The University of Akron
Distance Learning Services
Leigh Hall 206
Akron OH 44325-6239

DISTANCE LEARNING COURSE
ROOM
RESERVATION

Instructions

- Fill out and submit your form by email to ContactUADL@uakron.edu
- An Outlook confirmation will be sent to you. Be sure all information is correct.
- For all first time users, contact Eric Veigel for training at 330-972-2720 / veigel@uakron.edu
- Use a separate form for each course.

CONTACT INFORMATION			
Requester Name		Date	
Requester email address			
Instructor Name			
Instructor email address			
Department			

COURSE INFORMATION							
DISTANCE ☐	**LOCAL** ☐						
Course Name				Course Number			
Term Year		Fall ☐		Spring ☐		Summer ☐ Session:	
Start date		End date		Start time		End time	
Day(s)	Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐	Saturday ☐	

	Location requested	**Section number of each location**
Instructor site		
Remote site		
Remote site		
Remote site		
Remote site		
Remote site		
Remote site		
Remote site		
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