



GVSU STUDENT CARD ACCESS REQUEST FORM

Eberhard Center

301 W Fulton

Room 104

- PEW CAMPUS OPERATIONS -

STUDENT NAME **(Please Print):** _____

STUDENT G #: _____ PHONE: _____

EMAIL ADDRESS: _____

TERM (please circle & add year) **FALL** _____ **WINTER** _____ **SPRING** _____ **SUMMER** _____

CLASS: _____ PROFESSOR: _____

CARD NUMBER: (last 5 digits) _____ or: ☐ I don't have a card; please contact the professor listed above

ACCESS REQUESTED

_____ Monday – Friday 7:00 a.m. – 5:00 p.m.

_____ Monday – Friday 5:00 p.m. – 11:00 p.m.**

_____ Saturday 7:00 a.m. – 11:00 p.m.**

_____ Sunday 7:00 a.m. – 11:00 p.m.**

****Requires Dean and Operations approval**

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I have read the above and agree to return this card on the last day of the semester. I agree and understand that I must not transfer my card or give the code to another student for any reason. I also agree to pay the \$10 replacement charge should my card be lost or stolen. I hereby authorize the University to charge my student account and withhold an additional card until such time that the assigned card has been returned or the replacement charge is paid.

Student Signature

Date

Professor Signature

Dean Signature (if required)

Operations Signature (if required)



Eberhard Center
Room 104
Policy and Procedure for Student Access Cards

Psychology students may be granted access to 104 EC for authorized purposes under the following conditions:

1. The completion of the Facilities Services/Pew Campus Operations GVSU 104 EC STUDENT CARD REQUEST FORM with the approval of the responsible faculty/staff and appropriate dean's signature.

2. All requests will be filled for building hours listed below:

Monday, Tuesday, Wednesday, Thursday and Friday 7:00 a.m. – 5:00 p.m.

3. Requests for the hours listed below must be approved by Lisa Haynes, Assistant Vice President of Pew Campus and Regional Center Facility Operations:

Monday, Tuesday, Wednesday, Thursday and Friday 5:00 p.m. – 11:00 p.m.
Saturday 7:00 a.m. – 11:00 p.m.
Sunday 7:00 a.m. – 11:00 p.m.

4. Completed ROOM 104 EBERHARD CENTER, STUDENT CARD REQUEST FORMS must be submitted to the Operations office in 350 BIK before programming can be added to a student access card. Each card will be programmed for one semester only and must be returned to the professor that issued the card on the last day of the semester. Note: spring and summer terms are considered one semester for this purpose. Old access cards will be deprogrammed at the end of each semester. A new card will not be issued until the old card is returned to the professor or the replacement fee has been paid.
5. Students working Monday through Friday after 5:00 p.m., Saturday and/or Sunday 7:00 a.m. – 11:00 p.m. are required to call Security (1-6677) after entering the building. It is also necessary for these students to contact Security when they exit the building.
6. The responsible faculty/staff member must instruct the student(s) in the necessary safety/security practices pertaining to their work in the lab.

The students requesting access are required to certify that they will abide by all the appropriate GVSU safety and security rules. Failure to do so will result in revocation of their Access Card.

I agree to the policies _____

Signature

Date

Print Name

Student G Number