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| **The University of AkronDistance Learning Services**Leigh Hall 206Akron OH 44325-6239 | DISTANCE LEARNING COURSE ROOMRESERVATION | logo |

**Instructions**

* Fill out and submit your form by email to 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
* 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 |       |       |
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