This form is for semester room assignments. Please identify installed classroom resources you need for Fall 2004. **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 May 28, 2004.**

**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>Instructor’s phone number</th>
</tr>
</thead>
</table>

Please indicate preferences in priority order, 1 being the highest.

- [ ] blackboards (2)
- [ ] tables and chairs+ (7)
- [ ] videotape player* (19)
- [ ] 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 x1550 to arrange for its use at the start of the semester.

+ Limited Resource.

**IS THIS A LEARNING COMMUNITY COURSE?**

Indicate other course reference numbers.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>CRN</th>
</tr>
</thead>
</table>

**ARE YOU TEACHING BACK TO BACK COURSES?**

Indicate other course reference numbers. Maximum of 15 minutes between classes.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>CRN</th>
</tr>
</thead>
</table>

**IS THIS A WEB ASSISTED COURSE?**

Indicate meeting pattern that requires room usage.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>CRN</th>
</tr>
</thead>
</table>

Instructor’s Signature ________________________________

Date ________________________________

See Scheduling Procedures for Robotel Classrooms ➤