



UNIVERSITY of VIRGINIA

CLASSROOM EQUIPMENT REQUEST FORM

Select Semester and Year:

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Fall | <input type="checkbox"/> 2007 |
| <input type="checkbox"/> Spring | <input type="checkbox"/> 2008 |
| <input type="checkbox"/> Summer | <input type="checkbox"/> 2009 |

Today's Date _____

Course Number _____

Section(s) _____

Instructor's Name: _____

Email _____

Phone _____

**Select the special room requirements necessary for your class.
Please specify if you have any discipline specific needs.**

- Moveable seating
- Lighting (dimnable)
- Blackboard
- Whiteboard
- Video and Computer Projection
- Dual Video and Computer Projection
- Sound Reinforcement (microphone)
- Computer - PC (Instructor only)
- Computer - PC (Student and Instructor)
- Computer - Mac (Instructor only)
- Computer - Mac (Student and Instructor)
- Laptop Video Projection (Connection only)
- Internet Connection (Ethernet)
- UVA Cable (Broadband)
- Opaque Projector (Visual Presenter)
- Transparency Projector (Overhead)
- Slide Projector (single)
- Slide Projector (dual / side by side)
- VCR (NTSC-VHS)
- DVD (Region 1 – U.S. compatible)
- Audio Cassette Tape Player
- TV/VCR Unit
- Video Conferencing
- Physics Lecture/Demo Equipment
- Special Requests and/or Special Accessibility Requirements:**
(Please list)

NEED SPECIAL SOFTWARE?

DEADLINES FOR REQUESTING SOFTWARE

Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

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.

UREG (Office of the University Registrar)

Email: rooms@virginia.edu