

# IDENTIFICATION CARDS

## Barnard College Identification Cards



The Columbia University ID Center welcomes you to the Morningside Campus! To help you get ready for the coming year, please review the material below regarding your Columbia University ID Card (CUID).

All new students receive their official CUID as soon as they arrive on campus. **This CUID will be your official University ID for the length of your academic career at Barnard.** If you experience a break in your academic career (a term or year off), the original CUID issued is still your official ID.

In case of loss or theft, all Barnard students, faculty, staff and administration must follow the same procedure to replace a lost ID. Please visit the Barnard

Bursar's Office on the lower level of Milbank to pay \$15.00 for the loss. Bring the receipt to Barnard Security at 104 Barnard Hall to obtain an authorization form. Bring this form to the ID Center in 204 Kent Hall to get your replacement ID. For swipe access to Barnard College buildings, please go to Barnard Security.

In our efforts to provide you with the most efficient service possible, we would like to be able to have your ID Card ready for you upon your arrival on campus. To make this happen, we need you to submit a recent passport-size color picture of yourself. This picture will be used for your ID Card, so please choose a photo that shows your face clearly. Your face must take up at least 80% of the picture, and be clearly visible and identifiable. **(We cannot accept photos with hats and/or sunglasses)** Please print your name and Social Security Number on the back of the photo, and then place it in the small envelope marked "ID Center" provided, making sure to fill out the information on the envelope completely. Send the small envelope back to us in the enclosed mailing envelope.

It is important to return the photo as soon as possible, so that we are able to produce your card in a timely manner. During the first week of classes, there is a potential for long lines with a considerable wait time to get your ID Card. You can avoid this by submitting your photo now. We will not accept any photo submissions postmarked after Thursday, July 1, 2004 for the fall semester.

Students entering in the fall, you will receive your Identification Card when you check in at the start of the orientation!

Students entering in the spring semester should come to the ID Center at the start of the orientation have their photos taken and to receive their ID card.

All Barnard students are eligible for two declining balance accounts commonly used on the Columbia University campus: FlexAccount and Dining Dollars. Both are accessible through your CUID.

## FlexAccount

FlexAccount is a declining balance program accessed through your ID card. It provides one account that may be used to purchase the following goods and services from many different locations on campus:

- Copy Express at Lerner Hall, as well as vending machines in Lerner's game and poolrooms.
- Selected snack and beverage vending machines on Columbia's campus.
- Columbia Bookstore purchases.

You may enroll or add value to a FlexAccount in person by visiting the **ID Center in 204 Kent Hall, the URH Service Desk in Hartley Hall, or the Columbia Housing and Dining Customer Service Center at 119 Hartley.** Deposits can be made with cash, credit card, or check payable to Columbia University (Only checks drawn from U.S. Banks will be accepted—no money orders will be accepted). Please read the complete Terms and Conditions to know your rights and responsibilities when using your FlexAccount. **FlexAccount is not accepted on Barnard's campus.**

## Dining Dollars

Dining Dollars are a convenient way to enjoy dining services on the Barnard and Columbia campus with a dollar-for-dollar declining balance account accessed through your ID card. Dining Dollars allow patrons to execute cashless transactions at all ten Columbia University dining venues on the Morningside campus. Students using the card receive a tax exemption on the 8.25% sales tax on food items (faculty and staff do not receive the exemption).

The minimum amount required to open an account is \$100 and the minimum required to add value is \$50. Dining Dollars roll over from year to year and will remain active until you leave the University. To open a new Dining Dollars account or add value to an existing account, please visit the Barnard Dining Service Office, located in Hewitt Hall, or the Columbia Dining Services Window at 103 Wien Hall.

## Citibank Account

Citibank offers Barnard students a student checking account with a low \$3 monthly fee and no minimum balance. If you maintain a \$1500 balance or use direct deposit for your paycheck, your checking account will be free of monthly charges.

For more information about Citibank's checking account for Barnard students, please see a Citibank representative at the Electronic Banking Center in Lerner Hall from 9:00 A.M. to 4:00 P.M., Monday through Friday, or call Citibank at (800) 635-8327.

## Facility Access

Access to campus facilities is administered by several entities on campus. Access is generally obtained either through showing or swiping your identification card. Swipe access is automatically activated for the following buildings:

- Alfred Lerner Hall
- Dodge Fitness Center

You must show your identification to enter all libraries and residence halls.



## Library Borrowing Privileges

In addition to showing your CUID to enter Butler Library, the Library Information Office grants borrowing privileges based on your status. All faculty, staff and students automatically are granted borrowing privileges; certain libraries may have their own borrowing restrictions. Barnard students and employees have reciprocal borrowing privileges with Columbia University Libraries.