

RESIDENCE HALL ACCESS CONTROL

Section: Safety and Security

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

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: Card swipe or 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 in order to gain access to their residence hall. Residents who do not have their UGA OneCard must complete an access pass-in at the desk.

Procedure:

- I. Residents must have their UGA OneCard at all times in order to gain entrance into 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. The need for additional meetings may result in the student being referred to a university conduct process.
- II. 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.
- III. Staff members who find guests that have bypassed or disabled residence hall access control systems should ask the guest to leave immediately. Staff members should document the incident and the guest may be referred through a university conduct process.
- IV. Residents having difficulty accessing their building should contact their community administrative assistant or a housing professional staff member.
- V. Lost UGA OneCards must be replaced at the UGA Card Office in the Tate Student Center.

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