

Campus Planning Interface (CPI) Room Viewer

This application is used to view and find university classrooms to assist with scheduling semester courses

1. Go to CPI (Campus Planner Interface) at www.stcloudstate.edu/scheduling
2. Select "Campus Planner (CPI)" link from the left column menu



The screenshot shows the St. Cloud State University website's Scheduling Services section. At the top, there is a navigation bar with links like myHuskyNet, Directory, Campus Map, Calendar, Library, Technology, Current Students, Make A Gift, and News. Below this is a search bar labeled "Search SCSU". The main header includes links for About Us, Admissions, Academics, Campus Life, Athletics & Recreation, and Alumni & Friends. The "Scheduling Services" section features a left-hand menu with options: Scheduling Home, Frequently Asked Questions, Find a Space, Find a Room, Today's Event, Campus Schedulers, and Campus Planner (CPI). A red arrow points to the "Campus Planner (CPI)" link. Other content includes a welcome message to Scheduling Services with EMS, a "Campus Schedulers" sidebar with links to Event Calendar, Academic Calendar, Campus Map, and Directory, and a "Looking to reserve a room or events at St. Cloud State University?" section with a link to the Online Scheduling System.

3. Select 'Log In' from the upper left corner on EMS Campus page



The screenshot shows the EMS Campus page. At the top left, there is a logo for "ems Campus". To the right, it says "The Office of Records and Registration". Below this, there is a blue horizontal bar with the text "Log In". At the bottom center, it says "Powered by ems". A red arrow points to the "Log In" link.

4. Enter your Star ID and Password and 'click' on Login



The Office of Records and Registration

Log In

User ID:*

Password:*

Login

Powered by 

5. Select "Term Selector" on the menu bar



The Office of Records and Registration

Managing: St. Cloud State University - Spring Semester 2015
Phase: Publish
Term Dates: 1/12/2015 - 5/8/2015

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome 

Term: Spring Semester 2015
Start Date: 1/12/2015 Mon
End Date: 5/8/2015 Fri
Phase: Publish
Notes:

Powered by 

6. Select appropriate semester and choose 'Save' on bottom of screen



The Office of Records and Registration

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Welcome [User Name]

☐

Term Description	Campus	Phase	Notes
Spring Semester 2014	St. Cloud State University	Publish	Published 06/19/13
Summer Term 2014	St. Cloud State University	Publish	Published 12/03/13
Fall Semester 2014	St. Cloud State University	Publish	
Spring Semester 2015	St. Cloud State University	Publish	

Save

7. Select "Search for Rooms" on the menu bar



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Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Welcome [User Name]

Campus:*
St. Cloud State University

Term:*
Spring Semester 2015

Start Date:*
1/12/2015 Mon

End Date:*
5/8/2015 Fri

☐ M ☐ T ☐ W ☐ R ☐ F ☐ SA ☐ SU

Building:
(no preference)

Room Type:
(no preference)

Enrollment: 0

☐ Ignore Room Capacity

☐ Ignore Term Excluded Dates

Available Rooms

Building	Room Code	Room	Min Capacity	Max Capacity
No data to display				

Search Room Info Print

8. Enter all search features for the classroom you are looking for. If a red asterisk is present, this is a required field and must be completed.
9. Building: Click on drop down menu and select View. Select University Classrooms

ems Campus The Office of Records and Registration

Managing: St. Cloud State University - Spring Semester 2015
Phase: Publish
Term Dates: 1/12/2015 - 5/8/2015

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome

Campus: * St. Cloud State University
Term: * Spring Semester 2015 Time Blocks
Start Date: * 1/12/2015 Mon Start Time: *
End Date: * 5/8/2015 Fri End Time: *
☐ M ☐ T ☐ W ☐ R ☐ F ☐ SA ☐ SU

University Classrooms

Buildings Area Views

*AV Tech Report
*Sport Facilities Room Cards

University Classrooms

Athletic Facilities-Special Report
Classrooms type 110
FinalExamClassrooms
Library Student Study Rooms
LRS Scheduled Spaces
Meeting Rooms - All

Available Rooms

Building	Room Code	Room	Min Capacity	Max Capacity
No data to display				

Room Info Print

10. Room Type: Must select "110 Classroom"
11. Now Select "Search" on the bottom of the page

Campus The Office of Records and Registration

Term Dates: 1/12/2015 - 5/8/2015

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome

Campus: * St. Cloud State University
Term: * Spring Semester 2015 Time Blocks
Start Date: * 1/12/2015 Mon Start Time: * 2:00 PM
End Date: * 5/8/2015 Fri End Time: * 3:15 PM
☐ M ☒ T ☐ W ☒ R ☐ F ☐ SA ☐ SU

University Classrooms

Room Type: 110 Classroom
Enrollment: 30
☐ Ignore Room Capacity
☐ Ignore Term Excluded Dates

Search

Available Rooms Academic Conflicts

Building	Room Code	Room	Min Capacity	Max Capacity
51B	216	216 Classroom	0	40
Brown Hall	201	201 CSD Classroom	0	45
Brown Hall	212	212 Physics Classroom	0	32
Centennial Hall	343	343 Classroom	0	40
Education Building	B107	B107 Classroom	0	48
Education Building	B112	B112 Classroom	0	32
Education Building	B209	B209 Classroom	0	40
Engineering & Computing Center	108	108 Classroom	0	44
Engineering & Computing Center	126	126 Classroom	0	30
Engineering & Computing Center	128	128 Classroom	0	30
Halenbeck Hall	344	344 Classroom	0	50
Halenbeck Hall	345	345 Classroom	0	41
Halenbeck Hall	346	346 Classroom	0	40
Halenbeck Hall	347	347 Classroom	0	35

Room Info Print

The search result lists the available classrooms. Next, submit a TCM request for the room assignment. Using your Star ID Log on to TCM at <https://www5.stcloudstate.edu/registrar/faculty/termcoursemaintenance/>

If the classroom you chose is not on the University Classrooms list, you must request approval for the room. In the comments section on the TCM request to the Registrar, make a note of who approved your use of the room.