INSTRUCTIONAL COMPUTER LABS SOFTWARE INSTALLATION

Integrated Technology Service's (ITS) Software Installation procedure helps ensure that users have easy access to Southwestern computer labs and the software applications that Southwestern educators teach.

1. Software installation requests for a complete lab installation should be made at least three weeks before it is needed in the lab.
2. ITS will not install any software without conclusive proof that a valid license agreement exists for the requested number of installations. It is the responsibility of the requestor to provide proof and be responsible for any legal issues that may arise in connection with software installation or use.
3. The number of licensed software installations for any given lab for the duration of an entire quarter must equal the number of workstations in the "entire lab". No partial installations are permitted since the functionality of labs is based on a single image.
4. Software installation requests for temporary or preview purpose only will be considered on an individual basis. Consideration will be based on advance notice, academic or immediate purpose of software, time of academic year coupled with ongoing special projects, staff time to install and test, appropriate licensure or preview authorization, and ability of software to function as intended without impacting regular operation of lab image or security requirements of the lab.
5. If after installation, it is determined that any software interferes with the normal operation or causes negative interaction with existing supported software, ITS staff reserve the right to modify or uninstall the software. An agreement to install software does not guarantee its functionality or that it will be installed in the future.
6. Software that accompanies a student's textbook that requires an installation to run (not CD driven) must be installed in the lab image by ITS. Students are not permitted to install software in any lab on campus unless it is a requirement of the course.
7. All software will be removed at the end of the academic year unless otherwise specified.

Associated Forms:
Software Installation Request Form

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