

ADMINISTRATIVE PROCEDURES

Title: STUDENT IDENTIFICATION VERIFICATION	Identification: 5.03
	Page: 1 of 2
	Effective Date: January 17, 2017
Authority: FS 1001.65; 1001.64	Signature/Approval: Dr. Ken Atwater

PURPOSE

This procedure establishes guidelines for Hillsborough Community College (HCC) staff to verify student identity when the student is communicating via virtual means or is present but does not have a picture ID.

PROCEDURE

Virtual Verification

Students who communicate with HCC staff/representatives through virtual means must verify their identity before staff/representatives may release any student information. The student must provide all three of the mandatory items, with the following exception: If the student does not know his/her student ID number, he/she must provide all four of the additional items.

Mandatory Items

Student ID number
Date of birth
Last 4 digits of social security number

Additional Items

First and Last Name
HCC email address
Current Academic Program
Last Term of Attendance

In-person Verification

Students who present at an HCC campus without a photo ID may still receive services* upon verifying their identification. If the student has a photo displaying in the student information system, the employee may use that in place of a presented photo ID. If the student does not have a photo in the student information system, he/she must provide at least 1 of the mandatory items of information listed below and at least 3 additional items.

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Identification: 5.03	Page: 2 of 2	Effective Date: January 17, 2017
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Mandatory Items

Student ID Number
Last 4 of Social Security Number
NetID

Additional Items

First and Last Name
Date of Birth
Current Academic Program
Last Term of Attendance
Current Address
Middle Initial
Personal Email Address
Classes Taken in Last Term of Attendance

***Test Center Student ID Verification**

Due to the requirements of external testing agencies and the importance of maintaining a high level of security surrounding placement and faculty exams, Test Centers require a valid phot ID prior to testing.

History: New