

# GEORGIA HIGHLANDS COLLEGE

## WHAT YOUR GEORGIA HIGHLANDS COLLEGE ID CARD IS FOR. . .

You may use your ID card at the following locations:

- All Georgia Highlands College Campuses as your ID
- Georgia Highlands Bookstore
- Georgia Highlands Charger Card Office
- Georgia Highlands Cafeteria
- Georgia Highlands Library (to check out books)
- Vending machines (soda machines only)
- Copiers
- Pharos Print Stations (printing from computer)

\*You may add money to your card (cash only starting in increments of \$1) at any VTS (Value Transfer Station) machine located outside the Bookstore on the main campus and in the main offices on the Cartersville and North Metro Campuses.

\*Money can also be transferred onto your card using a Visa or Mastercard. This can be done at the Georgia Highlands Bookstore.

\*Your ID card can be used to receive discounts in participating area locations (Cartersville, Acworth, Emerson, and Rome, Georgia). Discounts and locations are listed on the Georgia Highlands website at [www.highlands.edu](http://www.highlands.edu) under Current Students/Charger Card (Student ID). Hard copies of the list are available in the Charger Card Office.

\*Financial aid is NOT added to your ID card.

\*Any money that has been deposited onto your ID card is non-refundable.

\*If your card does not work or you have any problems with it, please call the Charger Card Office at either 706-802-5812 or 706-802-5813.

### COPIES

**FACULTY AND STAFF MEMBERS ARE ALLOWED \$100 FOR COPIES.**

### PHAROS PRINTING FROM COMPUTER

**FACTULTY AND STAFF MEMBERS ARE ALLOWED \$1000 FOR PRINTING FROM THE COMPUTER.**

These copy and print jobs are tracked through our Blackboard system. Your department will be charged for the copies and print jobs that you make so be aware of this if you choose to let a student use your card.

**NURSING FACULTY AND HOUSEKEEPING (THROUGH PLANT OPERATIONS) WILL NEED A SEPARATE PICTURE ID (THAT IS PRINTED IN PORTRAIT RATHER THAN LANDSCAPE FORM). YOU WILL BE GIVEN A PLASTIC ID BADGEHOLDER SO THAT IT CAN BE WORN ON YOUR SHIRT.**

**IF YOU REQUIRE ACCESS TO A CAMPUS ON NIGHTS AND WEEKENDS AND THIS CAMPUS HAS A SECURITY DOORLOCK (LIKE HERITAGE HALL), PLEASE LET ME KNOW, AND I WILL WORK WITH I.T. SO THAT YOUR CARD WILL WORK IN THE DOORLOCK.**