

Office of the Registrar

enrollmentservices@ksu.edu

Academic & Classroom Scheduling

Office of the Registrar

118 Anderson Hall

Manhattan, KS 66506

Please submit request when *ALL* fields are completed.

The form can be e-mailed as an attachment to enrollmentservices@ksu.edu

Term: _____ Year: _____

Department Scheduler: _____ Email: _____@ksu.edu Contact #: _____

Instructor Name: _____ Email: _____@ksu.edu Contact #: _____

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 courses DO NOT need a request form.