



# MPTC College Survival Guide

## *Common Questions from New Students*

1. [How do I read the course schedule?](#)
2. [How do I find my classrooms and where should I park?](#)
3. [How and when should I buy my books?](#)
4. [How can I use Financial Aid to buy my books?](#)
5. [What is myMPTC student?](#)
6. [When, where and why would I get a student ID?](#)
7. [What is a syllabus and how does it help me?](#)
8. [What should I know about Canvas before starting classes?](#)
9. [Why should I know important college dates or read my student e-mail?](#)
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11. [Who is my advisor and why do I care?](#)

## *Conquer Your Classes*

## *Get Connected: Services and Student Resources*

## *Printing on Campus*



## The Basics: Reading Your Course Schedule

Abbreviations: Days of the week

M = Monday	T = Tuesday
W= Wednesday	R = Thursday
F = Friday	S = Saturday

Abbreviations: Classroom instructional methods (the format used to teach the class)

ACCL = Accelerated	BLD = Blended or multiple methods
VC = Video conference between campuses	ONL = Online - <b>**</b> Asynchronous/Synchronous
SPCS = Self-paced computer software (attend in computer lab or from home.)	SPOL = Self-paced open lab (attend class any time lab is open.)

**CRN:** This is the five-digit code that identifies a specific section of a class.

- Fall courses begin with a 2. Fall classes run Aug. 15– Dec. (Ex: 20115)
- Spring courses begin with a 3. Spring classes run January – May. (Ex: 31245)
- Summer courses begin with a 1. Summer classes run June and Aug 14. (Ex: 10221)

### Sample Schedules

Online classes will show the Building and Room will as online. **If an online class lists meeting dates and times it means there are scheduled live- class sessions that you must attend virtually.** **\*\***This is "SYNCHRONOUS" online.

CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	START	END	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
30666	530	178	0	ONL	2.000	UG	RW	01/23/17-05/19/17		CLAS	TBA	TBA	ONLINE	ONLINE	Madison G
Healthcare Law and Ethics															

### TIPS

- *Before taking an online class, enroll in the Growing with Canvas self-paced tutorial. (See the Canvas page for more details.)*
- *Online class access will be available a few days before the start date. Watch your student email for messages from your teachers.*

VC classes list each campus classroom location. You can go to any of those campus locations.

CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	START	END	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
30010	101	112	0	FDC	4.000	UG	RW	01/23/17-05/15/17		CLAS	M	0530-0825pm	A	A203	Dilling J
												0530-0825pm	K	K204	Dilling J
												0530-0825pm	N	N116	Dilling J
30198	103	159	0	WBC	1.000	UG	RW	03/30/17-05/18/17	CLAS	R	0530-0925pm	L	L112	Radke T	
Computer Lit-Microsoft Office															

# Classrooms and Parking

## Campus Room Numbering

### [Campus maps](#)

Each of Moraine Park's three campuses has a numbering system to identify parts of the building and specific classrooms.

Each classroom begins with a letter followed by three numbers.

- Beaver Dam rooms begin with either K or J. (Ex: J-101 is the main office.)
- Fond du Lac rooms begin with A, B, C, E or O. (Ex: A-211 is the library.)
- West Bend rooms begin with L, N, S, T or W. (Ex: T- 101 is the AMTC Auditorium.)

During the first week of the semester greeters will be stationed throughout the campus to guide you and answer questions. You can also stop in the main office for assistance.

Your course schedule will list the title of your class, class times and dates, campus location and room numbers.

## Parking on Campus

Each campus has free and convenient parking lots around the buildings. You can park in any general designated spot.

Please do not park in two-hour park stops when come in class.

Parking stalls marked for handicap, veterans or special identifiers are for those who meet the criteria. The College will ticket who don't meet the specified requirements.

**TIP:** *Once you know where your classrooms are, you may find certain parking lots work better for you. Staff can direct you or you may want to do a trial run ahead of time to find your classrooms and determine your best parking options.*

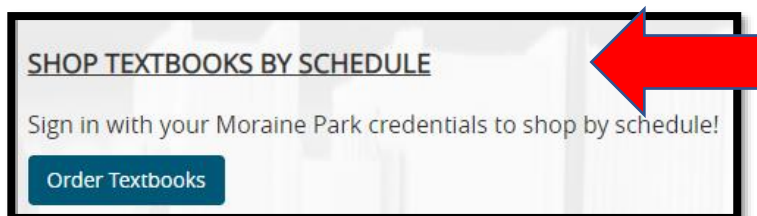
## Moraine Park's Bookstore Is Online (Dec 2021)

### How do I buy books? Let walk through this!

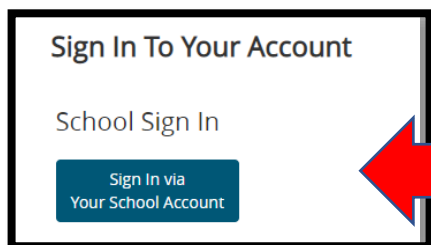
**There is no bookstore on campus.** However, MPTC's online store is fast and easy.



