



CIT Student Use Form

I understand that the Center for Instructional Technology is for faculty and staff use only. Students are only allowed to use the center to help faculty in the creation of materials to be used in the classroom by the instructor. The Center For Instructional Technology is NOT to be used by students during these hours to complete classroom projects assigned by faculty members.

I also understand if my student needs any assistance with the creation of my materials, I will call the Center at x7061 before sending the student to the CIT so that appropriate student associate or staff may be assigned to help with this project. (Faculty/Staff are encouraged to send students with at least basic computer skills.)

Please Print Clearly

Faculty/Staff Name: _____ Email: _____@jmu.edu

Fac./Staff Signature: _____ Date: _____

Department: _____ Phone: _____

Student Name: _____ Email: _____@jmu.edu

Dates Access is Needed: _____ through _____

Description of project and equipment needed: _____

Please return completed form to:

CIT Carrier Library Rm 22
800 S. Main St/MSC 1702,
Harrisonburg, VA 22807
568-7061

OR

CIT East Campus Library Fifth Floor
800 S. Main St/MSC 4602,
Harrisonburg, VA 22807
568-4836

Office Use Only:

Approved: _____ Denied: _____ Date: _____

CIT Manager/Director Signature: _____

Comments: _____
