COMPUTER LOAN REQUEST FORM AND/OR INTERNET ACCESS SUPPORT REQUEST

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 computer station (Northeast Doors)
4. Call 505-277-5757 (option 2) for help

In an effort to ensure digital access and inclusion to all students, we have a limited number of laptops available for students. For the Fall 2022 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 either a computer and need a long-term computer checkout, please fill out the form below. Devices checked out for Fall courses will need to be returned by December 19, 2022. If you are in a program with courses that end later than December 17, please note that in the form below or in your email to avdept@unm.edu. Return instructions will be emailed to you.

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<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>UNM ID #</td>
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<tr>
<td>Major (or Intended Major)</td>
<td>Department</td>
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<tr>
<td>Email</td>
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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):
☐ I am requesting a computer loan.

Why do you need this equipment?

Do you have any other computer equipment?

Do you have any other technology needs?

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.
How to Submit this Form and Pick Up Your Computer or Wireless Device

There are several ways to submit this form and arrange to pick up a device. If you have internet access, please find an online version of this form here: at.unm.edu/coronavirus/student-tech-access. If you are able to access the form online but unable to download the PDF and attach to an email to avdept@unm.edu online, which may be the case if you only have a mobile phone, you can write answers to the questions in an email and send to avdept@unm.edu, or try one of the other two methods suggested below.

Paper copies of this form are available at the Dane Smith Hall computer station (by the Northeast doors) from 9-5 p.m., Monday-Friday. You can complete the form and submit it there.

If neither of the above options are available to you, please call the Audio-Visual Department at 505-277-5757 (option 2).

Once you have submitted your form, you will receive a time to pick up your device via your preferred method of communication.

There is a limited number of devices available. If we are unable to provide you with a device, we will send information on other options available for filling your academic technology needs.

UNM Audio Visual Department – Contact Information
Email: AVDept@unm.edu
Phone: 505-277-5757 (option 2)

Dane Smith Hall Computer Station Location