



OSC Student - Meinel Building Keyless Access

LAST NAME:	FIRST:	CatCard#:
Access Start Date:		Access End Date:
Provide a 4-digit PIN# for keyless entry (think of something unique you will remember):		
I am: <input type="checkbox"/> OSC UGRAD <input type="checkbox"/> OSC GRAD		

Keyless Access Policy:

The Meinel Building is equipped with a Keyless Access system contracted through AmerX Security who report all triggered alarms to University of Arizona Police Department (UAPD). These locks require individuals to swipe their CatCard and enter a 4-digit PIN to unlock doors. Any student requiring access to Meinel Building after hours is required to submit this form and abide by the following procedures to ensure privilege is not revoked:

1. Do not allow people into the building
2. Do not prop open doors
3. Be sure doors fully close upon entry/exit
4. Do not share or lend your CatCard/PIN#
5. Carry CatCard with you at all times as this will be used by UAPD to verify authority in conjunction with the UA and OSC directory; ensure this information is up to date
6. Report a stolen/lost CatCard immediately, the new number must be provided on a new form

Please provide a brief explanation stating why you need after-hours access to Meinel building:

By signing this form, I certify that I read and understood the procedures listed above. I also understand that keyless entry privilege will be revoked if I don't comply.

 (Student Signature)

 (Date)

CERTIFICATION OF ACADEMIC ADVISOR

By signing this form, I certify the requester above requires keyless access to perform academic duties. When they no longer need access I will notify the OSC Accounting Office immediately.

 (Academic Advisor Full Name)

 (Academic Advisor Signature)

 (Date)

Turn in the completed and signed form to Meinel Rm. 641