

COMPUTING LAB SOFTWARE REQUEST FORM

Only Deans or Division directors may request new software titles for the campus computing labs using this form. Before submitting a request, please consider the following:

- Have you checked the software or instructional labs against the books you will be using?
- How often will this software need to be updated?
- Are you purchasing enough licenses for the number of PCs you wish to have it installed on? (remember to consider the open labs on campus, instructor's station and possibly the instructor's office PC)
- Do you have technical support contact information?

Computing Lab Software Request Deadlines

Semester	Request deadline
Fall	May 1
**Spring	October 15

***Software installs for the spring semester will be considered on a case-by-case basis. There must be sufficient evidence of a critical situation and proof of prior planning before the install will be considered. Remember, software installs during the course of a semester are not advantageous to students or faculty, because the lab must be shutdown and **cannot** be used for classes during that time.*

These deadlines allow the networking staff sufficient time to test the software for compatibility with its software delivery systems, and identify and resolve any potential conflicts with existing software packages, prior to releasing the package. The deadlines also ensure that sufficient time is available to test and install all new software requested for a given term.

The software must be compatible with the college's current operating system platform.

All software media, installation instructions, licensing information, necessary username/passwords, and technical support information must be submitted with this completed form to the network administrator by the deadline. The network administrator retains site licenses for some software (i.e. Microsoft Office). Requests for those types of installs do not require media, instructions, or licensing info. If you are unsure of what information you must provide, please contact the network administrator at x3250.

Please complete the following:

Dean/Division Director Name: _____ Dept: _____

Email: _____ Phone: _____

Install location (i.e. campus, bldg, room #): _____

Which machine(s): _____

Title of software: _____

When do you need this software installed by? Semester _____ Year _____

Signature of Division Director (please sign & date)

_____ Date _____

Signature of Dean (please sign & date)

_____ Date _____

Please submit completed form including signature of Dean, all media, installation instructions, licensing information, and technical support information to the network administrator. The networking department is located in the basement of the McLendon building on the Senatobia campus.