

## **121-17 COLLEGE IDENTIFICATION CARDS – PROCEDURE**

### **1. PURPOSE**

To establish standards, controls, a process, and protocol for the issuance of identification (ID) cards to College students, employees and affiliates.

### **2. PROCEDURE**

1. Students enrolled in on-campus credit classes or participating in the Adult Education program are required to have a Student ID card issued by the CCC Security Department. Students enrolled solely in online classes may elect not to receive a card, but may experience a delay or denial of in-person services.
2. All employees of CCC are required to receive a CCC Employee ID card.
3. CCC ID cards are required for some services at the College, including but not limited to Cline Library access, financial aid, registration and enrollment services. Services may be delayed or denied without a Student ID card.
4. Affiliates are encouraged to receive a CCC Affiliate ID card, but are not required to unless they are in need of College services.
5. Initial identification cards are free of charge. The cost of replacement cards will follow the approved fee schedule.

### **3. BACKGROUND**

1. References: none
2. Revision history: 06/11/2014 (new)
3. Legal review: none
4. Sponsor: Security Department

Adopted by College Council: 06/11/2014

**COCONINO COMMUNITY COLLEGE**