PURPOSE

The intent of this document is to educate students, faculty, and staff of their printing abilities on campus.

AUDIENCE

All users of Western Oregon University printing resources.

DEFINITIONS

Print Credit: A virtual unit that describes the number of pages a person is able to print.
User: Any person using WOU printing resources.

POLICY STATEMENT

WOU requires acceptable use of printing resources.

PROCEDURES

Real-World Value of Print Credits
One print credit is equivalent to one printed page using black ink. Five print credits are equivalent to one printed page using color ink. A page that was printed double sided counts as two pages. Print credits can also be used in the Print Shop.

Faculty and Staff Allotment of Print Credits
The Student Technology Committee will no longer give faculty and staff print credits as of July 18, 2015.

Student Allotment of Print Credits
Students are given 225 print credits each term that they are enrolled (Fall through Summer), totaling to 900 print credits per academic year.
## Purchase of Print Credits
Print credits can be purchased through WolfWeb at $0.05 per page printed with black ink and $0.25 per page printed with color ink. A print credit usage calculator is located on the print credit order form to help users determine which print credit purchase option is right for their needs.

## Rollover of Print Credits
Print credits are zeroed out at the end of each Summer term. Unused print credits will be returned to the Student Technology Committee fund regardless of whether the credits were purchased or given to users for free.

### FORMS
N/A

### AUTHORITY
University Computing Services (https://www.wou.edu/ucs/)
Student Technology Committee (http://www.wou.edu/stc/)

### RESPONSIBILITY
University Computing Services and the Student Technology Committee is responsible for this policy and may be contacted at 503-838-8925 or ucshelpdesk@wou.edu.

Alternate formats of this policy may be requested from the Office of Human Resources.