

Charlotte Campus Computer Lab Reservation Request

INSTRUCTIONS

Check for current computer lab availability. *Computer Lab Resource Rooms may be opened via Calendars in Outlook or Calendars in O365. (see IT Computer Lab Reservation Process instructional video)*

Based on hours of operation and availability... complete this online form then click the submit button to send this request to the IT Service Desk. Please allow one-week notice.

Reservation requests are processed in chronological (date/time) order. You will receive a reply back either confirming your reservation, or notifying you that your requested time slot is not available.

Requests for a few dates of the same class are acceptable. Different classes, time slots, or faculty must be submitted on a separate Computer Lab Reservation Request Forms.

Requestor Information

Name: Course Code:
(example: ENG 1020)

E-Mail: or

Phone: Purpose:

Requested Location

Academic Center (40 workstations + 1 smart podium)

Computer Lab 433

Computer Lab 434

Computer Lab 435

Library (30 workstations + 1 smart podium)

Library Computer Lab Classroom

Date(s)

Requested:

Start Time:

End Time:

Notes: