**Resource Preference Form**

**Spring 2006**

(200620)

This form is for semester room assignments. Please identify installed classroom resources you need for Spring 2006. **We will do our best to accommodate your needs, but facilities are limited and we cannot guarantee every request.** Make copies of this form if you have additional course sections. Return all copies to the Scheduling Office (room P910) on the New York City campus by **November 18, 2005.**

**PLEASE NOTE: THIS IS NOT AN EQUIPMENT ORDER FORM. FOR PORTABLE AND/OR TEMPORARY AUDIO-VISUAL NEEDS, CONTACT EDUCATIONAL MEDIA.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Course Site</th>
<th>CRN</th>
<th>Instructor’s phone number</th>
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</thead>
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**Please indicate preferences in priority order, 1 being the highest.**

- [ ] blackboards (2)
- [ ] tables and chairs+ (7)
- [ ] videotape player* (9)
- [ ] whiteboards (3)
- [ ] tablet-arm chairs (8)
- [ ] computer projection* (21)

Briefly explain why these resources are needed and list any other course needs not included above

__________________________________________________________

__________________________________________________________

__________________________________________________________

* If you are assigned to a room with this equipment, contact Educational Media at x1583 to arrange for its use at the start of the semester.

+ Limited Resource.

**IS THIS A LEARNING COMMUNITY COURSE?**

*Indicate other course reference numbers.*

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<tr>
<th>YES</th>
<th>NO</th>
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**ARE YOU TEACHING BACK TO BACK COURSES?**

*Indicate other course reference numbers.*

*Maximum of 15 minutes between classes.*

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<th>YES</th>
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**IS THIS A WEB ASSISTED COURSE?**

*Indicate meeting pattern that requires room usage.*

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Instructor’s Signature __________________________ Date ___________