**Computer Labs:** Please include software, licensing and documentation to Computer Services for special software installs. See the guide to computer and telecommunication services for software installation and licensing guidelines. **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).

**Face-to-face mandatory orientation meetings are no longer required for distance education courses. You may email your class to insure students can access Blackboard and understand how to use it or you may conduct a more formal online orientation via Blackboard. If you prefer, you may still hold a face-to-face, in-class mandatory orientation; if so, please indicate days and times below.**

### Spring 2010 Distance Learning Orientation & IDEA Administration Dates (Contact D. Fotia or specify dates below)

**Please note:** All meetings for a course must occur at the same time and on the same day of the week. Additional class meetings may be scheduled ONLY on the days/times below.

<table>
<thead>
<tr>
<th>ORIENTATION DATES</th>
<th>Tuesday, January 19, 2010 – Monday, January 25, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 1/19/10</td>
<td>8:30am – 9:45am</td>
</tr>
<tr>
<td>Wednesday, 1/20/10</td>
<td>8:30am – 9:45am</td>
</tr>
<tr>
<td>Thursday, 1/21/10</td>
<td>8:30am – 9:45am</td>
</tr>
<tr>
<td>Friday, 1/22/10</td>
<td>8:30am – 9:45am</td>
</tr>
<tr>
<td>Saturday, 1/23/10</td>
<td>9:00am – 10:30am</td>
</tr>
<tr>
<td>Monday, 1/25/10</td>
<td>8:30am – 9:45am</td>
</tr>
</tbody>
</table>

If you are planning....
- a new Program course, attach a Course Description Form
- 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

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**SCHEDULE OF COURSES**

<table>
<thead>
<tr>
<th>LAST NAME, FIRST NAME MI:</th>
<th>Date Submitted:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title - (28 Characters Maximum)</th>
<th>Instr. Meth*</th>
<th>Credits</th>
<th>Cap</th>
<th>Days</th>
<th>Times</th>
<th>W2/Q2</th>
<th>Notes: Room Request: ELEC, COMP), Wing Specific, etc.</th>
<th>Overload?</th>
<th>Y/N</th>
</tr>
</thead>
</table>

**Meth* refers to how the course will be delivered.**

Choices include: Lecture (LEC), Lab (LAB), Lecture/Lab (L/L), Studio (STU), Hybrid (DEHYB), Online (DEONL), Seminar (SEM), Tutorial (TUT), Internship (INT)

**Instructional Method refers to how the course will be delivered.**

Academic Calendar Dates for Spring 2010: Regular Classes begin Tuesday, January 19, 2010

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**Computer Lab Request**

ALL DEMONSTRATION ELECTRONIC CLASSROOMS ARE SCHEDULED ON A PER SEMESTER BASIS. COMPUTER LABS ARE SCHEDULED ON A PER EVENT OR PER LECTURE BASIS.

**STATED PREFERENCES DO NOT GUARANTEE A SPECIFIC COMPUTER LAB CLASSROOM**

**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)

*Room Type

Special Applications Needed - other than Microsoft Office

Days

Times

Dates: 1. For Distance Learning: Other Meeting Dates Only. Select Orientation dates below. 2. For Computer Labs: Include specific dates within the term when lab needed.

---

**LAST NAME, FIRST NAME MI:**

SPRING 2010

SCHOOL OF ARTS & HUMANITIES

Computer Lab/Electronic Classroom/Distance Learning Room Request Form

Updated 4/7/2009 smz