Fall 2023 Space Management

Request for Sacramento State Downtown Classrooms (DTN 108, 109, 110 & 111)

Fall 2023 requests for use of DTN 108 (20 seats), DTN 109 (20 seats), DTN 110 (24 seats), and DTN 111 (24 seats) Sacramento State Downtown classrooms for full-term classes must be submitted to Space Management by **Friday, November 18, 2022**. Requests meeting the deadline will be given priority. Requests received after this date will be considered on a first come first served basis. Please list your requests on the form by priority order.

NOTE: Fall 2023 class sections must be scheduled in CMS with day, time, and planned enrollment greater than zero for consideration. Requests will be reviewed and approved by Academic Affairs. Space Management will notify your department of the approval decision and assign relevant classrooms accordingly.

Date:		**Department:**				
REQUEST FOR DTN CLASSROOMS (DTN 108, 109, 110 & 111)						
Course-Section	**Days/Times in CMS**	**Planned Enrollment in CMS**	**Instructor**	**Classroom Currently Assigned**	**DTN Classroom 1st Choice**	**DTN Classroom 2nd Choice**
Example: PPA 200-01	M 6-8:50 pm	18	Instructor Name	ALP 147	DTN 109	DTN 110