

# LIBRARY OFFICE APPLICATION

Office Use  
Only

Office  
Assigned:

THIRD FLOOR OFFICES ARE ASSIGNED TO PH.D., TH.M., AND ED.D. STUDENTS WHOSE PROSPECTUS HAS BEEN APPROVED. A LIMITED NUMBER OF SECOND FLOOR OFFICES ARE AVAILABLE FOR STUDENTS WHOSE PROSPECTUS HAS NOT YET BEEN APPROVED.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CAMPUS POST OFFICE BOX (IF APPLICABLE): \_\_\_\_\_

INTENDED RESIDENCE WHILE COMPLETING DEGREE:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail\*: \_\_\_\_\_ (please print neatly)

*\*E-mail address is required for notification of assignment*

Please circle:            2<sup>nd</sup> floor            3<sup>rd</sup> floor

Current Carrel number: \_\_\_\_\_ Current Locker number\*: \_\_\_\_\_

*\*Any locker keys must be returned prior to receiving your office key.*

If you desire to be assigned to a specific office, please specify:

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Though we will try our best to accommodate these requests, please understand that it is not always possible. If you desire to be relocated to another office after your initial assignment, you must complete a Carrel/Office Relocation Form.

OFFICIAL STUDENT STATUS AT THIS DATE:

Fully accepted:    Th.M.    Ed.D.    Ph.D.    Special – applying for ThM, Ed.D, or PhD

Are you serving as a fellow or professor's assistant?

YES for: \_\_\_\_\_ NO

Are you serving as a seminary employed instructor?

YES title: \_\_\_\_\_ NO

Do you have an office anywhere else on campus?

YES where: \_\_\_\_\_ NO

Have you passed your comprehensive exams?    YES    NO

Has your prospectus been submitted?    YES    NO

Has your prospectus been approved?    YES    NO

PROVIDE THE DATE ON WHICH YOUR PROSPECTUS WAS/WILL BE APPROVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submit this form to the library secretary; please allow time for processing. You will be e-mailed with your new office assignment. If you have any questions or need further assistance, please call 897-4807, Monday-Friday, 8:30AM-4:30PM, or send an e-mail to relves@sbts.edu.