

ACCESS CONTROL

Section: Safety and Security

Policy: Access to University of Georgia (UGA) residence halls is controlled through a combination the UGA OneCard, near field communication and Personal Identification Number (PIN) protected entryways and exit-only doors.

Purpose: The purpose of this policy is to outline procedures for residents to gain appropriate access to the residence halls.

Scope: This policy applies to all residents, staff, domestic partners, spouses or dependents of live-in staff that have access to residence halls.

Background: The UGA OneCard, near field communication and self-created PINs are used to gain access to each residence hall. Other exterior doors that would allow direct access to resident rooms are configured for building egress only. Residents must have both a UGA OneCard and their self-created PIN on file to gain access to their residence hall.

Procedure:

- I. Residents and staff must always have their UGA OneCard to gain entrance into their assigned residence hall(s).
- II. Residents who do not have their UGA OneCard must complete an access pass-in form at the desk to obtain access to their assigned residence hall. Residents are permitted to have up to five access pass-ins in a 30-day period or nine per semester. On the sixth access pass-in in a 30-day period or the eleventh access pass-in during a semester a report will be generated. Residence hall staff will then follow up with the resident to determine why they are having a problem carrying their UGA OneCard.
- III. At no time shall any resident, staff member or guest directly or indirectly bypass or disable residence hall access control systems through door propping, blocking of latches, "tailgating" students, giving their UGA OneCard to someone else or any other methods.
- IV. Staff members who find individuals who have bypassed or disabled residence hall access control systems should document the incident and ask any non-residents to leave immediately.
- V. Residents having difficulty accessing their building should contact their community hall staff to initiate the troubleshooting protocol.
- VI. Lost UGA OneCards must be replaced at the UGA Card Office in the Tate Student Center.
- VII. Building 1516, Busbee and Myers have bicycle rooms. All residents of Building 1516 are programmed to receive card access to the Building 1516 bicycle room. The assistant directors and the residence hall directors for Busbee Hall and Myers Hall are responsible for managing and distributing codes for students to access the Busbee Hall and Myers Hall bicycle rooms.

Revised: March 9, 2023
Revised and approved by HMT: January 5, 2021
Revised: March 8, 2019
Reviewed: February 3, 2017
Revised: March, 2015