



# Learning Assistance Center

50 Phelan Avenue • R207 • San Francisco, CA 94112 • 415.452.5502 • [www.ccsf.edu/lac](http://www.ccsf.edu/lac)

## Policies and Procedures

Each time you use the LAC, show your CCSF Photo ID Card with barcode to the counter staff. (If you don't have one, go to the Cashier's Office in Smith Hall 118. They will provide you with one quickly and easily.) You will be asked to complete a short LAC registration form the first time you visit each semester. This process will add you into LERN 1000-Supervised Tutoring. This is a noncredit course that will not appear on official transcripts. You will not be admitted without your CCSF Photo ID.

**Tutoring.** We will show you how to login and where to go for drop-in tutoring for your subject matter. Tutoring schedules are posted around the second week of the semester. Tutoring begins the first day of classes for math courses and some high demand areas.

**Computer Lab.** You will be shown how to login on our computers and which computer to use. Since our computers are in constant use, there is a 1½ hour limit during busy times. Printing costs \$.12 a page. [LAC Computer Lab Policies and Procedures](#)

## Procedures

**Follow staff directions.** Follow instructions given by LAC staff regarding rules of conduct while in the LAC.

**Return your chair back to the table and properly dispose of any trash.** The custodial staff certainly appreciates your efforts in this area.

**Assist students with disabilities.** Give them priority for tables and carrels constructed for their use.

## Policies

**Use common sense.** The LAC is a busy study environment. Respect your fellow students:

- Speak in a quiet voice.
- Sit on the seat of your chair, not the arms, with you feet on the floor.
- Keep your backpack under the table and out of the aisles.

**No drinks.** You may bring bottled water to the tutoring Areas.

**No cell phones.** Turn your cell phones off or put them on silent mode. Take your calls outside in the library atrium.

**No food.** Our rugs don't like food droppings, although mice may enjoy them.

**No children.** CCSF does not allow children in the classrooms per liability restrictions. LAC is a classroom.

**Follow CCSF ["Rules of Student Conduct."](#)**