

Special Faculty Software Installation Request

USE THIS FORM TO REQUEST INSTALLATION OF SPECIAL ONE-TIME-ONLY SOFTWARE YOU ARE PROVIDING YOURSELF FOR SPECIAL CLASS OR LAB WORK DURING THE CURRENT SEMESTER. DO NOT USE THIS FORM TO REQUEST THE PURCHASE OF NEW SOFTWARE FOR USE DURING THE NEXT SEMESTER.

Full Name (please print): _____ Date: _____

Campus address: _____ Email: _____

Department: _____ Phone: _____

PC – Windows XP

Title of the course in which the software will be used:

Where will software be used:

Class	<input type="checkbox"/> ALL	<input type="checkbox"/> BH 101	<input type="checkbox"/> BH 102	<input type="checkbox"/> BH 104	<input type="checkbox"/> BH 225
	<input type="checkbox"/> BH 242	<input type="checkbox"/> BH 443	<input type="checkbox"/> BH 445	<input type="checkbox"/> CCB 003	<input type="checkbox"/> CCB 005
	<input type="checkbox"/> CCB 103	<input type="checkbox"/> CCB 104	<input type="checkbox"/> CCB 106	<input type="checkbox"/> CH 200	<input type="checkbox"/> CH 300
	<input type="checkbox"/> CH 309	<input type="checkbox"/> CH 311	<input type="checkbox"/> CH 317	<input type="checkbox"/> CH 409	<input type="checkbox"/> CH 411
	<input type="checkbox"/> CH 417	<input type="checkbox"/> LH 100	<input type="checkbox"/> LH 200	<input type="checkbox"/> LH 201	<input type="checkbox"/> NA Conf. Room 2
	<input type="checkbox"/> MH G08A	<input type="checkbox"/> RB 120	<input type="checkbox"/> SCB 102	<input type="checkbox"/> SCB 200A	<input type="checkbox"/> SCC 103
	<input type="checkbox"/> Mark Twain 218	<input type="checkbox"/> SCC 101	<input type="checkbox"/> SCC 110	<input type="checkbox"/> SCC 111	<input type="checkbox"/> SCC 201
	<input type="checkbox"/> SCC 202	<input type="checkbox"/> SCC 204	<input type="checkbox"/> SCC 206	<input type="checkbox"/> SCC 210	<input type="checkbox"/> SCC 219
	<input type="checkbox"/> HC LeGras	<input type="checkbox"/> Seton Room	<input type="checkbox"/> Seton 6	<input type="checkbox"/> Seton 17	<input type="checkbox"/> Stadler 104
	<input type="checkbox"/> SSB 102	<input type="checkbox"/> SSB 131	<input type="checkbox"/> SSB 132	<input type="checkbox"/> SSB 133	<input type="checkbox"/> SSB 134
	<input type="checkbox"/> SSB 201	<input type="checkbox"/> SSB 202	<input type="checkbox"/> SSB 204	<input type="checkbox"/> SSB 205	<input type="checkbox"/> SSB 206
	<input type="checkbox"/> SSB 207	<input type="checkbox"/> SSB 215	<input type="checkbox"/> SSB 216	<input type="checkbox"/> SSB 218	<input type="checkbox"/> SSB 224
	<input type="checkbox"/> SSB 225	<input type="checkbox"/> SSB 332	<input type="checkbox"/> SSB 333	<input type="checkbox"/> SSB 335	<input type="checkbox"/> SSB 336
	<input type="checkbox"/> SSB 342	<input type="checkbox"/> UC 62	<input type="checkbox"/> UC 63	<input type="checkbox"/> UC 64	<input type="checkbox"/> Other (Specify)
Lab:	<input type="checkbox"/> ALL	<input type="checkbox"/> BH 232	<input type="checkbox"/> BH 334	<input type="checkbox"/> CH 400	<input type="checkbox"/> MH 100 (TLC)
	<input type="checkbox"/> SSB 103	<input type="checkbox"/> SSB 227	<input type="checkbox"/> SSB 409	<input type="checkbox"/> SSB 425	<input type="checkbox"/> SSB 452
	<input type="checkbox"/> TJ 316	<input type="checkbox"/> Ward E. Barnes 100		<input type="checkbox"/> Other (Please Specify):	

For classroom use, install on: Instructor's Station Student Stations Both

Date(s) software is required: From _____ To _____

Name of software: _____

Number of copies: _____ *****NOTE: License agreement must accompany all requests*****

For new software - How do you want the menu item named: _____

Macintosh OS X

Title of the course in which the software will be used:

Where will software be used:

Class:	<input type="checkbox"/> CCB 107	<input type="checkbox"/> Stadler 104	<input type="checkbox"/> RB 121	<input type="checkbox"/> MH G08B
	<input type="checkbox"/> MB 105	<input type="checkbox"/> Other (Please Specify):		
Lab:	<input type="checkbox"/> BH 232	<input type="checkbox"/> SSB 103	<input type="checkbox"/> SSB 227	<input type="checkbox"/> TJ 316
	<input type="checkbox"/> Fine Arts 220	<input type="checkbox"/> MH 100 (TLC)	<input type="checkbox"/> Other (Please Specify):	

For classroom use, install on: Instructor's Station Student Stations Both

Date(s) software is required: From _____ To _____

Name of software: _____

Number of copies: _____ *****NOTE: License agreement must accompany all requests*****

For new software - How do you want the folder named: _____

Special Instructions : Please use back of form to give special installation or other instructions.

Please allow 10 working days for processing all software requests.

*Please mail this form to:
Chris Scheetz - CCB 451*

*Please return this form in person to:
Chris Scheetz - SSB 101D*

for Instructional Computing use only

Date processed:	Processed by:
Location on Server:	User Notified: