## LAKE-SUMTERSTATECOLLEGE ADMINISTRATIVE PROCEDURE

TITLE: COLLEGEIDENTIFICATION CARDS NUMBER:PRO7-17

REFERENCE: Catalog Studen Handbook PAGE OF 4

Administrativ⊕rocedure5-25

## I. PURPOSE

To establish and maintain a method for dentifying and erifying status findividuals on Lake-Sumter State College property of validation/activation proceduis sested within the fire of

cedur falls under the supervision of the Vice President of Facilities tions.

stoall Collegestudentæmployeesandthirdpartiessuchas ontractorand visitorso campus.

## RDS

on Cardsreproduced by th@fficeofCampusSafety and are atnocost.

ication Carades the proper bloom to ification Card for the purposes of verifying dallowing accests o College facilities or services. Visitors may be issued a rycard, identifying them assvisitor.

- d. Photoidentification cardwill be issued in the student/employer ameasit appears in Banner.
- e. All employeesarerequiredtovisibly display the identification cardatall times while at any College facility or College vent.
- f. Studentarenotrequiredtovisibly displayan identification carbutmustbeable to

PROCEDURE -17 PAGE 2 OF

- $produce their card\ foil inspection\ upon\ request a college faculty\ member, taff\ member, security\ of fice or\ other college of ficial at any time.$
- g. It is a violation of College Policy tolend the College Photo Identification Card to anyone, alter the ID in anyway or fail to present upon request by a faculty member, staffmember,

PROCEDURE -717 PAGE OF 4

4. In ordertoreceivean ID cardstudentswill be required to show any one of the following valid forms photolD:

- Passport(USA or International);
- Driver sLicense(USAOnly);
- Statessued (Nordriver) ID;
- US MilitaryD;
- INS ID(Green card);
- EmployeeID with Photo;
- SchoolD withPhoto.
- 5. Photoswill showa clear, front facing unobstructed full faceview. No hats/headcoverings except for religious purposes or dark glasses should be worn:
- 6. Students/vhoarefully onlinemay eithecometoa campusto obtain theirardor may submita passportquality photoshowing clear, frontfacing unobstructed, full face view, taken against plain whiteor off white background No hats/head coverings, except for religious purposes or dark glasses should be worn. Students should also submita copy of their class schedule and a copy of their governmental ID (Seec. above). These items should be sent to campussafety else c.e. On ceall document have been received, the ID will be processed and hailed to the student;
- 7. Lostor stolencardsmustbe reported to Campu Safety immediately No lostor stolencard will be replaced without report of such loss or the ft;
- 8. Any student uspended brexpelled through the tudent conductor cesswill be required to surrender their colleged entification card to the Dean of Student or their designee;
- 9. Studentse-enrolling aftern absence fm4.8(8w 0.()Tj-0.012sero(rop).Tj96/Alloude 51(Td ((vi))-