

## **Student IDs:**

To have a Student ID card made, please email a headshot and your full name to [idcardpicture@gmercyu.edu](mailto:idcardpicture@gmercyu.edu). Please make sure the email is sent from your GMercyU email address, so we can verify you as an enrolled student. ID cards will be made 24-48 business hours after you have submitted your picture.

## **Pick Up Instructions:**

### **• Fall Semester Starts:**

#### First Time Freshman:

*If you are attending a Griffin Ready event and have submitted your picture via email prior to the event, you will receive your ID card at the event.*

- If you submitted your picture for your ID and for some reason it is not ready for pick up when they are handed out at the event, please head over to the Campbell Solution Center (CSC) while you are on campus, located in the front of Campbell Hall, and they can print your ID for you.

*If you do not attend a Griffin Ready event and do not receive your ID card at the event or you are a Transfer Student:*

- Resident Students:  
You will get your ID card during move in, as long as you have submitted your picture prior to move in day. If not have not submitted a picture for your ID, you will need to do so, then pick it up from the CSC located at the front desk of Campbell Hall.
- Commuter and Transfer Students:  
After your picture is submitted for your ID card, you will need to pick up your ID card at the CSC when you are on campus for class.

### **• Spring Semester Starts**

*Griffin Ready Events are held virtually in the Spring semester for all students. Here is how you to obtain your ID card if you are a Spring semester start:*

#### Resident Students:

If you submit your pictures prior to move in, your ID card will be given to you on your move in day. If you do not receive your ID card on move in day, please head to the Campbell Solution Center (CSC) to have your ID card made.

Commuter and Transfer Students:

After your picture is submitted for your ID card, you will need to pick up your ID card at the CSC when you are on campus for class.

- **Summer Semester Starts:**

If you are a new MSOT or ABSN student and have submitted your photo prior to your first day on campus, you will be given your ID card on the first day of classes.

For any other student population, your ID card can be picked up at the Campbell Solution Center when you are on campus.

**Lost IDs:**

If you lose your Student ID, the first replacement is free, but a second replacement is \$10. Please email the Campbell Solution Center at [csc@gmercyu.edu](mailto:csc@gmercyu.edu) to request a replacement ID.

**Questions:**

If you have any questions about your ID card please email the Campbell Solution Center at [csc@gmercyu.edu](mailto:csc@gmercyu.edu) with your questions. Thank you.

