

SPECIAL CLASSROOM REQUEST FORM

*This form must accompany the Request for Change/Add in Class Schedule Form.

Semester: _____ Campus: _____ Department: _____ Contact Person: _____ Ext: _____

Discipline: _____ Course Number: _____ Section: _____ CRN: _____

Class Meeting Pattern: (Days of Week) _____ Class Time From: _____ To: _____

Expected Enrollment: _____ Is course cross-listed? NO YES Course is listed to CRN: _____

CLASSROOM TYPE	SEATING CAPACITY	SELECTABLE FEATURE
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<input type="checkbox"/> Small Classroom with Technology (All Classrooms have the same academic technology; Instructor computer, computer projection, etc.)	16 - 49	<input type="checkbox"/> Table & Chairs Movable <input type="checkbox"/> (or) Fixed <input type="checkbox"/> <input type="checkbox"/> Tablet Desk Movable <input type="checkbox"/> (or) Fixed <input type="checkbox"/> <input type="checkbox"/> White Board <input type="checkbox"/> Chalk Board <input type="checkbox"/> Flat Room <input type="checkbox"/> Tiered Room
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<input type="checkbox"/> Mid-Size Classroom with Technology (All Classrooms have the same academic technology; Instructor computer, computer projection, etc.)	50 - 78	<input type="checkbox"/> Table & Chairs Movable <input type="checkbox"/> (or) Fixed <input type="checkbox"/> <input type="checkbox"/> Tablet Desk Movable <input type="checkbox"/> (or) Fixed <input type="checkbox"/> <input type="checkbox"/> White Board <input type="checkbox"/> Chalk Board <input type="checkbox"/> Flat Room <input type="checkbox"/> Tiered Room
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<input type="checkbox"/> Medium Lecture Halls with Technology (All Lecture Halls have the same academic technology; Instructor computer, computer projection, etc.)	92 - 140	
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<input type="checkbox"/> Large Lecture Halls with Technology (All Lecture Halls have the same academic technology; Instructor computer, computer projection, etc.)	158 - 456	
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<input type="checkbox"/> Other Features (e.g., Dual Projection, Periodic Chart) _____ _____ _____		
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Note: Computer Classrooms are scheduled by Academic Technology, (ext. 4329) or Information Technology (ext. 5874)

DO NOT WRITE IN THIS SPACE

PROCESSED BY: _____

DATE: _____