



Westchester Community College  
**Center for the Digital Arts**

[www.sunywcc.edu/peekskill](http://www.sunywcc.edu/peekskill)

## COMPUTER LAB RULES

1. NO food or drink of any kind are allowed in the labs at any time.
2. The labs are for currently-enrolled students only. Others, including children and formerly-enrolled students, are not allowed.
3. Spend as much time as you can working on your projects in Open Lab, in addition to class time. You may not work in someone else's class.
4. Never unplug cables, except USB or Firewire (for example, to move a mouse to the right or left side, or plug in an external drive). Please ask for assistance if you feel you need it.
5. Please do not move equipment or the alarm will sound. Ask for help if you need to adjust something.
6. If you need help with a piece of Lab equipment or software, 1st do your research. Read your notes, the software's Help menu, or a manual. If you are still unsure, or if something doesn't seem to be working correctly, please ask the Tech Staff for assistance.
7. Don't leave your personal items or litter in the labs. Recycle soft drink bottles in the Recycling box. Check the Lost & Found for forgotten items.
8. If you are on a station with specialized equipment connected, be courteous & give way if another student needs to use it.
9. Do not use a specialized station, such as color printers or scanners, for more than one hour if someone else is waiting to use it.
10. You may not install your own software or fonts.
11. Be courteous to others. Drag your files to the Trash and empty it before you leave, & turn the computer off.