

## Instructions for Reserving O.I.T. Computer Labs/ Classrooms

Coppin State University    2500 W. North Avenue    Baltimore, MD 21216

The Office of Information Technology (O.I.T.) currently manages multiple computer labs and classrooms that are available for use by faculty, staff, and students.

Below is a list of the labs/classrooms and the number of computers available in each. Please use this information to request the lab that best suites your needs. LL-09, and GJ-306 are Smart Classrooms with computers for student use. These rooms will be reserved for **semester long** classes *first*. Available hours thereafter may be requested for short-term reservations.

<i>Grace Jacobs Room #</i>	<i># of PC's</i>	<i>Comments</i>	<i>Grace Jacobs Room #</i>	<i># of PC's</i>	<i>Comments</i>
MC-20	12	COMPUTER LAB (Alternate Classroom)	306	21	<b>Smart Classroom with Ceiling Projector &amp; Computers for Student Use</b>
MC-24	27	Student "Open Lab" – <b><u>NO</u> Reservation during Lab Hours! **</b>	LL-09	24	<b>Smart Classroom with Ceiling Projector &amp; Computers for Student Use</b>
MC-25	23	COMPUTER LAB (Alternate Classroom)			

**Fall 2004 Hours: Student Open Lab (MC-24) \*\***

<i>Monday – Thursday</i>	<i>8:00 am - 10:00 pm</i>
<i>Friday</i>	<i>8:00 am - 5:00 pm</i>
<i>Saturday</i>	<i>10:00 am - 5:00 pm</i>

Windows XP Operating System is installed in all labs and Smart Classrooms. These systems are configured with the Standard Software listed on the next page.

## Standard Software

ABG	Microsoft Office XP
Acrobat Reader	Access
Atomic Structure	Excel
Auscultation of Breath Sound	PowerPoint
Bonding I	Word
Bonding II	FrontPage
Cardiovascular System II	Publisher
Cell Division	MINITAB 13 for Windows
Chemistry of Living Things	Molecule of Life
CyberEd	Neurological Assessment
ElectNet	Neurological Systems
Electronic Structure	Notepad
Encarta 2001	Nte
ForceNet	Numerical Compounds
Formulas, Equation	Opal
Genetic Engineering	Pediatric Nursing I
Internet Explorer	Pediatric Nursing II
Introduction to Chemistry	Pharmacology I
Investigating Heredity	Pharmacology II
Maple V	Property of Acid
Maternity Nursing	Statpac
Mendel's Principles	Trinc-Prolog
Microsoft Encyclopedia of Networking	Turbo C++ 4.5
Microsoft Office Tools	12 Lead ECG Interpretation
Small Business	Visual Studio 6.0
Binder	Visual Basic 6.0
Photo Editor	Visual C++
	Visual J++
	WordPad

**O.I.T. COMPUTER LABS**  
**Reservation Request**

**All** reservation request must be completed and submitted on this form, **no exceptions**.

**Semester Long Reservations** – Per approved FITC policy, semester long reservation requests **must first** be submitted to Dr. Braha for approval and computerized classroom assignment. Request must be received by the following deadlines:

SEMESTER	DEADLINE	SEMESTER	DEADLINE
Fall 2004	June 25, 2004	Spring 2005	November 26, 2004
Winter 2004	October 29, 2004	Fall 2005	April 29, 2005

**Short-term Reservations** – Request will be processed approximately 2 weeks after the deadline date for the semester long reservations. All short-term request must be submitted directly to Rene’ Brown, OIT Computing Labs Manager, at least **2 weeks** in advance of requested date.

**Semester Requested:** Spring  Fall  Summer #1 or 2  Winter#2

**Requestor:** Last:  First:   
Phone:  Email:

**Instructor/Staff:** Last:  First:   
(If different from Requestor) Phone:  Email:

**Department:**

**Subject Code:**  **Class Code:**  **Section Code:**

**Software Used:**

**Semester Reservation:** (Days)   
(Start Time)  AM/PM  (End Time)  AM/PM

**Short Term Reservation:** (Dates)   
(Days)   
(Start Time)  AM/PM  (End Time)  AM/PM

**Requested Lab – 1<sup>st</sup> Choice:**  **2<sup>nd</sup> Choice:**

**Estimated Number of Students:**  **Submission Date:**

**Comments:**

**NOTE:** Confirmation of all requests will be provided within 1 week of receipt date by Rene’ Brown. Please notify Rene’ Brown immediately of any reservation cancellations.

The OIT Department is committed to providing quality service. Please assist us by planning in advance.

Thank you for your cooperation!

Approved By: <input type="text"/>	Date Received: <input type="text"/>
Comments: <input type="text"/>	