

# Center for the Advancement of Teaching



## Student Request for the Installation of Software

*The Center reserves the right to require students to justify their request for the installation of software to determine if there is a valid academic reason (i.e., research, assignment, project). We will only install licensed copies of software. We require a minimum of five working days lead time to install software.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Classification: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address (local): \_\_\_\_\_

Software to be installed: \_\_\_\_\_

What course/purpose is the software needed for? \_\_\_\_\_

\_\_\_\_\_

If appropriate, what is the instructor's name and department? \_\_\_\_\_

\_\_\_\_\_

Please indicate the software, media, manuals, etc. that will be left with CAT staff:

\_\_\_\_\_

\_\_\_\_\_

How long is this software needed? \_\_\_\_\_

Location: Check all that apply.

Work/Study lab (532B)

Teaching Lab (532A)

Classroom (501)

Classroom (502)

**X** \_\_\_\_\_  
I acknowledge that I left the software listed above in the CAT.

Date: \_\_\_\_\_

**X** \_\_\_\_\_  
I acknowledge that I have received the software, media, manuals listed above from CAT staff.

Date: \_\_\_\_\_