Go to: <https://morainepark.ecampus.com/>



*Shop by Schedule* is the easiest option. You **MUST use this option if you are using financial aid.**  
1. Click the link.



2. Enter your student log in information. The books needed for your classes will automatically display.

### Options to consider:

1. If you prefer to shop by course there are instructions on the website. You will need your schedule with the course numbers.
2. Some courses will offer rental, new or digital books.

### Shipping: ***Be safe and order at least a week in advance!***

Ship to your home or to the campus Student Services office of your choice. **Home orders more than \$59 ship for free. Any ordered shipped to campus is free.**

If you ship to campus:

- You'll receive an email with a barcode when the package is ready.
- Show this barcode to staff on a cell phone or print it out.
- Be certain to designate to correct campus for pick up.
- ***Pick up is only available during office hours ~ M-F 8am-4:30pm***

Your book listing will include purchase options, shipping information and more.

**103-Computer Software 159 30476 Spring 2022**  
COMPUTER LIT-MICROSOFT OFFICE - ANGELA PIEL

**REQUIRED**

**OPTION ONE**

PEARSON COLLECTIONS 103-159 COMPUTER LITERACY MURRE WOLF (MORAINÉ PARK TECH COLLEGE)  
ADKINS AND WOLF  
ISBN13: 9781323961537  
EDITION: CUSTOM  
FORMAT: PAPERBACK  
PUBLISHER: Pearson Education Inc.  
COPYRIGHT: 1/1/2019

**BUY NEW**  
New Item in cart.  
Usually Ships in 2-3 Business Days

CURRENT PRICE  
**\$54.88**

This item qualifies for Free Shipping! ←

**OPTION TWO**

This is the full version of the textbook and contains chapters that are not covered in this class. You do not need a MyLab Access Code if you purchase this book.

**SKILLS FOR SUCCESS WITH MICROSOFT OFFICE 2019 INTRODUCTORY**  
ADKINS, MARGO CHANEY; MURRE-WOLF, STEPHANIE  
ISBN13: 9780135366479  
EDITION: 1ST  
FORMAT: SPIRAL BOUND  
PUBLISHER: Pearson  
COPYRIGHT: 2/15/2019

**BUY NEW**  
Usually Ships in 2-3 Business Days

CURRENT PRICE  
**\$192.35**

**RENT DIGITAL EBOOK** ●  
● Online: 180 Days  
Downloadable: 180 Days

▼  
**\$60.49**

For order specific questions please contact eCampus at 859-209-6958 or [bookstore@ecampus.com](mailto:bookstore@ecampus.com)

**When can I order my books? *Plan ahead...Even Amazon takes few days.***

- Up to two months before each semester, you will be able to order books.
- DO NOT WAIT until a class is ready to begin to buy. Remember, this is an online store.
- If you use financial aid for books, there is a designated timeframe for purchases.

## How to Use Financial Aid to Buy Books

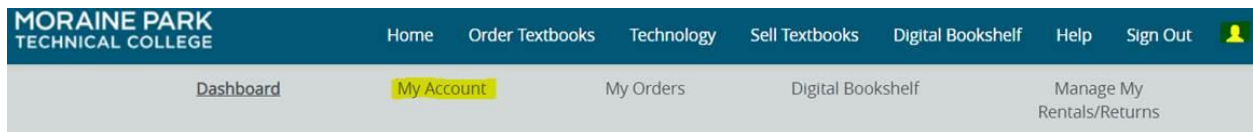
We've set up a way for you to charge books before the semester. Keep in mind:

- **January 10 through February 4, 2022** you can charge against your financial aid for spring. Some exceptions apply for pre-semester start classes.
- Your financial aid must be finalized, awarded and accepted.
- ***There must be a money left after your course fees are covered.***

