



# Information Technology Policy

Effective: September 1, 2011

---

**Policy Title:** Student Printing Allocation Policy

**Policy Statement:**

Students are allocated printing funds from the College at the beginning of each of the fall and spring semesters. Students are required to pay for printing that exceeds their allocated printing funds.

**Policy Purpose:**

Garrett College recognizes that students have a need to print hard copy documents in the course of their academic work. The College also recognizes its responsibility to promote effective and efficient use of the College's network printers and the environmental and financial impact of such resources.

This policy applies to all Garrett College students.

---

**Procedures:**

**Printing Allocation:**

Students are allocated \$10 in printing funds from the College at the beginning of each of the fall and spring semesters. This equates to 100 free single- or double-sided black-and-white pages/prints each semester.

Charges to the printing fund are made as follows:

Black-and-White Printers

- Single-sided page: \$.10 each
- Duplex (Double-sided) page: \$.10 each

Color Printers

- Black-and-White on color printer: Single-sided page: \$.12 each
- Black-and-White on color printer: Duplex (Double-sided) page: \$.12 each
- Color: Single-sided page: \$.50 each
- Color: Duplex (Double-sided) page: \$.50 each

Printing funds may not be transferred from one student to another student.

**Print Management:**

Printing to the College's network printers is managed with a print management system. Students may check their printing funds balance at: <http://papercut.students.garrettcollege.edu:9191/user>.

**Increasing Printing Funds Allocation:**

Once the printing allocation is neared or reached, students may purchase additional printing funds at the following locations:

- Business Office in Building 700
- Continuing Education in Building 200
- Library
- Information Technology in Building 300

*Once a student's printing fund reaches zero, they will no longer be able to print until they increase their printing balance.*

At the beginning of the fall and spring semesters, the printing funds allocated by the College will be \$10.00 per student. If a student has unused funds that they added to their printing fund, these funds will be carried over from semester to semester. Funds that are added by the student to their printing fund are always utilized last. However, unused printing funds will not be refunded upon leaving the College or upon graduation.

A student can view their current printing funds balance at any time by doing the following:

Logging into the print management system at <http://papercut.students.garrettcollege.edu:9191/user>. The balance shows on the Summary tab.

---

<b>Responsible Office:</b>	Information Technology Technology Center, Room 310
<b>Contact:</b>	Dean of Information Technology (301) 387-3035
<b>Approved By:</b>	Executive Council
<b>Approved On:</b>	August 25, 2011
<b>Effective On:</b>	September 1, 2011
<b>Review/Change History:</b>	
<b>Review Cycle:</b>	As Needed

---

**Definitions:**

**Related Documents:**            Guest Printing Policy

**Keywords:**                    printing