

2.1.12

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SUBJECT: IDENTIFICATION CARDS

- ◆ Participation in many College activities and services requires the presentation of a College picture identification (I.D.) card. A member of the faculty or staff must also have a College I.D. card to use recreational facilities and check out library books.
- ◆ The infirmary on campus requires all College employees and their spouses to show a College ID in order to **not** be charged for an office visit.
- ◆ A member of the faculty or staff may obtain an I.D. card from the Office of the Dean of Students in the Cook Building. A terminating employee must turn in his or her I.D. card to the Payroll/Human Resources Office as a part of the exit interview.
- ◆ The I.D. card must be validated every semester in the Dean of Students office.

Contact for Interpretation: Vice President for Enrollment Services

This policy statement supersedes all previous
policy statements on this subject.