

## New Key Distribution for Credit Associate Faculty Teaching at the Oceanside Campus

### When and Where to Pick-Up Keys:

- Facilities Assistant, Carrie Everts will notify each credit associate faculty member when his/her keys are ready to be picked up.
- Keys can be picked up from the [Facilities Office on the Oceanside campus in Bldg. 4200](#) between 8am – 12pm or 1pm - 4pm, Monday thru Friday (**Note:** Facilities is closed for lunch between 12:00-1:00).
  - Faculty are encouraged to contact the Facilities Assistant, Carrie Everts prior to picking up keys.
  - If special arrangements need to be made for evening classes, please contact Carrie Everts at [ceverts@miracosta.edu](mailto:ceverts@miracosta.edu) or by phone at ext. 6875.

### Lost or Stolen Keys or Fobs/Key Cards:

- If a credit associate faculty member has lost or had their keys stolen, **the faculty member will:**
  1. Report the lost or stolen key(s) or Fobs/Key Cards to [College Police in Bldg. 1100](#) immediately.
    - a. College Police will take a report and issue a case number, or a CAD number, and submit the report to Facilities.
  2. Notify their dean and provide the case number, or CAD Number, issued by Campus Police. This number is needed for the Help Desk Replacement Key Request.
    - a. The dean will notify the designated school administrative assistant who will then submit a Help Desk Key Replacement Request.
    - b. Replacement keys will be issued within 10 days after receiving approval.

**IMPORTANT - Faculty Teaching Online Only:** Facilities will **no longer** automatically issue keys for credit AF who are teaching **online classes only**. If you are a faculty member who is only teaching online, classes please contact your school's academic division assistant to request keys for the Associate Faculty Offices at the Oceanside campus.

If you have any questions about this process please contact Carrie Everts at [ceverts@miracosta.edu](mailto:ceverts@miracosta.edu) or by phone at ext. 6875.