



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5030 STUDENT AND FACULTY/STAFF IDENTIFICATION CARDS

1.0 STUDENT IDENTIFICATION CARDS

- 1.1 All new students enrolled in credit classes, will have a photo identification (ID) card made at no cost to the student at the front counter of the Records Office.
- 1.2 Driver's license or state photo ID cards are required in order for student ID's to be printed.
- 1.3 The student ID card is required to enter and make use of the Test Center facilities, the Academic Support Labs, the Library, and other campus facilities and/or student activities.
- 1.4 The system allows for different types of ID's to be made in support of different areas (i.e. special ID's for nursing students used during their practicum).

2.0 FACULTY/STAFF IDENTIFICATION CARDS

- 2.1 All permanent full time, part time, and adjunct faculty can have an employee identification (ID) card made at no cost to the employee at the front-counter of the Records Office.
- 2.2 Driver's license or State Photo ID card is required in order for the employee identification to be created.
- 2.3 The employee ID card may be needed in different situations to identify an individual as an OCCC employee (i.e. to identify employees when they request to enter the building when the building is closed)

3.0 IDENTIFICATION CARD PURPOSE & REPLACEMENT

- 3.1 If an ID card is lost, stolen and/or damaged, a replacement card may be printed with a \$10.00 replacement charge that is assessed in most situations.
- 3.2 Student & employee ID cards are valid for OCCC purposes only and should be used to gain entrance to a various rooms and services on-campus while being used to identify both students and employees in a variety of situations..

Effective: 01-24-1994

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