

# Print Lab Rules

- **QUALIFICATIONS FOR LAB USE**
  - Students must be enrolled in a photography class to use the lab.
  - All students must check in at the kiosk before using the lab and check out before leaving.
  - As seating is limited, the print lab is prioritized for printing. Students may use the DAC lab in A174 for computer work outside of class.
  - The Print Lab will occasionally be prioritized for class use and departmental conference meetings.
- **HOURS**
  - M-F 9am-5pm
  - Mornings are almost always slower than the afternoons; keep in mind that the majority of students must share only four (4) of the labs twelve (12) printers.
- **PRINTING**
  - *How to Print* and *How to Test Print* PDF's on the desktop will walk you through the printer's dialog. Always use Photoshop to print images, unless told otherwise by your instructor.
  - If the lab is full add your name, class and the time you arrived to the Waitlist. The LT will notify you when a printer has opened up.
  - Students will wait no more than 30 minutes for a printer.
  - Students must be currently enrolled in or have successfully completed PHOT180 or PHOT285 in order to use the **high-end printers**. (HE printers are:3880 & 9900)
- **LAB-GENERAL**
  - Food and drink of any kind are NOT allowed in the lab.
  - Students should leave workspaces clean – chair pushed in, garbage thrown away, etc.
  - Students are required to shut down their workstation completely when they leave.
  - Report any computer problems to an LT. Do not attempt to fix them yourself.
  - **Any files left on the DESKTOP will be deleted upon logout. Students are responsible for backing up critical files.** The work folders are not deleted until semester's end.
  - Students may use card readers only while in the lab; LT will hold ID cards until reader is returned.
  - SBCC personnel are not responsible for personal items lost or stolen while in the lab.
  - Students are expected to conduct themselves in a manner that does not impede fellow students.
    - No external audio may be played in the lab. Headphones must be worn for coursework where sound is required.
    - Inappropriate behavior such as shouting, cursing, or otherwise disrupting fellow students will not be tolerated.
  - Students may be asked to move if the computer they are using has priority for a task.
- **SBCC POLICIES**
  - All students using the Print Lab must comply with:
    - [SBCC Student Code of Conduct](#)
    - [SBCC Electronic Communications Policy](#)
    - [SBCC Student Computer Use Policy](#)
  - **Copying any software from the computer labs is ILLEGAL.** Anyone attempting to copy software will face disciplinary action from SBCC. Software piracy may also result in legal action from the Software Publisher.
  - Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of school computers and will be reported to campus authorities.