

Campus ID - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to establish guidelines and procedures for the issuance, use, and protection of campus identification (ID) cards at AUIB.
- 1.2 Maintain a secure environment on campus by facilitating access to university facilities, services and resources for students, faculty, staff, third-party vendors and non-employee residents.

2.0 Scope

- 2.1 This policy applies to all students, faculty, staff, third-party vendors, and non-employee residents who are eligible for a campus ID card.

3.0 Definitions

- 3.1 Approved leave of absence - a specific period of time in which a student is granted permission to be absent from classes or academic obligations due to valid and acceptable reasons.
- 3.2 Campus ID card - official identification card issued to individuals affiliated with AUIB and permitted access to the campus and select services.
- 3.3 Defective Campus ID Card - a campus ID card that is electronically unreadable, cracked, marked, obscured, and/or shows significant fading, wear, and tear.
- 3.4 Third Party Vendors - a non-AUIB individual who has a service agreement with AUIB or an affiliated company, and who has a need for enduring presence on AUIB campus as defined by VPAF. This does not include entities (partner companies or other agencies) with assigned operations on AUIB campus.
- 3.5 Visitors - individuals who are designated as such by the AUIB Visitors policy.
- 3.6 Non-employee resident - an individual who has been approved to reside on AUIB campus in a more permanent capacity than provided for in AUIB Visitors policy, consistent with other university policies, and is not a student, faculty, staff or third-party vendor.

4.0 Policy

- 4.1 Campus ID cards will be issued to all eligible students, faculty, staff, third-party vendors, and non-employee residents at the age of 10 years or older, upon confirmation of affiliation with the University.
- 4.2 Campus ID cards are used to facilitate access to the campus, allow for personal identification, and to hold balances on an AUIB financial account.

- 4.3 Individuals are responsible for safeguarding their campus ID cards and are responsible for all transactions made with this card.
- 4.4 The Office of Enrollment Services and Registration is responsible for the issuance and management of campus ID cards.
- 4.5 The card bears identifying information such as name, identification number, photograph, and other relevant information.
- 4.6 Campus ID cards are only valid while the user is actively registered, employed or on contract at the University.
- 4.7 Only campus IDs cards issued by the Office of Enrollment Services and Registration are valid.
- 4.8 Campus ID cards are non-transferable and shall not be used by anyone other than the assigned cardholder. Campus ID cards should not be shared, duplicated, or altered in any way.
- 4.9 Cardholders are not permitted to have more than one active campus ID card at any given time. Should a cardholder's status change which may allow for the issuance of a second (or multiple) cards, the card holder must present any other campus ID card for resolution and deconfliction.
- 4.10 Individuals are required to carry their campus ID cards for entry to the campus and while on university premises at all times. Users may be required to present campus ID cards to access services, facilities, and activities. Campus ID cards may be used to validate attendance, borrowing materials, making campus purchases and for exam identification.
- 4.11 Individuals with more than one role at the university will receive only one card based on their primary role, based on the following hierarchy:
- Staff/faculty
 - Student
 - AUIB Third Party Vendor
 - Non-employee resident
- 4.12 In the event of a lost, stolen, or compromised campus ID card, individuals must immediately report it to the Office of the Registrar and Enrollment Services.
- 4.12.1 A replacement card will be issued promptly after proper verification of a government-issued ID, and a replacement fee may be charged.
- 4.12.2 Cards that become defective due to normal use will be replaced free of charge upon presentation of the defective card. Cards made defective through demonstrated abuse will be replaced with a charge upon presentation of the defective card.
- 4.12.3 Until a replacement card is obtained, individuals may apply for a visitors' pass (see Visitors policy).

4.12.4 The university is not responsible for any loss in cash credits due to loss or theft of the card.

4.13 Individuals must return their campus ID cards upon termination of employment, contract completion, withdrawal or dismissal from the university, graduation, or are no longer authorized to reside on campus or access university facilities and resources. Cardholders on an approved leave of absence may be asked to return their campus ID card at the direction of the President.

4.13.1 Failure to return the campus ID card may result in penalties, including financial obligations or administrative actions.

4.14 If a Campus ID card is found, it should be returned to the Office of Enrollment Services and Registration.

4.15 Any suspected alteration, falsification, misuse or fraudulent use of campus ID cards should be reported to the Office of Enrollment Services and Registration. Non-compliance with this policy may result in disciplinary action, loss of access privileges, or other appropriate consequences.

4.16 Falsification and misuse of the campus ID card may result in sanctions pursuant to university regulations, policies, and procedures as well as subject to civil or criminal proceedings.

4.17 The university reserves the right to confiscate or deactivate a Campus ID card without notice if these policies have been violated.

5.0 Procedures

5.1 AUIB affiliated persons can obtain their Campus ID cards from the Office of Enrollment Services and Registration.

5.1.1 Campus ID cards must be picked up in person by the card holder.

5.1.2 A government-issued ID is required for verification and collection.

5.1.3 Students must be actively registered in the Student Information System, and employees must be active in the Human Resource Information System. Verification of university affiliation may cause delays in card release.

5.1.4 The Office of Enrollment Services and Registration will take a digital photo which will be kept on record in the university database.

5.1.5 The Office of Enrollment Services and Registration will record a name for the Campus ID card which will be the same name recorded by the university for official purposes.

Name Changes

5.2 In the event of a name change, Campus ID card holder must promptly coordinate with the appropriate office to change the student or employee record.



- 5.2.1 Once the name is changed in the student or employee record, then a new Campus ID card may be issued.
- 5.2.2 Government-issued ID and/or legal documentation is required as proof of name change.
- 5.2.3 To avoid a replacement fee due to a correction or official name change, the previous Campus Card must be returned.
- 5.3 The Office of Enrollment Services and Registration will deactivate the Campus ID card of a student who is not actively enrolled in the current semester.
- 5.4 The Office of Enrollment Services and Registration will deactivate the Campus ID cards for those students not actively enrolled after the end of the add/drop period for each semester.
- 5.5 The Office of Enrollment Services and Registration will archive all found and returned Campus ID cards for two (2) years, after which time will it then destroy the cards as per the Record Retention policy.
- 5.6 Requests for a replacement card must be made in person by visiting the Office of Enrollment Services and Registration.
 - 5.6.1 Payment of the associated fee is payable to the Office of Enrollment Services and Registration. A receipt for payment is required to initiate the replacement process.
 - 5.6.2 Confirmation of campus access will be conducted by the Office of Enrollment Services and Registration or the Human Resources Department
 - 5.6.3 A government-issued photo ID is required to confirm identity.
 - 5.6.4 Any remaining print/copy balance on the account may be transferred to the new card.
- 5.7 Students may receive a refund of any print/copy balance remaining on their Campus ID card.
 - 5.7.1 A 'Refund Request' form must be submitted in person to the Office of Enrollment Services and Registration.

Related Policies and Documents

Attendance Policy
Final Examination Policy
Record Retention Policy
Student Records Policy
Faculty Handbook
HR Handbook
Student Handbook