

## University of St. Thomas Policies

### UNIVERSITY IDENTIFICATION CARDS

Policy Number: G.02.10

#### SCOPE

All faculty, students, staff, administrators and participants in special programs or projects authorized by the University.

#### PURPOSE

This policy establishes guidelines for the issuance and use of University of St. Thomas identification cards and provides clarification on who is eligible for an identification card.

#### POLICY

The UST Identification (ID) Card is the official identification for registered students, alumni, faculty, staff, and participants in special programs or projects authorized by UST. The ID card serves as proof of status with the University of St. Thomas and provides access to University resources such as, the library, computer labs, the parking garage, food services, athletics facilities and the residence hall. The ID card must be carried at all times while on campus.

ID cards are issued by the Office of Student Affairs (OSA). Cards are issued in the following categories:

**Alumni**

**Alumni Board Member**

**Archdiocese**

**UST Board Member**

**Campus Contractor** (non-UST businesses contracted as part of campus services such as Food Services contractor, Book Store contractor, etc.)

**ELS Student****ELS Staff**

**Faculty** (all individuals hired by UST on a permanent or contractual basis)

**Staff** (all individuals hired by UST on a permanent or contractual basis)

**Student** (all UST students)

**Temporary** (anyone in a temporary, non-salaried capacity who has been approved to work, teach or volunteer on campus)

**Guest/Visitor** (certain individuals on campus in a “visitor” capacity or in “temporary-residence” under University approved programs and/or efforts)

The terms, conditions and fees stipulated in the ID Card Agreement apply to all cardholders. Acceptance and use of the card indicates agreement to the terms and conditions that govern its use.

The cardholder will be held responsible for transactions made with the card. Unauthorized or disputed charges must be reconciled with the department where such charges were made. Lost, stolen or damaged cards, or unauthorized usage of cards, should be reported immediately, in person, or in writing, by emailing [studentaffairs@stthom.edu](mailto:studentaffairs@stthom.edu).

ID Cards that are not returned in person may be mailed to: University of St. Thomas, Office of Student Affairs, 3800 Montrose Blvd., Mail Box 161, Houston, Texas 7006.

**TERMS AND CONDITIONS**

- 1.The UST ID card entitles the cardholder to all privileges associated with his/her status (i.e., registered students, faculty and staff).
- 2.For purposes of the ID photo, an applicant may not wear any article of clothing; eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or prevent a positive identification. ID card photos are for the purposes of identification only and are not for the purpose of self or artistic expression. No props of any kind, nor clothing or accessories that would be considered offensive and/or in direct opposition to the mission of the Catholic Church and/or the core values of the University of St. Thomas and its mission, will be allowed. The Office of Student Affairs reserves the right to refuse to take any ID card photograph that it deems inappropriate for identification purposes.
- 3.Issuance of ID cards to individuals in a guest, temporary or visitor capacity must be requested in writing by the department head that such individuals will report to.
- 4.ID cards issued beginning July 2011 include an expiration date, after which the card may not be used.
- 5.The card must be carried at all times and presented to a UST official or a designee upon request.
- 6.Rights and privileges associated with the card are non-transferable and are contingent upon active status.
- 7.Students under 18 years of age will be issued a card only with parental/guardian signature. 8. Registered students and employees receive their first ID card free. A fee may apply for a replacement card. 9. Individuals are entitled to only one ID card at a time. If an individual has more than one “status” (i.e., Staff/Student), the primary status will be reflected on the card. Example: If the cardholder is a UST employee and a UST student, “Employee” will be imprinted on the ID card.
- 10.Alumni who wish to apply for an official Alumni ID card may do so through the Office of Student Affairs. . A discounted Alumni fee will apply.
- 11.Photo images captured for the identification card become part of cardholder’s University record and therefore may be used for official University business.

12.The University will disclose information to third parties only as required by law, or with cardholder written permission.

13. The cardholder will be held responsible for transactions made with the card. He or she is responsible for reporting and replacing lost, stolen and/or damaged cards to the Office of Student Affairs in a timely fashion. There is no fee to replace a new card that is defective. In order for a new card to be determined defective, problems must be reported within 72 hours of issuance. The Office of Student Affairs must verify that the card is defective or a replacement fee applies.

14.ID cards that are found should be turned in to the Lost and Found office located at Campus Security, first floor, Moran Center Parking Facility, 3807 Graustark Street, Houston, Texas, 77006.

15.The UST ID Card may not be altered in any way (i.e., hole punched, marked, glued, taped, cut, decals affixed, etc.). Cards that have been deliberately altered and cease to work properly will be subject to the replacement fee.

16.Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs) before applying for a replacement card. Student-residents must take replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that information may be updated in the Residence Life card-key system.

17.All cards that have been replaced by the Office of Student Affairs for any reason will be deactivated in the University ID Card-Badge system. No card that has been replaced may be reactivated under any circumstances. Cardholders should not attempt to use a card that has been replaced.

## **FEES**

No charge: First ID Card, Defective ID Card as defined under Terms and Conditions.

Fee applies: Replacement ID card, Official Alumni ID Card.

Payment methods:

- Online at stthom.edu/ID
- Office of Student Affairs, 3909 Graustark Street, John H. Crooker Center, 2nd floor (check or cash only)
- Business Office, 4115 Yoakum Street, Herzstein Enrollment Services Center, 2nd floor (credit card, check, or cash)

If payment is made online or at the Business Office, the printed receipt must be presented at the ID Card Issuance office (Office of Student Affairs) before an ID card, requiring a fee, will be issued.

**APPROVED: Dr. Robert Ivany**

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