



Student OneCard Information Sheet

What is the OneCard?

The OneCard ID is your student ID and key card access to computer labs, sports and recreational facilities, the Harre Union, parking ramp, academic buildings, and 24x7 access to your assigned residence hall. Residential undergraduate students have access to all residence halls from 7 a.m. to 7 p.m. Use your OneCard to gain free or reduced price admittance to various campus events such as performing arts events, museum exhibits, concerts, sporting events, and various student activities.

Three Accounts - One Card

Account 1: Meal Plan Your Meal Plan, which is stored on your OneCard, provides you access to Founders Table, an all-you-care-to-eat dining facility in the Harre Union. Students living in a residence hall will have the required meal plan automatically assigned based upon their semesters of residency once they confirm their class registration. Each meal plan also has a Dining Dollars declining balance account that can be used at Founders Table as well as other dining locations around campus such as the Campus Café, Grinders Cyber Café, concession stands, catering, and pop up events.

Optional meal plans: An optional Commuter meal plan may be purchased at datavu.valpo.edu. From the Student Menu, click on the *Housing and Meal Plan Self-Service* link under the *Meal Plans, Housing and Parking* header. Select the plan you wish to add to your card, then click *Submit* at the bottom of the screen. The charges will be posted to your student account.

Students also have the ability to upgrade to a higher level meal plan if they choose to do so. Meal plans and Dining Dollars are assigned for a respective semester and do not carry over from one semester to another. Please see www.valpo.edu/aux/dining/ for more information.

Account 2: Bookstore Credit Your OneCard at the Follett bookstore located in the Harre Union allows you to charge course related materials (i.e. textbooks, computer software packages, school supplies) to your student account. You can view your account anytime on datavu.valpo.edu. Check the Bookstore website for information regarding textbooks and course materials at www.valpo.bkstr.com.

Account 3: Crusader Cash

- **COPY MACHINES:** Receive discounts with Crusader Cash on copiers in the Christopher Center or Harre Union.
- **VENDING:** Use your Crusader Cash in the vending machines in the Christopher Center, Residence Halls, Fitness Center, and Harre Union.
- **FITNESS CENTER:** Use Crusader Cash to pay for Fitness Center membership, services, and intramural fees.
- **ONECARD OFFICE:** Use Crusader Cash to pay for passport photos or a replacement OneCard.
- **DINING:** Use your Crusader Cash to purchase food items at any Dining Services location after using all meal plan funds.
- **STUDENT MAIL SERVICES:** Use Crusader Cash to purchase postage and other services for sending packages.
- **BOOKSTORE:** Use Crusader Cash to purchase books for casual reading, supplies, Valpo gear, and more.
- **OFF CAMPUS MERCHANTS:** Select merchant locations will accept Crusader Cash. Go to the "Crusader Cash Off Campus" link on the OneCard page for more details.

Adding Money to Your Account:

- Deposits using cash/credit cards can be made at the P.H.I.L. kiosk, located in the vending area of the Harre Union or the second-floor copy room of the Christopher Center Library. Funds are available for immediate use.
- Payment by cash or a check can be made to the Cashier's Office in Kretzmann Hall. Funds are available the same day.
- A credit or debit card can be used by calling 1-800-722-4867. Allow 72 business hours for all funds to become available.
- Log on to datavu.valpo.edu. Choose "Students" on the right side menu. Under *Student Accounts*, choose "Deposit to Crusader Cash." Allow 72 business hours for all funds to become available.

Package Pick-up with OneCard Any packages received on campus will be entered into the Package Tracking System and scanned into the Student Mail Services database. You will receive an e-mail at your valpo.edu address to inform you that you have a package. You must bring your OneCard ID with you to pick up your package at the University Mail Center in the Harre Union. Please note: only your OneCard, not a Temporary ID, may be used to pick up your packages.

OneCard Usage Policies

Actions that Can Damage/Deactivate your OneCard:

- Rough handling or storage in warm/hot places (e.g. behind auto sun visors, glove boxes, or dashboards).
- Attaching to key chains or carrying unprotected in pockets, purses, backpacks, etc.
- Proximity of magnetic devices at anytime (television sets, stereo speakers, or cellular phones, etc.).
- Affixing stickers, pins or any other alterations or modifications to your OneCard ID.
- Placing cards back to back with magnetic strips touching.

