

Subject: College Identification Cards

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1. Purpose

This policy addresses issuance and use of Tidewater Community College (TCC) identification cards (ID cards) and identifies the categories of individuals who are eligible to receive a TCC ID card.

2. Policy

2.1. General

All TCC employees, including adjunct faculty and wage staff, and students enrolled for one or more credits are required to hold a valid TCC ID card, except as noted below. Certain contractor employees who require long-term access to the college's facilities, such as security officers, shall be issued a TCC ID card. Retired employees appointed to emeritus status and members of the TCC Local Advisory Board may be issued TCC ID cards at their request. No person shall hold more than one valid TCC ID card; an employee who is also a student shall hold only an employee ID card. In this context, students receiving work-study financial assistance are not considered employees of the college.

2.2. Non-Credit Students

In addition, students enrolled in certain non-credit courses or programs offered by the Division of Workforce Development shall be eligible to be issued a TCC ID card. Determination of such eligibility shall be made by the Associate Vice President for Operations and Special Programs based on the duration and requirements of the course or program. Such students shall be authorized to use the ID card to access the college's open computer laboratories and library services.

2.3. Distance-Learning Students

Students enrolled only in courses delivered entirely by distance-learning technology (e.g., online courses) and who do not intend to utilize the college's on-campus services are not required to hold a current TCC ID card. In the event that a student whose enrollment is only in distance-learning delivered courses desires to utilize campus-based services or participate in campus activities, he/she shall be required to hold a valid TCC ID card.

2.4. ID Card Cost

The initial ID card shall be issued to the employee or student at no cost as will an ID card required due to a change in status with the college, for example a student who becomes an employee, or a legally recognized change in name, for example as a result of a marriage or its dissolution. A nominal fee shall be charged for issuance of a replacement card necessitated by the loss, theft, or mutilation of a TCC ID card.

2.5. Requirement to Carry ID Cards

TCC employees, including contractor-provided staff, and credit students shall carry their college ID card at all times while on TCC property or attending a college-sponsored event, as will non-credit students to whom TCC ID cards have been issued. Non-credit students to whom TCC ID cards have not been issued shall carry a photo ID card and documentation reflecting their enrollment in the program or course in which they are participating. The TCC ID card or other identification for non-credit students who have not been issued a TCC ID card must be produced upon request by any college official or security officer or by a faculty member in his/her classroom or other instructional setting. TCC security officers shall be provided the means to confirm that an ID card is valid, i.e., that the holder is a current student, employee, or other eligible ID card holder.

2.6. Display of ID Cards

Holders of TCC ID cards are encouraged to display those ID cards on their persons, e.g., by suspending from a lanyard worn around the neck, while on TCC premises. To that end, the college shall provide an appropriate lanyard with clear plastic cardholder to each individual to whom an ID card is issued, at no cost to the individual.

2.7. Ownership of ID Cards

All ID cards are the property of Tidewater Community College and are provided for appropriate use for identification and access to facilities and services. The ID card is not transferable and is valid as long as the holder continues his/her specific affiliation with TCC.

2.8. Damage to ID Cards

The ID card's magnetic stripe and the chip embedded in a proximity card are both easily damaged. ID card holders shall not punch holes, wash, bend, expose to excessive heat, or otherwise tamper with the card, as these actions may make the card unusable for some or all of its intended purposes. An ID card shall be confiscated if it has been damaged, altered, or defaced. A replacement cost will apply under any of these circumstances. An ID card with a magnetic stripe or proximity chip that is malfunctioning not as a result of damage, alteration, or defacement shall be replaced at no cost.

2.9. Misuse of ID Cards

Any misuse, alteration, or fabrication of an ID card will subject the holder to disciplinary action by the college. Violation of this policy, including lending a card or using another person's card will result in referral to the appropriate authority for disciplinary action. The use of an ID card to gain access to a benefit or service by an individual other than the person to whom the card was issued shall be considered theft and will result in referral to the appropriate authority for disciplinary action.

2.10. Change in Appearance

A TCC ID card shall be replaced if the holder's appearance has changed sufficiently to make identification of the individual based on the photograph unreasonably difficult as determined by the campus dean of student services for students and the Director of Safety and Security for employees. A replacement cost will apply under these circumstances.

2.11. Learning Resources Center Community Patrons

Library patrons who have no other affiliation with the college that would warrant issuance of a college ID card shall be issued a card that is distinct from the TCC ID card to facilitate their access to the college's library services. Such cards will be issued in accordance with [TCC Policy 5301](#) (Use of Library Materials by Students and Community Patrons).

3. Responsibilities

The Executive Vice President, in collaboration with the Vice President for Student Success and Enrollment Management, shall develop, maintain, and promulgate procedures that are consistent with this policy.

