



Guidelines

The LAC is located on the second floor (**E-201**)
above the Admissions and Student Services Offices.

979-230-3253

www.brazosport.edu/~lac

Hours

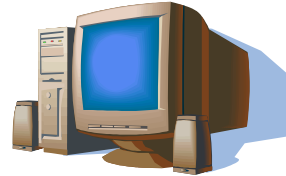
7:30 a.m. – 9:30 p.m., Monday-Thursday

7:30 a.m. – Noon, Friday

Brazosport College
500 College Drive
Lake Jackson, TX 77566

LAC Services

Brazosport College wants to help you succeed in your educational effort by providing the services listed below. If you need assistance, please ask at the desk. Please sign-in at the desk when using the LAC services and follow the policies listed on the back.



Open Computer Lab

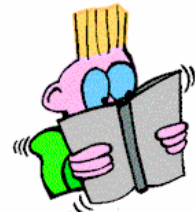
The LAC serves as an open computer lab with approximately 35 computers primarily set-aside for student use. Please sign in and indicate your purpose prior to using any of the LAC computers. Most software applications used on campus for labs, tutorials, practice and assignments for class work or homework are available on one or more of the computers. The computers also have internet access.

Two computers have scanners and all can print. You will need to establish and fund your printing account in the library. This account can also be used with all the copiers on campus. Please be aware of the following printing charges:

Black & white copies = 10¢ per page.

Color copies = 15¢ per page.

Some computers have CD writers for school work *only*. Games and chat are **not** allowed.



Testing Services

Proctored testing services are provided for faculty and students at the following times:

Monday - Thursday

Friday

8:00 a.m. 10:00 a.m. 1:00 p.m. 5:00 p.m. 7:00 p.m.

8:00 a.m. 10:00 a.m.

It is very important that students come by the LAC or call 230-3253 to *schedule an appointment* since only 14 students are scheduled at a time. A Brazosport College Photo I.D. is required before being permitted to take a test. Students are expected to be on time for the scheduled test time. However, a 15-minute grace period will be honored. *No student will be allowed to start a test later than 15 minutes past the start time.* Two tests will require two different scheduled times.

The LAC will strictly follow the written directions of the course instructor including time limits. Grading and grade assignments are the responsibility of the instructor. The LAC provides testing for other schools including computerized testing .



Tutoring

The LAC provides free drop-in tutoring for Math and Chemistry. A writing tutor is available by appointment. Assistance in other content areas is based on availability of qualified tutors. If you are having difficulty in any class, please ask for assistance. Anyone interested in becoming a student tutor may ask for more information in the LAC.



Audio/Visual Tapes and CDs

Students may use audio/visual tapes or CDs that instructors reserve for course support. These materials are used in the audio/visual area and may **not** be removed from the LAC. To obtain a tape, students must leave a Brazosport College Photo ID which will be returned when the tape is turned in.



Study Skills

Many students need assistance in developing strong study skills. The LAC provides a variety of information to aid students in understanding how to manage their time and optimize learning. Topics offered include test-taking strategies, writing improvement, reading skills, test preparation skills, and information on time management. This material is available in the LAC and on our web site.

(www.brazosport.edu/~lac/)



Instructional Tech Support

The LAC staff provides a limited amount of technical support related to course work. Distance education students may come by for assistance in accessing course materials.

Study Carrels

Several study carrels are located in the LAC. Students may use these on a walk-in basis after signing-in at the desk.

Conference Rooms

Conference rooms are available in the LAC for meetings, study groups, etc. Room reservation forms for the week are posted on the doors for each room.

Photocopies

A photocopier is available in the LAC. Copies cost 10¢ per page except for 11x17 paper, which costs 20¢ per page.

LAC Rules

To provide the best academic environment for students, the following rules will be enforced:

Sign-in: All students must sign in at the main LAC desk before using any of the available services. This includes all members of study groups as well.

Silent Cell Phones: All cell phones must be set to silent mode or be turned off. A student making or receiving a call must step out of the LAC. Ringing phones disturb those around you and interrupt those in the testing area. Students taking a test will be asked to leave, terminating the test, if your cell phone rings unless there are special circumstances.

No Children: Since the LAC is a designated testing and study area within Brazosport College, young children should not be brought to the center.

Games and Chat Sessions: The purpose of the LAC is to support learning. The computers are available for academic use. Students should not engage in chat sessions or play games on the computers. The downloading of games or music onto the computers is prohibited. Any student that uses chat sessions or games will be asked to leave the computer. Ignoring these rules will be cause for disciplinary action.

Inappropriate Material: Downloading, viewing, or printing of inappropriate material on LAC computers is not allowed at anytime. Disciplinary action will be taken against anyone who chooses to engage in this activity.

BC Student Photo ID Card required in the LAC for testing, audio/video use, photocopies, and proof of student status.