DISTANCE LEARNING COURSE
ROOM
RESERVATION

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 Walter Jevack for training at 330-972-6805 / jevack@uakron.edu
- Use a separate form for each course.

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		
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