



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 Requested (FL, SP, SU) _____

Department/Course (i.e. COMM 11) _____

CRN (If this is a cross-listed course, list both) _____

Day and Time of Class _____

Class Size / Quota _____

Instructor Name and Phone Number _____

EQUIPMENT NEEDED

Computer YES NO DVD Player YES NO

Elmo YES NO OTHER _____

Can instructor/department provide a laptop computer **(REQUIRED)**? YES NO

Is this equipment for Power Point only? YES NO

Frequency of use of technology? Occasional Frequent Daily

REASON FOR MASTER CLASSROOM:

The following master classrooms will be scheduled from this form; if you have a preference, please identify.

1. BLDG/ROOM: 2. BLDG/ROOM: 3. BLDG/ROOM:

<u>BLDG</u>	<u>ROOM</u>	<u>SEATS</u>	<u>BLDG</u>	<u>ROOM</u>	<u>SEATS</u>
JB	104	50	HH	208	481
JB	126	35	HH	209	235
JB	127	122	HH	211	234
JB	128	94	HH	218	130
JH	306	35	HH	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 master classrooms should not be requested/entered on SSASECT.

If submit button will not work, **email completed form to: schedulebuilding@wichita.edu**