



GOODWIN COLLEGE PROCEDURE

TITLE:	Student ID Cards and Pictures
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INTRODUCTION STATEMENT:

All students at Goodwin College are issued a student ID card for the purposes of security related identification, to use in financial aid situations and to use in the various other functions of college life at Goodwin College. Students are accountable and responsible to have, wear and maintain the ID card while they are on campus.

AREAS OF RESPONSIBILITY:

Director of IT is responsible for the taking of pictures and providing them to the students.

AVP, Enrollment is responsible for ensuring new students are aware that a picture is required, and to bring new students to IT for the processing of the pictures.

AVP/Controller for Finance & Business Services is responsible for collecting the fee for subsequent cards when applicable.

Dean of Students is responsible to assist in enforcing this with the students.

Director of Security is responsible for verifying that the cards work for security purposes, and that the cards are collected in the event a student is dismissed from the campus.

PROCEDURE DETAILS:

1. Any Goodwin College student who is registered for the current or the next semester classes, and can be verified through SonisWeb or the Registrar's Office should receive and wear an ID card.
2. ID cards are created in the IT Department, Room 136 in the main One Riverside Drive, East Hartford, CT building.
3. To ensure campus safety, all persons must present some form of U.S. government-issued photo identification, such as a driver's license, military ID, passport, etc. before an ID card will be processed. Paper copies will not suffice. This identification will not be needed if the student is escorted to IT with their Admissions Officer as a new student, with the new student paperwork.
4. For security purposes, head coverings or dark glasses cannot be worn. The only exceptions are for persons who have a sincere religious belief or persuasion that does not allow them to remove head coverings, or for a head covering worn as a result of medical treatment. Head coverings worn for these reasons must not cover or distort the face.
5. There is no charge for your first card - the fee for any subsequent replacement card is \$10.
6. The replacement card fee is paid in the Accounting Department on the 1st floor of the main building, One Riverside Drive, East Hartford, CT, across from the Auditorium. They will accept credit/debit card, cash or check. Bring some form of U.S. government-issued photo identification with you for identity verification purposes.
7. Once you have paid this fee, you will get a receipt. This can then be brought to the IT Department, Room 136 in the main One Riverside Drive, East Hartford, CT building where a replacement card can be made and the receipt stamped.

DEFINITIONS:

NA

HISTORY:

Reviewed February 2016
Revised February 05, 2014
Revised July 26, 2012
Created September 6, 2011

RESPONSIBLE OFFICE:	Information Technology
REVIEW DATE:	Annually (Jan-March).

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.