

# Important CDI Classroom Rules and Regulations

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## Exam Week CDI CAD Rules

No student shall do extra work, use the computer for personal work, or spend time saving or backing up their material during exam week or during exam time.

As per division, department, and college policy no student shall be allowed access to CDI lab computers for personal use or extra work during exam week.

As of the last official day/time of the class the student must have submitted their work. They must have saved their work (if so desired) before the end of the last class.

When an exam (given during the official exam time) is finished, the student must log off their computer and leave the classroom so that the remaining students can complete their exam.

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**CAD Labs** will be available for students to use during the times they are officially signed up for. We make every attempt to keep labs open at times other than times you are officially signed up for and we are happy to have you attend as they are available. Due to budget issues if our lab tech or staff become sick we will need to close the labs periodically.

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## DE ANZA COLLEGE

Advanced Technology Center: CDI “CAD” Labs

[www.deanza.edu/cdi](http://www.deanza.edu/cdi) & [www.cad-resources.com](http://www.cad-resources.com)

### CLASS & LAB RULES:

*Students are assigned to computers on a first come basis. Remember these are not your computer and you do not own them. Please treat the equipment with respect.*

1. **Cellular phone & pagers: Turn them off before entering!!!!** If any communications device makes any sound during your time in the labs, especially during lecture time, your account will be disabled and you will be dropped from the class!
2. Only students enrolled in CDI and associated lecture/lab courses may create accounts and use the CAD labs, located in ATC 313 & 301.
3. **You are not allowed to download or copy unauthorized documentation or software from ATC / CAD facilities. Unauthorized duplication is a copyright violation and will be reported.**
4. Do not modify the computer environment in any way.
5. Do not move the computers or monitors.

6. **Do not stick any peripheral hardware such as FireWire “IEEE 1394” interface devices on the systems.** A small USB flash drive is okay to use if your instructor has indicated you are allowed to do so. Please be very careful when pulling them in and out of the computers USB extensions bellow your monitor.
7. Students may not share accounts. If a student gives his/her password to another person, that student’s account will be disabled for the rest of the quarter.
8. The CDI CAD lab is considered to be a quiet study area. Loud conversations and distractions are to be avoided. **Show consideration & respect towards others.**
9. Be prepared to show the student ID card anytime.
10. Requests for account and/or password changes must be accompanied by a valid picture ID.
11. After 30 minutes of non-use, computers will automatically logout and workstation will be available for another user. If students are waiting for computers, a two-hour limit may be put into effect. Holding a station for another student is not allowed.
12. Student laptops are not allowed on the network.
13. No working on your computer station during lecture.
14. Streaming Audio or Video, IM, IRC, pornography, games, PTP, chatting, and surfing on the net are prohibited.
15. No personal, non-CDI or CAD work may be done in this lab.
16. Students may only print instructor-authorized class-related materials. Any unauthorized printing is subject to being cancelled: web documents, personal e-mail, non-CDI/CAD documents.
17. Smoking, eating, drinking (even water) is not permitted in the lab.
18. Any questions about CAD software or hardware issues please see Lab Tech.
19. Questions about CDI CAD class requirements must be directed to your official instructor, not to the lab tech or lab instructor.
20. **We communicate to our student body through an email list so it is required that you be on it.** Send email list request to: **cad@cad-resources.com**

Breaking the rules: (rules in bold automatically proceed to “Third time”)

First time: Account disabled for 1 day & verbal warning

Second time: Account disabled for 1 week & student must see the Dean

Third time: Account disabled for the rest of the quarter & must see the Dean

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**More information bellow PLEASE read on.**





## Notice to all CDI CAD students:

As per the Green Sheet:

1. The **instructor does not automatically drop you** for non-attendance. Never.
2. For your future reference; **you are not dropped even if you never attended.**
3. **It is your responsibility to process a DROP if you no longer wish to be in the class.**
4. If your name appears on the final grading sheet you will receive a grade
  - a. **If you have not turned in any material you will receive an “F”** for the class even if you stopped coming and “thought” you were dropped.
5. If you are contacted (by email) in the last week of the term about your missing material and pending grading, you must reply to the request.
  - a. In order for the instructor to have contact, *you must provide a valid email address the first week of classes.*
  - b. If you forgot to drop and you contact the instructor at the end of the term (in response to the instructors email inquiry) **you will be given a “W” as of the last week of the term,** not a post-dated drop from the beginning of the term.
  - c. **The department and the instructor will not change grades, process postdated drop requests in order for you to recover fees or tuition.** If you do not want to pay, then you must drop before the last drop day in order to recover fees. You cannot request changes- weeks, months, or years after the class ends just so that your record is expunged or for you to recover tuition and registration fees.

Please note that the tall workstations are for students with disabilities and are therefore reserved for such individuals.

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