



## Chaffey College Instructional Lab Rules and Guidelines

*Chaffey College encourages the use of its instructional labs for education, academic development, public service, and other approved purposes. All students are required to abide by the policy established by the Governing Board and use the system in an ethical and lawful manner. When the conduct of a student transcends the bounds of law, policy, or regulation, and interferes with the normal processes of education, the college will take appropriate disciplinary action.*

## Writing Center Rules and Guidelines

### **Students should:**

1. Approach the front desk person for direction on log-in procedures and special instructions.
2. Provide a current Chaffey College Photo ID card in order to log in and log out of the Writing Center (A registration statement can be used only one time to log in).
3. Log into the Writing Center upon every visit.
4. Log out of the Writing Center before leaving.
5. Work quietly, so they do not disturb other students.
6. Only be in the Writing Center for Directed Learning Activities, study groups, workshops, or tutoring sessions. Students working on non-related activities will be asked to complete their work in the Library.
7. Speak to a tutor regarding any assistance with instructional matters. Ultimately, students are required to know their instructor's expectations for any given assignment. While the front desk person is available to direct students to resources in the Writing Center, that person is not a tutor.
8. Use computers only for appropriate Directed Learning Activities. Writing Center staff will assign students to a computer and monitor usage.
9. Request permission from the front desk person to use personal laptops.
10. Turn off or silence all cell phones and pagers.
11. Arrive no more than 10 minutes before their appointments unless working on the independent portion of a Directed Learning Activity. Students who arrive late to their appointments (even by one minute) may lose their scheduled time slot to a student on the standby list.
12. Print a copy of their work before meeting with the tutor.
13. Leave their work area clean.
14. Return any equipment/materials—head phones, CD's, books, etc.—before leaving the Writing Center.
15. Take all books and other personal property upon leaving the Writing Center. Chaffey College and its employees are not responsible for any items students leave in the Writing Center.

### **Students should not:**

1. Log into the Writing Center during class time, even if the class is cancelled.
2. Bring food or drink into the Writing Center.
3. Bring children into the Writing Center.
4. Bring "guests" (i.e. friends, relatives, non-Chaffey College guests) to the Writing Center. Guests may wait in the Library during student appointments.
5. Move to another computer workstation without notifying the front desk person.
6. Change settings in the computers unless instructed to do so.
7. Forget to return the computer to its original state before leaving.
8. Attempt to fix any computer problems. Students should notify Writing Center staff immediately.
9. Turn off the computer (CPU) before leaving the Writing Center.
10. Connect any personal computers or laptops into the Writing Center's network.

## Other Chaffey Lab Information

Students are not permitted to use the Internet for personal use. Please reference the "Procedure for Internet Use" in the Schedule of Classes or in the Student Handbook.

*These guidelines are subject to change at any time.*