

**Health Sciences Building [HSB], ASC and Brick City
Building Access and After Hours Policy
Pharm.D. Student Policy**

Brick City – Springfield - opens at 7:30 am and closes at 5:00 pm.

ASC - Columbia - opens for classes offered between 8:00 am and 5:00 pm.

HSB – Kansas City

- HSB is open from 7 AM – 7 PM and locked from 7 PM - 7 AM Monday – Friday.
- HSB is locked for the weekend beginning at 7 PM on Fridays through 7 AM the following Monday.
- Students in the HSB prior to 7 PM on weeknights are allowed to stay in the building in the common areas or in an approved room, if reserved in advance, until 11:00 pm with a valid UMKC student ID only;
 - Students must have a current student ID with them and present it to any official requesting validation;
 - Students may use the common areas in the middle of the hallways on floors 3 - 5 and the cafeteria area on the 1st floor. Other common areas available for studying include the student lounge {HSB 1313} and the bike room {HSB 1305} on the 1st;
 - The Drug Information Center Library {HSB 1220} is available for studying from 8:30 AM – 4:30 PM Monday – Friday.
 - There are three “approved” rooms available for studying use:
5303, 3303 and 2249;
 - Reservations are on a first come, first served basis and can be made by using the HSB Class and Seminar Room Request Form (to be submitted by email) on the Pharmacy School website under *Pharm.D.* then *Policies and Procedures* and then *SOP Class and Seminar Room*.
- Seminar rooms and classrooms in the HSB will be locked when class is not in session. Students are not to be in otherwise locked rooms at any time when classes or required presentations/meetings are not being held in these rooms.
- Students should not be in the HSB after 11:00 pm under any circumstances; any student in the HSB after 11:00 pm will be escorted from the building by UMKC Campus Police and reported to their respective Dean’s Office the following day.
- Pharm.D. students can request swipe card building access for between 6am to 11 pm by completing the form in Appendix A.

School of Pharmacy
Pharm.D. Student Application to Receive After Hours Swipe Access to Health Sciences Building

Pharm.D. students can apply for after-hours swipe card access to the Health Sciences Building by completing this application. Please submit the completed application to the School of Pharmacy Associate Dean for Student Affairs.

Students can access the building from the north doors (facing the School of Medicine) and the east entrance on Charlotte Street. The system is computer controlled and will record who enters, the date, and time of entry. The system is only activated during times when the building is normally locked; you don't need to use it when the building is open. Entry can be gained from 6:00 AM to 11:00 PM. No Pharm.D. student is to remain in the building other than these hours unless written approval has been granted by the Associated Dean for Student Affairs.

Please complete the following information:

Student Name/Date: _____/_____

Student Identification Number: _____

Justification for Access:

I agree to the following conditions as part of receiving swipe access. I understand that in order to retain my swipe access I will:

- leave any space used afterhours in the same condition as it was found
- properly dispose of any trash or papers brought into the space
- use swipe card for my own admission to the building and not let others in under my swipe access
- not lend my swipe card to any other person
- wear my UMKC ID or SOP student name tag at all times
- will only be in the building no earlier than 6:00 AM and no later than 11:00 PM.
- will leave the building immediately at the direction of Campus Police or other university official

I understand my swipe access will be immediately terminated if I violate any of these requirements or at the discretion of the Dean or his designee.

Approval: _____
Associate Dean for Student Affairs/Date