

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

Brick City 1 – Springfield

- Building auto-unlocks at 8:00 am
- Use Bear Pass to enter between 7:30 -8:00 am, and between 5:00-10:00 p.m. on weekdays, and 8:00-10:00 p.m. on weekends. Access on holidays varies and is dependent upon whether UMKC is holding classes
- Security Passes will be provided to access to UMKC space (fourth floor) after hours.

Columbia

- ASC – 7:30 am-5:00pm
- Lewis 7:30am-7:00pm

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, at all times, 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 1<sup>st</sup> floor.
  - The Drug Information Center Library {HSB 1220} is available for studying from 8:30 AM – 4:30 PM Monday – Friday.
  - There are two “approved” HSB rooms available for studying use: 3303 and 5303
  - Reservations for an individual to use an approved room or to request for an approved student organization 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) <https://pharmacy.umkc.edu/current-students/policies/>
- 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 *Pharm.D. Student Application to Receive After Hours Swipe Access to Health Sciences Building* form <https://pharmacy.umkc.edu/current-students/policies/>

**Accessing UMKC School of Medicine After Hours**

The School of Medicine building closes at 5:00 p.m. Students wanting to access to the Health Sciences Library can contact Ruth Grimsley ([grimsleyr@umkc.edu](mailto:grimsleyr@umkc.edu)) or Crystal Ferguson ([fergusonchrys@umkc.edu](mailto:fergusonchrys@umkc.edu)) during regular business hours, Monday-Friday and request access to the library after the SOM building closes.

Health Sciences Library hours of operation are listed below and are posted on their informative website. Students will be asked to leave the SOM building when the library closes.

Monday 7:30 am - 10:00 pm  
Tuesday 7:30 am - 10:00 pm  
Wednesday 7:30 am - 10:00 pm  
Thursday 7:30 am - 10:00 pm  
Friday 7:30 am - 6:00 pm  
Saturday 11:00 am - 6:00 pm and Sunday 2:00 pm - 10:00 p

**UMKC 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 Associate Dean for Student Affairs.

**Please complete the following information:**

**Student Name/Date:** \_\_\_\_\_ / \_\_\_\_\_

**UMKC 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 after hours in the same condition as it was found;
- properly dispose of any trash or papers brought into the space;
- only use designated common areas of the building and will not be in any HSB classroom unless prior approval has been granted;
- 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;
- be in the building no earlier than 6:00 AM and no later than 11:00 PM;
- 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 and could result in a conduct code violation.

Approval: \_\_\_\_\_  
**Associate Dean for Student Affairs/Date**