**College of Medicine Keyless Access**

The College of Medicine has installed UA CatCard readers at 3 main entrances for keyless access to Building 201. The three entrances are: COM Plaza Deck South Entry, Medical Bookstore West Entry, and First Floor South Stairwell Entry (by Hippocrates Plaza)

These keyless access entries are programmed to be open/unlocked Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding holidays and university closure days.

For access to the building outside of these hours you will need authorization through one of these two processes:

**Students**

Each year the incoming College of Medicine (COM) Medical Students are automatically added to this keyless access system through the COM Student Affairs Office. Students having problems accessing the building should contact__________________

**COM Faculty, Appointed Personnel and Staff**

Send an email to Jill Garcia, garciajs@email.arizona.edu, and include the following four details:

1. A brief description of your role justifying after-hour building access,
2. The name of your COM Department/Center/Unit
3. A legible photocopy of the front side of your CatCard, AND
4. A four digit pin number of your choice.
   Note: Certain PIN numbers are unacceptable such as the last four digits of your CatCard or four repeating single digit numbers, i.e. 4444. If you already have a working PIN number for any building on campus you do not need to indicate a PIN number.

For more detail contact our office at 626-4648.

College of Medicine, Planning and Facilities Office.