

Classroom Request Form (after submission deadline)

Semester (i.e., Spring 2020)	
Subject	
Course Number	
Section	
Class Number	
Course Title	
Expected	
Actual on-campus enrollment previous two years	
Instructor for the course	
Instructor email	
Room requested	
Alternate room	
Preferred class days	
If other please specify the preferred	
Preferred class times	
Alternate class days	
If other please specify other class days	
Alternate class time	
Recording	
If yes, do you plan to self-record or use student	
Class number for distance section associated with course	