

The One Card is a photo identification card that serves a variety of purposes: vending, bookstore purchases, meal plan card, copier card and building access control.

It is expected that all students, faculty and staff obtain an ID card. The card should be prominently displayed while on campus. If the card is not visible, the card must be presented upon request from a University official.

ID cards are issued at the One Card Office located in The Office of Auxiliary Services Room 107 Kearny Hall, 504-816-4603. Hours for this service are posted below, at the One Card Office.

New students may obtain an ID card at no charge.

### **Lost ID Cards**

Students or employees should report a lost card to the One Card Office immediately for replacement. ID cards that have building access or meal plans can be used by anyone in possession of the card. Replacement IDs prevent other persons from using the card for which you are responsible. Lost, damaged or replacement ID cards can be obtained for a fee.

### **Identification Policy**

In an effort to provide adequate safety and security for the members of the University community, every student must carry an ID card issued by the University. It is requested that this ID be worn while on campus.

An ID card is not transferable and may be used only by the person to whom it was issued.

### **Hours of Operation**

Monday – Thursday, 8:30 a.m. – 4:30 p.m., and Friday, 8:30 a.m. - 1 p.m.

**Dillard University Auxiliary Services is located at:**

2601 Gentilly Boulevard- Kearny Hall  
New Orleans, LA 70122  
Phone: (504) 816-4604  
Fax: (504) 816-4833

Contact: Alan Carmel  
One Card Administrator