



Mon	8-9
Tue	8-9
Wed	8-9
Thu	8-9
Fri	11-5
Sat	1-5

General Use

Lab use is restricted to currently enrolled EDT and GCOM students, SCC faculty, SCC staff members, and those enrolled in the appropriate section of HSER1000. To enroll in HSER1000 you must demonstrate an academic need for the specialized software in the Lab and obtain permission from lab faculty. Ask lab faculty for details. All others are not to remain in the Lab.

Sign in when entering and sign out when leaving. If you are unable to sign in or out, check with lab staff for how to proceed.

Identify yourself when requested to do so by a member of the lab staff and be prepared to provide proof of enrollment. Lab coordinators may also ask what you are working on.

Time limits of two hours will be enforced when students are waiting. If others are waiting for a computer and your work is not school-related, you will be asked to give up your workstation immediately.

Items left unattended at a station for more than 20 minutes may be moved so that others can use the station. You are responsible for your own belongings.

Textbooks, user manuals, microphones, Zip drives, Wacom tablets and headphones may be checked out for use in the lab. Users must leave their ID with lab staff to borrow items. The ID will be returned to the user upon the item's return.

Printing and Saving

Black and white letter sized laser prints are 10 cents per page. GCOM or EDT assignments that are turned in may be printed free of charge on the plotter or small laser printers.

Use only the provided paper. Other products may jam and potentially damage the printer.

Check with lab staff about other printing options.

Data files created in the Lab should be saved to your own storage device or disk. Files may be saved temporarily onto the local hard drives in the Holding Folder on the Macs but should be copied to your own disk, when possible, before you leave the station.

Prohibitions

No food or drink in the lab.

Modification of hardware and software configurations in the labs is prohibited.

Copying, downloading, or distribution of copyrighted material is illegal and is prohibited in the lab.

Compromising the security of any computer or network, and/or using computing resources to engage in any illegal activity is strictly prohibited.

Users must not interfere with the computer hardware; do not unplug cables, do not try to clear paper jams in the printer yourself, and do not turn off equipment.

Please notify a lab staff member of any malfunctioning equipment.

You may attach your own USB or FireWire devices. Be aware some of these devices require additional software, which you will not be able to install.

Courtesies

Ambient music is played in the lab. Keep all noise levels moderate. Audio CDs or applications with audio output may only be used with headphones. Please keep headphone volumes reasonable.

Cell phones must be turned off, set to vibrate or muted when in the Lab. Step outside before answering or placing a call.

Do not change system settings, including but not limited to desktop images, screensavers and dock settings. If you must make a change please change the setting back before exiting the lab.

Please quit all running applications before exiting the lab.

All users of the Lab shall obey directions regarding reasonable conduct and/or use of equipment given by the Lab Tutor or Coordinator on duty. Lab Coordinators may direct students to leave the lab if they do not observe these regulations.