

**Affiliation Authorization & Application Form for SELECT Web Classes**

**(All Information is REQUIRED by NAU for identification purposes)**

<b>Affiliate Information</b>	
<b>Last Name:</b> <b>First Name:</b> <b>Middle Name:</b>	<b>Social Security #:</b> OR <b>Alternate ID:</b> (Passport, Driver's License, etc. Please indicate type)
<b>Mailing Address:</b> <b>Apt or Unit:</b> <b>City:</b> <b>State:</b> <b>Zip code:</b>	<b>Home Phone:</b> <b>Mobile Phone:</b> <b>Work Phone:</b> <b>Email:</b>
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Routing Instructions:</b> Please fill out the form, save your information, and email back as an attachment to SELECT at  <a href="mailto:SELECT@nau.edu">SELECT@nau.edu</a>	I Have had a relationship with NAU in the past: Yes <span style="margin-left: 150px;">No</span>  <b>SELECT Program</b> <b>Northern Arizona University</b> <b>PO Box 5630</b> <b>Flagstaff, AZ 86011-5630</b>

**NAU Network Acceptable Use Policy for Students**

I, undersigned, understand and agree to abide by the NAU Network Acceptable Use Policy for Students.

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Signature

\_\_\_\_\_

Date

**This form is required for full enrollment in any SELECT class. It is suggested that you complete and return this form as soon as possible. The 2- week deadline before class begins is the very last day to return it, but does not guarantee that you will get in before the class fills to capacity.**

## NAU Network Acceptable Use Policy for Students

The NAU network is neither a public forum, nor a limited public forum. Its use is restricted to purposes consistent with the mission of Northern Arizona University.

Access to the NAU computer and network systems is limited to current Northern Arizona University students, faculty, and staff who access these resources for legitimate research, teaching, professional service or other academic endeavors whose use complies with these and other policies of the University. Misuse of computer or network privileges will result in the loss of access, and could result in student discipline under the [Code of Conduct](#) and criminal or civil prosecution under federal and Arizona law.

NAU network resources are provided by the State of Arizona and the U.S. Government. Misuse of these finite and critical resources poses an enormous threat to their continued availability to the campus. Justification for the support of this system suffers when misuse occurs.

University facilities or properties may not be used for personal profit.

Northern Arizona University has an established independent licensing program to control the use of the name, abbreviations, symbols, emblems, logos, mascots, slogans, and other terminology associated with the University. Unauthorized use of any of the fore-stated representations may be trademark infringement. Any unauthorized production or sale of registered marks or names is a violation of the federal [Lanham Trademark Act of 1946](#) and the federal [Trademark Counterfeiting Act of 1984](#).

Students using NAU computer and network systems are subject to the United States Copyright Law of 1976, as amended ([Title 17, United States Code](#), the "Copyright Act"), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded.

All publications disseminated on or broadcast from the campus shall conform to the applicable regulations of the Federal Communications Commission and/or to applicable local, state, and federal laws. Students will be legally responsible for the contents of their communications.

Students are responsible for all use of their accounts and/or machines. Use of the University's resources, including but not limited to its computer system or network, is limited to the educational, academic, and research mission and purposes to which such resources are lawfully dedicated by the Constitution and Laws of the State of Arizona. Misuse of computing resources may result in loss of computer and network privileges, or disciplinary action. Misuse of computing resources includes, but is not limited to, the following:

- Unauthorized access to the resources of the NAU computer systems or network (e.g., trying to log or break into accounts or computers for which you are not authorized).
- Disruption or obstruction of authorized use of the network.
- Causing excessive and unneeded use of University resources such as staff time, network bandwidth, or computer capacity.
- Destroying the integrity of computer-based information.
- Unauthorized use, or attempted unauthorized use, of the University computer systems, computer networks, computer software, data files, or other computing facilities.
- Compromising the privacy of users, including but not limited to misrepresenting or forging identities on, or through the use of, the NAU network.
- Using University computer and networking systems for personal or commercial purposes unrelated to activities which support, and are consistent with, the educational purpose and mission of the University.
- Using University computer networking systems and resources for obscene purposes or in a pervasively profane manner, including but not limited to use which may bring into public disrepute the University's identity and image as a tolerant and serious institution of higher learning.
- Theft, distribution, or reproduction without lawful authority of copies or reproductions of property or subject matter of any kind belonging to another, including but not limited to that which is protected by federal, state or international law governing patent, copyright, trademark, trade-name, trade secrets, privacy, publicity, unfair competition, or licensing agreements, together with tampering with computer software or data files belonging to others, or using the resources in such a manner that would cause the University reasonably to believe that it would be subject to the risk of suit, regulatory action, or liability for vicarious or contributory infringement of federal, state or international laws protecting intellectual property, including but not limited to, laws which protect

patents, copyright trademarks, trade-names, trade secrets, privacy, publicity, unfair competition, or licensing agreements.

