Building & Campus Access Policies

Campus Safety is responsible for the maintenance of all campus facilities’ security and access control systems, to aid in providing a safe and secure environment. The goal of the Card Reader System is to provide building access, outside of normal operating hours, while ensuring the safety of faculty, staff, and students.

Building access is requested by sending an e-mail to Campus Safety, using the Access Request Form in the “Forms” section of my.Biola. All requests must be received by 2:00 p.m. on regular business days and 10:00 a.m. on “short Fridays,” in order to be processed for that same day. Requests received after 2:00 p.m. (or 10:00 a.m. on “short Fridays”) or received on non-business days cannot be processed until the next business day. All requests are subject to a security review. It is important to note that working in a specific building does not automatically authorize after-hours access into that building.

The Campus Safety Communications Center in Metzger Hall retains a copy of the university access list. Individuals on the list should contact the Communications Center for officer assistance with after-hours access, as needed. Individuals who have been granted permission to access buildings controlled by the Card Reader System can use their university ID cards for entrance. The Communications dispatchers cannot accept or approve any access requests.

Keys and Locks

All locks, keys, and electronic access cards are the sole property of Biola University. Biola University reserves the right to change locks, keys, and access codes, as needed. No one may place a lock on a Biola University facility, interior or exterior, that is not part of the Biola University master key system, without the permission of the Director of Facilities Management. All keys, access codes, and access cards must be returned to Biola University, upon termination of employment. For additional information regarding keys please see Section 6.33 of the Employee Handbook.