

# The Math Express Labs

Math Depot (MD) Lab, Building 0253E, Rooms 8 and 15A

Math Express (ME) Lab, Building 0253E, Room 15

Math Department

Central Campus

(254) 526-1444 (MD Lab)

(254) 501-3070 (ME Lab)

## Policies and Procedures

1. The Math Express labs are a resource for CTC students enrolled in Math Express courses including DSMA 0300/0100, 0293, 0492, 0493, and 0394 as well as DSMA0190 Bridge for MATH2412. The Math Express lab staff will focus on helping students in these courses. Other CTC students may receive help if the staff is not busy with students in their primary focus.
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 is signed-in to a lab, but is not present in that lab, then the student's visit will be terminated. This means the student's time in the lab will be set to zero.
  - Room 8 is used for classes, testing, tutoring, or for lab overflow only; in that order of precedence.
4. No internet browsing of any sort is allowed without specific approval from the lab staff. Social media or social networking sites are prohibited. ***Students will be warned only once. On the second violation, students will be asked to leave.***
5. Lab staff are not responsible for personal belongings. Do not leave personal belongings unattended.

## 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 and time being zeroed out for the day.
- Snacks and drinks in spill-proof containers are allowed; however, no food is allowed. The student must clean up any mess 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 will be extended to the next semester.
- Listening to music from a phone or DAP (digital audio 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.
- Students must ask permission from the Resource Coordinator or FT Lab Associate to print. Printing is limited to a few pages. 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.**