

Office Space for 2007-2008

Please fill out a request for office space if you would like to change offices for fall 2007. You do **not** need to fill out a request if you intend to stay in your current office.

Criteria for assigning office space:

1. Meet as many requests as possible.
2. Move as few students as possible.

Some information:

1. 7481 Social Science will be used as the first-year office. All students in this office will be moved to other locations. If you are **currently a first-year student** and you do not fill out a request, best judgment will be used in assigning you a new office.
2. Priority is given to senior students when honoring room change requests.
3. Rooms with anticipated spaces are: 6415, 6443, 6445, 6473, 7222, 7230, 7234, 7308, 7411, 7430
 - a. Other rooms may become available as students make requests to change rooms. Students who plan to be on the job market next year have priority for the single/small offices (6415, 7234 & 7411).
4. If you do not turn in a request, it will be assumed that you want to stay in your current room.
5. Office assignments will be made and posted in August. Please move into your new room the week before classes begin.

Name _____

Current Year _____

Current Office _____

Job Market 2007/2008? Yes No Maybe

Office Preference:

First Choice _____

Second Choice _____

Third Choice _____

I would like to share an office with:

Please return this form to Megan by May 18th.

Thanks and have a good summer!