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| **The University of Akron Distance Learning Services**  Leigh Hall 206  Akron OH 44325-6239 | DISTANCE LEARNING COURSE  ROOM  RESERVATION | logo |

**Instructions**

* Fill out and submit your form by email to [ContactUADL@uakron.edu](mailto:ContactUADL@uakron.edu)
* An Outlook confirmation will be sent to you. Be sure all information is correct.
* For all first time users, contact Eric Veigel for training at 330-972-2720 / [veigel@uakron.edu](mailto:veigel@uakron.edu)
* Use a separate form for each course.

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| Contact Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requester Name | | | | |  | | | | | | | | | | | | | | | | Date | | |  | |
| Requester email address | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Instructor Name | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Instructor email address | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Department | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DISTANCE** | | | | **LOCAL** | | | |  | | | | | | | | | | | | | | | | | |
| Course Name | |  | | | | | | | | | | Course Number | | | |  | | | | | | | | | |
| Term Year | |  | | | | | | | Fall | | | Spring | | | | | | Summer  Session: | | | |  | | | |
| Start date | |  | | | | | End date | | |  | | | Start time | | | |  | | | End time | | | | |  |
| Day(s) | Monday | | | | | Tuesday | | | | | Wednesday | | | Thursday | | | | | Friday | | | | Saturday | | |
|  | | | **Location requested** | | | | | | | | | | | | **Section number of each location** | | | | | | | | | | |
| Instructor site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
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| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |
| Remote site | | |  | | | | | | | | | | | |  | | | | | | | | | | |