

**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, Staff and Students

(a) It is the policy of the New College of Florida that all Faculty, Administrative and Professional (A&P), University Support Personnel System (USPS) personnel, and students must obtain and carry the NCFCard while on campus. Courtesy cards are available upon request to temporary NEW COLLEGE OF FLORIDA employees and staff members of College related entities.

(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) The following of identification cards are available:

1. Faculty cards;
2. Staff cards for A & P employees and, USPS employees,
3. Courtesy cards for OPS employees; and staff members of College related entities.
4. Retired New College of Florida faculty and staff;

(d) Procedures for Obtaining an NCFCard

1. NCFCards may be obtained at the NCFCard Center, currently housed in the Finance Office.
2. An online application must be completed which can be found on the community pages once logged into the ncf portal.
3. For replacement NCF Identification Cards, payment must be made before a card will be issued.
4. Legal identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain an NCFCard. New employees must also submit a New College of Florida ID Card Request form that is provided to them by Human Resources.

(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

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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 Faculty/Staff will be provided at no cost.
3. Refer to NCF Regulation 3-1002 Tuition and Fees Schedule for the cost of each initial student card and all replacement cards.

(g) NCFCard File Access

1. Departmental users must coordinate with the NCFCard Office before implementing card applications. (Food service, building access, etc)

(h) Disclosure Statement. NCFCards are the property of the New College of Florida and must be returned upon 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); 04-21-20*