



UNIVERSITY OF NORTH CAROLINA SCHOOL *of the* ARTS

UNCSA One Card

The One Card is the only official form of identification at the University of North Carolina School of the Arts. All students are required to carry a One Card. Your One Card serves as your school ID, access card, meal plan card and prepaid flexible spending account card (**Pickle Dollars**) for campus purchases & services. It must be presented for access to campus facilities, services, campus sponsored events, and more.

All new students obtain their One Card during the registration process. The card can be preprinted, and ready for your arrival on registration day, if you email or mail a photo in advance. Instructions for submitting your photo are on the page below. If you lose or damage your One Card you can replace it for a fee of \$10. Replacement One Cards are obtained in the One Card Office.

Your One Card has a prepaid flexible spending account feature that allows you to make a variety of purchases on campus. These funds are called **Pickle Dollars** and can be used at the Campus Store, the Dining Hall, the Pickle Jar (snack bar), Health Services, Mail Center, UNCSA Police, and vending machines. The laundry machines also use **Pickle Dollars** and give a discount for doing so. **Pickle Dollars** can be used to pay for various trips and functions sponsored by Student Affairs. **Pickle Dollars** are required to make copies in the Library and to print at Computer Lab printers as these locations do not accept cash. You can place money in your **Pickle Dollars** account the day you arrive or send it to the One Card Office ahead of time by completing and sending the deposit below. The money you deposit will be on your card when you arrive! Deposits may also be made at any time during Summer Session. You may send a deposit, in the form of cash or check only, to the address listed below. The One Card Office is **not** able to accept electronic funds. Cash may also be deposited at one of the two Value Transfer Machines on campus. The Value Transfer Machines are located in Semans Library and the Lobby of the Mail Center.

Office hours:

Monday – Friday 9:00am – 5:00 pm

Contact information:

onecard@uncsa.edu

336/770-1429

Location:

Hanes Student Commons Building (ground level next to the computer lab)

Mailing address:

UNCSA One Card

1533 S Main St

Winston Salem, NC 27127-2738

Please visit the UNCSA One Card website for more details.

<http://www.uncsa.edu/onecard/>



SUMMER SESSION 2011

ID (ONE CARD) PHOTO SUBMISSION INSTRUCTIONS & PICKLE DOLLARS DEPOSIT FORM

Your photograph is necessary to preprint your One Card. The UNCSA One Card is a mandatory photo identification card. **Please send the requested information by Friday, June 3, 2011** to ensure that your One Card is ready for you on Registration Day and to save you time when you arrive. We cannot guarantee your One Card will be ready when you arrive unless an acceptable photo is received by this date.

TO EMAIL PHOTO

- Email a .jpg or.bmp photograph by Friday, June 3, 2011, to onecardphoto@uncsa.edu
- Photo must be in color, full face (no profile shots)
- No sunglasses or hats
- NO Web Cam photos will be accepted
- Plain background
- To identify the photo please, **write your full name and "middle/high school" or "college"** in the body of the email message.

TO MAIL PHOTO via US Postal Service

- Mail a photograph by Friday, June 3, 2011, to address listed below.
- Photo must be in color, full face (no profile shots)
- No sunglasses or hats
- Plain background
- To identify the photo, **write your full name and "middle/high school" or "college"** on a piece of tape and **affix** to the back of the photo.

The money deposited into your flexible spending account is called **Pickle Dollars**. Your Pickle Dollars account is a prepaid flexible spending account feature that makes purchases on campus convenient, fast and easy. (Cash cannot be withdrawn from the account.) Funds may be deposited, in advance or when you arrive, to be available for use on campus. You may only make deposits in the form of cash or check. The One Card Office is NOT able to accept electronic funds. For more information please go to: www.uncsa.edu/onecard.

Questions concerning your ID and/or photo can be addressed to One Card Manager at (336) 770-1429 or onecard@uncsa.edu.

One Card Advance Pickle Dollars Account Deposit

Complete this section if you would like to deposit money into your Pickle Dollars account.

PRINT Name: _____
Last First Middle Initial

Enclosed is \$ _____ to place on the above named student's One Card Pickle Dollars Account for the 2011 Summer Programs. **I understand that if the amount placed in the Pickle Dollars account is not spent by the end of the program the balance cannot be refunded.**

Signature: _____

If deposit has not been mailed by Friday, June 3, 2011, please bring the deposit with you.

**Please print the student's name on a check made payable to UNCSA One Card Office.
Please send your check, deposit form and photo, if you do not email one, to:**

UNCSA One Card Office
1533 S. Main St
Winston-Salem, NC 27127-2738

Phone: (336) 770-1429 Fax: (336) 770-3350

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