Information Technology Center Classroom Reservation

The eight classrooms in the IT Center may be reserved for instructional and training purposes with priority given to Lehman College undergraduate and graduate classes. For information on our facilities including location, room numbers and available hardware and software, please see (insert links if up to date) or contact (insert contact).

To reserve a classroom please send email to [scheduling.registrar@lehman.cuny.edu](mailto:scheduling.registrar@lehman.cuny.edu). Attach to the email request, a completed electronic copy of the Computer Lab Request Form (insert link) in Microsoft Word format. Instructors may schedule long-term or one day sessions at the I.T. Center. If it is not practical to attach the completed form to the email, please include all the relevant information in the email message:

Discipline, course code, section and 4-digit registration number

Days and times

Instructor name

Contact information

Required software

Particular room requested (optional)

(insert Registrar procedures in response to request)

IT Center will not open classrooms in the absence of confirmation from the Registrar. Classrooms will only be opened when the instructor is present and no earlier than 10 minutes before the scheduled start of the class.

--------------------------------------------------------

Instructors are responsible for maintaining the original order of software and classroom furniture. Students are not to be left unattended for long periods in the class rooms.

Laptops must work on their own power and not be connected to any outlet, nor should any cables be disconnected in the classrooms for any reason.

No eating or drinking allowed in class rooms or the I.T. Center.

No cell phone usage allowed in class rooms or I.T. Center.

No children are allowed in classrooms