**STUDENT ID POLICY**

To enhance the safety and security of all personnel on the campuses of Wallace Community College, ALL students are required to obtain a photo identification card. This student ID will serve as the official means of identification for Wallace Community College.

Unless a student loses or misplaces an ID card, it will only need to be issued once. The first issued student ID is FREE. **Replacement of ID cards that were issued less than 2 years ago will cost $10.**

**The replacement cost will be waived for those ID cards that were issued more than 2 years ago.** Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.

Students are required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e., potential applicant filing for admission or financial aid, visitors on campus tour), individuals will be allowed to continue with their business and immediately leave campus upon completion of that business. If individuals claim to be students, College officials will ask for their student ID. If none can be provided, the individuals will be asked to leave the campus until they can return with a valid Wallace Community College student ID. Those who resist will be escorted off campus by College

Police, and further disciplinary action may be taken if necessary.

Students will be required to obtain a student ID card before attendance verification, as faculty members will not allow a student to attend class without an ID past this date. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term. The student ID will also be used for discounts at local businesses on specified days (discount specifics are found on the back of the student ID card).

Students will be required to present proper government-issued photo identification before an ID card is issued. For ID pictures, Wallace 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 or religious purposes. All bandannas, hats, sunglasses, visors, etc. are to be removed before the picture is taken.