Computer Learning Lab (R209)
Workshop Request Form

To reserve the Computer Learning Lab (R209) for your class, orientation, presentation, workshop, conference, or training session, please complete and return this form. You may also reserve the lab by emailing a request to jkennedy@ccsf.edu with the information below.

Contact Information

Name: ___________________________ Department: ___________________________

Phone: ___________________________ Email: ___________________________ Mailbox: ___________________________

Please confirm my reservation via: phone email campus mail

Class/Workshop Information

Class/Workshop Name: ___________________________

Expected Number of Students/Attendees: ___________________________

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

*Please Note: Your dates and times are tentative until confirmed. The Computer Learning Lab (R209) is available 8:00am to 8:30pm Monday through Thursday, 8:00am to 3:30pm Friday, and 9:00am to 1:30pm Saturday during the Fall and Spring semesters. Please enquire about availability at other times. Technical support is generally not available in the lab weekdays after 4:00pm or on Saturdays.

Hardware and Software

Computer Learning Lab (R209)
24 student workstations floppy drives
100MB Zip drives CD-ROM drives
Sound cards with headphones External speakers and microphone on instructor computer
Video switching system Internet access
Microsoft Office XP Over 50 subject specific applications
Printing ($0.15/page) – pickup printing in the Academic Computer Lab

Additional Hardware/Software needed:

Comments:

Confirmation

You are confirmed in the Computer Learning Lab (R209) for the following date(s)/times(s):

Comments:

Learning Assistance Center, City College of San Francisco, 50 Phelan Avenue, R207, San Francisco, CA 94112, 415.452.5502