

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: Student Identification Cards

Number: 4.040.01

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Department of

Responsibility: Student Services

Authorization:

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President

Date Approved: August 19, 2003

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Last Reviewed: August 2004

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Photo Student Identification Cards are available to current Orangeburg-Calhoun Technical College students in Student Services during normal operating hours. Students may be requested at any time to present a College ID to any employee of the College while the student is on College property.

Students must present a valid student photo ID to access the following services:

- Request student records, transcripts, financial aid details and other student-related information.
- Buy books and supplies by credit in the College bookstore.
- Collect College work-study payroll or refund checks.
- Borrow books and other materials from the College library.
- Utilize computer labs and other equipment on campus.

A state issued photo ID may be required for additional services as deemed appropriate by College personnel. Students who fail to present a College ID upon request may be required to leave the campus until proper identification is presented.