

**Northern New Mexico College
HUMAN RESOURCES POLICY**

Subject:	ID Card Policy
File Reference:	3.15
Date Approved By Board of Regents:	September 19, 1996
Replaces Policy Approved On:	

Purpose:

Policy:

Procedures:

1. Faculty and staff, full-time and part-time, will be issued an unrestricted card immediately after the PAN has been processed. In the case of full-time faculty and staff, the card will have no expiration date; for part-time faculty and temporary staff, the card will expire at the end of the term in which it was issued, and re-validation will take place when the next PAN has been processed.
2. Students (those in credit-bearing classes) will be issued an unrestricted card upon payment of the term's full tuition and fees. The card will verify those cases for which inter-campus transportation has been paid. Validation will take place at registration during each subsequent term.
3. The legal dependents of faculty and staff and members of the general public who wish to use the library will be issued a restricted Northern picture-ID card upon payment of the \$10 per year library use fee. Re-validation will take place upon presentation of an expired card and payment of the fee.
4. The legal dependents of faculty and staff and members of the general public who wish to use gymnasium facilities will be issued a restricted Northern picture-ID card if they are 18 years of age or older, sign a written release, and pay the appropriate fee. A beginning and ending date will control the validity of the card. Re-validation will be required upon expiration of the period for which payment has been made. No one may use gymnasium facilities unless that person's validated card is in his/her possession at all times while in the gymnasium.

Established charges for gymnasium use:

- a. Legal adult dependents of faculty and staff: \$10 per person/per academic term.
 - b. General Public: \$50 per person/per academic term.
 - c. Occasional use by general public: \$5.00/day.
5. ABE/HEP students will be issued a card, without charge, upon being officially enrolled in their programs. The card will be restricted only in terms of specific beginning and ending dates (as established by the programs, but not to exceed the normal ending date of a regular term).
 6. Cards will be issued to those enrolled in CE/CS courses which have a minimum length of seven (7) weeks. The beginning and ending dates of the courses will be put onto the card.

