ALC Policy & Procedure Guidelines for LA2-101/200 and LA3-106/204

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
- Key Card Information for LA2-101/200 and LA3-106/204 - once door is opened with key card, doors remain unlocked. If door is unlocked by Instructor, it's the Instructor's responsibility to lock the door upon leaving.
- Do not use chairs or door-stops to prop door open. This is a fire code violation and a general safety issue.
- Report Key Card 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?
- Contact ats-css@csulb.edu or call 562-985-4962.
- Equipment such as *wireless mics* are available for checkout at Classroom Support Services in AS-120.

After Class

Shutting Down the Room
- 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 L*ocal Source* and *Sign off* on each computer.
- Select *System off* 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 completed closed. Tap your keycard on the door upon leaving to lock

Lost and Found
Items found will be turned into the *Bookstore Lost and Found.*