

Mt. San Antonio College
LEARNING ASSISTANCE CENTER
Policies and Procedures

ACCEPTABLE USE AGREEMENT

You have agreed to:

- 1) Adhere to Mt. San Antonio College's Standard of Conduct as published in the schedule of classes
- 2) Read and follow the Center's policies and procedures.

RULES THAT APPLY TO ALL AREAS:

- ◆ Food, beverages and/or tobacco products are **not** permitted in the Center.
- ◆ **Cell phones must be turned off.** If not, offenders will be asked to leave.
- ◆ Personal headsets, where allowed, must be inaudible to others in the area.
- ◆ Students are responsible for any damage to equipment or materials in the Center.
- ◆ Children accompanying a responsible adult (in an emergency) are expected to be quiet, mannerly, and not distracting to other students or you will be asked to leave. Children must be accompanied by a responsible adult at all times.
- ◆ Valuables (purses, textbooks, backpacks) are not to be left unattended.
- ◆ Please limit socializing while in the Center. While there is conversation with tutors/technicians, students expect a quiet, focused learning environment.
- ◆ All areas operate on a first-come, first-served basis.
- ◆ The Center will close at posted time. Be sure to plan accordingly.

TUTORIAL SERVICES AUTHORIZED USE:

- ◆ All students must provide a current Mt. SAC I.D. every time they use Tutorial Services.
- ◆ Time limits for tutoring sessions are imposed out of necessity:
15-20 minutes for Math and Science; 30 minutes for English and other subjects of Humanities.

LEARNING LAB AUTHORIZED USE:

- ◆ Students are **required** to present a current student picture I.D. at the lab front desk to access the Lab. **Only a student picture I.D. will be accepted.**
- ◆ Use is limited to currently registered high school and college students.
- ◆ **All Learning Lab use is limited to appropriate Lab/course related activities.**
- ◆ When there are more users than computers available, a one-hour limit may be imposed.
- ◆ **Lab staff reserves the right to view assignments and will do so periodically to monitor activities.**
- ◆ Disabled students have priority on adaptive stations.
- ◆ AUTHORIZED USE OF MATERIAL IN THE LAB AND CLASSROOM:
 - All software in the Lab is copyrighted. To comply with the law, there will be **NO** copying of any software.
 - Use of hardware, software and networks is limited to research and educational purposes. Display or generation of offensive or unwanted material
 - 1) is prohibited
 - 2) will restrict you from the Lab/classroom
 - **Only** data storage devices are permitted in the Lab/classroom; connecting external devices to equipment is prohibited.
 - Staff is not responsible for the loss of information or damage to data storage devices.
- ◆ ASSISTANCE:
 - It is expected that students have been given an orientation to the software they are using. Lab personnel will provide help in troubleshooting any software difficulties.

SKILLS LAB AUTHORIZED USE:

- ◆ A current Mt. SAC I.D. is required to check out non-consumable materials (books, calculators, etc.)
- ◆ Study groups have priority use of the round tables.
- ◆ TUTORING:
 - Tutoring is available on a first-come, first-served basis.
 - Assignments that are to be signed off by the lab personnel must be complete and correct.
 - A maximum of two different kinds of assigned topics per tutoring conference will be graded.
 - Lab personnel are only responsible for grading two weeks worth of lab (the week of and the prior week's lab).
 - No assignment will be graded ten or fewer minutes before student's class begins.
 - As of the 8th week of school (when 6 labs have been completed), 70% of all lab and time assigned so far should be completed or students will be dropped.
 - Students are responsible for knowing what their lab assignments are.

Thank You.