

USF One Card Parents Guide

As a parent, we understand that you have concerns about campus life at USF that will develop into questions; questions that need answers. *The USF One Card Program Parent Guide* will help answer those questions and reveal the USF ID Card's role in campus life.

The *Parent Guide* provides information on the following topics, with additional information available at www.usfca.edu/onecard.

- One Card Program Overview
- Card Access
- Campus Debit Accounts
 - Flexi
 - Don Dollars
- Entitlements
- Contact information

➤ **USF ONE CARD PROGRAM**

The USF One Card Program was created with the objective of using the USF ID Card as a consolidated and convenient channel to University services. The One Card Program enables the USF ID Card to be multifunctional, performing and providing many different services such as on-campus debit card functionality, key card access and entitlement verification.

By simply swiping their USF ID Card, students can enter campus facilities, checkout library books, eat meals and pay for expenses without having to carry cash or a different card for each activity. They can also use campus laser printers, make copies at a discounted price, and do laundry without searching for small bills and change.

After registering for classes or moving into their University housing assignment, students are eligible to receive their USF ID Card. The card is issued active for all the features provided for by the One Card Program. If a student loses his or her card, a phone call can be made at anytime to deactivate it. This helps to protect campus security and any funds accessed by the card.

The One Card Program is administrated by the One Card Office, located in Lone Mountain Room 130.

➤ **Card Access**

Students use their USF ID Card as a key card to unlock and gain access into various University buildings and facilities.

Student ID Cards are issued with key card access, by default, to places such as the Gleeson Library, Koret Health and Recreation Center and computer labs. In addition, students living in University residence halls are given card access to their building and room.

With access provided in large part through the USF ID Card, the frequent problem of lost keys and its impact to campus safety is minimized. A lost card can be remotely deactivated instantly and building security maintained.

If a card is lost, it can be deactivated at anytime by calling the One Card Office at 415/422-7663. If a lost card is found, it can be reactivated at no charge. Replacement cards are issued subject to a replacement fee which is \$10 per card.

➤ **CAMPUS DEBIT ACCOUNTS**

A student's USF ID Card can be activated to function as a debit card, allowing for cashless purchasing power throughout campus, which is both safer and more convenient. Debit accounts require that you prepay into them and then make purchases which are deducted from your available balance.

We encourage students to use their USF ID Card instead of cash to pay for daily expenses and meals on campus. The card provides for faster service and in most instances cost savings.

The University offers two debit accounts linked to the USF ID Card. Each have unique features and are designed for specific purposes. All prohibit cash withdrawals once funds are deposited.

FLEXI

Flexi is the traditional Meal Plan. It is required and available **only** to students living in University on-campus housing, and selected as part of the on-campus housing assignment process.

Flexi is accepted at all Campus Dining or "cafeteria" locations. Flexi may be used during the Fall and Spring semesters, but is **not** transferable after the spring semester nor between student accounts. Flexi is assigned by the Office of Residents Life as part of the students housing contract.

DON DOLLARS

Don Dollars is an optional debit account available to **anybody** with a USF ID Card. It is the most flexible and convenient of the debit accounts because it is the only one accepted throughout campus.

Because it is a safer alternative to carrying cash, students are encouraged to use Don Dollars to pay for expenses such as meals, text books and course materials, fees, laser printing, copies, laundry, and vending.

Parents and students can activate a Don Dollars account at anytime and in any amount up to \$1500. Unspent balances transfer from semester to semester, and from year to year. For your convenience, deposits can be made via the web at www.usfca.edu/onecard, at a cash to card machine, mailed, faxed (using a deposit form that can be downloaded from our website) or made in person at our office.

GUIDELINES

The campus debit accounts provide a more convenient and safer alternative for taking care of everyday college expenses as compared to using cash or credit cards. Because they are new to you, we know that they can also be confusing to understand. To help you make informed decisions, keep the following guidelines in mind.

What are typical college expenses?

Typical college expenses will vary depending upon many factors including whether or not someone is commuting or living on-campus, the person's major, and whether or not used books or new books are purchased. Use the following estimates to help budget for these expenses.

Item	Per Semester	Per Year
Books	\$225 - \$500	\$450 - \$1,000
Laundry	\$50 - \$100	\$100 - \$200
Vending Machines	\$50 - \$100	\$100 - \$200
Photocopying	\$10 - \$20	\$20 - \$40
Laser Printers	\$5 - \$10	\$10 - \$20
School Supplies	\$75 - \$100	\$150 - \$200
Meals*	\$300 - \$400	\$600 - \$800

* Estimated total for meals is for commuter students only. Students living in on-campus housing will use their Flexi meal account.

Which to choose: Flexi or Don Dollars?

- Flexi is required **only** if you live on-campus, and is intended for meals.
- Don Dollars is available to **anyone** with a USF ID Card, and is intended to be used by students, faculty and staff to pay for all types of on-campus expenses.

At the end of the academic year, students often have extra Flexi that does not carry forward. It must be spent or is forfeited. Don Dollars carry over to the following year and any balance above \$10 will be returned to the cardholder upon separation from USF (balances less than \$10 must be requested by the cardholder).

Managing Spending and Available funds

Cardholders may check their current balance and transaction history anytime by logging into the Online Account Balance and Transaction Log via the One Card website. The transaction history for the past 90 days as well as up to the minute balances for all Debit Accounts will be displayed.

Don Dollars may be replenished at anytime via the web at www.usfca.edu/onecard or at an on Campus Cash2Card machine. During business hours, deposits can be processed in person at the One Card office, via mail, or via fax. Unspent Don Dollars will roll to the next semester.

Flexi may be replenished by contacting the Office of Residents Life. However, while Flexi rolls from Fall to Spring, any unused balance at the end of Spring must be spent or forfeit.

➤ Entitlement Verification

Entitlement verification is a comprehensive way to describe the fact that USF students are entitled to certain services and access privileges. In providing these services, the University needs an efficient and easy to use process to verify that the cardholder should and can access the services. This process is the One Card Program and is put to use every time students swipe or use their USF ID Card.

One example of entitlement verification is the library barcode printed on the USF ID Card, Admission to USF Athletic events, use of the Koret Health and Recreation center, and the MUNI Pass.

➤ Contact Information

Campus Location | Lone Mountain, Rm 130

Office Hours | M-F 9:00-5:30/S 11:00-1:00*

Phone | 415/422-7663

Fax | 415/666-3323

E-mail | onecard@usfca.edu

Website | www.usfca.edu/onecard

Manager | Jason Rossi 415-422-6988 rossi@usfca.edu

Operations Administrator | Mike Bayon 415-422-2481 bayon@usfca.edu

* Fall and Spring semesters only. We will have extended office hours two days per week (staff permitting) and during peak times of the academic year. Please visit www.usfca.edu/onecard for these additional hours.