

Request to Change Academic Room Function

Instructions:

1. School or college dean completes required sections of request form (see codes on attached sheet) and submits the request to the Office of the Registrar for impact statement.
2. Office of the Registrar assesses impact and forwards request form and impact statement to Academic Affairs.
3. Academic Affairs may refer requests requiring changes in the physical plant to Finance and Administration.
4. Academic Affairs will approve or deny the request and copy the Office of the Registrar on the response to the school or college.

Building Name _____ Building Code _____

Room Name _____ Present Room Classification _____ Room ID _____
(number) (suffix)

Proposed Room Classification, Characteristics, and Effective Dates:

Available for Classroom Scheduling ___ Yes ___ No	Room Type _____
Handicap Access ___ Yes ___ No	Seating Type _____ Seating Capacity _____
Effective Beginning Date: _____	

Changes (including those in the physical plant) that will be required if the use is changed, including use of heating, cooling, and electrical system. (Attach additional pages if necessary).

Justification for making the changes. (Attach additional pages if necessary.)

Dean's signature



Office of the Registrar

College Impact:

Institutional Impact:

Office of the Registrar



Approved Effective Date _____ Disapproved

Vice Chancellor for Academic Affairs
7/15/99

Room Type Codes

00	Classroom	17	Study Room
01	Auditorium	18	Reading Room
02	Seminar/Conference	19	Dean's Office
03	Video/TV Room	20	Department Office
04	Music Room	21	Faculty Office
05	Engineering Lab	22	Faculty Research
06	Computer Lab	23	Administrative Office
07	Agriculture Lab	24	Grad Student Office
08	Reading Lab	25	Grad Student Resch
09	Special Computer Lab	44	Distance Ed Room
10	Special Purpose Room		
11	Design Studio		
12	Dance Studio		
13	Art Studio		

Seating Type Table Codes

TA	Table Arm	TC	Tables/Chairs
AR	Armless	LB	Laboratory
DR	Drafting	ST	Stage
FX	Fixed Seating	ZZ	Other
GY	Gymnasium	KT	Kitchen

Academic Building Codes

AGRI	Agriculture Building	KIMP	Kimpel Hall
AELB	Agriculture Engineering Lab	MEEG	Mechanical Engr
APCC	Alternative Pest Control	MEMH	Memorial Hall
ANSC	Animal Science Building	MULN	Mullins Library
ARMY	Army Building	MUSC	Music Building
BAND	Band Building	MAIN	Old Main
BELL	Bell Engineering	OZAR	Ozark Hall
BGHL	Botany Greenhouse	PHYS	Physics Building
BADM	Business Administration	PTSC	Plant Sciences
CHEM	Chemistry	SCIE	Science Building
CHBC	Chemistry/BioChem	SCEN	Science/Engr
CLAY	Art Annex	SEAU	Science Aud
CTED	Continuing Education	SPCL	Speech Clinic
ENGR	Engineering Hall	SDEV	Student Dev
FNAR	Fine Arts Center	WATR	Waterman Hall
FDSC	Food Science		
FIIR	Fulbright Institute		
GIBX	Gibson Annex		
GRAD	Graduate Ed		
HPER	Health, Phys Educ		
HOEC	Home Economics		