**Classroom Scheduling Application Form for the College of Science at NCHU**

Form Date: April 24, 2024

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| **Course Information** | | | | | | |
| Course Name  Course Code |  | | Semester | |  | |
| Course Offering Unit |  | | Instructor | |  | |
| Course Type |  | | Credits | |  | |
| Selected Class Times | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Session/Weekday | Monday | Tuesday | Wednesday | Thursday | Friday | | Period 1  |  Period 4 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | | Period 5  |  Period 8 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | | | | | | |
| 🞏 I have read the following borrowing instructions and agree to comply with the regulations. | | | | | | |
| Seal of Applying Unit | Processing Staff | Instructor | | | | Unit Supervisor |
|  |  | | | |  |
| Review Result | 🞏 Approved | | | 🞏 Not Approved | | |
| Seal of Borrowing Unit | Processing Staff | | | Dean | | |
|  | | |  | | |
| Borrowing Instructions | | | | | | |
| 1. Classroom Information: S102, 1st Floor, Science Building (Capacity: 54 people)   Class scheduling is available from Monday to Friday, Periods 1 to 8.   1. Borrowing time is based on one session per morning or afternoon. 2. Ten minutes before the class, please borrow the classroom key and equipment (e.g., air conditioning remote) from the office of College of Science. 3. Borrowers must bring their laptops for the class. (with HDMI compatibility). 4. Trash bins are not provided in the classroom. Borrowing units are responsible for sending personnel to clean the classroom after the class (including picking up items and trash left by students, wiping the blackboard and desks, etc.). 5. After the class, please send personnel to inspect the space and equipment with staff of College of Science there, and return the keys and related equipment (e.g., air conditioning remote) after confirmation. 6. If the schedule of the approved class conflicts with an event organized by or held in the college, the borrowing unit will be notified two weeks in advance and will need to arrange an alternative class location. | | | | | | |