

Safety/Security and ScotsCard

You will be issued an ID card (ScotsCard) at the beginning of your first semester's enrollment. This card is meant to last from year to year, and is the property of Covenant College. Every student is to treat the ScotsCard with respect; do not bend, punch holes, deface, loan out the card or damage the card in any way. All college employees are also given ScotsCards when they begin employment at the College. You are expected to carry your ScotsCard with you at all times while on campus, and to present it to college, security, or law enforcement personnel upon request.

Students need their card in order to gain access into any residence hall and for entrance into the dining hall. The card is also used for all college related business and activities including: chapel attendance, library usage, admission to athletic events, and other college events. All students are required to familiarize themselves with the policies and procedures of their ScotsCard.

All cards reported lost or stolen will be deactivated immediately upon notification, blocking any unauthorized use of the account or access to other features. The ScotsCard Office is not responsible for any transactions made by a lost or stolen card.

All lost, stolen, or damaged cards must be replaced. Damaged cards include but are not limited to all broken, mangled, bent, and/or defaced IDs. There is an ID replacement fee of \$10—\$20 dollars for all proximity cards. Photos may be updated at no charge during the replacement of an ID. There is a \$5 administrative fee for updating photos without card replacement and for reactivation of formerly lost cards. All fees are subject to change.

In an attempt to provide a safe and secure campus, residence halls remain locked 24 hours a day with limited entry doors, and are only accessible by use of one's ScotsCard. Visitors to campus will not have access to residence halls unless admitted by a student or staff member. Please ask visitors to notify you in advance if they are coming so that you will be able to let them in. It is essential that you help us take precautions to avoid unfortunate incidents with unwelcome campus visitors. We urge you to keep watch on each other's vehicles and personal possessions.

Non-residence buildings are locked at 12:00 a.m. nightly, during the night watchman's rounds. They are unlocked prior to 7:00 a.m. when the guard goes off-duty. Non-residence buildings remain locked throughout the day on Sunday. Access to these areas after hours is limited to persons who have offices in those buildings or to persons who have obtained a security pass signed by college officials. Security passes can be arranged through the Safety/Security Office. All other persons will be asked to leave the premises, and a report, including names of individuals involved, will be filed in the security office by the campus safety officer.

College maintenance workers wear uniforms while working in residence areas so that they are identifiable to students. All college personnel are expected to announce themselves prior to entering the residence areas of the other gender, and will leave a folding white sign in the hallway to alert residents of their presence. Non-college staff (outside contractors, for example) will ordinarily be accompanied by college personnel when they enter residence facilities.

The night watchman makes nightly inspections of campus lighting, and notes insufficient or non-working lights on the security report.

