DotCIO PC Lab Software Installation Request

Instructors can request that Academic and Research Computing (ARC) install software in DotCIO-managed public labs for use by a class. In order to install software, ARC must be provided with:

- the software media (or a Web site URL)
- documentation (or a Web site URL)
- proof of licensing indicating the number of licenses

The following types of software will not be installed:

- demo, trial, or evaluation copies of software
- software requiring a hardware key or dongle on the lab PC

Return this form, plus the media, documentation, and proof of licensing to the Help Desk in the Voorhees Computing Center. Please allow two weeks for the software to be installed. ARC will retain the media and documentation.

Instructor and Course Information

Course: __________________________________________________
Printed Name: ____________________________________________
Signature: ________________________________________________
Department: ______________________________________________
Phone Number: ________________________ E-mail Address: ________________________
Campus Address: __________________________________________

Software Information

Software Package: _________________________________________ Version: ________________
Software Vendor: __________________________________________
Number of Licenses: ________________

_____ The software is available from the Web at this URL ________________________________
_____ The software is available on the media provided (CD-ROM/floppy disk/Zip disk).
Please list the locations where the software needs to be installed:

_______________________________________________________________________________

______________________________________
Date: __________________________

Notes:
The software will be removed after the last Summer session unless a new DotCIO PC Lab Software Installation Request form has been received by the last day of the Summer session. When the software is removed from the system, ARC will return any floppy disks/CD-ROMs and documentation to the requestor.