



## Application to book a Computer Room on the Potchefstroom

**Campus** For full specifications of all computer rooms, please visit: <http://www.nwu.ac.za/it/student/pc>

**Please note:**

- All fields indicated with a \* must be completed or else the form will not be accepted. Please complete the form with all the necessary information.
- Software: a new program can be available - but in reasonable time of 3 month period during recess. Installation procedures please send to Geoffrey Claase - x 99 2689 .
- Use a separate form for each course module.
- Only formal classes and examinations as well as registered courses with the NWU will be accepted.
- All other courses and ad-hoc bookings will not be handled by IT anymore. It remains the responsibility of each department or faculty to do their own arrangements regarding these bookings.

*Lecturer	Title	*University number:	
*Department	*Extension:	*Total students:	
*Course	*Code		

\*Which applications will be used?

**Please note:**

- Arrangements for exam/test id's will only be allowed during formal tests and examinations.
- For other purposes/courses, exam/test id's must be created via Nito. Please visit <https://nito.nwu.ac.za/login> or contact Geoffrey Claase 99 2689. Vir toegang tot random id sisteem, besoek asb. <https://nito.nwu.ac.za/login> of kontak asb. vir Geoffrey

*Do you need "Exam/ test ID's" for the above mentioned?	Course Code?	Exam Code?	Test Code?

**\*Special arrangements for examinations – please specify**

Y / N

**IT assistance required?** Lab assistants are only available during the semester from Monday - Friday from: 07:30 - 17:30. No examination support after hours or on weekends; or additional support is available after hours or during holidays or on weekends

**Network drive data?**

**Port blocking?**

**Projectors required?**

(Labs with projectors – SK G02, SK G03, EKN, NWS 201, BIB 309A and BIB 309 B).  
(Projectors in other labs can be arranged for temporary use with Ingrid van der Merwe at 85 2602

**Booking times when above mentioned computer rooms are needed for formal classes/tests/exams**

Computer room	Day	Period				Time: 07:30 – 18:30	Date
<i>Example: 3 and 4</i>	<i>Fridays</i>	<i>from</i>	<i>2</i>	<i>till</i>	<i>4</i>		
		from		till			
		from		till			
		from		till			
		from		till			

**Special arrangements for examinations – please specify**

