

Procedures for Policy 1302

The following procedures will be followed to implement the provisions of this policy.

1. Students

To obtain a TCC ID card, the student must have enrolled for at least one credit of instruction in the current term and present the following documentation at any campus ID Card Office:

- SIS ID (EMPLID) number; and
- a valid form of photo identification (e.g., driver's license, military ID card, passport, etc.).

The student's information must be available in the campus ID Card Office database prior to the card being issued. Students must sit for a photo of their face taken from the front. The facial image must be unobstructed (i.e., no sunglasses, headwear that obscures the face, etc.; the only exceptions are items worn for cultural or religious reasons). The ID Card Office staff will produce the ID card and issue it to the student who will sign a record of receipt for the card.

Non-credit students enrolled in certain courses or programs offered through Workforce Solutions may be issued a TCC ID card, with the approval of the Vice President for Workforce Solutions. The Vice President will provide the non-credit students' information to the Office of Information Systems so that they may be identified in the Student Information System as being eligible to be issued a TCC ID card. Such students desiring to receive a TCC ID card will follow the procedure delineated above for credit students.

Once students have a valid TCC ID Card, they may use it to access certain college services, such as checking out materials from campus Learning Resource Centers, Testing Center functions, and open computer labs. The TCC ID card, also known as the StormCard, may be used to access certain college Auxiliary Services functions as delineated in [TCC Policy 4601](#) (StormCard Auxiliary Services Functions).

The student's ID card will remain valid for access to college services during the period of their enrollment, including from one term to the next. The student's enrollment status in the current term is updated daily. If a student is dis-enrolled from all credit courses in a term, access to services requiring the TCC ID Card will be terminated. Failure to enroll in classes for a consecutive term will render the ID card inactive for access to college services. It will be reactivated automatically if the student enrolls in one or more credit classes within three consecutive terms (i.e., two semesters and a summer session). If a replacement card is necessary, the provisions of section 4.7 below will apply, including the replacement card fee. If a student who is not enrolled in classes for three consecutive terms subsequently elects to enroll at TCC, a new ID card will be issued free of charge.

2. Employees

Full-time employees will be issued their TCC ID via their campus ID Office, when HR has completed their data entry for the EMPLID (SIS ID) number. Adjunct faculty and wage employees will be issued their TCC ID cards in the respective campus ID Card Office. The employee must present the following documentation in order to be issued a TCC ID card:

- EMPLID (SIS ID) number; and
- a valid form of photo identification (e.g., driver's license, military ID card, passport, etc.).

The employee's information must be available in the campus ID Card Office or Office of Human Resources database prior to the card being issued. The employee must sit for a photo of their face taken from the front. The facial image must be unobstructed (i.e., no sunglasses, headwear that obscures the face, etc.; the only exceptions are items worn for cultural or religious reasons). The ID Card Office will produce the ID card and issue it to the employee who will sign a record of receipt for the card.

An employee may use their TCC ID Card to access certain college services, such as checking out materials from campus Learning Resources Centers and using open computer labs. The employee may use the TCC ID card, also known as the StormCard, to access certain college Auxiliary Services functions as delineated in [TCC Policy 4601](#) (StormCard Auxiliary Services Functions).

An employee's ID card will remain valid through the term of their employment, regardless of any change in position. A full-time or wage employee whose employment with the college is terminated must surrender their TCC ID card to the Department of Public Safety, or their supervisor at the time of termination. The supervisor will return the surrendered ID card to the Department of Public Safety, who shall ensure the card is deactivated and properly destroyed.

An ID card issued to an adjunct faculty member who is not otherwise employed by the college shall be inactivated if they are not engaged in teaching in the subsequent term. It will be reactivated automatically if the adjunct faculty member is engaged to teach within three consecutive terms (i.e., two semesters and a summer session). If a replacement card is necessary in such circumstances, the provisions of section 4.7 below will apply, including the replacement card fee. If an adjunct faculty member who is not engaged to teach for three consecutive terms is employed subsequently at TCC, the previously held ID card will be reactivated or a new ID card will be issued free of charge.

