

## Adjunct Office Information

### BUILDING 2000

#### Adjunct Office 2232.28 (Inside of Suite 2232)

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Desk 1A-223-0164

Desk 2A-223-0191

Desk 3A-223-0190

Desk 4A-223-0189

Desk 5A-223-0188

#### Closest Conference Room to Adjunct Desk Area

2232.26- Seats 4-Whiteboard

#### Copy Room

Room-2232.01

#### Break Room

Room-2232.08 or 2229.00

#### All Conference Rooms in Suite 2232

2232.03- Seats 6-Whiteboard

2232.05- Seats 6-Whiteboard

2232.12-Seats 4-Whiteboard

2232.15- Seats 8-Whiteboard

2232.26- Seats 4-Whiteboard

#### Storage on EAC

2232.25

## Adjunct Office Information

### BUILDING 2000

#### Adjunct Office 2232.11 (Inside of Suite 2232)

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Desk 1A-223-0169

Desk 2A-223-0170

Desk 3A-223-0171

Desk 4A-223-0172

Desk 5A-223-0173

Desk 6A-223-0174

#### Closest Conference Room to Adjunct Desk Area

2232.15- Seats 8-Whiteboard

#### Copy Room

Room-2232.07

#### Break Room

Room-2232.08/2229.00

#### All Conference Rooms in Suite 2232

2232.03- Seats 6-Whiteboard

2232.05- Seats 6-Whiteboard

2232.12-Seats 4-Whiteboard

2232.15- Seats 8-Whiteboard

2232.26- Seats 4-Whiteboard

#### Storage on EAC

2232.11-Departmental Storage

## Adjunct Office Information

### BUILDING 2000

#### Adjunct Office 2210

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Desk 1A-223-0153

Desk 2A-223-0154

Desk 3A-223-0155

Desk 4A-223-0156

#### Conference Rooms

2210.02- Seats 4-Whiteboard

2210.05- Seats 4-Whiteboard

#### Break Room

#### All Conference Rooms

2210.02- Seats 4-Whiteboard

2210.05- Seats 4-Whiteboard

#### Storage on EAC

## Adjunct Office Information

### BUILDING 2000

#### Adjunct Office 2308.01 (Inside of Suite 2308)

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Desk 1A-223-0194

Desk 2A-223-0195

Desk 3A-223-0196

Desk 4A-223-0197

#### Closest Conference Room to Adjunct Desk Area

2308.02- Seats 4-Whiteboard

2308.06- Seats 4-Whiteboard

#### Copy Room

Room-2308.12

#### Break Room

Room -2308.13

#### All Conference Rooms in Suite 2308

2308.02- Seats 4-Whiteboard

2308.06- Seats 4-Whiteboard

#### Storage on EAC

2308.07

## Hello RRC Faculty/Staff:

To have access to Campus computers and offices you will need to complete the following forms.

**The Domain New User Request Form** - RRC is a Windows 7 only Campus which requires that you be on the ACC domain. The Domain New User Request Form must be submitted online at:

[http://accweb.austincc.edu/helpdesk/DomainForms/domain\\_HourlyUser.html](http://accweb.austincc.edu/helpdesk/DomainForms/domain_HourlyUser.html) **Note: You do NOT need your supervisor to complete this form.** Once submitted you will get an email confirmation from the Help Desk with your user name and password.

**Electronic Access Card Application\*** - If you do not have an Employee ID badge with the electronic strip, you will need to obtain one for the Round Rock Campus. At RRC, the ID badge can be programmed to give access to certain classrooms, labs, and offices that, when not in use, should remain locked because of the contents of the space. Complete an Electronic Access Card Application and obtain necessary signatures. Form can be found in the RRC Campus Manager's Office, room 1103.00 or online at

<http://www.austincc.edu/security/images/EACRequest%20Form.pdf>

\*FAX or hand-carry your Electronic Access Card Application to the RRC Campus Managers office so that you can have an Electronic Access badge made. Fax number is 223-0900.

### Where to get an ACC Electronic ID Badge

- Human Resources Department [6th floor at Highland Business Center (HBC)] Monday through Friday, 8am-5pm. No appointment necessary and the ID badge will be printed immediately.
- Security Management Office (SVC) next to Rm.183. **Security Management will issue electronic access cards by appointment only. An Electronic Access Card application is required in order to obtain an access card. For more information please contact the Security Management Admin, Teresa Pedrosa at 223-1129.**
- If the above options are not convenient, picture for the badge can be made in the RRC Campus Manager's office and forwarded to Security Management at SVC. The electronic ID badge will be printed and sent (via campus mail) to RR Campus Police for pickup.

**Key Request Form** If you have a single person office on the Round Rock campus, you will need to complete a Key Request Form to get a key to that office. The Key Request Form can be found in the Campus Manager's Office or online at: [http://www3.austincc.edu/it/eforms/forms\\_int/CAPO.010.pdf](http://www3.austincc.edu/it/eforms/forms_int/CAPO.010.pdf)

1. **Adjunct Faculty Filing Cabinet Drawer Form:** if you would like to reserve a Filing Cabinet Drawer in one of the Adjunct Faculty Suites, please note the following to request an Adjunct Faculty Filing Cabinet key:
  - Please select an adjunct faculty office, be sure to get the room number. (Only BIOL and Pharmacology in Building 3000)
  - Pickup a file cabinet request form in the Campus Manager's office, 1000 Bldg., 1st Floor: Rm. 1103.00
  - If available, a file cabinet drawer and key will be assigned to you.
  - Please note: No Desk will be assigned in adjunct suites; desks are available to adjunct faculty on a daily basis and cannot be locked/secured.

Have a great semester, and please contact any of the Campus Manager's staff with questions or concerns.

