

## **PAS Program Policy and Procedure for Extended Building Access**

### **PAS Student Extended Access to Padnos Anatomy Lab**

1. PAS students are granted access to the Padnos Anatomy Lab during their first fall semester in the program from 7:00 am to 10:00 pm, seven days a week, whenever another class is not scheduled in the laboratory space.

### **PAS Student Extended Access to the Cook-DeVos Center for Health Sciences (CHS) and Daniel and Pamella DeVos Center for Interprofessional Health (DCIH)**

#### **Buildings Policy**

PAS students are granted access to the CHS and DCIH buildings, including the DCIH 420 laboratory and the DCIH 330 model patient simulation suite for authorized purposes under the conditions outlined below.

1. Students requesting access must abide by all appropriate GVSU safety and security rules. Failure to do so results in revocation of their access card.
2. PAS students must be professional and respectful of the space and equipment. Any damage done to space or equipment must be immediately reported to the PAS Program Director and/or Department Chair. Damage to rooms or equipment, leaving spaces in disarray, or not leaving areas in the original configuration and cleanliness are grounds for revocation of the access card.
3. No guests are allowed with the cardholder. CHS/DCIH access is for GVSU students only.
4. DCIH 330 is unavailable if it is set up for a future simulation. This will be labeled on the door or in the suite.
5. Any work with chemicals, biohazard, or hazardous materials (i.e., blood, needles, and solutions such as medication) is strictly prohibited during times outside of regular class times.

### **PAS Student Extended Access to Cook-DeVos Center for Health Sciences and Daniel and Pamella DeVos Center for Interprofessional Health Buildings Procedure**

1. Students must complete the Facilities Services/Pew Campus Operations GVSU CHS STUDENT ACCESS REQUEST FORM AND POLICY ([Appendix P](#)). This form requires the approval by the PAS Department Chair and must identify specific room numbers.
2. Completed CHS and DCIH STUDENT ACCESS REQUEST FORMS must be submitted to the PAS Administrative Assistant. The PAS Administrative Assistant record the student names and forms and provide students with a key card. The PAS administrative assistant delivers the Access Forms to Operations at the CHS front desk (faculty/staff may send via intercampus mail or email) so programming can be added to the student access card. Student cards are programmed to deactivate at the graduation date listed on the form or when the student leaves the program, whichever occurs first.
3. All requests are granted for building hours only, which include Sunday through Saturday, 6 am to 10 pm, AND Semester breaks/holidays (also posted on the Operations website). Any special requests other than normal building hours must be approved by the appropriate Dean and Pew Campus Operations.
4. If a card is damaged/lost, a new card is not issued until the old card is returned or the replacement fee has been paid.

5. Cards are collected during the final week of the program. Students who do not return the card incur a \$20 fee in their student account.

**PAS Student Extended Access to the NMC University Center Policy**

PAS students are granted access to the University Center building and UC 01 classroom and 09 for authorized purposes under the conditions outlined below.

1. Students requesting access must abide by all appropriate GVSU safety and security rules. Failure to do so results in revocation of their access card.
2. PAS students must be professional and respectful of the space and equipment. Any damage to space or equipment must be immediately reported to the Traverse City faculty. Damage to rooms or equipment, leaving areas in disarray, or not leaving areas in the original configuration and cleanliness are grounds for revocation of the access card.
3. No guests are allowed with the cardholder. University Center access is for GVSU PAS students only.
4. UC 01 is unavailable if it is set up for a future simulation, examination, or class. This will be labeled on the door or in the suite.
5. Any work with chemicals, biohazard, or hazardous materials (i.e., blood, needles, and solutions such as medication) is strictly prohibited during times outside of regular class times.

**PAS Student Extended Access to the NMC University Center Procedure**

1. PAS students are given an access card upon entry into the program.
2. It is the student's responsibility to carry their access card and display their GVSU photo ID at all times when in the building after hours.
3. Students must return their access card upon graduation or leaving the PAS program.