

## 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.

**Students may not let others into buildings or into any room.** 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. **You may not park in the Yard.** 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 quickly as possible, usually within a week. Renewal requests should be submitted four weeks before the expiration date. When access is enabled, email will be sent to your Cal Poly Pomona email address. If you have trouble with access after receiving the email, reply and explain the difficulty. You may also email engraccess@cpp.edu.

Student Information: \_\_\_\_\_  
Name Contact Phone Major ID Number

Access Needs: \_\_\_\_\_  
Open University Student Check Here

Purpose and plan of action	Departments involved ECE	End Date – <b>Required</b>
Room doors requested: <input type="checkbox"/> Briefing & Computer Rooms* <input type="checkbox"/> Equipment Labs <sup>†</sup> <input type="checkbox"/> 9-329 (Senior Projects Only)		
Other Rooms – <b>List room numbers:</b>		
If yes, Car Make _____		Delivery access to Yard? <input type="checkbox"/> No <input type="checkbox"/> Yes License Plate _____
Access Hours – <b>Check one option</b>		
_____ <b>BH</b> (Business Hours: M-F 8 a.m. - 5 p.m. [M-Th 7 a.m. - 6 p.m. during 4/10 schedule])		
_____ <b>IH</b> (Instructional Hours: M-F 6 a.m. - 10 p.m.; Sat 6 a.m. - 8 p.m.; No access on Sun, holidays, intersession break [nor F and Sat during 4/10 schedule])		
_____ <b>EH</b> (Extended Hours: Everyday 6 a.m. - 12 a.m.)		
_____ <b>24/7</b> (24 hours a day, 7 days a week)		
Restrictions and Special Requests: (e.g. Safety test required, May not work alone, ...)		

The privilege of having card-swipe access to College of Engineering buildings or rooms depends on responsible actions 24/7:

- use your Bronco Card for yourself only and do not admit others who do not have card-swipe access
- report lost cards immediately – you are responsible for damages and losses until your card is reported lost
- shut doors to keep building secure and do not prop doors open or tamper with the lock system
- do not use doors marked "emergency exit" except in an emergency
- use facilities responsibly and for their intended purpose; always clean up after yourself before you leave
- make sure that all doors are closed and latched when leaving

**Negligence in any of these responsibilities will result in the immediate denial of access.**

I understand and accept this responsibility: \_\_\_\_\_  
Student signature Date

I understand and endorse the purpose of the access described:  
\_\_\_\_\_  
Faculty Sponsor Name (print please) Faculty Sponsor signature Date

I recommend that the access described be given: \_\_\_\_\_  
Department Chair signature Date

<sup>†</sup>09-431, 435, 503, and 507

\*09-205, 09-253, 09-409, 17-1211, 17-1623, 17-1631, 17-1635, 17-2103, 17-2107, 17-2654, 17-2660, 17-2670, 17-2676