



Origination 5/9/2000  
Last Approved 3/5/2021  
Effective 3/5/2021  
Last Revised 3/5/2021  
Next Review 3/4/2024

Owner Rodney Jenkins  
Area 6.0 Facilities and Campus Police

## Identification Cards, 6.20

### OPERATIONAL POLICY STATEMENT

The OneCard is the official Yavapai College ID card. All enrolled Yavapai College students, regardless of number of credits, are eligible for a OneCard once enrolled in classes. All employees, whether full or part time, are eligible for a OneCard. The initial card is issued free of charge and is revalidated with a sticker for subsequent semesters. The cardholder is responsible for maintaining a valid ID card, in working condition. ID cards are not transferable from one person to another.

Student and employees can obtain their OneCard in person on the Prescott, Verde Valley or CTEC campuses. Students who have their photo taken at the Prescott Valley or Chino Valley Agribusiness Centers will have their OneCards sent to the Center for pickup.

#### Use

The OneCard, the official Yavapai College ID card, provides access to College privileges and services such as:

- Meal plans
- Library material checkout
- Secured building access to Yavapai College facilities.
- Secured financial transactions for WEPA printing, Bookstore purchases, Mail Center purchases and food services.

#### Replacement

The OneCard is the property of Yavapai College. Lost or stolen cards must be reported to the OneCard Office. There is a charge for replacement of lost, stolen or mutilated cards. The OneCard is void upon

termination of enrollment, termination of employment, or if not properly validated.

## **OPERATIONAL POLICY HISTORY**

Adopted 5/9/2000

Revised 9/29/2015

Revised to "Operational" Policy and Owner Reassigned 3/5/2021

Transferred to PolicyStat 12/1/2021

### Approval Signatures

**Step Description**

**Approver**

**Date**

RETIRED