

Learning Assistance Center Computer Lab Request Form

The LAC Computer Lab Provides:

- Open lab space which is adjacent to Tutoring and another Computer Lab, with students studying on premises.
- 33 Windows 7 Computers. There is no projector, screen or whiteboard.
- Headphones on each workstation
- Internet access with Google Chrome, Mozilla Firefox and Internet Explorer browsers
- Microsoft Office 2013
- Black and White Laser Printing - \$0.12/page with Pinnacle card available in the lab

You may reserve up to 2 sessions at a time, after which you may reserve individual lab sessions, based on availability. To reserve the LAC Computer Lab for the first time please come to the Learning Assistance Center (R207) and survey the facilities, then complete and return this form. After the initial reservation you may email requests to ymalamud@ccsf.edu

Contact Information

Name: _____ Department: _____

Phone: _____ Email: _____

Class Information

Class Name: _____

Expected Number of Students _____

Date(s) Requested*: _____ Time(s) Requested*: _____

*Please Note: Your dates and times are tentative until confirmed by email or phone.

LAC Computer Lab is available for use Monday - Thursday 8:00 AM to 6:30 PM and Fridays 8:00 AM to 2:30 PM.

LAC Computer Lab is not available to reserve for two weeks before or during midterms and final exams.

Comments: _____

Confirmation

Confirmed on the following date/time _____ Date and/or Time requested is not available

Comments: _____

LAC Computer Lab Instructor Guidelines

- No food or drinks are allowed in the lab.
- Instructor must accompany the students during their scheduled lab visit.
- No tech support is available during class time.
- No extra software may be installed in the lab for the scheduled reservation.
- Please visit the lab before your reservation to test any computer class activity.
- Please make arrangements with DSPS for computer accommodations before bringing your class to the lab.
- Do not shut down the computers.
- Do not save files on the computer. They will be erased when the computer restarts.
- Please remove any extra chairs you bring into the lab at the end of your class.
- Students may not remain in the lab after class. Please have your students sign in to use a computer with their Student IDs at the Computer Lab Service Counter.
- Please be respectful of other CCSF students using the open lab and monitor the noise level during your reservation.
- Classes may use the LAC Computer Lab on an occasional basis, but may not meet regularly in the lab.

