Computer Lab Reservation Request

*Complete form and email to* *kjimenez@jjc.edu*

|  |  |  |  |
| --- | --- | --- | --- |
| Today’s Date: |  | Class & Section Number: |  |
|  |
| Instructor’s Name: |  |
|  |
| 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: |  |
|  |
| Odd Weeks:  |  | Even Weeks: |  | Finals: |  |  |
|  |
| Day: | M |  | T |  | W |  | R |  | F |  | S |  |
|  |
| Date(s) Required: |  |
|  |
| Start Time (am/pm): |  | End Time (am/pm): |  |
|  |
| 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: |  |
|  |
|  | Kayra JimenezScheduling SpecialistAcademic AffairsX2460A-3042kjimenez@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