

Computer Lab Request Form

This form is to request computing support for one course. If you are teaching multiple courses this semester, please submit a different form for each course. When completed, please submit to your division/department Chair. The form, together with the class scheduling spreadsheet will be returned to Student Records. **Important: This form must be completed together with the class scheduling spreadsheet. Failure to complete the form on time may cause no computing support for your course.** If you need assistance on completing the form, please contact IT help desk at extension 375.

I. General Information

Instructor Name	
Office Number	
Phone Number	
Email Address	
Division/Dept.	

II. Course Information

Academic Year	
Semester (Check One)	<input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Fall <input type="checkbox"/> Spring
Course Number	
Course Title	
Expected Class Size	

- Do you plan to lecture in the computer lab? Yes No
- If yes, how many hours per week you plan to use the lab for lecturing? hrs
- Do you plan to give lab assignment? Yes No
- If yes, how many hours per week should we reserve the lab for your students to complete the lab assignment? hrs

III. Lab Information

- a) Preferred Lab locations: We will do our best to accommodate your request. However, lab will be assigned primarily based on software availability, capacity, and classroom location.

	Building	Room	Capacity
<input type="checkbox"/>	Whitewater	208	17
<input type="checkbox"/>	Middlefork	226	21
<input type="checkbox"/>	Hayes	101	22
<input type="checkbox"/>	Hayes	105	14
<input type="checkbox"/>	Hayes	115	37
<input type="checkbox"/>	Hayes	127	13
<input type="checkbox"/>	Hayes	254	19
<input type="checkbox"/>	Springwood	107A	13
<input type="checkbox"/>	Springwood	107B	17
<input type="checkbox"/>	Connersville	107	12
<input type="checkbox"/>	New Castle	107	18

- b) Preferred Lab Time (All labs are open Monday - Thursday 8 am - 9 pm and Friday 8 am - 5 pm. The Hayes labs are open Saturday 8 am – 4 pm and Sunday 12 pm – 4 pm.) We will do our best to accommodate your request.

- Lecturing
- Lab Assignment

All labs on campus will have the most recent versions of the following software:

- Microsoft Windows 2000/XP
- Microsoft Office XP
- Microsoft Publisher 2000
- Adobe Acrobat Reader
- Communication Software
- Microsoft Internet Explorer
- Norton Anti Virus Corporate Edition

For a complete list of system configurations and software availability, please visit http://www.iue.indiana.edu/ovcit/it_software.htm.

IV. Additional Information

If you need any additional software that is currently not installed, please provide the following information:

Software Name	
Version Number	
Software Vendor	
Platform (Check One)	<input type="checkbox"/> Intel PC <input type="checkbox"/> Apple <input type="checkbox"/> Linux <input type="checkbox"/> Unix (please specify) <input type="checkbox"/> Others (please specify)
OS and Version Number	

V. Comments

Please provide any additional information that will help us understand your needs: