ACCESS CONTROL FAQS

1. What is Access Control?
Access Control is an electronic door access security system determining who can access a building, room, or specific area. This is a way to keep our faculty, staff, and students safe.

2. How does Access Control work?
Unlike a traditional lock and key system, access control utilizes your ID badge. A badge swipe will grant you access to buildings, rooms, and areas where you have permission to enter.

3. Why is SCC installing Access Control now?
Access Control is a valuable security tool that eliminates unrestricted, unauthorized access to campus buildings, creating a safer work and learning environment. Access Control hardware is already installed in nearly all areas at each SCC campus. Campus Police will implement use of Access Control beginning August 5, 2024. This gives Campus Police ample time to prepare for students' arrival.

4. Does my current SCC ID badge work with the Access Control System?
You will be receiving a new SCC ID in one of the following ways.
- New students will receive a new student ID during the Admissions process or during New Student Orientation.
- For Spartanburg County based students, you can pick up your ID badge at the Spartanburg (Giles) Campus Police Department, 24/7.
- For Cherokee County Campus based students, you can pick up your ID badge during normal operating hours from Student Services, Rm 122. IDs will also be available Monday-Thursday from 5-11pm in Student Services.
- For Union County Campus based students, you can pick up your ID badge during normal operating hours from the Administrative Assistant on-site.
- New employees will receive a new ID badge during their onboarding processing.
- Current Employees: Please note that your current ID card will work with Access Control. A new card is not needed at this time. If you have issues with access, please visit Human Resources.

5. Will SCC be able to track me now?
Access Control is not a tracking tool. The system software records every time someone uses their ID badge for door access and will store the time, date, and ID (person) that accesses any control-equipped door. SCC will not be monitoring the specific badge entries. When needed, for security or safety reasons, use of access control can be evaluated.

6. Will my location be shared without my knowledge?
Access Control is a physical security door locking (and opening) technology that will enhance the safety and security of the College, its students, faculty, and staff. The College has developed Access Control procedures whereby only properly authorized personnel with qualifying reasons will be given information on who uses access control.

SCC SPARTANBURG Community College

7. What should I do if I lose my ID badge?

If you lose your ID badge, notify Campus Police immediately. You must go to the Campus Police Department to be issued a replacement badge as soon as possible. Do not loan or borrow an ID Badge.

8. Will I be charged for a replacement ID Badge?

SCC will issue every student/employee one (1) "original issue" access control badge at no cost. All replacement badges will cost $15.00 each. Remember, the SCC Access Control ID Badge is like having a key to a building and you should take extra care not to lose your badge.

9. What If I invite a guest to campus? How will they gain access?

All guests should be informed to report to the Campus Police department upon arrival to campus. Campus Police will assist the guest with gaining access to the proper location. Guests that have scheduled meetings with specific faculty or staff will receive instruction on how to gain access to the meeting location when the meeting schedule is finalized.

10. What if someone asks me to let them in and they do not have an Access Control badge? Should I be concerned that someone follows behind me and enters the building without using their Access Control badge?

The term for someone following you through an Access Control door is called "tailgating." SCC recognizes that this may occur during high traffic times, but you should be consistently aware of your surroundings and report suspicious individuals or activities to Campus Police immediately. Please do not hold the door for anyone to enter or open the door for anyone. Ignore the door! Access Control is in place for your safety.

11. What should I do if my badge does not work or if I want to request access to an area that my badge does not open?

You should contact the SCC Campus Police Department if your badge does not work. If you need access to certain areas that are currently not assigned to you, you should work with your supervisor/instructor to request access to additional areas.

12. What is the deadline for getting my new Access Control ID?

All students should have the new SCC ID badge no later than the start of Fall Semester, August 19, 2024.