

CougarCard

IDENTIFICATION

The CougarCard provides identification for Washington State University students, employees, and other affiliated persons for numerous University functions and transactions. The full name printed on the CougarCard includes the cardholder's preferred or chosen first and middle names and official last name as they appear in the University's central systems. If the cardholder has not entered preferred or chosen first and middle names in the University's central systems, the name printed on the CougarCard includes the cardholder's official first, middle, and last names as they appear in the University's central systems. (See *BPPM* 90.75.)

NOTE: Cardholders who choose to use preferred or chosen names are not eligible for the CougarCard Maxx. (See [CougarCard Maxx](#).)

The CougarCard Center reserves the right, at their sole discretion, to decline to print cards with inappropriate preferred or chosen names. Such names include, but are not limited to:

- Names using offensive, foul, or inappropriate language;
- Names submitted to avoid legal obligations; or
- Names submitted to create misrepresentation.

In the event the CougarCard Center deems a preferred or chosen name to be inappropriate to print on a CougarCard, the official first, middle, and last names as they appear in the University's central systems are printed on the CougarCard. Students may appeal the CougarCard Center's decision to exclude their preferred or chosen names by contacting the Dean of Students Office. Faculty and staff may appeal the CougarCard Center's decision to exclude their preferred or chosen names by contacting Human Resource Services.

A CougarCard is the property of the University, authorized for the use of the named person only, and is nontransferable.



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Eligibility

Persons from the following groups are eligible to request CougarCards:

- Students; e.g., undergraduate, graduate, and professional.
- Employees; e.g., faculty, adjunct faculty, administrative professional, classified, hourly.
- Retired employees; e.g., emeritus faculty, retired staff.
- Enrollees in special programs; e.g., conferees, externs, Running Start students, visiting scholars.
- Community members; e.g., University of Idaho students, local high school students, family members, Student Recreation Center members.

Refer to [Card Types](#).

Fraudulent Use

Fraudulent use of a CougarCard may result in disciplinary and/or legal action.

Verify Valid Users

Any service relying upon the card for identification should periodically obtain a current user listing or otherwise verify valid users.

FUNCTIONS

The card may be used for one or more University functions if authorized for the cardholder. The following list of card functions is not necessarily exhaustive and services are subject to change:

- Identification for official class attendance
- Access to athletic events for students who purchase sports passes
- Checking out materials from University libraries
- Cougar CASH account
- Residence Dining Account
- Student Recreation Center access
- Pullman Transit bus access for University students, faculty, and staff
- Spokane Transit bus access for WSU Spokane students, faculty, and staff

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FUNCTIONS (cont.)

- CougarCard-based facility access to selected residence halls, campus offices, and University buildings at the WSU Pullman, WSU Vancouver, and WSU Everett campuses
- Time clock purposes for certain hourly workers
- Check cashing identification at University cashiering locations and Students Book Corporation (Bookie)
- Identification for accessing University buildings after regular working hours. See *BPPM* 50.24.

CougarCard Maxx (Optional)

- Students, faculty, and staff without preferred or chosen names have the option to associate their assigned CougarCard with a U.S. Bank checking account. The bank-linked card is referred to as a CougarCard Maxx. See the following website for further information:

cougarcard.wsu.edu/banking-options/

OBTAINING A CARD

The University requires photo ID issued by a governmental agency in order to provide a CougarCard to a first-time requesting individual. Examples of valid photo ID include: state-issued driver's license, state-issued ID card, U.S. military ID card, U.S. military dependent ID card, and passport.

Campuses

An eligible person may request a card from the applicable campus location indicated below:

WSU Pullman

CougarCard Center on the ground floor of the CUB in room 60; telephone 509-335-2273.

WSU Spokane

Student Affairs Office, Academic Center 130; telephone 509-358-7978.

WSU Tri-Cities

Admissions/Registrar Office, West Building 269; telephone 509-372-7141.

WSU Vancouver

Student Affairs, Student Services Center lobby; telephone 360-546-9788.

WSU Everett

915 North Broadway, Room 236, Everett, WA 98201; telephone 425-405-1600.

ORGANIZATION
10.08.4
Revised 11-18
CougarCard Center
509-335-2273

BUSINESS POLICIES AND PROCEDURES MANUAL

CougarCard

Other WSU Locations

Eligible persons at other WSU statewide locations, e.g., research stations, may contact administrative offices, which request CougarCards from the CougarCard Center in Pullman.

WSU Global Campus

Students who have been fully admitted to the WSU Global Campus may request a CougarCard using the request form available at:

online.wsu.edu/CurrentStudent/cougarcard.aspx

FOUND CARD

Return a found card to the responsible CougarCard office on the applicable campus as indicated above.

LOST CARD

Deactivate a lost card by accessing the online CougarCard self-service tools at:

cougarcard.wsu.edu/

Cards may also be deactivated by contacting the CougarCard Center Monday through Friday, 8:00 a.m. to 5:00 p.m; telephone 509-335-CARD (2273).

The CougarCard Center assesses a charge to replace a lost or stolen card. The current replacement fee is posted on the CougarCard website.

CARD TYPES

SUBTYPE

Students

Undergraduate
Grad Student
Professional Student
Medical

Employee, Active or Retired

Faculty
Affiliate (faculty)
Administrative Professional
Staff
Emeritus
Retiree
Hourly

Special Program

Titled individually, e.g., Running Start, Intens Amer Lang Ctr.

Community Member

Community Member