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 indicted 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 201,215,117,113,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
Example: 3 and 4	*Fridays*	from	*2*	till	*4*		
		from		till			
		from		till			
		from		till			
		from		till			

Special arrangements for examinations – please specify