

ID Policy

HoundCard 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 Fort Scott Community 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 HoundCard is the official Fort Scott Community College picture ID card. In addition to identifying the relationship with Fort Scott Community College, the card provides access to campus events and activities, residence halls/other buildings, meal plans, and the library. Meal plans may only be used via the ID card.

1. Who qualifies for a card?

a. Student

b. Faculty & Staff

Permanent employees of Fort Scott Community College are entitled to a free HoundCard as a condition of their employment.

c. College Board

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

2. Expiration of NOC Card

ID Cards are valid while cardholder still has an active status with Fort Scott Community College.

3. Procedure on ID Picture taking

For ID card pictures Fort Scott Community 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 HoundCard is \$5 for all students and will be added to your enrollment each semester. This includes the cost of the card and administrative cost associated with production.

b. **Students Replacement Cards**

A \$10.00 charge will be placed on the student's college account when a replacement HoundCard is issued. A \$15.00 charge will be placed on the student's account when a replacement iClass card is issued for dorm access.

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

5. **Responsibilities as a Cardholder**

a. **Deactivating or Reinstating your HoundCard**

Students and other college cardholders do not have to surrender their cards upon discontinuing their employment/association with Fort Scott Community 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 - Friday 9am – 12pm; Monday - Friday, 2pm – 4 pm). The cards can be replaced at the ID Card office.

6. **Information Sources**

Website address: www.fortscott.edu – Current Students Tab - [Student ID](#).

E. **Effective Date:**

Revised 09/2014