

 ROBESON COMMUNITY COLLEGE <i>Study the Possibilities™</i>	Curriculum Software Installation Form	<div style="font-size: 48px; font-weight: bold; margin: 0;">IT</div> <div style="margin-top: 5px;">Information Technology</div>
	Robeson Community College Information Technology Telephone: (910)-272-3566 <i>Please submit 14 days prior to date required for classroom use.</i>	
Software: <input type="checkbox"/> Included with Textbook <input type="checkbox"/> Purchased by RCC <input type="checkbox"/> Other		
Instructor Information		
Name:	Telephone Number: () - EXT:	
Title:	Department:	
Location / Room Number:	Email address:	
<i>If you have the software media, please drop it off to the IT help desk in building 13 with this form.</i>		
Software Installation Requirements		
Number of computers the software is required on:		
Name of Software Title:		
Number of computers the software is required to be installed on:	Room No.:	
Any special instructions (ie: registration information, login ID, required passwords, download site, etc)?		
<p><i>Please submit your request at least 2 weeks prior to the date needed for class or lab. If you need students to be able to access software that accompanies a textbook, you MUST order this software by giving us the name of the textbook. We MUST own a license to that software before installing the software on a computer in the lab.</i></p> <p><i>To have software installed complete this form and email it the Help Desk. Your request will be received and processed by the Help Desk. The Help Desk will send you verification of your request via email. If you have any questions about your software request, the installation of your software, or need to modify your request, please email the Help Desk.</i></p>		
Approval		
Faculty Signature		Date
For Information Technology Internal Use Only		
Software		
Software is <input type="checkbox"/> Freeware <input type="checkbox"/> Purchased	Does RCC own a site license for this software? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do RCC computers meet the minimum requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provided in MSI format? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Note: if software is purchase please make sure to have a software license on file</i>		
Help Desk		
Technician	Date (Date ticket entered into HD)	Help Desk Ticket No.:
Comments / Notes		

Email Completed Form to:
ithelpdesk@robeson.edu