The University of Mississippi

KEYS AND ACCESS CARDS

Purpose/Summary: This policy defines the expectations for appropriate use of residence hall room keys.

Students residing in residence halls and apartments are issued a key at the time of check in. The responsibility for the safe-keeping of the key falls upon the student. In the Northgate apartments residents are responsible for a front door key and a bedroom key. Should a key be lost or stolen, the student should contact their Graduate Community Director or Resident Manager immediately for a lock change. A lock change request will be submitted and a fee of $79 (includes two keys) plus $8 for each additional key, or current locksmith fee, will be assessed to the student's bursar account. University keys cannot be duplicated. In addition, due to fire code, the addition of locks to doors is not allowed. All keys and access cards must be returned at the time occupancy is terminated to avoid lock change charges.

Students residing in Campus Walk apartments are issued keys at the time of check in. Students are responsible for the safe keeping of these keys. In Campus Walk apartments, each resident is responsible for a front door key, a bedroom key, and a shared apartment mailbox key. If a key is lost, the student should contact the CA immediately. A lock change order will be submitted to the University locksmith and a fee of $55 or the current locksmith fee will be assessed to the student's account. University keys may not be duplicated.

Village apartment Keys will be issued to the resident at check-in. Only one key per adult resident will be issued. An extra key may be issued to a child age 12 or older. A parent must accompany the child to sign for the key. A temporary key may be borrowed from the Department of Student Housing office but must be returned within 24 hours. If a key is not returned, the resident will be charged for a lock change. Keys may not be reproduced, nor will they be issued to guests. If a key is borrowed from the office, an ID must be presented and left until the key is returned.