

# GVSU STUDENT CARD ACCESS REQUEST FORM

## GVSU Health Campus – CHS / RFH / DCIH Grand Rapids Key Department

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

STUDENT G #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**MUST CHOOSE ONE:**

NOTE: Health Campus Door Hours 7a-6:30p M-Th; 7a-5p F

**STUDENT BLDG ACCESS** (standard)  
Mon – Thurs 7a-9p; 7a-6p Fri

**EXTENDED ACCESS** (Dean signature req'd)  
Extended hours: Sun. – Sat. 6am-10pm  
AND Semester breaks/holidays

START TERM: (please list semester and year) \_\_\_\_\_ GRADUATION / END TERM: (please list semester and year) \_\_\_\_\_  
RETURN CARD BY END OF THIS TERM TO AVOID FEE

CARD NUMBER: (last 5 digits) \_\_\_\_\_ PROFESSOR/SUPERVISOR: \_\_\_\_\_

Or:  I don't have a card, please contact the professor listed above

Student Worker, Dept: \_\_\_\_\_

Internship/Assistantship

Other \_\_\_\_\_

### ACCESS REQUESTED

CSD – Communication Sciences & Disorders:

- CSD Student A:  
RFH – 011A, 335, 337A, 339, 342
- CSD Student B:  
RFH – 304, 312, 323

**MLS – Medical Laboratory Science:**  
CHS – 413, 421

**ICS – Invasive Cardio. Sonography**  
RFH – 011

- OT – Occupational Therapy:**  
CHS – 207, 253, 255, 277  
RFH – 121, 122  
DCIH – 305
- OT Hybrid: + SP Entrance*

**DMS & CVS – Sonography:**  
RFH – 012

- CMB – Cellular & Molecular Biology:**
- CHS 505 Storage
  - CHS 511 Equipment Corridor
  - CHS 513 Chemical/Research
  - CHS 527 Research
  - CHS 543 CMB Classroom
  - CHS 551 Faculty Research
  - CHS 559 Biochemistry
  - CHS 565 Prep Lab
  - CHS 565A Crystallography
  - CHS 565C Microscopy
  - CHS 565E Autoclaves

**RT – Radiation Therapy:**  
CHS – 415

**Medical Dosimetry:**  
CHS – 411

**PAS – Physician Assistant Studies:**  
CHS – 312, 315  
DCIH – 420

**MAT – Athletic Training:**  
CHS – 455

**PT – Physical Therapy:**  
CHS – 207, 253, 255, 277  
DCIH – 115, 312

Other \_\_\_\_\_

I have read the above and agree to return this card before the last day of the "GRADUATION / END TERM" listed above. I agree and understand that I must not transfer my card to another student for any reason. I also agree to pay the \$20 replacement charge should my card not be turned in by end of term listed above (or if 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.

X \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Professor Signature (Dean approval also required for extended-hours requests)

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Dean Signature (Dean approval required for extended-hours requests)

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Facilities Services Signature

\_\_\_\_\_  
Date

TIME SPEC. & EXPIRATION (For Facilities Services Use Only):

Date:  SBA \_\_\_\_\_  EXT \_\_\_\_\_ Facilities Services Initials: \_\_\_\_\_ Processing Date: \_\_\_\_\_



**Cook-DeVos Center for Health Sciences (CHS) / Raleigh J. Finkelstein (RFH) /  
Daniel & Pamella DeVos Center for Interprofessional Health (DCIH)  
Policy and Procedure for Student Access Cards**

**Policy Statement**

Undergraduate and graduate students at CHS/RFH/DCIH may be granted access to specific offices, University classrooms, and laboratories for authorized purposes under the conditions outlined below. 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.

**Policy & Procedures**

The completion of the Facilities Services Grand Rapids Campuses & Regional Centers GVSU CHS/RFH/DCIH STUDENT KEY REQUEST FORM with the approval of the responsible faculty/staff and appropriate dean. The request must identify specific room numbers.

Requests will be granted “Standard Building Access (SBA),” which is when students are permitted to be in the buildings on the Health Campus (determined by class times, computer lab and library hours). This access may vary from building hours posted on the Facilities Service Grand Rapids Web site. Any special requests other than SBA must be approved by Program Dean and Facilities Services Grand Rapids.

**Health Campus exterior doors open Fall 2024 / Winter 2025** (\*must use access card for entry outside of these hours):

7:00am – 6:30pm Monday-Thursday

7:00am – 5:00pm Friday

**\*Standard building access** (SBA) programming for student cards (designated labs and exterior):

7:00am – 9:00pm Monday – Thursday

7:00am – 6:00pm Friday

**\*Extended building access** (EXT) programming for student cards (designated labs and exterior):

6:00am – 10:00pm Sunday – Saturday (including holidays)

Completed CHS/RFH/DCIH STUDENT KEY REQUEST FORMS must be submitted to the Facilities Services Grand Rapids office (or CHS Front Desk). Student cards will be programmed to deactivate at graduation date listed on form.

If a card is damaged/lost, a new card will not be issued until the old card is returned or the replacement fee has been paid.

During those hours outside of scheduled class time, students are required to use the “buddy system,” i.e., to enter and work in groups of two or more. Exceptions to this policy will only be granted on a case-by-case, limited basis upon the written recommendation of the responsible faculty/staff member and appropriate dean.

The responsible faculty/staff member must certify in writing that she/he has instructed the student(s) in the necessary safety practices pertaining to their work and provide a brief written outline of the work identifying any hazardous materials and equipment to the CHS/RFH/DCIH Facilities designate.

I agree to the policies \_\_\_\_\_

*Signature*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Student G Number*