Welcome Back!

Here's a little refresher of what you need to know about the RWC.
Welcome back to the RWC!

We are glad to have you back for another semester in the RWC. This semester, like the ones before it, brings new things for both the students and staff here at the RWC. Please make note of the new policies and procedures in order to help us to help you and make the lab continue to run smoothly. Also, please keep in mind that each semester brings new students and new situations, and things may change slightly throughout the semester to accommodate any new issues that may arise.
New Policies and Procedures

- **General Housekeeping**
  - Computers are for academic purposes only
    - Youtube videos that were assigned by your professor are considered academic.
    - But accessing Facebook and other social networking sites, regardless of the reason, is not allowed.
  - You will only be warned once before you are asked to leave if you violate any lab policy,
    - And in order to return, you MUST speak with Dr. Casareno.
New Policies and Procedures

● **General Housekeeping**

  • Also, because of the increase in students needing computers, please do not sit at or tie up a computer station if you do not plan on using the computer at that time.

  • There are plenty of seating options available to you if you just want to sit and read or work on things that do not involve a computer.

  • You may be asked to move if you are at a computer station and not using the computer.

  • This is especially true if you are at a computer station that is designed to accommodate students with disabilities.
New Policies and Procedures

- **General Housekeeping**
  - If you plan to use your own laptop, netbook, iPad, or other personal computing device, please sit at a table and not at a computer station.
  - You may **NOT** plug in any electronic devices into the surge protectors that power the computers, the instructor’s station, or the outlet under the whiteboard.
  - There are only a few outlets available at the back table and the document magnification table, so plan ahead and charge your device before coming to the lab just in case you cannot find an outlet.
New Policies and Procedures

- **General Housekeeping**
  - If you plan to be gone for more than 10 minutes, you should log off of the computer you are on and take your items with you.
  - This gives other students the opportunity to use the computer.
  - Additionally, the RWC is not responsible for lost or stolen items, and the staff cannot and will not watch your items until you return.
New Policies and Procedures

**General Housekeeping**

- Also, please be considerate.
  - This is a shared space, do not spread your stuff out across more than one computer station or work area.
  - If you are watching a required video or listening to music, please keep the volume down to avoid disturbing others.
  - If the volume is too loud, you will be asked to turn it down.
    - The same goes for conversations and study groups
New Policies and Procedures

- **Enrollment Procedures and Attendance**
  - Just like the semester before, in addition to registering for ENGLB 70, returning students must also complete the orientation AND contract before beginning work in the lab.
    - Remember, you will not be able to log onto any computer in the lab before you have completed both.
  - Also, students who are not enrolled in the lab cannot use the lab or its resources, so please do not bring in friends and/or classmates who are not enrolled.
    - If you bring a person not enrolled and/or log your friend onto a computer, you will both be asked to leave. You will need to speak with Dr. Casareno before you can return.
New Policies and Procedures

- **Enrollment Procedures and Attendance**
  - In addition to not bringing non-enrolled people into the lab, remember that children are NOT allowed in the lab at any time.
  - This is both to maintain the academic atmosphere of the lab and to avoid liability issues if the child is injured in the lab.
  - Children who are old enough to wait outside the lab unattended may do so; however, it is best that you either arrange for care or come back on a day that is more convenient.
New Policies and Procedures

- **Attendance**
  - It is your responsibility to keep track of your hours and know your lab requirements, so please remember to clock in and out and check your time often.
  - Any mistakes in your time can only be corrected the same day or the very next day.
  - If you come later than the next day, your time cannot be corrected.
New Policies and Procedures

- **Attendance**
  - Also, remember that it is never ok to clock in and leave in an effort to get time in the lab.
  - If you do this, your time will be cancelled and you will be asked to speak with Dr. Casareno before you are allowed to continue work in the lab. The same goes for anyone being clocked in and out by a friend or clocking in and out for a friend.
  - This is a class and any cheating or academic dishonesty could result in having to go before the student discipline officer.
New Policies and Procedures

- **The Board**
  - Instead of adding your name to the list on the board, you will now put your name in a time slot. However, the same rules apply.
  - You can put your name in a later spot if you choose to, but you cannot erase someone’s name or put yours before someone who has been waiting.
  - You will still be able to sign up for more help, but you must wait **30 minutes** before doing so.
  - And please remember, if you no longer need help or are leaving, **DO NOT** erase your name from the board. Just put a line through it.
New Policies and Procedures

- **The Board**
  - In an effort to make things run smoothly and make sure everyone receives help, there will no longer be “special requests” for a particular tutor, instructor, or staff person.
  - In the case of instructors and BSI tutors, exceptions may be made as the instructor or tutor sees fit.
New Policies and Procedures

- **The Board**
  - Your name will be called no more than three (3) times. If you don’t answer or are not in the lab at the time your name is called, your name will be crossed out and the staff person will move on to the next name.

