

## **How to Reserve Classrooms in French**

French Family Science Center has only 2 classrooms, the auditorium in **2231** (seats 173) and **2237** (seats 25). These rooms are controlled by the Registrar and not by any one department. These rooms are not available for reservation via Dcal.

To request a reservation for 2231 or 2237 FFSC:

1. Go to <https://www.dukeonline.duke.edu/wv3prd/>
2. Select French Science from the navigation bar at right of the screen.
3. Select the appropriate Month from the navigation bar on the right.
4. Select the “Day” view, just above the month. This will show you an hourly view of events in those rooms for any day you select. Weekly and Monthly views are also available.
5. Once you have found an open date and time and wish to submit a reservation request click on “A&S Room Request” at the top of the page. This will take you to a page where you can fill in all event details. You must complete all 3 pages of this reservation request form to submit the request.
6. Once you have submitted your reservation request you will receive a confirmation email that your request has been forwarded to the Registrar.
7. The Registrar’s office will then contact you to either confirm the reservation or to discuss alternative locations if the one you requested is not available.

NOTE: You will see several other rooms in the R25 for FFSC; however, the registrar does not control them and you cannot request them through A&S Room Request link. Click on the individual room number on the left to see the contact information for requesting a reservation.