



UNIVERSITY  
AT ALBANY  
State University of New York

## OFFICE OF THE REGISTRAR

**In an effort to maintain the University's academic space scheduled by the Registrar's Office, please be mindful of the following check-list of items:**

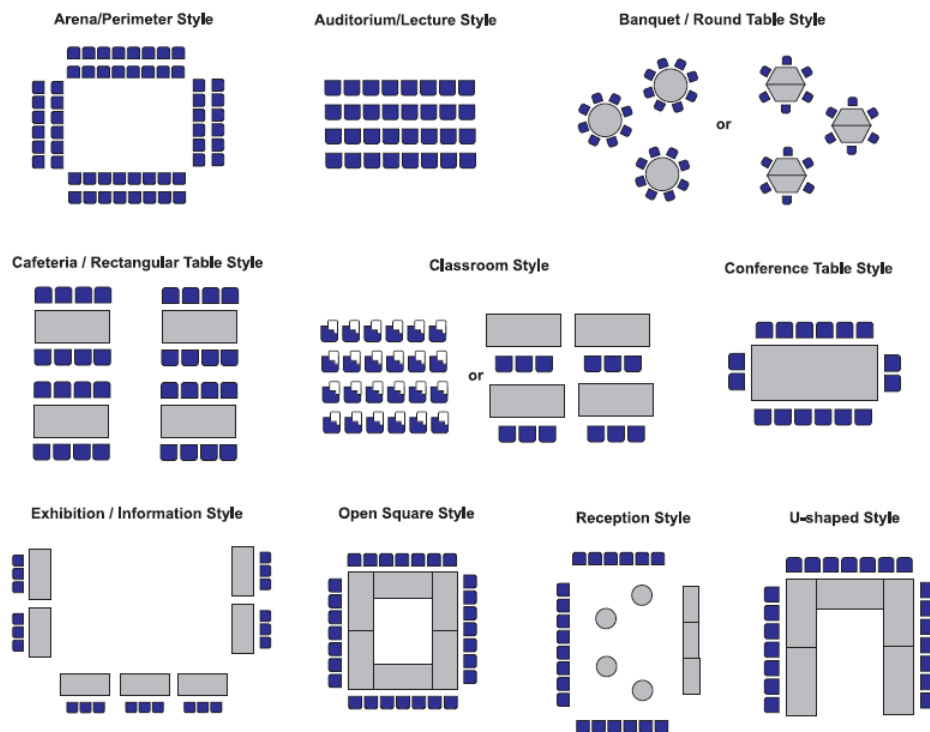
- ✓ If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. See Appendix A for information on classroom setup styles.
- ✓ Please do not move furniture from one room to another.
- ✓ Please close windows and doors when exiting a room.
- ✓ Please do not use permanent markers or abrasive cleaning products on whiteboards.
- ✓ If assigned to a classroom with a technology cabinet (e.g., Massry Center for Business, Building 25, and select classrooms in the Humanities Building), please return the equipment to the cabinet and ensure that the cabinet door is secured (locked) after each use. Lift the projection screen(s) and turn off the projector(s) and lights using the touch panel (Crestron unit) after class. Please make sure that the items are placed on their respective recharging racks so they are available to other users.
- ✓ To report facility, furniture, or reasonable accommodation problems in rooms scheduled by the Registrar's Office, please call 518-442-3480 or e-mail [customerservice@albany.edu](mailto:customerservice@albany.edu).
- ✓ To report classroom technology problems:
  - Uptown: Call 518-442-3647 or e-mail [smartclass@albany.edu](mailto:smartclass@albany.edu).
  - Downtown: Call: 518-442-5112 or e-mail [orderav@albany.edu](mailto:orderav@albany.edu)
  - Health Sciences Campus: [sphtechs@albany.edu](mailto:sphtechs@albany.edu)
- ✓ Please be aware that each classroom managed by the Registrar's Office now has signage that includes the nearest Emergency Phone and AED (Automated External Defibrillator).

