

POLICIES AND PROCEDURES THE FINE PRINT

YOUR NEW HOME

This is your program. We want you to be here. We have super cool state-of-the-art stuff that costs a fortune and we have to take care of it. We have come up with a list of things important enough to write down and share with you. This is considered a part of all course syllabi in the program. Your enrollment in our classes requires your agreement with these policies and procedures. Thanks for being here.

Now, silence your cell phones and pagers and read up. You may listen to music on low volume with ear phones while in the open lab, but never while in class, even during lab time. Twitter, text, and Facebook, etc at home. We're your social network while on campus.

WHERE WE ARE

Building 4, Room 284, 286
503-399-5070

This can be your emergency number.

PROGRAM HOURS

Open lab hours will be posted on the lab door each term. Classes always have priority. Ask an instructor if you may use the lab if you're not sure. Open lab hours are dependent on work study availability and vary from term to term. Call before driving across town on a weekend to make sure we're open.

WHO CAN USE THE LAB?

The Mac lab is open only to those enrolled in Visual Communications classes. No visitors, friends or relatives are allowed on the computers. Children must be supervised at all times. Labs will be monitored by staff or work study students. They are in charge and may ask you to leave if you're not following the rules (but we know that will never happen.) Introduce your guests.

CAN I USE THE LAB FOR OUTSIDE WORK?

No freelance or outside work can be produced with Chemeketa hardware or software. Students found to be in violation of this policy will have their work confiscated and will be excluded from further use of the lab. This includes pro bono work. See your instructor for any possible exception to this policy.

CAN I DO CLASS WORK ON MY MAC/PC AT HOME?

Yes you can, however, all PC/Mac file transfers are your responsibility. You transfer files at your own risk, and you must have working copies of your files available for your instructors to view in class. Absolutely no fonts or software can be brought in from any outside source, even on a temporary basis. Convert text to paths or save documents as PDFs to avoid problems.

I WAS HERE LAST NIGHT AND NO ONE KNEW HOW TO HELP WITH INDESIGN

Lab time, unless otherwise arranged, is available for unassisted, individual work on assigned projects. Extra assistance with an instructor, instructional assistant or advanced student must be scheduled in advance. You can expect help with printing, crashes and some other common issues, but the lab monitor may not be familiar with the software you need to use.

VC AND THE WWW

You may cruise the digital highways in pursuit of articles to research or other graphic arts information. The lab is not to be used for accessing your e-mail account unless it is part of your class. Save your other net surfing for the library or home. No inappropriate (porn, hate speech, or games) internet use is allowed. This also includes *MySpace*, *Facebook*, and other social networking sites, and *You Tube*. If you are caught viewing inappropriate sites, you will forfeit your lab privileges. Do not download files to our hard drives or server.

THE UNETHICAL, THE ILLEGAL AND THE JUST PLAIN RUDE.

Students at Chemeketa are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their work in any way. Students are ultimately responsible for understanding and avoiding dishonesty, even if such incidences are unintentional. Violations may result in failure of an assignment or failure of a course. Repeated instances may be cause for dismissal from the program. Copying of department, student or staff files, software, fonts or files is illegal and will be strictly monitored. The complete policy on academic honesty is available in the College catalog and on the Chemeketa web site: www.chemeketa.edu. If at any time you are not sure about the legitimacy of your writing or sources for images in this course, ask your instructor or an instructor at the College Writing Center for clarification. Instructors may keep copies of your work for display, class examples or the VC web site.

SECURITY

Please direct unfamiliar people to an instructor or lab monitor. Keep an eye out for your personal belongings as well as the lab equipment. Don't allow others to walk out with our stuff or yours. Keep wallets, small electronic devices and cameras with you at all times. You are responsible for your stuff.

STUDENTS RIGHTS AND RESPONSIBILITIES

You have the right to a respectful work and study environment. You are part of a close community that will be working together and sharing facilities. Let us know if there is ever anything we can do to make this program more comfortable for you. Chemeketa students have certain rights that accompany his/her responsibilities as detailed in the Code of Behavior in the Chemeketa Creed. A copy of this and other important information is contained in your official college catalog and on the College web site. Read it.

STUDENT PROJECTS

Work that has been graded must be picked up promptly. Work may be discarded after one week.

RESOURCE ROOM

We have subscriptions to several graphics publications and many reference books available for your use while in the program. Bring in your own after-market reference books for all software for use in the labs, as software manuals are not generally available. Some software tutorials are also available for your use. Materials may be checked out (unless otherwise noted) for 48 hours. Final grades will be withheld if materials are not returned.

CAMPUS RESOURCES

The Writing Center:
located in the library, Building 9.
<http://programs.chemeketa.edu/writingcenter/>
Study Skills Center:
For a schedule of workshops and resources call
503-399-5162 / Building 2, 212

more on other side

POLICIES AND PROCEDURES MORE FINE PRINT

WAKE UP CALL

Macs, like the rest of us, enjoy a bit of TLC in the morning. Gently move the mouse or press the space bar to wake the Mac up if it is asleep. Anytime you see that the Mac is not turned on, push the "on" button on the back. That's it.

