MOUNT ROYAL
UNIVERSITY
1910

## Lab or Classroom Software Update Request

This form must be submitted for each semester.
Deadlines for request submission:
**Fall semester**: Aug. 22  **Winter semester**: Dec. 15  **Spring semester**: Apr. 15
**\*A minimum of 5 working days notice is required for requests past deadline dates.\***

Date: [ ]  Lab/Room: [ ]  Date Required: [ ]

◯ Fall  ◯ Winter  ◯ Spring  ◯ Other

Requestor: [ ]  Local: [ ]  E-mail: [ ]

Department: [ ]  Course Name: [ ]

CRN#: [ ]  Section#: [ ]  For multiple CRN/Section#'s please provide a list.

Network Folder

◯ New          ◯ Update

Update: [ ]  Details: [ ]

**Software**:
- All MRU software must be purchased through ITS.  Please contact licensemanager@mtroyal.ca.
- Please include version and license details.
- A minimum of 5 working days notice is required for requests past deadline dates.
- Any request received after the Semester deadline date will be installed on a first come, first serve basis and might occur after the start of the semester.
- Please complete and e-mail this form as an attachment to itservicedesk@mtroyal.ca.

| Software Name | License Information | Add | Delete |
|---|---|---|---|
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