






ALC Policy & Procedure Guidelines for AS-235/244





Before Class

	Food or Drinks No food or drinks allowed in the classroom. Instructors are responsible for enforcing this policy with their students. Bottled water is OK.
	Student Room Access Students should not be left unattended in the room without an Instructor present. Instructors are responsible for lost/stolen equipment if room is left unlocked.
	Faculty Room Access <ul style="list-style-type: none">• Key Code Information for AS-235/244 - once door is unlocked with key code, doors will remain locked.• Do not use chairs, step-ladders or door-stops to prop door open. This is a fire code violation and a general safety issue.• Report Key Code Issues to Colleen.Ryan@csulb.edu.• Report door issues - unlocking/locking or not closing completely, report to Facilities Management at 985-HELP.
	Room Issues Dirty walls, too hot/cold or light issues? – Report to Facilities Management at 985-HELP.

During Class

	Need Immediate Tech Support? <ul style="list-style-type: none">• Contact ats-css@csulb.edu or call 562-985-4962.• Equipment such as <i>wireless mics</i> are available for checkout at Classroom Support Services in AS-120.
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After Class

	Shutting Down the Room <ul style="list-style-type: none">• Sign off on Instructor computer and each Table PC computer, especially if Table PCs were used during class. This refreshes Table PCs for the next class.• Select <i>Local Source</i> and <i>Sign off</i> on each computer.• Select <i>System off</i> the Instructor Control Panel. This refreshes the system for the next class.• Erase all walls and whiteboards.
	Students All students must be out of the room when Instructor leaves. There should be no students in the room without an Instructor present. Instructor is responsible for lost/stolen equipment if room is left unlocked.
	Lock the Door(s) Make sure door(s) is locked and completely closed.
	Lost and Found Items found will be turned into the Bookstore Lost and Found .