

STUDENT KEY/CODE ACCESS REQUEST FORM



Channel Islands
CALIFORNIA STATE UNIVERSITY

Student Name: _____ Student ID: _____

☐ Research Course* ☐ Non-Research Course ☐ Grant Funded Position ☐ Volunteer Work**

**Research course includes independent study, Capstone, Master Project or Master Thesis. MUST BE ENROLLED IN COURSE.*

***Volunteer paperwork must be submitted through Risk Management <https://www.csuci.edu/rm/volunteers.htm>*

For non-research course or volunteer work, provide specific reason(s) for access: _____

Supervising PI (Faculty)/ Staff: _____

Building Location(s)/Room #'s: _____

Academic year: _____

For Key/Code Access you must complete this form completely and submit it with the following required documents to your Supervising PI/Staff:

- Online safety trainings with certificates
- CI Specific Safety Information Form
- Safety Training Documentation Form (must be completed with Supervising PI/Staff)

For Key/Code Access you must agree to the following:

1. After hours use is limited solely to the student requesting access and other authorized users. Facility access is non-transferable.
2. Materials and supplies in designated facilities are strictly for the use of work in relevant courses or approved projects. Students will not have access to materials or supplies that are locked without prior approval.
3. Equipment access is limited to those who have been trained to use the equipment.
4. Broken equipment needs to be reported immediately to the Supervising PI/Staff, Instructional Support Technician, or Department Chair. Use a sign that says "broken" to prevent use. If a computer is malfunctioning, a ticket can be submitted to ITS.
5. No visitors allowed in the space after hours.
6. Doors may not be propped open.
7. Student access will be removed when no longer enrolled in the relevant course(s).

Access will be limited to: Monday – Thursday 8:00AM – 10:00PM; Friday – Sunday 12:00PM – 5:00PM

Failure to comply with these requirements will result in denied access or immediate access removal and potential Student Conduct involvement.

I acknowledge that I have read, understood, and will abide by the requirements listed above.

Student Signature: _____ Date: _____

Supervising PI/ Staff Signature: _____ Date: _____