- 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 software requests must be placed in the Google Software Request Form. http://it.stonybrook.edu/services/itsm
- All service requests must be submitted through the DoIT ticket service system: http://it.stonybrook.edu/services/itsm

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course # &amp; Section #</th>
<th>Requested Meeting Dates/Days</th>
<th>Start &amp; End Time</th>
<th>Instructor</th>
<th>Instructor Full Name</th>
<th>Instructor SOLAR ID #</th>
<th>Instructor Email</th>
<th># of Computers Needed</th>
<th>Software, other than MS Office, Internet Required</th>
<th>Other data projector Hardware Requirement, MAC or Windows OS?</th>
<th>Info for other Instructors / TA who need access. Full Name, SOLAR ID, email</th>
</tr>
</thead>
</table>