
Semester/Year

PREASSIGNMENT REQUEST

Department of Registration and Records
1000 Harris Hall

Lecture Sections ONLY

Departments may request preassignment of courses to rooms outside of their priority space. A course will be assigned to the requested room based upon the room's availability after the priority department has made room assignments. If the requested room is not available, we will contact the departmental scheduling officer.

Course Prefix	Course #	Section	Course Time/Day	Bldg.	Rm.	#Seats Needed	R&R Use Only Processed
Example: AGI	099	001	950-1105 TH	HA	107	150	

REASON FOR PREASSIGNMENT REQUEST:

Departmental Scheduling Officer: _____

Return To:

University Scheduling Officer
Registration and Records
Box 7313, Campus Mail