I. SCOPE

This policy establishes regulations and guidelines for the production and distribution of all University Identification (ID) Cards and bar codes. It includes the services available to ID card holders.

II. POLICY

Administration

The ID Center has overall responsibility for the administration and implementation of the University ID card program.

Regional campuses are responsible for issuing and distributing ID cards in accordance with the procedures established by the ID Card Center. See Procedure 07-10-01, University Identification Cards.

The academic departments and administrative offices of the University will provide pertinent data on students, faculty, staff, trustees, family members, and other affiliates to the ID Card Center necessary for the production of ID cards.

ID Card Types

The University issues the following types of University ID cards:

- Employee ID cards
  - Faculty ID cards
  - Staff ID cards
- Student ID cards
- Trustee ID cards
- General ID cards
  - Family ID cards
  - Volunteer ID cards (staff, faculty, affiliates)

Senior Officers of the University are issued Faculty ID cards.

Individuals who are both faculty and student or staff and student will be issued only one ID card.

ID Card Services

Faculty, Staff, or Trustee ID Cards may be used for the following services:

- Campus buses and shuttles
- Physical recreation facilities (a fee may be assessed and hours of utilization limited)
- Accounts at the University Book Center and Credit Union
- University discount programs
- Access to the University Libraries
- Access to the Faculty Technology Evaluation and Consulting (TEC) Center
- Use of the Computing and Information Services (CIS) Computing Labs
- Generation of a Computing and Information Services (CIS) CAP Account
- Food Services
- ID Card Debit Program

**Student ID Cards** may be used for the following services:

- Campus buses and shuttles
- Physical recreation facilities (a fee may be assessed and hours of utilization limited)
- Designated student activities
- Student discount programs
- Access to the University Libraries
- Access to University resident halls
- Access to the Student Health Program
- Use of the Computing and Information Services (CIS) Computing Labs
- Generation of a Computing and Information Services (CIS) CAP Account
- Food Services
- ID Card Debit Program

**Family and General ID Cards** may be used for the following services:

- Campus buses and shuttles
- Physical recreation facilities (a fee may be assessed and hours of utilization limited)
- Access to the University Libraries
- ID Card Debit Program

**REFERENCE**

Procedure 07-10-01, University Identification Cards