



## KEYS & IDENTIFICATION

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To keep our communities safe and secure, McKendree University only allows students to enter their residential areas using provided keys or student ID cards. ID cards are also used for meal plans and to check out books from the University library.

It is the responsibility of the student to maintain their keys and IDs at all times and students are urged to keep their doors locked so personal items do not go missing. Students are not permitted to loan their keys or ID to others for any reason and must provide their ID to McKendree University faculty or staff upon request.

### **If you are temporarily locked out of your room:**

1. Call Public Safety (618-537-6911), the duty number for your building, or the Office of Residence Life (618-537-6855).
2. Inform them of the lock out and meet the staff member at your room/suite/apartment.
  3. The staff member will provide you access to your space.
4. If you've lost or misplaced your key(s) or ID card, you must locate them as soon as possible. If you do not find the missing item within 48 hours, you are encouraged to follow the steps below for replacements.

### **If you misplace/lose your keys:**

1. Notify the student or professional staff in your residential area immediately.
2. The staff will contact the Physical Plant office to have new keys prepared for your room/suite/apartment and the lock core replaced to ensure the space is secure.
  3. The staff will then issue a charge for the replacement keys:
    - a. Cost to replace a mailbox key: \$75
    - b. Cost to replace a room key(s): \$200

### **If you misplace/lose your student ID:**

1. Visit the Business Office in Wildy Hall to pay for a new ID – a new ID is \$10.
  2. Bring the receipt to the ID Center in the lower level of PAC.
  3. Make sure to bring a government issued photo ID as proof of identity.
4. Provide the receipt to the ID Center and wait for your new ID to be printed.

## **Keeping your doors locked at all times aids in keeping our community safe.**

THE OFFICE OF RESIDENCE LIFE

PHONE 618.537.6855 • FAX 618.537.6538

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