# Mathematics and Computer Science Lab Policies

We are happy to welcome you to the Lab!  Please familiarize yourself with the Lab policies below.

## General Policy

- To use the Math Lab, students must be enrolled in a Mathematics (MATH) or Computer Science (CSCI) course at Mt. SAC.
- At the beginning of each semester, students must register by filling out a yellow registration card, as well as read and understand the lab policy.
- Students must check in and out using their Mt. SAC student ID card.
- Students must be working on material directly related to a Math or Computer Science (CSCI) course while in the lab.
- No cell phone use is allowed.
- No food. Sealed drinks only.
- Student should not disturb scheduled class sessions in the lab and should comply with all instructors' and lab attendants' directions.
- Unauthorized use or misuse of any Math Lab resources will result in disciplinary action in accordance with the College policies

## Computer Use and Printing

Staff members are available to assist with any questions about lab policy

# Practices & Procedures—Updated Fall 2022

**General Writing Center:**

- Students using the Writing Center are encouraged to wear masks. Disposable masks are available for student use. This policy is subject to change per county and/or college mandates.
- Students need to register with the Writing Center each semester for all Writing Center services. Self-registration for Writing Center CRN(s) is available through the student portal. Please see our front desk or website for assistance.
- To use the Center, students need to bring their current Mt. SAC student ID each time they visit to check in. Please remember to pick up IDs before leaving the Center.
- Any conversations in the tutoring space should be kept at low volume to minimize disruptions / distractions.
- Please step out if you must take a phone call to limit the disruption to others in the Center.
- Photocopying is currently unavailable in the Center.
- The Writing Center is not responsible for the security of students' belongings, nor is it responsible for any lost or stolen items. Please make sure to keep your items with you and if you need to step out, take your belongings.

**Computer Lab:**

- Students wanting to use a computer should ask the front desk to swipe them into the lab and assign them a computer. If there is a problem with the assigned computer, please notify the front desk immediately.
- Please sanitize hands prior to using a computer. Hand sanitizer is available.
- Printing is available for students via the Wepa print system in our lab. Students will need to login using the system's app. Writing Center hosts this printing system but does not maintain or operate the system.
- The lab cannot accommodate printing on special letterhead, colored paper, or envelopes.
- Students should bring a flash drive (USB) to save work, upload it in GoogleDrive, or email it to themselves. The Writing Center is not responsible for any lost work on the computers.
- The volume of any audio/video students are engaging in must not distract other students. Headphones are available for checkout at the front desk, but they must be cleaned off by students prior to return. Cleaning wipes are available.
- Students need to take personal items (backpacks, purses, wallets, etc.) with them when they leave the computer station. Any items left behind will be put in the lost and found box at the front desk.
- Check out of the lab when going to a tutoring session unless you will be using the computer during your session.

**Workshops:**

- Students who have registered in advance are guaranteed seats in person or online. Drop ins are allowed in if space allows.
- Late students may be let in, but the instructor will not have time to catch them up. Being on time will allow students to better understand the lessons of the workshops.
- Students will be encouraged to actively participate and stay for the duration of the workshop to receive a verification form.
- Please have the workshop packet either downloaded or printed out and accessible before the start of the workshop. If you do not have the packet, let the instructor know right away.
- Workshop times and dates are subject to change.