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Subject Announcement to Campus

The Campus Card operation (formerly the ID Office) now reports to the Vice President for Administration. The West Campus Card Office is now located in the Administration Building, room 103. The East Campus Card Office which serves HSC, University Hospital and the LISVH, is temporarily located in the Health Science Center L-2, room 155 until the permanent location L-3, room 162 is renovated.

Effective November 1, 2001, the new hours will be the following:

West Campus

Monday, Wednesday, Thursday and Friday 8:30 a.m. to 4:00 p.m.
Tuesday 10:00 a.m. to 7:00 p.m.

Lynn Davis, Manager 2-1081
Theresa Canavan, 2-1082
Customer Service 2-2737 or dial CARDS

East Campus - The East Campus hours were designed to accommodate all shifts.

Monday, Wednesday and Friday 8:30 a.m. to 4:00 p.m.
Tuesday 10:00 a.m. to 7:00 p.m.
Thursday 7:30 a.m. to 3:00 p.m.

Lynn Davis, Manager 2-1081
Pat Daversa, Supervisor 4-8151
The offices will close at 4:00 p.m. on Tuesday when classes are not in session.

Faculty/Staff:

- New campus cards and badges will be issued beginning November 2001. The Campus Card Office has purchased mobile equipment and will be carding on site by building for employee convenience.
- Names and title will be printed on the badge based on the PeopleSoft Human Resource database.
- Meal Plan and Library privileges are currently available with the new card.
- Payment for Lost ID cards/badges will be accepted at both Campus Card Offices.
- Meal Plan payments can continue to be processed in both Campus Card Offices, Bursar's Office, 261 Administration or FSA Meal Plan Office, 250 Stony Brook Union.

Students:

- A mass carding event will take place in Spring 2002. Further information on location and dates of the carding event will be provided at a later date.
- The new campus cards will operate as a smart card and will be used for library, vending & laundry, dorm access, bankcard and at designated campus locations beginning in Summer 2002.
- Meal Plan payments can continue to be processed in both Campus Card Offices, Bursar's Office, 261 Administration or FSA Meal Plan Office,

250 Stony Brook Union.

- Payment for Lost ID cards/badges will be accepted at both Campus Card Offices.

If you have any questions, please contact Lynn Davis directly at 2-1081 or e-mail Lynn at Lynn.Davis@sunysb.edu.