Computer Lab and SASC Rules

English Mainly
Speak mainly English in the labs—Speak your native language ONLY for academic purposes.

Lab Schedule
Monday, Wednesday
7:30 a.m. to 6:00 p.m.

Tuesday
7:30 a.m. to 11:00 a.m.
12:00 p.m. to 9:00 p.m.

Thursday
7:30 a.m. to 9:00 p.m.

Friday
8:00 a.m. to 6:00 p.m.
Labs are closed every Tuesday during the break for Devotionals/Forums
Labs are closed between classes.
Don’t use the labs during the class period without a teacher present.
PLEASE start to leave 10 minutes before the lab closes. (Return material, print documents, save work, etc.)

General Conduct
Speak quietly.
Don’t bring food or drinks into the lab or SASC.
If we find your stuff, we will put it in the lost and found.
It is illegal to duplicate or download copyrighted material (e.g. TOEFL CDs & tapes, books, videos, music etc.).

Self Access Study Center

Check-out Procedures
Books
Find your book from the bookshelves. Take the book and your ID card to the counter. You may keep the book for 2 weeks.
Return books to the drop box in the SASC.
Videos/DVD (to watch in the SASC only)
Go to the movie shelf to find the movie you want to watch. Take the box with your ID card to the SASC desk. Leave your card and take the movie to one of the computers. Pick up your ID card when you return the movie
TOEFL & ACT Material
Go to the counter. Tell the lab attendant what you’d like and give them your ID card. Leave it with the lab attendant.
You will get it back when you return the material.
Do not write in any materials you check out
Return checked-out materials (e.g. library books, TOEFL materials, etc.) on time. If you don’t, you will be charged a late fee.
All fees must be paid before you can take the LATs.
Tutors
Tutors are available starting the second week of class. Sign-up for tutors online at www.elc.byu.edu/tutoring.

Computers
Computer Use is for English study only.
Please do not email, surf the web, chat, etc. unless it is to help you improve your English.
No chat programs (MSN Messenger, Yahoo Messenger, etc.) are allowed UNLESS it is in English.
If in class, only do class activities on the computer.
Do not look at pornography.
Do not use the computer for anything that violates the honor code.
Do not let other people log in to the computers using your Net ID and password.
Sensitive personal information is tied to that Net ID and password. You could be the victim of financial identity theft or accused of misusing university computer resources.
If you are unable to log into a computer either at the ELC or up on campus, ask a lab attendant for help.
Please purchase a USB Flash Drive (or Jump Drive) to make back-ups of your work. Write your name on it and be careful not to lose it.

**Printing**
Like the rest of BYU, the ELC uses the Pharos Printing system. You will need to bring your ID card (i.e. Signature Card) and have money on it in order to print. Prints cost 6¢ per page for black & white copies and 35¢ for color.