

## **Guidelines for Computer Laboratories**

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*American University of Armenia*

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Students using the laboratory are asked to be respectful of other patrons and their need to get work done. Behavior, which disrupts other users, can lead to removal from the laboratory and further disciplinary action if it violates AUA Computer and the Network Appropriate Use Policy. If you have a problem with any of the equipment, ask a proctor for help. Please do not attempt to fix it yourself. We also would like you to be most respectful of the following guidelines:

No food or drink is allowed in the laboratory.

No games are allowed

Student ID is required to use the computers.

During busy periods, particularly near examination time and at certain peak times during the week, the laboratory may be crowded. At these times, proctors will maintain a waiting list on a first -come-first-served basis. Anyone using computers without checking-in may have to yield their computer to waiting students.

### *Proctors*

The proctors are at the main desk. They can be expected to help you use application programs, print, and find online help, or other documentation, for supported software. Proctors will not do your work for you.

### *Network login names*

All AUA students are given login names for logging into the AC server, printing, use internet and mail. Login names look like FirstName\_LastName and e-mail addresses are FirstName\_LastName@edu.aua.am . Please don't exceed the disk space limits otherwise you will face data retrieval and printing problems.

Personal folders are provided to store assignments, homework, personal web pages and are accessed by:

\\AC\_HOME\FirstName\_LastName or \\ac.aua.am\\_Home\FirstName\_LastName or from the web [http://ac.aua.am/FirstName\\_LastName](http://ac.aua.am/FirstName_LastName) or [ftp://ac.aua.am/\\_Home/FirstName\\_LastName](ftp://ac.aua.am/_Home/FirstName_LastName) . Students' login names

are used to keep records on printing and Internet traffic.

### *Printing*

All laboratory computers are connected to a laser printer. AUA provides quality paper for printing in the computer laboratories. Students can print up to 50 pages per course free of charge. For printouts exceeding the limit (50 x number\_of\_courses) students pay 15 drams/page at the end of the academic quarter.

Students can use the free- of-charge limit during the academic quarters. If certain projects are done in months when no classes take place, the need in assignment -related printouts will be discussed with the program director of a specific program.

### *Installing or Loading Software*

Loading Software onto Laboratory computers is strictly prohibited. Any violation could lead to removal from the laboratory as well as termination of access to the Computer Laboratory.

#### *Your Files*

If you need to create a directory for your work, you may create it on Windows Desktop. It is your responsibility to have copies of files that you put on our local drive. Any foreign files on our hard drives will be deleted. Neither the Computer Laboratory nor the Proctors will be responsible for any lost files.

#### *Time Limit*

The time limit will be enforced if the laboratory is very busy or if any software a student needs is installed only on the workstation you are working on.

#### *The Laboratory Computers*

When you finish your work on the assigned workstation, please Log OFF. If the workstation you are working on crashes, please see the Proctor for help.

#### *Clean-Up Your Workspace*

In order to keep the computer laboratory free of papers at or near the workstations, we ask that you clean up your own litter after you are done with your work.