

PHOTO IDENTIFICATION CARDS

1. General

The official form of Northern identification is the Northern photo identification card called the Eagle Card. Eagle Cards are issued to Northern students, faculty, full-time and part-time regular staff, emeritus faculty, retirees, and other eligible individuals such as students in special programs and volunteers. Eagle Cards are issued with the individual's photo taken by the Northern Eagle Card Office. Eagle Cards are the property of Northern and must be returned upon request.

The Eagle Card is issued once and is valid immediately. The expiration date is determined by the individual's relationship to Northern. The card is invalid:

- when a student is no longer registered at Northern;
- on the termination or end date indicated on the employee's Faculty Contract or Personnel Action Notice (PAN); or
- in the number of days determined by the specific affiliate role assigned to an individual, contractor, or guest student authorized according to Section 2.herein.

Each student/faculty/staff is required to have an Eagle Card and returning students are required to keep their cards. There is a replacement fee for lost cards. Employees are not required to have an Eagle Card; however, an Eagle Card may be necessary to obtain certain Northern services or benefits and/or access to buildings and parking facilities. If required for operational needs, individual departments may require employees to have an Eagle Card.

2. Assignment of Cards

The Eagle Card Office will issue Eagle Cards to eligible individuals. Proper identification, including a government issued photo ID and class schedule, is required. Individuals with special needs should contact the Accessibility Resource Office for assistance.

A department wishing to request an Eagle Card for an individual who is not a regular student, faculty member, or regular staff employee should submit appropriate paperwork to the officer individual tasked with Banner General Person data entry for the college. Once properly entered into Banner General Person, the individual should be assigned to the appropriate affiliate role. Once the individual has been assigned to the correct affiliate role with a valid expiration date, the Banner system will generate a record for the Eagle Card database. At that point the individual can, by presenting proper, government---issued Photo ID, receive an affiliate Eagle Card.

2.1. Lost or Stolen Cards

Employees must immediately report lost or stolen cards to the appropriate dean, director, or department head and the Eagle Card Office. Students must immediately report lost or stolen cards to the Eagle Card Office. Anyone finding an Eagle Card should turn it in to the Eagle Card Office.

2.1.1. Lost Cards

Each person will be charged a fee to replace a lost card. To obtain a replacement card, the individual must bring a government---issued picture ID to the Eagle Card Office.

2.2. Damaged or Incorrect Cards

There is no fee for replacing a card with a malfunctioning mag stripe.

3. Disclosure of Information

Eagle Cards issued will display the individual's name, photograph, status, and Northern ID number, along with the Eagle Card number. Faculty and staff employees who are also students may have two (2) status designations listed on their Eagle Cards. For security reasons, multiple cards will not be issued.

This information is used to process the card and will be treated as private, confidential information to the extent permitted by law and will be used only for official Northern business. The information will not be disclosed to outside organizations without the explicit written consent of the individual.

4. Eagle Card Activated Benefits and Services

The Eagle Card allows eligible individuals to use certain Northern services and benefits as defined by Northern policy. The Eagle Card is unique to each individual and will allow only those services or benefits the individual is entitled to, such as allowing library services but not access to a particular building or parking structure.

4.1. Benefits

Benefits may include, but are not limited to:

- use of Northern Library;
- use of Gym; and
- use of Fine Arts Center.

5. Fraudulent Use

Retouching or alteration of card photographs is prohibited. Unauthorized possession, use, or reproduction of a Eagle Card is prohibited and may constitute theft. In such cases, the individual(s) involved will be prosecuted (30-14-2 NMSA 1978). Violation of this policy may result in disciplinary action.

6. Change in Employment or Affiliation with Northern

6.1. Separation of Employment

6.1.1. Staff Employees

An employee who separates from Northern, must turn in his or her Eagle Card and any other Northern identification to the Human Resources Office.

6.1.2. Faculty Main Campus

A faculty member who separates from Northern, must turn in his or her Eagle Card and any other Northern identification to the Human Resources Office. The Human Resources Office must sign off on the Faculty Termination Checklist. Checklist forms are available from the Human Resources Office.

6.2. Change in Employment Status or Northern Affiliation Other Than Separation

If the status designated on an individual's Eagle Card changes, the individual should turn in the card to the Eagle Card Office. The Eagle Card Office will replace it with a card appropriate for the new status. An individual whose affiliation with Northern ends must return his or her Eagle Card to the department or unit where the individual was affiliated. The department will return the Eagle Card to the Eagle Card Office.

7. Revenue

Revenue generated by the Eagle Card goes toward the operation of the Eagle Card Office.