Lockers located within McCord Hall are for the exclusive use of the W. P. Carey graduate student community. There are two types of lockers available for use by graduate students within the business school.

**Day Use Lockers:**
There are 64 lockers designated for day use located throughout McCord Hall, distributed in both the women and men’s restrooms on floors one, two, three, and four. Day use lockers are available for 24 hours at a time, Monday through Thursday, and for the weekend when checked out on a Friday. Students interested in using a day use locker should check in with the front desk located on the 3rd floor of McCord Hall. The front desk is open from 8 am – 5 pm daily. A student interested in using a day use locker will be asked for the following:

- ASURITE
- Program of Study
- Sun Card

The individual staffing the front desk will sign out a locker in WPC’s locker registration system on behalf of the student and give the student a key to the assigned locker. The 24 hour period for that particular locker will begin at that time. Students may not use a personal lock on any day use locker. Any personal locks found on day use lockers will be cut off.

Students who would like to use a day use locker between Monday and Thursday are able to do so for a single 24 hour period. If a student would like to use a locker for more than one 24 hour period, they must return to the front desk and sign out the locker again. If there is a waitlist for day use lockers, the student’s name will be added to the waitlist and will receive an email notification when a locker becomes available.

If a student checks out a day use locker between 8 am and 5 pm on a Friday, the student has until that equivalent time on Monday to return the locker. For example, if a locker is checked out at 8am on Friday, the key to the locker is due back to the front desk at 8am on Monday.

Students who fail to return the key for their day use locker on time or lose their key will be subject to the following penalties:

- The first time a day use locker key is returned outside of the 24 hour period (Monday-Thursday) and the Monday following a Friday, will receive a warning via email.

- The second time that a day use locker key is returned late the student will no longer be able to use the day use lockers in McCord Hall for the remainder of the semester.

- If a student loses a key for their day use locker, they will be subject to a $25.00 fine and may have their locker privileges revoked for the period of up to one semester.
**Long-Term Use Lockers:**
Located on the second floor of McCord Hall are a limited number of lockers available for students to use on a semester basis for the fall, spring, and summer semesters.

Long-term use lockers are allocated by lottery. For the fall semester, incoming graduate students from all programs (excluding the full-time MBA and Executive MBA programs) as asked via the incoming student survey if they would like to participate in the survey to receive a locker. Students who indicate that they are interested in a long-term use locker will be entered into the locker lottery. Those who successfully secure a locker will be notified by email. In subsequent semesters throughout the academic year, students need to complete the locker lottery survey, which will is sent by email to all students in a graduate program in the W. P. Carey School of Business.

At the close of each semester, all lockers will be cleaned and readied for the next locker allocation. Any belongings that are left in a locker after the cleanout date will be collected and held for a short period of time before being disposed of and/or donated.

**Students with Accommodations:**
If a student has registered accommodations with the DRC (Disability Resource Center), and the accommodation includes a locker, or a specific location of a locker, please speak with a member of the Student Services team immediately. The student services team will then make every effort to secure a locker on behalf of the student.

**Important Final Information:**
Students who choose to use either the day use or long term use lockers may do so at their own risk. The W.P. Carey School of Business does not assume responsibility for the contents of any student locker. It is the responsibility of the student to adhere to the locker policy at all times. Students who fail to remove their belongings from their assigned long term locker will risk having their belongings donated or disposed of. In addition, students who repeatedly do not adhere to the locker policy will lose their access to both day use and long term use lockers.

For any questions or clarifications of the locker policy, please feel free to speak with a member of the student services team or send an email via: WPCgrad@asu.edu

*Last Updated: August 7, 2017*