



## Tier 1 Access Request Form

Please complete the following form and return to Scheduling Services ([schedulingservices@students.ubc.ca](mailto:schedulingservices@students.ubc.ca)). The following factors will be considered when reviewing Tier 1 requests: current Tier 1 access, restricted classroom allocation, current utilization of classroom space (room utilization and station utilization), curriculum requirements, impact on other users, and other considerations. Additional Tier 1 Access will be granted only in exceptional circumstances.

This form must be approved and signed by the Associate Dean who represents your Faculty on the UBC Learning Spaces Advisory Committee (LSAC).

1. Name (First & Last) \_\_\_\_\_
2. Title \_\_\_\_\_
3. Department \_\_\_\_\_
4. School/Faculty \_\_\_\_\_
5. Campus Phone Number(s) \_\_\_\_\_
6. UBC E-mail Address \_\_\_\_\_
7. Room capacity required \_\_\_\_\_
8. Access request for course codes (list) \_\_\_\_\_
9. Why does your department require additional Tier 1 access? Describe any curriculum/scheduling changes, and why your current Tier 1 access no longer meets your needs.
  
10. Describe any special equipment/room features required.

\_\_\_\_\_  
LSAC Associate Dean Name (printed)

\_\_\_\_\_  
Associate Dean Signature

\_\_\_\_\_  
Date