

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

**4-1002 NCF Identification Card**

This regulation concerns the issuance of official New College of Florida identification cards (NCFCard) and establishes the fee for issuance and replacement of the card.

(1) Issuance of New College of Florida Identification Card – Faculty and Staff

- (a) It is the policy of the New College of Florida that all Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) personnel must obtain and carry the NCFCard while on campus. Courtesy cards are available upon request to temporary NEW COLLEGE OF FLORIDA employees, volunteers, and staff members of College related entities. Retired USF employees are entitled to a retiree card.
- (b) The NCFCard is primarily used for identification, for verification of New College of Florida status, and for using College services, such as the Library, the purchase of parking decals, obtaining passes for College events and services.
- (c) Six types of identification cards are available:
  - 1. Faculty cards;
  - 2. Staff cards for A & P employees, USPS employees, and Housestaff (Medical Resident-Health Sciences) employees appointed on a permanent basis;
  - 3. Courtesy cards for OPS employees; temporary, emergency, and substitute USPS employees; adjunct faculty; volunteers; and members of the Board of Trustees;
  - 4. Retired New College of Florida faculty and staff;
  - 5. Alumna/ae; and
  - 6. Family cards issued to permanent faculty, staff, and College retired employees upon request. All privileges extended to the family are discontinued when the employee severs working relations with the College.
- (d) Procedures for Obtaining an NCFCard
  - 1. NCFCards may be obtained at the NCFCard Center.
  - 2. Legal identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain a NCFCard.
  - 3. For the issuance of a family card, the employee (with his/hers NCFCard) must accompany the family member(s), who must also provide legal identification.
  - 4. Individuals qualified to receive a courtesy card, who are not in the College personnel data base, must present a letter from their sponsoring institution or entity.

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

5. Alumni must present proof of alumni status.

(e) Cardholder Responsibilities

1. Use of the NCFCard by anyone other than the person to whom it was issued is strictly prohibited.
2. The cardholder is subject to disciplinary actions or other penalties for improper use of the card.
3. The cardholder is responsible for any and all losses associated with his/her card.

(f) Fees and Options

1. Fees for issuance of the first and replacement cards shall be in accordance with state law and Board of Governors regulations.
2. The first NCFCard for retired Faculty/Staff will be provided at no cost.
3. Refer to NCF Regulation 3-1002 Tuition and Fees Schedule for the cost of each additional family member card.
4. Status changes are the same as "first" cards.

(g) NCFCard File Access

1. Departmental users must coordinate with the NCFCard Office before implementing card applications.
2. Departmental users must file procedures with the NCFCard Office.

- (h) Disclosure Statement. NCFCards are the property of the New College of Florida and must be returned upon request.

(2) Issuance of New College of Florida Identification Card – Students

- (a) It is the policy of the New College of Florida that all students must obtain and carry the NCFCard while on campus.
- (b) The NCFCard is primarily used for identification, for verification of New College of Florida status, and for using College services, such as the Library, the purchase of parking decals, obtaining passes for College sporting and theatrical events, and other related events/services.
- (c) Two types of cards are available:
  1. Student cards; and
  2. Family cards, issued upon request.

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

(d) Procedures for Obtaining an NCFCard

1. NCFCards may be obtained at the NCFCard Center on each campus.
2. Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a NCFCard.
3. For the issuance of a family card, the student (with their NCFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student.

(e) Cardholder Responsibilities

1. Use of the NCFCard by anyone other than the person to whom it was issued is strictly prohibited.
2. The cardholder is responsible for any and all losses associated with their card.

(f) Fees and Options

1. Fees for issuance of the first and replacement cards in accordance with state law and Board of Governors Regulations.
2. Refer to NCF Regulation 3-1002 Tuition and Fees Schedule for costs of each additional family member card.
3. Financial services, long distance telephone services, and other features are options available at the user's discretion.

(g) Disclosure Statement. NCFCards are the property of the New College of Florida and must be returned on request.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policies 5-012 and 5-013; Revised and renumbered 06-29-10; Revised 03-11-17 (technical amendment)*