1. After-hours access to labs will be limited to students currently enrolled in a TATM course that requires use of specialized equipment or software in order to complete required course work.
2. Access will be given only for the specific semester. At the conclusion of the course (end of the semester), ability to access the building after hours will be revoked.
3. Where required for use of a specific lab, students MUST be safety trained before being provided with access code for the lab.
4. Undergraduate students must make a request for access through their instructor who determines if access is needed for completion of class work.
5. Allowing access to anyone else in the building with their card is STRICTLY FORBIDDEN and is grounds for revocation of building access privileges.
6. Each person who comes in to the building after hours to work must have their own passcode on a card to get in, and each person must scan their individual card to enter for safety purposes.
7. Students are NEVER to work alone after 5:00, there must be at least 2 people in any lab or studio area for safety reasons. Both people must have a building access passcode on their ID card, both must scan their card, and both must be working in the same lab.

** Note: If students don’t have a new ID (i.e. one that has 2 strips on the back), they must get one in order to be given building access. If the people in the Talley Center ID office are told that the new ID is required for building access to COT, students should not be charged.

I have read the above and understand the policies.

____________________________________________________________       ______________________________________
Print Name                                                                                         Date

____________________________________________________________
Signature

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