



**Database Add/Change Form**  
**Center for Instructional Support**  
 Kuykendall Hall 107 & 103  
 Phone: (808) 956-8075 FAX: (808) 956-9535

**Authorized  
Student**

Name (First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 Phone (current) \_\_\_\_\_ (pager) \_\_\_\_\_ (other) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_ Course # \_\_\_\_\_  
 Student authorized by \_\_\_\_\_ Phone \_\_\_\_\_

Authorized students may reserve and check out selected equipment or use self-service facilities. Equipment usage is restricted to on-island, non-beach locations.  
 Maximum checkout is 24 hours. Equipment is to be returned as scheduled in same condition as received.  
 Any combination of 3 "late returns" or "no shows" will terminate the authorization.  
 Authorizing faculty will be notified in case of any infraction.  
 All other CIS policies apply. See web pages or enquire at CIS for additional information.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_ 10/00

---

CIS: EQ/SS Auth from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Ed Auth from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_