



Software Installation Request Form & Policy

All computers in ASCC classrooms, labs, and general access spaces are running Windows XP, 2000, and 98. Only MIS staffs are allowed to install software. This means that you must complete a software installation request form at least **5 business days before your class or event, in order to have software installed.**

To improve efficiency and flexibility, whenever legally and logistically possible, we would like to install as much of your required software onto all classroom and general access/lab computers. This enables students to use discipline-specific software in a variety of locations. **If you want software installed on more than three (3) computer, you must submit your request at least 8 weeks before the beginning of the semester.**

Please be sure that the software you request is compatible with either Windows XP or 2000. The following software is on all general access, lab, and classroom computers and so does not require a request form:

- Microsoft Office Suite (Excel, FrontPage, PowerPoint, and Word)
- Internet Explorer
- Adobe Acrobat

How do you know if you should fill out a form?

Please fill out a software installation form if you have:

- discipline-specific software that you need installed on labs or classroom computers
- software that comes with textbooks you assign
- software for which ASCC has a site license
- special files, add-ins or plug-ins to accompany software

When in doubt, give MIS a call to talk it through (699-9155 x307)

What if I need the software installed in more than one location?

To prevent ASCC from violating license agreements, MIS will only install the number of licenses your department has purchased. Departments bear the cost of discipline-specific software. Please see Approved List of Software & Hardware for additional information.

What is the process?

Once you submit your Software Installation Request Form, you will receive an email from MIS notifying that we received your request. The person submitting the form must supply MIS with the media or software to install on the computer.



ASCC Software Installation Form

Date: _____ Requested Date for Installation: _____

Software Information:

Software Title: _____ Software Version: _____

Software Platform: Windows 98 Windows 2000 Windows XP
 Unix Mac 9.x OS X

Personal Information:

Requestor Name: _____ Requestor Phone: _____
ASCC User Name: _____ Requestor Dept: _____
Requestor Email: _____ Location of Installation: _____

If restricted to class, class subject and course please list course # below:

Special Requirements (optional):

I have read, agreed, and will abide by all the terms stated in the ASCC Software Installation Policy on Page 1 of this form.

Print Name: _____

Signature: _____

Date: _____