1 Introduction

1.1 The APPCARD Office is responsible for issuing Appalachian State University identification cards to students, faculty, staff, and dependents. The APPCARD serves as campus identification as well as access to individual meal accounts and the Appalachian Express Accounts. The individual accounts are controlled via the Diebold/C5 Gold computer.

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Student APPCARDS

4.1.1 The APPCARD Office is located on the first floor of Trivette Hall. The office is open from 8:00 a.m.- 5:00 p.m. Monday through Friday.

4.1.2 Electronically encoded APPCARD cards are issued from the APPCARD Office to all students upon their arrival on campus. The cards provide access to campus events and fee-supported services including the use of the library, admittance to intercollegiate athletic events, use of the infirmary, the physical education facilities, Quinn Recreation Center, Mt. Mitchell Fitness Center, Parking, and door access to residence halls.

4.1.3 The dependents of Appalachian State University students are eligible for Appalachian State University APPCARDS. The appropriate form can be obtained from the APPCARD Office located in Trivette Hall.

4.1.4 The student must accompany the dependent and both must sign the form. Also, the student must be currently enrolled at Appalachian State University. If the dependent is 16 years old, he/she will be identified as a dependent and issued an APPCARD. However, if the dependent is under 16 years old, he/she will be issued an APPCARD but must be accompanied by an adult before using University facilities.

4.2 Faculty/Staff APPCARDS

4.2.1 Photographs for Appalachian State University APPCARD are made in the APPCARD Office. Faculty and staff must have a notice from the Office of Human Resource Services.

4.2.2 The dependents/spouse of University employees are eligible for Appalachian State University APPCARDS. The appropriate notice can be obtained from the Office of Human Resource Services.

4.2.3 An APPCARD will be issued when the photograph is taken. There is a nominal charge for replacement cards.

4.3 Meal Accounts

4.3.1 Faculty, staff and off-campus students may open a meal account with a minimum deposit of $20. The account can be opened in the APPCARD Office. Students living in residence halls are required to choose from four meal options depending on individual meal patterns. The charge for the meal option is included in the subsistence charge.

4.3.2 Appalachian Express Accounts - Faculty, staff or students may open an Appalachian Express Account with a minimum deposit of $20. (See FDS Appendix 7). Additional deposits may be made in the APPCARD Office. An individual's APPCARD will access this account.

4.3.3 Faculty or staff may also open a charge account through the APPCARD Office following approval of the application. (See FDS Appendix 8). This is an increasing account and is taken out of the individual's check at the end of each month. The APPCARD will access this account.

4.3.4 Appalachian Express Accounts can be used in Food Services, Bookstore, Vending, Crossroads Coffee Shop, Laundry,
4.3.5 The cashiers will accept either cash or a valid APPCARD with account balances as payment for any purchase in the Food Services facilities.

4.4 If Card is Lost or Stolen

4.4.1 If an APPCARD is lost or stolen, it should be reported immediately to the APPCARD Office or to any Food Service Cashier from 8:00 a.m. to 5:00 p.m. A lost or stolen card may be reported to the University Police from 11:00 p.m. to 7:00 a.m. The APPCARD will be invalidated in the computer, and for a nominal charge another card will be issued. APPCARDS found are returned to the APPCARD Office and may be picked-up in the APPCARD Office. (See FDS Procedure 2.7.)

4.5 Obtaining APPCARDS

4.5.1 Photographs for Appalachian State University APPCARD are made in the APPCARD Office. Faculty and staff must have a notice from the Office of Human Resource Services.

4.5.2 The dependents/spouse of University employees are eligible for Appalachian State University APPCARDS. The appropriate notice can be obtained from the Office of Human Resource Services.

4.5.3 The dependents of Appalachian State University students are eligible for Appalachian State University APPCARDS. The appropriate form can be obtained from the APPCARD Office located in Trivette Hall.

4.5.4 The student must accompany the dependent and both must sign the form. Also, the student must be currently enrolled at Appalachian State University. If the dependent is 16 years old, he/she will be identified as a dependent and issued an APPCARD. However, if the dependent is under 16 years old, he/she will be issued an APPCARD but must be accompanied by an adult before using University facilities.

4.5.5 An APPCARD will be issued when the photograph is taken. There is a nominal charge for replacement cards.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates