
CAMPUS ID OPERATIONS

PURPOSE: To establish regulations to govern the operation of the Boise State University Campus ID Department.

I. POLICY STATEMENT

The Campus ID Card produced by the Campus ID Department is the official means of identification for University personnel and students. The Boise State University Campus ID Advisory Committee will be the advisory body for the Campus ID Department and has the authority to render advice in the planning of the operation and production calendar, user department procedures, and other policies related to the operation of the Campus ID Department.

II. RESPONSIBILITY

The Student Union Business Manager/Coordinator for Campus ID has control of the auxiliary equipment associated with the campus access and control system. The Student Union Business Manager/Coordinator for Campus ID is responsible for coordinating the management of the staff, procedures, equipment, and maintenance within the policies approved by the Campus ID Advisory Committee and the President of Boise State University.

A. Membership of the Campus ID Advisory Committee:

1. Campus ID Manager
2. Student Union Business Manager/Coordinator for Campus ID (Non-voting Ex Officio)
3. Registrar representative
4. Library representative
5. Human Resources Department representative
6. Finance & Administration Representative
7. Administrative Services representative
8. Accounting Unit Supervisor representative
9. Ticket Manager, Athletics
10. Food Service representative
11. Student Union Director
12. Extended Studies representative
13. ASBSU representative
14. Two (2) students-at-large (appointed by the ASBSU President)
15. Intramural Director
16. Health Center representative
17. Provost representative
18. Pavilion representative

III. PROCEDURES

A. Issuing:

1. Individuals receiving Campus ID cards must be currently enrolled, employed by Boise State University, be an affiliate of the University, or qualify under special use status.
2. Eligibility for a Boise State University Campus ID Card.
 - a) Students must have a BSU fee receipt issued from the Cashier's Office for the current semester and year.
 - b) Extended Studies students must have a current Extended Studies card that has an authorized signature and stamp.
 - c) Faculty/Staff must have a Campus ID form from the Human Resources Department with an authorized signature.
 - d) Emeritus employees will receive authorization from the President's office.
 - e) Affiliates are those employees who work for agencies under the auspices of the State Board of Education and who are not BSU employees or students. These employees include those from the other higher education institutions--Idaho State University, Lewis-Clark State College, and the University of Idaho--as well as other entities such as Vocational Rehabilitation, the State School for the Deaf and Blind, Eastern Idaho Technical College, Vocational Education, State Department of Education, State Historical Society, State Library, and the Office of the State Board.
 - (1) Privileges associated with the "Affiliate" status by Boise State University consist of:
 - (a) Fee waivers (once the Affiliate is registered for classes, the Affiliate is considered a student, with appropriate privileges and Campus Photo ID card)
 - (b) BSU Campus Photo ID card, specified as "Affiliate", with appropriate cost for production of the card being paid by the Affiliate.
 - (c) Use of recreational facilities upon presentation of BSU Photo ID card and payment of appropriate user fees, as determined by the Provost of Boise State University.
 - (2) For the above privileges to be in effect to the Affiliate, the agency under the auspices of the State Board must send a list of those employees who wish to be affiliates each semester to the Office of the Provost. After approval of the Affiliates, the Provost will forward copies of the list to the Department of Human Resources and Campus ID Manager for implementation of benefits.
 - (3) Affiliates wishing Library access only will apply for a Library user card at the circulation desk of the BSU Library.
 - f) Special Use
 - (1) Spouse of students
 - (2) Alumni
 - (3) Corporate users
 - (4) Spouse of employees
 - g) When an employee has discontinued her/his employment with Boise State University, she/he is not required to return her/his Campus ID card; however, upon notification from the Human Resources Department via a Discontinuation Form, the Campus ID Department will close the individual's account.

