

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Financial Services, Dining Services, Residence Life
Subject:	Identification Cards (ID Cards) – Student, Staff, Departmental, Retiree/Emeritus, Meal Card, and Community User
Date Issued:	May 4, 2016
Date Revised:	June 27, 2018
Approved By:	Reviewed by Cabinet; Approved by President

I. Policy/Procedure

This policy outlines the guidelines on the issuing of ID cards as well as replacement ID cards for stolen, lost, or damaged cards.

II. Scope

This policy applies to anyone who receives a Luther ID card, including but not limited to students, faculty, staff, departments, retirees, emeriti and community users. ID cards are used for identification, charging privileges, activity entrance, door access and library checkout. It is the responsibility of the card holder to keep track of the card, monitor usage and approve charges.

III. Terms and Definitions

- A magnetic stripe card is a type of card which stores data on the band of magnetic material on the card. The magnetic stripe card, sometimes called swipe card, is read by swiping the card past a magnetic reading head. Luther has two different types (weights) of magnetic stripe cards. The less expensive, lighter weight plastic card is used for temporary ID cards.
- A radio-frequency identification (RFID) card uses radio waves to transfer data from the electronic tag on the card to a card reader. RFID cards are also called proximity cards or a PROX card, because you need only go near the card reader to identify your card. The RFID card is more convenient than the magnetic stripe card when accessing a building. The RFID card is more expensive to create and maintain than a magnetic stripe card.
- Meal Plan ID cards are issued to people who are participating in programs coordinated through summer programming for use in Dining Services locations. Meal Plan ID cards are also issued to early arrivals in August who have board plans. Dates and meal plan types are printed on the cards for all categories of meal plan ID users.
- Current students can request use of a temporary ID card for three days in lieu of their misplaced permanent ID card.
- Faculty/staff, student, and department cards are intended for identification of and transactions of Luther College business.
- ID cards must be returned, if requested.
- Only the owner of the card is allowed to use the card.
- Students are required to have their ID with them at all times and be able to present it when asked.
- Community user ID cards are intended for identification and using services available to them at Luther College.

IV. Procedures and Guidelines

A. Student ID cards

- Issuing of original student ID card.
 - o Dining Services creates a RFID card using information obtained from Admissions.
 - o Incoming students are issued a RFID card that has their photo on it.
 - o Student ID cards are printed with an expiration date (beginning Fall 2018). The expiration date best represents the anticipated graduation date for a student. A card may be deactivated prior to the expiration date.
 - o ID cards are distributed in student key packets.
 - o A temporary ID card is available for students who have forgotten to bring their card to campus. Two temporary cards per semester are free of charge, the third and successive temporary cards are \$10 each.
- Replacement of lost, stolen, or damaged student ID card or if the holder has changed their legal or chosen name.
 - o Maintaining the card is the student's responsibility.
 - o Dining Services will create the replacement ID card.
 - o Financial Services will charge a \$25 fee for the replacement card to the student receivable.
- Student ID card privileges.
 - o Residence hall and Regent Center door access.
 - o Scan to eat in the Cafeteria, Oneota Market, Catering, Peace Brunch, C-Store, Marty's, Grab 'n Go, and Sunnyside or charge at Book Shop, Box Office and Document Center/SPO.
 - o Scan to use Dining dollars and/or NordiCash.
 - o Check out books or other items at Preus Library.
 - o Check out equipment in the residence halls.
 - o Admittance to home athletic events.
 - o Use of the Regents Center and Legends Fitness Center.
 - o Use in campus computer labs.
 - o Free admission to Vesterheim Norwegian-American Museum.

B. Faculty, Staff, and Dependents ID cards

- Issuing of original ID card.
 - o Obtain your ID number from Human Resources.
 - o Dependents using privileges need to have their own ID card.
 - o Dining Services creates the magnetic stripe ID card with your picture on it, based on information provided by Human Resources.
 - o The Director of Residence Life will approve exceptions for the RFID card. Those who may need a RFID card include security, residence life, and facilities staff.
 - o If your card is lost or stolen, it is your responsibility to report it to the Dining Services Office, 387-1030, immediately. Otherwise you may be held responsible for any unauthorized transactions that occur.
- Replacement of lost or damaged ID card or if the holder has changed their legal or chosen name.
 - o Replacement card will be the SAME type as the damaged card.
 - o There is no charge to replace a damaged ID card.
 - o Replacement cost for a lost or stolen ID card is \$25 and will be of the same type card as the original.
- Faculty, staff, and dependent ID card privileges.
 - o Charging privileges in Cafeteria, Oneota Market, Catering, Peace Brunch, C-Store, Marty's, Grab 'n Go, Sunnyside, Book Shop, Box Office and Document Center/SPO. (Payroll deduction form must be completed and on file in the payroll department.)
 - o Checking out books or other items at Preus Library.

- o Admittance to home athletic events.
- o Free admission to Vesterheim Norwegian-American Museum.
- o Use of the Regents Center and (pool, racquetball court, indoor track, tennis courts, racquetball court, and basketball courts) and Legends Fitness Center. Dependents under the age of 14 must be accompanied by an adult in all athletic facilities.
- o Dependent cards expire when the holder is 25 years of age.

