

COMPUTER LAB AND SASC RULES

ENGLISH ONLY

THE BEST WAY YOU CAN LEARN ENGLISH IS TO SPEAK IT ALL THE TIME. SINCE THE PURPOSE OF THE LABS IS TO HELP STUDENTS IMPROVE THEIR ENGLISH, IT IS VERY IMPORTANT FOR YOU TO SPEAK ENGLISH ONLY. IF YOU DON'T, YOU WILL GET A RED CARD.

LAB SCHEDULE

MONDAY, WEDNESDAY, THURSDAY

7:00 A.M. TO 8:05 A.M.
10:35 A.M. TO 12:05 P.M.
2:30 P.M. TO 7:00 P.M.

TUESDAY

7:00 A.M. TO 8:05 A.M.
2:30 P.M. TO 7:00 P.M.

FRIDAY

9:00 A.M. TO 5:00 P.M.

LABS ARE CLOSED BETWEEN CLASSES.

DON'T USE THE LABS DURING CLASS WITHOUT A TEACHER PRESENT.

START TO LEAVE 10 MINUTES BEFORE THE LAB CLOSURES. (RETURN MATERIAL, PRINT DOCUMENTS, SAVE WORK, ETC.)

GENERAL CONDUCT

BE POLITE AND RESPECTFUL TO ALL LAB TEACHERS.

SPEAK QUIETLY.

DON'T BRING FOOD OR DRINKS INTO THE LABS. KEEP THEM IN YOUR LOCKERS OR BAGS.

DON'T SAVE COMPUTERS, TVs, OR TAPE RECORDERS WITH PERSONAL BELONGINGS (E.G. COATS, BAGS, ETC.).

IF YOU ARE GONE FOR MORE THAN 5 MINUTES, YOUR STUFF WILL BE PUT IN THE LOST & FOUND SO THAT OTHERS CAN USE THE EQUIPMENT.

IT IS ILLEGAL TO DUPLICATE OR DOWNLOAD COPYRIGHTED MATERIAL (E. G. TOEFL CDs & TAPES, BOOKS, VIDEOS, MUSIC ETC.).

SASC

DON'T WRITE IN ANY MATERIALS YOU CHECK OUT.

DON'T TAKE TOEFL MATERIALS OR VIDEOS HOME.

RETURN CHECKED-OUT MATERIALS (E.G. LIBRARY BOOKS, TOEFL MATERIALS, ETC.) ON TIME.

IF YOU DON'T, YOU WILL BE CHARGED A LATE FEE. ALL FEES MUST BE PAID BEFORE YOU CAN TAKE THE LATS.

TO BE GUARANTEED A TUTOR, YOU WILL NEED TO SIGN-UP FOR ONE 24 HOURS IN ADVANCE. THE SIGN-UP IS LOCATED AT THE SASC DESK. DON'T EXPECT THE WRITING TUTORS TO CORRECT ALL OF YOUR PAPER. ASK THEM TO HELP YOU WITH ONE OR TWO AREAS (E.G. ORGANIZATION, TRANSITIONS, ETC.)

IF YOU BRING YOUR OWN MOVIE TO WATCH ON THE TV/VCRs, IT CANNOT BE R-RATED.

COMPUTERS

STUDENTS USING COMPUTERS TO STUDY ENGLISH HAVE PRIORITY OVER STUDENTS DOING PERSONAL TASKS SUCH AS EMAILING, CHATTING, SURFING, ETC.

DON'T USE THE INTERNET TO LOOK AT PORNOGRAPHY OR ANY OTHER MATERIAL IN VIOLATION OF THE HONOR CODE.

DON'T LET OTHER PEOPLE LOG IN TO THE COMPUTERS USING YOUR NET ID AND PASSWORD.

SENSITIVE PERSONAL INFORMATION IS TIED TO THAT NET ID AND PASSWORD. YOU COULD BE THE VICTIM OF FINANCIAL IDENTITY THEFT OR ACCUSED OF MISUSING UNIVERSITY COMPUTER RESOURCES.

IF YOU ARE UNABLE TO LOG INTO A COMPUTER EITHER AT THE ELC OR UP ON CAMPUS, ASK A LAB ATTENDANT FOR HELP.

THE ELC DOES NOT SUPPORT FLOPPY AND ZIP DISKS. PLEASE PURCHASE A USB FLASH DRIVE (OR JUMP DRIVE) TO MAKE BACK-UPS OF YOUR WORK. THEY CAN BE PURCHASED AT THE BOOKSTORE FOR AROUND \$25 AND YOU WILL BE ABLE TO USE THEM AT THE ELC AS WELL AS ALL OTHER COMPUTER LABS ON CAMPUS.

PRINTING

YOU NEED TO PUT MONEY ON YOUR SIGNATURE CARD ACCOUNT. THIS CAN BE DONE AT THE CASH REGISTERS ON THE MAIN CAMPUS (E.G. THE BOOKSTORE, THE CASHIER'S OFFICE, ETC.) OR IT CAN BE DONE THROUGH ROUTE Y BY MAKING A CREDIT CARD PAYMENT. PRINTS COST 7¢ PER PAGE FOR BLACK & WHITE COPIES AND 50¢ FOR COLOR. (LAB ATTENDANTS WILL NO LONGER BE ABLE TO PRINT JOBS FOR STUDENTS.)

**YOU ARE RESPONSIBLE TO KNOW AND TO FOLLOW THESE RULES.
PLEASE READ THEM AND ASK A TEACHER FOR HELP IF YOU DON'T
UNDERSTAND THEM.**