- Using these resources in a manner, or with the intention, to inflict mental harassment, to intimidate, or to invade the privacy of any particular individual in a manner that is extreme or outrageous in the sense of being intolerable to reasonable members of a civilized society and which, in the case of other students, faculty, staff, administrators or members of the University, interferes with their ability to exercise their rights to participate fully in the purpose, mission, education, and life of the University.
- Sharing University account passwords with others, or using networked machines to provide NAU network access to people or organizations who do not already have such access.
- Using these resources to post material on behalf of other parties, sharing personal access to NAU resources with others, or using personal computers connected to the NAU network to mirror another site (i.e., to make a copy of someone else's site).
- Using these resources to threaten any particular individual with violence, to engage in that which naturally and directly tends to provoke acts of violence, or a breach of the peace by the person to whom, individually, the conduct or remarks are addressed.
- Using these resources in a manner which violates the laws of the United States of America and the State of Arizona, including but not limited to the policies of the Arizona Board of Regents and Northern Arizona University. Such behavior may also constitute a violation of the [Safe Working and Learning Environment](#) policy of the University, a violation of which would also be deemed to be a violation of this Policy.
- Using these resources in a manner that would lead the University reasonably to believe that continued use of its property and resources in such a manner may subject it to the risk of suit, regulatory action, or liability of any kind under the laws of the United States of America or the State of Arizona forbidding the creation or maintenance of a hostile working or educational environment involving discrimination based on race, color, sex, religion, national origin, age, veterans' status or disability, whether physical or mental, or which would cause the University reasonably to believe that continued use of its property and resources in such a manner may result in a determination that it is in breach of its legal duty to take reasonable steps to eliminate such attributes, conditions, or vestiges of a hostile educational environment.

Any individual or group who participates in conduct which adversely affects the University's pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the University community, or damages property will be subject to institutional discipline. Officials charged with enforcement of these regulations shall have the authority in execution of such duties to perform such acts as required to maintain the security, well-being, and safety of the University community or any of its members.

Northern Arizona University reserves the right to suspend and examine any account or network access pending review by University officials. Any instance of academic misconduct will be reported to the instructor, chair, or dean of the student's college or school, as well as to the Office of Student Life. Other violations will be reported to the appropriate University office.

The account holder agrees to be responsible for, and to indemnify and hold the Arizona Board of Regents, Northern Arizona University, and their officers and employees harmless from any claims, including attorney's fees, resulting from the account holder's acts or omissions which cause direct or indirect damage to another party.

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### Technical Considerations

Personal computers connected to our network pose special network risks. The following guidelines are an attempt to stop unsecured computers from compromising one of NAU's most valuable resources: our network. Damage to the network comes at such a high cost that these guidelines are considered a necessary addition to the acceptable use policy.

- Any machine that disrupts the normal operation of the NAU campus network, and any machine with inadequate security that leaves the NAU network vulnerable will be disconnected.
- Viruses are not welcome on our network. Computers with viruses or computers that are not protected against spreading viruses will be disconnected. Adequate protection implies at least mechanisms to keep the machine up to date with operating system patches and an approved anti-virus strategy.
- Personal computers must be properly registered and the network administrators may require regular logins and security checks for the machine to stay on the network.
- The IP address used on the personal machine must be the one assigned to your machine. Machines must use campus Dynamic Host Configuration Protocol (DHCP) services for this address assignment.

- Running Domain Name Service (DNS), DHCP, mail services (SMTP), Windows domain services, Windows Internet Name Service (WINS), routing, or other network services that would conflict with those provided by NAU is strictly forbidden. If you have questions about a specific service, please contact the Academic Computing Help Desk at 523-9294 or 1-888-520-7215.