**Teaching Requests**

Please create the events in CMIS and submit these through Change Requests. The Source for these events must be TEACH or TEACHBREAK. The TEACH events must have a Course and Subgroup attached to them and the TEACHBREAK events must have a Course (no subgroup) with a size in the Class Group Capacity.

A change request might relate to a new event, a cancellation or any type of change to an existing event (date, time, weeks, lecturer, course, class, details).

**Non-Teaching Requests**

All requests for NON TEACHING events for the TLC must be requested via the Online Booking System by clicking on the Booking Tab on the Timetables & Room Booking web page.

[https://frontdoor.spa.gla.ac.uk/spacett/web/booking/search.jsf](https://frontdoor.spa.gla.ac.uk/spacett/web/booking/search.jsf)

Your request will either be Approved or Rejected.

The contacts for the TLC are John Harris, Centre Manager (John.Harris@glasgow.ac.uk)/Tracy Ross (Tracy.Ross@glasgow.ac.uk) if any further information is required.