




# ALC Policy & Procedure Guidelines for LA2-101/200 and LA3 -106/204

## Before Class

	<p><b>Food or Drinks</b> No food or drinks allowed in the classroom. Instructors are responsible for enforcing this policy with their students. Bottled water is OK.</p>
	<p><b>Student Room Access</b> Students should not be left unattended in the room without an instructor present. Instructors are responsible for lost/stolen equipment if room is left unlocked.</p>
	<p><b>Faculty Room Access</b></p> <ul style="list-style-type: none"> <li>x KeyCard Information for LA2101/200 and LA3106/204- once door is opened with key card doors remain unlocked. If door is unlocked by Instructor, it is the Instructor's responsibility to lock the door upon leaving.</li> <li>x Do not use chairs or door-stops to prop door open. This is a fire code violation and a general safety issue.</li> <li>x Report Key Card Issues to <a href="mailto:Colleen.Ryan@csulb.edu">Colleen.Ryan@csulb.edu</a></li> <li>x Report door issues (unlocking/locking or not closing completely) report to <a href="#">Facilities Management</a> at 985-HELP</li> </ul>
	<p><b>Room Issues</b> Dirty walls, too hot/cold or light issues? - Report to <a href="#">Facilities Management</a> at 985-HELP</p>

## During Class

	<p><b>Need Immediate Tech Support?</b></p> <ul style="list-style-type: none"> <li>x Contact <a href="mailto:ats-css@csulb.edu">ats-css@csulb.edu</a> or call 562-985-4962.</li> <li>x Equipment such as wireless mics are available for <a href="#">checkout at Classroom Support Services</a> AS120.</li> </ul>
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## After Class

**Students**  
Shutting Down the Room

All students must be out of the room when Instructor leaves. There should be no students in room without an instructor present. Instructor is responsible for lost/stolen equipment if room is unlocked.

- x Sign off on Instructor computer and each Table PC computer, especially if Table PC were used during class.

	<p><b>Lock the Door(s)</b> Make sure door(s) is locked and completely closed. Tap your keycard on the door upon leaving to lock.</p>
	<p><b>Lost and Found</b> Items found will be turned into the <a href="#">Bookstore Lost and Found</a>.</p>