



## **DS Computer Lab Guidelines**

1. College policy No. 13-02 (B) prohibits food in the lab. Covered drinks will be permitted.
2. Lockers are for lab and testing center patrons only.
3. All lab students must sign in at the front desk. It may be warranted to ask a student to move from one seat to another.
4. Non-students and children under the age of 14 are not allowed in the labs on campus. In accordance with College Policy & Procedure No. 13-11 (E)(4), all CSCC college students are required to carry a Cougar ID and show it upon request for a college official.
5. Staff are not here to do student's homework. We are here to assist you with any questions you may have.
6. Cell phones must be silenced while in the lab. If you need to make a call, walk out of DS.
7. Disability Services computer lab is closed during finals weeks.
8. Playing games or surfing the web is not permitted in this lab.
9. Printing is limited to 10 sheets at one time. Printing of non-CSCC related material is prohibited, and your print job will be cancelled by staff. Repeated violations of this policy maybe cause for referral to Student Conduct.
10. Students are expected to work quietly in the lab and refrain from disturbing others. This includes conversation, loud music on headphones and cell phone use. If your behavior is disruptive, you will be asked to stop. If your behavior continues, you will be asked to leave and the incident will be referred to Student Conduct.
11. Automatic referral to Student Conduct for theft or damage of equipment in the computer labs.
12. We are not responsible for lost items in the lab.