

121-17 COLLEGE IDENTIFICATION CARDS–PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these procedural guidelines is to establish the parameters and system for the issuance of student, employee and affiliate identification (ID) cards to persons employed, taking credit and/or Adult Education classes, or consistently present at any CCC campus.

DEFINITIONS

Employee

Any person who is employed by, receives a pay check from and whose funding comes from the CCC budget is considered an employee. This includes all full-time, part-time and grant-funded positions. For this purpose, Federal Work Study/Student Wage (FWS/SW) employees are not classified as CCC employees because they must first be students to qualify for FWS/ SW employment.

Student

A student is defined as a person who has applied and enrolled in credit or Adult Education classes and has paid for all related tuitions, costs and/or fees. In lieu of evidence that payment has been made in full, proof of payment arrangements through an approved CCC payment plan is required.

Affiliate

An affiliate is defined as a person who is neither employed by nor is enrolled in credit classes at the College, but whose job requires them to be present on campus for work in other-than-temporary situations. Examples include but are not limited to bookstore employees, food service contractors, volunteers, etc.

2. PROCEDURE

General ID card information

1. Positive identification, such as a state-issued driver license, state-issued identification card, passport, or military identification will be required to confirm the identity of the person requesting a CCC employee ID card prior to one being issued. High school identification cards alone will not be accepted for employees or students.
2. No sunglasses, facial or head gear can be worn when the photo is taken, unless the gear is necessary for religious or medical reasons. Exceptions can be made on a case-by-case basis.
3. No name abbreviations will be allowed. The name on the CCC ID card must be the same as that on the governmentally-issued ID card.

Employee ID cards

1. All persons who are employed at CCC must request and receive an employee ID card.
2. Persons becoming employed at CCC must first complete the new-hire paperwork through Human Resources.
3. When new-hire paperwork is completed, the employee is to come to Security and request an employee ID card.
4. The employee identification numbers, the division name and/or job titles will be printed on the ID card.
5. The employee ID card will be carried while present at CCC and be made available upon request.

Student ID cards

1. Before a student ID card can be issued, the student must first apply for admittance to the College and be assigned CCC identification numbers.
2. After admission, students must be enrolled in credit classes or actively participating in the Adult Education program and show proof of payment for all class tuitions and fees.
3. In lieu of proof that payment has been made in full, proof that arrangements for such payment have been made through a CCC-approved payment plan is required by:
 - a. Displaying an approved Authorization to Create a CCC ID Card issued from financial aid that indicates all aspects of the financial aid process has been completed and disbursement is pending
 - b. The student's name is on a voucher list provided by financial aid that indicates financial aid has been approved and is pending disbursement
 - c. Confirmation through Banner that the student is participating in another CCC approved payment plan or method
4. Persons who are primarily employees but who take credit classes at CCC may also receive a student ID card.
5. Flagstaff students will have their student identification card issued at the Lone Tree campus.

Extension sites

1. Employees whose primary work site is in Flagstaff will have their ID card issued at the Lone Tree campus.

2. Employees whose primary work site is in Page, as well as Page students:
 - a. May elect to have their photo taken and information collected at the Page campus
 - b. The photo and identification numbers will be saved in a file on a shared drive
 - c. Notification will be made to Security on the Lone Tree campus that the information is saved
 - d. Security will generate the ID card and send it to Page through inter-office mail

ID Usage Requirements

1. Persons who provide services to employees and students and are not previously familiar with the individuals requesting services will ask for the employee or student ID card prior to providing the service. This includes Financial Aid, Enrollment Services, IT Help Desk, etc.
2. Any person requesting services that does not currently hold a CCC ID card may initially use another form of identification such as a state-issued ID, high school ID or a different college/university IC card as proof of identity. Afterwards, they will be referred to Security to receive a CCC ID card.

3. BACKGROUND

1. References: none
2. Revision history: 03/12/2014 (new), 07/10/2014
3. Legal review: none
4. Sponsor: Security Department

Guidelines effective: 03/12/2014

COCONINO COMMUNITY COLLEGE