

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

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ST. CLOUD STATE UNIVERSITY

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Scheduling Services

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Welcome to Scheduling Services with EMS

St. Cloud State University is joining with other colleges and universities within the [MNSCU system](#) in a conversion to a new room scheduling software known as [Classroom, Event Management & Resource Scheduling \(CEMRS\)](#) system.

Prior to the new system, both *Atwood Memorial Center* and the *Welcome Center* were previously using an earlier version of the EMS software for room scheduling and have upgraded to the new version. To ensure all spaces that are scheduled at SCSU are included in the conversion to EMS, the rest of the campus will be included in this conversion moving forward in this process.

Looking to reserve a room or events at St. Cloud State University?

You can browse for an open space online by using the [Online Scheduling System](#).

Need more information?

You can click on the lefthand navigation and select the *Frequently Asked Questions* link.

Campus Schedulers

- Event Calendar ▶
- Academic Calendar ▶
- Campus Map ▶
- Directory ▶

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

ems Campus

The Office of Records and Registration

Log In

Powered by ems

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

ems Campus

The Office of Records and Registration

Log In

User ID:*

Password:*

Login

Powered by ems

5. Select "Term Selector" on the menu bar

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

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

Powered by ems

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

The screenshot shows the EMS Campus registration interface. At the top left is the EMS Campus logo. To the right, it displays the current session information: **Managing:** St. Cloud State University - Spring Semester 2015, **Phase:** Publish, and **Term Dates:** 1/12/2015 - 5/8/2015. The main heading is "The Office of Records and Registration". Below this is a navigation menu with options: Term Selector, Academic Browser, Academic Book, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, and Help. A "Welcome" message is visible on the right side of the menu. The main content area features a table with the following data:

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	

At the bottom right of the page, a "Save" button is circled in red.

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

The screenshot shows the EMS Campus registration interface with the "Search For Rooms" menu item circled in red. The interface includes the same header and navigation menu as the previous screenshot. The "Search For Rooms" section is active, displaying a form with the following fields and options:

- Campus:** St. Cloud State University (dropdown)
- Term:** Spring Semester 2015 (dropdown) with a "Time Blocks" button
- Start Date:** 1/12/2015 Mon (calendar icon)
- Start Time:** (time picker icon)
- End Date:** 5/8/2015 Fri (calendar icon)
- End Time:** (time picker icon)
- Days:** M T W R F SA SU
- Building:** (no preference) (dropdown)
- Room Type:** (no preference) (dropdown)
- Enrollment:** 0 (input field)
- Ignore Room Capacity
- Ignore Term Excluded Dates

The "Available Rooms" section on the right shows a table with columns: Building, Room Code, Room, Min Capacity, and Max Capacity. The table currently displays "No data to display". At the bottom of the search form, there are buttons for "Search", "Room Info", and "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

The screenshot shows the 'ems Campus' interface for 'The Office of Records and Registration'. The top right corner indicates the managing institution is St. Cloud State University for the Spring Semester 2015, with a phase of 'Publish' and term dates from 1/12/2015 to 5/8/2015. A navigation bar includes 'Term Selector', 'Academic Browser', 'Academic Book', 'Search For Rooms', 'Reports', 'Manage User Options', 'Admin Functions', 'Log Out', and 'Help'. The main search area on the left includes fields for 'Campus' (St. Cloud State University), 'Term' (Spring Semester 2015), 'Start Date' (1/12/2015 Mon), 'End Date' (5/8/2015 Fri), and 'Time Blocks'. A dropdown menu for 'Building' is open, showing 'University Classrooms' selected. The 'Available Rooms' table on the right is currently empty, displaying 'No data to display'.

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

This screenshot shows the same search interface after the search has been executed. The 'Available Rooms' table now contains a list of classrooms. The 'Room Type' dropdown is set to '110 Classroom', and the 'Search' button is circled in red. A red arrow points to the 'University Classrooms' option in the building dropdown menu.

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

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.