

# LA Computer Service Center Reservation Form

## Kanis Room 120

(Note: Class rosters and assignments MUST be submitted WITH this reservation request. Also, provide the name(s) of the module(s) you will need if using PLATO.)

**Please Email your class rosters in Excel .CSV or text format to: *LACWest120@pulaskitech.edu***  
 (include Student ID, Last Name, First Name, and Middle Name or initial)

Today's Date: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

PTC Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Valid Email Address: \_\_\_\_\_

*(Lab staff will verify your reservation by email)*

Program to be used: \_\_\_\_\_ (Reading Lab, Writing Lab, etc.)

Course/Class: \_\_\_\_\_ Number of students: \_\_\_\_\_

Requested Date/Time for activity: (Limit of three reservations per semester.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Alternate Date/Time for activity:

- 1a. \_\_\_\_\_
- 2a. \_\_\_\_\_
- 3a. \_\_\_\_\_

Confirm Sent	Calendar Entry	Plato Mods.	Names Input	Appt Made	Class Held

Check if the following apply:

- Lab staff REQUIRED.
- Plato orientation. (Instructor must be present for all orientations)
- Software needs to be installed. (Specify below)
- Internet activity. (We will inform you of any known outages)

List any special requests or suggestions:

Instructor's Signature: \_\_\_\_\_

Received By: \_\_\_\_\_

*Do not write below this line*

Scheduled Date and Time: \_\_\_\_\_

Confirmation email sent to: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_