

STUDENT PRINTING POLICY

New institutional policy announced on August 24, 2007

- All students will receive \$35 in their printing account for the academic year. This is for 700 black and white printouts (color printing costs more).
- Student printing will be tracked on all college-owned networked printers. This includes labs, classrooms, departmental study rooms, and the library.
- Once students exceed the limit, they will not be able to print until more money is added to their accounts. Students who have been incorrectly charged for printing or have encountered a printer problem (low toner, paper jam, etc.) can request an adjustment to their accounts through the Bursar's Office.
- To add money or to request an adjustment: go to the Cashier in the Bursar's Office (First Floor, Colonial Hall, Monday to Friday, 8:00 a.m. to noon and 1:00 p.m. to 4:30).
- To get your account balance from an on-campus networked computer:
 - Open web browser and type in "intranet" on the address bar
 - Click on "Check printing account balance" (The link is at the center of screen, under Account Information)
 - Log on with your Moravian Network ID and password
 - Click on "Statement"
 - Before going to the Cashier, you must
 - Print out your statement
 - Fill out the "Adjustment Form" and print it out. It is on the web page.
- Go to the above web page for other important information on printing.
- If your account balance is zero and you have not printed anything, call CIT HELP desk at 7929 for assistance Monday to Thursday 8:00 a.m. to 7:30, and Friday 8:00 to 4:30. After hours or weekends, leave a voice message.
- Students using networked printers in the library should report printing problems to the Reference Desk.