



# Academic Computing Services

To reserve a Computer Lab for a specific SUNY Cortland class, please complete ALL of the following questions and return via email or hard copy to the Technology Help Center, Winchell Hall.

Copy and Paste the following fields into an email:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department/Course: \_\_\_\_\_

Day/Date: \_\_\_\_\_

Recurring weekly? \_\_\_\_\_ Yes / No \_\_\_\_\_

Begin Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Lab Preference: \_\_\_\_\_

Software needed: \_\_\_\_\_

Special Equipment needed: \_\_\_\_\_

Your email address: \_\_\_\_\_

Please note: Confirmation of reserved computer lab will be delivered to you via email. We strongly recommend that you visit the lab previous to the date reserved to ensure that all computers are functional, enough computers are present, and all necessary hardware and software are available for use.