## 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.

<u>Students may not let others into buildings or into any room.</u> 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. <u>You may not park in the Yard.</u> 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 usually within a week. Renewal requests should be submitted four weeks before the expiration date. When email will be sent to your Cal Poly Pomona email address. If you have trouble with access after receiving the explain the difficulty. You may also email engracess@cpp.edu.

Student Information:  Name  Access Needs:  Purpose and plan of action			Contact Phone Major ID Number Open University Student Check Here		
			Departments involved End		
Room doors requested Other Rooms – <b>List</b> 1	d: Briefing & Computer	r Rooms*			
		If yes, Car Make	Delivery access Car Make Licen		
Access Hours – Chec	k one option	1 7 - 2, 5 - 2 - 2 - 2 - 2 - 2 - 2			
	al Hours: M-F 6 a.m 10 p Hours: Everyday 6 a.m 12	o.m.; Sat 6 a.m 8 p.m.; No a 2 a.m.)	ccess on Sun, holid	ays, intersession break)	
Restrictions and Spec	ial Requests: (e.g. Safety to	est required, May not work ale	one,)		
<ul> <li>use your Br</li> <li>report lost c</li> <li>shut doors t</li> <li>do not use d</li> <li>use facilities</li> </ul>	onco Card for yourself on eards immediately – you and o keep building secure and oors marked "emergency	lege of Engineering buildings ly and do not admit others or re responsible for damages d do not prop doors open or exit" except in an emergen intended purpose; always of d latched when leaving	who do not have ca and losses until yo r tamper with the l cy	ard-swipe access ur card is reported lost ock system	
		ties will result in the im	mediate denial	of access.	
I understand and acce	pt this responsibility:				
		Student signature			
	41 641	4			
I understand and endo	orse the purpose of the acce	ss described:		Date	
	aaaaaaa				
	aaaaaaa	Faculty Sponsor signature	e		
I understand and endo Faculty Sponsor Nam I recommend that the	aaaaaaa	Faculty Sponsor signatur			
Faculty Sponsor Nam I recommend that the	aaaaaaa e (print please)				

\*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