

Old Dominion University Computer Science Department Policies and Procedures

Title: Proxy Card Access

ID: CSP001

Revision: 1.0

Purpose

This procedure provides guidance on how proxy cards and door access is issued and revoked.

Scope

This procedure pertains to all members of the Computer Science Department.

Obtaining a Proxy Card

All Computer Science students, faculty, and staff are eligible to get a proxy card. There is a \$10 fee associated with upgrading to a proxy card which can be paid in the CS Main Office in the Engineering & Computational Sciences Building. Once the fee has been paid the proxy card can be picked up from the Monarch Card Center located in Webb Center.

Lab Door Access

Door access to the Problem Solving Lab and Open Research Lab is available to all students enrolled in Computer Science Classes. To request this access the student should e-mail root@cs.odu.edu with their UIN and proxy card number at the start of each semester. Access will be removed at the end of each semester and will require reactivation.

General Door Access

Door access to research labs and grader rooms will be granted with faculty approval. It is the approving faculty's responsibility to inform Systems Staff of any changes in research labs. Access to grader rooms will be removed at the end of each semester.

Faculty and staff should e-mail root@cs.odu.edu to request their access levels which will be good for as long as they are employed by the department.

Definitions

N/A

Revision History

7/18/08 - Rev 1.0 Approved by Ajay Gupta, Director of Computing Resources