

WAUKESHA COUNTY TECHNICAL COLLEGE

ADMINISTRATIVE PROCEDURE–STUDENTS STUDENT IDENTIFICATION CARD PROCEDURE – STUDENT - STU-300-01

All Waukesha County Technical College (WCTC) students are encouraged to carry a photo identification card while on campus in order to enhance the safety and security of all personnel and students. Carrying a WCTC Student ID also provides access to a variety of services and program attendance on campus, including the following:

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| a. Printing | j. Fitness Studio |
| b. Campus Cupboard | k. Access buildings on the Pewaukee campus from 5:30am-7am and 7pm-10pm |
| c. Library | l. Access the Waukesha Campus building before 7am |
| d. Technology Checkout | m. Academic support centers |
| e. Esports Lab | n. Program lab space |
| f. On campus computer labs | |
| g. Student Life events | |
| h. Ollie's Market | |
| i. Financial Aid to be used in the Bookstore | |

Procedure for Obtaining a Student ID:

ID cards are issued as follows:

1. Students must be registered for classes in order to receive a WCTC ID.
2. Student can obtain a WCTC ID at the Library, located on upper level of the B Building.
3. College and Career Readiness students (K-Building) taking non-credit courses have the option of getting a student ID at the Service Desk.
4. Students may get an ID 24 hours after they have registered for a class.
5. To receive a student ID, each student must present one of the following forms of identification. The form of identification presented must be recent enough to allow WCTC's Library personnel to verify the identity of the student seeking the ID:
 - a. Previous School ID Card (high school, another college)
 - b. Employment ID Card
 - c. Passport
 - d. VISA
 - e. Transcript with photo of the student
 - f. Military ID
 - g. Municipality ID with photo of the student
 - h. Tribal ID
 - i. State or Driver's License ID (including the temporary ID that is given out by mail)
 - j. If you are unable to provide any of the listed forms of identification, please contact Student Life 262.691.5302.
6. Students are required to remove any items not worn as part of their daily appearance prior to taking their student ID photo (e.g., bandannas, hats, sunglasses, etc.). This policy does not require students to remove items worn for cultural or religious reasons.
7. Students are eligible to receive two student ID cards within an academic year at no charge. Any additional replacement ID cards can be obtained for a \$10.00 fee.

Misuse, Alteration, or Fabrication of a Student ID:

Students who misuse, alter, or fabricate a student ID or misrepresent their identity to receive a student ID will be subject to disciplinary action by WCTC. Please do not punch holes in the student ID card as this inactivates the card.

See Administrative Policy – Students – STU-100 College Admissions

See Administrative Policy – Students – STU-101 involuntary Withdrawals
See Administrative Policy – Students – STU-300 Diplomas and Certificates

Procedure Owner: Dean of Students

Adopted: September 2018

REVIEWED: December 2024, March 2025