



Skills Center Policies

User's agreement

*In "frequently asked questions" format, here are most of the Skills Center's policies.
Using the Skills Center implies that you accept these rules and procedures.*

The Carrels

- Q. What should I do when someone else is in my carrel?**
A. *Contact a SC staff member, who will investigate and solve the problem.*
- Q. How long can I be gone from my carrel before SC staff scan me out?**
A. *After 15 minutes, SC staff may scan you out. (When you return, ask staff for your books and other materials and scan in again. Staff will assign you another carrel.)*

Scanning In

- Q. Can any Fullerton College student use the Skills Center?**
A. *YES. Any Fullerton College student can work on skills development in the Skills Center as long as he or she is scanned in.*
- Q. Do I have to stay in the Skills Center once I scan in?**
A. *YES! Once you scan in, you are committing to staying and working in the Skills Center on your assigned lab contract or skills-development activities..*
- Q. May I scan into two different labs or classes at the same time?**
A. *NO. The system will give you credit only for one location or class at a time. It is physically impossible to be in two places at once and dishonest to pretend otherwise.*
- Q. May I scan in for one class and do work for another class?**
A. *NO. When you finish working on one class, scan out and then scan back in to the other class. That way your time will be collected accurately and honestly.*

Using the Center

- Q. May I use the SC computers to work on an essay?**
A. *YES, but **only if** the Writing Center has no spaces available, you do not scan into a class with required lab time, and the carrel is not needed by another student working on skill-development activities.. We recommend that you use one of the other computer labs on campus or the library.*
- Q. Can I come into the SC to work if my class is cancelled?**
A. *NO. Before you scan into the Center, you must wait until the scheduled class time is over. Otherwise, the Center can not receive money from the State for your lab time.*

Over =>

- Q. Instead of working on my lab assignment, may I do homework for a class?**
A. NO. *This is a Skill Development lab, not a study hall. All classes with a required lab components also require that lab time be spent developing the skills for which the lab was established, not in doing homework or working on essays.*

Other Lab Use Rules

- Q. I am a CalWORKS student. Will the Skills Center verify hours I spend in the lab?**
A. YES. *Each time you are in the Center, you (CalWORKS student) should check in with an Instructional Assistant before scanning in and starting your work.*
- Q. May I bring children into the lab?**
A. NO. *Children are a distraction to you and others, and they are not be covered by the campus insurance policy, so they cannot be allowed to stay.*
- Q. May I surf the web, download programs, or use email?**
A. NO. *The Skills Center provides computer access to meet the academic skill-development needs of its students. Unless web access or email is required by your instructor for this activity, you should go elsewhere.*
- Q. May I eat, drink, or use my cell phone while in the lab?**
A. NO. *Food and liquids can ruin our equipment, and cell phone use disturbs other lab users. When you come to the lab, dispose of any food and drink first, and turn your cell phone to silent mode.*
- Q. I want to hold a study session. May I use the Skills Center?**
A. NO. *To schedule a study session, contact the Tutoring Center. The Skills Center should be a quiet study area.*
- Q. I left my ID or personal property in the lab. What should I do?**
A. *Ask an Instructional Assistant to see whether your property is in the Skills Center's "lost & found" file. After a few weeks, we send personal property to Campus Public Safety.*

Advice

- Q. How long can I work in the Skills Center?**
A. *After you work for two hours straight in the Skills Center, we strongly urge you to scan out and take at least a 15 minute break. After that time, you are welcome to scan in again and continue working.*
- Q. What should I bring with me when I come to the Skills Center?**
A. *You should always have with you*
- 1) your student ID,*
 - 2) your materials check out card,*
 - 3) your contract, and*
 - 4) your network account password.*

