PURPOSE

The purpose of this procedure is to provide guidelines for the use of the Technical College of the Lowcountry’s student identification card.

PROCEDURE

The College makes available an identification (ID) card to each enrolled student for identification and administrative purposes.

1. Every enrolled student on a College campus or site must possess an official identification card. This card must be validated each academic term for the duration of the student’s enrollment at the institution.

2. The ID card remains the property of the College. Students are responsible for the replacement of damaged, altered, or lost cards. A card is considered damaged when it has lost its shape or when the name, student number, or photo is damaged. Lost or mutilated cards must be reported to the Office of Student Records.
3. Students will be charged the prevailing rate to replace ID cards.

4. The ID card is non-transferable. Only the student to whom the ID card is issued may use the card to access the services and privileges to which enrolled students are entitled.

5. The ID card must be presented for:
   - Identification for receipt of transcripts at the Office of Student Records
   - Authorization to resell books to the College’s Bookstore
   - Campus Library privileges
   - Use of computing labs
   - Identification as a currently enrolled TCL student
   - Use of the Career Service Office

6. Failure or refusal to produce the ID card as requested by appropriate TCL staff and/or a College Security Officer will result in the denial of the College’s services or activities to which the student is otherwise entitled and the student may be subject to student disciplinary action.