

Procedure 3-5: Identification (ID) Cards

College faculty and other personnel use their San Jacinto College ID cards to check out materials from the college libraries and to obtain discounts at college athletic and fine arts events. The procedures for obtaining the personnel ID card vary from campus to campus.

North Campus - Personnel and new faculty members pick up their cards in the Student Services Office where the card is also validated.

Central Campus - The Student Services Office sends the cards to the various departments; personnel then take the cards to the library for validation.

South Campus - The Student Services Office sends the cards to the various departments; personnel then take the cards to the library for validation.

College personnel and faculty members may request an activity card for their spouses only from the Student Services Office. These activity cards may be used for a discount at some college athletic and fine arts events.

Procedure #:	3-5
Procedure Name:	Identification Cards
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	