

COLLEGE IDENTIFICATION CARDS

Policy Number: 309

Categorized: [Administrative Policies](#)

Responsible Office: Parking and NOVACard Services

Subject: Requirements for obtaining and using a NOVACard

Related Policies: [NOVACard Debit Accounts \(ACE\\$\)](#)

Procedures: See [309P](#)

Additional Information: [NOVA Card webpage](#)

Effective Date: 09/10/2019

Last Reviewed Date: 08/04/2020

1. Scope

This policy applies to all students, faculty, staff, and contractors who are granted a NOVACard.

2. Policy

The NOVACard serves as proof of status for employees, students, and others associated with Northern Virginia Community College and is required for access to many services and resources throughout the College including, but not limited to, libraries, gyms, music rooms, computer labs, and some classrooms. In addition, the NOVACard is required for electronic access to certain campus facilities.

The NOVACard can only be used by the person whose name appears on the card; lending or altering a card may subject the owner to disciplinary action.

The NOVACard and its database shall be regarded as official college property.

All policies related to your NOVACard Debit Account (ACE\$) may be found in Policy 310.

3. Definitions

N/A

4. Procedures

See [309P](#)

5. Authority