

**Request For Software Installation
In
Student Technology Fee Computer Labs**

LAB OR CLASSROOM LOCATION

COORDINATOR/DIRECTOR/FACULTY

Departments should notify the Director of Client Services, Ms. Becki Starkey, SLU 10430, McClimans Hall Room 109, of any additional software they believe should be installed in any Student Technology Fee computer labs.

Following this procedure will help **to prevent unnecessary disruption of services in the lab(s) during the semester**, and will also enable us to review all requests and make sure that sufficient software licenses have been purchased.

* Along with the request, the Department should also provide proof that the software has been purchased and that enough licenses have been purchased to cover the lab usage.

* The Student Technology Fee committee will consider all requests for additional software

* During the semester break, all approved software installations will be completed for use in the specified lab(s) for the next semester, as time permits.

* The Student Technology Fee committee will consider any emergency software installation requests ASAP

Please give a short description regarding the installation requested and the purpose of the software.

Signed:

1. _____
Lab Coordinator/Director/Faculty

2. _____
Department Head

3. _____
Tech. Fee Com. Recommendation Date