

## **Celt ID Request**

The UST Identification (ID) Card is the official identification for registered students, alumni, faculty, staff, and participants in special programs or projects authorized by UST. The ID card serves as proof of status with the University of St. Thomas and provides access to University resources such as, the library, computer labs, the parking garage, food services, athletics facilities and the residence hall. The ID card must be carried at all times while on campus. A valid picture ID must be presented before a UST ID card will be issued.

Applicants under 18 years of age will be issued a card only with parental/guardian signature. For purposes of the ID photo, an applicant may not wear any article of clothing; eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or prevent a positive identification. ID card photos are for the purposes of identification only and are not for the purpose of self or artistic expression. No props of any kind, nor clothing or accessories that would be considered offensive and/or in direct opposition to the mission of the Catholic Church and/or the core values of the University of St. Thomas and its mission will be allowed. The Office of Student Affairs reserves the right to refuse to take any ID card photograph that it deems inappropriate for identification purposes.

### **YOUR OFFICIAL UST ID CARD ASSIGNS PRIVILEGES SUCH AS:**

Computer Lab access (use of computers; printers; copiers)

Dining Plan and Flex Dollars (students and employees)

Doherty Library access (check-out of books and materials)

Guinan Hall and Young Hall access (key-card for residents only)

Jerabeck Activity and Athletic Center access

Moran Center Parking access (parking permit required)

### **CAMPUS STUDENT-RESIDENT ID CARDS:**

Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs) before applying for a replacement card. Student-residents must take replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that information may be updated in the card-key system.

### **DEFECTIVE ID CARDS:**

There is no fee to replace a defective\* card (new card that does not work). In order for a card to be considered defective, problems must be reported within 72 hours (three business days) of issuance. \*Does not include visibly damaged cards (a replacement fee applies in this case).

ALL ID cards that have been reported lost or stolen and/or have been replaced WILL BE DEACTIVATED.

### **POLICY:**

The UST Identification (ID) Card is the official identification for registered students, alumni, faculty, staff, and participants in special programs or projects authorized by UST. The ID card serves as proof of status with the University of St. Thomas and provides access to University resources such as, the library, computer labs, the parking garage, food services, athletics facilities and the residence hall. The ID card must be carried at all times while on campus

### **TERMS & CONDITIONS:**

1. The UST ID card entitles the cardholder to all privileges associated with his/her status (i.e., registered students, faculty and staff).
2. For purposes of the ID photo, an applicant may not wear any article of clothing; eyewear or facial makeup or coloring that would
  - conceal or obscure his/her facial features or prevent a positive identification. ID card photos are for the purposes of identification
  - only and are not for the purpose of self or artistic expression. No props of any kind, nor clothing or accessories that would be
  - considered offensive and/or in direct opposition to the mission of the Catholic Church and/or the core values of the University of
  - St. Thomas and its mission, will be allowed. The Office of Student Affairs reserves the right to refuse to take any ID card
  - photograph that it deems inappropriate for identification purposes.
3. Issuance of ID cards to individuals in a guest, temporary or visitor capacity must be requested in writing by the department head that such individuals will report to.
4. ID cards issued beginning July 2011 include an expiration date, after which the card may not be used.
5. The card must be carried at all times and presented to a UST official or a designee upon request.

6. Rights and privileges associated with the card are non-transferable and are contingent upon active status.

7. Students under 18 years of age will be issued a card only with parental/guardian signature.

8. Registered students and employees receive their first ID card free. A fee may apply for a replacement card.

9. Individuals are entitled to only one ID card at a time. If an individual has more than one “status” (i.e., Staff/Student), the primary

status will be reflected on the card. Example: If the cardholder is UST staff and a UST student, “Staff” will be imprinted on the

ID card.

10. Alumni who wish to apply for an official Alumni ID card may do so through the Office of Student Affairs. A discounted Alumni

fee will apply.

11 Photo images captured for the identification card become part of cardholder’s University record and therefore may be used for

official University business.

12. The University will disclose information to third parties only as required by law, or with cardholder written permission.

13. The cardholder will be held responsible for transactions made with the card. He or she is responsible for reporting and replacing

- lost, stolen and/or damaged cards to the Office of Student Affairs in a timely fashion. There is no fee to replace a new card that
- is defective. In order for a new card to be determined defective, problems must be reported within 72 hours of issuance. The
- Office of Student Affairs must verify that the card is defective or a replacement fee applies.

14 ID cards that are found should be turned in to the Lost and Found office located at Campus Security, first floor, Moran Center

- Parking Facility, 3807 Graustark Street, Houston, Texas, 77006.

15. The UST ID Card may not be altered in any way (i.e., hole punched, marked, glued, taped, cut, decals affixed, etc.). Cards that

- have been deliberately altered and cease to work properly will be subject to the replacement fee.

16. Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs) before applying for a replacement card. Student-residents must take replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that information may be updated in the Residence Life card-key system.

17. All cards that have been replaced by the Office of Student Affairs for any reason will be deactivated in the University ID Card- Badge system. No card that has been replaced may be reactivated under any circumstances. Cardholders should not attempt to use a card that has been replaced.