

**Student Access Request
Psychology Computer Lab
203 Williams Hall
2014-15**

The computer lab in 203 Williams Hall is available to faculty, graduate students, and, in some cases, undergraduate students in psychology for a variety of purposes. Valid uses of the computer lab include teaching, research, and completion of class assignments. Using the lab for other personal or recreational purposes (i.e., browsing, passing time, etc) is not allowed.

Faculty and graduate students who want to use the lab to teach a class or otherwise work in a group should contact the Department Chair for permission and then reserve the lab at the Main Office front desk. Individual users may access the lab any time it is not scheduled for class or group use. Undergraduates will not normally have access to the lab unless they are enrolled in a class that requires using the lab or they are working with a faculty member or graduate student on a project. In the latter case, the faculty member or graduate student is responsible for supervising all work completed in the computer lab by undergraduates.

Access to the lab is controlled by your Hokie Pass. All faculty will have access by default. Graduate students must request access each year by completing this form during the first week of classes of the Fall semester. Undergraduates will be granted access on a case-by-case basis by completing this form during the first week of classes of the semester in which access is needed.

Full Name: _____

Hokie ID Number: _____

PID: _____

Reason(s) for access: _____

Semesters of Use: Fall _____ Spring _____ Summer _____

By signing below, I agree to the following terms for use of the computer lab in 203 Williams Hall:

- **I will not bring food or drink** into the computer lab.
- I will not download or upload any executable programs to any of the computers without the permission of the Department's information technology supervisor.
- I will not otherwise alter or damage the computers in any way.
- I will respect the posted schedule for the lab and use it only during my allotted time or when no one else has the room reserved.
- I will not prop the door open or allow others to access the room.
- I will make sure I am logged off of Windows when leaving.
- If I am the last to leave, I will make sure the door is closed securely.
- **I will make sure to save any important data on external media and take it with me. I understand the computers in the lab could be erased at any time in order to install/remove new software packages.**

Signature of User

Date

Signature of Supervisor (Required for Undergraduates)

Date