1. **Purpose**

The purpose of this rule is to establish guidelines for the use of the Eagle One Card.

2. **Scope**

This rule applies to all employees, full or part time, permanent or temporary and all students, including both residential and commuter students.

3. **Rules for Issuance**

3.1 All students, whether residents or commuters, faculty and staff are required to have an Eagle Card as official identification.

3.1.1 Eagle One Cards are issued to university employees and students to verify identity and/or to gain access to various university services and facilities.

4. **Responsibilities and Regulations of your Eagle Card**

4.1 Lost or stolen cards must be reported immediately. You can report your card lost by: going online to ManageMyID, calling the Campus Safety Office at 919-530 6106, calling the Eagle Card Office during regular business house or by coming to the Eagle Card Office. Never punch holes or deface your card beyond its normal everyday use. Cards that have been damaged, lost, stolen or defaced will carry a replacement fee. No exceptions.

4.1.1 Your Eagle Card is not transferable. Only the person pictured on the card may use it. The cardholder may be required to sign a receipt for the goods received. Allowing someone to use your card or using someone else’s card may subject you to disciplinary action and may result in the
confiscation of the card.

4.1.2 Cash cannot be withdrawn from your flex accounts. However refunds are available when you officially leave the university by graduating, withdrawing from the university or terminating employment. Balances left in the account (flex plan, 50, 51 and 55) carry over to the next semester and from year to year.

4.1.3 The cardholder is responsible for maintaining a valid Eagle Card that is in proper working condition. Your Eagle Card is your access tool for meal plans, SVC plans, and Book Voucher Educational Expense accounts. Your card must be presented at the time of purchase/access and is the only means of accessing your account.

4.1.4 Eagle Cards give Students access to most sporting and student events. You must have your card to gain entry.

4.1.5 Monthly statements are not mailed. Account balances and transaction history may be viewed online by logging to ManageMyID or coming to the Eagle Card Office. Future changes to terms and conditions regulating the use of the NCCU Eagle Card will apply to all cards in circulation and use at the future date and supersede the terms and conditions in effect at the time the card was acquired.

5. **Door Access and Security Cameras**

5.1 The CS Gold and NICE Vision Security Camera System are the only two platforms that can be used for door access and security camera monitoring on the campus of NCCU.

5.1.1 All requests for new door access or security camera equipment should be directed to the Eagle Card Office or University Police. These departments will collaborate to assess the need and to provide the required service and equipment.

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