COMPUTER LAB / ELECTRONIC CLASSROOM/ DISTANCE LEARNING ROOM REQUEST FORM

TERM	LAST NAME, FIRST NAME, MI	DIVISION	Z NUMBER		DATE SUBMITTED
Fall 2008					

ALL DEMONSTRATION ELECTRONIC CLASSROOMS ARE SCHEDULED ON A PER SEMESTER BASIS. THE COMPUTER SERVICES LABS ARE SCHEDULED ON A PER EVENT OR PER LECTURE BASIS. HOWEVER STATED PREFERENCES DO NOT GUARANTEE A SPECIFIC ELECTRONIC DEMONSTRATION CLASSROOM***

Academic Calendar Dates for Fall 2008: Saturday Classes begin Saturday, September 6, 2008; Regular Classes begin Wednesday, September 3, 2008.

*Select Type of Room: (For Distance Learning, select DL in addition to Electronic or Computer Lab). For Example: DL/Comp Lab

Course ID – Acro/Sec xxxx-xxx	Course Title (28 Characters Maximum) xxxxxxxxxxxxxxxxxxxxxxxxxxxx	*Room Type	Special Applications Needed -other than Microsoft Office (Word, Access, Excel or Powerpoint)**	Cap	Days	Times	Dates: 1. For **Distance Learning**: Other Meeting Dates Only. Select Orientation/IDEA dates below. 2. For **Computer Labs**: Include specific dates within the term when lab needed.

For Computer Labs: please include software, licensing and documentation to Computer Services for special software installs.**   Please see the guide to computer and telecommunication services for software installation and licensing guidelines. For **Distance Education Courses:** please indicate whether the course will utilize any resources that require licensing fees (if not sure, contact Distance Education Office, Ext 4850).

Fall 2008 Distance Learning Orientation and IDEA Administration Dates
Please note: All meetings for a course must occur at the same time and on the same day of the week

ORIENTATION DATES			IDEA ADMINISTRATION DATES		
Wednesday, September 3, 2008 – Monday, September 8, 2008			**Monday, December 1, 2008 – Saturday, December 6, 2008**		
Monday, Wednesday or Friday	8:30am – 9:45am		Monday, Wednesday or Friday	8:30am – 9:45am	
Monday, Tuesday, Wednesday or Thursday	8:00pm – 9:50pm		Monday, Tuesday, Wednesday or Thursday	8:00pm – 9:50pm	
Saturday	9:00am-10:30am	11:00am-12:30pm	Saturday	9:00am-10:30am	11:00am-12:30pm
Additional class meetings may be scheduled ONLY on the days/times above.					

DIVISION OF ARTS & HUMANITIES

FALL 2008   **SCHEDULE OF COURSES**

LAST NAME, FIRST NAME MI		**Date Submitted**

Course ID	Course Title (28 Characters Maximum) XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Inst Meth *	Credits	Cap	Days	Times	Standardized Notes (See Below)**	Room Requested (ELEC, COMP, or Wing Specific) See reverse for specific room requests.	Is this Overload? Y/N

* Instructional Method refers to how the course will be presented. Choices include: Lecture (Lec), Lab, Lecture/Lab, Studio, On-Line, Hybrid, Telecourse, Seminar

PLEASE NOTE ANY CHANGES TO PREREQUISITES, COREQUISITES AND CROSSLISTING BELOW.

Prerequisite: (List by acronym & number)	
Corequisite: (List by acronym & number)	
Crosslisted: (List by acronym & number)	

**STANDARDIZED NOTES –Please Check ✔ the box as applicable.

	W1 WRITING COURSE		OPEN TO FRESHMEN ONLY		INTERNATIONAL/MULTICULT COURSE (I)
	W2 WRITING ACROSS THE CURRICULUM		THIS IS A FRESHMAN SEMINAR		OPEN TO FRESHMEN AND SOPHOMORES ONLY
	SPECIAL PROJECT REQUEST FORM REQUIRED		Q1 QUANT-REASONING-INTENSIVE		NOT OPEN TO SENIORS
	OPEN TO JUNIORS AND SENIORS ONLY		Q2 QUANT-REASONING-ACROSS CURRICULUM		OPEN TO JUNIORS ONLY
	NOT OPEN TO FRESHMEN		DISTANCE ED CRSE, ADDITIONAL FEE MAY APPLY		MANDATORY ORIENTATION
	ADDITIONAL MEETING TIME TO BE ARRANGED		ARTS COURSE (A)		COURSE MTNG OFF CAMPUS DRIVING REQUIRED
	TWO YEARS HIGH SCHOOL MATHEMATICS		HISTORICAL CONSCIOUSNESS COURSE (H)		SERVICE LEARNING COURSE
	PERMISSION OF INSTRUCTOR		VALUES/ETHICS COURSE (V)		

If you are planning
- a new Program course, attach a Course Description
- a new "G" Course, make arrangements to have it approved by the appropriate Committee
- a "subscript" designated course, make arrangements to have it approved by the appropriate Committee
- a new "Q" designated course, contact Betsy McShea
- a new "W" designated course, contact Heather McGovern

The Computer Lab/Electronic Classroom/Distance Learning Room Request Form is on the reverse of this form. It is also available online at http://www2.stockton.edu/eform