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
$__________ 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 Type</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>
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<tr>
<td>Physics</td>
<td></td>
<td></td>
<td></td>
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<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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________