

Contract for using EA 235 Access Cards

The WSU Study Lab in EA 235 is strictly for the use of current WSU-Rochester graduate students for individual and small group use.

EA 235 is open during UCR operating hours, posted outside the room.

The printer in EA 235 will accept print jobs of any size. WSU will provide the printer and the toner. WSU provides each student with a paper allotment (1000 sheets for Fall/1000 sheets for Spring/Summer). If that allotment is used up, students can purchase an additional paper allotment through the WSU-R IT Department (jferrara@winona.edu or mbrown@winona.edu). Please do not print multiple copies of large documents. If you require multiple copies of a large document, you should use an outside copier service.

You may be able to print to the EA 235 printer from a personally owned laptop if it meets certain security and compatibility requirements. Please contact the WSU-R IT Department in GL118 or at jferrara@winona.edu or mbrown@winona.edu for more details if you are interested.

Please avoid having food or drink while using the desktop computers. Single-serving beverage containers with a re-sealable lid are okay. If you do bring food or drink into EA 235, do not leave any food waste in the trash cans as the waste baskets are not emptied on a daily basis.

You must return your access card at the end of your active term of enrollment.

You are responsible for the security of your swipe card. If it is lost or stolen, please contact WSU IT Services in GL118 or at 280-2944 immediately.

No Tailgating! The card reader system tracks use of the room and when each student enters the room, providing data for security purposes and room utilization to help us secure a better space if necessary. Each student must enter the room with their own swipe card. Do not enter under another student's card or prop the door open to allow others to enter the room without swiping their card.

The Study Lab in EA 235 is a shared resource. Please be courteous to others by cleaning up after yourself and by sharing the resources available in the lab.

Use of the WSU Study Lab in EA 235 is a privilege. Failure to comply with the rules and regulations of the lab will result in the loss of this privilege.

WSU reserves the right to revoke access of any student, to the EA 235 Study lab, if that student's actions prevent others from using the EA 235 study lab in the manner in which it is intended.

Please sign below to show you have read and understand these rules and that you agree to follow them.

Student's Name: _____ Warrior ID #: _____

Student Signature: _____ Date: _____

Admin Signature: _____ Date: _____