Lockouts

If a student is locked out during Hall office hours, which are Monday-Friday 12pm-12am and Saturday and Sunday 8pm-12am, they should contact the hall office for assistance. Between 12am and 8am students should contact Public Safety asking for assistance and an RA/CA will be sent to assist them. Lockouts conducted when the hall office is closed will result in a $15.00 fee that will be assessed to your student account.

No lockouts are conducted between 8am-noon on any day of the week; in emergency situations during this time contact Public Safety. For your convenience, there are campus courtesy phones located near each hall/area office which can be used to contact Public Safety, should a lockout occur. Students should wait outside of their hall office area until the RA/CA On-Duty arrives to assist with the lockout. After three (3) lockouts there will be an automatic referral for the student to meet with their respective Residence/Area Director. Abuse of lockout assistance may result in referral to the Office of Student Conduct.

Residents who are locked out of their room should be prepared to show their ID to the RA/CA or Public Safety Officer to verify their identity and prove the access card has not been lost. If you lose your student ID you must get a new one at the Public Safety ID Office in C-101. Please be very responsible with your ID access cards. Students who conceal the fact that they have lost their ID access card in an attempt to avoid charges jeopardize their safety and security (and the safety and security of their roommate(s)/apartment-mate(s). Loaner access cards are not available.