

## **Wireless Computer Loan Program Policies and Procedures**

### **Operation:**

- The wireless computer loan program will be available Monday through Friday 8:30am- 4:30pm.
- Computers will be loaned out of the University Student Center Main Office on an hourly basis.

### **Qualifications:**

- Full-time matriculated
- G.P.A. of 2.0
- Good financial and judicial standing with the University

### **Registration Procedures:**

- Student must present a valid Connecticut state driver's license or Connecticut State Identification card and S.C.S.U. student I.D. (Hoot Loot Card) for Personnel to hold until computer is returned.
- Student must fill out an application and complete an equipment agreement form in which they acknowledge responsibility for the equipment.
- Student Center Personnel will complete the wireless sign out form including computer #, students name, I.D.#, License plate #, phone #, time computer was issued and returned. Also, a photocopy of student's license and student I.D. will be taken to keep on record.
- All computers will be distributed on a first come first serve basis.
- When returning the computer, student center personnel must be there at the time of return. Student should never leave a computer unattended at time of return (**ex. DO NOT DROP OFF WITHOUT NOTIFICATION AND DO NOT LEAVE COMPUTER WITH A STUDENT WORKER**). At this time student will sign the bottom half of the computer agreement form stating that they have returned the piece of equipment.

### **Rules and Regulations**

- Student must return the computer within one hour of when it was signed out.
- All files should be stored on a floppy disk prior to return of the computer.
- Student will not loan equipment to any person.
- Upon damage to a computer, student should return the computer immediately.
- Computers will be limited for use **ONLY** in the University Student Center Main Lounge. If you are found with a computer outside of the designated area, you will be asked to return the computer and your wireless privileges may be denied for future usage.