LA Computer Service Center Reservation Form
South Room 218

(Note: Class rosters and assignments <u>MUST</u> be submitted <u>WITH</u> 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: *LACSouth218@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.)

	Confirm Sent	Calendar Entry	Plato Mods.	Names Input	Appt Made	Class Held
1. _____						
2. _____						
3. _____						

Alternate Date/Time for activity:

1a. _____						
2a. _____						
3a. _____						

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: _____

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Do not write below this line

Scheduled Date and Time: _____

Confirmation email sent to: _____ **By:** _____ **Date:** _____