



CARD INFORMATION

Program Participant

The UGACard is the official identification card for the University of Georgia. It serves students, faculty, staff, and their dependents. Upon request and approval by the appropriate Department Head, Vice President or Dean, a special Identification Card will be provided to program participants. The Department of Campus Life is responsible for the production of the UGACard. The UGACard office is located on the third floor of the Tate Student Center.

PROGRAM PARTICIPANTS

Individuals who participate in an authorized campus sponsored program for an extended by defined period of time, generally one month to one academic term, for a specific academic or administrative purpose, will be eligible for a Program Participant ID Card.

Included in this category are individuals who are participating in grant sponsored programs, fellowships, and research projects or internships, who have an extended presence on campus, are not enrolled as University students, and are not part of the University payroll/personnel data base.

Requests for a Program Participant ID, using a special UGACard form, must be recommended by the sponsoring University unit, forwarded to the appropriate Dean or Vice President for approval, and then forwarded to the UGACard Office. Allow at least 5 working days to process the request.

All Program Participant ID Card photographs are taken at the UGACard Office on the third floor of the Tate Student Center during regular photography sessions unless otherwise arranged. Each participant must provide some type of photo identification to the UGACard Office.

Two Payment Options:

1. Payment by the individual- Each participant can pay for their own card when they have their photograph taken. The cost is \$15.00. The UGACard Office accepts cash, personal checks, and all major credit cards.
2. Departmental charge- The sponsoring department may pay for the participants' cards, at \$15.00 each, by providing an account name and number on the request form. The UGACard Office will automatically charge the account at the end of each month.

Selected Uses for the Card:

There are several service providers on the University campus who will allow Program Participants to use their services if they have a Program Participant Identification Card. The requesting department should contact each service unit about availability. Some service units will require the participants to pay a fee.

Possible uses for the Program Participant Identification Card include:

UGA Libraries	Legion Pool	Ramsey Physical Activities Center
Lake Herrick Beach Pavilion	UGA Golf Course	Residence Hall Access
Dining Hall Access		Tate Center Game Room Access

Participant Conduct While on Campus:

1. As a visitor to the University of Georgia they will be expected to abide by all federal, state, and local laws. Alleged violations of these laws will be referred to the appropriate court or police authority.
2. A visitor to the University of Georgia must present proper credentials to properly identify themselves upon request of any University faculty, staff or law enforcement official.
3. Program participants will be expected to abide by all policies and guidelines established by the sponsoring University department.