- After that, you must put your name on the board again in the next available time if you still want help.

- This includes those whose music is too loud for them to hear their name called and those who just “stepped out.”
This is where you will find the times available for signing up.

This tells you how many people are available to help you.

<table>
<thead>
<tr>
<th>Time</th>
<th>H1</th>
<th>H2</th>
<th>Time</th>
<th>H1</th>
<th>H2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Rose</td>
<td>Justin</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:15</td>
<td>You</td>
<td>Lisa</td>
<td>11:00</td>
<td>Chantel</td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td>Alex</td>
<td>11:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45</td>
<td>You</td>
<td></td>
<td>11:30</td>
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</table>

You can sign up for help once every 30 minutes.

If the board is full, you can write your name under the last spot on the board. You cannot erase the names above it for any reason, even if the other students have been helped.

If you want, you can sign up for a later time if you need time to prepare for your tutoring session.

You can sign up for help once every 30 minutes.

David
New Resources

- **Student Assistants**
  - There will now be student assistants to help with monitoring the lab and answer technical and computer questions.
  - Feel free to ask one of them if you are not sure how to save or retrieve a document or cannot get the computer to work.
  - But remember, for questions about essays or readings, you must still put your name on the board and wait to be helped.
  - Also, never interrupt a tutoring session even if you have a “quick” question. When in doubt, put your name on the board.
New Resources

- **RWC Resources**
  - The RWC has a variety of books that you may use while you are in the lab.
  - If you need a dictionary or other reference book, you may check one out using your student ID or other form of ID (i.e., Driver’s license, state ID, etc.).
  - These materials may not be taken out of the lab for any reason.
New Resources

- **RWC Resources**
  - The RWC also has headphones that you may use while you are in the lab.
  - You may also check out a pair of headphones using your student ID or other form of ID (i.e., Driver's license, state ID, etc.).
  - These headphones may not be taken out of the lab for any reason either, even if you are only going to the lab next door.
**New Resources**

- **RWC Resources**
  - There is also a student print card that you may use in case you cannot use yours for any reason.
  - However, remember that you must have the money required to pay for your printout in exchange for using the student print card. There are no free printouts unless a staff member requests a hard-copy of your draft.
  - It is recommended that you either have exact change or $1 bills because it not guaranteed that there will be change for bills larger than a dollar.
  - There is also a machine in the computer lab (LRC 204) if you need to load your card.
New Resources

- **RWC ADA Resources**
  - The RWC also has a number of resources for students with documented disabilities.
    - If you have a documented disability of any kind, please inform an IA so that you can get the help and resources you need.
    - Computers with software specifically for students with disabilities and wheelchair-accessible tables are primarily for students who need the accommodations.
    - If you do not need these accommodations, you may be asked to change computers in order to give access to someone who does.
New Resources

**RWC ADA Resources**

- Each ADA computer is marked both with the software it contains and an advisory to those using the computer, reminding them that they may have to give up the computer if they do not require the accommodations and another student does.

- Yielding an ADA computer to a student with a documented need for the computer is NOT optional. Please consider this if you choose to sit at one of these computers.

- If you refuse, you will be asked to leave the lab altogether.
“Lost and Found”

- If you think you may have lost or left something behind in the lab, ask an IA or staff person.
- It’s possible that your item is in our “lost and found” box.
- If your item has some form of identification on it, an IA may contact you via email to let you know your item was found.
- In the case of lost cell phones, an IA may call the last person in your call log in order to get the identity of the owner.
Lost and Stolen Items

“Lost and Found”

- For more expensive and/or important lost items (i.e., electronics, car keys, wallets, etc.) be prepared to describe the item or prove it is yours beyond a reasonable doubt.

- Items that go unclaimed or items with “sensitive” information (i.e., checks, credit/debit cards, documents with personal information, etc.) will be turned in to Campus Police.
Lost and Stolen Items

"Lost and Found"

- Again, the RWC is not responsible for lost or stolen items, so check and double check your area before you leave.

- Not all items are found and/or turned in, especially when it comes to flash drives.

- If you feel that an item was stolen, first check with an IA to see if it may have been turned in. If it was not, contact Campus Police immediately.
Important People and Numbers

- Dr. Alex Casareno
  - Office: SOC 130
  - (916) 691-7539

- Open Computer Lab
  - LRC 204

- Tutoring Center
  - LRC 216

- ESL Lab
  - LRC 221

- RWC
  - LRC 203
  - (916) 691-7123

- Campus Police
  - (916) 558-2221

- EOP&S
  - L 106

- DSP&S
  - P 48
Thank You!

We’re glad to have you back!