



2012

Request Date:

Reservation Date From: _____ **To:** _____

Day(s) of Week: M T W R F S

Alternating Weeks: Yes

(enter alternating dates in comments section below)

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18					
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Time From-To (use a.m. or p.m.):

Course reservations limited to 1 hour except final exams

FINAL EXAM reservations must adhere to final exam schedule

January 16	Holiday (Martin Luther King Birthday)
January 17	First Day of Classes
February 20	Holiday (President's Day)
February 21	P&P Day No Day classes (<i>Evening classes will meet</i>)
March 19 – 23	Spring Break (classes resume Saturday, March 24)
April 6-7-8	Spring Recess
May 11	Friday Evening Course Finals Held May 11
May 12	Saturday Course Finals Held May 12
May 14 – 18	Final Exam Week
May 18	Spring Commencement

Course Number and SECTION:

or Request Reason:

Requestor F/L Name:

Requestor Email:

Requestor Comments:

Email form to Debbie Halley at dhalley@jjc.edu

Office Use Only

Reservation entered as requested and Room assigned is

Reservation entered (Room Assigned is _____) but with the following changes from original request:

Reservation cannot be processed—no computer lab space available

Reservation cannot be processed for the following reason: