





**NSCAD University**

**Guidelines for Use of Student Lockers**

**Revised April 1, 2008**

The following guidelines for use of student lockers have been established in consultation with the Registrars Office and the Department of Facilities Management. They will be revised from time to time in agreement with the Office of Student Services, the Department of Facilities Management and the Office of Academic Affairs and Research.

NSCAD University provides lockers for use by students registered for at least 9 credit courses at the **Granville Campus, Port Campus and the Academy Building**. The university is not responsible for any loss, theft or damage to items kept in lockers. The *Use of University Facilities by Students Policy* and the *Code of Student Conduct* apply to the use of lockers. University and community laws, codes and regulations including but not limited to Occupational Health and Safety, Fire Prevention and property damage apply to the use of lockers. No illegal substances or objects are allowed to be placed in NSCAD lockers.

The following guidelines for locker use are in place at **all NSCAD University Campus locations**:

1. **Each student registered for nine credits or more** of study is entitled to the use of **one locker only** during the semester(s) of study for which they are registered. Students may not claim or be allocated lockers on more than one campus. **All lockers must be registered with the Department of Facilities Management.**
2. **Students with disabilities** may request the use of lockers in specific locations, in keeping with NSCAD's *General Policy on Students with Disabilities*.
3. **Students must supply their own locks and keys for lockers.** (Always have an extra key for your locker)
  - a. Locks may not be placed on lockers until the first day of the semester, with the exception of lockers assigned for use by disabled students.

**Students must;**

- b. **Summer students registered for nine credits or more** of study will need to register a new, assigned (by the Port Department of Facilities Management) locker with the Department of Facilities Management for the summer term; at the time of Summer course registration.
- c. **Clear all items from their lockers and remove locks by the end of the first week (Saturday) after the end of Winter term and Summer Term. After that week, locks will be cut off and the contents removed.**
- d. Clear all items from their lockers and remove locks if they withdraw from the University during the course of an academic year (Fall and Winter). Failure to do so within two weeks of withdrawal from classes will result in the removal and disposal of the lock and locker contents.
- e. All lockers will be registered with the Department of Facilities Management for the two semesters of academic year (Fall and Winter). At the end of the first week (Saturday) after the end of Winter term and Summer term, locks and contents of lockers will be removed and disposed of by Facilities Management staff.
- f. If a student loses their key/combination more than once; or if locks need to be cut off more than once, there will be a charge of **\$5.00** for the next occurrence(s).
- g. **Permanent name signs, stickers, tape, labels, paint, stickers or any other marks** are not to be placed on the lockers at any Campus.

1. The following materials are not to be kept in lockers: **no perishable foods; flammable, chemical, caustic, poisonous or other hazardous materials; no unsealed containers of liquids, no illegal objects or substances.**
2. Tagging, scratching, denting, painting, or otherwise marking on lockers is regarded as defacement of university property, and is not permitted. Damage and defacement of lockers by students will be addressed through the *Use of University Facilities by Students Policy* and/or the *Code of Student Conduct*.
3. The Department of Facilities Management will coordinate the locker registration application and assignment system each year. A block of lockers at the **PORT campus** will be held for Foundation students entering each September and those lockers will be assigned at Student Orientation in September. **All lockers at the Port Campus must be registered with the Department of Facilities Management**

## Locker Locations and Instructions

### Duke & Granville Campus

Lockers at the **Duke & Granville Campus** are provided for student use as follows:

Each student registered for credit in a course at the Granville Campus may claim the use of one locker. **Students with lockers on the Granville Campus may not claim lockers at any of the other campuses.** A student may claim a locker by;

- attaching a lock to it
- placing a *removable* sign with their name on the front of the locker

### Academy Building Campus

Lockers at the **Academy Building** are provided for student use as follows:

Each student registered for credit in a FILM course may claim the use of one locker. **Students with lockers in the Academy Building Campus may not claim lockers at any of the other campuses.** A student may claim a locker by;

- attaching a lock to it
- placing a *removable* sign with their name on the front of the locker

### Port Campus

Lockers at the **Port Campus** are provided for student use as follows:

**IMPORTANT: Any student who puts a lock on a locker at the Port Campus that has not been assigned to them, and/or registered with the Department of Facilities Management will find that it has been cut off, and the locker contents disposed of.**

- a. **Foundation locker Applications are available at the PORT CAMPUS Security Desk or on the NSCAD Website (under Current Student, link to Student Forms). Students may choose to Share a locker with one other student and should indicate that information on the form.**
- b. **All available Ceramics, Product Design and Sculpture Student locker Applications are available at the PORT CAMPUS Security Desk or on the NSCAD Website (under Current Student, link to Student Forms).**
- c. **Summer students registered for nine credits or more of study at the Port Campus will need to register a new, assigned locker for the summer term at the time of Summer course registration.**

**Please Note that the Student(s) whose name(s) is/are on the registration application form will be the person responsible for that specific locker.**

### **LOCKER ASSIGNMENTS at the PORT CAMPUS**

Lockers (314 in total) at the **Port Campus** are provided for student use. Distribution per academic area will be the following:

#### **Foundation students**

**Foundation Students will be sent Locker Registration Application forms prior to the start of term.** Locker Registration Application Form must be completed and submitted to:

**In Person:** Security Desk, Port Campus of NSCAD University, 1107 Marginal Road,

**Or FAX Form to:** (902.442-8215)

**Or MAIL to:** Lee Petter, NSCAD University, 5163 Duke St. Halifax NS B3J 3J6.

#### **Sculpture students / Product Design students / Ceramics students:**

**locker Applications are available at the PORT CAMPUS Security Desk or on the NSCAD Website (under Current Student, link to Student Forms).** Locker Registration Application Form must be completed and submitted:

**In Person:** Security Desk, Port Campus of NSCAD University, 1107 Marginal Road,

**Or FAX Form to:** (902.442-8215)

**Or MAIL to:** Lee Petter, NSCAD University, 5163 Duke St. Halifax NS B3J 3J6.

**MFA (Sculpture/ Installation) and Senior Undergraduate Studio students: locker Applications are available at the PORT CAMPUS Security Desk or on the NSCAD Website (under Current Student, link to Student Forms).** Locker Registration Application Form must be completed and submitted:

**In Person:** Security Desk, Port Campus of NSCAD University, 1107 Marginal Road,

**Or FAX Form to:** (902.442-8215)

**Or MAIL to:** Lee Petter, NSCAD University, 5163 Duke St. Halifax NS B3J 3J6.