



## Graduate Student Facilities

### School of Computer Science

#### **SOCS Acceptable Use Policy**

☐ Attached

☐ Electronically on Moodle

You will need to sign this form as part of the program.

#### **Building Use**

Reynolds Building is a public building and personal belongings are not secure unless they are locked away and out of sight. Thefts have occurred, so please leave your personal computers at home or do not leave them unattended.

Reynolds Building and the elevator are open from 8:30 a.m. to 4:30 p.m. Monday to Friday. If you need to come into the building after hours, the WA6 key enables you to gain access through the side doors.

Graduate Students may be assigned workspace within their Advisor's lab.

Lockers and combination locks are available for Graduate upon a first come, first serve basis. The combination lock remains the property of the University of Guelph and the combination will remain on file. Personal locks cannot be used on these lockers and anything stored in lockers unassigned may be disposed of without notice.

The Graduate Program Assistant will also distribute keys that are needed for Teaching Assistantship ("TA") purposes, which are due back at the end of the semester in which you are assigned as a TA. You will not be reissued another key until all outstanding keys have been returned.

#### **Key & Combination Lock Policy**

☐ Deposit Paid

All keys and combination locks assigned are the property of the University of Guelph. They are assigned by and must be returned to the Graduate Program Assistant. A \$20.00 deposit is required and is refundable upon return of all keys and, if applicable, combination lock. They must all be returned if going on a leave of absence, withdrawing or at the end of your program. Failure to do so could delay the processing of your forms and graduation. Students transferring to part-time status are required to return their office keys.

#### **Photocopy and Printing**

☐ Mandatory Fee Paid

There is a mandatory photocopying and printing fee for MSc students of \$40.00 and for PhD students \$60. Fees are due upon entry to your program. The photocopier and black and white printer are located beside the Student Mailboxes.

#### **Computer Access**

If you have any problems with the computer equipment in the SOCS, please visit <https://help.fecs.uoguelph.ca/>. Log in using your central login (CCS email) and password you setup in our system.

I understand the above and agree to the terms:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date