

SAN FRANCISCO STATE UNIVERSITY
CENTER FOR COMPUTING FOR LIFE SCIENCES - CCLS

LAB ACCESS REQUEST ORDER

PLEASE SUBMIT A SEPARATE FORM FOR EACH INDIVIDUAL

TYPE OR PRINT CLEARLY	
LAST NAME: _____	DEPT: _____
FIRST NAME: _____	FACULTY <input type="checkbox"/>
E-MAIL: _____	STAFF <input type="checkbox"/>
ONE CARD ID: _____	STUDENT <input type="checkbox"/>
DATE: _____	

CCLS Lab Access Policy:

- ❏ The CCLS lab (Hensill Hall 301) has a combination door lock and a security alarm system. You or your faculty advisor will receive a key code and alarm code via e-mail when this form is completed, delivered to the Computer Science Office (Thorton Hall 906) and processed by CCLS. Please allow 1-2 weeks for processing.
- ❏ Do not attempt to access the lab without knowing your alarm code. If you are the first to arrive in the lab, the *alarm warning tone* will ring for 30 seconds. You *must disarm the alarm before the warning tone finishes* or you will set off the alarms and possibly detained by the Campus Police.
- ❏ Do not share your key code or alarm code with anyone.
- ❏ Be sure to arm the alarm if you are the last to leave the lab. Failure to re-arm the alarm upon leaving is grounds for revocation of lab access privileges and possibly expulsion, pursuant to code 41301-g of SFSU Supplemental Regulations and Procedures <http://www.sfsu.edu/~bulletin/current/supp-reg.htm>. The alarm will issue warning beeps for 90 seconds after being armed; you must leave before the the warning beeps finishes or you will set off the alarms and possibly be detained by the Campus Police.
- ❏ The CCLS lab and resources are reserved only for CCLS-related research and projects. No persons other than those working on CCLS research and projects are allowed in the lab.
- ❏ Computing resources must be used in accordance to the campus acceptable use policy, which can be read at: <http://www.sfsu.edu/~doit/policies/aup.htm>. By using these computing resources, you agree to abide by the acceptable use policy
- ❏ Lab computers are for academic use. Chat functions and game playing are restricted from all computers except as required for academic purposes.
- ❏ You must have your student ID with you. If you intend to work past 10 PM and/or on weekends, you are required to have a *student building pass*. Have your faculty advisor request a student building pass, which must be signed by the chair of your Department. You must have your student building pass with you.
- ❏ You must keep the lab clean. Leave no food or drink where pests can get them.

FACULTY CONTACT _____

DEPARTMENT _____

FOR OFFICE USE
AUTHORIZATION SIGNATURE: _____
EXPIRATION DATE: _____
AUTHORIZATION DATE: _____
ASSIGNED USER ID: _____
ASSIGNED ALARM CODE: _____

REQUESTS ARE VALID ONLY 30 DAYS FROM DATE RECEIVED
