1. **What is Simulation Authorization Sheet?**

A Simulation Authorization Sheet is a student requested sheet for authorized use of OCC lab computers for running research simulations. Simulation sessions are granted only for Mantei Center 617 Lab and only **one machine per user**. Simulations can be run only after **5 pm** on a weekday and **anytime** during the weekend. Authorization is provided at 628 ERC.

2. **Simulation Session Rules:**

   **Rule 1:** Execution of programs that will require more than 2 hours of continuous computer time cannot be run in a college lab without prior approval of the Office of College Computing through the Simulation Authorization sheet.

   **Rule 2:** Unattended use of systems running simulations without prior approval through simulation authorization sheet is strictly prohibited. Any unattended system is subject to immediate log-off without notification and subsequent loss of data.

   **Rule 3:** Any student breaking Rule 1 and Rule 2 will be duly notified of their offence which can result in penalties from severe warnings, temporary suspension of accounts to permanent bans.

3. **Usage Procedure:**

   1. Usage is restricted to only one machine per user.

   2. Simulation Authorization Sheet has to be placed on the keyboard of computer assigned.

4. **Student Request:**

   I will be running simulation for:

   Student Name: ______________________

   No. of Hours Requested: _____________

   Student Central Login (6+2): ___________

   Notification E-mail address: ___________

   Notification Phone number: ___________

   **Office Use:**

   5. **Approval decision:** YES ☐ NO ☐

   Signature ____________________________

   Date ________________________________

6. **Simulation Station Data:**

   **Consultant Use:**

   Computer Name: _____________________

   Simulation Date: _________________

   Simulation Start Time: _____________

   Simulation End Time: _______________

   [Based on the hours requested by user]