King Abdulaziz University College of Computing & IT Labs Affairst & Technical Support Unit



جامعة الملك عبدالعزيز كلية الحاسبات وتقنية المعلومات وحدة شؤون المعامل والدعم الفني

Lab Reservation Form

| Personal Infor | <u>mation</u> | | | | | | | | |
|--------------------|-------------------------|-----------------------|------------------------|----------------|-------------------------------|-----|----------|--------------|--|
| Name | | | E-mail | | | | | | |
| Job Title | | E | | on | Signature | | ure | | |
| Reservation Ty | pe: | | | | | | | | |
| o Academ | Academic Course () | | | Extra Lecture | | | | | |
| o Training | | | 0 | Exam | | | | | |
| o Seminar | | | 0 | Other: | ther: | | | | |
| Reservation Du | uration: | · | | | | | | | |
| O Long Ti | me (More than two | o weeks) | 0 | Short Tir | ne (Less than two weeks) | | | | |
| Request Infor | mation: | | | | | | | | |
| Request Day | Sat. Sun. Mon. | Tue. Wed. | Request Date | | / /14 | Н | | | |
| No. of students | | | Course Name & Code | | | | | | |
| Required SW | | | Section | | | | | | |
| Department | □ CS □ IT □ IS □ Other: | | | | | | | | |
| Reservation Inf | ormation: | | | | | | | | |
| Reservation Day | Sat. | Sun. | Mon. | | Tue. | | Wed. | | |
| Time | | | | | | | | | |
| Date | | | | | | | | | |
| Lab No. | | | | | | | | | |
| | | For Vidoo | Conford | 200 | | | | | |
| (For the | * Room No. * IP address | | | | T | | | | |
| Remote Site) | * Technician | | * Tankwinian | | | * 0 | | | |
| | Name | | * Technician Mobile | | * Signature | | | | |
| | | Please Do No | | | | | | | |
| Approval | ☐ Approved | ☐ Approved ☐ Approved | | | ☐ Approved ☐ Approv | | | | |
| (Labs Unit) | Alternative lab | Alternative lab | Altern | ative lab) | Alternative lab Alternative (| | Alternat | ive lab) | |
| Vice Dean | ☐ Approved | ☐ Approved | □ App | roved | ☐ Approved ☐ Approved | | ved | | |
| (Academic Courses) | | | | | | | | | |
| Signature | | | | | | T | | | |

Please, send this form to the Technical Support Email: fcitg.help@kau.edu.sa