

## **COMPUTER LAB RESERVATION POLICIES**

- Computer classrooms under the Academic Support Center and Programs (ASCP) are available to all WSU faculty, staff and students.
- The computer classrooms cannot be used as a primary classroom. The classrooms are meant to enhance and supplement classroom education.
- Classroom reservations for academic use will receive precedence over reservations for non-academic use.
- Reservations are made on a first-come, first-serve basis.
- Reservations for the upcoming semester will begin two weeks before the current semester ends and will continue into 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 the person making the reservation to verify access and 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 will take a minimum of two weeks. Requests can be made at:  
<http://departments.weber.edu/software/softwarerequestform.htm>
- Use of lab classrooms must be scheduled with the lab coordinator, Carey Anson through email at [canson@weber.edu](mailto:canson@weber.edu)