

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Student Identification Cards

Number: 4.040.01

Page: 1 of 1

Department of
Responsibility: Student Services

Authorization:

President

Date Approved: August 19, 2003

Last Revised: November 17, 2020

Last Reviewed: August 2004

Photo Student Identification Cards are available to current Orangeburg-Calhoun Technical College students in Student Services during normal operating hours. Students may be requested at any time to present a College ID to any employee of the College while the student is on College property.

Presentation of a current student photo ID is required for the following services.

- Requests for student records information, transcripts, financial aid information and other forms of student information.
- Purchase books and supplies by credit in the College bookstore.
- To pick up College work-study payroll or refund checks.
- Check out books in the College library.
- Use of computer labs and other equipment on campus.

A state issued photo ID may be required for additional services as deemed appropriate by College personnel. Students who fail to present a College ID upon request may be required to leave the campus until proper identification is presented.