

OFFICE HOUR ROOM REQUEST

Please fill out the requested following information on this form and email the form to **ccb_academic_coordinator@chem.rutgers.edu** with the **Subject: Office Hour Room Request**.

Please fill out a separate form for each course (unless you are combining office hours for more than one course)

Name: _____

Email address: _____

Course: _____

Day	Time	Preferred Campus	Number of students to accommodate (Minimum number)	Preferred Room(s)		
				1st choice	2nd choice	3rd choice