “Recurring Event”, or “Spanning”
- Once items have been filled out, click the “Create” button.
- Events will pop up in the bottom right hand corner of the screen with the events.
- Click the checkbox in the top left corner of “Meetings”, and click “Request Rooms”
- A list of rooms will pop up. If you would like to search by building, click the “Room” column in the top left corner.
- To request a room, click the right hand option by the room(s) you would like to request. Multiple rooms can be selected if multiple rooms are needed.
- Once done, select OK.
- Submit the request in the top left corner.
- **Room requests made within 24 hours of the event are not guaranteed.**
- An email will be sent to the address provided and another email will be sent if the request is approved or denied within 2-3 business days.
Contact

Registrar’s Office
Student Center E280
1200 16th Street
Golden, CO 80401

registrar@mines.edu

303-273-3200
FAX: 303-384-2253
Hours:
Mon-Fri, 8 am-5 pm

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