Procedure Number: CS 404
Procedure Title: COW (Computers-on-Wheels) Reservation
Relevant Board Policy: C.1.9
Relevant SACSCOC Principle: 13.7
Originating Unit: Information Technology
Maintenance Unit: Information Technology
Contact for Interpretation: Vice President of College Services

I.   Purpose/Definition(s): This procedure is to define COW (Computers-on-Wheels) reservation instructions.

II. Procedure statement:

Computer carts include 30 student laptops to be delivered to classrooms upon request.

   A.   COW requests are done on a first-come, first-serve basis. Employees will contact the Information Technology department for availability and reservation.

        1.   A 24 hour notice must be given in order to prep the laptop for use. If any special software is needed we ask that at least a weeks' notice is given.

        2.   Information Technology staff members will use the COW reservation calendar for availability and reservations. (http://share.alamo.edu/nlc/it/SitePages/COW%20Reservations.aspx)

             a.   Calendar entries should have the correct Date, Time and Location of the request. Special instructions should be included if any.

             b.   A Footprints ticket will be auto generated with this information which will be manually assigned to the building technician.

        3.   There are 4 COWs available for rotation and are each designated to a building as follows:

             a.   COW 1 – Academics Building (ACA1)
                  COW 3 – Science (SCIN) & Wellness Buildings (WLNS)
                  COW 5 – Library Building (NLIB)
                  COW 6 – Student Commons Building (STCM)

B.   The building technician will move the COW to the appropriate location and unlock for the appropriate reservation.

         1.   When not in use, the cart is to remain locked and the laptops are to remain plugged in to power and data.

Originator:

Date Approved:

Last Updated:

                    Approved: _____

                    Title: