

Matlab License Request Policy

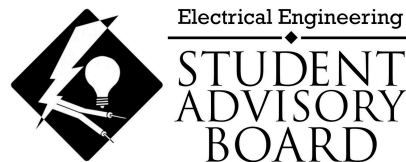
We have been allocated a certain number of student licenses. All EE and CENG students who have paid their professional fees may qualify for a copy. If you want a student license, please submit the *Matlab Request Form* to Liane Jackson in Holmes Hall 483. Liane will have a master list of all the students 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. Sophomore will be able to use the Matlab License for 3 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 or currently taking 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

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

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)956-9738
EE-SAB	EE Student Advisory Board (EE-SAB)	HH411	uh-manoa-ee-sab-grp@hawaii.edu