TO ACCESS PROGRAM SHEETS ONLINE:

From the MCC Homepage

* Choose Academics
* Choose [Majors and Programs](http://www.monroecc.edu/academics/majors-programs/?no_cache=1)
* Choose the program(s) you want. This will take you to the program’s Web page.
* The Web page includes highlights of the program plus a “Print Info Sheet” box. Click on this to view the program sheet sheet, attach to it an email, or print as needed.

TO ORDER COLOR PRINTS FROM THE MCC PRINT SHOP:

From the Employee Page

* Scroll down to Campus Services
* Select [Printing](http://www.monroecc.edu/depts/printing/)
* On the Printing Homepage, select Online Request Form. You’ll be asked to log in.
* Choose New Work Order from the top navigation
* Complete the basic information requested. Select “Color” from the Services Requested box. A pop-up field will ask for your Org #. There is a $.059 charge per impression for color.
* At the bottom of the order form, you’ll have a choice for submitting your file(s) for printing.

Attach PDF files from your desktop (best for small numbers of files).

-OR-
Provide the names of the program sheets you need, stored on the M-drive for access by the Print Shop.

Here’s how:

Use the attachment below that lists program sheet names as they appear in the M-drive folder. Just copy and paste the names of the files into a Word doc and attach it to your order. Alternatively, you can copy and paste your list in an email to Michele Skehan mailto:mskehan@monroecc.edu

ANNUAL UPDATES

* With the exception of newly approved degrees and certificates, all program sheets will be updated once a year and posted on the Web each fall. Until then, send any next-round changes to mailto:rrivers@monroecc.edu.

Questions? Contact Rosanne Rivers in Marketing and Community Relations mailto:rrivers@monroecc.edu , or Michele Skehan mailto:mskehan@monroecc.edu in the MCC Print Shop.