



Biola University Production Center

Production Center Access Request Form

The standard practice of the Production Center is to grant access to facilities, Equipment Room, Production Center computer network and e-mail lists to all official CMA/JIM majors who complete registration before the start of classes in the Fall.

If you currently do not have access, use this form to request access to the Production Center. If requesting Equipment Room access, please see the Equipment Checkout Access section of the Production Center Manual.

I am requesting access to:

- | | |
|---|--|
| <input type="checkbox"/> Production Center building | <input type="checkbox"/> Production Center network and e-mail lists |
| <input type="checkbox"/> Graphics Lab
(For Photojournalism students or by special request) | <input type="checkbox"/> Equipment Room account
(Must also fill out <i>Facilities and Equipment Use Agreement</i> form) |

For the following reason:

- I am a CMA/JIM major, but I did not complete registration before classes began. I have now finished registration and should be granted access.
- I am a CMA/JIM major and I did complete registration before classes began, but I still don't have access.
- I am NOT a CMA/JIM major, but I am enrolled in a CMA/JIM course that requires access to the Production Center.

Which course(s) are you enrolled in? _____

Name Student ID Number

Local Address

Phone E-mail

Major Emphasis

Signature Date

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Added to: <input type="checkbox"/> PC <input type="checkbox"/> ER <input type="checkbox"/> Net <input type="checkbox"/> E-mail
_____ Signature of Production Center Manager for Approval	_____ Date