HCC Campus Card/PaperCut FAQs

Is my Student I.D. card the same as my HCC Campus Card?
Yes. Your student I.D. is now considered your HCC Campus Card and is connected to your HCC Campus Card Account.

Do I have to have an HCC Campus Card?
Yes. Your HCC Campus Card is your student I.D. card.

What can I do with my HCC Campus Card?
Once you've registered your HCC Campus Card account, you can electronically add funds to your account to use toward purchases at any of HCC's three eateries or transfer funds to a PaperCut account for printing and copying services on campus.

Where can I use my HCC Campus Card?
Like a debit card, you can swipe your card at the registers at any of HCC's three eateries. You will use your HCC Campus Card in the LSC, Brish Library, and Digital Printing and Design Services to tap and release jobs from the printers and copiers.

How much money do I need to add to my HCC Campus Card account?
The amount of money you add to your HCC Campus Card depends on the method in which you prefer to purchase items from HCC's three eateries. Also, if you need additional funds for printing beyond the automatic amount added to your PaperCut account, you will need to add money to the account and transfer it to be used for printing.

Will I be able to receive a refund from my HCC Campus Card account?
Yes. You can receive a refund from your HCC Campus Card account by contacting the IT Department at 240-500-2891 or emailing hccit@hagerstowncc.edu.

Can anyone add money to my HCC Campus Card?
Yes. Parents, family, and friends can add funds to any students account without logging in by using the "Quick Add Value" option on the login page by searching a student name and student I.D. number.

What do I do if I lose my HCC Campus Card (Student I.D.)?
Contact the Student Activities Office to replace your student I.D. card.

What is PaperCut?
HCC uses PaperCut, a fee-based print management system, for all HCC student printing and copying services at all printers and copiers on campus. PaperCut is a separate account from the HCC Campus Card account.

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How do I activate my PaperCut account?
First, students must obtain an HCC Campus Card (student I.D.) from the Student Activities Office on campus. Then, students must activate their PaperCut account using their HCC Campus Card (student I.D.) at one of the self-serve stations located in the LSC and Brish Library.

How much money do I automatically get on my PaperCut account at the start of each semester?
Credit students with at least 12 credits will automatically receive $10.50 per semester, while those with less than 12 credits will automatically receive $5.25 per semester.

If I don't use up all of my funds in my PaperCut account will I lose it?
No. Funds in your PaperCut account will roll over each semester.

Do I have to use PaperCut to print?
Yes. All printers and copiers on campus are now using PaperCut for services.

What do I do if I run out of money in my PaperCut account?
Log in to your PaperCut account (student email username and password) from an HCC computer. Once logged in, you can transfer up to $10 at a time from your HCC Campus Card account to your PaperCut account. Remember refunds will not be available to PaperCut accounts so it is suggested you only add $5 or less at a time.

Will I be able to receive a refund from my PaperCut account?
No. You cannot remove funds from your PaperCut account. Therefore, it is suggested you only add $5 or less at a time. If a print job is messed up you may request a refund to have the money added back into your PaperCut account.

My print job turned out wrong or I printed by accident. Can I get a refund on my PaperCut account?
Yes. You can request a refund to your PaperCut account while logged in to your account.

I lost my HCC Campus Card. Can I still print?
Yes. Classroom and computer lab printers do not require you to tap your HCC Campus Card (student I.D.). If you are using a printer or copier in the LSC, Brish Library, or Digital Printing and Design, and you've lost your HCC Campus Card (student I.D.), there is a way to manually enter your information to print.