

SECTION: Business Affairs/Information Services

SUBJECT: ID Cards

ISSUED BY: Office of Information Services

REPLACES:

APPROVED BY: President's Cabinet

EFFECTIVE DATE: April 25, 1996

1. **First ID card is free.** A \$11 replacement fee is charged to students to replace a card. Students must present a receipt from Cashier's Office at the Information Services Help Desk when requesting a replacement ID. Katalyst records are searched to make sure they are a current student.
2. **Luce Center.** The Secretary in the Athletics Department will send a signed copy of the membership form with the member. The member will present the form to get their ID card. The form will be forwarded to the Comprehensive File Coordinator in Institutional Advancement for Katalyst update. The Comprehensive File Coordinator in Institutional Advancement will return the form to the Help Desk in Information Services for the file.
3. **Adjunct Staff.** List of candidates is prepared and maintained by the Human Resources Office. Anyone who requests a Adjunct Staff card must be confirmed with the Director of Human Recourses before processing the card. These people include Pioneer staff members and Directors of WGM/OMS/SA.
4. **Staff/Faculty.** Employee family members will be issued a Staff/Faculty Family Member ID card. The employee should sign the proper form with the Human Resources Office before requesting an ID card. The Director of Human Recourses will recover the staff and family cards during the exit interview process. Replacement cards will cost \$11.
5. **Security.** All security personnel will be given a special ID card with a larger picture for use only when they are on duty. The proper forms should be completed by the Director of Information Services and the Security Manager prior to requesting the card. The Director of Human Recourses will also recover these cards as appropriate.