

# Semester Class Account Request for Non-Engineering Students

- Complete the information section below. Please print neatly and clearly in blue or black ink.
- To comply with FERPA, this form **must** be submitted by a Faculty/Staff member to the Engineering College Computing Secretary in NI 1010.
- If you need accounts for more than 10 students, complete this form and attach the supplementary form with the additional students. The supplementary form can be found at:

You will be notified by e-mail as soon as the accounts are ready for pick-up. The non-Engineering student may pick up their account from the Engineering College Computing Help Desk in room NI 1013. The Student(s) must bring their Rocket Card (or government issued photo ID) and know their Rocket Number

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Alert the student(s) who are receiving the class account that it will be active only for the semester in which it is issued. **ALL CLASS ACCOUNTS WILL BE DELETED AT 8:00 A.M. ON THE TUESDAY AFTER THE END OF THE CURRENT SEMESTER.** It is the student's responsibility to make a backup or copy of important files prior to deletion.

These accounts receive 500 print quota units when they are created. If the student requires additional print quota, he/she may purchase print quota units from the secretary in Engineering College Computing, room NI 1010. The charge for the laser printing is \$5.00 for 50 units (1 unit = 1 side of a monochrome page).

## Semester Class Account Request for non-Engineering Students

Class and Section Number: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty e-mail: \_\_\_\_\_

List below the student(s) that need an account for this semester.

Last Name	First Name	Rocket Number*
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R

\* SSN, "999" numbers, and the number printed on the student's Rocket Card are not Rocket Numbers and will not be accepted. Example Rocket Number: R12345678

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_