Welcome to Dongseo University

- Undergraduate
- Graduate

ID: [ ]
PASSWORD: [ ]
LOGIN

» Forgot your password?
» Can not log in?
» ID is the Student Number.
exchange for his ID card.

* For after-hours applications during school term, the list of approval will be notified at the university office in advance.

- **Application Process For After-hours Use During The Weekdays And Weekends.**

  1. Fill in the application for After-Hours Use at Dongseo Media Center (2nd floor).
  2. Just as the equipment rental form, signature of the professor in charge is required. (No need for professor’s seal)
  3. Submit the form at the Media Center office by 5 pm (17:00 hrs) on the desired date of use.
  4. Applicants must be educated and trained in precautions regarding after-hours use as well as security and door lock up.
  5. Students who successfully completed the educational training must submit a photo ID at the Media Center or university office (when school’s in session), receive the leader tag in order to work in the requested practical room.
  6. Upon entering the practical room, all information including start (check-in) time, and names of user and collaborators, with the exception of end (check-out) time, must be filled out on the form provided.
  7. Upon completion of work, the room must be cleaned up. Before leaving, the end (check-out) time must be written down and the door must be checked to see if it’s locked.
  8. The group leader should return his leader tag at the “Leader tag filing box” at the Media Center Office in exchange for his ID card.

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4. Common issues

1. When the applicants do not have a photo ID in hand when renting practical room(s) or equipment(s), the administrator has the right to cancel the reservation.
2. All reservations can be made 7 days prior to the date of actual use.
3. Warning will be given if equipment is not taken out or the practical room is not used on the reserved date without any prior notification.
4. Warning will be given if any of the policies are disregarded and not followed.
5. If needed, additional usage or rental may be granted after consulting with the administrator.
6. On the equipment rental form, the professor in charge may not stamp on the signature line.
7. There will be severe punishment for those who spread false information about unverified matters.

▶ Warning refers to suspension of student rights to equipment rentals or practical room usage and the suspension period will be dependent on the situation.
### Practice Room (Laboratory) Reservation Information

<table>
<thead>
<tr>
<th>Time Room</th>
<th>09</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Reservation</td>
<td>2018-05-21 (월)</td>
<td></td>
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<tr>
<td>Current Time</td>
<td>11:10:28</td>
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</tr>
</tbody>
</table>

#### Collaborative worker:
- 이름

#### Contents of usage:
- 简单的说明在室里做的内容

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*You cannot invalidate the request specifications after the time you reserved the room for.*

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Name of Room</th>
<th>Date of Use</th>
<th>Time of Use</th>
<th>Task/Job Specifications</th>
<th>Professor</th>
<th>Collaborative Working group</th>
</tr>
</thead>
</table>

This data cannot be found in our records.
地点：新千年楼2楼동서미디어센터Ⅱ里227号1인 미디어 제작 스튜디오室

注意：1. 不要随便动室里的东西。
2. 不要打开或拆开绿幕上盖的塑料布。（不要弄脏）
3. 使用完的绿幕室整理干净后离开。