Request For Software Installation in Student Technology Fee Computer Labs

LAB OR CLASSROOM LOCATION: _____

COORDINATOR/DIRECTOR/FACULTY: _____

Departments should notify the Director of IT Solutions, Becki Starkey, SLU 10430, McClimans Hall Room 109, of any additional software for which they would like to request installation 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.

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

Signed:

Lab Coordinator/Director/Faculty _____

Department Head _____

Tech Fee Committee Recommendation Date _____

(updated April 2026)