



Western Connecticut State University
Health and Public Safety Department
WESTCONNECT Card Office
181 White Street □ Danbury, CT 06810
Phone 203.837.9311 □ FAX 203-837-9317



WESTCONNECT Card Faculty Copier Policy

Purpose: The WESTCONNECT Card will allow faculty members to produce copies on designated machines throughout both campuses. A list of machines is available on the university's website.

How To: All faculty members are required to obtain a WESTCONNECT Card in order to use the copy card system, this can be done at the WESTCONNECT Card Office located in Old Main, lower-level, facing the Student Center.

In order to request copy card credit, not to exceed 1,000 copies at a time, a faculty member must send a written request to the WESTCONNECT Card Office staff. This request may be handled via e-mail to Request_WestConnectCard@wcsu.edu Please include the following mandatory information; your name, department, active semester and number of copies requested.

Problems with a copy machine, and requests for repair, may be reported through the WESTCONNECT Card Office via e-mail, or phone at 837-9311, or directly to the Purchasing Office at 837-8657.

Terms and Conditions:

The use of the copy credit is solely for academic purposes related to employment at WCSU. The WESTCONNECT Card is intended for use by the individual to whom it was issued, and must not be transferred to another. Any lost or stolen cards must be reported immediately either in person at the Card Office (during business hours) or via telephone (837-9318).

Each semester active full-faculty members are given a 6,000 copy credit on their card, active part-time faculty are given a 1,000 copy credit on their card. There is no cash value given in association with copy card credits, therefore the value can not be transferred for the purposes of purchasing other services.