

When the submit button is clicked, please be sure to check your email outbox to confirm the message has been sent. If you have problems, please contact 978-5800. This form works best in Internet Explorer. You may need to save the form to your computer in order to fill out and submit it.

Submit form to schedulebuilding@wichita.edu

## MASTER CLASSROOM REQUEST

This form is designed to prioritize the demand for master classrooms. IT DOES NOT GUARANTEE A MASTER CLASSROOM WILL BE ASSIGNED!

Semester Reque	sted (FL, SP, SU)				
Department/Cou	urse (i.e. COMM 1	1)			
CRN (If this is a c	ross-listed course	, list both)			
Day and Time of	Class				
Class Size / Quot	а				
Instructor Name	and Phone Numb	er			
EQUIPMENT NE	EDED				
Computer	YES	NO	DVD Player	YES	NO
Elmo	YES	NO	OTHER		
Can instructor/d	epartment provid	e a laptop cor	nputer (REQUIRED)?	YES	NO
Is this equipmen	t for Power Point	only?		YES	_ NO
Frequency of use	e of technology?	Occa	sional Frequent Daily		
REASON FOR M	ASTER CLASSROO	M:			
The following mail	aster classrooms v	vill be schedul	led from this form; if	you have a prefere	nce, please
1. BLDG/ROON	Λ:	2. BLDG/	ROOM:	3. BLDG/ROO	DM:
<u>BLDG</u>	ROOM	<u>SEATS</u>	<u>BLDG</u>	ROOM	<u>SEATS</u>
JB	104	50	НН	208	481
JB	126	35	НН	209	235
JB	127	122	НН	211	234
JB	128	94	НН	218	130
JH	306	35	НН	231	130
GE	101	160	LH	100	110

A list of Projector Plus classrooms that are scheduled by the Registrar's Office is also available. Those rooms can be requested on SSASECT as you build a section *(these are also not guaranteed)*.

The <u>master classrooms</u> should <u>not</u> be requested/entered on SSASECT. If submit button will not work, email completed form to: schedulebuilding@wichita.edu