## Policy on Access to Departmental Main Office and Copy Rooms in Psychology East for Undergraduates Working with Faculty Updated November 2016

Psychological & Brain Science undergraduate students working in labs and/or 199 students are not permitted in the departmental main office including the copy room in Psychology East during the lunch hour (12 PM-1 PM) or after business hours or on weekends unless accompanied by a graduate student or faculty member. No undergraduates will be granted access to the main office in Psychology East.

In addition, per departmental policy, UCSB Access ID cards and/or key fobs should not be loaned to undergraduates by graduate students or faculty for access to the departmental main office and copy room during the restricted hours.

Volunteers will not be given access to the Psychology Building or Psychology East Basement and should not be in labs or other department facilities without supervision by a graduate student or faculty member.

If you have any questions, please see the Chair or MSO.