

SCHOOL OF MARINE SCIENCE
REQUEST FOR TECHNOLOGY CLASSROOM OPEN-ACCESS SESSIONS



STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID	DEGREE PROGRAM
DEPARTMENT		VIMS USERNAME		REQUESTED SEMESTER & YEAR

Technology Classroom Open-Access Policy

The technology classroom will be reserved for student use during designated open-access sessions (i.e., for writing or short-term data analysis availability) each semester. The schedule will be announced in the Academic Studies Digest. **Installing software is prohibited as is running complex jobs* on single or multiple computers that extend beyond the reserved classroom time each day.** Students who are approved will use their W&M ID card at the door for card swipe access and will be granted permission by ITNS to login to the computer terminals with their VIMS credentials. Students are advised to save files to a cloud device or a USB drive and not to the computer hard drive as the machines are subject to being rebuilt by ITNS at any time and all data stored on the machine would be lost. When the technology classroom is requested for public use by an external group, the room will be unavailable for student use due to the computer configuration settings. Academic Studies will make every attempt to notify students via the Academic Studies Digest if open-access sessions are impacted by external group reservations.

The SMS Registrar will send an email confirmation to students once approval and permission have been granted for an individual semester. The processing time to approve a student's request is three business days. **Students who access the technology classroom during open-access sessions are required to report any malfunctioning of hardware, software, or other equipment in the classroom of which they become aware.**

*High performance computing may be available to meet these needs. Please contact ITNS for further information.

Note: Students must submit a new request form at the beginning of each semester if they want to maintain continuous access to the technology classroom.

I would like to request use of the technology classroom during the semester indicated above for open-access sessions. **I agree not to install software or run complex jobs that extend beyond the reserved classroom time each day.** I also understand that I am required to report any malfunctioning of hardware, software, or other equipment in the technology classroom of which I become aware.

Student Signature

Date

Advisor Approval:

MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME	SIGNATURE	DATE

PLEASE RETURN THIS FORM WITH ORIGINAL SIGNATURES TO THE SMS REGISTRAR, WATERMEN'S HALL ROOM 253
OR SUBMIT FORM ELECTRONICALLY TO REGISTRAR@VIMS.EDU.

Associate Dean Approval:

ASSOCIATE DEAN OF ACADEMIC STUDIES SIGNATURE	DATE
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OFFICE USE ONLY: DATE RECEIVED: _____ INITIALS: _____ TRIBE CARD ACCESS ITNS ACCESS NOTIFIED STUDENT _____