# SOFTWARE REQUEST FORM FOR AWC CLASSROOMS, COMPUTER LABS, AND FACULTY OFFICES

*Spring Semester 2014*

Please submit one form **per software application requested.** E-mail your completed form(s) to the Help Desk: helpdesk@azwestern.edu. **Forms must be received by 5:00 p.m., Tuesday, December 10,** to guarantee software will be installed and available by the start of the summer sessions and fall semester, respectively. Requests made after the deadline will be fulfilled as Help Desk resources are available.

**Requestor Information**

_____  _____  _____  _____
*First Name*          *Last Name*           *Division*            *Phone Number*

**Software Application Information**

Software Application Name _____

Is this textbook software?   Yes ☐   No ☐          Version: _____     Platform: _____

Are you using the corresponding textbook to teach your course?        Yes ☐   No ☐

**Location Information**

AWC campus/program facility where the software is to be installed _____

Building(s) and classroom number(s) in which the software is to be installed. **INDICATE HERE THE OPEN-ACCESS LAB(S) IN WHICH YOU WOULD LIKE THE SOFTWARE INSTALLED.**

[ ]

Full-time Faculty Members:  Do you need the application installed on your office computer?   Yes ☐   No ☐

Where is your office located?  _____  _____  _____
                                *Campus*             *Building*            *Room Number*

**Additional Information**

If applicable, please provide specific software configuration requests required to complete your installation.

[ ]

**PLEASE NOTE:  Software availability is subject to the terms of the appropriate license agreement(s) and the number of licenses AWC owns.**

*11.20.13*