# Chapter 5 - Student Services

## AP 5043    Use of Social Security Numbers

**References:**
    SB 225 and AB 763

Effective January 1, 2007, the College shall not do any of the following:

- publicly post or publicly display an individual's social security number;
- print an individual's social security number on a card required to access products or services;
- require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.

If the College has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- the use of the social security number is continuous;
- the individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- Mt. San Antonio College agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual; and
- no fee shall be charged for implementing this request; and the College shall not deny services to an individual for making such a request.

Students are given randomly assigned Mt. SAC identification numbers, and this number is considered the official campus number to be used on all students' records and forms.  New students are informed of their identification number when they are admitted to the College.  All attendance, grade submission forms, and instructor roll sheets contain the student's identification number.

The Mt. San Antonio College Catalog contains the most recent information regarding the use of Social Security Numbers.  This document is updated annually for currency and correctness.

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