



REQUEST FOR CHANGE OF CLASSROOM

All requests must be made in writing to the Registrar and are **not official** until this form has been completed and given to the Registrar.

Instructor: _____ Date: _____

Class: _____ Room: _____

Requested Room: _____

Date(s)/Time(s) room is needed: _____

Reason for Request:

- My classroom does not accommodate the number of students enrolled after official registration.
- My classroom has broken equipment.
- Other (explain): _____

****Please remember we would like to keep changes to a minimum due to the fact that meetings for other activities are planned according to the campus schedule. We are trying to avoid any double scheduling of rooms or class interruptions.**

A request will be granted according to need.

We will make an effort to accommodate the request.

Approved/ Denied

Registrar's Signature

Date

New Room Assigned

Beginning Date

Reason for Denial: _____

Registrar (original); Copies issued to: Vice President for Academic Affairs, and Instructor.