



## **POLICIES & PROCEDURES**

**Title: Use of Social Security Number**

**Document Number: ES\_411**

**Effective Date: 08/01**

**Revised Date: 02/13**

**Department: Admissions & Records**

### **Purpose**

Louisiana Delta Community College will utilize a student identification number to identify students when appropriate.

### **Scope**

All Louisiana Delta Community College students and prospective students.

### **Policy**

The student's Banner ID, which is issued at the time of application, will be used as a student identification number throughout the period in which a person is an applicant or is enrolled or otherwise associated with the College. The Banner ID is used by the College as an identifier in the record system and is not released to any agency without consent of the student.

Students must also provide their social security number (SSN) so that IRS 1098T documents can be issued. Also, Federal Financial Aid uses the SSN as its identifier in determining Financial Aid eligibility. However, the SSN is in no way used as an official campus identifier.