C. Department ID card

- Department ID card procedures.
 - o Department ID cards will be assigned a CBORD number (unique identification number used by the ID card system) that will correspond to a specific general ledger account number. Any purchases made with this card will get charged to the corresponding department account number.
 - o It is the responsibility of the department issued the card, along with the budget center director, to keep track of and approve charges made with the card.
 - o Obtain your general ledger account number from the Office for Financial Services if you do not know the number or need a new account number.
 - o Dining Services Office will provide you with the corresponding CBORD number for the specific account number.
 - o Obtain your department ID card from the Dining Services Office.
- Department ID card replacement.
 - o If your department card is lost or stolen, it is your responsibility to report it to the Dining Services Office, 387-1030, immediately. Otherwise, your department may be held responsible for any unauthorized transactions that occur.
 - o Replacement cost for a lost or stolen ID card is \$25 and will be of the same type of card as the damaged card.
- Department ID card privileges.
 - o Charging privileges in Cafeteria, Oneota Market, Catering, Peace Brunch, C-Store, Marty's, Grab 'n Go, Sunnyside, Book Shop, Box Office and Document Center/SPO.
 - o No residence hall or building access is associated with the departmental card.

D. Retiree/Emeritus card

- Retiree/Emeritus ID card procedures.
 - o Obtain your ID number from Office for Financial Services.
 - o Obtain your Retiree/Emeritus ID card with your picture from the Dining Services Office.
 - o If your card is damaged, lost or stolen or you have changed your legal name, replacement card will be of the same type as the damaged card.
 - o If your card is lost or stolen it is your responsibility to report it to the Dining Services Office, 387-1030, immediately. Otherwise, you may be held responsible for any unauthorized transactions that occur.
 - o Replacement cost for a lost or stolen ID card is \$25.
- Retiree/Emeritus ID card privileges.
 - o Checking out books or other items at Preus Library.
 - o Admittance to home athletic events.
 - o Free admission to Vesterheim Norwegian-American Museum.
 - o Use of the Regents Center and (pool, racquetball court, indoor track, tennis courts, and basketball courts) and Legends Fitness Center.

E. Meal ID card

- Issuing of original ID card.
 - o Dining Services creates upon the request of Summer Conferences or a department.

- o These cards are the printed on the less expensive magnetic stripe cards and are printed using only black ink.
- Replacement of lost or damaged ID card.
 - o Replacement card will be the SAME type as the damaged card.
 - o There is a \$25 charge to replace a damaged card. For currently enrolled students, Financial Services will charge the \$25 fee for the replacement card to the student receivable. All others will pay at the time of card replacement.

F. Community Pass ID card

- Community user pass ID card procedures.
 - o Complete an application form available at either the Luther College Dining Services Office (lower level of the Centennial Union) or at the Regents Center (administrative office – lower campus 387-1245).
 - o Your picture will be taken and your ID issued at the Dining Services Office, lower level of Dahl Centennial Union.
 - o Cost for the community pass varies and membership is per year from the date you get your card. Rates for membership options can be found at <http://www.luther.edu/recservices/facilities/regents/community/pass/>.
 - o A check or money order should be made payable to Luther College.
 - o If your card is lost or stolen or you change your legal name, it is your responsibility to report it to the Dining Services Office (387-1030) immediately.
 - o This is a permanent card. Replacement cost for a damaged, lost, or stolen ID card is \$10.
 - o At the Regents Center, someone will scan your card for activities which include the use of the swimming pool, indoor basketball courts, tennis courts, gymnasium and the indoor track. Users should refer to the schedule located at: <http://www.luther.edu/recservices/facilities/regents/> or contact the Regents Center Office (387-1245), for times and restrictions on services offered.
 - o The ID card will not allow admittance to the Legends Fitness Center.
 - o Only the cardholder is allowed to use the card.
 - o The ID must be in the possession of the user at all times.
 - o Community members under the age of 16 must be supervised by an adult at all times.
 - o Community users will be held responsible for damage of college equipment or facilities.
- Library community user ID card procedures.
 - o Obtain an application form from the circulation desk at Preus Library.
 - o Your picture will be taken and your ID issued at the Luther College Dining Services Office (lower level of the Centennial Union).
 - o There is no charge for the first library community user ID card.
 - o If your card is lost or stolen or you have changed your legal name, it is your responsibility to report it to the Dining Services Office (387-1030) immediately.
 - o Replacement cost for a lost or stolen ID is \$25.
 - o At the library, when you check out books, someone will scan your card.
 - o Community user borrowing privileges exclude the following materials: videos, DVD's, cameras and other equipment, and books from the curriculum library collection. However, community users may view videos and DVD's and access curriculum books while in the library.
 - o Only the cardholder is allowed to use the card.

V. Confidentiality and Record

Luther College ID card data is maintained in the Odyssey PCS system and Colleague/Ellucian software program. Any charges made to your ID card for faculty, staff and departments are available for viewing and printing on my.luther.edu or norsecard.luther.edu.