Alice Farmer – 223-0001, [afarmer@austincc.edu](mailto:afarmer@austincc.edu)

Melissa Sotelo – 223-0005, [msotelo@austincc.edu](mailto:msotelo@austincc.edu)

Judy Van Cleve – 223-0002, [judyvc@austincc.edu](mailto:judyvc@austincc.edu)

Karen Charles – 223-0000/223-0004, [kcharles@austincc.edu](mailto:kcharles@austincc.edu) (Evening Coordinator Mon. – Thurs. 5pm – 9:45pm.)



## Faculty/Staff Electronic Access Card Application

Please print all information legibly. All information is required.

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Supervisor email: \_\_\_\_\_

I acknowledge by my signature that I have received the above numbered access card. I understand that the card is the property of Austin Community College and that I am responsible for returning the card to the Security Management Department upon separation from the college. I also agree that I will only use the card in the lawful performance of my job duties and will not use it or allow it to be used to gain access to any unauthorized area. I further understand that I may be assessed a \$10.00 fee if I lose the card or fail to return it. Access controlled areas are subject to authorization. I understand that while I may request an access controlled area my request be denied. My signature also constitutes an agreement to the terms and conditions set forth below.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Employee's Supervisor Date

\_\_\_\_\_  
Campus Manager Date

\_\_\_\_\_  
\* Authorization Date

\_\_\_\_\_  
\*\* Authorization Date

\_\_\_\_\_  
\*\*\* Authorization Date

- \* Executive Vice President, College Operations authorization
- \*\* Director, ACCNet Services and Executive Vice President, College Operations authorization
- \*\*\* Executive Vice President, Finance & Administration authorization

### Terms and Conditions:

Austin Community College reserves the right to terminate your access privileges at any time, with or without notice, for any reason. You will use the access privilege only for authorized activities and will take such steps as are reasonably necessary to prevent unauthorized use. You accept financial liability for any loss of University property consequent to granting access, either directly or indirectly (e.g. by propping doors or disabling locks), to a person who does not have access permission. You will not share your access card with any other person. This Agreement shall be governed by the laws of the State of Texas.



## RRC--Access Control Area(s) Requested

- Please determine areas where you will need access prior to completing application
- Check the appropriate boxes below

### RRC BLDG 1000

- Main Entrance 1101 \*
- Campus Manager's Suite 1103A
- Mail/Duplication 1103B
- Student Services 1105
- Financial Aid Storage 1109
- Faculty/Adjunct Suite 1204
- Math/Physical Science Dept. Storage 1205
- Social/Behavioral Sciences Dept Storage 1206
- Hybrid Classrooms 1208,1211,1219,1220
- Library 1302
- IRT Media Center 1307
- IRT Computer Center 1315

### RRC BLDG 2000

- Main Entrance 2101 \*
- The Accent 2107
- CE Computer Lab 2109
- Testing Center 2205
- CE Admin 2210
- Computer Lab 2207
- Electronics Lab 2208 2209
- Faculty Suite 2210
- Business Studies Computer Lab 2214
- CSAT Computer Lab 2215 2220
- CSAT Server Room 2218
- CE GED Testing 2223
- Faculty Suite 2232
- Bus. Studies Dept. Storage 2232.10
- Chemistry 2305 2306 2307

- Faculty Suite 2308
- Reading Room 2318 2329
- Physical Sciences 2324 2325
- Learning Lab 2330
- Learning Lab Server 2330.05
- Learning Lab Computer Lab 2330.15 2330.16

### RRC BLDG 3000

- Main Entrance 3101 \*
- Administrative Space 3105
- Faculty Suite 3117
- MLT/Biology 3121
- Radiology 3128
- Faculty Suite 3205
- Faculty Suite 3217
- Nursing Skills 3219
- Sonography 3228
- Nursing Labs 3230
- Nursing Simulation Control 3231
- Faculty Suite 3305
- Hybrid Classrooms 3313 3330
- Bio/Micro Bio/Anatomy Labs and Prep 3314 3320 3325
- NCL Reception 3334
- Faculty Suite 3341
- Astronomy Obs. Deck 3404/Elv Car 5

### RRC BLDG 5000

- Main Entrance 5126 \*
- Building Construction Labs 5102 5106
- Automotive Tool Room 5118
- Automotive Bays 5122
- Welding Lab 5130
- Faculty Suite 5135
- Storage Yard 51GT

### RRC BLDG 9000

- Maintenance 9103

### ACCNet\*\*

- B1000 1<sup>st</sup> Floor IDF
- B1000 2<sup>nd</sup> Floor IDF
- B1000 3<sup>rd</sup> Floor IDF
- B2000 1<sup>st</sup> Floor IDF
- B2000 2<sup>nd</sup> Floor IDF
- B2000 3<sup>rd</sup> Floor IDF
- B3000 1<sup>st</sup> Floor IDF
- B3000 2<sup>nd</sup> Floor IDF
- B3000 3<sup>rd</sup> Floor IDF
- B5000 IDF
- B5000 MDF
- B9000 IDF

### Other

- District Police\*
- Cashier \*\*\*

\* Requires authorization from Executive Vice President, College Operations

\*\* Requires authorization from Director, ACCNet Services and Executive Vice President, College Operations

\*\*\* Requires authorization from Executive Vice President, Finance & Administration

Make sure all required fields are completed. Sign and date the form. Submit the form to your supervisor and/or department head. Your supervisor will need to send the form to the Campus Manager for authorization. Once the Campus Manager has approved he/she will send the form to Security Management so that access can be programmed to your ID. Please note that only areas for which you are approved will be added.

### FOR USE BY SECURITY MANAGEMENT ONLY

ACC Electronic Access # \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Issued by: \_\_\_\_\_