



Student Organization Classroom Access Guide

If you book a classroom for your student organization’s upcoming meeting or event, it is your responsibility to ensure the room is unlocked or accessible. Some classrooms require swipe card access, while others are keyed doors. Neither the Police nor Facilities Management are permitted to unlock interior doors. Classroom reservations cannot be made until approximately 10 days into the start of the semester due to class scheduling.

ID CARD ACCESSIBLE ROOMS

Once an email confirmation is received by the student organization from Records & Registration with the room assigned, dates, and times, that should be forwarded to mavorgs@uta.edu with the names and ID numbers of the officers needing room access. Every UTA student, faculty, and staff member has their own unique 5-digit pin required to enter a swipe card door. To retrieve your PIN, go to uta.edu/selfservice.

Architecture Building (ARCH)	329, 330, 401, 404 ,405
College of Business (COBA)	138, 139, 140, 141, 142, 147, 149, 150, 151, 152, 153, 154, 239, 241, 243, 245E, 245W, 251, 252, 253, 254, 255, 256, 348
Engr Research Bldg (ERB)	129, 130, 131
Fine Arts (FA)	148, 210A, 258, 303, 309
Geoscience (GS)	100, 104, 109
Nedderman Hall (NH)	105, 106, 108, 109, 110, 111, 112, 202, 203, 229
Pickard Hall (PKH)	102, 103, 105, 107, 109, 111, 113, 319, 321
Science Hall (SH)	315, 324, 325, 330, 331, 332, 333, 334
Sci/Engr Innovation (SEIR)	194, 198, 294, 298
Trimble Hall (TH)	01, 02, 03, 20, 21, 23, 102, 110, 115, 118, 119, 202, 204, 208, 209, 211, 212, 215, 216, 218, 219
University Hall (UH)	001, 002, 007, 008, 009, 010, 011, 014, 025, 104, 108, 110, 115, 116, 122, 321
Wolf Hall (WF)	402, 404

KEY CONTROL ACCESS

Keys are not issues to students or non-university users. Keys are issued to the faculty/staff advisor of record through Key Control after a request is made through the Student Organizations Office. A request for a key should be made by forwarding the email confirmation from Records and Registration to mavorgs@uta.edu.

Architecture Building (ARCH)	401
College Hall (CH)	106
Baker Chem Research Bldg (CRB)	114
Fine Arts (FA)	112, 210A, 258, 327, 327A, 409
Gen Academic Class Bldg (GACB)	103, 105
Life Science (LS)	100, 101, 102, 118, 122, 124, 424, 428
Pickard Hall (PKH)	104, 110, 204, 205, 209, 212, 223, 227, 302
Science Hall (SH)	100, 101, 103, 105, 121, 125, 129, 205
Social Work Complex (SWC)	115, 217, 219, 308, 311, 402
Wolf Hall (WF)	208, 210, 221, 308, 311, 402

DEPARTMENTALLY MANAGED CLASSROOMS

The following classroom reservations are managed by the local academic department. You will need to take a copy of your registered Campus Event Planning Sheet to the appropriate administrative office.

Architecture Building (ARCH)	204, 304
Nedderman Hall (NH)	100