

**DIN:** 2500-1-01  
**Title of Policy:** Learner Identification Cards

**Policy**

The learner identification card is the required form of identification for on-campus Northwest Technical College learners. The College issues learner identification cards after learners complete their initial registration. Learners must show learner identification cards to check out library materials and resources, and for other purposes as required by the college. If an identification card is lost or stolen, learners may obtain a replacement identification card for \$5.00.

**Purpose**

To ensure accuracy of learner identification.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Enrollment Clerk	Inform admitted learners of their individual learner identification number.
Library staff	Issue learner identification cards.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:10 PM	
Document Number:2500-1-01	Rev.	Page 1 of 1	Level #1	
Title: Learner Identification Cards			Implementation Date:	
Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>	