

CLASSROOM REQUEST FORM

CONTACT INFORMATION

Instructor's name (first & last) _____

E-Mail address _____

COURSE INFORMATION

Term: _____ Course number: _____ Call # _____

Class time(s): Start _____ End _____ Day(s) class meets: _____

Start _____ End _____ Day(s) class meets: _____

Maximum enrollment: _____

Current classroom assignment: _____

Are you requesting a different room or an additional room? _____

If a different room, why? _____

BUILDING PREFERENCES (optional) see page 2

1st choice _____ 2nd choice _____ 3rd choice _____

CLASSROOM FEATURES NEEDED (mark all that apply)

_____ chalk or marker boards _____ moveable seating _____ level 1 technology*

_____ continuous table top seating _____ sloping floor _____ level 2 technology*

_____ seminar seating _____ wheelchair accessible _____ level 3 technology*

* see page 2 of this form for
technology level descriptions

Comments _____

RETURN COMPLETED FORM TO: SHARON YEN at syen@uga.edu

PHONE: 542-2182

BUILDING CHOICES

NORTH CAMPUS

BALDWIN HALL
BROOKS HALL
CALDWELL HALL
GILBERT HALL
JOE BROWN HALL
JOURNALISM BUILDING
LeCONTE HALL
MAIN LIBRARY
MEIGS HALL
MILITARY (ROTC) BUILDING
MOORE COLLEGE
PARK HALL
PEABODY HALL
SANFORD HALL
STUDENT LEARNING CENTER

TECHNOLOGY LEVELS

LEVEL 1

Classrooms contain a permanent overhead transparency projector and a manual projection screen.

LEVEL 2

Classrooms contain a permanent overhead transparency projector, manual projection screen(s), permanent video monitor(s) and VCR. Most of these classrooms have campus data network connectivity and campus cable TV system connectivity. Most have access to a "Classroom Hotline" telephone.

LEVEL 3

Classrooms contain a permanent overhead transparency projector, manual or electric projections screen(s), LCD video/data projector, connections for computers, campus data network connectivity, campus cable TV system connectivity, VCR, program sound system, speech amplification system with wireless lapel microphone for instructor and wireless handheld microphone for student questions, document camera, manual or touch screen equipment control system and a "Classroom Hotline" telephone. Many of these rooms also have an audio CD/Cassette player, DVD player or laser disk player. Some rooms have a touch screen control of room lighting and window shades (where required).