November 19, 2013

Dear GSE Student,

As you may be aware, efforts are being made across campus to increase safety in all buildings, especially after hours and on the weekends. The GSE building is currently being locked in the evenings and is unlocked from 7:30am-8:00pm on Monday-Friday and from 8:00am-5:00pm on Saturday. The building is not unlocked on Sunday.

We have recently been notified that electronic access controls “key card readers” will soon be installed on GSE building doors and will be activated at the beginning of Winter term. At that point, the building will continue to be unlocked during the week, same hours as above. The building will not be unlocked on the weekends. Access before 7:30am or after 8:00pm weekdays, and all day Saturday and Sunday will be limited to those with an activated key card. (See below)

The card readers will be installed on the ADA accessible doors (one on the South/Harrison St./parking garage side of the building, one on the North side of the building and also on the South skybridge door from the parking garage).

**What does this mean for you?**

If you take evening classes or use the lab during the evening/on Saturdays, you should plan to request a white key card as soon as possible. Electronic locking will take place automatically, so if you leave the building on break and return after 8:00pm, you will not be able to get back into the building without a key card. The MISL lab on the 3rd floor will remain open during regular hours (8:30am-9:30pm Monday-Thursday, 8:30am-4:30pm Friday and Saturday) until further notice.

**The key card is different than the green PSU One ID card.** If you do not already possess a white key card, you can request one at the ID Card Services counter in Neuberger Hall, free of charge (replacements are $21). You will need to bring a valid photo ID. Once you have a key card, building access will be granted as long as you are registered for at least one credit.

**ID Card Services Hours**

- During fall, winter, and spring terms: 9:00-5:30 Monday-Thursday, 9:00-5:00 Friday
- During summer term and between terms: 9:00-5:00 Monday-Friday
- First week of each term: 8:00-6:00 Monday-Thursday, 9:00-5:00 Friday
- Weekend hours during the weekend prior to the start of the term: Saturday and Sunday for fall and Saturday only all other terms (call 503-725-8333 to confirm specific weekend hours)

http://www.pdx.edu/financial-services/id-card-services

We realize that this is an inconvenience but PSU Administration has decided it is a necessary step to keep faculty, staff, and students safe. We appreciate your understanding and patience.

Sincerely,

Stefanie Randol
Administrative Manager for the Dean’s Office