

CDes IT lab usage policy

Overview

The College of Design's computer labs are valuable community assets to be used responsibly to ensure continued availability for all lab users. All lab users must comply with the University's Acceptable Use of Information Technology Resources policy and the Student Code of Conduct. This document outlines collegiate policy around use of the labs.

Eligibility

The CDes IT computer labs are limited to faculty, staff, and students enrolled in CDes courses.

All students registered for the previous semester, but not the next semester (including recent graduates), will have access to the computer labs until they are closed for maintenance during the summer (generally, two weeks prior to the start of the fall semester). Students registered during the prior semester and registered for the next semester will have access throughout the summer.

Access

Undergraduate and graduate students have 24/7 access to the computer labs, with after-hours card access. All computer lab doors will be closed and locked at closing and may not be propped or left open at any time. Propping the doors open is a safety and security issue, and may result in termination of after-hours lab access.

Lab hours are set each semester, but are subject to change without notice. The labs will be closed on all University holidays, including Independence Day, Labor Day, Thanksgiving (and the following Friday), Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and other University observed holidays. Additionally, the lab may have reduced hours or no hours during winter, summer, and spring breaks.

Using the computer labs

Lab users must log in using their own University credentials and log out when finished. Lab staff are not responsible for unattended computers, and lab staff may log out of computers left in a locked and/or unattended state at their discretion.

All users must pay printing charges using Gopher Gold funds on their UCard prior to receiving their prints. Refunds or re-prints will only be issued in the event of a printer error or other circumstances that is not the result of user error.

While we will always strive to make technology as available as possible, unexpected technology issues may result in downtime, particularly if a problem occurs after hours. Students are encouraged to print and plot as far in advance of their classes or reviews as possible to avoid problems with deadlines.