

Tech Classroom Request Form

Office of the Registrar
Enrollment Services
118 Anderson Hall
Manhattan, KS 66506



Please submit request when *ALL* fields are completed. The form can be faxed to Enrollment Services at 785-532-3498 or e-mailed as an attachment to enrollmentservices@ksu.edu.

Term: _____ 20 ____

Department Scheduler's Name: _____ E-mail: _____@ksu.edu Phone: _____

Instructor's Name: _____ E-mail: _____@ksu.edu Phone: _____

Subject (i.e. ENGL): _____ Catalog # (i.e. 100): _____ Class # (i.e. 12345): _____ Section: _____

Session: _____ Component (i.e. LEC/LAB): _____

Select one:

Requesting same time/days/dates/room as previous year

Requesting different time/days/dates/room as previous year (**may lose previous room**)

Adding a new class section (**room may not be available**)

Preferred characteristic (select one):

Basic Technology Classroom

Common Technology Classroom

Expanded Technology Classroom

Studio classrooms will be scheduled by the appropriate department and the meeting pattern information updated in KSIS by the Dean's Office. The department and Dean's Office are responsible to make sure there are **no conflicts or double scheduling in these rooms**. These do NOT need a request form.