

JOHN A. LOGAN COLLEGE: CAMPUS SUPPORT SERVICES

WHAT WE OFFER:

USPS and Campus Mail Processing/Delivery
Full-Service Copying/Printing <https://www.jalc.edu/campus-support-services/>
Copying, Scanning, Bindery, Laminating, Adhesive, and Mount to Foam Core
Online Print Request Support
Print Design
Homework Drop-off Services
Desktop/Ricoh Printer Cartridge Orders
Paper Orders/Delivery

WHERE TO FIND US:

HOURS OF OPERATION:

CONTACTS:

Department Email Address: print@jalc.edu
Amy Bafford, Manager, Ext. 8280
Patrick Cox, Ext. 8384
Julie Boles, Ext. 8381
Campus Support Services Student Workers (2)

WHAT WE DO: STUDENTS

Printing:

<https://www.jalc.edu/campus-support-services/> (log into MYJALC first!)
After Hours Pick Up Tray is to the left of the Student Pick Up Window

FAXING ON CAMPUS (ROOM C201): STUDEN

INSTRUCTIONAL & DIGITAL DOCUMENTS: FACULTY & STAFF

<https://jalcollege.sharepoint.com/auxiliaryservicescenter/SitePages/Home.aspx>

AFTER/BEFORE HOURS COPYING & PRINTING: FACULTY & STAFF

RELATED SERVICES: FACULTY & STAFF

Learning Resource Center (Room C230)

Library (Room C123)

students and the public

Faxing for Faculty/Staff

FedEx or UPS services