



NLC STUDENT INFORMATION

TO: NURSING DEPARTMENT STUDENTS
FROM: COORDINATOR NLC (585) 292-2467
SUBJECT: GENERAL INFORMATION ABOUT THE USE OF THE NLC MEDIA CENTER
DATE: AUGUST 2, 2009
CC: L. SANGER, NURSING DEPARTMENT CHAIR

NLC HOURS:

The Nursing Learning Center will be open for students during the **Fall 2009 Semester** are listed below.

Monday: 8:00 am - 4:00 pm
Tuesday: 8:00 am – 6:00 pm
Wednesday: 8:00 am – 7:00 pm
Thursday: 8:00 am – 6:00 pm
Friday: 8:00 am - 4:00 pm
Saturday: 9:00 am – 2:30 pm
Sunday: Closed

Any exceptions to these hours will be posted outside the door of the Media Center.

(The NLC will be in use beyond the above mentioned hours for scheduled nursing classes. However, **there are no "open lab" hours beyond the times listed above.**)

Students should **NOT bring their children** to the NLC during open lab time.

No food or drink will be permitted in the NLC Media Center.

Please emphasize to students that the NLC Media Center (rooms 216 and 216A) is a **quiet area. Cell phones and pagers should be silenced.**

Each room in the NLC has its own schedule of classes. Students need to check the schedule posted on the door to each room for that room's availability.

IMPORTANT: NLC computers are not for personal or non-nursing program related use (or printing). NLC media items should not be removed from the media center. If a student wants to view a media item in another NLC room (perhaps as a group), this should be cleared with either the NLC Technical Assistant or the Coordinator first for tracking purposes.

SIGN-IN to NLC:

Students should sign-in when using the NLC **on their own time**...they do not sign-in when they are attending a scheduled class held in the NLC or if they are here during regularly scheduled clinical hours. Here's a summary of the policy:

- **Rules for signing in to a Learning Center (applies to all Learning Centers on campus)**
 - o Only students engaged in instructional activities on their own time in Learning Centers are eligible for FTE aid
 - Examples of instructional activities include:
 - Working with a faculty member
 - Getting assistance from a tutor
 - Using tutorial computer software
 - Using tutorial/instructional videotapes, DVDs
 - Getting assistance from Learning Center personnel
 - Instructional activities do NOT include:
 - Taking an exam
 - Doing homework/studying
 - Students should ALWAYS sign-in to the Learning Center when they attend on their own time, even if they only plan to do homework because:
 - While doing their homework, they may end up asking an instructor a question, or may do a computer program/videotape/DVD; in which case we can claim their time
 - Signing in to the NLC shows usage of the facility even if students are just doing homework. It's important to establish that nursing students use the facility for a variety of reasons, especially when the college is crowded and space is at a premium.
 - Students **MUST SIGN-OUT**.
 - When students sign out, they will be required to answer a question indicating whether they received assistance during their visit to the Learning Center. The students will respond "yes" or "no" by touching the screen. ("Yes" means they received assistance from faculty/staff/computer program/video, etc., "No" means they did not receive assistance from any of the resources--they just did homework/studied.)
 - **If the student forgets to sign-out, no credit is given**
Students can use the handwritten sign-in sheet to reflect time as needed.

ENTERING/EXITING FROM NLC

Students should check the schedules posted on the doors of the NLC rooms for open lab times.

Students should **see the NLC coordinator or technical assistant in room 9-216 for assistance**, if they would like to access locked NLC classrooms for bulletin board study or other Nursing Program practice activities.

When a "Class in Session" sign is posted on any door in the NLC, students should ask faculty for permission to enter or use any equipment in that room.

CLEAN-UP

Students are expected to clean up after themselves and put away any materials they've used in the NLC.

TELEPHONES, PAGERS

Students are not permitted to use the NLC phones to make personal "**outside**" calls. Pay phones are available at various locations around the college. (OK to use phones in NLC to call other areas within the college.)

During classes, labs or conferences held in the NLC, students should follow their course policy regarding pagers & mobile cell phones. During open lab times in the NLC, students should set pagers & cell phones to the silent mode, so as not to disturb others using the NLC for open lab activities. Students needing to use their cell phone should do so in the hallway outside the NLC.

STUDENT LOUNGE

Rules of student lounge/coffee area:

Students should keep the area neat, organized and clean. Instructions for purchasing coffee and/or hot water are posted on the coffee machine.

Price: **\$.75 a cup** for coffee, tea, or hot cocoa.

MEDIA CENTER COMPUTER AND AV USE POLICY

The Media Center is a "quiet study area". Students should place cell phones on silent or vibrate. Conversations and group study should be kept to a low volume. Social conversations should not occur in the Media Center.

All stations in the media center are outfitted with a computer, and capacity to play DVD's and VHS tapes through the computer monitor. Since all stations will now have a computer there should be no eating or drinking at any station in the Media Center.

NEW: In order to access or use any computer programs in the NLC Media Center, students and faculty are required to first log on, using their MCC log on ID and MCC log on password. VHS's and DVD's can be played without this step. Brief directions for use of computer and VHS/DVD player will be posted on equipment and more detailed, step by step, instructions are in booklets which are accessible in the Media Center.

The CAI/CD-ROM programs are also available in the ELC. (VHS videotapes & DVD's, are only available in the NLC.)

Thanks for your help, ensuring that the NLC is all that it should be!
