

## Pharos Print Credit Policy

Pacific University Students, Faculty, and Staff

### 1.0 Purpose

The purpose of this policy is to provide guidelines for use of printing credits for the Pharos stations located on Pacific University's Forest Grove, Hillsboro, Eugene, and Woodburn campuses.

### 2.0 Scope

This policy applies to all Pacific University students and employees.

### 3.0 Policy

University Information Services (UIS) deploys and maintains printing and copy stations to numerous locations at Pacific University campus locations where there are high concentrations of students. This system is primarily for student use. Employees should utilize printing resources provided by their departments or use the Service Center for larger quantities of copies but may occasionally use the Pharos printing system for small quantities when away from their departmental resources. Pacific University faculty, staff, and currently enrolled students receive an annual printing credit, currently set at \$60.00, for use of the Pharos printing system. The credit does not apply to contractors, sponsored accounts, or students who are not currently enrolled in classes.

Additionally,

1. The annual printing credit is issued in the spring, on the day following the last day of finals for the College of Arts and Sciences. All undergraduate and graduate programs will be process on this date regardless of the academic calendar for that program.
2. Full credit will be given to any student or employee who starts between the last day of spring finals and January first.
3. Transfer students and employees who begin on or after the first of January will receive half of the annual credit to cover usage until the next credit reset time in the spring.
4. Printing credits are not transferable and may only be used for Pharos printing and copies during the credit period.
5. Printing credits do not roll over from one year to the next.
6. Charges in excess of the printing credit will be billed directly to student accounts or to employees departments.
7. Charges for the previous year will be assessed to the student account before the credit for the next year is applied in the spring.

*This is a publication of University Information Services. For further assistance please contact the Technology Information Center (503-352-1500, lower level Marsh) or University Information Services for the Health Professions Campus (503-352-7243, HPC 211) or email [help@pacificu.edu](mailto:help@pacificu.edu).*

8. Printing charges will be processed on the day following the last day of fall and spring finals for the College of Arts and Sciences. All undergraduate and graduate programs will be processed on this date regardless of the academic calendar for that program.
9. Only one credit is allowed per person between the annual credit dates in the spring.
10. Issues with printing errors that result in overcharging should be directed to the Technology Information Center by email at [help@pacificu.edu](mailto:help@pacificu.edu) or at 503-352-1500.
11. The printing credit amount and per page printing costs are set by University Information Services and may change to reflect changes in cost for the printing system. Any changes will be implemented in the spring when new credits are issued

#### 4.0 Enforcement

By using the Pharos printing system you are agreeing to the terms in this policy. It is the student or employees responsibility to pay all excess printing fees and to verify that the charges are correct before releasing jobs at the Pharos stations. Credit balances may be checked by logging into one of the Pharos stations or by logging into myAccount, <https://account.pacificu.edu>, and checking the Pharos tab.

#### 5.0 Revision History

Original policy created May 2, 2013.