

# PROPOSAL TO ESTABLISH STUDENT BILLING VIA CARS

June 12, 2003

**School/College:** College of Engineering  
**Department/Program:** Electrical Engineering and Computer Sciences / Instructional Support Group  
**Implementation Date:** Fall 2003  
**Department Contact:** Kevin Mullally, 378 Cory Hall, 643-6141, kevinm@eecs.berkeley.edu

## Proposal

EECS Instructional proposes to bill students' CARS accounts for limited services that are beyond the range of Instructional state funding but are desired and requested by the students. We plan to offer, effective Fall of 2003, ability to purchase of additional printing pages to be used in the EECS Instructional labs. We propose to charge students \$6 per 100 pages if they wish to exceed the free paper quota that we pre-allocate them. The pre-allocation is reset at the beginning of each semester for each student taking a course, and unused portion of any additional purchases will not carry over.

This program is voluntary, and prior approvals from students will be required before charges accrue on their CARS account.

## Goals

1. Allow students to pay for printing beyond their initial free quota, so our printer costs can be contained.
2. Allow these charges to be variable, based upon individual requests, so students are billed fairly for their usage.
3. Honor the students' wishes. Students completed a survey in November 2002 in which most of them requested the per user fees (CARS) system. This was reiterated at the recent EECS Faculty Retreat.

## Justification

Billing via CARS is a standard practice and protocol on campus for billing students for individual services and items. Other units on campus, including IS&T Workstation Support and the Residence Hall Computing Center, use this mechanism to bill for printing services.

Currently, we have no limits on the number of pages that a student can print in our Instructional labs. The predictable result is that our printer costs have varied uncontrollably in the last few years. We have been reluctant to impose any hard quotas on the students until we could provide a mechanism for students to voluntarily purchase additional pages. We believe that by setting an initial (free) printing quota (100 pages per credit hour) would be appropriate and should satisfy the needs of most of our students. Per our students' request, we propose to only bill those students electing to for additional usage.

## Cost Analysis

IS&T Workstation Support bills students' CARS accounts for printer paper in the IS&T labs. They computed that printing 200 pages incurs a cost of \$12. Their policy can be found in <http://facility.berkeley.edu/policy.html>. Since we are pre-allocating a more than adequate initial printing quota for our students, we believe that a 100-page granularity should be appropriate and offer greater flexibility for our students.

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## Procedure

Students wishing to raise their printing quota by purchasing additional pages would go to a CalNet-authenticated Printer Paper Billing Request WEB site (see **Attachment I**) that allows them to authorize a charge of \$6 for 100 pages. The student would receive confirmation by email. Once authorized and billed, the student's quota for the course desired will be increased accordingly. This step usually takes one day processing time. Student can also use the same page to verify their current quota and usage.

## References

**CARS:** Mindy Lopez ([mindy@uclink](mailto:mindy@uclink)) at Loans and Receivables  
Mike Smith ([mrsmith@uclink](mailto:mrsmith@uclink)) at UC Legal Counsel  
Brian Donohue ([donohue@uclink4](mailto:donohue@uclink4)) at the Business Contracts Office  
<http://evcp.chance.berkeley.edu/cmtes/cmfcmtc.pdf>,  
<http://facility.berkeley.edu/policy.html#account>  
<http://www.reshall.berkeley.edu/academics/computing/index.html - policy>  
<http://controller-fs.vcbf/>

**Attachment II:** Printer Paper Billing Request WEB site (proposed)  
**Attachment III:** Printing Quotas – Free Allocations per Class (proposed)  
**Student Survey:** <http://inst.eecs.berkeley.edu/~kevinm/CMF/>

## Approvals

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EECS Director of Computing Services

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Date

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EECS Director of Administrative Services

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Date

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EECS Department Chair

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Date

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College of Engineering Dean

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Date

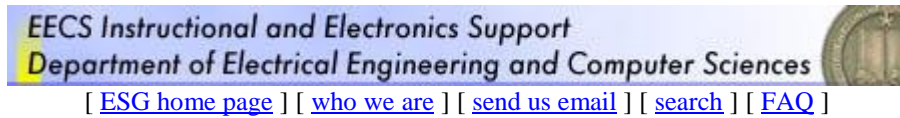
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Attachment I: Snapshot of the EECS Instructional Printer Paper Billing Request web page

(Student will receive confirmation by email. This is a standard procedure in e-commerce.)



