SINC SITE/COMPUTER CLASSROOM REQUEST FORM

Please email completed form to rosemarie.alessi@stonybrook.edu

Department: **Contact email:**
Contact Person: **Contact Phone:**

- List only courses that are Full semester classes (recitation &/or labs) that will meet **only** in the SINC Site.
- Ad Hoc requests should use the Google form @ http://it.stonybrook.edu/help/kb/reserving-a-computer-lab
- All software requests must reach DoIT no later than 60 days prior to the semester in which it is needed.
- All softeware requests must be placed in the Google   Software Request Form
- All service requests must be submited through the DoIT ticket service system: http://it.stonybrook.edu/services/itsm

Semester	Course # & Section #	Requested Meeting Dates/Days	Start & End Time	Instructor Full Name	Instructor SOLAR ID #	Instructor Email	# of Computers Needed	Softeware, other than MS Office, Internet Required	Other data projector Hardware Requirment. MAC or Windows OS?	Info for other Instructors / TA who need access. Full Name, SOLAR ID, email