

## Instructions for the Large Classroom Request Form

Use the Large Classroom request form when you want to place a class in one of the following rooms:

<i>Hanes Art 121- (AR) – seating capacity 296</i>	<i>Carroll 111 – (CA) – seating capacity 425</i>
<i>Hamilton 100-(HM) – seating capacity 403</i>	<i>Howell 104 (HO) – seating capacity 153</i>
<i>Manning 209 (MA) – seating capacity 188</i>	<i>Murphey 116 (MU) – seating capacity 171</i>
<i>Peabody 104 (PE) – seating capacity 141</i>	<i>Stone Center 103 (SC) – seating capacity 361</i>

All of these large classrooms have multimedia capabilities. If you wish to see a picture of them with a description of their features, the website at which they can be viewed is:

<http://hotline.unc.edu/index.cfm?fuseaction=classroom.classroom>

Further information regarding the multimedia capabilities of the rooms can be obtained by calling Classroom Hotline at 962-6702.

If you wish to use one of these large classrooms, the form must be filled out entirely. This includes giving us an alternate large classroom location. Listing only one room does not guarantee your department will receive that room. You will be contacted for another choice before we process your request if you do not provide one.

An estimate of how many times during the semester you will use the equipment in the room is also required.

Space is given at the end of the form allowing your department to list any special reasons they are requesting this room. An example of this would be that it is the only large classroom that also has a piano.

*Use **this form** for one of the rooms **listed above**. Any other general purpose classroom should be requested using the building/room preference and/or the special features box in Ad Astra.*

This form should be submitted to the Scheduling office on or before January 6, 2010 (the end of open course schedule maintenance).

If you have any questions regarding this form, its purpose or how to complete it, please contact the scheduling office at 926-6093.

**Large Classroom Request Form**  
(SMMC form)

Instructor's Name \_\_\_\_\_

Department \_\_\_\_\_

Person completing form \_\_\_\_\_ Phone # \_\_\_\_\_

Email address of person completing form \_\_\_\_\_

Subject \_\_\_\_\_

Course number \_\_\_\_\_ Section number \_\_\_\_\_

Enrollment capacity listed in PeopleSoft \_\_\_\_\_

If combined with another course, please list course and total enrollment capacity of both courses together – Course \_\_\_\_\_ Combined enrollment capacity of both \_\_\_\_\_

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**FIRST CHOICE BUILDING AND ROOM**

Building \_\_\_\_\_ Room \_\_\_\_\_

**SECOND CHOICE BUILDING AND ROOM**

Building \_\_\_\_\_ Room \_\_\_\_\_

**FIRST CHOICE DAY AND TIME**

Day \_\_\_\_\_ Time \_\_\_\_\_

**SECOND CHOICE DAY AND TIME**

Day \_\_\_\_\_ Time \_\_\_\_\_  
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**EQUIPMENT REQUIREMENTS** (Circle number of times equipment is expected to be used)

Laptop Connections	5	10	15	20	30 or more
VCR	5	10	15	20	30 or more
DVD	5	10	15	20	30 or more
Thin Client Computer	5	10	15	20	30 or more

Thin Client accepts USB disk key but has no drive for CD's

Special reasons for requesting a large multimedia classroom

\_\_\_\_\_  
(see instructions for further explanation)