

Date: _____

Request #: _____

Source: _____

CMS Graduate Student Lab Desk Request Form

Student name:

Student email:

Advisor Name:

Semester entering CMS as a student:

What year/status is the student?

What semester is the student expected to graduate?

Preferred Grad Lab Room (you may not get your first choice depending on space & availability of desks). Please put a "1" in the box provided for your first choice, "2" in your second choice, and a "3" for your last choice:

1323

1356

2323

Rules & Policies: Available desk space is assigned by the main office, provided on a modified* first come first serve basis, with the current semester's students having priority of the open desks. You may request for a future student, but current ones get priority. (*See modifications to follow). We have one Grad Lab upstairs (2323) and two downstairs (1323 and 1356). The student must check in with Main Office when they arrive to ensure they have all the information they need. If the student DOES NOT check in by the end of the 2nd week of classes, their name will be removed from the assigned desk and it will be given to the next student in line and their name will go to the back of the line. No move requests are guaranteed. Unless space allows, each professor is limited to 2 students per the room on their floor. If students no longer need their space, please have them clean it out and let the Main Office know ASAP by returning the desk key. Honors students or undergraduate assistants can use remaining space, but will not be assigned to a desk or receive a desk key, they can share open desks. There are common tables in each room that are available for temporary/short-term use. This common area is not to be monopolized by any one person. If students do not mind sharing a desk that is fine and encouraged. They can decide this amongst themselves. Do not leave any valuable items in or on desks. CMS is not responsible for lost or stolen items. Changes to any desk assignments or room configurations are done through the Main Office and they may make changes at any time.

Please return form to Brittani Blizzard (blizzardb@uncw.edu)

Internal Use Only

Pick Up Key?: _____

Original Assignment: _____

Notes: _____