

Fall 2021 Loan Information

Information

Current students can pickup a laptop from Duncan Hall 110 during [lab hours](#) (Monday - Thursday 10 PM to 8:30 PM, Friday 10 AM to 5 PM, Saturday 10 AM to 2 PM), please bring an ID and either your class schedule confirming payment or a student ID with a 2021FA sticker.

Before pickup or exchange please fill out the equipment waiver at <https://hcc.help/scseqwaiver> .

To pickup or return

1. Park in Lot A - [Google Maps](#)
2. Walk to Duncan Hall 1st Floor



Image capture: Aug 2018 © 2021 Google

3. Go to the desk in the open lab at DH110 ([Map](#)) with your state or student ID and confirmation of enrollment in Fall classes such as your schedule or 2021FA sticker on your student ID.

The waiver link does not work

If the waiver link does not work, please try loading the waiver form using your browser in private mode.

Still having issues, please contact the Technology Service Center at 443-518-4444.

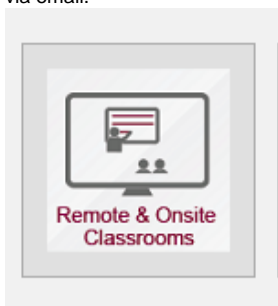
When do I return the laptop?

You can return the laptop to Duncan Hall 110 at the end of the semester

Before returning the laptop please make sure you backup your files to a flash drive or OneDrive. We wipe data on all laptops that are returned to us.

The the listed hours time does not work for me

If you need special appointment, please use the technology service portal at <https://howardcc.cherwellondemand.com/CherwellPortal/FSmyHelpDesk> then use "Remote and Onsite Classrooms" option to direct it to the laptop team and request a specific time for pickup and we will reach back out to you via email.



I'm an employee who would like to borrow a laptop for teleworking

For full time employees please submit a ticket to the technology service center at <https://howardcc.edu/tsc>.

Part time and adjunct staff can request laptops through the student program in DH110 following the student procedure.