

DIN: 2500-1-01
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:

Group/Individual	Responsibility
Admissions Staff	Inform admitted students of their individual learner identification number.
Library staff	Issue student identification cards.

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

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: 06/01/18 8:37 AM
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