Seating charts for Questrom faculty

Process

1. Faculty obtain a blank seating chart for their desired classroom, either by downloading directly from Questrom World (pending) or upon request to an SPC.
2. Faculty bring the blank chart to their class to mark where each student sits
   a. Faculty are encouraged to circulate the blank document around the room so that students may (legibly) mark their own seats
   b. For best results, we suggest that students are instructed to sit in the same seats for the first several classes
3. Faculty provide the filled out seating chart, course number and section to their SPC or to qstacademicsupport@bu.edu
4. Allowing one business day for processing, SPC provides polished and finalized version to faculty both electronically and color-printed in their mailbox

Questions

Please direct questions to Brett Marks (bmarks@bu.edu) and Hsiu-Hsien Chiang (hhchiang@bu.edu), Administrative Services Leads for Academic Support, or to qstacademicsupport@bu.edu