

College ID Cards

Every student is issued an Elizabethtown College ID card by **Campus Security**.

- **Your ID card is your official Elizabethtown College identification** and must be carried with you at all times. Your College ID Card includes your name, photo, student ID number, and validation information.
- **Caring for your card: Do not punch holes of any kind in your card. Doing so inactivates the card. Cards should not be kept close to magnets of any kind (such as in wallets, clutches, wristlets, etc.). Doing so can inactivate the card. Students are encouraged to keep cards in a plastic ID card holder. Plastic card holders can be purchased at the College Store.**
- Elizabethtown College ID cards must be shown to College officials upon request. Failure to do so may result in disciplinary action. College ID cards may be confiscated by a Campus Security officer. They may be reclaimed at the Office of the Dean of Students. Failure to surrender your ID card to a Campus Security officer upon request may lead to disciplinary action.
- **The College ID Card functions as an electronic key to admit students to their college residence hall and should not be shared with others.**
- The College ID Card provides access to your Meal Plan at the Marketplace and at the Jay's Nest (Jay Bucks) and must be presented for all meals. Your ID Card provides access to Laundry, the Body Shop Fitness Center, and is used to check out materials at the High Library. It can also be used to charge purchases at the College Store and the Jay's Nest, and for Copier charges. Treat this card as you would a credit card. It is as valuable as cash on campus. Charge activity via your College ID card is billed on a monthly basis. Any balance not paid by the due date is subject to finance charges of 1.5% per month or 18% per annum.
- The College ID Card may be required for admission to College events such as athletic contests, dances, exhibitions and public lectures, and dramatic productions.
- The College's Time and Attendance System requires student employees in some departments to use their College ID card. Students are required to have their College ID card with them whenever reporting to work.

Call Campus Security immediately at ext. 1264 to report lost or stolen ID Cards.

- If your College ID card is lost or is damaged by neglect (including the punching of holes in the card), you will need to purchase a new one through Campus Security. The cost of a new card is \$30. This replacement fee will be billed to your student account.
- Dining Services (offices in Brossman Commons, Room 135) can issue a temporary ID card valid for three (3) days or nine (9) meals, whichever comes first. This temporary ID card is only valid at The Marketplace. It may not be used for Jay Bucks or other types of student charges. Dining Services will not issue a temporary ID card until you report your original card as lost to Campus Security.
- You will be responsible for all transactions made with your College ID card until you report the loss to Campus Security.