

IDENTIFICATION CARD POLICY

The Wolf Card is the official Cheyney University picture identification card. In addition to identifying the relationship to Cheyney University, the card is a mechanism for accessing cardholder accounts and privileges. All Cheyney University ID cards are issued by the Information Technology Department.

Students are not permitted to allow other individuals to use their Wolf Card and/or room key. These items have been issued to you and are for your use only. Providing your Wolf Card to another individual can jeopardize the safety of everyone in the hall and in your room. ID cards may be confiscated for violation of this policy and will only be returned to you after your official meeting with a university official.

There is a fee for replacement of a lost, damaged, or stolen ID card. Demagnetized cards and visibly damaged cards (e.g. cards that are bent, curled, broken, or taped as well as cards with visible scratches on the magnet stripe or holes punched in the card) also carry a replacement fee. Non-functioning cards with University errors will be replaced at no charge if the non-functioning card is turned in at the Information Technology Department.

To obtain a replacement card, please pay the replacement fee at the Bursar's Office. Then, present your replacement receipt at the Information Technology Department. Once a card has been replaced, the old card is no longer valid.

KEY & CARD ACCESS POLICY

The possession or use of any university key and CU ID other than those issued to the resident by a University official is prohibited. Resident students should keep their CU ID and keys with them at all times. Although we do understand that anyone can forget their room key and CU ID, students must also understand that they are responsible for these items.

Students are not permitted to allow another student and/or individual to use their CU ID and/or room key. These items have been issued to you and are for your use only. Providing your CU ID and/or room key to another individual can jeopardize the safety of everyone in the hall, your room, and/or in your suite. IDs may be confiscated for violation of this policy and will only be returned to you after your official meeting with a University official.

Students should report lost, misplaced and/or stolen keys and CU ID cards immediately to a University official.