

ID Policy

Rowdy Multi-function ID Card

A. Purpose

To enhance a more user-friendly environment for students, faculty, and staff by providing a high quality, single card system that allows efficient access to all card-related services throughout Hill College and to seek new and expanded uses of the card through improved, advanced technology.

B. Scope

This policy has a college-wide applicability.

C. Definition(s)

Terms are defined as needed within this document.

D. Procedure(s)

The Rowdy Card is the official Hill College picture ID card. In addition to identifying the relationship with Hill College, the card provides access to campus events and activities and your meal plans. Meal plans may only be used via the ID card or cash must be used to purchase a meal.

1. Who qualifies for a card?

a. Student

b. Faculty & Staff

Permanent employees of Hill College are entitled to a free Rowdy Card as a condition of their employment.

c. College Board

Any member of the College Board is entitled to a free card.

2. Expiration of Rowdy Card

ID Cards are valid while cardholder still has an active status with Hill College.

3. Procedure on ID Picture taking

For ID card pictures, Hill College requires individuals to remove any items not worn as part of their daily appearance (i.e. prescription eyeglasses). The only exceptions are items worn for cultural and religious reasons. All bandannas, hats, sunglasses and/or visors, etc. are to be removed before picture is taken.

4. **Card Fee Structure:**

a. **Student's First Card**

The cost of the Rowdy Card is free for all students.

b. **Students Replacement Cards**

A \$25 charge will be placed on the student's college account when a replacement ID card is issued. All payments must be submitted to the Business Office prior to receiving the replacement ID card.

c. **Faculty/Staff/Others**

Faculty and Staff are entitled to a free replacement card.

d. **Free Replacement cards for cardholders**

- Extreme hardship cases - very rare; apartment fire for example
- If the card is not returned by the ATM during a transaction

5. **Responsibilities as a Cardholder**

a. **Deactivating or Reinstating your Rowdy Card**

Students and other college cardholders do not have to surrender their cards upon discontinuing their employment/association with Hill College. We have an automatic privilege assignment/removal process to enable or disable the ID card. If the card has the banking option, disabling the card would not deactivate the banking feature of the card.

b. **Reporting a Lost/Stolen Card**

If the ID card is an ATM/Check Card, you should immediately call (866) 348-3435, 24 hours a day. The cardholder will be asked several token questions to confirm account transaction authority. The College provides replacement service of ID cards during operational hours (Monday through Thursday, 8:00am – 4:30pm; Friday, 8:00am – 4:00pm). The cards can be replaced at the ID Card office.

6. **Information Sources**

Website address: <http://www.hillcollege.edu/students/RowdyCards.html>

E. **Effective Date:**

Revised 10/2014