

# Student Computing Services Computer Classroom Reservation Request

U-Connect Accounts are required and must be created for SCS Computer Classroom Users, 24 hours prior to use

## Reservation Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Speed Sort: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Choose three computer classroom locations from the following list, marking your order of preference with a "1," "2," and "3."

### Windows Classrooms

- |  |   |
|--|---|
| <input type="checkbox"/> Architecture/CAD (18 seats)*        | <input type="checkbox"/> 213E King (17 seats)*        |
| <input type="checkbox"/> BEIC (51 seats)*                    | <input type="checkbox"/> 213F King (17 seats)*        |
| <input type="checkbox"/> Chemistry/Physics (up to 48 seats)  | <input type="checkbox"/> William T. Young (17 seats)* |
| <input type="checkbox"/> Education (up to 19 seats)          | <input type="checkbox"/> William T. Young (31 seats)* |
| <input type="checkbox"/> Nursing (55 seats)*                 |   |
| <input type="checkbox"/> Human Environ. Sci (up to 21 seats) | * Denotes teacher station included in total.          |

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

**Class size cannot exceed number of seats available.**

Will the classroom be used to teach a course appearing in the "UK Schedule of Classes"?  YES  NO

If so, please list the course number and section: \_\_\_\_\_

If not, will the activity benefit University of Kentucky student groups and organizations?  YES  NO

This class will be composed of: **(Please write number of students in the blank)**

\_\_\_\_\_ UK Students \_\_\_\_\_ UK Grad Students (Classrooms are for UK student use only)

\_\_\_\_\_ Others: Please Explain: \_\_\_\_\_

## Requests for Services

### Software Installation

If you need special software to be installed for your class, contact Peggy Akridge (e-mail: [peggy@uky.edu](mailto:peggy@uky.edu); telephone: 257-6191). The "Student Computing Services Software Installation and Support Policy" is available at the World Wide Web site <http://www.uky.edu/SCS/policies.html>.

### Special Requests

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**You may fax this form to 257-6536, or mail it to the following address:  
attn: Reservations  
Student Computing Services  
B-24 William T. Young Library 0456**

***This form must be received  
no later than one week  
before the date and time requested.***

Student Computing Services will contact you regarding the status of your request.  
If you have any questions, contact Casey Hutchinson (e-mail: [jchut0@uky.edu](mailto:jchut0@uky.edu); phone: 257-4707).

**If this request is honored, I agree to abide by the conditions as outlined in the "Student Computing Services Computer Classroom Reservation Policy." This policy is available at the World Wide Web site <http://www.uky.edu/SCS/policies.html>.**

**Signature:** \_\_\_\_\_