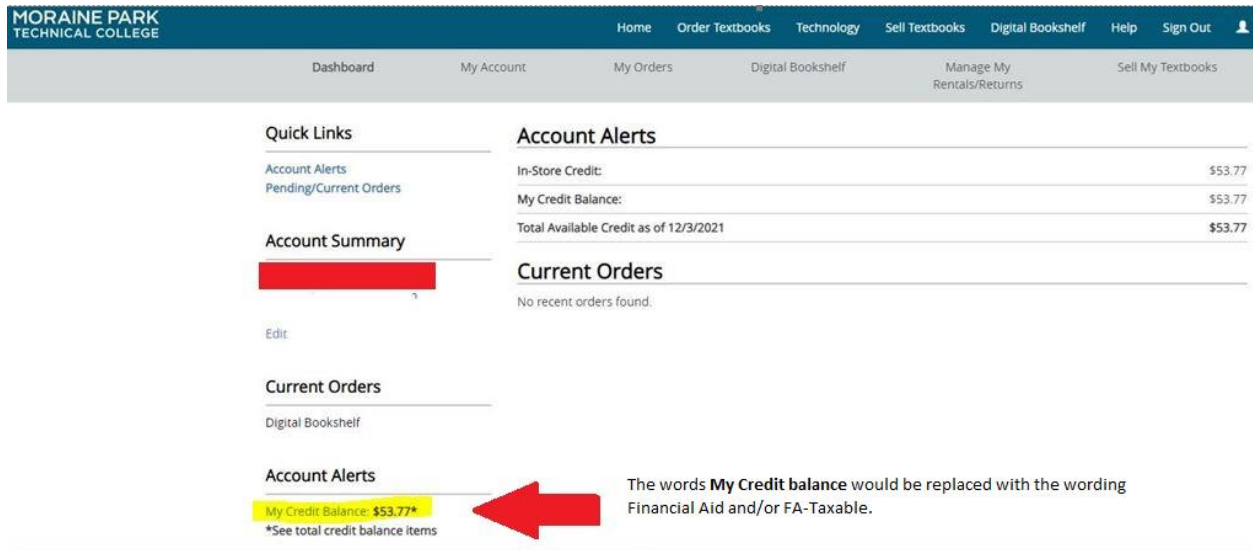
Please read the details: <https://www.morainepark.edu/pay-for-college/financial-aid/using-financial-aid-at-the-bookstore/>

You can see if you have any aid available for your books and how much. Here is how:

Once logged-in to the bookstore, *click on My Account* to view your financial aid availability.



Once in My Account, you will see:



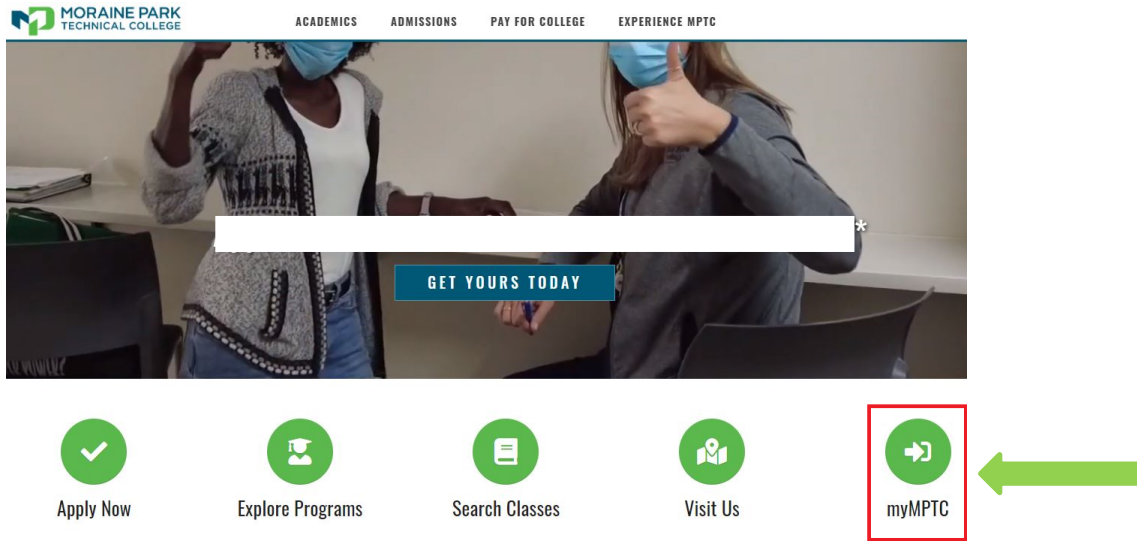
Any expenses beyond what is available from your Financial Aid will need to be paid when you check out.

Questions about your financial aid award? Call 1-800-472-4554 or email [financialaid@morainepark.edu](mailto:financialaid@morainepark.edu).

## What is myMPTC Student?


myMPTC student is your quick reference and first place to look for information about Financial Aid, the Student Handbook, registration, student activities and so much more.

From the College's main web page, click the myMPTC login icon in the lower right.



The screenshot shows the Moraine Park Technical College homepage. At the top, there is a navigation bar with links for ACADEMICS, ADMISSIONS, PAY FOR COLLEGE, and EXPERIENCE MPTC. Below the navigation bar is a large banner image of two students wearing masks, with a white search bar and a blue button that says "GET YOURS TODAY". Below the banner are five circular icons: a checkmark for "Apply Now", a graduation cap for "Explore Programs", a document for "Search Classes", a person for "Visit Us", and a right-pointing arrow for "myMPTC". The "myMPTC" icon is highlighted with a red box and a green arrow pointing to it from the right.

