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 Alabama Community College System 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_____   _____

* Contact information of owner:

Name_____
Address_____
Phone_____Email_____

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).

	Number Available	Estimated Number of Student Stations
Standard Classrooms		
Science Laboratories		
Computer of Word Processing Laboratories		
Vocational/Technical Labs		
Administrative Offices		
Faculty Offices		

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:

	Laboratory Facilities	Total Number of Student Workstations	Supplies and Equipment to Support Course Requirements
Biology			
Chemistry			
Physics			
Physical Science			

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.

_____
_____
_____
_____
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_____
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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.

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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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