EECS Instructional WebAcct
View/Increase Your Print Quota

Hello STUDENT,

You can use this form to request an increase to your default printer page quota in the EECS Instructional labs. Your default (free) page quota for this semester is shown below. Page quotas are computed based upon the credit units of each class (100 pages per credit). Double-sided printing counts as 2 pages. Page quotas will be reset at the beginning of each semester.

Table with 7 columns: SID Number, Account Name, Purpose, Pages for Free, Pages Purchased, Pages Used, Pages Remaining. Row 1: 01010101, someone, ee40, 500, 0, 499, 1

Request Print History

Form with two questions: 1) Do you authorize EECS Instruction to bill you \$12 (non-refundable) for an additional 200 pages? 2) Which account should we credit the pages to?

Submit Response

Clear Form

Thank you,

Kevin Mullally, Manager of EECS Instructional Support
378 Cory Hall, (510) 643-6141, kevinm@eecs.berkeley.edu

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**Attachment II**

Initial free printer quotas would be allocated to students according to the number of course credits associated with each of their classes. They would be allocated 100 pages for each unit of credit. The classes, units and printing allocations are listed below.

Class	Credit Units	Pages per semester
cs150	5	500
cs152	5	500
cs160	4	400
cs162	4	400
cs164	4	400
cs169	4	400
cs170	4	400
cs172	4	400
cs174	4	400
cs182	3	300
cs184	4	400
cs186	4	400
cs188	4	400
cs195	3	300
cs198	2	200
cs199	3	300
cs252	4	400
cs260	3	300
cs265	3	300
cs268	3	300
cs270	3	300
cs273	3	300
cs274	3	300
cs285	3	300
cs287	3	300
cs294	3	300
cs297	3	300

cs298	3	300
cs299	3	300
cs3	4	400
cs301	1	100
cs302	2	200
cs39k	2	200
cs3s	3	300
cs47a	1	100
cs47b	1	100
cs47c	1	100
cs61a	4	400
cs61b	4	400
cs61c	4	400
cs70	4	400
cs98	2	200
cs9a	1	100
cs9b	1	100
cs9c	1	100
cs9d	1	100
cs9e	1	100
cs9f	1	100
cs9g	1	100
csc182	4	400
csc195	2	200
ee1	2	200
ee100	4	400
ee105	4	400
ee117	4	400
ee118	3	300

ee119	3	300
ee120	4	400
ee121	4	400
ee122	3	300
ee123	3	300
ee126	4	400
ee129	3	300
ee130	4	400
ee140	4	400
ee141	4	400
ee143	4	400
ee145b	3	300
ee145m	3	300
ee192	4	400
ee199	3	300
ee20n	4	400
ee216	3	300
ee217	3	300
ee219b	4	400
ee219c	3	300
ee220	3	300
ee222	3	300
ee224	3	300
ee225a	3	300
ee225b	3	300
ee225c	3	300
ee225d	3	300
ee227a	3	300
ee229	3	300

ee230	3	300
ee231	4	400
ee232	3	300
ee239	3	300
ee24	1	100
ee240	3	300
ee241	3	300
ee243	3	300
ee246	3	300
ee290b	3	300
ee290e	3	300
ee290h	3	300
ee290s	3	300
ee291	3	300
ee291e	3	300
ee298	3	300
ee299	3	300
ee40	4	400
ee42	3	300
ee43	1	100
eec133	2	200
eec145b	4	400
eec239	3	300
eec246	3	300
eec291e	3	300