



LUMSA
UNIVERSITÀ

Student Booking

Student Guide for Seat booking

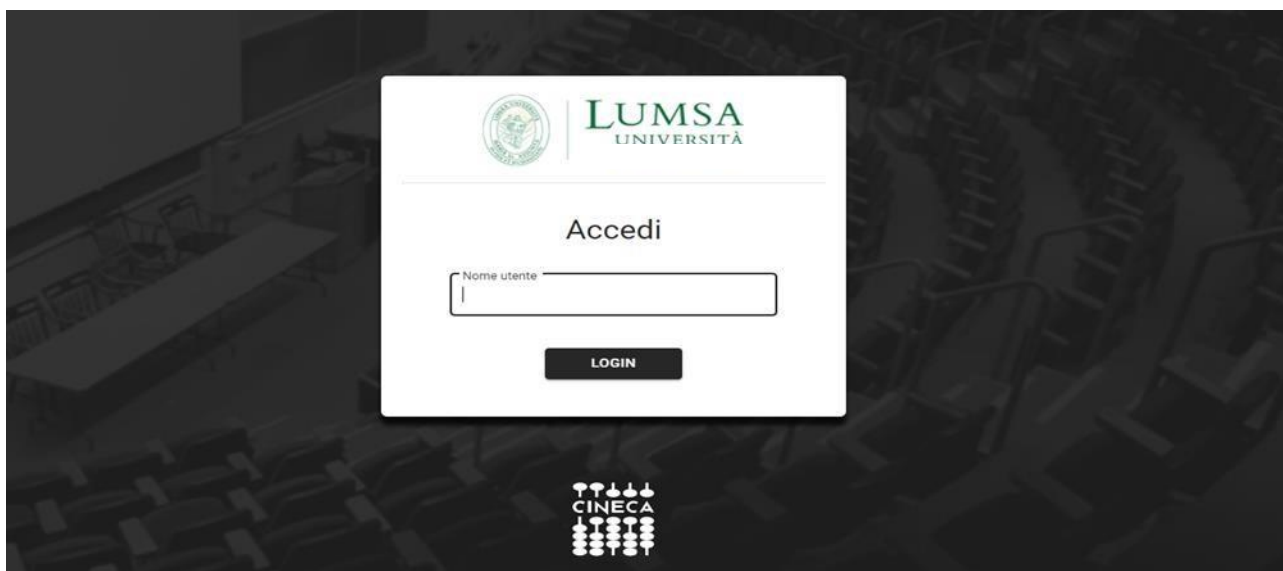
Introduction:

Before booking a seat in your classroom, you have to check your lesson timetable on LUMSA website (www.lumsa.it).

You can book a seat starting from 7 up to 1 day before the scheduled lesson.

You can cancel the reserved seat up to 1 day before the scheduled lesson. In case of cancellation the seat will be available to the students on the waiting list.

Seat booking:



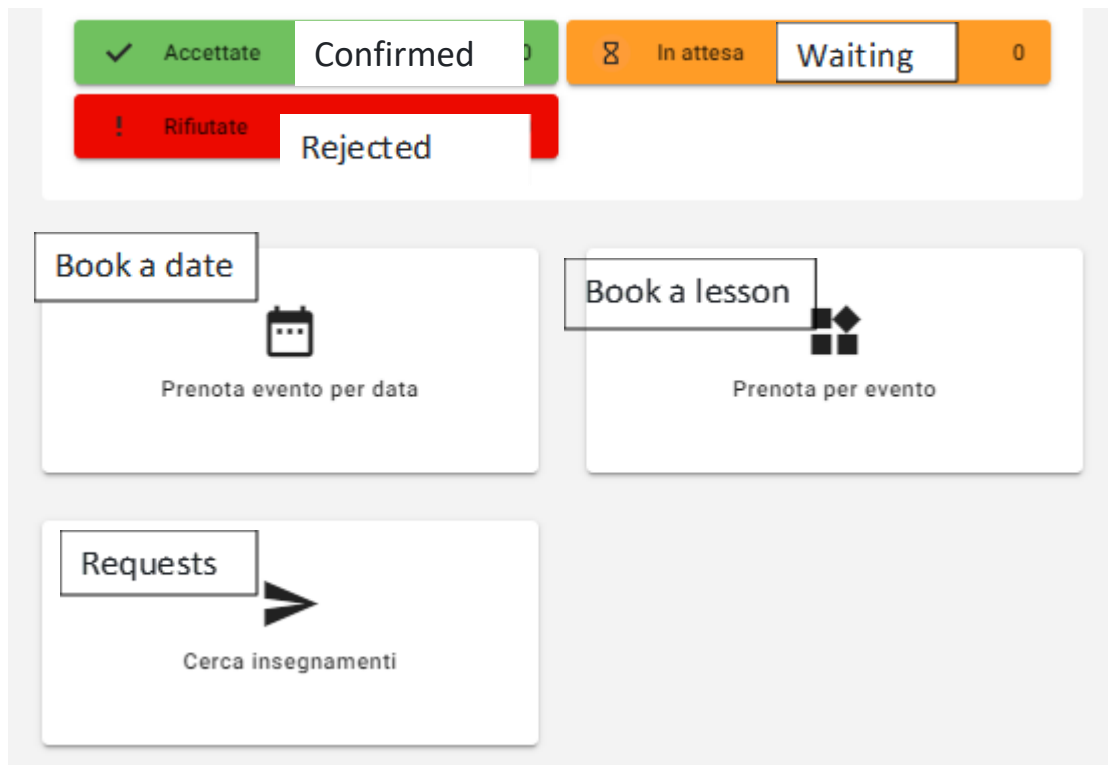
To access the booking App you must enter the same login credentials of Mi@lumsa (<https://servizi.lumsa.it/Home.do>).

