

## **OHC Instructional Lab Reservation, Usage Policy & Guidelines**

Instructional Labs are intended for the purpose of **instruction only**. The primary purpose of these labs is to provide faculty and students with a better learning/instructional experience, by introducing technology in the curriculum. Most instructional labs are equipped with an LCD projector and/or document presenter. All instruction lab requests must be requested thru Ad-Astra.

NO VERBAL RESERVATIONS PLEASE.

### **RESERVATIONS**

All instructional labs must be reserved using the following procedure:

1. If a faculty member teaches a class that primarily requires an instructional lab for the entire semester, a request must be made thru Ad-Astra. **Please note that on given occasions, only one day of the week may be assigned for lab usage given the increase in the use of labs for instruction purposes.**
2. If a faculty member anticipates the usage of an instructional lab during the semester (on certain days), they would need to plan ahead and make sure that the reservations are requested thru Ad-Astra at least 5 business days in advance.
3. All instructional lab requests must be scheduled before the first week of the semester. (Mini session have time until the week before classes begin).
4. IT is currently working on a process to make sure that faculty and staffs have better access to the lab during the time of reservation. As a result the college is pleased to announce the addition of electronic locks on the doors for easy access. Please use your ID card to access the lab.
5. IT must be informed a **semester** in advance if a special software or update needs to be added to a lab, so that appropriate action can be taken to accommodate these requests. Please note, no new software will be added to the computer labs during the regular semester. All labs will be updated twice a year (typically) during the summer/winter months. Please place all request for the academic year during the spring/fall semester.
6. Note that Open Labs cannot be reserved for instruction.

### **POLICY AND GUIDELINES**

All faculty and staff that use the instructional labs should make themselves familiar with the OHC Instructional Lab policy and guidelines.

1. There will be **no eating** and/or **no drinking** in the labs.

2. Please **turn off** all projection devices in the event it is **not being used**. Kindly turn off all instructor related equipment before vacating the lab. (Projector/SMART Board, Monitor, Computer and document camera)
3. No extra computers can be added to the labs after the classes have been scheduled. In the event of a larger audience, a larger capacity labs needs to be requested.
4. Please note that the instructor should be the first person to enter the class and the last to leave to ensure the security of the lab. Please make sure all projectors, computers and doors are closed/turned off before leaving the lab. This assist in our GREEN TECHNOLOGY efforts at Olive Harvey College.
5. **All instructional printing has to be approved by the instructor. Instructors will be responsible for the approval for all class work related printing during the instruction session.**
6. Please note that the instructional lab printing is meant for instruction and not for printing syllabus, power point handouts and other large quantity printouts. Please note that PAY-FOR-PRINT has been activated in the OHC open labs and students will need to print their homework and projects there or elsewhere. A standard charge for B&W is 5 cents and Color is 10 cents a copy.
7. If an instructor does not utilize the lab assigned for the first half hour of the class or fails to inform the lab manager at least 24 hrs in advance, the reservation will be considered a **NO SHOW**.
8. 3 or more **NO SHOW** without prior notice will result in the cancellation for the lab.
9. The projection device is connected to the instructor's terminal in the lab and will only work from that machine. If the instructor needs to connect their own laptop, the lab manager needs to be informed in advance to make sure the device functions with the laptop.
10. If the instructor needs training in using the computer lab, hands on training can be provided in advance by working with the technology integration specialist.
11. Please note that instructional labs are open only during the times classes are scheduled in the lab.
12. No information should be stored to the local machine. All data will be lost once the machines are restarted. Computers are restarted on a daily basis. All data must be stored to a flash drive or emailed to oneself.
13. Instruction labs can only be occupied in the event of a reservation. All students/faculty must vacate the lab after their designated time has ended.
14. Student/Faculty is requested to refrain from removing paper, accessing the printer drawer or accessing the control module. In case of printer issues faculty are requested to get in touch with IT to resolve the issue.
15. Any complains or suggestions can be emailed to [ohc-helpdesk@ccc.edu](mailto:ohc-helpdesk@ccc.edu).

## **THINGS TO NOTE**

- Kindly email [ohc-helpdesk@ccc.edu](mailto:ohc-helpdesk@ccc.edu), for all computer/telecommunication related issues. You can also call x6448 to communicate your technical issues. Please note that tickets are generated and are assigned to technicians who will be handling tickets in the order they have been received. In certain cases priority will be given to tickets that have higher precedence. No verbal requests will be entertained.
- Currently we have 7 Instructional labs, 5 of which are located on the lower level, 4 on the 2<sup>nd</sup> floor, 1 on the 3<sup>rd</sup> floor.
- Currently we have 2 open labs, of which 1 is located on the third floor in room 3207, and the other on the 2<sup>nd</sup> floor, Learning Resource Center (Library). Please encourage the students to use these resources for accessing the internet, doing their research/homework and other activities.
- Printing in Instructional labs is limited to 5 pages at a time. Please make sure we address this prior to beginning a class in the instructional lab. Additional pages can be printed in increments of 5 pages by noting the page number when you print.
- 43 classrooms are configured to be SMART classrooms. These classrooms will have an A/V setup in addition to features like playing DVD's, and having access to sound. Please be mindful to limit the noise level of your presentation so as not to disturb the neighboring classes.