

COMPUTER CLASSROOM RESERVATION POLICY

Semester Reservation Directions

1. This policy governs the following room numbers:

#	Room	Computer Capacity (including instructor station)
1	All CIS Labs	40
2	L110	40
3	L409	28
4	2407	36
6	3203	42

2. Submit requests **no later** than the end of the first two weeks of the semester.
3. Approval of requests will be based on a first-come-first-serve basis **and** evaluation of need by the Office of Instruction.
4. Requests **must** be submitted electronically from: <http://booknow.appointment-plus.com/3xe2h8lg/>
 - a. A confirmed receipt will be given upon each email submission.
5. **No** instructor may reserve a computer lab for more than **four** times during a semester per course (section) and more than **90 minutes**, without permission from the Dean or Associate Dean of Instruction. Exceptions are courses that **must** be taught in a computer lab. These exceptions must be documented in the Office of Instruction. Lab times cannot cut across sections (see the Course Schedule Grid).
6. Lab requests must be spread throughout the semester.



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Additional Rules

WHEN USING THE LAB:

- a. **Be on time**, as students often get very noisy while waiting for the instructor.
- b. Obtain entry to computer classrooms from security and **have your confirmation with you** (it is your proof of reservation).
- c. **DO NOT** stay in the room past your scheduled time or leave students unattended.
- d. **BE CERTAIN ALL STUDENTS HAVE LEFT THE ROOM AND THE DOOR IS LOCKED WHEN YOU LEAVE.**
- e. **Only computer classrooms are used for instruction, not open labs.** If you do not have a reservation, contact the Office of Instruction before bringing your class to the labs.
- f. **No** food or drink is allowed in the computer classrooms by students or faculty at **any** time.
- g. Instructors **and** their departments will be responsible for any damage done to or loss of computer equipment or any other property of Daley College that results from a scheduled instructor's negligence. ***(This policy item also applies to smart classrooms as well as computer classrooms.)***

Failure to comply to any of the above policy and rules may affect future scheduling privileges or result in disciplinary action.



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Course Schedule Grid

ROOM _____

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am - 7:50 am	E	E	E	E	E	E	E
8:00 am - 9:40 am	C	B	C	B	F	S	Z
9:50 am -11:30 am	G	D	G	D			
11:40 am - 1:20 pm	H	I	H	I	U	Y	
1:30 pm - 3:10 pm	J	K	J	K			
3:20 pm - 5:00 pm	L	N	L	N	V		
5:10 pm - 6:50 pm	O	P	O	P			
7:00 pm - 8:40 pm	Q	R	Q	R			
8:50 pm - 10:30 pm	T	W	T	W			



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Office of Instruction
Revised 2/17/11

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