

**COMPUTER LAB GUIDELINES
SPRING 2010**

COMP 9913					
CRN/ROOM	MON	TUE	WED	THU	FRI
45535 (515C)	08:00a-10:30a		08:00a-10:30a		
43815 (515C)					9:00a-02:0p
43816 (516)		01:00p-03:30p		01:00p-03:30p	
42554 (516)	03:30p-04:45p	03:30p-04:45p	03:30p-04:45p	03:30p-04:45p	
42555 (515C)	05:00p-07:30p		05:00p-07:30p		
45536 (516)		05:00p-07:30p		05:00p-07:30p	

To enroll:

- You must be a current registered CCSF student enrolled in business class and have in possession a valid student I.D.
- Complete and submit an ADD form with the computer lab instructor prior to taking a seat. NO EXCEPTIONS.

The Downtown Business Computing Lab is for the use of CCSF students who are completing homework assignments for Business Department credit and noncredit classes. To use the lab, you must enroll in a Business course and enroll with an instructor to access a computer lab.

How to Use the Lab

Sign-in: Sign-in each day that you use the lab.

Printing: Limit printing to one copy of assignments. No printing of documentation or of multiple copies. You will be asked to leave if you abuse printing privileges.

Before you leave: When you are finished working, ALWAYS close your document and exit the program. Close all desktop windows. Be sure to remove your floppy, zip, or flash drive.

Other Lab Policies

Assistance: The faculty monitor's main job is to oversee the computer lab and monitor attendance procedures, student safety, and equipment malfunctions. He or she may be able to help you occasionally with software questions, depending on his or her expertise. However, students are expected to work independently and complete assignments on their own.

Food and drink: Put away all visible containers of food or drink before entering the lab. Water is considered a "drink." No eating or drinking in the lab. PLEASE DO NOT LITTER.

Internet usage: Accessing the Internet is limited to sites needed for homework assignments for Business Department credit and noncredit classes. (For example, playing games and online shopping are not acceptable uses.) Displaying or

printing material that may be offensive to others a lab user is prohibited.

All aspects of the Information Technology Services' *CCSF Computer usage Policy* apply in the Business Computer Lab. You can read the policy at <http://www.ccsf.org/Info/Policy/>

E-mail Usage: Sending or receiving e-mail is limited to class homework assignments.

Cell phones and beepers: Please turn off your cell phone before entering the lab. If you want to make a call, go outside the lab.

Working with software: use of software, including the Internet and e-mail, is limited to that needed to complete homework assignments for Business Department classes. Copy your programs or data to the hard disk is prohibited unless specifically assigned. Leave workstations as you found them. Any changes to a station that you make inadvertently or in accordance with an assignment should be reset before leaving.

Deleting files from the hard disk or changing configurations will result in suspension of lab privileges and/or disciplinary action. Destruction or changes to hardware or software is subject to disciplinary action by the college, including suspension from lab/class, payment of restitution, or other action deemed appropriate by campus authorities.

Your valuables: Keep your valuables with you at all times. If you have lost an item, check first with the instructor, then at the official *CCSF Lost and Found*, located on the 1st floor with campus police.

Courtesy: Students are expected to be polite to other students and staff at all times. No disturbing conversation or groups. Students that create a disturbance will be asked to leave immediately.

Downtown Campus
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www.ccsf.edu/bus

