

# Computer Science Department Computer Account Request Form

Please write clearly; if we cannot read the information, you will not get the account. Complete all THREE parts and submit this form to the Computer Science Department Office, Room 1008HN.

## Part 1. Personal Information

Complete the required fields (marked with \*) and the one optional field below.

**Name\*** \_\_\_\_\_

**Address\*** \_\_\_\_\_

\_\_\_\_\_

**Home Telephone\*** \_\_\_\_\_

**Work Telephone** \_\_\_\_\_

**Email address\*** \_\_\_\_\_

## Part 2. Reason for Account

Indicate your reason for requesting the account by checking a single box, and get your instructor to sign the form. If you are requesting the account because you are a major or minor, you will need the signature of either Joe Driscoll in the Department Office or a faculty member who has verified your status.

**Reason for Account Request** (check only one item) :

Declared Computer Science major

Declared Computer Science minor

Non-computer science major or minor taking one of CSci 127, CSci 135, or CSci 136

Course Number Requiring Account \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Signature of Instructor/Administrator Approving Request :

\_\_\_\_\_

## Part 3. Rules, Regulations, and Consent (see reverse side)

- The Computing Lab and its equipment are to be used for academic purposes. Commercial use of the Computing Lab computer systems is prohibited.
- **You may not give out the door codes to unauthorized people.**

- You may not bring food or drink into the Computing Lab.
- Shared systems such as those connected to the Internet or World Wide Web (WWW) provide special services and require special responsibilities. You are responsible for the safeguarding of your computer account on any such system. **You must follow the Department Rules for choosing your password**, you should change your password frequently, and should not disclose it to anyone.
- You may not share your account with any other users and you are responsible for any activity which is associated with your account.
- You may not use this equipment to transmit abusive, anonymous, unsolicited, obscene or fraudulent messages.
- You may not install software on any machine. All software installs are done by department IT staff. Unless it is an emergency, you should not save work to the local PC drives. All of your files should be saved in your home directory.
- You may not copy or distribute software without permission.
- If a class is being held in the Computing Lab, and you are asked to leave, you must comply with the instructor's request. You will be able to work remotely if you are in the middle of something important.
- **Accounts inactive for more than 90 days will be deactivated.**
- **All accounts have storage quotas.** You will not be able to exceed your disk quota, the system will deny you permission to save files. If you need additional storage send an email to [twalter@hunter.cuny.edu](mailto:twalter@hunter.cuny.edu) with your request.

I have read the above Rules and Regulations and I agree to abide by them. I understand that if I do not abide by them, my account will be suspended for the remainder of the semester.

---

Signature

---

Date