

Matlab License Request Policy

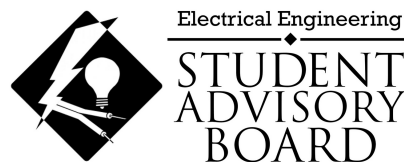
We have been allocated a certain number of student licenses. All EE and CENG students who have paid their professional fees may qualify for a copy. If you want a student license, please submit the *Matlab Request Form* to Liane Jackson in Holmes Hall 483. Liane will have a master list of all the students who have paid a professional fee. Usage of this software should be for work related to school or coursework.

Please read carefully before completing form:

- 1) There is a limited number of Matlab Licenses. Therefore, requests being met are not guaranteed a copy of a Matlab License.
- 2) In order to make a Matlab License Request, all forms must be signed and approved by your Professor for a class or your Advisor.
- 3) To increase your chances of receiving a Matlab License please send your form in a timely manner to Liane Jackson in Holmes Hall 483.
- 4) Due to the amount of requests, please allow 1-4 weeks of processing time. This is why it would be ideal to send your request before your classes start.
- 5) Priority will be given to underclassmen because they will be able to use the License for a longer period of time. Ex. Freshmen will be able to use the Matlab License for 4 years while Seniors will only be able to use the License for 1 year.
- 6) A Graduate student may also be able to receive a Matlab License ONLY if they went to University of Hawaii at Manoa during their Undergraduate studies and paid the professional fees.

We will give a copy to as many qualified students as possible. Unfortunately, we cannot guarantee that every qualified student will receive a license, e.g. if you are graduating this semester.

Note: The Electrical Engineering Student Advisory Board (EE-SAB) agrees with the current policy of the Matlab License Request Policy. Special thanks go to Dr. Yee, June Akers, and others in their efforts to making this a reality.



Matlab License Request Form

Student's Name: _____ Student ID #: _____

Department:

Ex. Electrical Engineering

Ex. Freshmen

_____ Class Standing: _____

Phone #: _____ E-Mail: _____

Address: _____

Estimated Date(s) of use:

Start Date

End Date

_____ —

Purpose of Usage: _____

I have read the Matlab License Request Policy and I understand that obtaining a Matlab License is not a guarantee.

Signature of Student

Date: _____

Co-Signature of Parent or Guardian if
Student is under 18 years of age

Date: _____

Signature of Faculty

Date: _____

-----Official Use Only-----

Approved (Check the appropriate box):

☐ Yes ☐ No

Matlab License Policy

Policy adopted: 01/26/15

Policy revised: 01/26/15

Time and Date Approved

Time and Date of Job Finished

Printed Name of Official

Signature of Official

APPENDIX A: Important Contact Information

The main point of contact for the request is Liane Jackson in Holmes Hall 483.

Important Contacts:

Name	Title	Room #	Contact
Wayne Shiroma	EE Department Chair	HH483	wayne.shiroma@hawaii.edu (808)956-7218
Liane Jackson	Instructional and Student Support Services	HH483	lianep@hawaii.edu (808)956-3426
June Akers	Information Technology Support	HH452	jakers@hawaii.edu (808)956-
EE-SAB	EE Student Advisory Board (EE-SAB)	HH411	eesab-board-l@ecuh.org (808)956-6250