

**Policy Purpose:**

To provide guidance on student access to facilities on campus. This policy does not apply to in-person events. For information about in-person events, please see the College's event policy: <https://www.washcoll.edu/coronavirus/files/WC%20Event%20Policy%20Spring%202021.pdf>

**Policy:**

Students who wish to access academic facilities and campus community buildings (outside of current operating hours) must have approval to do so through either the Office of the Provost or the Department of Student Affairs. The Provost's Office will review all academic-related requests, and Student Affairs will review all extra-curricular and employment requests.

Students may request classroom space for study groups. Students may make this request themselves by filling out and submitting the following form in CampusGroups: <http://cglink.me/s40737>

Faculty and staff may request facility access on behalf of a student or group of students for academic purposes (including research), employment purposes, and other extracurricular purposes by filling out the following form: [https://washcoll.co1.qualtrics.com/jfe/form/SV\\_2tmVIMBLuCdZy5w](https://washcoll.co1.qualtrics.com/jfe/form/SV_2tmVIMBLuCdZy5w)

In order to gain access to facilities on the approved day(s) and time(s), students must be using the Eموcha app daily, and must be able to show three consecutive green badges in a row.

- Faculty and staff who have requested access on behalf of a student or group of students must check the name, date, and time on all Eموcha badges either in-person or virtually. If a student does not have three consecutive green badges, they are not allowed in the building.
- Students who have been given approval to hold study sessions will have their Eموcha app use monitored through Eموcha data reporting and in-person, unscheduled checks. Any students found not to be in compliance will have their study sessions canceled.

Once a request has been approved, the Provost's Office or Student Affairs will send the list of students to Public Safety to program the student ID cards accordingly.