



JSNN STUDENT – SECURITY ACCESS CARD POLICY

Gateway University Research Park (Gateway) has placed proximity card readers onto rooms and laboratories around the Joint School of Nanoscience and Nanoengineering to extend access to areas during normal hours and after hours for faculty, staff and students.

Security Access Card - Rules of Use

- All doors with proximity card readers are locked 24 hours, 7 days per week, and only those with valid access cards will be granted access.
- Access cards are not transferable, and cards found in the possession of unauthorized persons will be confiscated.
- Access cards remain the property of Gateway at all times, and must be surrendered upon request.
- **DO NOT give access to anyone else** (this means opening a door, or giving your card to someone else). You have the right to ask them to use their own card, and if they do not have one, do not let them have access.
- When entering or leaving areas of JSNN, please ensure the doors are securely closed behind you.
- Do not bend, make holes in or otherwise damage your card, as this may impair its function and you may incur a personal cost of replacement (refer to “Lost or Damaged Cards” section below).
- Security personnel and members of Gateway staff reserve the right to refuse access to any cardholder who contravenes the rules and regulations of Gateway or JSNN any other subsequent policies of the Universities.
- Misuse of any card will result in the card being suspended and confiscated.
- Everyone is required to wear his/her security card while at JSNN in the manner shown.
- Any visitor student or a NC A&T or UNCG student onsite for classes is required to display their University card the same way.
- All visitors are required to sign the Sign In log located at the security front desk and then be escorted throughout the premises until they exit the JSNN building.
- You acknowledge that security is the responsibility of each of us.
- Anyone not displaying his/her access card will be questioned and possibly escorted out of the building.
- **No food or drink is to be brought into or consumed in the JSNN labs.** Failure to comply with this policy will result in the student being asked to leave the lab regardless of access rights.
- If you have any questions regarding access levels, or the operation of your access card, please contact Gateway at 336-375-9232.





Lost or Damaged Cards

In the event that your Security Access Card is lost, stolen or damaged, you must contact Gateway University Research Park *in person* at 2901 East Lee Street, Suite 2500 so that your card can be de-activated and a new card issued.

There is a ***non-refundable replacement fee of \$25*** for all replacement cards, payable to Gateway University Research Park. Replacement fees are non-refundable, even if a de-activated access card is found.

Return of Card

Once you have completed your studies at JSNN you are required to surrender all property belonging to JSNN and Gateway. This includes equipment you may have on loan, access cards and keys. You understand that if you **do not** return your security access card to Gateway University Research Park within 10 days upon completion of your studies at JSNN, you will be charged a non-refundable fine of \$25.



Security Access Card Request Form for JSNN Students

By accepting the Security Access Card, you agree to abide by the issued Gateway University Research Park Security Access Policy and any other University guidelines in the use of this card. This card is non-transferable, remains the property of Gateway University Research Park and must be surrendered on request.	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">New</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Update</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Replacement</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 2px;"><i>(Select one ONLY)</i></td> </tr> </table>	New	<input type="checkbox"/>	Update	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	<i>(Select one ONLY)</i>	
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INSTRUCTIONS:

1. Please read Gateway University Research Park’s Security Access Policy prior to completing this form.
2. Access to JSNN labs and other areas must be authorized by JSNN faculty **prior** to issuance of a JSNN student security access card. This authorization must be received in the form of email to chuckd@gatewayurp.com via faculty email. The email must state those specific laboratory(ies) and areas, which faculty is authorizing JSNN student to access.
3. JSNN student should email a copy of Access Card Request Form to chuckd@gatewayurp.com.
4. Gateway will not issue any access card unless JSNN student’s application has the appropriate required signatures and pre-authorization by faculty member has been received via email. It is the JSNN student’s responsibility to gather signatures.
5. Bring a printed and signed copy of Access Card Request Form to Gateway University Research Park, 2901 East Lee Street, Suite 2500, Greensboro, NC.

STUDENT DETAILS: *(to be completed by JSNN student)*

Name: (First/Middle/Last):			
JSNN Student ID No. (University ID #)		Telephone #	Student e-mail:
Student Type: (Mark <input checked="" type="checkbox"/> one ONLY)	<input type="checkbox"/> Nanoscience	<input type="checkbox"/> Nanoengineering	

*Absolutely **NO SECURITY ACCESS CARD WILL BE ISSUED UNLESS** Gateway has received email authorization from JSNN faculty, and student has obtained **ALL** signatures noted below.*

AUTHORIZATION:

I have read, understand and agree to the Gateway University Research Park Security Access Card Policy.

_____ *JSNN Student Signature*

_____ *Date*

Verified that student is current and active at the Joint School of Nanoscience and Nanoengineering.

JSNN Faculty Signature:	Date:
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Verified that student has satisfied Gateway’s laboratory safety training protocol.

GatewayURP, Environmental, Health & Safety Manager Signature:	Date:
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Security Access Card Application Procedure for JSNN Students

The following procedure applies to JSNN students wishing to apply for a Security Access Card. Missing any steps in this procedure will cause your card not to be issued.

- Read, understand and agree to the Gateway University Research Park Security Access Card Policy.
- Access to JSNN labs and other areas must be authorized by JSNN faculty **prior** to issuance of security access card. This authorization must be received in the form of email to chuckd@gatewayurp.com via faculty email. The email must state those specific laboratory(ies) and areas, which JSNN faculty is authorizing JSNN student to access.
- Complete a JSNN Student Access Card Request Form.
- Submit the completed form:
 - electronically via your JSNN student email account to chuckd@gatewayurp.com,
 - **AND** in hard copy by bringing to Gateway University Research Park, 2901 East Lee Street, Suite 2500, with your signature and all other signatures as required.

Your application may take up to 72 hours to be processed. You will be notified by Gateway University Research Park about approval and time to pick up your card.

Frequently Asked Questions (FAQ's)

If there are any other questions you have that cannot be answered by reading the Gateway University Research Park Security Access Policy, please email chuckd@gatewayurp.com to have them answered.

Q. I have lost my Access Card, what do I do?

A. Refer to "Lost Cards" section of this policy.

Q. I have picked up my card from the Gateway University Research Park, but it isn't working in certain areas. What do I do?

A. Email chuckd@gatewayurp.com stating your name and the card number, which is located on the back of your Access Card. Gateway will check your access rights and activate as necessary.

Q. I have changed my JSNN major. Do I have to notify Gateway?

A. Yes, you will have to follow the Update procedures in the "Access Card Applications" section of the policy.

Q. I have finished my studies at JSNN, now what do I do with my card?

A. Immediately return your card to Gateway University Research Park within 10 days. If security access card is not returned within 10 days, you will be charged a \$25 non-refundable fine.