*The cardholder is responsible for the care of the card.

Damaged cards are a result of negligence or improper care (e.g. putting the card through the dryer, using the card to scrape the windshield). The replacement fee for lost or damaged cards is the responsibility of the card holder.

Replacing Your Card

It is your responsibility to protect your OneCard ID at all times. If your OneCard is lost or stolen, you must report it immediately to the OneCard Office at 219-464-5131 or VUPD at 219-464-5430. In the event that the loss is not reported to the appropriate officials, Valparaiso University will not be responsible for any losses incurred during that time.

Temporary Cards

If a cardholder loses his/her OneCard ID the OneCard Office or VUPD can assign a temporary ID card for 24 hours. The temporary ID will provide the same privileges as an ordinary OneCard ID. Cardholders must replace their OneCard ID if they do not find it. In addition, the cardholder must return the temporary ID back to the OneCard Office or he/she will be responsible for an additional replacement fee.

Error Resolution

If the cardholder suspects an error on a receipt or transaction, contact the OneCard Office at 219-464-5131 or by e-mail at onecard@valpo.edu. Contact must be made within 14 days of the transaction(s) in question. *Failure to request error resolution in a timely manner could result in the loss of a refund.* When making a request for error resolution, please furnish the following information:

- Cardholder's name and ID number (found on the front of your OneCard ID).
- A description of the transaction in question and explanation of the discrepancy.
- The dollar amount of the transaction in question.
- Approximately when and where the error took place.

Rights and Responsibilities

Each new student/faculty/staff member is issued a University OneCard photo ID. This card is intended to last the duration of your years at Valparaiso University. It is the cardholder's responsibility to protect and maintain the condition of their card. The card holder is responsible for all uses of the card, and is liable for loss or damage.

The Valparaiso University OneCard entitles the cardholder to all privileges associated with their status. Rights and privileges associated with the OneCard are contingent upon active status as a student, faculty, or staff member.

Any person who alters or intentionally mutilates a University OneCard ID (including but not limited to applying stickers, pins or punching various holes in the card, etc.), or who uses the OneCard of another or allows their OneCard to be used by another, may be subject to disciplinary action. Valparaiso University shall not be held liable for any loss, cost, damage or expense, whether physical, financial, psychological or otherwise, suffered or incurred by the cardholder in connection with, arising out of, or in any way related to the use or attempted use of the cardholder's OneCard by the cardholder or any other third party.

Your OneCard ID must be presented for identification purposes at the request of an agent of the University acting in the performance of their duties (i.e. VU Police Officer, Residence Hall Director or Coordinator, Ticket Takers, Ushers, Examination Proctors, etc.). Any cardholder refusing a request of University identification may be subject to disciplinary action.

Your OneCard ID may be confiscated by an agent of the University if

- Your OneCard ID is in the possession of an individual other than yourself, and that person attempts to represent himself/herself as you.
- You present your OneCard ID as a valid student, but you are not valid for the term of registration.
- You are withdrawn from the University.

Unauthorized use, sharing, alteration or duplication of your OneCard ID for any purpose will result in immediate confiscation. Rights and privileges associated with your OneCard are nontransferable. Your Valparaiso University OneCard ID acts as a stored value account, not as a credit card. No negative balances (with the exception of the purchase of text books from the University Bookstore), cash withdrawals or cash advances are permitted. Under no circumstances may alcoholic beverages be purchased with your OneCard.

Disclosure to Third Parties: In accordance with the Family Rights and Privacy Act (FERPA), your photograph is part of your educational record. As directory information, it can be released to campus officials for educationally related and university purposes. Valparaiso University will not release cardholder's photograph outside of the institution, unless permitted or required by law, or with the cardholder's permission.

OneCard Office Information

The OneCard Office is located on the second floor of the Harre Union, Room 244. If you have any questions or concerns regarding your OneCard ID, please contact the OneCard Office at (219) 464-5131. Please visit www.valpo.edu/aux/onecard/ for office hours, availability, and additional information.