

The Developmental Studies Lab (DS Lab)

**Developmental Studies
Central Campus
Building 118, Rooms 8 and 15A
(254) 526-1444**

Policies and Procedures

1. The DS Lab is a resource for all Central Texas College students enrolled in Developmental Studies courses. The lab staff will only assist those particular students. All other students must use the labs or resources respective to their courses' departments.
2. Students in the lab must be working on their assignments, getting help, studying for their course, or working with a tutor; otherwise, the student will be asked to leave.
3. Students must sign-in when utilizing the lab and sign-out when leaving the lab:
 - If the student must leave the lab, even for a trivial amount of time, the student must sign-out. This policy is in effect so we can report accurate statistics. We are mandated by the state to keep accurate contact hours and lab hours.
 - If the student is not present in one of the DS Lab affiliated rooms, then the student's visit will be terminated. This means the student's time spent in the lab will be set to null (zero). The DS Lab affiliated rooms are Room 8, Room 15A, and the tutoring room in Room 15A.
 - Room 8 is the NCBO Writing Lab and only students scheduled to use the NCBO Writing Lab will be allowed to use this room.
4. No internet browsing of any sort without specific approval from the lab staff.

Student Privileges

- Cellphones and smartphones are allowed but the student must stay on task. Failure to stay on task will result in the student being asked to leave the lab.
- Snacks and drinks in spill-proof containers are allowed; however, the student must clean up afterwards. Failure to clean up will result in the student being asked to leave. This privilege will be evaluated after each semester and this evaluation will determine if the privilege is allowed for the next semester.
- Listening to music from a phone or physical music player is allowed but the student must use their own headphones, earphones, or earbuds. The audio level should be at acceptable levels so as to not disturb or offend other students or staff. Failure to keep the audio at an acceptable level will result in the student being asked to reduce the audio level or leave the lab.
- Printing is allowed. The pages that are printed must be related to the course. Failure to adhere to the policy on printing will result in an immediate suspension of the printing privilege.

We ask students to police themselves on these privileges. This means communicating with each other and reminding fellow students to adhere to the policies regarding the privileges.