

Riverside Learning Lab Computer Classroom Reservation Form

Please remember to submit lab reservations and materials at least one week in advance.

Submission Date: _____

Instructor's Information:

Name: _____

ACC Id: _____

Phone: _____

Email: _____

Course Information:

Course: _____ - _____ - _____

Synonym: _____

Class Size: _____

Reservation Information:

<p>Type:</p> <p><input type="checkbox"/> One Day Reservation</p> <p><input type="checkbox"/> Entire Semester Reservation</p> <p><input type="checkbox"/> Multi-day Workshop</p>	<p>Equipment *:</p> <p><input type="checkbox"/> Computer Projector</p> <p><input type="checkbox"/> Overhead</p> <p><i>*You will need to contact media services to obtain TV/VCR/DVD or other media items.</i></p>
<p>When/Where:</p> <p>Day(s): Sun Mon Tue Wed Thu Fri Sat</p> <p>Date(s): _____</p> <p>_____</p> <p>Time(s): _____</p> <p>Room(s): 9100 9103 9104 9108</p>	<p>Reminders:</p> <p>**Reservations are made on a first-come first-serve basis.</p> <p>**You must accompany your class to the lab.</p> <p>**If you have questions or you will not be using the lab during your reserved time please call 512.223.6240.</p> <p>**Reservations will be canceled if the class is not in the lab within 15 minutes of the reservation.</p>
<p>Software:</p> <p><input type="checkbox"/> Weaver *</p> <p><input type="checkbox"/> SkillsBank *</p> <p><input type="checkbox"/> Focus on Grammar</p> <p><input type="checkbox"/> Word</p> <p><input type="checkbox"/> Excel</p> <p><input type="checkbox"/> Internet</p> <p><input type="checkbox"/> Plato Pathways *</p> <p><input type="checkbox"/> Minitab</p> <p><input type="checkbox"/> Other: _____</p> <p><i>* Please attach a class roster to this form or send a Class Enrollment Request Form at least one week before you need the software or orientation.</i></p>	<p><i>Upon request, lab staff can provide an in-class orientation to your students on using lab services, the Internet, email, and any software provided by the lab.</i></p> <p>Orientations & Date(s):</p> <p><input type="checkbox"/> Introduction to the Lab on _____</p> <p><input type="checkbox"/> Internet on _____</p> <p><input type="checkbox"/> Plato Pathways on _____</p> <p><input type="checkbox"/> Email on _____</p> <p><input type="checkbox"/> Weaver on _____</p> <p><input type="checkbox"/> SkillsBank on _____</p> <p><input type="checkbox"/> Word on _____</p> <p><input type="checkbox"/> Excel on _____</p> <p><input type="checkbox"/> Other: _____ on _____</p>
<p>Additional Comments:</p> 	

For office use only

Reservation Confirmation:	<input type="checkbox"/> Email <input type="checkbox"/> Phone Date: _____ Tech: _____
Class Input Tracking:	Software: _____ Date: _____ Tech: _____
	Software: _____ Date: _____ Tech: _____

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