



World Languages Lab/ A-435 Computer Lab—(214)-860-2197

Hours of Operation

Monday—Thursday 8:00am to 8:00pm
Friday 8:00am to 5:00pm Saturday 8:00am to 5:00pm

Hours are subjected to change in Winter Term, Summer I, and Summer II.

Welcome to the World Languages Lab! You will find valuable computer software to assist you in learning in both, foreign languages and ESOL. In addition to serving students taking a language course, our lab is equipped with the latest software for general use.

We are here to assist you in any way possible so that your experience is valuable and enjoyable.

By entering the lab, you are agreeing to the lab's rules and procedures.

To find out more, visit: www.elcentrocollege.edu>>**PROGRAMS>>The World Languages Lab**

General Policies: MANDATORY ID POLICY IS IN EFFECT!

1. **All food, drinks, cell phone usage, and magnets are prohibited in the lab.**
2. Do not download music or personal software from websites onto the lab's computers.
3. Be considerate of your neighbor(s) and do not view websites that may be offensive.
4. Treat all equipment with care.

Lab Specific Rules:

1. Do not save important documents on the computers. Saved materials are automatically erased when you log-off. **Use a flash drive to save your work.**
2. We have good quality headphones/ headsets available for your usage. Please treat them with care. ***NOTE: Available to students taking a language course only***
3. The Lab is divided into two sections in order to meet the needs of our students; therefore, please check-in before being seated on the computer.
4. You must **sign-in** the "Item Borrowed" binder or **check-out** an item a lab assistant when you borrow an item, including the headphones, books, and other items.
5. Printing Policy: The College has a student pay-for-print policy. If you need help setting up an account, please ask for assistance by one of our staff members.
6. World Languages Lab/A435 Computer Lab prohibits non-educational usage of the computers.

Log in/ Log out Procedure: Use your student ID to log in to a computer and click "Log Out" to exit—notify a WLL staff if you cannot log in.

If You Need Assistance: *Please notify the lab assistant on duty; he or she will help you as soon as possible. Lab personnel, however, are not expected to be familiar with all your class assignments. Instructors should be consulted for assignment content questions and associated matters.*