LAB RESERVATION REQUEST FORM

Instructions:

Must submit ASC Lab Reservation Request Form
Must give (7) business days notice in advance for lab reservation(s)
Must provide class roster (include Student ID #’s, First and Last Name)
Lab Reservation Request cannot exceed 1 hr 30 min.
Only (4) lab reservation requests can be made per term and per class
No Quizzes or Tests

Special Instructions:

Aztec Instructors, please inform the front desk attendant taking the lab reservation which class subject your students should be enrolled in for Aztec.
Students must not be left unattended.
Children under the age of 14 yrs old are not allowed in the center.

FACULTY □ STAFF □ TODAY’S DATE: _________

DEPARTMENT ____________________________________________

(PLEASE PRINT)
INSTRUCTOR NAME: ______________________________________
LAST                       FIRST

INSTRUCTOR E-MAIL: __________________________

CLASS SUBJECT: _________________________________
(ESL, GED, MATH, ENGLISH, OR OTHER)

CLASS SIZE: _________________________________

LAB RESERVATION DATE(S): 1 __________ 2 __________ TIME IN: 1 __________ 2 __________ 3 __________ 4 __________ 3 __________ 4 __________

SERVICE REQUESTED

☐ LAB RESERVATION ☐ AZTEC
☐ PROJECTOR ☐ MY MATHLAB
☐ MY.CCC.EDU / Blackboard ☐ WORKSHOP

STUDENT PORTAL

REASON FOR SERVICE
________________________________________________________________________
________________________________________________________________________

COMMENTS or SPECIAL INSTRUCTIONS
________________________________________________________________________
________________________________________________________________________

INSTRUCTOR SIGNATURE ____________________________