

Wallace Community College Student ID Policy

I. Purpose

- a. To enhance the safety and security of all personnel on Wallace Community College's campuses, ALL students will be required to obtain a photo identification card.
- b. This student ID will serve as the official means of identification for Wallace Community College.
 - i. Unless a student loses/misplaces ID card, it will only need to be issued once.
 - ii. The first issued student ID is FREE. All replacements will cost \$10.
 1. Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.
- c. Students will be required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus:
 - i. If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.
 - ii. If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid WCC student ID. Those who resist will be escorted off campus by the College Police and further disciplinary action may be taken if necessary.
- d. This initiative will provide a high quality, single-card system that allows efficient access to all card-related services throughout the College.
- e. This will also enable WCC to seek new and expanded uses of the card through improved and advanced technology.

II. Scope

- a. Students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.
 - i. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.
- b. The student ID will also be used for discounts at local businesses on specified days (discount specifics found on back on student ID).

III. Photo ID Policy

- a. Students will be required to present proper government-issued photo identification before an ID card is issued.
- b. For ID pictures, Wallace Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.
 - i. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.