

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 468.1	
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		Last Revision Date:	08-25-97
Effective Date:			
Section:	Personnel	Subject:	Employee Identification Cards

PURPOSE

All full-time employees may obtain an Arizona Western College identification card.

PROCEDURE

1. Each full-time employee may obtain an Arizona Western College identification card through the Student Life Office in the College Union. The identification card needs to be validated each semester at the Cashier's Office.
2. Benefits of possessing an Arizona Western College Identification Card include the following:
 - 2.1 Admission of the employee and one guest to all athletic events except for tournaments.
 - 2.2 Discounts for admission to specific College events.
 - 2.3 Discounts on selected items at the College Bookstore.
 - 2.4 Discounts for lodging when appropriate.
3. The Identification Card may be required to gain access to College facilities.