

QUOTAS

Network Space Quotas

Your home directory h:\ is your personal network storage space. Student accounts have an initial quota of 75MB; faculty and Staff have 500MB. To check your disk quota, go to the Disk and Network Account Utilities folder on the Novell Application Launcher (NAL). Quota increases can be requested through the IT Help Desk. Faculty whose students need more space for projects should make the request; include the reason for increase and estimated space needed.

Print Quotas

Student print quotas help assure that print resources are shared equitably.

- 250 sides per semester, plus 50 to allow for errors; 150 sides per summer session (125 + 25). Law students also have a 300 page quota for law school printers; they may purchase pages in order to print in the Christopher Center.
- Unused pages carry over from fall semester to spring semester. Spring quota pages do not carry over to the summer, nor summer pages to the fall. Pages from Summer I to II do carry over.
- A print job will cease when your quota is exhausted.
- In courses with necessary high-volume printing, faculty may request through the IT Help Desk a gratis quota increase by course section. These quotas apply to the general access printers; other departmental units may inquire about including their printers in the quota.
- Color printing is charged at the rate of 20 black and white sides for one color side. The queue for the color printer is CLR-3700-01, which is available from computers on the first floor of the library along the glass wall by the Help Desk.
- With every print job a pop-up will alert you of the current page count and the pages remaining. You can also check the count from the NAL from the "Disk & network Account Utilities" folder.

Additional sides can be purchased from the Christopher Center Circulation Desk, located on the second floor. Additional sides are sold in increments of 100 (\$5.00) during the semester and increments of 20 (\$1.00) at the end of the semester. Present your receipt to the IT Help Desk on the first floor where staff can add extra print authorization immediately. Additional sides carry over to the spring semester and to Summer I or II, if registered.

Email Quotas

- 250 MB for Students
- 500 MB for Faculty

Additional quota can be requested through the IT Help Desk.

Information Technology - Valparaiso University
Office of Information Technology

1410 Chapel Drive Valparaiso, Indiana 46383 Phone: (219) 464-6763 Fax: (219)
464-5056 Email: it@valpo.edu