COMPUTERIZED MULTIMEDIA ROOM REQUEST FORM
For Priority Scheduling

Please complete and return this form to: Classroom Assignments - Bolton 275

1. Name ___________________________ Date ____________

2. Department __________________________

3. Course # ______________ Currently Utilizing Building/Room ________

4. Fall ______ Sprin ______ Summer ______

5. Preferred Day/Time 1st Choice ______________ 2nd ______________ 3rd ______________

6. Expected Enrollment ______

7. Preferred Facility:
   ___ AUP classroom (CAP. 49)   ___ EMS classrooms (CAP. 27-48)   ___ LUB classrooms (CAP. 33-62)
   ___ AUP lecture hall (CAP. 195) ___ EMS lecture halls (CAP. 132-162) ___ LUB lecture halls (CAP. 175-329)
   ___ BOL classrooms (CAP. 35-46) ___ END classrooms (CAP. 30-42)  ___ MER lecture hall (CAP. 266)
   ___ BOL lecture halls (CAP. 64-470) ___ END lecture halls (CAP. 92-121) ___ MIT lecture halls (CAP. 65-107)
   ___ CHM lecture halls (CAP. 77-251) ___ ENG classroom (CAP. 35)   ___ PHY classroom (CAP. 35)
   ___ CRT classrooms (CAP. 17-30)   ___ ENG lecture hall (CAP. 402)  ___ PHY lecture hall (CAP. 126)
   ___ CRT lecture hall (CAP. 138)   ___ HLT classrooms (CAP. 35-75)  ___ SAB classrooms (CAP. 28-38)
   ___ CUN classroom (CAP. 61)     ___ LAP classrooms (CAP. 32-48)  ___ SAB lecture hall (CAP. 149)
   ___ CUN lecture hall (CAP. 165)  ___ LAP lecture halls (CAP. 88-338)

NOTE: Completion of training is required for use of the Computerized Multimedia Equipment.
      For training information contact I&MT/Classroom Services at x2382.
      For classroom media emergencies contact the Hotline at x2382.

8. I have been trained to use the Multimedia Facilities in Bldg/Room ____________
   I need training on the Multimedia Equipment _____Yes _____No

9. Reason for request of the multimedia facility: ____________________________________________________
   ____________________________________________________
   ____________________________________________________

10. Special software requests for the mediated facilities should be made by using the Software Request Form; type in labsoftware.uwm.edu in any browser to access the form.

11. Please check equipment needed:
   ___ Video Projector   ___ DVD ROM   ___ Document Camera
   ___ IBM/PC Compatible Computer   ___ DVD   ___ Student Response System
   ___ Internet Access   ___ VCR

Updated: 01-31-10