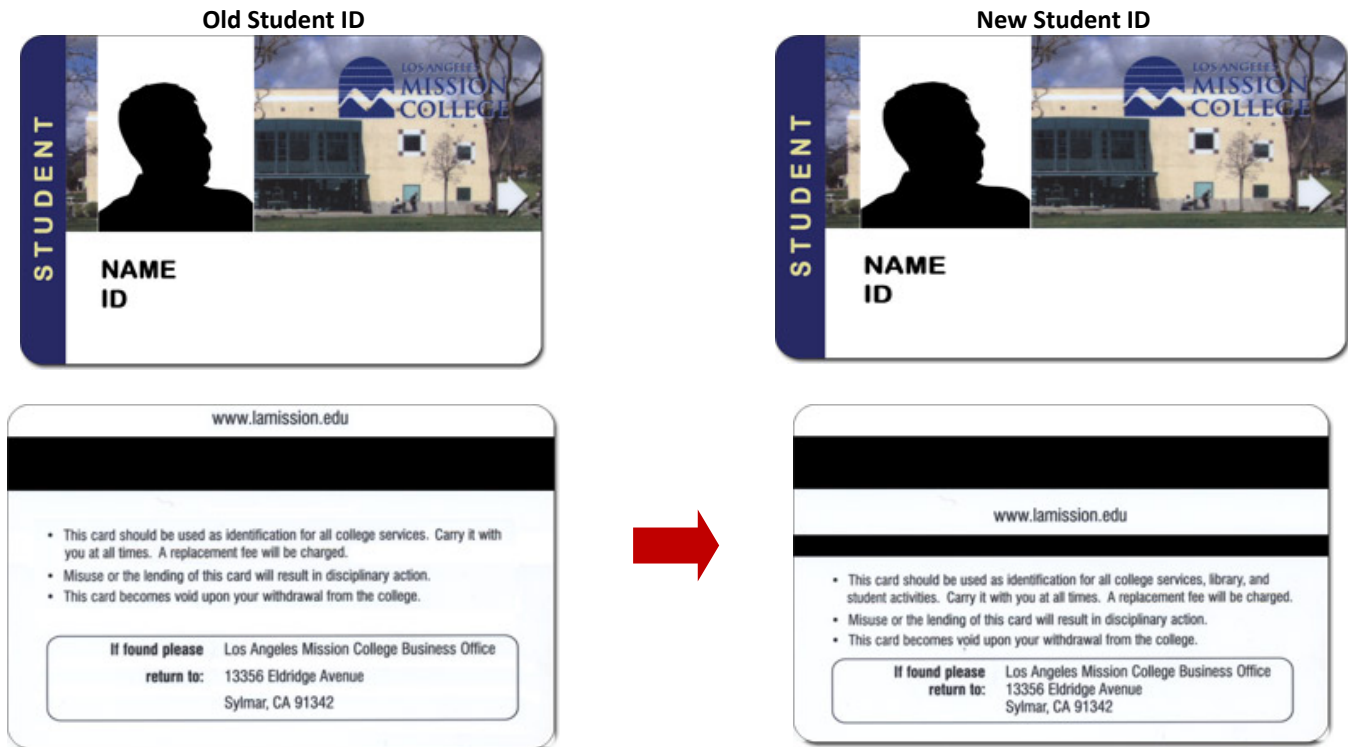


## Changes to Student ID and Print Cards

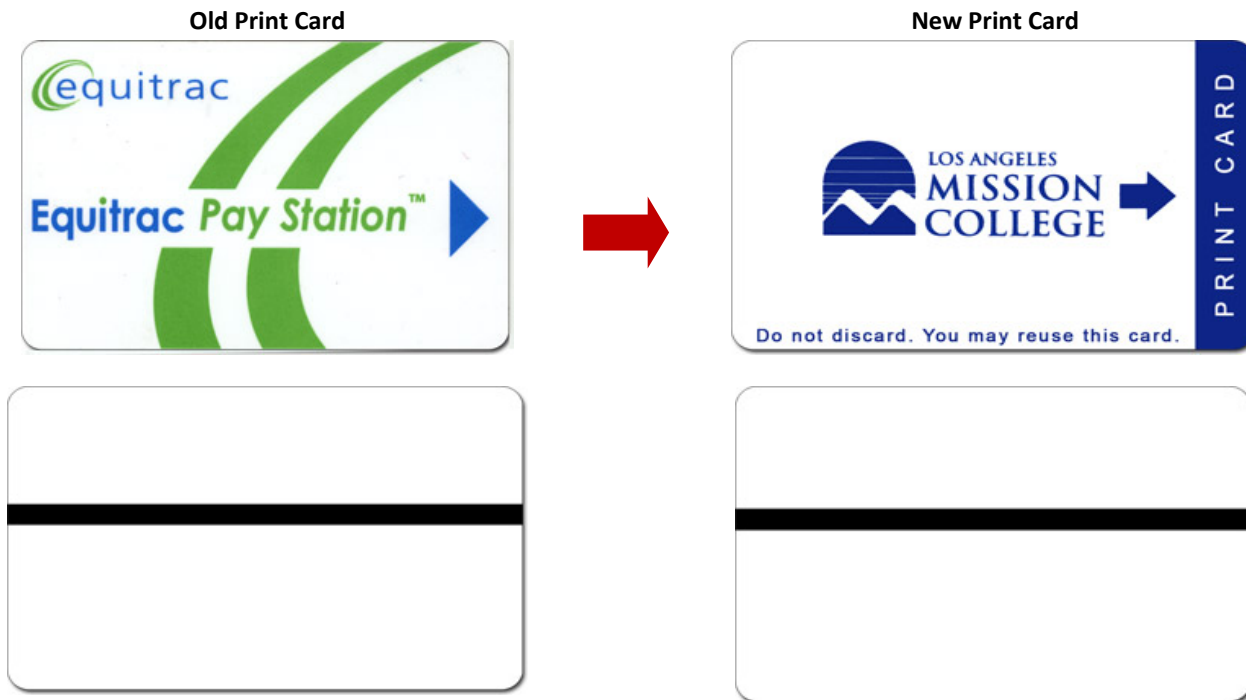
An important change has been made to the Mission College Student ID. The old and new student ID cards are shown below. They are the same except for the extra, narrower stripe that has been added to the back side of the new student ID card. This extra stripe allows the new student ID card to also serve as a print card in the college's Library and Learning Resource Center. **By having the new Student ID card, you will not need to carry a separate print card!**



1. You are encouraged to exchange your old student ID card at the college Business Office for the new one—there is no charge for this exchange.
2. If you already have the new student ID card and it was issued before 12/01/2009, bring it to the Business Office to activate and use it as a print card thereafter
3. Once the card had been activated, you can add value to the card at the Business Office or by using dispensing machines located in the Library and Learning Resource Center.
4. There is a three-dollar fee (\$3) to remake a student ID card that has been lost, stolen or damaged by the cardholder. Duplicate student ID cards can be obtained at the Business Office.
5. New student ID cards are issued at the Business Office.

## Print Card Update

The new print card has been redesigned and now features the Mission College logo. The old and new print cards are shown below:



1. If you already have the old print card, it can still be used and revalued.
2. Print cards can be purchased from dispensing machines in the Library, Learning Resource Center or at the Business Office. The cost of print card is \$1.

### College Policies Concerning Student ID and Print Cards

- A. Issuance/purchase of cards – Each print card costs \$1. All sales are considered final and only new cards will be sold or dispensed. The college will not recycle or re-issue old or used print cards. Once a card has been dispensed from the machines or purchased at the Business Office, the student or purchaser is responsible to safeguard the card. Business Office will not replace lost or stolen print cards.
- B. Defective print cards can be exchanged at the Business Office. However, this applies only to new print cards. The old *Equitrac* and worn out cards do not qualify.
- C. Adding Value – For every \$1 added to the card, the purchaser or student will be able to print 10 copies. Dispensers located at the LRC and Library areas do not give out change. The amount of the dollar bill inserted should provide credit in dollars or number of prints. Once a dollar bill is inserted to the machine, the purchaser needs to immediately insert the card in order to get a full credit.
- D. Payment Form Accepted – Students/purchasers can only use dollar bills at the dispenser machines. However, Business Office will accept credit cards and dollar bills as form of payments to either purchase or add value to the card.
- E. Refunds – Business Office will issue refunds to students who did not get full credit from the dispensers. The student/purchaser needs to fill out a refund request form approved by an authorized LRC/Library classified staff. Upon approval, student should present the request to the Business Office for refund.