

## Software Installation Request Form

University of South Carolina - College of Education - Instructional Support  
(Software for use on Instructional Support computers)

**COMPLETE THIS FORM AND THEN PRINT IT (YOU CANNOT SUBMIT IT ONLINE.)**  
**WHEN ALL THE INFORMATION IS COMPLETE, INCLUDING SIGNATURES IF NECESSARY,**  
**SUBMIT THE FORM TO ROOM 275 WARDLAW BUILDING.**

**Do not continue until you have completed the Request a Room or Request Equipment part of the Instructional Support Request Form.** These requests can be made at <http://www.ed.sc.edu/ois/instructionSupport.asp>

*NOTE: Not all requests for software programs can be met because of licensing issues or insufficient time to accommodate the request. You must have sufficient licenses to have software installed on multiple student stations. Please be specific about the program and version of any program you need on this request form. To determine if the College of Education has a current license for use on one of these computers, please contact an Instructional Support trainer at [coe\\_training@gwm.sc.edu](mailto:coe_training@gwm.sc.edu) or 803-777-4475.*

Date(s) of event:

Class Number/Group Name:

Instructor of record/Person leading the event at the College of Education:

Equipment on original request:

Presentation station in	Room:	Room not yet assigned	
Student stations in	Room:	Room not yet assigned	
Presentation laptop from Instructional Support		Presentation laptop #	# not yet assigned
Laptops in the portable computer lab (COW - Computers On Wheels)			
Number of laptops requested:			

Software

- Name of program:
- Version:
- Source (check all that apply)
  - The College of Education owns a current license for this software
  - I personally own a current license for this software
  - It is a demonstration program, so a license is not necessary\*
  - It is on CD - which I have
  - It can be downloaded from the following URL (be very specific.)

*\* For demonstration or trial versions of software programs, you must describe the terms of usage, such as a 30 day trial or 10 uses, in the Additional Comments area below. We will not install software without this information.*

- For what period of time does Instructional Support have permission to have your departmental or personal license on the computer(s) listed above?
  - For this event only
  - For the remainder of the current semester
  - Until a specific date:
- I have scheduled a time to test the software prior to the event
  - Yes
  - No
  - Not yet, but I will contact Instructional Support to do that as soon as possible.

Additional Comments:

*NOTE: An employee of Instructional Support will contact you to confirm your request after you complete **this form and the request for the room and/or the presentation equipment**. It is strongly advised that you also **schedule a time to test the software prior to your event**. These requests can be made at <http://www.ed.sc.edu/ois/instructionSupport.asp>*