

### Matlab License Request Policy

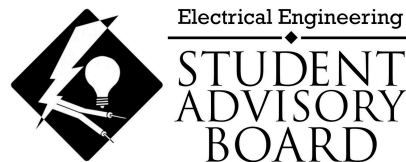
We have been allocated a certain number of student licenses. All EE and CENG students who have paid their professional fees may qualify for a copy. If you want a student license, please submit the *Matlab Request Form* to Liane Jackson in Holmes Hall 483. Liane will have a master list of all the students 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.
- 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: \_\_\_\_\_ Class Standing: \_\_\_\_\_  
Ex. Electrical Engineering Ex. Freshmen

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Estimated Date(s) of use: \_\_\_\_\_ — \_\_\_\_\_  
Start Date End Date

To help determine priority, please list the classes that you haven't taken yet from the following list (EE213, EE315, EE342, EE343, EE351, EE415, EE442, or EE471):

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Approved (Check the appropriate box): ☐ Yes ☐ No

\_\_\_\_\_  
Time and Date Approved

\_\_\_\_\_  
Time and Date of Job Finished

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Signature of Official

Matlab License Policy  
Policy adopted: 01/26/15  
Policy revised: 01/26/15

## APPENDIX A: Important Contact Information

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

### *Important Contacts:*

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