

I. Overview

This procedure is intended to help Information Services track software requests and assist in getting requests installed before the following semester begins. The purpose of this policy is to explain the deadlines for software installation requests at UACCB campus. It is **mandatory** that instructors get their request in by the deadline to ensure that the software requested is loaded into the student image for deployment on UACCB campus computers for the next semester.

II. Practice

You may make a request by filling out the software request form which sends the request to the appropriate people in Information Services.

On the **myUACCB Employees** homepage under the **myForms** section in the middle column, there is a link for **Software Request - Computer Lab & Software Request - General Use** (<https://my.uaccb.edu/>). Complete this form and submit it. This is the best way to complete a request for software installation.

III. Clarifying Points

Please note that Information Services start from scratch with each image so **please do not assume that software that may have been in the labs in previous semesters will automatically be there**. This excludes Microsoft Office and other important software pieces such as virus scan, and other standard browser plugins like Adobe, QuickTime, Java, Flash, etc.

You are required to have your installation media along with the software request submitted no later than the software requests deadlines.

Software Requests Deadlines are as follows:

- Spring and Summer Semesters--**No later than December 10**
- Fall Semester--**No Later than July 10**

Reminder e-mails will be sent to all Faculty and Staff members as the software deadlines approach. Failure to comply with the software request deadlines may result in a delay of your software installation.

Adopted: May 27, 2011
Revised: March 14, 2017