

# WELCOME!

## POLICIES AND PROCEDURES: On-Campus Math Lab

- A. When you enter the Math Lab, you must always sign in with your Fullerton or Cypress College ID number.
- Follow the monitor prompts and verify that you are signed in or signed out.
  - If the bar code scanner is down, please alert the nearest staff member.

- B. When/how does your time count in the Math Lab?

- Time spent during registered class time will not count, even if a class is canceled or let out early.

PLEASE REMEMBER,  
SIGN OUT OF THE LAB  
EVERY TIME YOU LEAVE!

### Session Time Limit

- A maximum session is two hours (120 minutes). A session begins when you sign in and ends when you sign out.
- If you exceed two (2) hours, you will receive zero (0) time for that session and the Math Lab receives zero (0) credit also. Please remember to sign out *before* two hours.
- If you would like to stay longer than two (2) hours, you first sign out of the Math Lab, and then sign back in.

- C. What can you do in the Math Lab?

The Math Lab is a quiet place for studying. While in the Math Lab, students may:

- Receive one-on-one tutoring!
  - For textbook related questions, please bring your textbook/e-book and your attempted work to the tutor.
  - For online homework questions, please either bring your laptop to the counter or a tutor will assist you at one of the Math Lab computers.
- Study with classmates!
- Use a computer to access online homework, watch math tutorials from the preloaded lectures or access math resources. Please note that NO printing is available in the Math Lab.
- Study/review math from your textbook/class notes or work on activities assigned by your instructor(s).

- D. Miscellaneous Information

- The on-campus Math Lab is a video conferencing free zone!
- Some instructor edition textbooks are available for checkout. Please ask the Math Lab staff at the Greeting Area. No photography is allowed.
- Please do not take/answer phone calls in the Math Lab as it disrupts the study environment.
- Food/drinks in the lab – no full meals and no open containers for drinks are allowed. Food and snacks are fine, but please be respectful of others and space – clean up after yourself. Spill-proof containers are recommended.
- Drinking fountain & restrooms are located down the LRC hall to the right of the Math Lab entrance.

## POLICIES AND PROCEDURES: Virtual Math Lab

- A. What can you do in the virtual Math Lab?

- Receive one-on-one tutoring!
  - For textbook related questions, please have your textbook/e-book and your attempted work available to share.
- Study with classmates! We can put you into a breakout room together.
- Study/review math from your textbook/class notes or work on activities assigned by your instructor(s).

- B. What can you expect when entering the virtual Math Lab?

- You will be asked if you have ever visited the Math Lab (in-person or virtual) this semester and what course you need assistance with.
- You will be moved into your course-specific waiting room to wait until a tutor is available.
- If you want to study independently or with others, you may request to move to a breakout room.

- C. What technology do you need for the virtual Math Lab?

- In order to have the best tutoring experience, you will be asked to share your screen and/or source of each problem you work on. For example, you will need to be able to share your screen for online homework problems or handouts and/or turn a rear facing camera on to show the tutor your book. While you are not required to have the camera set on you during a tutoring session, please unmute yourself to communicate with the tutor as math tutoring will not be effective through only the chat feature.