4. Procedures

The following procedures will be followed to implement the provisions of this policy.

4.1. Students

To obtain a TCC ID card, the student must have enrolled for at least one credit of instruction in the current term and present the following documentation at any campus ID Card Office:

- SIS ID (EMPLID) number; and
- a valid form of photo identification (e.g., driver's license, military ID card, passport, etc.).

The student's information must be available in the campus ID Card Office database prior to the card being issued. The student must sit for a photo of his/her face taken from the front. The facial image must be unobstructed (i.e., no sunglasses, headwear that obscures the face, etc.; the only exceptions are items worn for cultural or religious reasons). The ID Card Office staff will produce the ID card and issue it to the student who will sign a record of receipt for the card.

Non-credit students enrolled in certain courses or programs offered through the Division of Workforce Development may be issued a TCC ID card, with the approval of the Associate Vice President for Operations and Special Programs. The Associate Vice President will provide the non-credit students' information to the Office of Information Systems so that they may be identified in the

Student Information System as being eligible to be issued a TCC ID card. Such students desiring to receive a TCC ID card will follow the procedure delineated above for credit students.

Once a student has a valid TCC ID Card, he/she may use it to access certain college services, such as checking out materials from campus Learning Resources Centers, Testing Center functions, and open computer labs. The TCC ID card, also known as the StormCard, may be used to access certain college Auxiliary Services functions as delineated in [TCC Policy 4601](#) (StormCard Auxiliary Services Functions).

The student's ID card will remain valid for access to college services during the period of his/her enrollment, including from one term to the next. The student's enrollment status in the current term is updated daily. In the event that a student is dis-enrolled from all credit courses in a term, access to services requiring the TCC ID Card will be terminated. Failure to enroll in classes for a consecutive term will render the ID card inactive for access to college services. It will be reactivated automatically if the student enrolls in one or more credit classes within three consecutive terms (i.e., two semesters and a summer session). If a replacement card is necessary, the provisions of section 4.7 below will apply, including the replacement card fee. If a student who is not enrolled in classes for three consecutive terms subsequently elects to enroll at TCC, a new ID card will be issued free of charge.

4.2. Employees

Full-time employees will be issued their TCC ID cards during their orientation session with the Office of Human Resources. Adjunct faculty and wage employees will be issued their TCC ID cards in the respective campus ID Card Office or in the Office of Human Resources for wage staff not employed on a campus. The employee must present the following documentation in order to be issued a TCC ID card:

- EMPLID (SIS ID) number; and
- a valid form of photo identification (e.g., driver's license, military ID card, passport, etc.).

The employee's information must be available in the campus ID Card Office or Office of Human Resources database prior to the card being issued. The employee must sit for a photo of his/her face taken from the front. The facial image must be unobstructed (i.e., no sunglasses, headwear that obscures the face, etc.; the only exceptions are items worn for cultural or religious reasons). The ID Card Office or Office of Human Resources staff will produce the ID card and issue it to the employee who will sign a record of receipt for the card.

An employee may use his/her TCC ID Card to access certain college services, such as checking out materials from campus Learning Resources Centers and

using open computer labs. The employee may use the TCC ID card, also known as the StormCard, to access certain college Auxiliary Services functions as delineated in [TCC Policy 4601](#) (StormCard Auxiliary Services Functions).

An employee's ID card will remain valid through the term of his/her employment, regardless of any change in position. A full-time or wage employee whose employment with the college is terminated must surrender his/her TCC ID card to the Office of Human Resources or his/her supervisor at the time of termination. The supervisor will return the surrendered ID card to the Office of Human Resources with the former employee's termination/check-out form.

An ID card issued to an adjunct faculty member who is not otherwise employed by the college shall be inactivated if he/she is not engaged to teach in the subsequent term. It will be reactivated automatically if the adjunct faculty member is engaged to teach within three consecutive terms (i.e., two semesters and a summer session). If a replacement card is necessary in such circumstances, the provisions of section 4.7 below will apply, including the replacement card fee. If an adjunct faculty member who is not engaged to teach for three consecutive terms is employed subsequently at TCC, the previously held ID card will be reactivated or a new ID card will be issued free of charge.

4.3. Contractor Employees

Certain contractor employees who require long-term access to the college's facilities, such as security officers, will be authorized to receive a TCC ID card by the Director of Safety and Security. Once the ID card is authorized, the Office of Human Resources will issue the ID card to the contractor employee in the same manner as delineated above for wage employees.

4.4. Emeritus Appointees

Retired faculty and staff who are appointed to emeritus staff may be issued a TCC ID card. The Office of Human Resources will coordinate issuance of such ID cards.

4.5. Tidewater Community College Board Members

Members of the TCC Local Advisory Board may be issued TCC ID cards. The Office of the President will coordinate issuance of such ID cards via the Office of Human Resources.

