

Undergrad Lab Access

Some courses allow for students to access the labs outside of scheduled lab hours. Professors will inform the class if this is available for their course. Students will then have to obtain an Access Card. Keep your card for the duration of your stay in ECE. Each term we will pre-program your card for access to applicable labs. If you cannot gain access to a lab, and the instructor has said that you should have access to it outside of scheduled hours, please see Steve Spencer in ITB-147.

Everyone using a lab outside of regularly scheduled lab hours must have their own card. Do NOT lend your card to anyone, and do NOT let anyone into a lab. For *various* safety & security reasons, we have to know who is / has been in the room.

There are security cameras in our labs, so your actions are being recorded along with your name and the time you swiped your card. Breaking the rules, or observed abuse of lab equipment or materials in the room may result in your card being disabled, either temporarily or permanently, depending on the infraction.

Propping the door open is not permitted, and will send an alarm to Security.

Students do not get access to the building's external doors, and are only permitted to be in the building during open building hours. If McMaster Security finds you in a lab after building hours you will be asked to leave the building. The building hours for ITB are:

Mon-Thur: 7:30 AM to 11:00 PM

Fri: 7:30 AM to 9:00 PM

Sat-Sun: 10:00 AM to 10:00 PM

Access cards are available at Engineering Support Services (The HUB) in JHE-216A. There is a \$10 cash deposit per card (which will be refunded upon the return of the card, when you leave McMaster). Business hours at The HUB are Monday through Friday from 8:30-4:30, but closed for lunch between 12:00-1:00.

If you have problems with your card, please bring both your swipe card and your student card to Steve Spencer in ITB-147. If he can't fix the problem, you may need to return to The HUB to get a replacement card.