**NCKU Computer and Network Center**

**Application Form for PC Classroom (For Whole Semester)**

**Application Date:**

|  |
| --- |
| **Academic Year** **Semester** **From / / To / /** |
| **Class** |  | **Number of People** |  | **Course** |  |
| **Semester****Session****Time** | Per Week \_\_\_\_ \_\_\_\_ , Period From \_\_\_\_\_\_\_\_ ~ \_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_ ~ \_\_\_\_\_\_\_\_* Morning □ Afternoon □ Evening \_\_\_\_\_\_ : \_\_\_\_\_\_ ~ \_\_\_\_\_\_ : \_\_\_\_\_\_
 |
| **Classroom** | * 2nd Floor 75201 □ 3rd Floor 75301
* 2nd Floor 75209 □ 3rd Floor 75309
 |
| **Take Note** | * Please make sure to notify management staff a week in advance if unable to attend the class; for 3 times failure to inform, your eligibility for this semester will be revoked.
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Required Software: Teacher’s Signature:

(*Install and test 1 month before* Title/Position:

*semester begins*) Contact Phone No:

 E-mail:

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**Remarks**

Computer classroom 209, 301, 309 is available for reservation, go online and check the latest PC classroom user Term & Condition in advance at <http://nckums.ncku.edu.tw/pc/default.aspx>.

After completing the application, please submit it to the 2nd floor Service Counter of Computer and Network Center.

**Important Things**

1. Teacher please enforce the rule of not eating or drinking in the classroom; any violation of students will be banned from using computer.
2. Please keep quiet when using equipment, so as not to disturb the ongoing teaching and learning process.
3. Please inform beforehand for any class cancellation or change, the phone number is (06)2757575 extension 61021.