NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number: **SS 6.1.5**
Procedure Title: **NVC Student ID Cards**

I. **Purpose**
Issue Student ID Cards.

II. **Procedure Statement**
Eligible Students will be issued a Student ID Card

Step 1: Check enrollment status.

Check Banner to ensure student is enrolled in the current semester

Step 2: Check payment status.

Check Banner to ensure the student's tuition and fees are either paid in full or they are on the Installment Plan

Step 3: Issue Student ID Card.

If the student is eligible, they will be issued a Student ID Card

Contact for Interpretation: Director, Student Life

Relevant Board Policy: N/A
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated:_____September 22, 2016_____

Approved: Debi Gaitan by J. Comedy-Holmes
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