Room and Media Equipment Request for Off-Campus Sites for Western Carolina University:

NOTE: The Educational Outreach and Distance Education office requests room and equipment usage at the various off-campus sites. Every effort will be made to fulfill your request but availability of computer labs and particular equipment may be limited. If your request cannot be met, you will be notified.

☐ I have no special room or equipment requests for this course. (Proceed to signature.)

☐ My requests for this off-campus course are indicated below.

1. Special equipment needed: (for example, an art class may require tables, access to water, etc.)

____________________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________________

2. Audio/Visual Equipment: Please list any equipment needed (TV/VCR, Overhead projector, etc.)

____________________________________________________________________________________________________________________________________________________________

3. Computer Lab: If you plan on using a computer lab at any point during the semester, please indicate below. Lab availability is limited at most sites and requests must be made early.

☐ I need a lab for every class meeting.

☐ I only need a computer lab for the class meetings listed below:

Dates: ______________________________________________________________________________

4. Software: Please indicate the software needed for your class. (Please keep in mind that software usually needs to be installed or downloaded by the IT department at the off-campus site AFTER a request from the IT department at WCU. Advance notice is required.

____________________________________________________________________________________________________________________________________________________________

Required Signature:

____________________________________________________________________________________________________________________________________________________________

Instructor’s Signature  Instructor e-mail address

____________________________________________________________________________________________________________________________________________________________

Office Phone Number  Date of Request

____________________________________________________________________________________________________________________________________________________________

Course number, title and semester you are teaching  Day(s) and time scheduled for the class

____________________________________________________________________________________________________________________________________________________________

Off-Campus location  (one form required per location)  Department Head Signature/Approval  Date

For Office Use Only:

Processed Date:  Approved/Denied:

Room and Equipment Request for Distance and On-line Education 2008

Western Carolina University

Educational Outreach 828-227-7397