



## College of Science

### Student Bronco Card Access Request

Students may be granted access to department facilities at the recommendation of the academic department. All students must be active students and access is based on operational needs of the department/college. Please type form or print clearly in ink.

<b>Student Name (print)</b>	
<b>CPP Email Address</b>	
<b>Bronco ID Number</b>	
<b>Major</b>	
<b>Purpose</b> (research, lab work, student assistant etc)	
<b>End Date</b>	
<b>Building/Rooms</b>	
<b>Times</b> (ie 8am-5 pm or 24/7)	

**Room access is a privilege and you have a responsibility to protect space at all times:**

- Use you Bronco Card for access for yourself only: Do not admit others not authorized for access.
- Report lost cards immediately to your supervisor, you are responsible for damages and losses until your card is reported lost.
- Shut doors to keep building secure and do not prop open doors or tamper with the lock system.
- Do not use doors marked "emergency exit" except in an emergency.
- Use facilities for intended purpose only and be responsible; always clean up after yourself upon leaving.
- Make sure all doors are closed and latched when leaving

**Failure to follow rules will result in immediate denial of access.**

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

**Approvals:**

Faculty Sponsor (print name) <i>*Needed for research lab access only</i>	Signature	Date
Chair/Director (print name) <i>Required for all students</i>	Signature	Date
Dean's Office (print name)	Signature	Date

\*Research students require signature of faculty sponsor. Faculty sponsor is responsible for ensuring student has received safety training before granting access.

Department should send completed forms to [sci\\_dean@cpp.edu](mailto:sci_dean@cpp.edu).