

## **New Room or Change(s) to Room**

### **Request to Add a Room/Update Master Room List, Banner and AD ASTRA**

**Send to Academic Support Office**

**Att: Lin Knudson, LIB353A, Box 75 or e-mail lknudson@jccc.edu**

**Effective date/term:**

**Type of Change** (added room, feature change, priority change, etc.):

**Building:**

**Room #:**

**Max Capacity:**

**Room Priority** (Division and program name):

**Room type** (e.g., biology lab, art studio, conference room,, classroom, etc.):

**Features - be specific, include how many**

(e.g., sink, LCD projector, maps, ELMO, computer(s) and how many, tables, chairs, TAC, computer stations, etc.):

#### **Definitions/Guides Priority Room**

Classroom or other room type that is allocated to a designated division, program or department for its primary use but does not have unique characteristics and/or safety considerations that would necessarily restrict the use of the space by other areas.

(Priority space is used by the programs in that division first, and then other areas may use if available - date when available to other areas is date instruction finds rooms for courses without rooms - see timeline)

#### **Standard Media Classroom**

- One ceiling mounted LCD projector
- One Visual Presenter (ELMO)
- One VCR/DVD player
- One corner-mounted Projection Screen
- One campus-standard Computer and Monitor
- One Instructor Podium
- One connection to the campus network/cable access
- “Swipe Card” door lock

#### **Dedicated Room (#)**

(must submit a dedicated room request form and receive approval from the Instructional Scheduling Office for this designation)

Classroom or other room type that is limited for use ONLY by a designated department/program. This designation is based on unique characteristics and/or safety considerations. Such space should not be scheduled by any other area even with department/program approval.

\*Credit Scheduling Office

Changes Corrected in:

\_\_\_\_\_ Master Room List

\_\_\_\_\_ Banner

\_\_\_\_\_ Astra