Apply Now   Explore Programs   Search Classes   Visit Us   myMPTC



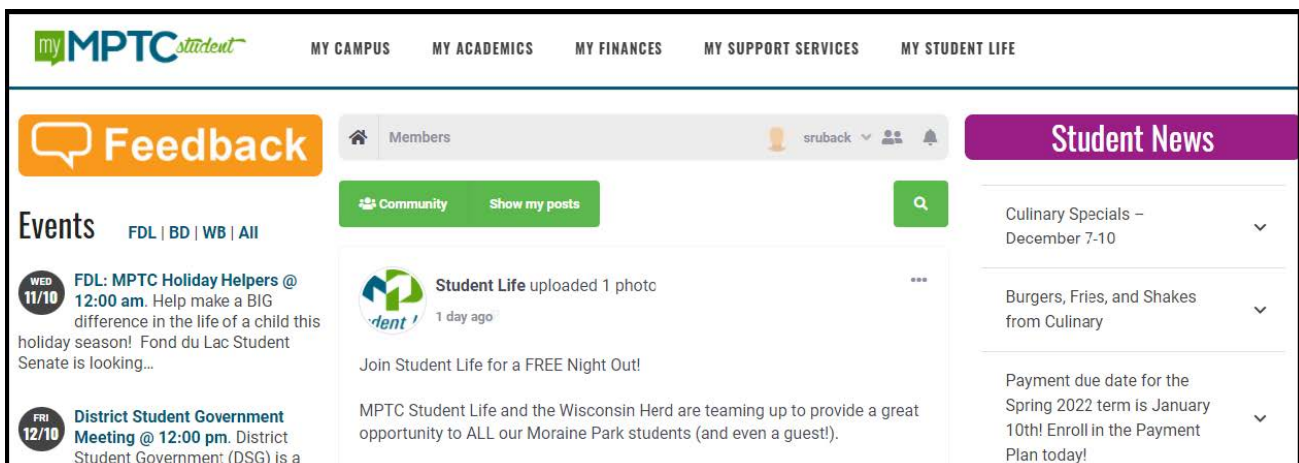
The screenshot shows the myMPTC student login page. It features the myMPTC student logo, which consists of the word "my" in a green speech bubble, "MPTC" in blue, and "student" in green script. Below the logo is the text: "Students can find all the tools and resources they need, all in one place. And it's fun too!". A green arrow points to the right from the text "Then click this icon to log in." which is positioned to the right of the screenshot.

myMPTC student

Students can find all the tools and resources they need, all in one place. And it's fun too!

Then click this icon to log in.

Once in myMPTC student, you can see current student activities offered, access your student records, and use self-service registration - and much more!



The screenshot shows the myMPTC student dashboard. At the top, there is a navigation bar with links for MY CAMPUS, MY ACADEMICS, MY FINANCES, MY SUPPORT SERVICES, and MY STUDENT LIFE. Below the navigation bar is a large orange button that says "Feedback". To the right of the Feedback button is a "Members" section with a search bar and a user profile icon for "sruback". To the right of the Members section is a purple button that says "Student News". Below the Feedback button is an "Events" section with a filter bar for "FDL | BD | WB | All". The Events section contains two event listings: "FDL: MPTC Holiday Helpers @ 12:00 am. Help make a BIG difference in the life of a child this holiday season! Fond du Lac Student Senate is looking..." and "District Student Government Meeting @ 12:00 pm. District Student Government (DSG) is a...". To the right of the Events section is a "Community" section with a "Show my posts" button and a search bar. The Community section contains a post from "Student Life" that says "Student Life uploaded 1 photo 1 day ago" and "Join Student Life for a FREE Night Out!". Below the Community section is a post from "MPTC Student Life and the Wisconsin Herd" that says "MPTC Student Life and the Wisconsin Herd are teaming up to provide a great opportunity to ALL our Moraine Park students (and even a guest!)". To the right of the Community section is a "Student News" section with three news items: "Culinary Specials - December 7-10", "Burgers, Fries, and Shakes from Culinary", and "Payment due date for the Spring 2022 term is January 10th! Enroll in the Payment Plan today!".

myMPTC student   MY CAMPUS   MY ACADEMICS   MY FINANCES   MY SUPPORT SERVICES   MY STUDENT LIFE

Feedback   Members   sruback   Student News

Events   FDL | BD | WB | All

WED 11/10 FDL: MPTC Holiday Helpers @ 12:00 am. Help make a BIG difference in the life of a child this holiday season! Fond du Lac Student Senate is looking...

FRI 12/10 District Student Government Meeting @ 12:00 pm. District Student Government (DSG) is a...

Community   Show my posts

Student Life uploaded 1 photo 1 day ago

Join Student Life for a FREE Night Out!

MPTC Student Life and the Wisconsin Herd are teaming up to provide a great opportunity to ALL our Moraine Park students (and even a guest!).

Culinary Specials - December 7-10

Burgers, Fries, and Shakes from Culinary

Payment due date for the Spring 2022 term is January 10th! Enroll in the Payment Plan today!

## When, where and why should I get a student ID?

Get your **Student ID** in the Main Office at the Beaver Dam, Fond du Lac or West Bend campus. You will need to show a photo ID, such as a driver's license.

You can get your student ID at any point after you register for classes. Stop in any time you're on campus.

Student IDs are used at many campus events, such as the welcome breakfast, the farewell picnic, and special student activities.

**TIP:** *Don't wait until the first week of the semester. Kickoff celebrations require students to show their IDs to get free food. The lines in the main office get long while students wait to get their IDs. Beat the rush.*

Additionally, student IDs can be used off-campus where student discounts are accepted.

Student IDs are good for two years. After it has expired, if you are still a current student, you can obtain a new one at no charge.

Lost or damaged IDs can be replaced for a \$10 fee.

*Even Maximus got his ID.*





## What is a syllabus and how does it help me?

A syllabus outlines important class details such as the grading structure, lesson plans, course and participation expectations, deadlines, and instructor contact information. Use it to stay on track and understand course requirements.

Below are examples of online and hardcopy versions of a syllabus.

The screenshot shows a Canvas LMS interface for a course titled '20787 > Syllabus'. On the left is a navigation sidebar with options like Account, Admin, Dashboard, Courses, Calendar, Inbox, and NetTutor. The main content area is titled 'Course Syllabus' and includes a 'Jump to Today' button and an 'Edit' button. Below the title is a link to a PDF file: 'Syllabus - Computer Literacy - Fall 2021 - 20787-1-1.pdf', with a red arrow pointing to the download icon. Underneath is a 'Course Summary:' section with a table of assignments. A red arrow points to the 'Details' column of the table.

Date	Details	Due
Wed Aug 25, 2021	Acknowledgement of Business Handbook	due by 11:59pm
	Syllabus & Class Expectations Quiz/Exam	due by 11:59pm
Wed Sep 1, 2021	LP 1 PAT 0.1 - REPLY: Course Home page and Syllabus Quiz/Discussion	due by 11:59pm



**890-101 College 101**  
MORAINE PARK TECHNICAL COLLEGE

### COURSE INFORMATION

Develops tools and strategies that support success in college. Focuses on utilizing Moraine Park websites, online Course Management System and college resources. Student responsibility and expectations for success in college are explored. Emphasizes learning strategies, goals, lifestyle balance and skills for interdependence.

Credits: 2

### CLASS INFORMATION

#### INSTRUCTOR

Name: Tom Teacher  
Email: Teacher@morainepark.edu  
Office Phone: xxx-xxx-xxxx  
Office Location: West Bend Campus - Lxxx  
Office Hours: Available by Appointment

### COURSE COMPETENCIES

#### GRADING INFORMATION

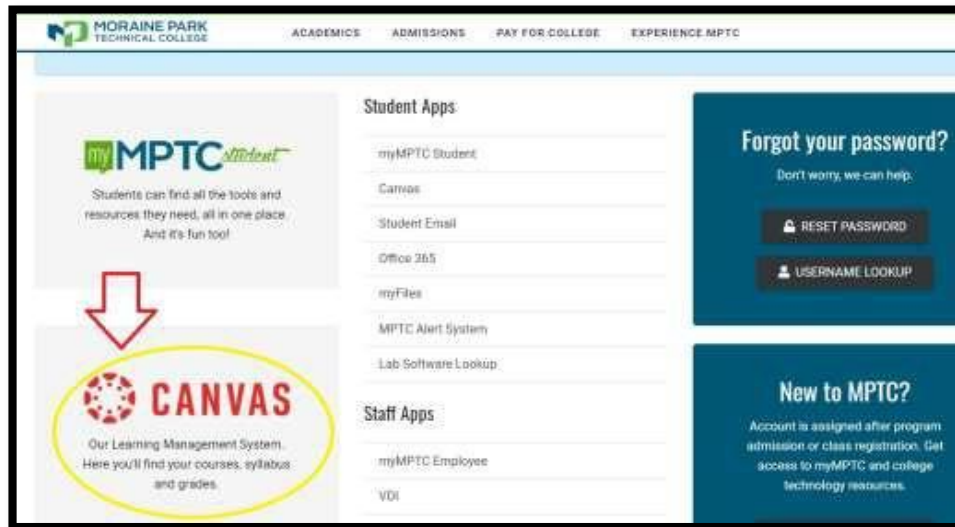
The following are the assessment tasks in this course:  
LP1: myMPTC Scavenger Hunt  
LP2: Canvas Video Walk-Thru

## Canvas: Online Learning “Must Knows”

Most classes, online or in-person, use **Canvas**, the College’s online learning management system. You will need to log into Canvas to access course content, complete assignments and activities, and interact with your instructor and classmates.

### Accessing Canvas:

Canvas is accessed through myMPTC student or at the web login page – as seen below.



### Technical Requirements:

- **A computer.** While Canvas can be accessed on mobile devices, it is difficult to write papers, read the materials, and submit homework.
- **Reliable high-speed internet.** Canvas runs on Windows, Mac, Linux, iOS, and Android. The latest versions of Firefox, Chrome, and Safari are better. **Internet Explorer/Edge DOES NOT work well with Canvas!**

### Troubleshooting:

To access Canvas, you must have your myMPTC account set up. For help with your myMPTC account, contact Enrollment Services at 1-800-472-4554.