4.6. Access Control

Students, employees, and contractors are provided card-access privileges to buildings, controlled classrooms and labs, or other restricted areas based on their enrollment or work responsibilities and authorization level.

- 4.6.1. The majority of students will be afforded their privileges (i.e., access to library services, open computer labs, etc.) and provided access to areas reserved for student use, such as special study labs and recreational areas in the college's student centers by means of magnetic stripe ID cards. Such privileges will be maintained current through a daily updates to data systems that will be batch-processed by the Office of Information Systems.
- 4.6.2. Work-study and other students who require access to college facilities controlled by proximity card readers will be provided with proximity cards by the same process delineated below for employees. A proximity card will also function as a magnetic stripe card. Any student issued a proximity card will be required to turn in the magnetic stripe student ID card.
- 4.6.3. An employee or contractor will be provided card-access privileges based on assigned work responsibilities, the TCC supervisor's approval, and the approval of the TCC supervisor responsible for the area(s) to which access will be granted. The Physical Access Control Request/Authorization Form will be completed and filed with the Office of Safety and Security to document the access granted to the employee.
- 4.6.4. Emeritus appointees and College Board members will receive magnetic-stripe type ID cards that afford them privileges appropriate to their respective status.

4.7. Checking Validity of ID Cards

Whenever a person is required to produce a TCC ID card by a TCC security officer, the card's validity will be confirmed, i.e, that the card identifies the person presenting it and that the cardholder is a currently enrolled student, an employee, or other authorized holder of a TCC ID card. In the event that the ID card is determined to be invalid, the security officer will confiscate the card and turn it into the campus dean of student services (student ID card) or the campus provost (all others) or designee. The person presenting an invalid ID card will be referred to the same college official for disposition.

In the event that a person presents a TCC ID card for access to a college service, such as a tutoring center, computer lab, learning resources center, student center, etc., and that card is determined to be invalid, the college representative making the determination will report the matter to Security, and a responding officer will carry out the procedure described above.

4.8. Lost, Stolen, or Damaged ID Cards

TCC is not responsible for any lost, damaged, or stolen ID card. A lost or stolen magnetic stripe ID card must be reported via the StormCardManager or at any campus ID Card Office. An employee, contractor, or student who has been

issued a proximity-type ID card must report its loss or theft to the college's Office of Safety and Security at the earliest opportunity to facilitate timely cancellation of any access privileges associated with that card. In addition, the loss/theft may be reported online via the StormCardManager to prevent unauthorized use of any funds associated with the card.

When a card is reported as lost, damaged, or stolen, a hold will be placed on the card preventing its further use. The college is not responsible for any unauthorized use of the ID card prior to it being reported as lost or stolen. Upon notification of a lost, damaged, or stolen card, if the card-holder's status with the college continues to require a TCC ID card, a replacement card will be issued as follows. The same process applies in the event that the ID card photo no longer identifies the holder due to a change in appearance and when an ID card has been confiscated due to being damaged, altered, or defaced.

1. The cardholder will pay the replacement card fee of \$10.00 at any campus Business Office and receive a receipt for the payment. Employees who are not located on a campus may make payment at the Accounts Receivable office in the Green District Administration Building.
2. The cardholder will present the receipt for payment and the documentation required above for the issuance of the original ID card to the campus ID Card Office. Employees may process issuance of a replacement ID card through the Office of Human Resources.
3. Using the process delineated above, the campus ID Card Office or Office of Human Resources will produce and issue the replacement ID card, obtaining the cardholder's signature receipt for it.

5. Definitions

Contractor Employee: an individual who is an employee of a firm that has a formal contractual relationship with the college and has been assigned to work at the college for the duration of the contract.

StormCardManager: an online service provided by TCC via a third-party vendor to enable cardholders to manage their StormCard stored-value balance and plans online via a secure online account. Access to NetCardManager and specific instructions for creating an account and depositing funds are available on the StormCard website at <http://www.tcc.edu/stormcard>.

StormCard. The TCC identification card with stored-value.

TCC Employee. A person employed in a full-time capacity by Tidewater Community College, as well as any person employed by the college in an adjunct faculty or wage staff capacity. Students on work-study financial aid are not employees of the college in this context.

6. References

[TCC Policy 4601 – StormCard Auxiliary Services Functions](#)

[TCC Policy 5301 – Use of Library Materials by Students and Community Patrons](#)

7. Review Periodicity and Responsibility

The Executive Vice President shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy was approved by the College President on February 13, 2012. Its effective date was established as July 1, 2012, to provide time to put the necessary support infrastructure in place for its full implementation.

Policy Approved:

Procedure Developed:

Deborah M. DiCroce
President

Franklin T. Dunn
Executive Vice President

9. Review and Revision History

This is the first version of this policy.