College of Engineering – Cal Poly Pomona Student Bronco Card Access Request

The Engineering Neighborhood has a slide-card system to give students access to outside doors and rooms with the Bronco Card. Access is granted by recommendation of the academic department with approval by the Dean's Office. Authorizations may be changed based on college operational needs. Access is only granted to active Cal Poly Pomona students.

<u>Students may not let others into buildings or into any room</u>. Students who need access must have their own Bronco Card authorized. Records are kept of all card swipes and will be consulted by College of Engineering personnel if damage is done, items are missing, or rooms are left unsecured.

Building 17 Yard access, if granted, is for loading and unloading only. <u>You may not park in the Yard.</u> A University Parking Permit must be displayed at all times so that we can identify your vehicle. Under special circumstances, an "extended stay" pass may be obtained in the Dean's Office. Vehicles left without a pass, or with an expired pass, will be ticketed or towed.

Leave completed form with the Faculty Sponsor who will send it to the department office for chair's signature. Access is granted as usually within a week. Renewal requests should be submitted four weeks before the expiration date. When email will be sent to your Cal Poly Pomona email address. If you have trouble with access after receiving the explain the difficulty. You may also email engraccess@cpp.edu.

Student Information:	<u> </u>			
Name		Contact Phone	Major	
Access Needs:		Open Un	versity Stud	dent Check Here
Purpose and plan of action		Departments involved		End Date – Required
Room doors requested: 🗹 Briefing & Computer	r Rooms*			
Other Rooms – List room numbers:	1		Dalimarra	cess to Yard? 🔲 No 🗹 Yes
	5			License Plate
Access Hours – Check one option	n jes, cui mui			
BH (Business Hours: M-F 8 a.m 5 p.m.))			
IH (Instructional Hours: M-F 6 a.m 10 p		p.m.; No access or	Sun, holid	ays, intersession break)
EH (Extended Hours: Everyday 6am - 10pr	m)	-		
Restrictions and Special Requests: (e.g. Safety te	est required, May	not work alone,)		
 use your Bronco Card for yourself online report lost cards immediately – you and shut doors to keep building secure and do not use doors marked "emergency use facilities responsibly and for their make sure that all doors are closed and 	re responsible for d <u>do not prop do</u> exit" except in a intended purpos	r damages and loss <u>ors open or tampe</u> n emergency se; always clean up	es until you r with the le	ur card is reported lost ock system
Negligence in any of these responsibilit	ties will result	in the immedia	te denial	of access.
I understand and accept this responsibility:				
	Student signat	ture		<u></u>
I understand and endorse the purpose of the acces	ss described:			Date
Faculty Sponsor Name (print please)	Faculty Spons	sor signature		Date
I recommend that the access described be given:				
····	Department C	hair signature		Date
I recommend that the access described be given:				
	Dean's office	signature		Date
*09-205, 09-253, 09-409, 17-1211, 17-1623, 17-1631, 17-1635, 17-2103, 17-210 7, 17-2654, 17-2660, 17-2670, 17-2676				rev [.] 07/27/2