**DVM Student Printing Policy**  
*Revised Spring 2015*

Students are allowed a $75.00 per semester (750 copies) printing allotment. This does not include copies made of materials included on the T-drive, as those charges are applied to individual student accounts.

The printers in the following locations will be monitored as part of the quota policy:
- AZ W104
- AZ W106
- Pathology 111
- VTH A224
- VTH Library
- VTH Livestock Laboratory

Printing allotments will be reset prior to the start of each semester.

If a student exceeds the 750 page limit, he/she may contact the DVM Student Coordinator within the CVMBS Office at (970) 491-3818 or cvmbs_college_office@mail.colostate.edu. One 20% (150 page) increase in the allotment will be provided upon request. Requests for further increases in the allotment will be submitted to the Associate Dean of Veterinary Academic and Student Affairs (AD) and approved when a documented disability (with the CSU Resources for Disabled Students: [http://rds.colostate.edu](http://rds.colostate.edu)) exists. All other students requiring an increase beyond the 20% (150 page) augmentation will be required to use alternative printers or to purchase printing credit in the CSU Library or at Copyrite located in the Lory Student Center.

A student may review his/her current balance by logging into the following web page: [https://rhea.cvmbs.colostate.edu:9192/user](https://rhea.cvmbs.colostate.edu:9192/user). Entry of the username in the format colostate\eIDname, then use the conventional eID password is required.

Certain classrooms will have a message popup box on log in that will display the current balance remaining. Note that at this time the current balance is shown in dollars.

If a print job exceeds the balance remaining, none of the pages will be sent to the printer. In addition, there will be no popup indicating that the reason no pages were printed was due to an insufficient balance.
Students should receive an email communication when the balance is less than 100 pages; however, each individual should periodically review his/her balance at the website above. Additional credit beyond the 20% (150 page) limit will not be extended in cases where the remaining capacity is unknown due to inattention to the current balance.

Should you experience malfunction with a printer, or if you would like to request a credit for pages not printed or printed erroneously, please contact the CVMBS help desk: (970) 297-4357 or cvmbsComputerHelp@colostate.edu.

Representatives of student organizations and clubs may contact the CVMBS office per the contacts above to establish an account. The guidelines above relevant to individual students also apply to an organization or club.