

7.1 Student Identification Cards

Last Revised: February 2024

Policy: Piedmont Community College (PCC) will issue student identification (ID) cards to all students enrolled in classes.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the process through which student identification cards are issued.

Definitions

Chosen first name—an alternative to an individual’s legal first name.

Legal name—an individual’s name as it appears on official governmental documents.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority for this policy.

Procedure:

Section 1: Issuing Student IDs

- 1.1. Student ID cards will be issued when the student is officially registered for classes.
 - 1.1.1. ID machines are located in the Student Development Office on the Person County Campus and in a designated area on the Caswell County Campus.
- 1.2. Students enrolled in short-term classes and visitors may obtain a temporary campus ID at the reception desk on the Caswell and Person County Campuses.

1.3. Student ID cards will admit students to social, cultural, and educational events on campus, and students must have an ID card available for identification on campus at all times.

1.3.1. Students who do not display or cannot produce a college-issued ID card when requested by any college official, will be escorted to the Student Development Office for verification of enrollment.

Section 2: Updating Student IDs

2.1. The College requires students to provide appropriate documentation of a legal name change before a new student identification card is issued that reflects the changed name.

2.2. The College understands that it may be important to individuals for their college-issued student identification card to reflect their chosen first name. However, as a state institution, and given federal and state regulations that allow the use of student IDs for some official purposes (e.g., voter identification, passport applications), the legal name will be used on student IDs.

Section 3: Replacing IDs

3.1. Students needing a replacement ID will be charged a \$5 replacement fee.

Legal Citation: [N.C.G. S. 115D-20\(7\)](#)

History: Effective October 1988, revised October 2001, reviewed March 2011, revised August 2021, February 2024