



## Student Printing Policy

The MCPHS Information Services department is consistently working to devise printing solutions that serve multiple purposes: control costs, reduce paper waste, and provide a critical service to contribute to student academic success. Over the past several years, printing costs have continued to escalate, and paper waste has been more prevalent. We have instituted limitations that should alleviate several areas of concern. We have invested in high-end laser printer/copier devices to provide a more efficient and reliable printing environment for students.

### I. Purpose

This policy outlines acceptable usage, limitations, and quota management of all student accessible printing devices across the MCPHS community.

### II. Scope:

This policy is intended for use by all MCPHS students who are actively enrolled in any course on any of the University's three campus locations. The page limits and cost per page will be reviewed on a yearly basis.

### III. General Policy – Black and White Printing:

- Students are provided a \$100.00 allowance per semester for the 2015/2016 academic year. The allowance equates to 2000 black and white duplex pages.
- Students may use their MCPHS print allowance to print up to 200 pages per day, maximum.
- Students can rollover the allowance between semesters for each Academic Year, not to exceed \$200. At the start of the Academic Year (Fall Semester), all balances are reset to \$100. The amount *includes* an allowance for print jams & printer errors.
- If a student wants to print beyond 2000 pages, they must activate their FENWAY card and load money onto their [FENWAY Card](#).
- Print jobs are queued to print and will not print until a student 'releases' them by tapping their ID badge at any open printer's card reader.
- Jobs are held in the queue for 24 hours, after which they are automatically deleted. *These deleted jobs are NOT counted towards the students' 2000 page limit.*
- Printed jobs count against the semester allowance as follows:
  - Simplex or single sided print jobs - \$0.05 per sheet
  - Duplex or double sided print jobs - \$0.10 per sheet
- Students can maximize their printing allowance by choosing to print PowerPoint slides at either 3 or 6 per page. Students can also receive discounts for printing during off-hours. Currently students will receive a 20% discount if their jobs are physically printed during the following times:
  - Sunday – 12:00pm until 5:00pm
  - Monday-Thursday – 4:00pm until 8:00pm
- **Students are required to use their ID cards to release a print job.**
- Students who don't have an ID card or have lost it will not be able to print until it is replaced.



#### IV. General Policy – Color Printing:

- Each campus has a color printer for student use. Students wishing to print in color can do so using their FenwayCash account balances. **PLEASE NOTE: The \$100 semester allowance provided by MCPHS cannot be used to print in color.** When Students send print jobs to the color print queue and tap their ID card on a color printer, their FenwayCash account will automatically be debited. If students do not have sufficient funds in their FenwayCash account, they will be notified via e-mail and the job WILL NOT print.
- Color print jobs are charged as follows
  - Simplex or single sided print jobs - \$0.30 per sheet
  - Duplex or double sided print jobs - \$0.40 per sheet
- Students who experience errors on color printers can request a refund through the PaperCut interface. Instructions on how to do so are located on the [Information Services Frequently Asked Questions webpage](#). **PLEASE NOTE:** Refunds will not be made in-person at the Help Desk. Students **MUST** submit these requests through the PaperCut system in order to receive them.