



Identification Cards

Campus Procedure 545.1

General Policy

I. Purpose and Scope

All UACCB students, faculty, and staff are required to carry their UACCB identification card whenever they are on campus. The UACCB Student ID Card displays the student's name and ID number, color photograph, and the date of issue. The card also features an ID number used to be a unique identifier of the individual related to the College. The bar code on the front is the UACCB library card, can be used to check into events, and can serve other purposes. During emergencies and other periods of heightened security, access to the campus may be limited to those UACCB students, faculty and staff in possession of a current, valid UACCB identification card.

II. Definitions

N/A

III. Procedure

Identification cards are issued to all students during orientation and registration. Newly admitted students may also obtain their student ID card in the Admissions Office in the Main Classroom Building (MCB) after receiving their letter of acceptance. A Student ID Card may occasionally require replacement. A fee is not charged if the student's current card is exchanged for a new card. For a name change or correction, documentation of the student's legal name is required (driver's license, passport, state issued ID, marriage license, etc.). Only current students may receive replacement ID cards. Lost or stolen Student ID Cards can be replaced at the Admissions Office. The student must present some other form of positive identification (picture ID) to replace a lost or stolen card. There is a \$10 charge for the replacement of a lost card.

The lending, selling or illegal production of identification cards is strictly prohibited. UACCB identification cards remain the property of the College and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues her/his affiliation with UACCB. The use of a UACCB Student ID card by anyone other than that student is prohibited and may constitute a violation of the Student Code of Conduct Code subjecting the student to disciplinary action by the College. Students are encouraged to guard their Student ID Card as they would a driver's license, credit cards, or cash.

Cards issued to employees, students, and individuals affiliated with UACCB must be returned upon separation from the College.

IV. Related Information

V. Revision History

Effective Date: November 20, 2007

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