

Instructions for Classroom Request Form Spring 2002

1. The instructor teaching the course, or his/her designee, must complete the request to insure accuracy of information. Note the software needs questions for OIT use.
2. Obtain the class information from a "Revised Schedule of Courses" printout, distributed to your department office in mid-September.
3. **PLEASE COMPLETE ONE FORM PER CLASS** (complete two separate forms if you are teaching two sections of the same course). You do not need to fill out additional forms for cross-listed courses.
4. If your course has an **Also Meets At time**, please designate specifically which meeting time needs the computer platform. It may not be possible to schedule all meetings in a technology room.
5. If you need special accommodations due to a physical disability, please indicate in the "Comments" section on the reverse side of this form.
6. Complete all requested information, and return your completed Classroom Request Form to Robin R. Hoepfner, 105 Main Building by October 11.

Practices Which Govern Assignment of (Technology) Classrooms

Every effort will be made to meet your technology classroom needs. In the past, most of the computer platform requests have been filled as requested. However, the increased demand for technology classrooms at popular class periods may result in some requests going unfilled. Your placement in technology classrooms will be determined by the following considerations:

1. Was your request received by October 11? We need to know your needs in a timely manner.
2. Does your class meet at a standard class time? All classes meeting at standard times will be scheduled before non-standard times, even if the nonstandard time course requests technology.
3. Was the form accurate and complete? We need all the information.
4. Type of computer platform requested.
5. Maximum size of the class and/or the enrollment history of the course based on records from the past three semesters.

A specific classroom will not be assigned based on your past assignment to that room; maximum flexibility must be maintained in order to place a majority of requests. Requests received after the October 11 deadline will be considered after all on-time requests have been filled. We must have the total population of technology room requests in order to make good decisions about placement.

Office of Information Technology Survey for Software Needs*

Windows software needs*:

- for classroom teaching _____
- for students to use in clusters _____

Macintosh software needs*:

- for classroom teaching _____
- for students to use in clusters _____

Unix software needs*:

- for classroom teaching _____
- for students to use in clusters _____

*Software needs for OIT information; does not guarantee said software will be provided.

**Classroom Request Form
SPRING 2002**

-ALL REQUESTS DUE OCTOBER 11-

COURSE INFORMATION

(ONLY ONE CLASS/SECTION PER SHEET!)

Course/Section Number (i.e. ENGL 414M-01) _____ 4-Digit Call Number _____

Cross-listed Courses _____

Cross-listed Call Numbers _____

Meeting Days/Time _____ (Also meets at time) _____

MAX Class Size (including cross-listings) _____ (Refer to *Revised Schedule of Courses* printout)

Instructor(s) _____ Campus Phone Number _____

Are you teaching another course back-to-back with the above? _____

1. VIDEO ONLY (DO NOT FILL OUT SECTION 2)

Overhead projectors and TV/VCRs are in all technology classrooms, and the majority of non-technology classrooms. LaserDisc players are also in all PC/MAC technology rooms. If you need any special equipment, please contact Equipment Rental at 1-6423 after you've received your spring room assignments (December 12).

_____ video only (do not fill out section 2). Select preferred building (see classroom website at http://www.nd.edu/~asmund/classrooms_browse.html)

- | | | | |
|---------------------|---------------------|------------------------|--------------------------|
| _____ Brownson | _____ DeBartolo | _____ Haggar | _____ Malloy Hall |
| _____ CSC | _____ Earth Science | _____ Hayes-Healy | _____ Nieuwland Science |
| _____ Coleman-Morse | _____ Fitzpatrick | _____ Hurley | _____ O'Shaughnessey |
| _____ CCMB | _____ Flanner | _____ Hesburgh Library | _____ Pasquerilla Center |
| _____ Cushing | _____ Galvin | _____ Main Building | _____ No preference |

If your max is less than 20, do you prefer: _____ Seminar (one table) -OR- _____ Classroom (desks)

2. COMPUTER

Choose one of the following platforms. List frequency of use as occasional, frequent, or each meeting.

_____ **Windows/MAC** computer platform Frequency of use: _____
(Room sizes available: In DBRT-- 30, 50, 96, 108, 263, 465; In NIEU-- 63, 122, 142, 215;
In OSHA -- 45, 50; In FITZ-- 65; In HAYE-- 31, 72, 132; In CLMR-- 22, 30; Library Auditorium)

_____ **SUN** computer platform Frequency of use: _____
(Room sizes available: In DBRT--50, 96, 263, 465)

If you desire a **collaborative computer classroom**, please choose one below:

- _____ 228 DeBartolo (DOS) _____ 331 DeBartolo (MAC)
(Room size: 60 chairs; 30 PCs) (Room size: 30)

Comments:

(REGISTRAR USE ONLY) Room Assigned: _____ Date: _____ Entered by: _____