UVa Classroom Request Form

Available Room Types

**Base Room**
- Projector, equipment connections, VGA cable, controls, and sound
- No source equipment
- You provide your laptop and VGA adapter, iPod, DVD, etc.

**Level 1 – Base Level Room PLUS**
- PC, DVD, VCR,
- Doc Camera (in select locations)

**Level 2 – Level 1 Room PLUS**
- Student Computers
- PC and Mac available

**STEP 1: Select your room type** (SELECT 1)
- ☐ BASE
- ☐ LEVEL 1
- ☐ LEVEL 2 → PC or MAC (CIRCLE ONE)

**STEP 2: Select special equipment** (SELECT ALL THAT APPLY)
- ☐ Document Camera
- ☐ Dual Projection (two images displayed simultaneously)
- ☐ Multi-region VCR
- ☐ Multi-region DVD
- ☐ Slide Projectors (35 mm)
- ☐ Surround Sound (film or media-rich courses)
- ☐ Videoconferencing

**STEP 3: Select other room needs** (SELECT ALL THAT APPLY)
- ☐ Moveable seating
- ☐ Dimmable lighting (in most rooms)
- ☐ Chalkboard
- ☐ Whiteboard
- ☐ Physics lecture/demo equipment

**Other:**

**INSTRUCTIONS**

- Fill in the box above with course, semester, & instructor information
- Select the type of room you desire and any extra room specifications by checking the appropriate items (✓)

**Need Special Software?**

**Deadlines for Requesting Software**

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<tr>
<th>Semester</th>
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<tr>
<td>Fall Semester</td>
<td>July 1</td>
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<td>Spring Semester</td>
<td>November 1</td>
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<td>Summer Semester</td>
<td>April 1</td>
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Please submit requests using this form:

http://www.itc.virginia.edu/labs/softReqForm.php

A testing site will be available approximately one month prior to the beginning of each semester. Please make plans to test your software thoroughly when notified to avoid any class delays or problems.