



UTSA's CULTURE AND POLICY INSTITUTE

Computer Lab Request Form

To permit us to evaluate your request to use the CPI Computer-Survey Lab, there are a number of specific details that must be addressed. To facilitate our decision regarding your request, please answer the following questions.

Today's Date _____ Lab Requested Downtown Campus Lab 1604 Campus Lab
 Dates/Times Requested: _____
 Name of Organization/Project: _____
 Contact: _____ Phone/Fax: _____
 Email Address: _____ Number of Students Expected: _____
 Short Description of Project: _____

EQUIPMENT REQUIRED	QTY	DT	1604
<input type="checkbox"/> ARC GIS Software*			
<input type="checkbox"/> HLM Hierarchical Linear Modeling*		N/A	
<input type="checkbox"/> LISREL Structural Equation Modeling Software*		N/A	
<input type="checkbox"/> Methodological ToolChest Software (Grant writing)*		N/A	
<input type="checkbox"/> Microcase Software*			
<input type="checkbox"/> PASS Power AN/Allysis Software*		N/A	
<input type="checkbox"/> Phones <input type="checkbox"/> long distance capability			N/A
<input type="checkbox"/> Plotter			
<input type="checkbox"/> Printer, B&W			
<input type="checkbox"/> Printer, Color			
<input type="checkbox"/> SAS Quantitative Software*			
<input type="checkbox"/> SigmaPlot Software		N/A	
<input type="checkbox"/> SPSS Quantitative Software*			
<input type="checkbox"/> TV with <input type="checkbox"/> VCR <input type="checkbox"/> DVD			
<input type="checkbox"/> Support people booked (if off-hours) [†]			

- Installation requests must be submitted no later than eight weeks before it is required. All software must be fully licensed before any attempt at installing it will commence. There is no guarantee that the software will install or work properly on the network until a copy has been installed and tested. Software may change from term to term. Some software will be updated to newer versions and some older applications may be removed. Please make sure that all required software will be available for the next term. Any additional software required must be purchased by the requestor.
- [†] For reservations other than 8:00-5:00 Monday through Friday a Supervisor in Charge must be hired and will be responsible for opening and closing the lab
- Note: Keep Lab Clean at all times. Report non-workable equipment. Please make sure all Project information is collected after duration of lab usage has ended. Will not be held responsible for data left behind lost in labs.

Approved:

 Dr. Raymond Garza
 Director, Culture and Policy Institute

 Date