

University of Wisconsin-Green Bay
University Ticketing and Information Center
University ID Services

Definitions:

University ID Services is a component of the University Ticketing and Information Center, located on the second floor of the University Union. The terms ‘you’ and ‘your’ in this agreement refer to the individual whose name and image appear on the University of Wisconsin-Green Bay ‘University ID’. The terms ‘we’ and ‘the University’ refer to UW-Green Bay. The term ‘card’ refers to the University ID card and the accounts associated with University ID. The card is non-transferable and the property of UW-Green Bay.

FERPA Privacy Statement:

Photos for the University ID will only be used for legitimate University purposes (i.e. class rosters, identification for access purposes, etc.) under the Family Educational Rights and Privacy Act (FERPA) guidelines. Information regarding cardholder’s account will not be provided to third parties unless required by court order, applicable laws, public safety, or with written permission of the cardholder.

Identification Card:

The University ID should be carried with you or be readily available while on the UW-Green Bay campus. You will be asked to present your University ID to access select buildings and classrooms on campus, to access your University Accounts (Pass Points, Dining Plans/Points, and Print Account), and to gain access to campus services. The cardholder of the University ID is the only individual allowed to use their University ID for any purpose. Any campus service provider of the University has the right to verify proper use of the University ID by requiring additional identification. Anyone attempting to use a University ID that is not their own is subject to disciplinary and/or legal action.

Liability:

If your University ID is lost or stolen, you are responsible for all transactions until your University ID is reported lost or stolen. You can report your ID lost or stolen by contacting the University Ticketing and Information Center. Your ID can also be activated and de-activated 24/7 via the University ID Service’s Online Card Office or by purchasing a replacement ID.

Error Resolution:

Potential discrepancies with one of your University Accounts must be reported to the University Ticketing and Information Center immediately. The University Ticketing and Information Center will work with the campus department where the discrepancy occurred to determine the resolution. You may be asked to file a Police Report with UW-Green Bay Public Safety if the discrepancy may have involved illegal activity by a third party.

Account Refund Information:

The Pass Point account is a non-refundable account while you are enrolled in classes at UW – Green Bay. However, within two weeks after your departure or graduation from UW – Green Bay, you are eligible for a partial refund of your Pass Point balance. A \$25 administrative fee will be deducted from your balance before the refund is issued. Dining Points are non-refundable.