

# LAB ACCESS POLICY

## VELS 101, 104, 255

### Weekdays

#### Building hours:

Monday – Thursday	7:30 a.m. – 10 p.m.
Friday:	7:30 a.m. – 8 p.m.
Holidays/WSUV Breaks	CLOSED

#### Computer Lab hours:

The building will be locked at the designated hours above.

If you are already in a computer lab you will have until 11 p.m. as a grace period for work already underway.

### Weekends

#### Building hours:

Saturday	8 a.m. – 4 p.m.
Sunday	12 noon – 4 p.m.
Holidays/WSUV Breaks	CLOSED

#### Computer Lab hours:

Contact Public Safety Office (Pager: 690-1527, Phone: 546-9001) to request access to the computer labs in the building during the weekend hours listed above. There are phones outside of the Public Safety office and the Library building.

### **GROUND RULES**

Never share your door access code with anyone • Campus policy states that no food is allowed in labs - beverages in containers with lids are ok • Be courteous to others in the lab

- Be cooperative with Public Safety if you are approached
- Leave promptly at the prescribed times
- Clean up after yourself
- Students are required to supply their own paper – the School provides toner for printers

### **THINK ABOUT IT .....**

Door access codes will be changed 1 week after the end of each semester. Do not store anything on the hard drive – students have H: drive for storage purposes – the computers can be reconfigured at anytime during the semester and you will lose information/data if you have stored it on the C: drive

### **REPORT PROBLEMS / ISSUES**

E-Mail [encshelp@vancouver.wsu.edu](mailto:encshelp@vancouver.wsu.edu)