

## LEARNING CENTER

### RULES AND EXPECTATIONS OF STUDENTS

The use of space and resources in the Learning Center is reserved for learning purposes only. Students must abide by the Code for Student Rights, Responsibilities, and Conduct.

#### **Student preparedness**

Students are expected to come to the learning sessions prepared with their notes, textbook, class material, and assignment specifications.

#### **Swiping cards to sign in and out**

Only current HCC students are allowed to be in the Learning Center. Credit students should swipe their ID cards to log in and out of the computer indicating the course for which help is needed. Students taking continuing education courses may not have ID cards and are required to provide a photo ID and complete the sign-in/sign-out sheets located by the computer.

#### **Cell phone, i-phones, headphones for personal use**

Phones should be on silent/vibrate mode or turned off. Students should refrain from texting while engaged in the learning session. Calls must be taken outside of the Learning Center. Headphones should be kept at a reasonable volume.

#### **Visitors**

The College policy prohibits students from bringing visitors, including children, to the Learning Center.

#### **Snacks**

Students should use their best judgment for having snacks in the Learning Center and refrain from eating snacks while being assisted.

#### **Meals**

Students should reserve the consumption of meals to outside of the Learning Center.

#### **Drinks**

Drinks must be in spill-proof cups or bottles. Keep the lids and caps on at all times.

#### **Printing**

Printing is limited to materials needed for the learning session, and no more than 10 pages. PowerPoint presentations should be printed in the multiple slides per page format. All printing should be on both sides unless single sided is required by the instructor.

#### **Copying**

Students should use the copy machines located on the second floor of the Library or in the Student Center.