



## MacBook Checkout Request Process

Because of the limited number of MacBooks available for checkout, the MacBooks are reserved for those who need them for instructional use (prepping for classwork, or teaching in the MacRoom). Notebooks are to be checked out for no longer than one semester and will follow the process outlined below:

1. Requesting faculty member fills out the MacBook request form and sends to Dean.
2. Dean approves or denies request.
3. Approved requests will be forwarded to the Solution Center via email.
4. Solution Center will contact faculty when MacBook is ready for checkout.
5. Upon return Information Technology will check and reload the computer.

At the end of each semester the Solution Center will notify Dean of MacBooks that are checked out. The Dean will facilitate the communication with faculty so that the notebooks can be returned and updated on a timely manner.

If the notebooks need to be checked out for longer than one semester the request will need to be provided by the Dean to the JC Solution Center so that arrangements can be made. Notebooks should be updated and reloaded every semester and upon return.