

## Remote Room Request Form

The option to attend classes remotely is available to matriculated, registered students who have a documented medical reason to be excused from regularly scheduled lecture classes or to those students who have nursing infants, not yet crawling.

Please return this form to the Office of the Student Life prior to the end of week 10 of the previous term. We will try to accommodate all requests, however, the demand is great, and the space is limited to a total of 6 people with only 4 television monitors.

- As you are getting ready to use the remote room, please keep in mind our expectations:
- It is your responsibility to have a conversation with your instructors regarding their expectations of your participation in their classes. Approval from each instructor is required, by signing below.
- Please sign below to verify your child's date of birth or submit a letter from your physician stating the medical reason for remote room use.
- Show common courtesy toward others using the room concurrently. This includes limiting your talking while watching class on the monitors.
- Please schedule your time so that you can take your midterms and finals in the classroom, not in the remote rooms. The remote room is not to be used as daycare on days you need to write exams.

\*If it is easier to e-mail your professor for approval, this is permissible. In this case, please print all emails and attach with this form, once you have received all responses. Please make sure to indicate which email corresponds to what class.