

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES STUDENT IDENTIFICATION AND LIBRARY CARDS	Policy 6.04.06
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~~A student identification/library card is available to all students for a \$1.00 charge for new cards and a \$5.00 charge for replacement cards. The ID card displays the student's major and assigned ID number and is used as for campus identification and as a library card and may be used for various student life events. The ID card photo is taken and the card issued during orientation programs and during all campus registration periods. The card should be carried at all times while on campus.~~

STUDENT IDENTIFICATION/LIBRARY CARDS

ID/library cards are required for all students and cost \$1.00 per year. These cards are the property of the College and must be shown on request of a College representative. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. It is prohibited to use any other card except College-issued cards. ID Cards are issued in the Business Office, located on the first floor of the Balsam Center, Jackson Campus or the top floor of the Groves Building, Macon Campus. Bring a photo ID with you.

Online students can secure an SCC ID card by emailing the following information to tholland@southwesterncc.edu via their SCC student email accounts:

- Full name
- Student ID number
- Image of themselves (preferably with a white or off-white background). Images can be of any size or shape but must clearly show the student's face, free of hats, visors or scarves.

Student ID cards can only be mailed to the address currently on file

Replacement cards may be obtained for a \$5.00 charge.

Adopted: April 2010

Revised: January 26, 2021