April 21, 2010

Dear Scheduling Representative:

The Audiovisual Services department of IT Academic Technology is soliciting scheduling requests for the Spring 2011 semesters for the following facilities:

**MUB Distance Learning Classroom – Capacity 31.**

**Hewitt 301 – Capacity 30.**
Technology Enhanced Classroom. MAC/Windows computer per seat. ACS (Cluster) Software Suite.

**Kingsbury N134 – Capacity 21.**
Technology Enhanced Classroom. MAC/Windows computer per seat. ACS (Cluster) Software Suite.

**MUB Distance Learning Conference Room – Capacity 8.**
Videoconferencing. Application sharing. On-site technician.

For a complete description of these classroom facilities, please visit our website at [http://it.unh.edu/audiovisual](http://it.unh.edu/audiovisual).

Please do not contact the registrar’s office regarding scheduling in these rooms without written confirmation from Academic Technology. These confirmations will take precedence should there be a conflict.

We understand that you represent faculty interested in teaching with technology and hope you'll consider these classrooms as you develop your Spring 2011 schedules. Home departments will be given preference for placement in the Hewitt 301 classroom. Requests for the DL Classroom and Kingsbury N134 will be logged and assigned a needs-based priority:
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First Priority – UNH Distance Learning credit courses.
Second Priority – Distance Learning credit courses offered in partnership with other colleges, universities or external organizations.
Third Priority – UNH Distance Learning non-credit courses offered through DCE.
Fourth Priority – UNH credit courses that make partial use of the facilities (example: computers & projection).
Fifth Priority – UNH non-credit courses that make partial use of the facilities.
Last Priority – All others

To submit a request, please submit an online request form at [http://at.unh.edu/audiovisual/rreqtlc.html](http://at.unh.edu/audiovisual/rreqtlc.html) by **Friday April 30, 2010**. In addition to the requested dates and times, be sure to include your course information, anticipated number of students, computer software and the audiovisual resources required (computer projection, document camera, VCR). If faculty plan to use specialized software in the Hands-On Classrooms please complete a Software Request Form and deliver it with the software to IT Academic Technology, Dimond Library, Floor G. We will work toward installing it on each computer. You can find the form along with the details regarding policies and procedures at [http://at.unh.edu/tlc/sreq.html](http://at.unh.edu/tlc/sreq.html).

We will contact you or someone you designate, to verify the status of your request. **Confirmations of all requests will be made by Friday May 7th, 2010**

We look forward to serving you in the **Spring 2011** semesters. Please call 862-0572 or e-mail [chris.way@unh.edu](mailto:chris.way@unh.edu) with any questions you may have.

Sincerely,

Christopher M. Way,
IT Academic Technology
[Chris.Way@unh.edu](mailto:Chris.Way@unh.edu)