

Classrooms may be reserved for a term, an academic year, single use, or short duration. Reservation requests may be sent on-line directly to the DMCA or emailed to your departmental registrar for follow-up. Requests can also be made by contacting Laraine Sammler phone 203-432-8188, email laraine.sammler@yale.edu. Refer to Resources to see a description of the classroom spaces available.

Date: _____

Classroom Space _____ Dates or Terms _____

Title of Class (Include Class Number) _____

Sponsoring Department _____

Instructor _____ phone _____ email _____

Departmental Registrar _____ phone _____ email _____

Maximum Number to be enrolled _____ Graduate ___ Undergraduate ___

Equipment needs: _____

Software needs: _____

DMCA staff conduct in-class workshop sessions in media and graphics programs and equipment. (See Classes and Workshops for a brief overview.) You may arrange for workshops on this form, or contact the instructors directly. For multi-media contact lee.faulkner@yale.edu; for graphics contact ken.lovell@yale.edu.

Note In-class workshops: _____

Comments or Questions: _____
