1) This policy covers only Math/CIS majors and minors enrolled in the College of Arts and Sciences at Indiana Wesleyan University with the purpose of increasing these students’ ability to access optimal study spaces and computer software by allowing them to remain on the first floor of Ott Hall after the building closes.

2) MCIS students will be granted “swipe card access” to Ott Hall for the purposes of after-hours study group meetings in the common areas of the building as well as a chosen classroom (OHSN 151, 153, 155, 157, 163, 180, 182). This will include access through Door 1. Access Times of: Until 2am Tuesday - Sunday.

3) MCIS Students wishing to gain access to a classroom (Monday – Saturday) in OHSN must enter the building prior to the building monitor leaving for the evening. Once the building monitor leaves, no additional classrooms can be opened but students may access the lobby and study rooms.

4) When the building closes, students without extended access will exit the building. MCIS students will be able to remain in the building. Prior to the designated closing time, MCIS students desiring to remain in the building must make note on the *Sign-In Sheet* located at the Monitor station. This establishes a record of who is in the building after-hours. On these nights, MCIS students must exit the building no later than 2 a.m.

5) For purposes of Safety and Security, Campus Police regularly monitor the Ott Hall / Burns Hall complex. Swiping your ID card after-hours will gain you access to the building and electronically register your presence. Campus Police reserve the right to ask for the ID of anyone in the building(s) after hours. If a student’s name is not on their after-hours permission list, they will be asked to leave the complex. Misuse of access privileges and the opportunity to utilize the facility and/or disrespect of Campus Police will be reported to the OHSN Building Coordinator and on to the Dean of the School of Physical and Applied Sciences and may lead to revoking access permissions.

6) Doors to Ott Hall are never to be “propped” open during after-hours study times. If the University police observe a “propped” door, they will remove all students from the building and notify the OHSN Building Coordinator and on to the Dean of the School of Physical and Applied Sciences

7) Upon exiting Ott Hall following any after-hours study times, students must insure that the doors (classroom and exterior) are shut and latched behind them. Occasionally, the force of the heating/air conditioning system in Ott Hall causes doors to remain open due to air pressure exiting the building. If forgetting to latch doors becomes a chronic problem, access to Ott Hall as a study space may be rescinded.

8) A list of approved MCIS students will be provided to the Building Coordinator each academic term. Additionally, the University police will have contact information for the Dean of the School of Physical and Applied Sciences should the need to contact him arise over the weekend or during after-hours study times.

9) At no time shall MCIS students studying in Ott Hall after-hours grant access to other members of the IWU or local community who do not have their own swipe card access to the building. If this practice is discovered, it will be reported to the Dean of the School of Physical and Applied Sciences, and card ID access for the individual(s) involved will be revoked for study access to Ott Hall.

10) Prior to the granting of swipe card access to Ott Hall for after-hours study, MCIS students will be required to read and sign a copy of this policy.

I have read the above policy and agree to abide by the terms of the policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Signature)

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 (Printed Name and Student ID #)