

PROCEDURE FOR UNIVERSITY PARK CAMPUS ACCESS

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Procedure Introduction

The following set forth the procedures and protocols regarding access to USC's University Park Campus. These are in place to help ensure the safety of all students, faculty, staff and guests.

Responsibilities

Please see the Campus Access policy for responsibilities and definitions.

POSITION or OFFICE	RESPONSIBILITIES
Students, Faculty, Staff and Visitors	1. Required to comply with this policy; violations should be reported to DPS.
Department of Public Safety	1. Management and enforcement of this policy in coordination with USC schools and departments.

Procedure Details

UNIVERSITY PARK CAMPUS

Action #	Responsible Stakeholder	Details
1.0	USC DPS	Hours of Access & Locations Certain campus entrances will always remain open, including overnight. Other entrances may close at the end of the business day, or in the early evening. Entrance information is available at https://maps.usc.edu however, entrance information is subject to change.
2.0	USC DPS, students, faculty, staff and visitors	After-Hours Campus Access From 9pm to 6am daily, anyone coming onto campus – including students, faculty, and staff – must provide their USC identification card, or other government-issued photo identification to security personnel stationed at open entrances. USC restricts visitor access to campus nightly between 9pm and 6am, and guests are only permitted on campus after hours with advance registration.
3.0	USC DPS, students, faculty, staff and visitors	USC Invited Guest Registration Visitors and guests, including parents and family members, must be preregistered to access campus after hours (9pm-6am daily): <ul style="list-style-type: none"> • Students and employees must fill out the visitor registration form. Please submit the completed form as far in advance of a guest's arrival date as possible.

		<ul style="list-style-type: none"> • Upon arrival, registered guests must check in with security personnel who are stationed at designated campus entrances (24-hour entrances are shown here). Visitors must show a government-issued photo ID to confirm their identity. • Students and employees should meet their guests at the entrance gate and accompany them while they are on campus. <p>For additional information, please visit http://visitor.usc.edu.</p>
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Definitions

Term	Definition
N/A	

Compliance

Click or tap here to list all applicable monitoring, exceptions, enforcement, or sanctions for non-compliance. If there are no applicable sanctions, delete this section.

Relevant Forms and Tools

University Park Campus – After-Hours Visitor Registration Form:
<https://visitor.usc.edu/visitorreg/>

Contacts

Please direct any questions regarding this procedure to:

OFFICE	PHONE	EMAIL
USC DPS	(213) 740-6000	https://dps.usc.edu/contact/