

Software Installation Policy for Classrooms

Requests for the installation of software on any classroom based desktop or laptop must be submitted to the IT helpdesk via email helpdesk@lmu.edu or phone 8-7777. If the software is required for the **first day of class** requests must be made **3 weeks** prior to the first day of the term. This timeline assumes that the software requested is owned by LMU and has previously been tested on university owned computing systems.

If you are requesting the installation of software not currently owned by the university, we will do our best to acquire this software. Please note that this will be budget permitting and contingent on the software running in a conflict free manner on university systems. In addition, the turn around time for the acquisition of **new** software may not allow us to have it installed for the beginning of the semester, but we will do our best to accommodate your request.

Any software changes requested for classrooms **after the beginning of a semester** will require a **2 week** lead time for installation. Again, this assumes that the university owns the software and that it has been properly tested. If the software has not been tested or is not owned by the university the time period required for installation may be longer.

Should you have any specific software requests that are not part of the standard classroom image it is highly recommended that you inform Information Technology Services at the earliest opportunity.

The standard classroom image for the Spring Semester 2007 contains:

LMU Classroom Windows Systems

Windows XP Pro SP2
Microsoft Office 2003
SPSS 14
Endnote
Citation
Adobe Acrobat Pro 7
Multiple Media Players: Windows Media, QuickTime & Flash Player
Power DVD
iTunes
MatLab 7.1
SAS 9.1
Minitab 14
JMP 6

LMU Classroom Macintosh Systems

Mac OS X 10.4.8
Microsoft Office 2004

iLife 06
QuickTime Pro
Final Cut Studio
iWork 06
Adobe CS 2
Macromedia Studio 8
Endnote
Windows Media Player