

# Classroom Assignment Requests

Due to the overall lack of space on the UWM Campus, UWM Union REPS is not permitted to request classroom space for student organizations until after the third week of class for each academic term. This allows time for the Classroom Assignments office to make adjustments for the needs of all courses.

In order to request classroom space, Student Organizations must contact the UWM Union REPS department directly. Classroom Assignments does not accept requests directly from student organizations. UWM Union REPS can only request classroom space for UWM Student Organizations; UWM campus departments must directly request classroom space with the Classroom Assignments office.

Student Organizations are only allowed to request classroom space if no similar space is available in the UWM Union, or if special equipment is needed that the UWM Union REPS department cannot facilitate.

Once a request has been processed by the UWM Union REPS department as well as Classroom Assignments, Student Organizations will be contacted by REPS in the form of an e-mail with a space confirmation attached.

Student Organizations must contact the UITS Classroom Support department for the use of any Audio Visual support systems in classroom spaces.