

ROOM CHANGE REQUEST

Term	Subject	Catalog #:	Class #:	Class Section	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Days	Start Time	End Time	Old Facility ID	Room Capacity	Combined Section (Cross-Lists)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Class #
					<input style="width: 100%;" type="text"/>
Name of Department Representative (Print)			Campus Address		Campus Phone
<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Email address				FAX #	
<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>	

1. Room change requests can ONLY be made through the Department representative.
2. The Room Scheduling Office will consider the room change based on classroom availability and need. A copy indicating approval or disapproval (no room available) will be returned to you.
- 3. No classroom changes should be requested after the fourteenth calendar day of the term per University Policy, 04-01-03.**

Reason for the room change:

Room change requests after the term begins:

EFFECTIVE DATE Date room change goes into effect.

INSTRUCTOR TO NOTIFY STUDENTS **It is the responsibility of instructor to notify his/her students of the change.**

New Facility ID	Comments	Sign Posted	Approval Information	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> No Rooms Available <input style="width: 100%;" type="text"/> <hr/> Registrar's Office Authorization	<input style="width: 100%;" type="text"/>