

MC Room Change Request Form

Please put an **X** in the appropriate field

- Room too hot/cold*: _____
- Computer and/or projector not working*: _____
- Room too small for amount of students enrolled: _____
- Room too big for amount of students enrolled: _____
- I need a Computer Lab: _____
- Room too noisy due to construction: _____

***(It's the responsibility of the originating instructor to submit a Facilities or ETS Work Order to have the problem(s) fixed)**

Your current section details

- Your printed name & signature: _____
- Course Name (e.g., ACC-001A): _____
- Course CRN (aka: Section Number): _____
- Your current classroom location (Building & Classroom): _____

For the classroom you would like to move to. Is the room currently occupied? _____

- If occupied: Have you talked with the instructor to arrange a classroom swap?* _____
 - *Please fill out the information of the swapping instructor (only if swapping rooms).
- Swapping instructor's name: _____
- Course Name (e.g., ACC-001A): _____
- Course CRN (aka: Section Number): _____
- Location of other instructor's classroom (Building & Classroom): _____
- Will the Instructor use your current room, or will she/he need a new classroom? _____

This form will need your Division Dean's approval

Dean's Printed Name: _____

Dean's Signature: _____

Date: _____

For Office of Instruction use only

Staff member's name: _____

Date: _____