

Classroom Booking Instructions

General Classroom

Contractor: Ms. Lo Ext. 2031

■ Classroom Booking System Path: CYCU homepage/ log in I-Touch/ Office of Academic Affairs/ Classroom Booking System.

I. Booking for the Entire Semester (e.g., Practical Classes, TA Time): The booking period typically opens approximately two weeks before the start of classes, as per the announcements in the Classroom Booking System. To request the temporary use of classrooms at Chung Yuan University, submit the application form to the counter manned by work-study students in the Curriculum and Registration Division 408 (Dickson Lee Hall-4F). Please make sure to provide complete information, especially the course code, contact phone number, and booking times. Before submitting the form, check the available classrooms by logging into "I-Touch/Office of Academic Affairs/Classroom Booking System/Reserve Empty Classrooms" and then fill out the form accordingly. Additionally, verify the classroom schedule by referring to the "Classroom Usage Status." Please note that classrooms in the Teaching Building are not available for booking on weekends, and evening bookings on the 8th floor are not permitted. Classrooms 408-412 are reserved for AI practical classes and cannot be booked. Huai En Building is not available for nighttime and weekend bookings (except for courses already scheduled with the Extracurricular Activities Division). After submission, the application form will be reviewed by the Curriculum and Registration Division, and confirmation of the booking will be sent back to the respective department. Please collect the booking form from your department's office.

II. General Classroom Booking

(1) For special situations within the first month of the semester, please contact Ms. Lo at the Curriculum and Registration Division (Ext. 2031).

(2) Starting from the third week of the semester, priority is given to midterm and final exam classroom bookings. To reserve a classroom, check for available classrooms in the "Classroom Booking System" under "Reserve Empty Classrooms," and then complete the "Temporary Classroom Booking Application Form."

(3) After the first month of the semester, online booking is available. Reserve empty classrooms in the booking system; the system only allows bookings within the next

month.

- (4) During winter break and non-class days, please request classroom bookings in writing through the Facilities & Campus Maintenance Division. Contact Ms. Chen (Ext. 2263) in the Office of General Affairs.

III. Classroom Booking in the Teaching Building(Chen Chih Hall-1F):

Please first check the "Classroom Usage Status" to confirm that the chosen time slot is not already reserved. Once you've confirmed the availability, fill out the "CYCU Campus Venue Reservation Form" and follow the designated approval process for submission.

■ [Classroom Booking System Operating Instructions.](#)

■ System interface

空堂教室借用系統						
最新消息	空堂教室預借	開課空教室查詢	查詢個人預借資料	教室使用狀況	相關連結	我有話要說
公佈欄管理	設定管理者帳號	設定學期時間	設定系統不開放時間	設定教室不開放日期	教室借用狀況查詢	匯入功能
**寒、暑假期間、非上課日及例假日教室借用，請向總務處事務組陳麗琴小姐(分機2263)申						
空堂教室借用系統最新消息						
◆ 公告開始日期	公告結束日期	主旨				
◆ 2022/08/01	2023/01/31	教學大樓教室借用說明				
◆ 2022/08/01	2023/01/31	寒、暑假期間、非上課日及例假日教室借用				
◆ 2022/09/12	2023/01/13	111-1學期空堂教室預借				

Recording System

Contractor: Ms. Lo Ext. 2031

- I. Temporary Booking Procedures: The system is available for various purposes such as recording teacher rescheduled or makeup classes, pre-recording classes, event recordings, etc. Course recordings will be uploaded to i-learning at midnight on the same day for teachers to edit.
- II. There are a total of 41 classrooms equipped with the recording system. College-level smart flipped classrooms can facilitate synchronous video teaching with domestic and international partners.
- III. Temporary "Course Recording" Booking: Reserve the classroom first, then fill out the "CYCU Temporary Booking [Course/Event Recording] Classroom Application Form" and submit it to the Academic Affairs Office for processing. (Form download: CYCU homepage/Administrative unit/Office of Academic Affairs/Curriculum and Registration Division/Documents download/Borrow the Classroom)
 - (1) Recording system classrooms under the Academic Affairs Office include rooms:
Teaching Building 302, 305A, 305B, 312, 317, 402, 408, 412, 417, 501, 502, 505, 512, 515, 517, 602, 605, 615, 802, 818, totaling 20 rooms.
 - (2) There are a total of 8 college-level smart flipped classrooms; please contact the venue management department for bookings.

Collage	Classroom	Number of seats	Contractor /Ext.
College of Science	科學 103	75	莊斐茵/3006
College of Engineering	工學 306	160	陳姮萱/4135
College of Engineering	土木 202	81	莊亞軒/4203
College of Business	商學 409	65	周容羽/5314
College of Electrical Engineering and Computer Science	莊敬 307	66	王華安/4463
College of Humanities and Education	教學 812 Office	79	吳宛倩/6871
College of Humanities and Education	全人 108	72	蘇家崢/6901
School of Design	設計 104	80	廖祥伶/6021

(3) There are a total of 13 recording system classrooms not managed by the Academic Affairs Office. Please contact the respective venue management department for bookings.

Recording system classroom	Contractor /Ext.
工學 117	吳雪濤/4006
工學 308	陳姮萱/4135
工學 315	張毓芬/4501
理學 101、212	林雨臻/3344
管理 401、商學 402、408	周容羽/5314
商學 103	趙柏鈞/5703
土木 201、501	莊亞軒/4203
科學 211	劉育彰/3239
電學 105	謝滇珍/4071

(4) Classroom Booking of Academic Affairs Office Recording System: Please use the "Reserve Empty Classrooms" feature in the Classroom Booking System to book recording system classrooms. During winter and summer breaks and on holidays, please submit a written request to the Facilities & Campus Maintenance Division.

IV. Video File Download: Download of video files is limited to course instructors and their teaching assistants. To download the file, log in to i-learning→ select the course, and access the course recording download (MP4 file). After editing, you can upload the file back to the i-learning platform for student review.

- [Download the "Recording Classroom" Booking Application Form](#)
- [Recording System Operating Instructions](#)