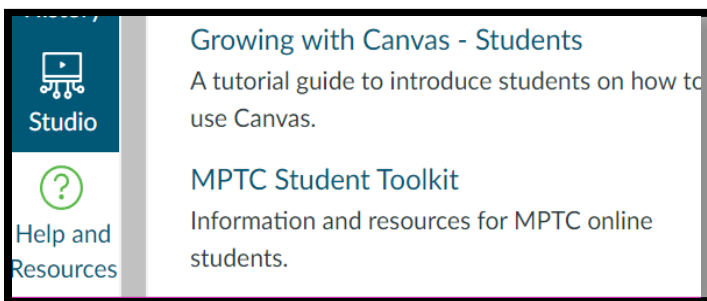
When logging into Canvas, if you get an "authentication" error - contact [ims@morainepark.edu](mailto:ims@morainepark.edu).

Technical issues once in Canvas - contact **Canvas Help Desk** at (855 790-8839) or via live chat.

## Online Course Expectations:

- Online courses are not self-paced; expect due dates for assignments, participate in online discussions and more.
- Some courses have a SYNCHRONOUS component. That means there are scheduled live-class sessions that you must attend virtually. If your online class has dates and times, these are the live virtual sessions.
- Spend as much time working on assignments as you would for an in- person class.
- Log in to your class multiple times per week to read and contribute to discussions, work on and turn in assignments, or contact your instructor. Again, confirm if you have live-virtual sessions you must attend.
- Textbook or course material requirements vary by course.
- The instructor is your first point of contact and your most important resource. Watch for communication from your instructor that come through Canvas or your student email.

## Canvas Help and Resources



Learn to navigate online courses and use the functions before classes start. In Canvas, go to the *Help and Resources* button.



Enroll in the Growing with Canvas self-paced tutorial.

Questions regarding Canvas or online learning? Contact us at 920-924-3464 or [lms@morainepark.edu](mailto:lms@morainepark.edu).

## Online Learning for All Class Formats – It's Important to Understand.

Online learning is often part of in-person classes, too. There are many class format options. It's important to know what will be required for your classes.

### Online

#### **Online Asynchronous**

- Learning takes place exclusively online without scheduled class sessions.
- Students are not required to meet at scheduled dates, times or physical locations.
- Students complete assessments and activities by scheduled deadlines.

#### **Online Synchronous**

- Learning takes place exclusively online with scheduled live class sessions.
- Students are required to participate virtually at scheduled dates and times.

### In-Person

#### **In-Person**

- Learning takes place at scheduled dates and times in a physical location.
- Faculty may instruct to multiple locations using video conferencing classrooms.

#### **In-Person with Online Synchronous**

- Learning takes place at scheduled dates and times in a physical location with an online synchronous option for live class sessions.
- Faculty and students may be participating from different physical locations.

### Blended

- Learning takes place in a combination of scheduled in-person and online class sessions.

## Why should I know important dates or read my student email?

Important dates such as registration, payment deadlines, spring break, book buy back, end-of-semester, and campus activities are all available on myMPTC student.

Once you register for a class or are admitted to a program, the College assigns you a student Office 365 student email account. This is how the College will send important information to you such as registration details, class cancelations, financial aid and payment notices, teacher messages or updates, and more. You need to check it daily.

Here are a few examples:

- When teachers need to cancel a class due to illness or weather, your teacher will email.
- The finance office will email you updates about payments. Missing these could mean being dropped from class or a hold placed on your account.
- Advisors will email when it's time to select courses, have an opening in a class you need or have an urgent message.
- Your student email is linked to online/blended classes.

### Using your student email is important and we have options to make it more convenient.

Option 1: Recommended

Set up your Office 365 student email on your mobile device: <https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f>

Option 2: Not Preferred

Forward your student email to a personal account. Be aware that the College does not have support for personal emails and cannot assist if something happens during email delivery. Many personal emails have trouble with spam filters as well. If you choose to forward to a personal account, keep a copy of each forwarded email in your student email inbox.

Note: the College asks that all school-related communications come from your student email account, not your personal email account. Directions for forwarding email: <https://support.office.com/en-us/article/forward-email-from-office-365-to-another-email-account-1ed4ee1e-74f8-4f53-a174-86b748ff6a0e>

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**Tip:** Check myMPTC student and your student email regularly for updates, reminders and special information.

