

Student ID Card Usage

All students (both full and part-time) at Southern University and A&M College are issued student identification (ID) cards. Only the first student ID card is issued free. The student ID card serves as proof of status with Southern University and A&M College and provides access to many resources provided by the University, such as dining hall meals, access to buildings, residence halls and campus events, and use of the library. Students that have cross-registered in classes at Southern University and A&M College are not issued Southern University student ID cards.

All enrolled students (full-time and part-time) at Southern University and A&M College are required to have valid identification (ID) cards for the semester in which they are registered. Students are required to carry a student ID card at all times. Failure to do so may subject students to a reasonable detention by appropriate University authorities as well as prevent admission/passage into University events, programs, and facilities.

Students must protect their student ID card as to reduce the risk of abuse related to the privileges associated with the student ID card. Students should note the following:

- Holes should not be punched in the ID card, and;
- The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields.

No one other than the student to whom the card is issued is to use the student ID card. The student ID card is the property of Southern University and A&M College and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. Student ID cards must be relinquished when students withdraw or graduate from the University. The information contained on and in the card will only be used by Southern University and A&M College for University business only.

Misuse of Student ID Cards

The transfer, alteration, falsification, or forgery of a Southern University student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges and/or civil proceedings. Any person, other than a student enrolled Southern University and A&M College to whom an official student ID card had been issued, who is found in possession of and attempting to use a Southern University student ID card or facsimile thereof will be arrested and prosecuted under the criminal code (Louisiana LRS 14:67:3). Students misusing student ID cards to gain access to University events or facilities receive an automatic fine when the incidents are reported to the Office of the Dean of Students. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting proper documentation that the ID was lost/stolen (on the date of the incident or soon after) is not valid evidence.

Replacement of Lost or Stolen ID Cards

When a student ID card cannot be found, the student must report the student ID card as lost as soon as possible. A student must report a lost/stolen student ID card to the Southern University Police Department in person. Students that lose their IDs cards must do the following in order to obtain a new ID card:

1. Report to the Cashier's Office and pay for a police report for of the lost/stolen ID card and the fee for a duplicate ID.
2. Report to the Southern University Police Department to obtain a police report.
3. Report to the ID office for a duplicate ID (F.G. Clark Activity Center).

Requests to waive the duplicate student ID card fee will only be granted in the event that the original card was lost or damaged by the University or a University official performing his or her duties.