

The Advanced Math Lab
Rules and Procedures
Main Campus
Room 144 and 145, Building 152
(254) 526-1499
mathlab@ctcd.edu

1. The lab is a resource for Central Texas College – Main Campus students enrolled in collegiate-level mathematics or business administration courses. As such, the lab staff will only assist those particular students.
2. Students must sign in and out of the lab.
3. No food, drinks, or tobacco allowed in the lab.
4. No children are permitted in the lab and they cannot be left unattended anywhere on campus.
5. Please operate the equipment with respect and care.
6. Report malfunctions to the lab staff. Do not attempt to repair anything in the lab.
7. Do not install any software or change any of the settings on the computers.
8. Do not move or modify any equipment. The monitor height may be adjusted but must remain facing forward and unobstructed at all times. The keyboard and mouse may be moved when working but must be returned to their original position afterward.
9. Internet use is for educational purposes only (Student Handbook under Computer Usage pg. 51). To this end, the lab staff will be monitoring student use of the computers. Blackboard, MyMathLab, and WebAssign are the only websites to be accessed in the lab unless otherwise approved by instructors or lab staff.
10. If a student borrows any lab materials then they must leave their Student ID with the lab staff.
11. Printing is 10 cents per page. Math labs and practice exams may be printed for free.
12. The lab should be kept clean and tidy at all times.
13. Lab staff is not responsible for personal belongings. Do not leave personal items unattended.
14. Please respect your fellow students and keep your noise to a minimum. Cell phone use is not permitted within the lab. Students are expected to turn their cell phones off or set them to silent when they enter the lab. Phone calls and conversations must be taken outside of the lab.

15. The lab staff is responsible for overseeing the lab and need cooperation from students at all times in order that everything runs smoothly. With this in mind, being uncooperative to the staff in any manner is not allowed. Any student who is disruptive, non-responsive, rude, disrespectful, etc. to any staff member will be subject to measures to exclude them from the lab until such time that their cooperation can be ensured.
16. Students must promptly relinquish their workstations at closing time, for scheduled classes or upon request by lab staff.
17. No students will be permitted in the lab before or after the posted Hours of Operation. Lab operational hours may change each semester and the operational hours will follow CTC's Main Campus schedule.
18. For the spring and fall semesters, the lab will be used specifically for proctoring exams during final exam week. No assistance will be given during this time, and only students taking exams will be permitted in the lab.
19. Students will follow the rules posted within the lab (Student Handbook under Computer Usage pg. 51). These rules and procedures are enforceable by any lab staff member and their decisions concerning the interpretation of these rules are final.
20. Multiple offenses of the above rules and procedures will result in suspension of access to the lab.