



Class DVD/Videotape Request Form

Appropriate Reasons for DVD/Tape Requests

Requests for DVD or videotaped class sessions may be made *only* by off-campus participants, under the following circumstances:

- Documented **technical difficulties** related to equipment (call the videoconferencing classroom technician immediately at (505-346-2364)
- **Site closure(s)**
- **Inclement weather conditions**
- Students with documented **special learning needs**

Procedures

- Requests must be made through the site coordinator/site supervisor, with their signature below.
- Please make your request as soon as possible after the class session.
- ***Requests cannot be accepted via telephone.*** Instead, fax the completed form below. If requests are not made according to these procedures and reasons, delays may occur and/or no DVDs/tapes will be shipped!
- Additional, blank request forms are available on SIPI's Distance Education web page at: www.sipi.edu/acadprog/progstudy/extcoll.
- Request forms should read:

TO: SIPI Distance Education Office
FAX: 505-922-6509
RE: DVD/TAPE REQUEST

DVD/Videotape Request Form

Site Requesting Tape: _____

Student Requesting Tape: _____

Course Requested (by Course Number, e.g., ENGL101, etc.): _____

Reason for request (attach documentation as described above): _____

Signature of site coordinator/site supervisor: _____

Date: _____

Complete address (must accept Fedex delivery): _____

Thank you for assisting us in providing this service to you and your community!

Evangeline Bahe, Distance Education Program Administrative Assistant, 505-922-4099

NOTE: Help us to recycle! At the end of the trimester, please return your videotapes (not DVDs) to our DE Office (in the Library Bldg. at SIPI), so they can be recycled for use during the next trimester. If you call, WE CAN PROVIDE YOUR SITE WITH A FEDEX FORM AND PAY FOR THE RETURN OF THE TAPES.