

# School of Computing and Mathematical Sciences

**ACCESS KEYS/CARDS ARE ONLY REQUIRED IF YOU ARE INTENDING TO USE THESE FACILITIES AFTER HOURS DURING THE WEEK OR DURING THE WEEKENDS**

## **Masters of Computer & Information Sciences**

Access to WT402

## **Bachelor of Computer & Information Sciences – Research & Development Project students ONLY**

Access to WT411 & WT404

## **Diploma in Information Technology Project – 406029 Streams 51 & 53 students ONLY**

Access to WZ102

## **SCMS OPEN LAB – available for all SCMS Students**

Access to WX303

Students requiring the use of the facilities after hours during the week or over the weekend need to come and fill out a **Student Key/Access Card Issue Form** at the reception in Duthie Whyte Building, Level One (Cnr Mayoral Drive & Wakefield St)..

In signing this form, you are confirming that this access card/key is for **your own use only** and you accept full responsibility for the safe keeping of the access card/key issued and understand that if you lose or damage the access card/key, you won't get your bond back. That you will advise Security immediately should any loss or damage occur and agree to pay a replacement fee of \$50.00 per card/\$20.00 per key. When you have finished with the access card/key, it must be returned to the Security Office Wellesley Campus – WA Block, Level 2, Room WA203.

You will ALSO need to pick up a **Security Office – Payment 2007 form** from the reception in the Duthie Whyte Building, Level One and take this to the Cashier (Ground Floor WA Block) and pay the \$50 card/\$20 key refundable deposit. The Cashier will issue you with a receipt and you take this directly to the Security Office and they will advise you when the access card/key is available to be picked up.

Do not take other students into these rooms after hours during the week or during the weekend. When Security check the buildings they have the right to send people out of the building who do not have the access card/key and ask the person responsible for bringing other students into the room to leave (the privilege of using the facility will be withdrawn). Always make sure that you carry your AUT ID card with you so Security can check their files to make sure you are permitted to be in the building at these hours i.e. after hours during the week and/or during the weekend.

Celia Stevenson  
School Administrator  
Extn: 5856

12 February 2007