

## Cubicle Assignment

Cubicle space is assigned to you based on a request from your Major Professor and allocated by University of Idaho on a space available basis. Reasonable attempts are made to accommodate the location requested by your Major Professor and with the equipment he or she has requested. Any request to change a student's cubicle assignment or for other equipment, including software, MUST be made through the Major Professor. If your funding is complete but your degree is not yet completed and if space needs change, you may be assigned a different cubicle space.

Please be patient as you work through these steps. The weeks surrounding the start of the semester are very busy and we are working with many students who all wish to move in to their cubicle spaces also. Your cubicle may not be available to you for up to about 2 weeks after the semester begins. The computer lab in CHE 203 is available for student use during the day.

### STEP ONE:

- Enroll for the semester.
- Complete all employment processes as required by the university including background check, signing an offer letter, completing tax and other documents.

### STEP TWO:

- Obtain a University Place ID card at the photo ID office in the BSUB 2<sup>nd</sup> floor lobby. Specify that you are a University of Idaho student and that you need a University Place ID card.

### STEP THREE:

- Send an email to Joe Leister ([jleister@uidaho.edu](mailto:jleister@uidaho.edu)) to schedule a time to check-in. It works best if you suggest a few times that you are available. Joe or Kevin Merino will reply with the appointment time.
- Include the number from your University Place ID card in your email to Joe.

### STEP FOUR:

- Meet with Joe or Kevin at the designated time in the location in the email from Student Services.

### STEP FIVE:

- Turn in this signed checklist to the UIIF Operations Manager or designee (CHE 304).
- Move into your space

*I understand that I am responsible for completing each task on this list. Further, I understand that I am responsible for compliance with university policies and for staying current on these policies as they relate to my assistantship employment (if funded) and student status. I acknowledge that I will need to complete a check-out process for my cubicle when I am no longer using it, regardless of whether or not I have completed my degree yet.*

\_\_\_\_\_  
Student Signature and Vandal Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Professor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UIIF Operations Manager Signature

\_\_\_\_\_  
Date

