

**This document should never be printed or altered, except by Print Services.
This document must remain editable at all times.**

Employee Instructions:

1. Fill out the applicable information (If a field does not pertain to you, please leave it blank)
2. Save the document and send it electronically to your supervisor

Supervisor Instructions:

1. Review the employee's information
2. If the information is accurate, please digitally sign and forward the PDF to Marketing and Communications (mcprojects@csc.edu)

Business Card Guidelines:

College Content on Every Card

College Logo
College Address (cannot be changed)
College Website (cannot be changed)

Personal Content on Every Card

Name
Professional Designation (if applicable)
Degree(s) earned (if applicable)
Official job title*
Department
Phone
Fax
Email

**Only official job titles as assigned by Human Resources will be printed on cards. If applicable, cards may reflect more than one official job title.*

Prohibited Content

The college's 800 number
Courtesy titles before names (Mr., Ms., etc.)
Unofficial job titles
Nicknames
Personal home address
Personal e-mail addresses
Personal website addresses

Quantity

Faculty and staff may order up to 500 business cards per year. Additional cards may be ordered before a year has elapsed only if the employee's name, position title, or phone number has changed (but not to add college degrees or professional designations earned). There is no limit on the number of business cards that Admissions, Advising, Counseling, Financial Aid, and Records and Registration may order.

Adjunct faculty, temporary and part-time employees are not eligible to receive personalized business cards.

Campus Location: _____

First Name: _____ Last Name: _____

Academic Degree: _____ Professional Designation: _____
(3 abbreviations max - i.e. Ph.D., ABA, ABIM)

Official Job Title: _____ Department: _____
(H.R. Assigned Title Only)

Phone Number: _____ Fax Number: _____
(Office Phone) (Office Fax)

Email: _____@csc.edu Office: _____ Quantity: _____
(Optional -- i.e. Franklin Hall 110)

Deliver to: _____
Building Room #

Pickup

Supervisor E-Signature

Marketing E-Signature

Received by (signature): _____ Date: _____