## Why get involved in campus activities and student life?

### Student Life is:

- Student Government
- Clubs
- Volunteerism
- Community Service
- Activities and Events
- Leadership Development
- Awards and Conferences

### Why would I get involved? Hear what some students have to say:

*"I tried so many new things because of Student Life."*

*"I've been able to meet a lot of different people that I never would have had the opportunity to meet. The leadership conference in the fall is always an amazing event and one of the best moments of this year was seeing how many boxes were filled for Christmas in a Shoebox – for our Veterans."*

*"It's a great way to meet new people and participate in fun activities. You will have lots of opportunities to play games like volleyball and flag football. Student Life made my college experience a lot more exciting!"*

*"It's a very adventurous ride. The people in student life become your family and you make memories that you will never forget. You learn the ways of student life and enjoy helping your fellow students, teachers and the community."*

*"You make friends, you build your social skills and who knows, you could be talking to your future employer or employee by the end of the night."*

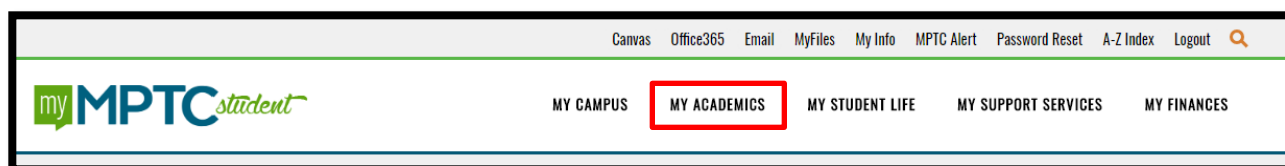
*I got to meet new people, created new friendships, and got out of my comfort zone. I wanted to feel like I was a part in something that's doing good. The activities are a blast, gave me a sense of ownership, and honestly it can change your life for the better. I wanted to make a difference."*

**Tip:** We also offer international travel opportunities each year to places like Ireland, Italy, England, and Jamaica.

## Who is my advisor and why should I care?

Your advisor is your “go-to” person at the college. They are experts in degree requirements, curriculum, and student resources. Their goal is to help you get from your first semester through graduation.

*TIP: Can't remember your advisor's name – go to myMPTC student and click on My Academics – Advising – Advisor Information*



Meet with your advisor to:

- Create short- and long-term plans to complete your program.
- Select courses each semester. (Schedule time to get assistance.)
- Understand what happens if you need to adjust your schedule.
- Get clarification or guidance on college policies.
- Share successes or challenges – we have lots of resources to help.

Your advisor will help you and offer guidance if you encounter issues. **Here are some common scenarios your advisor can help you tackle:**

- You started an online class and decided that it wasn't for you or signed up for a course load that has become overwhelming. We can help! Contact your advisor right away. We can review your options, but we won't know unless you talk to us.
- You decided that your program isn't the right fit. We can help you find a better path and guide you how to use your credits toward a different degree.

Withdrawing, switching classes or not showing up impact everything from course sequencing, meeting graduation requirements, course repayment, and your eligibility for financial aid both now and in the future.

The longer you wait to address an issue, the more challenging it becomes, and the more likely it could cost you money and cause you a lot of stress. Let us help. Keep the communication lines open, check your email, and stay in contact.

## Conquering Your Classes

One of the biggest student fears is failing a class. It is scary. Here's the truth; it's usually avoidable.

As a college student you have a lot of freedom and are left to your own motivations. Below are a few key tips for class success:

- Attend your classes. If you're going to miss to class, make certain it's for a good reason and let your teacher know. Then plan to connect with another student or the teacher to get notes and missed materials.
- Pay attention, take notes and read the course materials.
- If you don't understand something, talk to your teachers right away. We have free resources like tutoring. Talk to your teacher and advisor to learn more.
- Form study groups. It will reinforce important class material, can be fun and you develop strong bonds with classmates.
- Turn in your homework and participate. Join in class discussions and activities and turn in your homework on time. Be a good group partner and do your share. (No one likes a slacker.) College is for you to learn and grow. Be an active part and get the most out of your time here.
- Taking an online class? Remember, attendance is still required, it's just virtual. So...log in, watch deadlines, stay on track, submit assignments, do your group work, and participate in discussion threads.

**TIP:** *When your motivation starts to slip, talk to your classmates, get involved in clubs and remind yourself about your final goal. Pushing through the tough times will bring you to the day when you walk the stage and get your degree.*





## Get Connected: Services and Student Resources

The College offers free services and resources for your success. If you need to make a connection or don't see exactly what you're looking for contact Enrollment Services at 1-800-472-4554.



**Career Center:** Helps students identify their interests, abilities, and match them to career choices. Also helps to inform students about training needs, job outlook and wages. Provides assistance with the job search, résumés, cover letters, and interviewing.

**Counseling Services:** Helps students to work through academic and/or personal difficulties. Guides the student's assessment of their responsibilities, choices, opportunities and skills to support success.

**Credit for Prior Learning:** Evaluates credits transferred from another institution of higher learning, successful completion of an exam that confirms an applicant's knowledge in a given skill/subject area, or knowledge and skills gained from work and life experiences. (Contact your program advisor for details.)

**Disability Resources:** Provides reasonable accommodations and equal access to students with disabilities. In order to evaluate a request for accommodations, schedule an appointment with an Accommodation Specialists and provide them current documentation of your disability.

**Diversity Relations:** Provides educational and cultural experiences for students. Serves as advocate for continuing learning and advancement.

**Edge (TRIO) Program:** Provides additional resources and support for first generation, low income, and/or students with disabilities to establish and accomplish their academic and personal goals.

