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SECURITY ACCESS FOR STUDENTS
Faculty of Computer Science

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The Faculty of Computer Science occupies space in two buildings on campus – the Goldberg Computer Science Building and the Mona Campbell Building. Access to the computer science areas within these buildings is via electronic access, and there are multiple security systems in place.

ALL STUDENTS needing access require:
1. a valid DalCard which is also a proximity card. This card looks like a regular Dalhousie ID card but will also have a series of numbers and letters on the back in one of the hand corner, approximately 13 characters long. The majority of cards issued by the DalCard office are now proximity cards, but please check to be sure. If you don't have a proximity card, you need to get one by going to the Dalcard office and requesting a proximity card. Please let them know that you need it for electronic access.
2. a pin number. If you haven't already set this up through the DalCard office, you can do it online. Your NetID and password will be required. The link is: https://dalcard.dal.ca/dalcardonline/pin-reset.asp

Appropriate access is granted to students on an individual needs basis. Determine what access you need, and follow the instructions below once you have your DalCard and pin.

Mona Campbell Building

WHO: Only students who are working on research projects with faculty members located in this building will be provided with access.

WHAT ACCESS: Access will be given to the 4th floor and the main doors of the Mona Campbell Building. This access is 24/7.

HOW: Have your supervisor email the Faculty Administrator (Anne Publicover – annep@cs.dal.ca) with your name, banner number and start date for the access. Access is via your DalCard.

WHEN: Activation of the access can vary, but normally take up to two business days to be put in place. This is because activation needs to be granted in coordination with another unit on campus and demand on their time is much higher at certain times of the year (such as the beginning of each term). Once your access is in place, the Faculty Administrator is notified and shortly thereafter your supervisor is notified that access is in place.

Goldberg Computer Science Building

Open: weekdays from 0730 – 2200, weekends 1000-1800

WHO: All students who are enrolled in a degree program offered by the Faculty of Computer Science may have after hours access. Non-computer science students who are enrolled in a course offered by the Faculty of Computer Science may also have access.

WHAT ACCESS:

Undergraduate students: front doors, up to midnight each day

Graduate students: front doors, up to midnight each day

Graduate students with a designated spot in a playground: front doors, playground area, 24/7

HOW: 1. Undergraduate and graduate students needing only front door access:
- Contact either the Receptionist (Barbara Borden – borden@cs.dal.ca or the Faculty Administrator (Anne Publicover – annep@cs.dal.ca) with your name and banner number indicating you would like to have front door access. Access is via your DalCard.

2. Graduate students with an assigned spot in a playground area *2nd & 3rd floors*:
- The playgrounds are open on weekdays from 1000 – 1600.
- Since access in these playgrounds is assigned by a supervisor and involves equipment, there is a more elaborate process in place. Pick up the access forms from the Receptionist (Barbara Borden) who will explain the forms and process to you. There is a refundable fee involved since university equipment is provided, including a security access card (KANTEC) to access the playground. Front door access will also be set up.

3. Graduate students with an assigned spot in a playground area on the *4th floor*:
- Have your supervisor email the Faculty Administrator (Anne Publicover – annep@cs.dal.ca) with your name, banner number and start date for the access. Access is via your DalCard. Front door access will also be set up.

WHEN: For 1. and 3. access is normally within 24 business hours of receipt of your email, or immediate upon visiting the Faculty Administrator who can be found in office 104 of the Goldberg Building since access can be assigned to your card without having to coordinate through any other unit on campus.

For 2. above, activation of the access can vary, but normally take up to two business days to be put in place once the paperwork has been returned to the Receptionist. This is because activation needs to be granted in coordination with another unit on campus and demand on their time is much higher at certain times of the year (such as the beginning of each term).

Access Troubleshooting
Dalcard: please see the Faculty Administrator (Anne Publicover) located in office 104 of the Goldberg Computer Science Building

KANTEC card: please see the Receptionist (Barbara Borden) located in the main lobby of the Goldberg Computer Science Building