

CARD ACCESS AND KEYS

Approved by: Housing Operations

History: N/A

Related Policies: Complaints and Grievance Process (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/>)

Related Forms, Procedures and References: Housing website (<https://www.stkate.edu/life/housing/>) | My Housing (<https://stkate.rms-inc.com/Page/welcome/>)

For Questions Contact: Housing Operations | residencelife@stkate.edu | 651.690.6617

Card Access

The St. Catherine University ID card gives students access to their residence hall building. Replacement cards are available at the Public Safety Office, located on the first floor of Coeur de Catherine. A replacement fee is required.

Keys

Students should report lost room keys to Housing Operations at 651.690.6617 to have the lock changed or re-cored. The replacement fee is \$75 per door lock. Residents reporting missing keys two weeks before the term closing date, or upon check-out (whichever comes first), will be subject to a \$100 per key charge. Once Housing Operations has requested a lock re-core from Facilities, the fee is charged to the student's account. This fee cannot be reversed should the student find their lost key.

Students are not allowed to duplicate keys. If a duplicate key is needed, a student should contact Housing Operations for more information. Students with unauthorized duplicated keys are subject to a lock replacement charge and disciplinary action.

Students may not share or loan keys or access cards to others. Students who obtain a key or card access under false pretenses or loan out their key and/or access card will be subject to disciplinary action.