POLICIES

- Laptops, cell phones, iPads, iPods, pagers, or any other electronic devices are not permitted.
- Food/drinks are not allowed, except water in a container with a lid.
- No skateboards or any other transportation devices allowed.
- Students currently enrolled in MAT 100, MAT 108, and MAT 114 are permitted and encouraged to use the LMC. No unauthorized individuals are permitted.
- Students are not allowed without their valid NAU ID card. You must have this available at all times while in the LMC.
- You are allowed to do only your math work or your math-related activities (acceptable activities include: working on homework, quizzes, practice tests, virtual assignments, test scheduling, and watching course related multimedia content.) while you are in the LMC.
- Accessing material from other courses, sleeping, or accessing electronic devices such as cell phones and portable media players for any reason while in the LMC is prohibited.

The penalty for violating any of these policies will be that you are asked to leave the LMC and receive zero attendance points for that week even if all required minutes have been completed. Chronic violators will be turned over to the Dean of Students and dealt with appropriately, which may include being charged with a violation of the Student Code of Conduct.

PROCEDURES

- Bring paper, a writing utensil, your portfolio and/or workbook, and headphones.
- Each student is responsible for spending the minimum minutes per week in the LMC.
  - Students are responsible for tracking their own lab time. We are not able to tell you during the week “if you have enough minutes.”
  - Students must “log off” computers when leaving the LMC or time will not be documented.
  - There is no partial credit for earning less than the minimum required LMC minutes in a week.
  - Minutes earned in one week over the minimum requirement do not “roll over” to the next week.
  - When a week contains a holiday, any additional required minutes are still required; please refer to your course calendar for information on due dates.
  - The minimum minutes per week is a minimum requirement. You should plan on spending at least 4 – 6 hours per week either in the LMC or elsewhere in order to master the material.
- Bring your portfolio and/or workbook with you to the LMC, do all of your work in it in an orderly manner, and refer back to this work whenever necessary. The more work you’re able to show a tutor, the better.
- Certain days and times are busier than others. While you will almost always be able to find a computer, you may have to wait longer for a tutor. Plan to use the LMC at one of the less busy time periods. Think: “if I were a procrastinator, when would I go?” then pick another time.
- Lab participation time is separate from required class time. Instructors and tutors are in the LMC ready to provide you with personalized help. You are strongly encouraged to interact with instructors, tutors, and other students in the LMC in order to get individualized, immediate answers to your questions.
- To request help, click the red and white life preserver in the upper right corner of the monitor’s screen. Type in your course name (e.g. “MAT 100” or “MAT 108”) and a suitable tutor or instructor will come to your computer.
- In extreme situations, such as a general power failure, a server failure, forced evacuation of the building, etc. alternate testing formats and/or date(s) will be announced as necessary.