Searching for a Facility

This guide will cover:

- How to search for available facilities for a specific term and meeting time.

Step One

Using the main menu, navigate to Search for a Facility in Catalyst using the following navigational path:

Step Two

Enter UCINN into the Academic Institution field and then click on the magnifying glass to search.

Step Three

Enter the following search criteria to locate a facility that would match the entered information.

- **From Date/End Date:** Enter the Term Session start and end date.

- **Meeting Start/End Time:** Enter the class section meeting and end time.

- **Meeting Pattern:** Select the days the class will be offered.

- **Facility Type:** Click on the magnifying glass. Select the type of facility that is needed for the class section.

- **Building:** Click on the magnifying glass. Enter the building you want to schedule the class in.
Step Four

Click **Fetch Facilities**.

Step Five

The search results indicate the facilities that meet your criteria and are available for the selected meeting pattern. The system will display the search criteria you used to receive the following facilities.