ULM STUDENT PRINTING FAQ AND POLICY

POLICY

At the University of Louisiana at Monroe, student printing is funded through the Student Technology Access Plan. Thus since printing is funded by STAP for the given semester, only actively, enrolled students taking classes are allowed to print.

Printing is controlled using the PaperCut NG system, aptly named myPrint on the ULM campus. Every student is allotted 150 print credits at or around midnight Sunday morning of each week. There is a plan in the near future to allow students to purchase more print credits.

The cost of printing is as follows:
- Black & White Simplex = 1 credit
- Black & White Duplex = 1.5 credits
- Color Simplex = 10 credits
- Color Duplex = 15 credits

The cost of printing 1 impression (1 single-sided page) is calculated based on the costs of the printer, toner, maintenance kits, repair, and paper.

Use of personal or specialized paper is not allowed.

To conserve your printing quota in a manner that will benefit you academically, printing is intended for your personal, academic use only. You therefore should refrain from using your printing quota for non-University purposes.

Please review your print job before printing to avoid unwanted blank sheets or other errors. You will be charged for these pages and no refunds will be approved for these errors. Refunds will be reviewed before they are approved. Refunds are issued for problems due to defective equipment, i.e. paper jams or toner smears that will deem it unacceptable to turn in for academic grading. These types of problems should be directed to the computer lab assistant. Please allow 24 hours for the refund to be reviewed during normal working days. Requests submitted during the weekend will be reviewed on Monday.

Printing from a personal device is allowed. This can be done be done via the web browser at myprint.ulm.edu. You will log in with your myULM username and password and then click on Web Print. The allowed formats are Microsoft Excel, PowerPoint, Word, Adobe PDF, and picture files. This Web Print service is only available for black/white printing, and will automatically be duplexed. The documents will then be uploaded to the server where you have 12 hours to print the documents. At the 12 hour expiration the documents will be canceled and deleted.