3. All Boise State University Campus ID Cards are issued for a period not to exceed four (4) years.
4. Only one card per individual is issued within a four year period; otherwise, the cost for an additional card or replacement card is set by the Campus ID Department.
5. All Boise State University Campus ID cards are issued by the Campus ID Department located in the Student Union Building.
6. No hats, bandannas, headgear, etc., are allowed in pictures. The only exceptions are to be approved by the Campus ID Manager.
7. Retakes are authorized only when an individual's eyes are closed or as approved by the Campus ID Manager.
8. Photos Only
 - a) Individual pictures are taken for a nominal fee.
 - b) Any department requiring individual pictures or Campus ID cards for vendors must submit a request in writing to the Student Union Business Manager/Coordinator for Campus ID. The cost of such cards or pictures will be determined by the Student Union Business Manager/Coordinator for Campus ID.

B. User Departments:

1. University Food Service
2. Athletic Department: issue of athletic tickets and access to athletic events
3. Health Center
4. Library: checkout of materials
5. ASBSU: voting
6. Computer Labs
7. Student Employment: to include pickup of paychecks
8. Career Center
9. Counseling and Testing Center
10. Writing Lab
11. Student Union Info Desk: discount movie tickets and bus passes
12. Student Union Recreation Center: discount student rates
13. Outdoor Rental Center: discount student rates
14. Intramural/Recreation/Physical Education: access to facilities
15. Intramural/Recreation/Physical Education: access to facilities
16. Official University identification by authorized personnel in the execution of her/his job responsibilities.
17. Registrar's Office

C. Lost Cards or Replacement Cards::

1. Replacement cards include:
 - a) Individual Name Change. The individual must produce a form from the Registrar's Office or Human Resources Department stating their new name. There is no charge for a new card.
 - b) Student/Employee Number Change. Individual number changes are only done upon the request of the Human Resources Department or by "CONFIDENTIAL" Notification from the Registrar's Office. There is no charge for a new card.
 - c) Non operational Cards. These are defined as cards that cannot be read by a reader when properly scanned. If it has been determined by the Campus ID Manager that the

card has not been deliberately made non operational, there is no charge for a new card.

2. The replacement fee for a lost/stolen or mutilated Boise State University Campus ID card is set by the department and reviewed by the committee. The individual is responsible for the replacement fee.
 - a) The replacement fee may be waived upon the approval of the Campus ID Manager if an individual can produce a police report for a stolen ID card.
 - b) An individual requesting a replacement card must provide proof of their identity. They must produce two forms of identification, i.e. driver's license, State ID card, military ID, fee receipt, etc.
3. All departments will forward lost or misplaced Campus ID cards to the Campus ID Department. This will prevent costly mix ups, wherein an individual is forced to pay replacement fees for a new Campus ID card.

D. Fraudulent Use:

1. Fraudulent use shall be defined as the use of a Boise State University Campus ID card by any person who is not the individual identified on the card.
2. The procedure for the fraudulent use of a Boise State University Campus ID card will be as follows:
 - a) The individual attempting to use the card will be denied access to the event or facility.
 - b) The card will be confiscated immediately by any user department representative authorized by the Campus ID Office.
 - c) The card will be forwarded to the Campus ID Office the following working day.
 - d) First time offenders will receive a verbal warning about card misuse.
 - e) Second time offenders will be required to pay the prevailing lost card charge.
 - f) Third time offenders are subject to appropriate civil or judicial action.

E. Activity Number Assignment::

1. All activity numbers are assigned by the Campus ID Department for any and all events which require a number.
2. Departments requiring an activity number will call the Campus ID Office and request a number. The following information is required when requisitioning a number:
 - a) The name or title of the event.
 - b) The date tickets go on sale.
 - c) The date the event will take place.
 - d) The status of students or employees authorized for the activity, i.e., full-fee, part-time, and/or employee.
3. If an event is canceled, the requisitioning department will notify the Campus ID Department as soon as possible. This will prevent the event from being activated and make that particular activity number available for an upcoming event.

- F. **Proposed Revision of Policy:** A proposed change in policy must be presented, in writing, to the Campus ID Advisory Committee. Copies will be made available to each committee member by the Student Union Business Manager/Coordinator for Campus ID. The proposed amendments will be forwarded to the Student Union Business Manager/Coordinator for Campus ID following approval by majority vote of the total membership of the Advisory Committee. Recommended changes in policy will be forwarded to the President for review by the President's Cabinet and approval by the President.