

Extended Learning Center Guidelines

The goal of the Extended Learning Center is to promote the academic success and educational experiences of our students and community. To promote student success, the following should serve as guidelines for using the ELC facilities and services:

GENERAL GUIDELINES:

Food and Drink: Please do not bring food or open drink containers into the ELC.

Noise Level: Please keep the noise level in the ELC to a minimum. Study rooms are available in the back of the ELC for group studying. Other areas on campus are available for visiting with friends.

Cellular Phones: Please keep cell phones and other electronic devices on quiet mode while in the ELC. If you answer a cell phone call, please continue your conversation outside of the ELC.

Children: Please do not leave children unattended in the ELC; also, out of respect for other lab users, please do not allow disruptive children under your supervision to remain in the ELC.

Signing In: In order to ensure continued operational funding of the ELC, please sign-in and out.

Assistance: Tutors are available to answer questions in each area of the ELC. However, *tutors will not do your assignment for you*. All tutors will be wearing name tags—don't hesitate to ask for help. Tutors are available to help with educational-related work only.

Academic Environment: Be considerate of other Lab patrons. Be sure that your behavior does not disturb or offend other students.

COMPUTER-USE GUIDELINES:

Computer Use: The ELC computers are provided to support the teaching, research, and educational functions of the college. Students working on class assignments have priority use. Please do not use the computers to engage in recreational activities, such as game playing, online chatting, or personal web surfing, except in the clearly designated area. No downloading of music or videos is permitted.

Printing: The ELC now charges for printing. The cost is \$.10 per b & w page and \$.75 per color page.

Hardware and Software: Please do not make changes to the system, such as renaming files, modifying system configurations, installing personal software, or making copies of any software.

Filtered Computers: Minors who are not enrolled in NHMCCD courses are expected to utilize a designated computer that has been installed with a filtering device. Please ask a computer tutor for assistance in locating a filtered computer.

Prohibited Use: The display or transmission of any form of messages or materials which are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, and religion is strictly prohibited under Board Policies AHB, FLBB, & GFC.

Please refer to handout "NHMCCD Board Policy on Use of District Computers" for a comprehensive description of appropriate computer use in the district. Anyone not in compliance may lose all computer privileges.