



Roseman University of Health Sciences

Access Badge Policy

Policy

Roseman University has an access badge system on all campuses to increase the safety of our students, faculty and staff members. These access badges limit unknown persons from entering campus facilities and assist campus security guards in keeping our buildings secure.

All perimeter doors and select interior doors are equipped with hardware to limit access to only those with properly credentialed access cards. The main reception entrance doors of the building will remain unlocked during normal business hours. Students should not use the main entrance and should instead access the buildings through designated student doors.

Roseman University requires the access badge be **worn and visible** at all times while on campus. All students, faculty and staff not wearing their access badge will be asked to show and wear their access badge. If students, faculty and staff do not have their access badge, the following will occur:

- First and Second Instance – Reminder issued: name and date recorded
- Third Instance – Report sent to respective Academic Dean, Program Director or Supervisor

Lost access badges must be replaced by paying the bursar the \$15 replacement fee and contacting IT services to have the access badge reprinted.

Visitors

All visitors must check in at the main entrance of the building and obtain a visitors badge from the receptionist. The visitor badge must be worn and visible during their stay. Visitors and other non-employees should not be allowed entry into any building through doors other than the main entrance. **All visitors must be accompanied by a Roseman faculty member, staff member, or student at all times while on campus.**

After campus hours- Visitors must sign in at the **library** where they will be given a visitor badge. The badge must be returned upon leaving campus.

Any questions regarding badge access should be referred to the Facilities Management Unit.