ELE2022 LAB POLICIES

1. No food or drink in the computer lab.
2. Help one another.
3. Remove your flash drive carefully before leaving the lab.
4. Please do not assist one another or use the keyboard or mouse while the instructor is addressing the class as a whole.
5. Please clean your work area before leaving.
6. Please take care to retrieve any printing you have done during the class period.
7. Check the lab calendar (posted outside the lab door) for open lab times so that you can come in to complete projects.
8. If you need help outside of class with assignments, ask a friend from class, e-mail or call Mrs. Reid (dereid@eiu.edu/581-7891), or check the numerous tutorials on-line. If you need technological assistance contact EIU technology services, 581-HELP.
9. If the lab hardware isn't working, ask at the ITC helpdesk.

Note: The helpdesk assistants in the Instructional Technology Center (beside the lab in Buzzard) are NOT prepared to help you with course assignments.