



# HOW TO ACCESS YOUR PEPPERDINE GRADUATE CAMPUS CALABASAS CAMPUS

As we are settling into the rhythm of remote work and academic instruction, we are adjusting operations at the graduate campuses. All graduate campuses will now remain locked with no graduate campus staffing. All graduate campuses will remain accessible to faculty and staff for essential work. Please refer to the instructions below if you need to access the Calabasas Campus.

**1**

## ALL FULL-TIME FACULTY/STAFF HAVE THEIR ID CARD

Calabasas doors work on access control, activated by your Pepperdine ID and PIN Code. Access the campus through ONLY the main front entrance doors to the building. Please do not leave any exterior door propped open, as it will activate the security alarm. In the event of an alarm, please contact Public Safety at 310-506-4441.

**2**

## IF YOUR ID CARD DOES NOT WORK

If you are at the building and cannot enter, call Mike Landis at 310-506-7346 during normal business hours or DPS at 310-506-4442 after hours. To check the status of campus access on your ID, please email [michael.landis@pepperdine.edu](mailto:michael.landis@pepperdine.edu)

**3**

## EMERGENCY ON SITE OR URGENT REQUEST

If there is an emergency, call 911 and the Department of Public Safety at 310-506-4441. For non-emergency urgent matters, please call Nancy Vartapetova at 323-304-4163.

**4**

## IF YOU ARE NOT A RESIDENT FACULTY/STAFF

Please follow steps in #2 or ask your dean/supervisor to request special access authorization to this campus by emailing Nancy Vartapetova at [nancy.vartapetova@pepperdine.edu](mailto:nancy.vartapetova@pepperdine.edu)



# HOW TO ACCESS YOUR PEPPERDINE GRADUATE CAMPUS WEST LA CAMPUS

As we are settling into the rhythm of remote work and academic instruction, we are adjusting operations at the graduate campuses. All graduate campuses will now remain locked with no graduate campus staffing. All graduate campuses will remain accessible to faculty and staff for essential work. Please refer to the instructions below if you need to access the West LA Campus.

**1**

## RESIDENT FACULTY/STAFF HAVE CARD KEYS

Resident faculty and staff have card keys that allow building, elevator, and suite access 24 hours 7 days a week including holidays. Anyone who has an office has their own office key. Graduate campus staff have building master keys, and school receptionists have master keys to their floor.

**2**

## IF YOU DO NOT HAVE A KEY (E.G. ADJUNCT FACULTY)

Please email [harold.taylor@pepperdine.edu](mailto:harold.taylor@pepperdine.edu) and cc [chaundra.pierce@pepperdine.edu](mailto:chaundra.pierce@pepperdine.edu) for assistance. (24 hour notice)

**3**

## IF SOMETHING HAPPENS ON SITE OR YOU HAVE AN URGENT REQUEST

If there is an emergency, call 911 and the Department of Public Safety at 310-506-4441. For non-emergency urgent matters, please call Harold Taylor at 323-252-1023.

**4**

## IF YOUR CARD KEY OR OFFICE KEY DOES NOT WORK

Please call Harold Taylor at 323-252-1023 or email Harold at [harold.taylor@pepperdine.edu](mailto:harold.taylor@pepperdine.edu). You can also reach Chaundra Pierce at 310-627-6685 or at [chaundra.pierce@pepperdine.edu](mailto:chaundra.pierce@pepperdine.edu).



# HOW TO ACCESS YOUR PEPPERDINE GRADUATE CAMPUS ENCINO CAMPUS

As we are settling into the rhythm of remote work and academic instruction, we are adjusting operations at the graduate campuses. All graduate campuses will now remain locked with no graduate campus staffing. All graduate campuses will remain accessible to faculty and staff for essential work. Please refer to the instructions below if you need to access the Encino Campus.

1

## RESIDENT FACULTY/STAFF WITH KEY CARDS/FOBS

- Scan the key card/fob at the entrance of the building (black box)
- Make sure the red light turns green to access the building
- Once you enter the elevator, scan the key card/fob on the black box inside the elevator after selecting your floor
- Scan the key card/fob at the entrance of the suite (black box)
- Make sure the red light turns green to access the suite
- After entering, close the door behind you so the alarm won't set off before the light turns red again
- The same process applies when leaving the suite so the alarm will not go off
- Keys will only grant access to the office you are assigned

2

## IF YOU DO NOT HAVE A KEY CARD/FOB

Please call Harold Taylor at 323-252-1023 or Crystal Cabral at 626-807-4873. You can also email [harold.taylor@pepperdine.edu](mailto:harold.taylor@pepperdine.edu) or [crystal.cabral@pepperdine.edu](mailto:crystal.cabral@pepperdine.edu). (24 hour notice)

3

## IF SOMETHING HAPPENS ON SITE OR YOU HAVE AN URGENT REQUEST

If there is an emergency, call 911 and the Department of Public Safety at 310-506-4441. For non-emergency urgent matters, please call Harold Taylor at 323-252-1023 or Crystal Cabral at 626-807-4873.

4

## IF YOUR KEY DOES NOT WORK

Call Harold Taylor at 323-252-1023 or Crystal Cabral at 626-807-4873. You may also email [crystal.cabral@pepperdine.edu](mailto:crystal.cabral@pepperdine.edu) regarding campus access.



# HOW TO ACCESS YOUR PEPPERDINE GRADUATE CAMPUS IRVINE CAMPUS

As we are settling into the rhythm of remote work and academic instruction, we are adjusting operations at the graduate campuses. All graduate campuses will now remain locked with no graduate campus staffing. All graduate campuses will remain accessible to faculty and staff for essential work. Please refer to the instructions below if you need to access the Irvine Campus.

1

## RESIDENT FACULTY/STAFF HAVE KEYCARDS AND KEYS

- Resident faculty/staff will need to use their keycard for building access.
- Swipe access card on the black device located outside of the building on the right hand side behind the planter before entering the double glass lobby doors of the building.
- Swipe your access card on black device located in the elevator.
- When it beeps, press the floor of choice for floor access.
- Once you are on your floor, you will need to swipe your access card on the card reader to access the door.
- You will need to bring your door key to get access to your office.

2

## IF YOU DO NOT HAVE A KEYCARD AND/OR KEY

Please email Pamela Ortega at [portega@pepperdine.edu](mailto:portega@pepperdine.edu) and cc [myra.hernandez@pepperdine.edu](mailto:myra.hernandez@pepperdine.edu) for assistance. (24 hour notice)

3

## IF SOMETHING HAPPENS ON SITE OR YOU HAVE AN URGENT REQUEST

If there is an emergency, call 911 and the Department of Public Safety at 310-506-4441. For non-emergency urgent matters, please call Harold Taylor at 323-252-1023 or Pamela Ortega at 562-213-3650.

4

## IF YOUR KEY DOES NOT WORK

Call Harold Taylor at 323-252-1023 or Pamela Ortega at 562-213-3650