



# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Student ID Cards and Pictures</b>
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## **POLICY STATEMENT:**

All students at Goodwin University are issued a student identification (ID) card for the purposes of security related identification, to use in financial aid situations and to use in the various other functions of University life at Goodwin University. Each student is expected to have and wear an ID card. The initial card is provided at no cost to the student. Subsequent cards will carry an assessment of \$10 for replacement.

## **PROCEDURE DETAILS:**

1. Any Goodwin University student who is registered for the current or the next semester classes, and can be verified through Sonis or the Registrar's Office should receive and wear an ID card.
2. ID cards are created in the IT Department, 195 Riverside Drive, Room 105, East Hartford, CT or the Admissions department located at One Riverside Drive.
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 1<sup>st</sup> floor of the main building at 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, 195 Riverside Dr. Room 105, East Hartford, CT where a replacement card can be made and the receipt stamped.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

NA

**EXCLUSIONS:**

NA

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Director, IT

VP for Finance

AVP, Enrollment

Director of Campus Safety and Security

VP for Student Affairs and Dean of Students

**HISTORY:**

Updated with new logo January 2020. Reviewed, April 2019; Reviewed, April 2018; Revised, October 2017; Reviewed, February 2016; Revised March 2014; Revised July 2011; Created and Approved 2010.

<b>EFFECTIVE DATE:</b>	September 6, 2010
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Information Technology
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

NA