



**COMPUTER SOFTWARE
INSTALLATION REQUEST FORM**
Academic Computing

The basic image for all instructional PC classrooms/labs consists of **Windows 7, Microsoft Office 2013, Microsoft Internet Explorer and the Avast** antivirus program. Use this form to identify any additional software required for your class including browsers (i.e. Firefox or others) and any browser Plug-Ins used by the publisher's website or supplemental material available for your text books. Please remember to submit this form to identify the software required for the classrooms, Independent Learning Center, etc.

Requestor: Date:		Dean's Name (or his/her designate): Dean's Approval (or his/her designate): yes/no? Date:	
Department Name:		Requestor Phone Number:	Semester Needed:
Location/room:	Course/section:	Number of stations:	
Program name(s) / software version: ----- ----- ----- -----			
Single / Multiple Copy (Specify Computer #):		Does software need to be installed on a network server? (y/n):	
Budget Number (if purchase is required):			

Additional comments: _____

Return this Form to Monique Lybarger (mlybarger@sdccd.edu) for processing when completed

FOR ACADEMIC COMPUTING DEPT. USE ONLY	
Job Assigned To	Date Completed
License Type	Media Type
Media Location	License #