

Department of Art

Key Issuing Policy & Procedure - Student

Obtaining a Key(s):

- Fill out Key Request Form
- Return to the Art Office, Willard 111
- Keys are available 48 hours after form submittal. Picked up keys at Key Control, 134 Dykstra Hall.

***Student ID REQUIRED at pick-up.**

Key Returns:

You will need to return your key(s) for the following situations:

- You are graduating.
- You are leaving the Department of Art.
- You are leaving K-State.
- Summer Break

Or

- You have finished with the class and will not be taking another class in that room in the following semester.

*Return department keys to the Art Office, Willard 111.

Failure to Return Key(s):

A HOLD is placed on your KSIS account. This affects enrollment abilities in the next semester, obtaining a transcript, or receiving a diploma. **TURN YOUR KEYS IN!**

Lost Key(s):

Fill out a lost key form. Return it to 134 Dykstra Hall along with payment for the lost key(s).

- Currently the cost per key is \$10.00 + (Tax) = \$10.88.
**Exact change or check are the only forms of payment accept.

Facilities Note:

If key(s) are not pick up from Key Control within 30 of request submittal, the request expires and a new key request form will need to be submitted to the Art Office.