



**Reynolds Library Technology Center**  
900 West Daisy Bates Drive, Little Rock, AR. 72202  
Phone: 501-370-5336  
Email: [cis@philander.edu](mailto:cis@philander.edu)

## **PHILANDER SMITH COLLEGE**

### **Laptop Agreement Information Process**

Philander Smith College is offering laptops to qualifying students. Every student who receives a Business Office Clearance will be issued a laptop computer upon completion. If a student completes the Fall 2020 semester, the laptop will be free to the student. However if a student withdraws before completion of the semester, a charge of \$350 will be assessed to the student's account to cover the full cost of the laptop, shipping, and handling.

#### **Step 1**

Obtain Fiscal Clearance from the Business Office.

#### **Step 2**

Fill out a Philander Smith College (PSC) Laptop Program Agreement as instructed and submit the agreement when finished. Please ensure that you verify your mailing/shipping address on the application. If laptops are shipped to an incorrect address submitted, students will be responsible for postage to re-mail.

#### **When will I receive my laptop?**

Laptops will be mailed to students upon verification from the Business Office that the student has completed and submitted the Clearance form and submission of the PSC Laptop Program Agreement.

To check the status of your clearance, please log into your JICS MyPanther account. Under the "Students" Tab, your Course Schedule will be noted on the right side.

If your "Status" is noted as "**Current**", you are **CLEARED** and you will need to submit this form.

If your "Status" is noted as "**Preregistered**", you are **NOT CLEARED** and should contact the Business Office immediately at [pscbusinessoffice@philander.edu](mailto:pscbusinessoffice@philander.edu).

Please allow 3-5 days for processing. For further assistance, please contact the office of Computer Information & Technology Services at [cis@philander.edu](mailto:cis@philander.edu) or 501-370-5336.



900 West Daisy Gatson Bates Drive , Little Rock, AR | [philander.edu](http://philander.edu)