Learning Assistance Center

50 Frida Kahlo Way • R207 • San Francisco, CA 94112 • 415452 5502 www.ccsf.edu/lac

LAC Computer Lab
Policies and Procedures

Students, faculty, staff, and others who use the LAC Computer Lab's resources are responsible for knowing the policies and procedures for lab use, and must abide by these policies governing authorized use of the lab's computers.

Check in at the Learning Assistance Department Front Counter.
Use your current CCSF ID Card or CCSF ID Number to sign-in at the counter.
You will be asked to complete a short LAC registration form the first time you visit each semester.

Save your work on USB drives or cloud/email. After restart of the computer for any reason, all work saved directly onto the computer will be lost. We turn off our computers every night.

Printing. There two printing systems available in the LAD, Pinnacle (black and white single side laser printer) and WEPA (multiple b/w and color options). Local Pinnacle printing cost $.12/page. You may purchase, or add value to a Print/Copy Card with one of the card vending machines located by the Computer Lab Counter. You will be charged for every page that comes out of the printer including blank pages, so, please use the print preview. Unclaimed print jobs will be deleted after four hours. WEPA printers are located on every floor of the Library and utilize RamID and WEPA account (wepanow.com).

Time limit. There is a 1 ^{1}/2 hour limit per session when other students are waiting. There are no limits on number of sessions that student may have per day. Absence from a workstation for 20 minutes will result in student's automatic logout and reassignment of the workstation to the waiting students.

For assistance. If you need assistance while at your computer, raise your hand or come to the counter to check if there are any lab assistants on duty. Lab assistants can help you resolve some technical difficulties, but are instructed to not do your homework. Student workers are not responsible for your lost files or other mishaps. You are responsible for getting your work done and turned in on time.

One student per computer and one computer per student. We would like to keep the volume down and to allow students enough space to study.

Students with Disabilities. Students with disabilities have priority at certain computer work stations.

No loud sound or viewing of offensive material. This is a public access instructional computer lab.

No downloads of copyrighted material. You may not download, listen to, view, install, or use music, movies, documents, programs, or other copyrighted material without the copyright owner's permission.

LAC Policies

No drinks. However, you may bring bottled water to the Learning Assistance Center.
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 jn the classrooms per liability restrictions. LAC is a classroom.
Follow CCSF Policies. City College "Rules of Student Conduct' and City College "Computer Usage Policy?'

You will be asked to leave if you disturb others or are in violation of these lab rules.