SITE REQUEST FORM
ALABAMA COMMUNITY COLLEGE SYSTEM

College __________________________________________

Location of Proposed Site:

_________________________________________________

Name of Facility

_________________________________________________

Street Address

_________________________________________________

City ___________________________ County ___________

Administrator directly responsible for this site:

Name ____________________________

Title ____________________________

Telephone __________________________

Contact person at site if other than Administrator above:

Name ____________________________

Title ____________________________

Telephone __________________________

Is the proposed site within the College’s designated service area?

Yes_______ No________

If the proposed site is outside of the College’s assigned service area, please forward to the Department of Postsecondary Education a signed copy of the Agreement to Offer Off-Campus Instruction.
The proposed facility is (check one)

a. Provided free of charge
   
   b. Rented by the institution
   
   c. Leased to purchase
   
   d. Owned by the institution
   
   e. Other

If the site falls under category b or c, please describe in the most applicable space below, the terms of the agreement.

1A. $_________________ per room
    $_________________ per month
    $_________________ per term_________________ term
    $_________________ per year

1B. If the site falls under category b or c, are the utilities and maintenance costs included?

   Yes_______ No_______ If no, what is the cost?____________

2. Describe the facilities which are available at the site to support the proposed course(s) and/or program(s).

<table>
<thead>
<tr>
<th>Facility</th>
<th>Number Available</th>
<th>Estimated Number of Student Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Classrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Laboratories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer of Word Processing Laboratories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical Labs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Offices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Offices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2A. If computer or word processing courses are being considered, provide the following information:

   ___________ terminals are available at the proposed site

   ___________ printers are available at the proposed site
2B. Science course requirements:

<table>
<thead>
<tr>
<th></th>
<th>Laboratory Facilities</th>
<th>Total Number of Student Workstations</th>
<th>Supplies and Equipment to Support Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Will any alternative means of delivering instruction, e.g. telecommunications, video tape, etc., be used to deliver instruction at the proposed site?

Yes________ No________

If yes, describe in the space below.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Describe how library resources needed to support the proposed courses will be delivered at the proposed site.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Describe the administrative and student services which will be available at the proposed site (check if services will be available).

On-site registration __________
Tuition and fee payment __________
Textbook sales __________
Academic advising __________
Student counseling __________
Administrator(s) on-site __________
6. Describe why instruction at the proposed site is necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. Provide a description of how student demand for the proposed site was determined. If a survey of potential students was conducted, provide a copy of the survey instrument, the number of surveys distributed, the number of responses received, and a summary of those responses.

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________________________________________________________________________

________________________________________________________________________