Graduate Student Facilities
School of Computer Science

Building Use

VMI is a public building and personal belongings are not secure unless they are locked away and out of sight. Thefts can occur, so please do not leave your personal computers and belongings unattended.

VMI is open from 8:30 a.m. to 4:30 p.m. Monday to Friday. If you need after-hours access, your WA6 key will enable you to gain access through the right-hand side door facing Smith Lane.

Lockers are available for Graduate upon a first come, first serve basis in VMI, Room 217D (please use your own personal lock).

Key Policy ☐ **Deposit Paid**

All keys assigned are the property of the University of Guelph. They are assigned by and must be returned to the Graduate Program Assistant, or Office Clerk. *A $20.00 deposit is required and is refundable upon return of all keys.*

Keys 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.

Printing ☐ **Fee Paid (Recommended)**

There is photocopying and printing fee for MSc students of $40.00 and for PhD students of $60, if you choose to use the Graduate Printer. Fees are due upon entry to your program. The black and white printer is located in VMI, Room 215D.

Computer Access

If you have any problems with the computer equipment in SOCS, please visit https://help.fecs.uoguelph.ca/, or contact help@socs.uoguelph.ca.

I understand the above and agree to the terms:

Print Name	Signature	Student ID	Date