



One Card Policy
(Faculty/Staff/Students)

PURPOSE

The purpose of this policy is to outline a process for issuing One Cards to Faculty, Staff and Students for the purpose of Identification and granting access to areas that are controlled through electronic cards readers. This will ensure the protection of SMCM personnel and property through proper documentation and tracking.

SCOPE

This policy applies to all Students, Faculty, Staff and Retirees.

TYPES OF ONECARDS

Student ID: Issued to students registered for courses at St. Mary's College of Maryland

Faculty – Issued to all Faculty employed by St. Mary's College of Maryland (Full Time, Part Time, Emeritus)

Staff – Issued to all Staff employed by St. Mary's College of Maryland (Full Time, Part Time,)

Public Safety – Special cards are printing for Officers in Public Safety, these cards will contain the seal and indicate their positions within Public Safety (Officer, Staff, Sargent, Chief and Asst. Director)

Retiree – Issued to Faculty or Staff that have officially retired from St. Mary's College of Maryland. The One Card will indicate if the applicant has been granted Emeritus Status.

ISSUANCE

One Cards are issued through the Office of Information Technology. The ID card is to show the full face of the applicant without hats or dark glasses. Head coverings may be permitted due to religious beliefs provided the head covering does not obscure the face in any way.

Student's ID pictures are taken during New Student Days or uploaded through the CBord GET application and are issued during their check in through the Office of Residence Life.

One Cards will contain the applicant's legal name unless approved by the Title IX office. In the case of a chosen name, the Title IX office will submit a work order through the Office of Information Technology once approved and a new card will be issued with the chosen name at no cost.

The initial One Card will be issued without a fee. In the case of a lost or stolen card, the applicant should deactivate the card through the GET app to prevent unauthorized usage. Once a card has been replaced, the old card will automatically cease to work and cannot be reactivated.

You must not damage or alter your OneCard in any manner. This includes, but is not limited to, punching holes in your card.

Your OneCard is issued by the Office of Information Technology for Official Use only, any attempt to duplicate or copy the OneCard is prohibited and will be reported to the Office of Public safety for further action.

The following fees will apply for replacement cards:

Lost Card - \$25

Damaged Card - \$25

Demagnetized - \$0

Faded or Worn - \$0

Stolen - \$0 (must have a written report from Public Safety)

FACILITY USE

The Campus One Card will be coded to allow access to the applicants Office Building or Housing. Each card will also allow access to the appropriate Athletic and Recreation center locker room. Requests for additional access must be submitted through the work order system by the applicant's supervisor or authorized approving authority. Access assigned to Faculty and Staff OneCards will remain until a request to remove is received or employment is ended.

LIBRARY

The applicant's one card can be used in the St. Mary's College of Maryland Library to check out books or other items available through the Library.

MEAL PLANS

The applicant's meal plan will be loaded onto the card at the beginning of each semester or within 24 hours of purchase.

PAY FOR PRINT

At the beginning of each semester a \$30 credit will be applied to students One Card for printing. Once this credit has been depleted, the student can loan additional funds through the Portal. Any remaining balance at the end of the semester is forfeited and cannot be carried over.

SURRENDER OF CARD

The St. Mary's College of Maryland One Card will be surrendered to the Office of Human Resources during the checkout process. The one card will automatically deactivate in CSGold once the applicant's status has been updated in Enterprise System. Should the applicant have the status of Retiree or Emeritus, the applicant will be supplied a new card at no cost.

Student Access Permissions:

All requests for student access will be submitted in the form of a work order through <https://servicedesk.smcm.edu> and must be submitted by the Building Manager or their designee. To appoint a designee, the building manager should submit a work order via <https://servicedesk.smcm.edu>.

Access added to Students OneCards will be removed at the end of the Spring Semester, should access need to continue through the summer, a new request will need to be submitted.