GOOD NIGHT

Make sure to log off the Xserve when you leave. Save energy and put the Macs to sleep.

I'M SURE I SAVED IT!

This is a big deal. You want to be able to find tomorrow what you spent all afternoon on today. Make sure of where you are saving your files. Save to your file folder on the Xserve. Only keep the most recent copies of your work on the Xserve. Make your own backups on FireWire drives. Staff will periodically delete old files and take particular delight in immediately trashing files found outside of the designated folders.

CPU CRASHES (AKA THE SPINNING LOLLIPOP OF DEATH)

If the Mac freezes try to do a force quit from the Apple menu. If that fails, try pressing option+Apple+esc. If all else fails, hold down the start key for five seconds. Once the computer shuts down, press the button again to restart. Still in trouble? Ask the work study for help. Try another computer. Go out for coffee. Sometimes that's all you can do. Karma or cosmic radiation.

THE COMPUTER ATE MY FILE AND OTHER TALES

Computers crash. Networks mysteriously go down, just when you need them most. Files go missing. For these reasons, students are responsible for making and keeping backups of their own work. Save constantly and know where you are saving. Back up your files every time you log out on your FireWire drive. Students will be given limited storage in their Xserve folders. Folder size is regularly monitored. If asked, you must delete files. When projects are completed and graded, pull them off the server. We suggest double backups. This will be explained in class.

CAMPING ON THE MACS

The computers are available on a first-come, first-served basis. Do not set your bag down or open a file on a computer and then walk away. More than a ten minute break forfeits your computer usage. No camping! All the computers in both labs have identical memory and fonts. Some stations are connected to ink jet printers, scanners or dual monitors for video editing. Students needing those capabilities for class projects have priority at those stations for one hour intervals. Instructors have the right to reassign Mac station use. Class use comes first, then open lab on assigned projects, then personal projects if room allows.

PRINTERS

We have color and black and white laser printers for your use. These printers operate on a prepaid debit system as well as accepting cash or change. Money may be added to your card at the bookstore or directly through any of the printer stations with a card reader/bill acceptor. Insert your card, feed money into the bill acceptor, and the money will be added to your card. Printing can be complicated at times, with many settings to remember. To avoid wasting prints, double check all dialog boxes as instructed in class. Inkjet printers are available for use for some classes. For other use of the inkjet printers, you must purchase a print card from the business office. Use of special stock may be restricted. *Do not use custom stock on any printers without first consulting VC staff!*

REDUCE, REUSE, RECYCLE

Handouts will be available digitally. Print only when necessary. Preview before printing to avoid printing unnecessary pages. Recycle what you don't need. Paper recycle barrels are located next to the printers and in the lab. Do not throw paper away, and do not run paper through the printer twice.

SUSTAINABILITY

The Visual Communications Program believes that everyone has a responsibility to use resources wisely. Recycle all paper, corrugated, beverage containers and other recyclable materials. Reduce use; re-use whenever possible and recycle the rest. Do not throw candy wrappers, film, plastic or anything "non-paper" in the recycle barrels. Pop cans and bottles must be recycled in the blue cans located all over campus.

INSURANCE

The college does not provide student health or accident insurance. A Student Accident and Sickness Insurance Plan is available for student purchase.

SPECIAL NEEDS

If you have any academic adjustment needs for any type of disability, please contact me after class and / or contact Services for Students with Disabilities at 399-5192.

NITTY GRITTY RULES

1. Do not change any software or system preferences or settings, unless directed by an instructor.
2. Do not bring fonts or software from home. Ever.
3. Do not adjust monitor color or contrast, unless directed by an instructor.
4. No food or drinks are allowed anywhere in the Mac or photo labs. All drinks must stay by the sink or outside the lab doors. Unmarked cups will be thrown away. Go out for lunch or eat at the front table. Clean up after yourself. A microwave is available in building two.
5. Do not surf the internet or check e-mail during class time. No inappropriate web usage allowed.
6. Recycle proofs. Check the scanner and drives for any of your things before leaving. Leave a tidy workstation.
7. SILENCE YOUR CELL PHONES and step into the hall if you must take a call while in lab. If your phone rings in class the instructor has the right to answer it and change your voice mail message. No texting while in class.
8. Make personal photocopies at the bookstore or other campus locations.
9. Listen to music only with headphones. (It's fun to hear you sing).
10. Be tidy. Keep your stuff in the right place. All supplies must be kept in your drawer or backpack. Recycle scraps. Pick up projects promptly.

Following these rules will keep everyone pleasant and cooperative in our shared space. Have fun, play well with others and work with a keen sense of adventure and integrity.

Thank you and thanks for being here.