Request for Instructional Use of Social Sciences Computer Classroom (SSCC)

Date request submitted: _____________________________

Deadlines for submitting requests are for November 30th for the following Fall term, December 7th for the following Summer I/Summer II terms, and August 6th for Spring semester of the following year. Late requests will be considered, when possible, on a low-priority, space-available basis.

Instructor's Name (Surname, First, MI): _____________________________
Department: _____________________________
Course #: _____________________________
Course Name: _____________________________

Semester(s) for which SSCC is requested: _____________________________
Day(s) course meets: _____________________________
Time block course meets: _____________________________

Campus Address: _____________________________
Projected enrollment (classroom seats 24): _____________________________
Campus Phone: _____________________________

Do you wish to use the lab: _____________________________

Yes ☐ No ☐

E-mail Address: _____________________________

Do you wish to use the lab: _____________________________

☐ Entire semester
☐ Specific Dates: _____________________________

Will you provide consulting support to your students for the software used in your class? _____________________________

☐ Yes ☐ No

Will your students be needing to use the SSCC equipment and software outside regularly-scheduled class time; i.e., during lab open hours? _____________________________

☐ Yes ☐ No

If yes, describe: _____________________________

Describe how the SSCC will uniquely meet the objectives of your course (e.g., why this course must meet in the SSCC rather than in a traditional classroom).

IMPORTANT NOTE: Attach a syllabus to this request (required). Request forms without a syllabus attached will not be considered.
**Equipment Requested**

**List name and function (e.g., statistical analysis):**

**Hardware/Peripherals**

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**Software** (list name and function, such as statistical analysis)

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**For any equipment (i.e., hardware/peripherals or software) not currently available in the SSCC**

For hardware requests: Is this hardware, or similar hardware, available elsewhere on campus? If not, state rationale for requesting that the SSCC acquire this hardware.

For software requests: Describe the unique function of this software that is not already being met by software currently available in the SSCC.

For software requests: State your rationale for requesting this particular software package, rather than another software package that meets the same function (i.e., why this software package is the best product available that meets your instructional needs).

For software and hardware requests: Describe how long and for what other courses (if any) you plan to use this hardware and/or software.

**Approximate cost of requested equipment:** ______________________________________________

(For software requests, state number of site licenses requested and cost per site license)

**IMPORTANT NOTE:** Attach a copy of product information for equipment requests (required). *Request forms without product information will not be considered.*