

# LANGUAGE LAB POLICIES AND PROCEDURES

## SG 135 – SG 129B

ALL GENERAL COMPUTER LAB RULES AND REGULATIONS APPLY.

By signing into the computer labs, the student affirms that he/she has read and understands this policy, which is also posted in the area where students enter the labs.

**NO FOOD/DRINKS or CELL PHONE usage allowed AT ANY TIME**

**ALL STUDENTS MUST SHOW PROPER ID TO USE THE LAB. NO EXCEPTIONS!**

**Our lab staff will speak only in English. We encourage you to do so also.**

Do not ask for a separate printout or your lab hours from us. You should check your lab hours from your "My GCC" account and be sure you only add up hours from the ESL Lab, not other labs on campus.

There is a "Student Record of Lab Hours" form available for you to keep track of your own hours for each class. Ask for one from your teacher or from the lab.

Help us speed up the check-in process by thinking ahead and being prepared. Know which class you want to check in for, for example ESL 125, Spanish 101, etc. Tell the lab staff specifically what you want to do - tapes, video, grammar, spelling, etc.

**YOU ARE RESPONSIBLE FOR ENSURING THAT RESOURCES YOU CHECK OUT ARE CHECKED BACK IN BEFORE YOU LEAVE.**

❖ Ask for a lab activities sheet designed for your class if you wish.

Please check out if you need to leave the lab **for any reason.**

You can only check in for one class at a time but you can switch classes just by letting us know.

Check in for the proper class—we **cannot make changes later or adjust student hours.**

Students will be asked to leave 5 minutes before closing each day.

The lab will close during college holidays. Please refer to student course schedule.

No visiting/loud talking or disturbing others who are studying.

You must use lab resources while doing hours for credit—NO doing HOMEWORK or assignments for other classes!!

Resources are first come, first served. If there are no available stations, you may wait outside or return later.

Internet usage should be restricted to class work assignments and activities designed to enhance language skills.

Only DVDs in the Lab are allowed unless assigned and OK'ed by your instructor.

**Your computer usage may be monitored. If you are using inappropriate websites, you will be asked to stop. If you continue, you will be asked to leave the lab.**

Pay printers are available for students, using the SG 129 pay printer.

The lab is busiest during 9 a.m.– 2p.m. Try coming in the afternoons or evenings.

Only GCC credit students are allowed in the lab, except for Non-credit ESL, as space permits.

COPYING CDs (as allowed by textbook publishers) :

- ❖ Ask how many you will need for your book and order tapes by book name.
- ❖ You may order CDs anytime during lab hours. You will be told when to pick them up, usually in 1 - 2 days.
- ❖ Please tell us if you have any problems. CDs will be redone for no additional charge.
- ❖ Any CDs not picked up from the previous semester will become lab property.

THANK YOU FOR COOPERATING WITH THESE PROCEDURES AND POLICIES TO CREATE A SAFE AND EFFECTIVE LEARNING ENVIRONMENT FOR YOU. REPORT ANY PROBLEMS TO LAB STAFF.