

# McLaughlin Hall Access

(Revised May 26, 2014)

## **Door Hours**

- Exterior doors (main front doors and side door) are unlocked weekdays from 7 am to 6:30 pm (holidays excluded). The schedule is adjusted for evening courses if necessary during the term.
- Back Alley Door is always locked.
- The 3<sup>rd</sup> floor common room (room 311) is unlocked from 7am to 6:30 pm each weekday.
- The doors to the PC Labs in rooms 104 and 211 are locked at all times.

## **How do I get Access**

For access to the computer room and after-hours access to the building, you will need a campus FOB. You may purchase a FOB from the Campus Computing Store for \$12. These FOBs work for most buildings on campus. Once you have your FOB, please bring it to the McLaughlin Main office between 8:30 – 12:00 or 1:00- 4:30 to complete an access request form.

Only Mechanical and Materials Engineering Students will be given access to the MME buildings.

For access to another campus building, please see the administrative offices of that building. Note: Jackson Hall access will be granted from the McLaughlin Hall office.

Remember that your FOB is registered to you. Do not lend it to anyone else.

After-hours access is a privilege, please treat it that way.