

MATH LAB OVERVIEW - Spring 2009

1. MATH LAB HOURS: Monday - Thursday.....7am to 8:45pm
Friday and Saturday.....7am to 3pm

2. MATH LAB TIME Requirement/Limit

Weekly Time Requirement - 1 hour (non-class time)

Note: Any Lab time spent during any registered class time will not count towards your weekly requirement.

When you scan into the Lab, a message will appear showing your accumulated Math Lab time through the previous day, such as, "By 1/31 you had 1.13 hrs. for MATH 020 F (CRN #20210)".

Session Time Limit

- A maximum session is two (2) hours.
- A session begins when you scan in and ends when you scan out.
- If you exceed two (2) hours, you will get zero (0) time for that session.

3. WHEN YOU ENTER THE LAB

IMMEDIATELY SCAN YOUR ID CARD

(you must have a Fullerton, a Cypress or a SCE ID to receive Math Lab time credit)

- ➔ always check the monitor to make sure you are scanned in or out
- ➔ If one scanner is down, use the other scanner.
- ➔ If both scanners are down, staff will manually time clock your time in and/or out.
- ➔ Instructors will receive Math Lab Time Reports weekly starting September 8th.

REMEMBER TO SCAN OUT EVERY TIME YOU LEAVE THE LAB.

4. WHAT TO DO IN THE MATH LAB?

THE MATH LAB IS A QUIET PLACE FOR STUDYING MATH 10, 15, 20, 30, 40, 141 & 142 ONLY

- USE THE COMPUTER for TUTORIALS, CD LECTURES, or ONLINE HOMEWORK
- STUDY
- GET TUTORING
- WATCH A VIDEO IN BOOTH 28 ONLY

5. WANT TO WATCH A VIDEO or DVD?

(a current Fullerton, Cypress or SCE ID is required)

- GO TO VIDEO BOOTH #28 FOR VIDEOS AND ANY COMPUTER FOR DVDs
 - SECURE THE BOOTH
 - leave something in the booth (books or clothing)
- AT THE VIDEO CHECK-IN/CHECK-OUT AREA AT THE COUNTER....tell the counter personnel the following
 - THE BOOTH NUMBER THAT YOU ARE SITTING IN
 - MATH LEVEL YOU ARE IN (e.g., 30 OR 142)

6. WANT TO USE THE COMPUTER FOR MATH?

- FIND AN AVAILABLE COMPUTER
- NOW TO GET STARTED
 - COMPUTER ON?
 - THE MOUSE WILL GUIDE YOU
 - CLICK ON "START" ICON
 - HIGHLIGHT "ALL PROGRAMS"
 - HIGHLIGHT "MATH"
 - HIGHLIGHT "MATH LEVEL"
 - HIGHLIGHT "AUTHOR OF YOUR BOOK"
 - SINGLE CLICK DESIRED SUPPLEMENTAL MATERIAL (CD LECTURES, TUTORIALS OR ONLINE HOMEWORK)

7. WANT TO STUDY MATH?

- SIT ANYWHERE IN THE LAB (even if you are not using the equipment)
- Please remember, the Lab is for studying Math only.
- Please do not move the chairs from one location to another.
 - Large tables have six (6) chairs (none at the end of tables)
 - Small tables have four (4) chairs.
- When sitting at a table, please keep book bags and backpacks on the floor.

8. WANT TO GET TUTORING?

Where: *Curved Counter Area*

- BRING YOUR TEXTBOOK AND YOUR ATTEMPTED WORK

Note: Instructors and staff will only help you with problems out of the textbook, handouts with printed answers (like reviews) and other material with written permission from your instructor.

9. MISCELLANEOUS ISSUES

- TEACHERS' EDITION TEXTBOOKS
 - Located on shelf between counter & Computer Science Lab
- FOOD IN THE LAB
 - only snacks
 - drinking containers with screw/sports or spill proof lids (so when knocked over, they will not spill)
 - please keep drinking containers on table or booth surfaces
- DRINKING FOUNTAIN & RESTROOMS
 - Down the LRC hall to the right of the Math Lab entrance