Computer Lab Reservation Request

*Complete form and email to* [*kjimenez@jjc.edu*](mailto:kjimenez@jjc.edu)

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| Today’s Date: | |  | | | | | | | Class & Section Number: | | | | | | | |  | | | | | | | | | | | | | | |
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| Instructor’s Name: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Phone or Extension #: | | | | | |  | | | | | | | | | Email: | | | |  | | | | | | | | | | | | |
| *Please place an* ***X*** *in the box for the type of reservation you want (1-day, weekly, bi-weekly, monthly). If you are requesting more than one day that does not fall on a weekly, bi-weekly, or monthly basis, please enter the dates separated by a comma on the Date(s) Required line below. Make sure you select the day(s) of the week you need a lab. If you would like to reserve a lab for your final please place an* ***X*** *in the Final’s Box. No promises but I will do what I can to fill your request.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Day Only: | |  | | | | | | Weekly: | | | | |  | | | Bi-weekly: | | | | |  | | | | Monthly: | | | |  | | |
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| Odd Weeks: | | | | | | | |  | | | | | Even Weeks: | | |  | | | | | Finals: | | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Day: | M | |  | | | | T | | | |  | | | W |  | | | R | |  | | | | F | | |  | S | | |  |
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| Date(s) Required: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Start Time (am/pm): | | | | |  | | | | | | | | | | End Time (am/pm): | | | | | | |  | | | | | | | | | |
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| Number of Computers Needed: | | | | | | | | | |  | | | | | Lab Preference (if available): | | | | | | | | | | |  | | | | | |
| *All of our computer labs have the internet and the MS Office Suite. If you require any specialty software please list it here. The special installation of any software requires a one month prior notice and must be approved by the IT Security Department.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Software: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Kayra Jimenez  Scheduling Specialist  Academic Affairs  X2460  A-3042  kjimenez@jjc.edu | | | | | | | | | |  | | | | | | | | | | | **All requests need to be placed by noon on the last day of the week prior to the requested time. This allows me time to find a lab and get the reservation on the schedule.** | | | | | | | | |

Revised 4/6/17- KJ