

## REQUEST FOR ASSIGNMENT TO A MEDIA ACCESSIBLE VAN HISE CLASSROOM

LSS makes priority assignments for use of Van Hise classrooms based on **demonstrated** need for the special technologies found in this building. You can increase your chances of being assigned by the Timetable Office to a Van Hise Hall classroom by avoiding the busiest times (9:55, 11:00, 12:05), and by adhering to standard classroom periods. Your request should be realistic, clearly stated, and honest. Please see <http://lss.wisc.edu/facilities/av/avpool.htm> for information on available LSS AV Services.

Please complete a *separate* form for each course you submit, and return it to your department timetable representative by **Tuesday, September 13, 2005**. *Incomplete, incorrect, multi-course, and late forms will not be considered.*

**Please note that this request is for SPRING 2006**

LSS does not make actual classroom assignments. Requests *and* changes must be made by your department timetable representative directly with the Timetable and Classroom Scheduling (TACS) Office.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Your email: \_\_\_\_\_

Your course (Dept, Course #, Title): \_\_\_\_\_

Days: \_\_\_\_\_ Time: \_\_\_\_\_

Check *one* of the following *only* if this is important for this course:  Moveable seating *OR*  Seminar room type seating

What type of classroom are you requesting?

- |   |   |
|---|---|
| <input type="checkbox"/> Classroom with access to the AV Pool (basic AV needs)  | <input type="checkbox"/> LSS ESL/Language Computer Lab (259a) |
| <input type="checkbox"/> Classroom w/built-in DVD/VCR & Video Projector         | <input type="checkbox"/> LSS Language Computer Lab (250)*     |
| <input type="checkbox"/> Classroom w/built-in Data (Computer) Projector         | <input type="checkbox"/> LSS Mediated Classroom (254)*        |
| <input type="checkbox"/> Any classroom in Van Hise Hall (media isn't important) | <input type="checkbox"/> LSS Computer Lab (274)*              |

\* *These rooms generally are reserved for ad hoc use and are not normally scheduled for regular classes.*

Would you be willing to negotiate a change in your course time or day(s) to use one of these rooms?  Yes  No

Type of Equipment Required?	How Often?			Comments
<input type="checkbox"/> Video (TV Cart)	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Video (w/Projector)	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Computer (w/Projector)	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Tape Recorder/CD Player	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Wireless laptops/handhelds	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily	<input type="checkbox"/> 2-3 Days/Wk	<input type="checkbox"/> Weekly	

Please describe the importance of technology and special AV equipment for your course (i.e., *how you intend to integrate technology into your course*.) You may continue on the back side if needed. Without this required information, your request *will not* be considered.

Is there anything else we should know about? If so, check here () and use the back side for comments.