

THE SHIELD POLICIES AND PROCEDURES

WHERE TO GET A CARD:

Shield cards will be issued Monday through Friday during normal business hours at the security office, located in the basement of the Duke McCall Welcome Pavilion. After normal business hours and on weekends, contact security at (897-4444) to see if a staff supervisor is available. If available, we will make arrangements to issue a Shield card after hours.

PICTURE USE:

Your Shield is the property of Southern Seminary and will be used according to administration's approval. Your picture will be published in the campus directory and on E-Campus. You may have your picture re-taken free of charge. A re-printed card costs \$25. Students must follow a dress code. Men must wear collared shirts and are not permitted to wear facial jewelry. Women may not wear t-shirts or sweatshirts and must be modest.

NAME CHANGE:

Your Shield must present your legal name. All students must have their name changed in Academic Records before they can obtain a new Shield card. All other Shield holders should get their department representative who has been trained on Jenzabar to edit their name change. If the original card is not returned to security, the replacement card will be printed for a fee of \$25.

LOST OR STOLEN CARDS:

Go to the Campus Card Office located in security in the basement of the Welcome Pavilion. The cardholder must place the Shield on hold when he/she discovers a card is lost or stolen. When a Shield is placed on hold, no one can use the card, including the cardholder. It's imperative that once a shield card is lost or stolen you contact security as soon as possible to report it. Refer to the Debit Account Agreement of Terms and Conditions for details of unauthorized liabilities.

FAMILY MEMBERS:

Eligible family members include spouses and children of students and employees (including seminary contract employees) of SBTS. Children 12 years of age and older and claimed on the parent's tax return are eligible for a Shield. To obtain a family card, go to: (<http://www.sbts.edu/current-students/amenities/the-shield-card/shield-family-registration/>). A single form must be filled out for each family member obtaining a Shield card. The family member must have their picture taken to produce a card. Modesty is required. Please allow 48 hours for the form to be processed. Faculty and Staff should turn the completed form in to their department supervisor for review and entry into jenzabar. Students should submit the form to Academic Records for processing.

DEPOSITS:

You can deposit funds to your accounts at Fifth and Broadway and the Cash Value Station. The Cash Value Station is located in the copier room on the First floor of the library and accepts dollar bills only. Cash, check, and credit cards are accepted at Fifth and Broadway. Deposits to the shield card can only be used for copier use.

REFUNDS:

You may request a refund from your Shield Spending Account when your relationship with SBTS terminates. Refunds will not be issued prior to a terminated relationship with SBTS. To request a refund, you will need to download the “Cardholder Refund Request Form” from the shield card information located on the “Inside SBTS” web site under policies and forms. Complete the form and drop off at 5th & Broadway.

MEAL PLANS, DINING SERVICES: Students (other than those required to purchase a seminary meal plan) as well as faculty and staff can add money to their shield card at the cash register in Dining Services to purchase meals in the cafeteria as well as Founders Café. Pioneer calls this their “Voluntary Flex Dollars”. This will allow you to purchase meals with the shield card.