



## Personal Identification

### 1. PURPOSE

This procedure establishes the process for the creation and distribution of College Identification/Library Cards at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### 2. APPLICABILITY

This procedure is applicable to all NPRC academic students, faculty (full- and part-time), administrators, and staff.

### 3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 CLDR-1110-01: Policy Review Schedule

3.2 NPRC-1045: NPRC Personal Identification

### 4. DEFINITIONS

None

### 5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 The Office of the Registrar will send an email to new students through the Student Information System (SIS) at the time of registration explaining how to upload a photo.

5.1.1 The Office of the Registrar will send faculty instructions on how to submit a photo of themselves to [admissions@rrcnpa.org](mailto:admissions@rrcnpa.org) during the new-hire onboarding process.

5.1.2 Student Engagement Specialists (SES) or their designee may take photos of students on their college-issued cell phone to assist with the process as needed.

5.2 The Office of Information Technology, Safety, and Facilities will send staff instructions on how to submit a photo of themselves to [helpdesk@rrcnpa.org](mailto:helpdesk@rrcnpa.org) during the new-hire onboarding process.

5.3 All photo submissions must meet the following criteria:

5.3.1 Photo Basics

5.3.1.1 Color Photo

5.3.1.2 Clear Image of your face

5.3.1.3 Plain white or off-white background

5.3.2 Resolution, Print Size, and Quality

5.3.2.1 High-Resolution photo that is not blurry, grainy, or pixelated

5.3.3 Pose and Expression

5.3.3.1 Neutral facial expression or a natural smile, with both eyes open

5.3.3.2 Face the camera directly with full face in view

5.3.4 Attire

5.3.4.1 Clothing appropriate for the classroom or workplace

5.3.4.2 No hats, costumes, or shirts with writing or graphics

5.4 Students will have seven calendar days after a term starts to submit their photo. After the seventh day, the Office of the Registrar will create ID's without a photo and mail them to the student within three calendar days.

5.5 Library/Identification cards for students, faculty, and proctors will be printed by the Office of the Registrar and distributed by US mail with an accompanying letter explaining the importance of the card and the activities for which it is required by the Office of the Registrar.

5.6 Library/Identification cards for staff will be printed by the Office of Information Technology, Safety, and Facilities and distributed by the Director of Information Technology, Facilities, and Safety.

5.7 The Office of the Registrar will send the Warren Public Library a list of students and faculty who have new ID cards on a regular basis during active enrollment periods.

5.8 Staff, faculty, and proctor ID's will be collected by the corresponding Director, HR representative, or Office of Information Technology, Safety, and Facilities, on the last day of hire, as applicable.

## 6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1110: Policy Review Schedule.

## 7. APPROVAL

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Revision Notes: Procedural Revision