If you have any questions on the room you are assigned, please contact the Registrar's Office at [scheduling@albany.edu](mailto:scheduling@albany.edu).

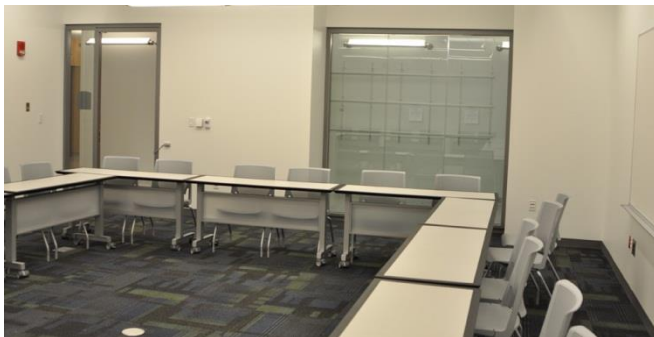
## Appendix A

The University has designed some of its classrooms to allow for flexibility and to enable multiple room layouts in order to meet the needs of a variety of teaching pedagogies. There are certain classroom layout changes that can be made on-demand by users of classroom space. For example, students and faculty can move tables and chairs, in a basic classroom, from a lecture format of straight rows to a forum format of U-Shaped rows within a class period. If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. In most cases, this means individual desks in rows facing front. In the case of round or rectangular tables, this means desks with a normal distribution in the room and chairs placed 5 or 6 around each table.

### Academic Space – Default Setup Styles



### Sample U-Shaped



### Sample Classroom Style



**Appendix B**

**Uptown Campus Contact Information for Technology or Facility Issues, and Emergencies.**

**TO REPORT CLASSROOM TECHNOLOGY PROBLEMS**

Call: 442-3647

[smartclass@albany.edu](mailto:smartclass@albany.edu)

Support Hours 7:30 AM to 7:30 PM Mon-Thurs

7:30 AM to 4:30 PM Fri

**TO REPORT FACILITY, FURNITURE, OR REASONABLE  
ACCOMMODATION PROBLEMS**

Call: 442-3480

[customerservice@albany.edu](mailto:customerservice@albany.edu)

Support Hours: All

**EMERGENCIES**

Call: 911

**UNIVERSITY POLICE DEPARTMENT**

(518) 442-3131

**Appendix C**

**Downtown Campus Contact Information for Technology or Facility Issues, and Emergencies.**

**TO REPORT CLASSROOM TECHNOLOGY PROBLEMS**

Call: 442-5112

[orderav@albany.edu](mailto:orderav@albany.edu)

Support Hours 8:30 AM to 7:30 PM Mon-Thurs

8:30 AM to 4:30 PM Fri

**TO REPORT FACILITY, FURNITURE, OR REASONABLE  
ACCOMMODATION PROBLEMS**

Call: 442-3480

[customerservice@albany.edu](mailto:customerservice@albany.edu)

Support Hours: All

**EMERGENCIES**

Call: 911

**UNIVERSITY POLICE DEPARTMENT**

(518) 442-3131

**Appendix D**

**Health Sciences Campus Contact Information for Technology or Facility Issues, and Emergencies.**

## TO REPORT CLASSROOM TECHNOLOGY PROBLEMS

[sphtechs@albany.edu](mailto:sphtechs@albany.edu)

Support Hours 8:30 AM to 5:00 PM Mon-Thurs  
8:30 AM to 4:30 PM Fri

***If not available:***

Call: 442-5112

[orderav@albany.edu](mailto:orderav@albany.edu)

Support Hours 8:30 AM to 7:30 PM Mon-Thurs  
8:30 AM to 4:30 PM Fri

## TO REPORT FACILITY, FURNITURE, OR REASONABLE ACCOMMODATION PROBLEMS

Call: 442-3480

[customerservice@albany.edu](mailto:customerservice@albany.edu)

Support Hours: All

## EMERGENCIES

### **East Greenbush & Schodack Center Police**

Cellphone: 518-479-1212

Telephone: 911