



**ROOM SCHEDULING
MULTIMEDIA REQUEST FORM**

Registration and Records Office
Mike Loya Academic Services
Building, Room 107

Date:

Please note the following policies and provisions in regards to Multimedia Room Requests:

1. Class capacity is a factor in determining building/room assignments. Specific preferences are considered but NOT guaranteed.
2. Equipment orientations are required for use of EDUC classrooms please call for appointment (747-5251)
3. Please request the use of multimedia rooms only if you plan to utilize the equipment consistently throughout the semester.
4. Food and drinks are prohibited in multimedia rooms.
5. UGLC auditoriums will be assigned on first come first serve basis.

Section Information *(you may add various CRNs for like course/course numbers)*

Select Term: Summer Fall Spring

Section Capacity Subject and course number

CRNs

Room Attributes (please check one)

- Standard Multimedia Room
- PC in the classroom with digital projector and internet
- MAC computer in the room with digital projector and internet
- Computer Laboratory- one computer per student (please check building preference)
- LACIT (LART) Old Main UGLC

Additional equipment needed (please check all that apply)

- Document Camera Overhead Projector Wireless Microphone Telephone
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Building Preference (please note this does not guarantee you a classroom in the desired building)

- BUSN COMP COTT CRBL EDUC HUDS LART MAIN MNRS
- PSCI PSYC QUIN UGLC WORR
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Additional Requests and Comments

Authorizations *(if sending electronically no signature is necessary but please copy Chair and Instructor)*

Dept. Chair

Faculty Making Request