**FAS Classrooms Office**  
**Course Classroom Request Sheet**

Our records indicate the following:

- Instructor: ___________________________  
- Dept: ___________________________  
- Course: ___________________________  
- CCN: ___________________________  
- Meeting Time: ___________________________

Instructor’s Email ___________________________  
Head Teaching Fellow ___________________________  
Email/Phone# ___________________________

**PLEASE FILL OUT ONE LINE FOR EACH CLASSROOM REQUESTED AND RETURN TO DEPARTMENT SCHEDULER**

You should direct your Head Teaching Fellow to our website at [www.registrar.fas.harvard.edu/classrooms](http://www.registrar.fas.harvard.edu/classrooms) for Section Guidelines and Classroom Request Forms.

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Day and Time</th>
<th>Did you reserve a classroom through your department?</th>
<th>Do you need to reserve a classroom through us?</th>
<th>Reading Period: Do you want your classroom reserved through Reading Period?</th>
<th>Desired Room Type*</th>
<th>Enrollment Estimate</th>
<th>Media Needs** see legend below</th>
<th>Building or Classroom Preferences ***</th>
<th>Special Scheduling or Instructional Needs ***</th>
<th>Office</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture, drill, tutorial, weekly film, etc.</td>
<td>MWF 8-9</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>MC</td>
<td>20</td>
<td>None</td>
<td>Barker 114, 024, 316</td>
<td>None</td>
<td>RAB</td>
<td>H2</td>
</tr>
<tr>
<td>EX: Lecture</td>
<td>T Th 10-11:30</td>
<td>Barker 373</td>
<td>No</td>
<td>No</td>
<td>S</td>
<td>5</td>
<td>CD</td>
<td>N/A</td>
<td>Wheelchair Access</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*Classroom Type:  
- **S** = Seminar Style (8-25 chairs, 12-18 around a table with additional seating)  
- **MC** = Movable Chairs (15-64 desks with arm tablets)  
- **L** = Lecture Hall (62-1166 fixed chairs)

**Media Needs:  
- **C** = Computer; **CD** = CD/Cassette Player; **DP** = Data Projector; **DVD** = DVD Player; **OP** = Overhead Projector; **1SP** = 1 Slide Projector; **2SP** = 2 Slide Projectors; **VCR** = VCR & Monitor

***We try to accommodate specific classroom preferences and instructional needs when possible and available.*