

POLICIES & PROCEDURES

Student Photo IDs Security

How to get a Photo ID card:

Every current student enrolled in Woodbury University is required to have a student photo ID card.

To request a student ID card, or to get a replacement ID card, please contact *Keith Gibbs, Campus Security Manager*, to make an appointment:

Keith Gibbs | MSAJS

Email: Keith.Gibbs@woodbury.edu

Phone: 818.252.5250 Direct

The Security Office is located in the Central Services building.

Replacing Student ID cards:

- Replacing a Student ID card will cost \$25.00 for lost IDs
 - Students should make a payment at the Business Office and take a receipt or proof of purchase to the Security Office where a new ID card will be printed.
- If the Student ID card stops working and is not destroyed, a replacement card will be free of charge.