



AME Building Graduate Office Space Rules

- **Students are required to keep all of their belongings confined to their desk. You may not use other desks or the floor for storage or additional space.**
- **This is a shared space. Please be respectful of your colleagues and keep personal conversations to a minimum.**
- **No phone calls. Please step outside of the room to make and receive calls.**
- **Desks are to be kept professional and clean at all times.**
- **Do not attach items to the walls or doors, use either the whiteboards or tack strips. You may pin items to cubicle dividers. Damage to the walls and/or doors will not be tolerated.**
- **Enjoy your music, but please respect others' right to a quiet environment – use headphones**
- **Upon departure, please leave your desk space clean and empty. Future graduate students will appreciate you for it.**
- **Having graduate desk space is a privilege, not a right. Your desk assignment will be revoked if you fail to adhere to the above rules.**

Graduate Desk Registration

New Information or an Update to Current Information?

New

Update

Your Name *

First

Last

Your Email *

Your Department *

Your Degree Program*

Your Advisor *

Expected Graduation Date *

Requested Desk Number *