



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: DISTRICT COMPUTER RESOURCE CENTERS (CRC)	Code: EE0106
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Policy Reference: N/A

1. The computer centers are available for use by all MATC currently registered students, staff, faculty, and recent MATC graduates preparing for the job market.
2. Use of the equipment in the computer centers is primarily for school-related work. Use of MATC computing equipment for commercial purposes or monetary gain is strictly prohibited.
3. The computing facilities at MATC include both open labs that are utilized on a walk-in basis and computer classrooms that are scheduled for class use through Scheduling and Programming. Some computer classrooms may serve as open labs during the periods that classes are not scheduled.
4. The hours of the computer centers districtwide are determined locally by the Academic Support Centers ("ASC"). The computer centers' hours are typically from 8:00 a.m. to 9:00 p.m. during the academic year, and from 8:00 a.m. to 4:00 p.m. during the summer, between semesters, and during spring break. Some labs will be closed between semesters and during breaks.
5. Because of certain limited facilities, it is recommended that specified equipment be scheduled for use to insure availability. Scheduled users will have priority on the use of the equipment. Reservations must be made prior to the day of use. Scheduled users must arrive in the lab prior to their scheduled time or their reservation will be canceled.
6. Nonscheduled computer time is available on a first-come, first-served basis. Nonscheduled users will be required to relinquish their computer workstation to scheduled users.
7. Copyright laws will be strictly enforced. (See MATC Administrative Regulation and Procedure EE0100). Students accused of violating copyright laws will be requested to leave the lab and their name will be turned over to Student Services for potential academic action. Users are not allowed to use illegal or unauthorized copies of computer software in the computer centers. Users are allowed to bring in and use their own personal software as long as the original master copy of the software is shown to the computer center personnel for proof of legality. Software must apply to course work and students with specific assignments will have priority.
8. The computer centers assume no responsibility for scheduled users losing their work due to equipment malfunctions.



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9. Those users desiring scheduled time should contact the staff of the Academic Support Centers. The ASC staff will then coordinate the request with other requests and advise the instructor of confirmation, compromise, or denial. The only reason for denial will be all equipment being scheduled for use during that time period.
10. The computer centers assume no responsibility for scheduled users losing their time slot due to computer downtime. All efforts will be made to make up the lost time by rescheduling.

Office of Responsibility: Information Technology