

3357:13-14-531 Open Computer Lab Usage

(A) Off-Hour Occupancy

- (1) Students who use labs in off-hours (at times when regularly scheduled classes are not being held in the particular building) are required to have in their possession a faculty permission slip and a valid NC State Student Identification Card.
- (2) Security will not honor any slip that contains one student name crossed off and another written in or any slip that does not contain an original handwritten faculty signature or a faculty signature stamped in red ink. Also, the form must include a specific date or dates, a specific room number and building, and a specific time period. Use form #241 (on the next page) to grant such permission.
- (3) For anticipated multiple off-hour lab use by a student, form 14-311a may be used. The upper section of the form is filled in by the faculty member and must always be available to be shown to security upon request. The bottom slips can be filled in by the student and given to security at various times as needed for their records.
- (4) Permission slips should not include any hours outside the following parameters:

Weekdays:	7:30 a.m. to 10:00 p.m.
Saturdays and Sundays:	7:30 a.m. to 6:00 p.m.
- (5) Students in labs during off-hours who do not have satisfactory permission slips and student identification cards will be asked to leave the building immediately.

(B) Open Computer Lab

The computer lab located in room 144 of the Fallerius Technical Education Center is open for student use. A student I.D. will be REQUIRED to enter the lab. A lab attendant is on duty all open hours. Hours of operation are posted.

Effective: July 1, 2000

Expires: July 1, 2005

Review Dates: 6/1/89, 7/1/00