

## COMPUTER LAB RESERVATION POLICIES

- Computer classrooms under Academic Support Center and Programs (ASCP) are available to all WSU faculty, staff and students.
- The classrooms are meant to enhance and supplement classroom education. The computer classrooms cannot be used as a primary classroom.
- Class reservations for academic-use will take precedence over all-day non-academic reservations.
- Reservations are made on a first-come-first-serve basis.
- Use of lab classrooms must be scheduled with the respective lab coordinators. Coordinators to the facilities are:
  - Social & Behavioral Sciences (SS 05)- Becky Sneddon, ext 6598; email: [bsneddon@weber.edu](mailto:bsneddon@weber.edu)
  - Union Lab (UB 230 C) – Carey Anson, ext 7018; email: [canson@weber.edu](mailto:canson@weber.edu)
  - Elizabeth Hall (EH 213) – Carey Anson, ext 7018 ; email: [canson@weber.edu](mailto:canson@weber.edu)
- Reservations for the upcoming semester will begin two weeks before each semester ends and the first two weeks of the next semester.
- Within this four-week period, reservations are guaranteed for six class periods per class, after which reservations are based on availability.
- Faculty/Staff canceling a scheduled reservation must inform the coordinator immediately. This facilitates scheduling the lab for other users or opening the lab for student use.
- Failure to notify lab coordinators on multiple occasions may result in loss of scheduling privileges for future reservations.
- It is the responsibility of users or person making the reservation to verify access or functionality of any software programs before the day of the scheduled reservations.

- Do not install any hardware or software without the consent of the lab coordinator. Requests for installing new software in the labs would take a minimum of two weeks. Requests can be made at:

<http://departments.weber.edu/software/softwarerequestform.htm>