ORIENTATION REQUEST FORM

FACULTY PLEASE NOTE:
1. Orientation requests should be made at least 24 hrs in advance.
2. Orientation will not be held without an instructor present.
3. Orientation will be conducted in PrintFX, D529A -- not in classroom.
4. PrintFX orientation will be cancelled if your class has not arrived within 20 minutes of scheduled time.
5. To contact PrintFX, please call 75470

Request taken by: ___________________________  Date: ___________________________
Instructor Name: ___________________________  Email: ___________________________
FIT Phone: ___________________________  Other: ___________________________
Course # and Section: ___________________________  Course Title: ___________________________
Day or Evening Class?: ___________________________  Number of Students: ___________________________

Preferred Dated: (First Choice) ___________________________  Preferred Hour: (First Choice) ___________________________
Preferred Dated: (Second Choice) ___________________________  Preferred Hour: (Second Choice) ___________________________

Have the students been to a PrintFX orientation before? (circle one)  Yes  No  Not sure

AIM OF ORIENTATION?: ___________________________

STAFF USE ONLY

CONFIRMED DATED: ___________________________  TIME: ___________________________  ASSIGNMENT ACCEPTED BY: ___________________________