



# BEAUFORT

## COUNTY COMMUNITY COLLEGE

### **Beaufort County Community College ID Card Procedures**

All faculty, staff, and students at Beaufort County Community College will receive their first ID card free of charge. Replacements or additional cards are available for purchase at a cost of \$5.00, which must be paid at the cashier's office, upstairs in the Administration Building.

Please follow the following guidelines during issuance:

#### Student ID Cards:

- All students are required to present a current BCCC schedule with their student ID number or any official BCCC paperwork confirming that they are a currently enrolled student (i.e. tuition or registration receipt, current schedule, current transcript, screen shot of current self-service).
- The ID card will display first and last names only. Nicknames or abbreviations are unacceptable.
- The ID card will also display all seven (7) numbers of the student ID number. If only six (6) numbers are displayed, place a "0" at the beginning.
- Make sure students do not need a special program listed on the ID card. The Cosmetology Department requires different titles, per the State of NC. At this time, the only special programs are:
  - Advanced Cosmetology
  - Beginner Cosmetology
  - Nail Tech
  - Early College High School