

To: All UC Clermont College Faculty

Access to Classrooms

Please check your room assignment on the enclosed schedule confirmation. Most of UC Clermont College's classrooms are now equipped with automatic door locks and require an access card for entry. In addition to teaching in Classrooms and labs with automatic door locks, you **MUST** have an access key card to get into the Faculty Offices in the new West Woods Building.

If this is your first quarter teaching at UC Clermont College, please go to the Security Office (CCEJONES 118) to pick up your key card the week classes begin. Faculty continuing from one quarter to the next simply **retains** their card and it will be reactivated automatically for you.

For Classrooms with Access Card Entry

These cards are coded to individual faculty; losing one is similar to losing a credit card. Security can, upon notification of a lost or stolen card, immediately disable that card and issue a new one to you. **If you lose your card, please notify Security immediately.** There is a \$5.00 fee for a lost or stolen card to be paid at the Cashiers Office before a new card is issued. To insure maximum safety and security, each time a faculty member uses a card to open a class room; the Security computer will log that entry into an audit file. To use the card, simply hold it close to the meter located to the left of the classroom door. When the meter light turns green, pull the handle of the door toward you. The handle itself does not turn. The door re-locks in six seconds. **Please be sure the door is locked after you leave.**

Thank you.