

# After-Hours Access List Request – CS Department Laboratories

Department of Computer Science  
The University of Texas at San Antonio  
San Antonio, Texas 78249-0667

**Note: Access will expire on the August 31<sup>st</sup> immediately following submission of this form, unless it is submitted in the months of June through August, in which case it will expire on August 31 of the next year.**

This form **must be signed by a Computer Science Department tenured/tenure track faculty sponsor**. Once completed, return this form to the CS Department System Administrator. **Please print legibly** – unreadable forms will be rejected.

Print your CS Dept Network account name:

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Student ID Number

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Full Name:

\_\_\_\_\_

Telephone: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

Classification:  Student  Other (Please explain): \_\_\_\_\_

This request is for access to the following room (Check only one):

Main Lab (SB 3.02.04)  ATM Lab (SB 3.01.14)  Other (Specify): \_\_\_\_\_

The following is **REQUIRED**; the faculty member signing below agrees that you need after-hours access to the lab. This person **MUST** be a **CS Department tenured/tenure track faculty member**.

Faculty Sponsor Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

## Computer Science Lab Access Agreement

I certify that I have read and understand the Lab Access rules which have been made available to me and that I agree to follow these rules. I will check the CS Dept. web site for changes to the lab rules. I will not allow anyone else to use my ID to open the door. I agree to act responsibly while I am in charge as lab monitor. This includes transferring responsibility of the lab to another person on the access list when I leave, and notifying the police when I am the last to leave. I understand that if I do not abide by these rules, my access privileges may be taken away.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**Computer Science Department**  
**CS MainLab SB 3.02.04 - Access Rules for Students**  
**Updated September 18, 2009**

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If you need to use the CS lab after hours you should be on the access list.  
Being on the access list gives you permission to open the door by using your I.D. Card.  
Fill out the Access List Request – CS LAN Network form or get the form from the CS Department Office.  
The Access Request Form must be signed by your Computer Science faculty sponsor.

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This document gives the rules for access to the lab outside of the normal hours. The lab may be used outside the normal hours only when someone from the access list is in charge of the lab. If you are on the access list, then your I.D. card will be set up to open the door. The police will probably not open the door for you. However, the police will have a list of everyone who is on the access list. A list of those on the access list is kept in the After Hours Access Book in the lab. Faculty, graduate students, and undergraduate upper division students and research assistants in the Department of CS can be on the access list. During after hours operation, faculty, graduate students, and those on the access list are responsible for the lab.

All those on the access list must fill out a form indicating that they have read the rules and agree to abide by them.

### **Opening CS Lab**

1. The person opening the CS Lab must be on the access list and have their student I.D card. The University Police will not open the door. (*You will only be able to open the door with your I.D. card.*)
2. **Call the University Police at X4243 and tell them you are opening the lab.** Ask them to turn off the alarm in SB 3.02.04.
3. Sign in the After Hours Access Book indicating that you have the responsibility for the lab. You are now the lab monitor.

**DO NOT ALLOW ANYONE TO USE YOUR I.D. CARD TO OPEN THE DOOR !!!**

### **Lab Monitor Responsibility**

1. You should leave the door open for other students to enter and use the lab provided that you are in position to monitor them.
2. Close and lock the door if you are the only one in the CS Lab and intend to return within a few minutes.
3. A monitor who needs to leave must:
  - a. Close the CS Lab (see Closing CS Lab below), or
  - b. Transfer the responsibility of the CS Lab to another person who is on the access list (see Transferring Responsibility for the CS Lab below).

### **Transferring Responsibility for the CS Lab**

1. The monitor must sign the After Hours Access Book indicating that he/she is transferring responsibility of the lab to another person on the access list.
2. The person who is taking over responsibility of the CS Lab must sign in the After Hours Access Book. That person then becomes the new monitor.
3. It is the current monitor's responsibility to verify in the After Hours Access Book that the new monitor is on the access list.

### **Closing CS Lab**

1. Make certain that the CS Lab is empty.
2. Sign the After Hours Access Book indicating lab closure.
3. **Call University Police at X4243 and tell them you are closing the lab.**  
**Ask them to turn on the alarm for SB 3.02.04.**
4. Turn out overhead lights.
5. Close the lab door and make sure it is locked.