

# Academic Computing Center Student Guidelines

## A. General

1. The Academic Computing Center (ACC) serves students from all disciplines. Students are encouraged to use technology to complete their college assignments.
2. Students using the Academic Computing Center must adhere to all Rancho Santiago Community College District, Santa Ana College, and Academic Computing Center policies and guidelines.
3. In this document, the term “staff” refers to the Academic Computing Center’s Instructional Assistants and student assistants wearing a Santa Ana College red or black T-shirt and a lanyard in the lab who assist students.

## B. Who may use the ACC?

All currently enrolled students in the Rancho Santiago Community College District with a valid SAC student ID card may use the Academic Computing Center to do college assignments.

## C. Academic Computing Center Access Procedure

1. All Students must enroll in a Learning Support (LRN) section through Self-Service at the beginning of each semester to have access to the center. Directions and section numbers can be found through the [ACC website](#). Staff can assist students with the registration process at the front counter.
2. All students must sign-in, and sign-out each time they use the center at the front counter by swiping their student ID card or typing-in ID#.
3. There is no appointment needed to see a tutor; Drop-in only.

## D. Maintaining a learning environment

1. Food, drinks, and smoking are prohibited in the center.
2. For all students to do their work effectively, students must speak softly...
3. The use of a headphone is required when using a multimedia-enabled program.
4. To keep the center tidy, students must deposit unwanted paper in the recycling containers.
5. Students are required to dress appropriately (e.g., Shirts and Shoes are required).

## E. Checking out materials

1. Staff at the front counter will help students check out materials.
2. Students must leave their student ID as collateral until the loaned materials are returned.
3. Materials can only be used while the student is in the ACC.
4. Materials must be returned in the same condition as when they were checked out.
5. Students who do not return checked out items will have a hold placed on their student account until the checked out items are returned.

## **F. Care of equipment and software**

1. Report any problems with computers, printers, scanners, or software to the staff at the front counter.
2. Students are not allowed to alter, fix, or tamper with any Academic Computing Center hardware or software.
3. Students are required to handle Academic Computing Center equipment and software with care.

## **G. The use of computers and software**

1. Students may use any software available on an Academic Computing Center student computer.
2. Students must scan each media (floppy disk, zip disk, CD) they use for viruses every time they use a computer in the Academic Computing Center. It helps protect the student's work and the work of others.
3. Anyone caught using a virus knowingly or unknowingly will be referred to the Dean of Students for appropriate action.
4. Unauthorized use of the network and system folders is prohibited.
5. Putting personal software on any computer is prohibited.
6. Ordering anything online while using an Academic Computing Center computer is prohibited.
7. The use of computers are for academic purposes only.

## **H. Students' responsibilities**

1. Bring all necessary academic materials, including assignments, books, and writing instruments.
2. Students are strongly encouraged to save all work.
  - a) A student's time and work are valuable. It is the student's responsibility to save their work frequently, preferably on a device such as a USB disk or personal email.
  - b) Students should not leave their stations unattended. For security reasons, students are responsible for their own work and belongings.
  - c) Students must take all their belongings with them.

## **J. Printers**

1. All Students are responsible for all printing fees. For more information, visit [sac.edu/acc](http://sac.edu/acc)