

**Instructional Technology Services  
Course Technology Requirements**

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (By the posted deadline)

Set up Test Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (At least 7 days prior to semester start date)

**Attachments:**

Catalog Description:

Course Syllabus :

Lab Assignments:

Sample data files (if any):

**Desktop Software Required:**

Title	Version	OS	#of Licenses	Licensed by

**Server Software Required:**

Title	Version	Operating System	#of Licenses

Can this class be taught in a smart classroom with student work in the labs? \_\_\_\_\_

**Proposed classrooms/Labs:**

Campus                      Building                      Room                      # of Computers Required

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**Other special hardware or software requirements:**

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- If required, student accounts on the server will be created using a special algorithm to prevent duplication. Students can always look up their userId and change password at <https://secure.cpcc.edu/snap> site. These accounts will be disabled and all data removed one week after end of semester unless other arrangements are made in advance.
- Students and instructors will not have administrative level access to servers and server based software. If administrative level access is required for the course then the software would be installed in the classroom and special arrangements will be required to use the classroom as lab as well. This access will not be available in any open labs.

**Required Signatures:**

Program Chair: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Division Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

<b>For ITS Use Only</b>	
Received by: _____	Date: _____
Assigned to: _____	Date: _____
Tested by: _____	Date: _____