THE UNIVERSITY OF **NEW MEXICO**

COMPUTER LOAN REQUEST FORM

1. Complete and submit the form below
2. You will receive instructions on when to pick-up your device(s)
3. During the designated time, pick up your device(s) at the Dane Smith Hall Room 121
4. Call 505-277-5757 (option 2) for help

In response to the unprecedented COVID-19 pandemic and New Mexico efforts to contain it, UNM is delivering more of its classes through remote instruction. We have a limited number of laptops available for students. For the Spring 2024 semester, we will also have short term computer checkouts available in Dane Smith Hall and at Zimmerman Library. For more information on UNM Computing resources, visit https://computing.unm.edu.

If you are unable to access online coursework and other resources because you lack a computer and need a long-term computer checkout, please fill out the form below. Devices checked out for Spring courses will need to be returned by May 15, 2024. If you are in a program with courses that end later than May 15, 2024 please note that in the form below or in your email to avdept@unm.edu. Return instructions will be emailed to you.

Name	**Date**

UNM ID #

Major (or Intended Major)	**Department**

Email	**Phone**

What is the best way to contact you?

Are you a Pell Recipient? ☐ Yes ☐ No

Please check all that apply (PLEASE RESTRICT YOUR REQUEST TO ONLY THE EQUIPMENT THAT YOU MUST HAVE TO COMPLETE COURSEWORK SO THAT WE CAN SERVE AS MANY STUDENTS AS POSSIBLE)**:**

☐ **am requesting a computer loan.**

Why do you need this equipment?

Do you have any other computer equipment?

NOTE* If you have a fever, cough, or are experiencing shortness of breath, please do not come to the pick-up location in person. Please arrange with the Audio-Visual Department (contact information below) for someone who is not experiencing symptoms to pick up the laptop for you.