

**South Austin Learning Lab
Computer Classroom Reservation Form**

Please remember to submit lab reservations and materials at least one week in advance by (FAX 512.223.9252) or in person to room 1138.2.

"

Submission Date: _____

Instructor's Information:

Name: _____

ACC Id: _____

Phone: _____

Email: _____

Course Information:

Course: _____ - _____ - _____

Synonym: _____

Class Size: _____

EX: DEVW-1234-005

Reservation Information:

Type:

- One Day Reservation
- Entire Semester Reservation
- Multi-day Workshop

Equipment *:

- Computer Projector
- Overhead

**You will need to contact media services to obtain TV/VCR/DVD or other media items.*

When/Where:

Day(s): Sun Mon Tue Wed Thu Fri Sat

Date(s): _____

Time(s): _____

Room(s): 1137 1311 1312

Reminders:

- **Reservations are made on a first-come first-serve basis.
- **You must accompany your class to the lab.
- **If you have questions or you will not be using the lab during your reserved time please call 512.223.; 4671; 446.
- **Reservations will be canceled if the class is not in the lab within 15 minutes of the reservation.

Software:

- Weaver *
- SkillsTutor *
- Focus on Grammar
- Word
- Plato Pathways *
- Rosetta Stone*
- Lexia
- Internet
- Other: _____

** 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.*

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.

Orientations & Date(s):

- Introduction to the Lab on _____
- Internet on _____
- Plato Pathways on _____
- Email on _____
- Weaver on _____
- SkillsTutor on _____
- Word on _____
- Excel on _____
- Other: _____ on _____

Additional Comments:

For office use only

Reservation Confirmation:

Email

Phone Date: _____

Tech: _____

Class Input Tracking:

Software: _____

Date: _____

Tech: _____

Software: _____

Date: _____

Tech: _____