

※You are not allowed to use any illegal software in the computer classroom · If there is a violator · the class teacher and he or she is personally responsible

Descript
ion

- 1.To apply for the whole semester · Each class can reserved for 3 hours per week only (in the same day) · The computer center can change or cancel the reservation if needed.
- 2.For apply to reserve the classroom for one single time you will need to make the reservation a week ago before the date you want to use.
- 3.There are several section that is not allowed to make any reservation :
The Second, third PC classroom is under maintenance on every Thursday afternoon.
The Firs PC classroom is under maintenance on every Friday afternoon.
- 4.For application you will need to get the signature from the class teacher or your Major Professor.
- 5.If you are applying for an activity of a club (must be compulsory and do not charge any fees), please attach an activity guide or implementation rules.
- 6.Opening hours in the semester: Monday to Friday, from 8:10 to 21:00.
- 7.Apply for nighttime teaching reservations, please make sure you have closed and locked all doors and windows. If any damage is coursed by mistake or miss you will be charged for the Indemnity.**
- 8.If you want to install any software that isn't installed in the computer of computer classroom, you need to make an application, before the semester started three weeks ago. After that the computer center will not accepted any apply for software installing.**

Teacher
signature

PIC

Receipt date

__m __d ____ yyyy