

Old Dominion University Computer Science Department Policies and Procedures

Title: Computer Lab Usage

ID: CSL002

Revision: 1.0

Purpose

This procedure is to define the CS Department's lab facilities and the users that have access to these facilities.

Scope

This procedure applies to all accounts on the system.

General Labs

1. The CS Department has identified two general use computer labs: Open Research Lab in E&CS Rm. 3104, and Problem Solving Lab in Spong Hall Rm. 103
2. Lab hours will be defined on a semesterly basis, and posted at <http://system.cs.odu.edu/?page=faq&id=labhours>
3. Access to the machines in those labs is provided to all faculty and staff members, as well as all students who are either currently taking a CS course, or have taken such a course during the previous academic semester
4. Lab Consultants will be available in Spong 103A during the regular hours of the labs, and also by either chat or e-mail on the eConsult or Rootmail systems
5. The consultants will be able to assist users with general software and hardware issues, but may not help with software or code related to class work per the honor code
6. Workstations left unattended for 30 minutes will be logged off, so that they are available for use by other students

Instructional Labs

1. The CS Department has identified three labs to be used for specific instructional course: CS150/250 Lab in Spong Rm. 112, CS101/121 Lab in Spong Hall Rm. 113, and CS410/411 Lab in Spong Rm. 223
2. No lab hours will be defined for those labs. The hours of operation will be determined by the courses that are taught in those labs
3. Access to the machines in those labs is provided to all faculty and staff members, as well as all students who are either currently taking a CS course, or have taken such a course during the previous academic semester
4. Lab Consultants will be available in Spong 103A during the regular hours of the labs, and also by either chat or e-mail on the eConsult or Rootmail systems
5. The consultants will be able to assist users with general software and hardware issues, but may not help with software or code related to class work per the honor code

After-hours Access

1. The Computer Science Department will provide 24/7 access to the two general labs to all faculty, staff, and students that request it. Access to the Instructional Lab will be provided to all students signed up for a course associated with the appropriate lab
2. Access will be granted through the use of a proxy card. For further information on proxy card usage, please visit Policy CSP001

Definitions

N/A.

Revision History

Work in progress.