

# Procedure Manual



<b>Title: Student Identification Card</b>	<b>Number:</b> A6Hx2-5.24
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A Broward College Student picture identification card is required to access campus services and must be available to show any campus official upon request while on any of the College's campuses or centers.

- All degree-seeking students taking classes at the College are required to obtain a Student Identification card.
- Students who are under 18 years old at the time they request an ID card will have a special card printed indicating that they are under 18 years old until a given date. Immediately after their 18th birthday, such students may request a new ID card at any College ID Office at no charge, providing they turn in their under 18 card.
- Veterans of the United States armed forces who are receiving GI bill benefits or who can produce evidence of their veteran status are eligible to obtain a College ID card indicating their veteran status.
- Continuing Education students may choose to obtain a College Identification Card for the fee indicated below.

## General Guidelines

- Names will be printed on the Student Identification Card exactly as they appear in the College mainframe computer system. Alterations (even minor spelling corrections) of names are not permitted by ID card office staff. Anyone who wishes to have their name changed will be referred to the Registrar's office.
- The Student ID card has no expiration but is only valid when the student is currently enrolled as determined through a scan of the ID card by College staff.
- The Student Identification Card is the property of the College and must be returned upon request. Use of the Student Identification Card is subject to all terms outlined in the Cardholder Agreement agreed to by the student through the MyBC portal.

## ID Card Fees

The initial ID card is free to all degree-seeking students. Students who request a replacement Student Identification Card must pay \$15.00 in advance at the cashier's office prior to obtaining a new card. Continuing Education students who choose to obtain a student ID card must pay the \$15.00 fee. The fee for a replacement card may be waived by the dean of students on the campus/center or the Associate Vice Provost for Student Life & Ombudsperson in instances where there are extenuating circumstances, including but not limited to, evidence that the ID card may have been stolen.

<b>Recommending Officer's Signature</b> 	<b>Date:</b> 07/29/19	<b>President's Signature</b> 	<b>Date:</b> 07/29/2019
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