3. Contractor Employees

Certain contractor employees who require long-term access to the college's facilities, such as security officers, will be authorized to receive a TCC ID card by the Director of Public Safety. Once the ID card is authorized, the ID Office will issue the ID card to the contractor employee in the same manner as delineated above for wage employees.

4. Emeritus Appointees

Retired faculty and staff who are appointed to emeritus staff may be issued a TCC ID card. The ID office will issue the ID Card. The card will not be activated for access control, but only as an ID card with Emeritus Status.

5. Tidewater Community College Board Members

Members of the TCC Local Advisory Board may be issued TCC ID cards. The Office of the President will coordinate issuance of such ID cards via the Department of Public Safety and the ID Office.

6. Access Control

Students, employees, and contractors are provided card-access privileges to buildings, controlled classrooms and labs, or other restricted areas based on their enrollment or work responsibilities and authorization level.

6.1 The majority of students will be afforded their privileges (i.e., access to library services, open computer labs, etc.) and provided access to areas reserved for student use, such as special study labs and recreational areas in the college's student centers by means of magnetic stripe ID cards. Such privileges will be maintained current through a daily update to data systems that will be batch-processed by the Office of Information Systems.

6.2 Work-study and other students who require access to college facilities controlled by proximity card readers may be provided with proximity cards by the same process delineated below for employees. A proximity card will also function as a magnetic stripe card. Any student issued a proximity card will be required to turn in the magnetic stripe student ID card. This process will only be practiced if there is not a dual card reader in place for the student to use their regular student ID swipe card.

6.3 An employee or contractor will be provided card-access privileges based on assigned work responsibilities, the TCC supervisor's approval, and the approval of the TCC supervisor responsible for the area(s) to which access will be granted. The Proximity Access Control Form will be completed and filed with the Department of Public Safety to document the access granted to the employee.

6.4 College Board members will receive magnetic-stripe type ID cards that afford them privileges appropriate to their respective status.

7. Checking Validity of ID Cards

Whenever a person is required to produce a TCC ID card by TCC DPS Personnel, the card's validity will be confirmed, i.e., that the card identifies the person presenting it and that the cardholder is a currently enrolled student, an employee, or other authorized holder of a TCC ID card. In the event that the ID card is determined to be invalid, DPS Personnel will confiscate the card and take a report. The ID Card will be turned into DPS management. The person presenting an invalid ID card will be referred for a Student Code of Conduct

violation. The Student will be requested to accompany DPS Personnel to the Campus Dean depending on the cooperation of the student.

In the event that a person presents a TCC ID card for access to a college service, such as a tutoring center, computer lab, learning resources centers, student center, etc., and that card is determined to be invalid, the college representative making the determination will report the matter to the Department of Public Safety, and a responding officer will carry out the procedure described above.

8. Lost, Stolen, or Damaged ID Cards

TCC is not responsible for any lost, damaged, or stolen ID card. A lost or stolen magnetic stripe ID card must be reported via the StormCard Manager or at any campus ID Card Office. An employee, contractor, or student who has been issued a proximity-type ID card must report its loss or theft to the college's Department of Public Safety at the earliest opportunity to facilitate timely cancellation of any access privileges associated with that card. In addition, the loss/theft may be reported online via the StormCard Manager to prevent unauthorized use of any funds associated with the card. The Storm Card Manager must report any lost, stolen, or damaged ID cards to the Department of Public Safety.

When a card is reported as lost, damaged, or stolen, a hold will be placed on the card preventing its further use. The college is not responsible for any unauthorized use of the ID card prior to it being reported as lost or stolen. Upon notification of a lost, damaged, or stolen card, if the card-holder's status with the college continues to require a TCC ID card, a replacement card will be issued as follows. The same process applies in the event that the ID card photo no longer identifies the holder due to a change in appearance and when an ID card has been confiscated due to being damaged, altered, or defaced.

1. The cardholder will pay the replacement card fee of \$10.00 at any campus Business Office and receive a receipt for the payment. Employees who are not located on a campus may make payment at the Accounts Receivable office in the Green District Administration Building.
2. The cardholder will present the receipt for payment and the documentation required above for the issuance of the original ID card to the campus ID Card Office. Using the process delineated above, the campus ID Card Office will produce and issue the replacement ID card, obtaining the cardholder's signature receipt for it.