Dear colleagues

Please forward the following information urgently to all lecturers and timetable coordinators of **Potchefstroom campus**.

After a meeting this morning, the following labs on Potch Campus will be available:

**Please note: The only labs available for Potch Campus:**

**G4 - 201**

**G1 - 117**

**G1 113**

**These labs will only be available during the following time-slots:**

**G4-201 -> 08h - 10h & 13h - 15h -> Monday to Friday, Max 100 seats.**

**G1-113 -> 10h30 - 12h30 & 15h30 - 17h30 -> Monday to Friday, Max 29 seats.**

**G1-117 -> 10h30 - 12h30 & 15h30 - 17h30 -> Monday to Friday, Max 19 seats.**

**Reservation process to utilize these labs:**

**Please Note:** No formal classes will be presented in labs. Students can make reservations through Veralab.

1. Veralab to place a booking for a computer in available labs.

2. All three campus veralab booking links (websites) could be made available externally, students can then decide on an available PC and reserve it before arriving on campus. (Still in process)

3. After a booking, by default the student must login within 15 minutes otherwise the PC becomes available again for someone else.

**If any other labs are utilized, approval will be required and sanitation and everything else will remain the responsibility of the lecturer.**

Regards IT