

# ON CAMPUS

## How to add money using the Automatic Deposit Machine (ADM)

ADM allows students a more convenient and 24-hour accessible location to make cash deposits to their ScotsCard. A ScotsCard is required for deposit. Instructions for adding funds are on the machine

**Location:** Carter Hall, Mailroom Lobby (Ground Floor)

## Events

Some events may require a valid ScotsCard for entrance or purchasing tickets. ScotsCard Services is working with CAB to find more opportunities for students to be able to use their ScotsCard for campus events. The ScotsCard is currently accepted for concessions at Covenant home basketball games and baseball games when there is availability. Look for the Logo at the Concessions stand for availability.

ScotsCard Services is always looking for new opportunities for students to be able to use their ScotsCard around the campus and off the campus. If you have any suggestions please e-mail ScotsCard Services at [ScotsCard@covenant.edu](mailto:ScotsCard@covenant.edu)

## Library Card

The ScotsCard is the Covenant community members' library card. Students must have their card to check out materials from the library.

All copies made in the library must be made using personal funds from your ScotsCard. Add more funds at the ADM or ScotsCard Services. Copiers are located on the ground floor and the 2<sup>nd</sup> floor.

**Price:** Black - \$0.10  
Color - \$0.35

## Tuck Shoppe

Back-to-school discounts are available through purchases made on your ScotsCard, textbooks not included. All merchandise in the Tuck Shoppe can be purchased using your ScotsCard.

**Location:** Carter Hall, South Wing

All textbooks, health items, school supplies, and other bookstore items may be purchased with the ScotsCard.

## Health Services

All immunizations and prescriptions can be purchased from health services using your ScotsCard. This service was provided to help the students prevent a hold on their student account due to an unpaid balance to health services.

**Location:** Carter Hall, 2<sup>nd</sup> floor

## Office Services

Office supplies may be purchased with the ScotsCard from the college mailroom.

**Available supplies and services:**

Stamps, Envelopes, Padded mailers, boxes, faxes, copies, binding, white and colored paper of various weights and sizes and more

**Location:** Carter Hall, Ground Floor

**Laundry**

Laundry rooms are located in every residence hall. Laundry rooms accept coins and ID cards.

Coin = \$ 1.25 per wash or dry  
Card = \$ 1.25 per wash or dry

All resident students are issued a laundry plan. Students in the apartments may purchase a laundry plan from ScotsCard Services. See ScotsCard Services for additional discount services.

Note: Until the Laundry Plan Money is gone, the total remaining balance will show a combined balance of the Laundry Plan Money and your personal funds.

**Locations:** Carter Hall, ground floor  
Founders Hall, 1<sup>st</sup> floor  
Maclellan Hall, 1<sup>st</sup> floor  
Andreas Hall, 1<sup>st</sup> floor  
Student Apartment Laundry Room

**Vending Machines (Snacks & Soda)**

Vending locations may be found in each residence hall and academic buildings. Vending machines accept bills and coins. (Resident Hall vending machines accept ScotsCard).

Vending machines enable students to grab a late, late night snack when studying or provide that quick energy boost between classes. We strive to ensure healthy options are provided.

**Location:** Residence Halls, Mills Hall, Sanderson Hall, Brock Hall, library and Ashe Gym

**Campus Dining**

For Specific Board Plan & Dining Information, see <http://www.covenant.edu/students/resources/dining>

# **POLICIES AND PROCEDURES**

## **Obtaining a ScotsCard:**

Your ScotsCard may be obtained through ScotsCard Services, located in Carter Hall. You must be a registered student or employee of Covenant College to receive an ID (ScotsCard). An ID Replacement is \$15

## **Handling the ScotsCard:**

It is important that you handle the ScotsCard with respect and care. Damaged cards may not be accepted at any location. PUNCHING HOLES in the ScotsCard is prohibited - it will damage the functionality of the card. Do not bend, scratched, mangle, chew, defaced, or damaged in any way. All cards are issued in good working condition. If a card stops working after it has been issued, the card must be replaced at the cardholder's expense (\$15). It is recommended that a ScotsCard should not be stored or carried in or near any electronic device. Damaged cards will prevent access to buildings and/or chapel attendance. Cardholders are responsible for the card and its functionality.

Please contact ScotsCard Services with any card problems. Our first response is to assist you in answering your concerns, troubleshooting problems and suggesting better methods of care, before we ever think of requiring an ID replacement. The card is your care and you are ours!

## **Lost, stolen or damaged ScotsCard:**

If someone loses their ScotsCard or believes that it is stolen, they should immediately report it to ScotsCard Services to deactivate. Replacement cost for an ID is \$15. We desire to work with the students who lose their ID. Therefore in emergencies a temporary card can be obtained from an RD. The replacement of a temp card is \$15.

## **Negative Balances???**

Periodically, the ScotsCard system and the card machines that you might use will go down and will run off-line. "Run off-line" means that transactions may occur but not immediately balance the account. Once the ScotsCard system comes back online, it will balance your account. If funds are not available to cover the purchase the system will over-draft your ScotsCard account, thus creating a negative balance.

When you receive your ScotsCard you are responsible for all transactions. You can always check your balance at any card location or by contacting ScotsCard Services to receive a statement. You can pay negative balances only at ScotsCard Services.

ScotsCard Services checks for negative balances on a regular basis and will attempt to advise you of the situation via your college email account. However you are responsible to be aware of your account balance, and are responsible for any negative balances. If you do not repay the amount due, ScotsCard Services may transfer the outstanding balance to your College Student Account for collection with a \$5 late fee.