

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Student Identification Cards (CG)</b>	<b>Section C: Business and Support Services</b>	<b>Page(s): 3</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Safety Program</b>	<b>Policy Number: CG (LOCAL)</b>	
<b>Subtitle: None</b>	<b>Date Adopted: 8-01-20</b>	

**Purpose**

To provide enrolled students an opportunity to obtain student identification cards.

**Procedure**

1. General Information

- A. A student’s WCJC ID card is valid throughout the period of continuous enrollment with WCJC. Students who are inactivated and require readmission to WCJC should obtain a new WCJC ID.
- B. The initial WCJC ID card is furnished at no charge to the student.
- C. A \$10.00 replacement fee is required to replace a lost, damaged/unusable, and/or stolen card. A new photo will be taken each time a replacement card is issued.
- D. All WCJC ID cards are considered to be the property of Wharton County Junior College.

2. Methods to obtain a WCJC Student ID Card

- A. Wharton or Richmond Campus – Students must go to the Security Office on that campus during normal operating hours.
- B. Sugar Land Campus – Students must go to the Open Computer Lab in Brazos Hall during normal operating hours.
- C. Bay City Campus (and/or evening classes - A schedule will be posted at the beginning of each semester with times that Security staff will be available via a mobile ID workstation.

**Security Staff Procedures:**

- 1. Security will honor all student requests for a WCJC ID card.
- 2. Library staff may place a bar code sticker on the WCJC ID card to facilitate student access to library materials.

3. No lanyards, clips, or clear covers will be provided.
4. ID cards will be made at the Wharton and Richmond campuses utilizing the Dowley Security Card Access Program. The Facility Code will be "123".
5. ID cards will be made at the Sugar Land campus in the Open Computer Lab. The ID cards will be made by using the ID Pro software that is currently in use.
6. ID cards will be made at the Bay City campus on the date/time designated by Security.
7. Students must present a valid (not expired) form of identification prior to being issued a WCJC ID card. An exception can be made with approval by the Director of Security, a Vice President, or the President. A fee slip for the current term is required. Students will be asked verification questions to make a positive identification.

A. Valid Forms of ID:

- State Driver's License (including state-issued temporary or provisional licenses with photos)
- State-issued Identification Card
- U.S. or Foreign-Issued Passport
- Permanent Resident Card (i.e., Green Card, Resident Alien Card)
- Mexican Consular ID
- Student Visa
- Certificate of Naturalization

B. The following must be legible on the ID

- Student's name (if the name on the ID is different from the name in the WCJC system, there must be documentation of the name change such as: birth certificate, divorce decree, etc.)
- ID number (passport number, driver's license number, etc.)
- Date of Birth
- Issuance date (if applicable)
- State of issuance
- Expiration date

C. The following documents alone are NOT sufficient for identity verification but may be used by WCJC staff to assist to verify a person's identity.

- Social Security Card
- Birth Certificate
- Bank Cards (even if they include the cardholder's photo)
- Employer ID
- University ID
- Voter Registration Card

- Utility Bill or School Fee Bill
- Military-Issued Identification Card
- Any expired form of ID.

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