

**Cornell University
Student Disability Services**

Laptop Loan Procedure

Laptops (PC's) are available to be borrowed for test taking purposes for students who have been granted computer access for exams as an accommodation by Student Disability Services (SDS). Reservations for laptops should be made at least 3 business days in advance.

The person reserving the laptop (either the student, TA, instructor or course administrator) may do so by in person at our office (420 CCC), by using the online [Laptop Request Form](#), or by email.

If reserving in person, you will be asked to complete a form requesting the following information. If reserving a laptop by email, please send a message to clt_sds@cornell.edu and be sure to include:

1. contact person's full name
2. contact phone number
3. contact NetID
4. the student's full name (if not being reserved by the student)
5. course number
6. date and time of the exam
7. If MathType® or any other specific software will be required, please indicate that as well.

Equipment is due back in the SDS office (420 CCC) on the morning of the next business day. Requests for extending the check-out period must be made at the time of reservation.

If the borrowed equipment is not returned by the due date, or if it is returned in damaged condition, a hold may be placed on the student's record by the University Registrar preventing him or her from registering with the University or obtaining transcripts until the matter is resolved. The matter may also be referred to the Judicial Administrator.

The laptops come standard with Microsoft Office suite installed. Wireless internet capabilities have been disabled. Students who need internet access for a test must have the instructor submit this in writing so that we can enable the wireless. An email to clt_sds@cornell.edu from the instructor or other course supervisor will also be accepted. However, access to the internet can be achieved with a cable connection, if available.

Each laptop will come with a battery pack and two blank CD's. While we will make every attempt to ensure that each laptop has blank CD's or other removable media, it is the student's responsibility to ensure the ability to transfer files from the computer.

Student Disability Services
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