



PODCAST PUBLISHING REQUEST

_____ Date of Request

Class Lectures (attach copy of lecture schedule)

_____ Course Title _____ Semester _____ Year

Class Materials

_____ Course Title _____ Semester _____ Year

Special Event

_____ Event Title _____ Date

_____ Add Event To This Existing Podcast Group

Student Instruction Cards Needed _____
Number Requested

Password requested for lecture retrieval

_____ Print Name _____ Signature _____ Extension

Notes/Instructions

For IMC Use Only

Lecture Schedule Received Requested by phone Requested by e-mail

_____ Date Request Received

_____ Web Page Setup Date

Notations _____