

## **POLICIES & PROCEDURES**

### Student Photo ID's Security

#### How to get a photo ID card

Every current student that is enrolled in the 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 [HelpdeskCampusSecurity@woodbury.edu](mailto:HelpdeskCampusSecurity@woodbury.edu) and make an appointment.

#### Replacing Student ID Cards

- Replacing the ID card will cost \$25.00 for lost ID's.
  - 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.
- However, if the ID card stops working and is not destroyed, replacement will be free.