



# Simulation Authorization Sheet

Available at Office of College Computing - 628 ERC  
[Strictly Subject to availability of machines]

## 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.

3. Simulation Station Data should match the actual machine, date and time of running simulations. Any mismatch will result in termination.

4. OCC is not responsible for any data loss or end of session by other users or by accidents due to power failure, abrupt shutdown etc.

5. Do not store data on the lab machine's local drive.

## 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]