Title of Policy: Student Identification Cards

Policy
The student identification card is the required form of identification for on-campus Northwest Technical College students. The College issues student identification cards after students complete their initial registration. Students must show student 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, students may obtain a replacement identification card for $10.00.

Purpose
To ensure accuracy of student identification.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Staff</td>
<td>Inform admitted students of their individual learner identification number.</td>
</tr>
<tr>
<td>Library staff</td>
<td>Issue student identification cards.</td>
</tr>
</tbody>
</table>

Supporting References
Listed below are college document(s) that support this policy: N/A

Compliance References:
Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations): N/A