(MORE)

**Employment Services:** Helps students meet employment goals by informing them of internship and job opportunities. Assists students with labor market information, networking events with employers, and résumé review and interview preparation.

**Library:** Provides students with educational and program-specific resources and services.

**Nontraditional Occupations (NTO):** Assists students who are enrolled or exploring a program where 25% or less of their gender is employed. Assists with job shadowing, NTO scholarships, advocacy, and more.

**Student Life:** Provides students with leadership opportunities and programs that play an important part in the Moraine Park experience, plus support for personal and professional development.

**Student Success Centers:** Offers assessment and instruction in the basic reading, writing, math and study skills that students need to succeed in their College courses as well as homework help.

**Student Veterans Services:** Provides student veterans with registration, admissions, federal and state benefits and general academic assistance.

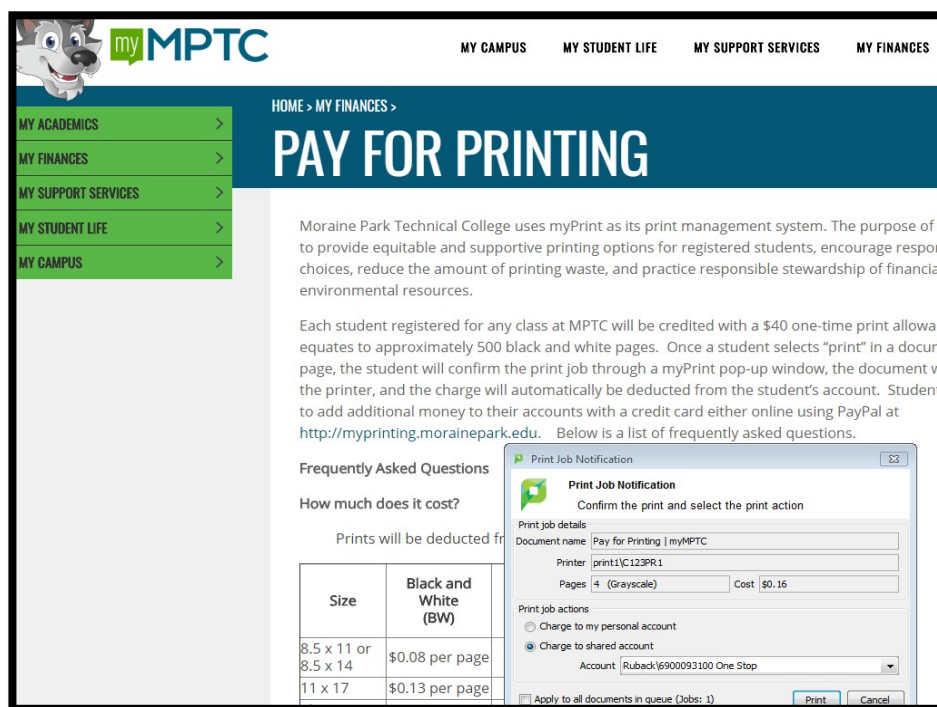
**Transition Specialist:** Helps GED/HSED and ELL students to prepare and/or enter a program at MPTC.

**Tutoring:** Provides personalized assistance with clarification of course concepts, problems with homework, and test preparation.

## Printing on Campus

If you may need to print while on campus, Moraine Park uses **myPrint**. It's very simple but you may have a questions.

Each student starts with a one-time \$40 credit. This is approximately 500 black and white pages or less for color and oversize copies that cost more. You select "print" as usual and then confirm the print job through a myPrint pop-up window, and the charge will automatically be deducted from your account. (See the picture below with the print job notification box. It identifies your account, the document title and cost.)



The screenshot shows the myMPTC website interface. The top navigation bar includes 'MY CAMPUS', 'MY STUDENT LIFE', 'MY SUPPORT SERVICES', and 'MY FINANCES'. The main content area is titled 'PAY FOR PRINTING' and contains text explaining the myPrint system and a table of printing costs. A 'Print Job Notification' pop-up window is overlaid on the page, showing details for a print job and options for payment.

Size	Black and White (BW)	Cost
8.5 x 11 or 8.5 x 14	\$0.08 per page	
11 x 17	\$0.13 per page	

**Print Job Notification**  
Confirm the print and select the print action

Print job details  
Document name: Pay for Printing | myMPTC  
Printer: print1\C123PR1  
Pages: 4 (Grayscale) Cost: \$0.16

Print job actions  
 Charge to my personal account  
 Charge to shared account  
Account: Ruback6900093100 One Stop

Apply to all documents in queue (Jobs: 1) [Print] [Cancel]

Most students find this amount is enough to complete their degree. Should you need to add money to your account you can use a credit card or PayPal at <http://myprinting.morainepark.edu>.

The library staff can assist you with questions or problems. You can also find more details on myMPTC student under the My Finance tab – Finance – Pay for Printing.

**TIP:** myPrint works off your username and password. This is another great reason to not share your login information.