

Requesting a recording/folder from the archive can be done two ways.

Option 1

- a. Give the exact folder name
- b. Name of the recording
- c. Approximate date

Option 2 (give us as much information as possible)

- d. Semester and Year of the class
- e. Department
- f. Class name, Number, and Section (if possible)
- g. Recording name
- h. Approximate date of recording.

For example, Spring 2012, Electrical Engineering Technology, Microprocessor Fundamentals, 2231, 001, April 16 2010.