



# UNIVERSITY OF RICHMOND

## Policy Manual

<b>Policy #:</b>	SEC-2005	<b>Policy Title:</b>	Electronic Card Access Policy
<b>Effective:</b>	10/01/2019	<b>Responsible Office:</b>	One Card Services
<b>Date Approved:</b>	09/29/2019	<b>Approval:</b>	Executive Vice President and Chief Operating Officer
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	Director of Business Services

### PURPOSE:

This policy is designed to ensure card access to various doors on campus are dependent upon need and appropriately maintained within the CBORD campus card system.

### SCOPE:

This policy applies to all University of Richmond faculty, staff, students, vendors and contractors. Access is based on the requirements that an individual department or building sets. While the University utilizes a centralized mechanism for the provisioning and de-provisioning of access, each department within the University still maintains access authority over their designated areas. Requests for access to certain areas on campus will need to be approved.

### INDEX:

- SEC-2005.1 .....Definitions
- SEC-2005.2.....Policy statement
- SEC-2005.3.....Roles & Responsibilities

### POLICY STATEMENT:

#### *SEC-2005.1 – Definitions*

##### Electronic Card Access

One Card Services administers the University of Richmond’s centralized electronic door access program. The same system that manages card based financial transactions also manages electronic door access.

Each individual is assigned access rights according to their needs. All access rights and privileges are maintained within the campus card system and not contained on the University of Richmond identification card itself. The UR ID card serves as a simple and efficient means of identifying individuals to the

# SEC-2005 – Electronic Card Access Policy

---

campus card system. Once an individual presents their “credential” to the reader, a request is electronically communicated from the reader to the networked card system.

An individual’s access rights and privileges can fluctuate over time based on their status within the University and/or access schedules set in place by departments/buildings.

## *SEC-2005.2 – Policy*

### **Student Access Privileges:**

Resident students are automatically assigned 24/7 access to their residence hall and visitation to other halls (except Atlantic and Pacific houses) from 8 a.m. – 2 a.m. Monday – Sunday (except on home football game Saturdays). Visitation to Atlantic and Pacific houses is 8 a.m. – 2 a.m. Monday – Thursday and restricted access from Friday through the weekend.

Residents of University Forest Apartments and Gateway Village also have visitation privileges to the residence halls. Students living off campus do not have access to the residence halls, but access may be granted on an as needed basis with the approval of the Richmond College or Westhampton College Deans’ Offices.

Student access to the residence halls is based on the housing contract dates. All access privileges are removed and the student’s campus card account is inactivated when One Card Services receives a change of status due to withdrawal, transfer, or suspension. Residence hall access and visitation privileges are removed when students move off campus. Access privileges may be revoked due to misconduct.

Students may be granted access to certain buildings and labs based on their status within the department/building (i.e. majors and research students, students in the arts needing access to practice rooms and art spaces, etc.).

### **Faculty and Staff Access Privileges:**

Administrative buildings are generally unlocked during business and/or classroom hours. After-hours, during break periods, or home football game Saturdays when buildings are locked, individuals must be authorized for card access to enter the building.

Requests for card access must come from someone other than the person needing access with approval status. Each department/building on campus has a designee for card access authorizations. In most cases, it is the department’s administrative assistant who gets their authority from their Director.

Access will be terminated once the privileges are no longer needed or the individual is no longer affiliated with the University or transferred within the University. The Human Resources office will collect the ID card of the terminated employee and deliver it to the One Card Office. The One Card office will then mark it in CBORD as collected and shred the card.

### **Elevated Access Privileges:**

There are positions within certain departments, such as URPD and Facilities, which require specialized access such as Master Key and Unlock/Lock privileges. Master Key without Privacy Override allows access to residence halls and individual rooms, except when the privacy button is engaged on the room door. Master Key with privacy override allows the user to enter residence halls rooms in an emergency, even if the privacy button is engaged.

## SEC-2005 – Electronic Card Access Policy

---

University employees may access rooms/apartments in accordance with university policies and procedures, which may be amended at the sole discretion of the University.

University employees may enter the room for reasons deemed necessary, including but not limited to, emergencies, maintenance, inspections, repairs, inventory, reclaiming University property, health and fire safety inspections, rearranging furniture to accommodate new roommates, removal of abandoned belongings, or resolving unsafe or unsanitary conditions.

### *SEC-2005.3 – Roles and Responsibilities*

#### Responsibilities of the Student

Students should carry their University of Richmond identification card at all times for card access purposes. The University of Richmond identification card should be in good working order. If the card is damaged or lost, the student should come to the One Card Services office during business hours for a replacement. Any cost associated with replacement cards are the responsibility of the student. Lost cards can be deactivated and reactivated, if found, online in [onecardweb.richmond.edu](http://onecardweb.richmond.edu).

Students requiring after-hours access to a particular building or lab should contact the department's administrative assistant to request access.

For everyone's safety, students should not allow any unknown persons into locked buildings on campus.

#### Responsibilities of the Department

For additions or changes to faculty, staff or student access, and individual must complete and submit the online **Card Access Request Form**.

***NOTE: Dual authentication by approvers such as the President, Vice Presidents, Deans, Directors, Department Heads, and Supervisors as well as the department's/building's access designee are required for card access.***

On an annual basis, One Card Services will require each department to conduct an audit of access approvals. Upon return of the audit sheet from the departments, One Card Services will update card access privileges in the campus card system.

#### Responsibilities of Employee

The University of Richmond employee should notify their department head if they require after-hours access to their building.

The employee should carry their University of Richmond identification card at all times to ensure they can get into the building when locked.

The University of Richmond identification card should be in good working order. If the card is damaged or lost, the employee should come to the One Card Services office during business hours for a free replacement. Lost cards can be deactivated and reactivated, if found, online in [onecardweb.richmond.edu](http://onecardweb.richmond.edu).

# SEC-2005 – Electronic Card Access Policy

---

## **RELATED POLICIES:**

---

SEC-2004 Lock and Key Management Policy

## **POLICY BACKGROUND:**

---

This policy was reviewed by President's Cabinet prior to approval on 9/29/2019

## **POLICY CONTACTS:**

---

Director of Business Services, Campus Services

Manager, One-Card Services