

**Subject: College Identification Cards**

1. Purpose.....	1
2. Policy.....	1
2.1. General.....	1
2.2. Non-Credit Students.....	2
2.3. Distance-Learning Students.....	2
2.4. ID Card Cost.....	2
2.5. Requirement to Carry ID Cards.....	2
2.6. Display of ID Cards .....	3
2.7. Ownership of ID Cards.....	3
2.8. Damage to ID Cards .....	3
2.9. Misuse of ID Cards.....	3
2.10. Change in Appearance .....	3
2.11. Learning Resources Center Community Patrons.....	3
3. Responsibilities .....	4
4. Procedures.....	4
5. Definitions .....	4
6. References.....	4
7. Review Periodicity and Responsibility .....	4
8. Effective Date and Approval.....	4
9. Review and Revision History.....	5

**1. Purpose**

This policy addresses issuance and use of Tidewater Community College (TCC) identification cards (ID cards) and identifies the categories of individuals who are eligible to receive a TCC ID card.

**2. Policy**

**2.1. General**

All TCC employees, including adjunct faculty and wage staff, and students enrolled for one or more credits are required to hold a valid TCC ID card, except as noted below. Certain contractor employees who require long-term access to the college’s facilities, such as security officers, shall be issued a TCC ID card. Retired employees

appointed to emeritus status and members of the TCC Local Advisory Board may be issued TCC ID cards at their request. No person shall hold more than one valid TCC ID card; an employee who is also a student shall hold only an employee ID card. In this context, students receiving work-study financial assistance are not considered employees of the college.

## **2.2. Non-Credit Students**

In addition, students enrolled in certain non-credit courses or programs offered by Workforce Solutions shall be eligible to be issued a TCC ID card. Determination of such eligibility shall be made by the Vice President for Workforce Solutions based on the duration and requirements of the course or program. Such students shall be authorized to use the ID card to access the college's open computer laboratories and library services.

## **2.3. Distance-Learning Students**

Students enrolled only in courses delivered entirely by distance-learning technology (e.g., online courses) and who do not intend to utilize the college's on-campus services are not required to hold a current TCC ID card. If a student whose enrollment is only in distance-learning delivered courses desires to utilize campus-based services or participate in campus activities, they shall be required to hold a valid TCC ID card.

## **2.4. ID Card Cost**

The initial ID card shall be issued to the employee or student at no cost, as will an ID card required due to a change in status with the college (for example, a student who becomes an employee), or a legally recognized change in name (for example, because of a marriage or its dissolution). A nominal fee shall be charged for issuance of a replacement card necessitated by the loss, theft, or mutilation of a TCC ID card.

## **2.5. Requirement to Carry ID Cards**

TCC employees, including contractor-provided staff, and credit students shall always carry their college ID card while on TCC property or attending a college-sponsored event, as will non-credit students to whom TCC ID cards have been issued. Non-credit students to whom TCC ID cards have not been issued shall carry a photo ID card and documentation reflecting their enrollment in the program or course in which they are participating. The TCC ID card or other identification for non-credit students who have not been issued a TCC ID card must be produced upon request by any college official or Department of Public Safety (DPS) Personnel or by a faculty member in the classroom or other instructional setting. TCC security officers shall be provided the means to confirm that an ID card is valid, i.e., that the holder is a current student, employee, or other eligible ID card holder.

## **2.6. Display of ID Cards**

Holders of TCC ID cards are required to display those ID cards on their persons, e.g., by suspending from a lanyard worn around the neck, while on TCC premises. To that end, the college shall provide an appropriate lanyard with clear plastic cardholder to each individual to whom an ID card is issued, at no cost to the individual.

## **2.7. Ownership of ID Cards**

All ID cards are the property of Tidewater Community College and are provided for appropriate use for identification and access to facilities and services. The ID card is not transferable and is valid if the holder continues their specific affiliation with TCC.

## **2.8. Damage to ID Cards**

The ID card's magnetic stripe and the chip embedded in a proximity card are both easily damaged. ID card holders shall not punch holes, wash, bend, expose to excessive heat, or otherwise tamper with the card, as these actions may make the card unusable for some or its intended purposes. An ID card shall be confiscated if it has been damaged, altered, or defaced. A replacement cost will apply under any of these circumstances. An ID card with a magnetic stripe or proximity chip that is malfunctioning not as a result of damage, alteration, or defacement shall be replaced at no cost.

## **2.9. Misuse of ID Cards**

Any misuse, alteration, or fabrication of an ID card will subject the holder to disciplinary action by the college. Violation of this policy, including lending a card or using another person's card will result in referral to the appropriate authority for disciplinary action. The use of an ID card to gain access to a benefit or service by an individual other than the person to whom the card was issued shall be considered theft and will result in referral to the appropriate authority for disciplinary action.

## **2.10. Change in Appearance**

A TCC ID card shall be replaced if the holder's appearance has changed sufficiently to make identification of the individual based on the photograph unreasonably difficult as determined by the Director of Public Safety for employees and students. A replacement cost will apply under these circumstances.

## **2.11. Learning Resources Center Community Patrons**

Library patrons who have no other affiliation with the college that would warrant issuance of a college ID card shall be issued a card that is distinct from the TCC ID card to facilitate their access to the college's library services. Such cards will be issued in accordance with [TCC Policy 5301](#) (Use of Library Materials by Students and Community Patrons).

### **3. Responsibilities**

The Vice President for Student Affairs with the Director of Public Safety shall develop, maintain, and promulgate procedures that are consistent with this policy.

### **4. Procedures**

Procedures for this policy are located on the website.

### **5. Definitions**

**Contractor Employee:** an individual who is an employee of a firm that has a formal contractual relationship with the college and has been assigned to work at the college for the duration of the contract.

**StormCard Manager:** an online service provided by TCC via a third-party vendor to enable cardholders to manage their StormCard stored-value balance and plans online via a secure online account. Access to StormCard Manager and specific instructions for creating an account and depositing funds are available on the StormCard website at <http://www.tcc.edu/stormcard>.

**StormCard:** The TCC identification card with the ability to add funds for stored-value.

**TCC Employee.** A person employed in a full-time capacity by Tidewater Community College, as well as any person employed by the college in an adjunct faculty or wage staff capacity. Students on work-study financial aid or on veteran's work-study are not employees of the college in this context.

**DPS Personnel:** All employees, contract security, wage or full time, that are assigned to work within the Department of Public Safety.

### **6. References**

[TCC Policy 4601 – StormCard Auxiliary Services Functions](#)

[TCC Policy 5301 – Use of Library Materials by Students and Community Patrons](#)

### **7. Review Periodicity and Responsibility**

The Vice President for Student Affairs and the Director of Public Safety shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

### **8. Effective Date and Approval**

This policy was approved by the College President on July 25, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.  
President

Karen Campbell, Ph.D.  
Vice President for Student Affairs

## **9. Review and Revision History**

The initial version of this policy was approved on February 13, 2012 by President Deborah M. DiCroce, Ph.D.

Revision 1

- Provides changes to policy reflecting changes to titles
- Transitions the responsibility from one department to the other

Reviewed and Approved August 7, 2017 by Edna V. Baehre-Kolovani, Ph.D.

Revision 2

- Updates titles and clarifies the responsibility of issuing/authorizing ID Cards
- Defines DPS Personnel

Approved July 25, 2022 by President Marcia Conston, Ph.D.