

**The University of Akron**  
**Distance Learning Services**  
Leigh Hall 206  
Akron OH 44325-6239

DISTANCE LEARNING COURSE  
**ROOM**  
RESERVATION



**Instructions**

- Fill out and submit your form by email to [ContactUADL@uakron.edu](mailto:ContactUADL@uakron.edu)
- An Outlook confirmation will be sent to you. Be sure all information is correct.
- For all first time users, contact Eric Veigel for training at 330-972-2720 / [veigel@uakron.edu](mailto:veigel@uakron.edu)
- Use a separate form for each course.

**CONTACT INFORMATION**

Requester Name

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