There are two ways to book a seat:

You can click on “Book a lesson” or on “Request”

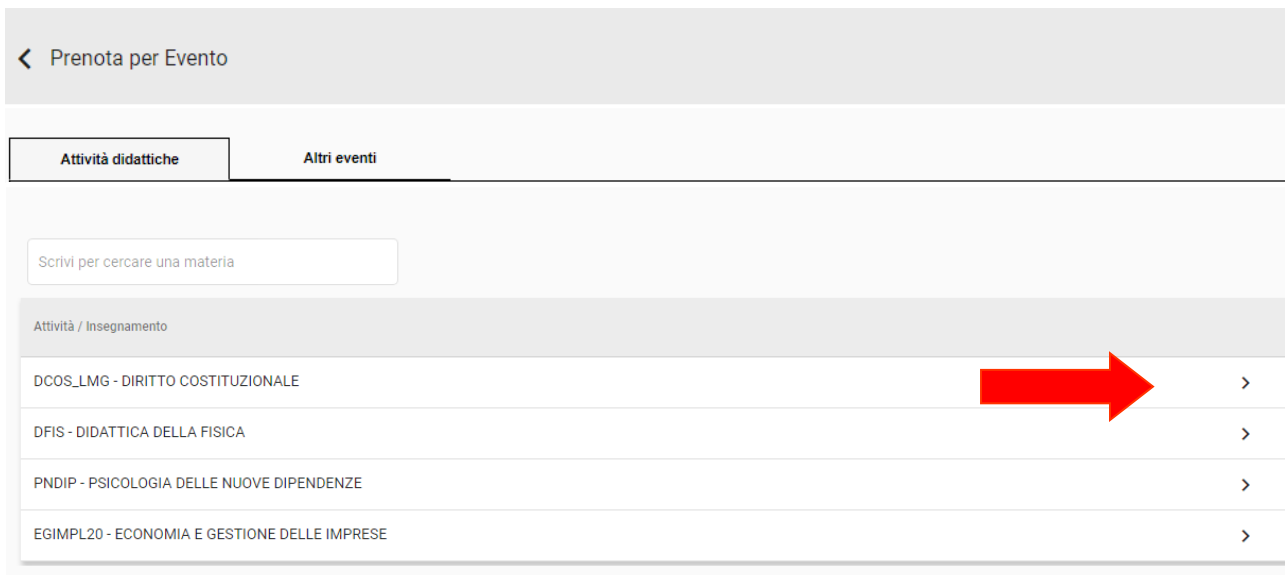
If you can not find the subject in the “Book a lesson” area, you must click on “Request”.

STUDENT



1) Choose "Book a lesson"

Book a lesson



Choose the lesson clicking on the right arrow

Materia selezionata:



Selected lesson:

PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE

Eventi selezionati (max 10): 1



Selected events:

Orario	Aula
<input checked="" type="checkbox"/> 06/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma
<input type="checkbox"/> 07/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma
<input type="checkbox"/> 13/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma
<input type="checkbox"/> 14/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma
<input type="checkbox"/> 20/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma



SELECT

Choose the lesson and click “SELECT” in the footer.

Book a lesson:

7 Ottobre 2020

PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE

Ore: 8:30 - 10:00
Presso: Aula Pizzardo (terzo piano)
Via della Traspontina 21 - Roma

Book



PRENOTA

ANNULLA

Docente: DI NICOLA MARCO

Attività didattica: PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE
Corso di studi: R100/41 - SCIENZE E TECNICHE PSICOLOGICHE
Percorso di studi: PDS0-2017 - comune

To book a seat in the classroom click on “Book”.

Materia selezionata:
PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE

Eventi selezionati (max 10): 0 Accesso disabili

Orario	Aula	Partizione
<input type="checkbox"/> 06/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	
<input type="checkbox"/> 07/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	Prenotato
<input type="checkbox"/> 13/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	Prenotato
<input type="checkbox"/> 14/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	
<input type="checkbox"/> 20/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	
<input type="checkbox"/> 21/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma	


The reserved lessons are the ones with the Booked icon.
You can see all your confirmed reservations clicking on “Confirmed”.

STUDENT

✓ Accettate Confirmed 8


⌘ In attesa Waiting 4

! Rifutate Rejected 0




Prenota per data

Book a date

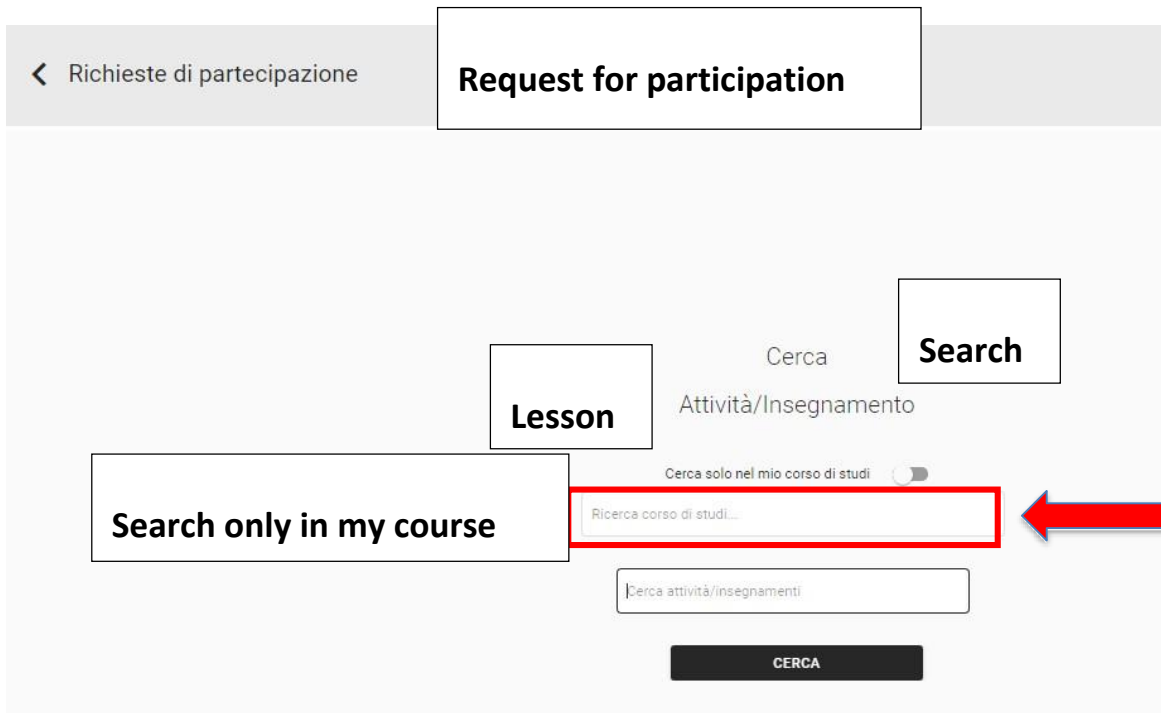
Book a lesson


Prenota per evento

Requests 

Cerca insegnamenti

2) If you can not find the lesson click on “Requests”.



Write the name, or part of the name, of your course in the box “Search course”



Write the name, or part of the name, of your lesson in the box “Search lesson”.



Then press Search.



Choose the lesson clicking on the right arrow.



Check that the professor name, the course of study and the group are the ones of your timetable. *


Finally click “Send a request”

By doing so the lesson is listed in your subjects and you can book a seat clicking on “Book a lesson”.

***Only for “Scienze della formazione primaria” and “Scienze della formazione” you must check that the group is GRP1: Roma, GRP2: Palermo.**

You can check the list of all you booked lessons the section “My Bookings”.

Attività / Insegnamento	Orario	Aula
✓ DCOS_LMG - DIRITTO COSTITUZIONALE	02/10/2020 8:30 - 10:45	Aula 7 primo piano - Via Filippo Parlatore, 65 - Palermo >
✓ DFIS - DIDATTICA DELLA FISICA	02/10/2020 8:30 - 10:00	Aula multimediale - Piazza delle Vaschette, 101 - Roma >
⌚ PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE	06/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21 - Roma >
✓ PNDIP - PSICOLOGIA DELLE NUOVE DIPENDENZE	13/10/2020 8:30 - 10:00	Aula Pizzardo (terzo piano) - Via della Traspontina 21, null - Roma >

If the booking is in waiting list you can see the icon .

When the bookings are closed a list will be created and you will receive a message informing you if the reservation is confirmed or rejected.

If the booking is confirmed you can see the icon .

If the booking is rejected you can see the icon !

If you need to cancel a booking choose the booked lesson

Dettaglio prenotazione ACCETTATA

2 Ottobre 2020

Data prenotazione: 23/09/2020

DCOS_LMG - DIRITTO COSTITUZIONALE

Ore: 8:30 - 10:45
Presso: Aula 7 primo piano
Via Filippo Parlatore, 65 - Palermo

ANNULLA PRENOTAZIONE

Cancel Booking

and click on “CANCEL BOOKING”.

Request for assistance

In case of problems contact the following email prenotazioneposti@lumsa.it stating:

- Surname
- Name
- Date of birth
- Degree course
- Year of the course
- Brief description of the problem