



## Academic Computing Laboratory Reservation Policy

Applies To:	All	Policy Number:	ITS-0007
Issued By:	Director of ITS	Policy Version Number:	
Date Issued:	March 1, 2005	Last Review Date:	March 1, 2008
		Last Revised Date:	

### Policy

Academic Computing labs may be reserved by faculty on a first-come first-served basis for teaching of University of Detroit Mercy official courses listed in the current course schedule.

In the event a class session is canceled, the faculty member must notify the lab prior to the start of the session.

In labs where courses are taught, the scheduled class reservation takes precedence over all other usage of the lab. Students using systems prior to the start of a scheduled class are obligated to leave ten minutes prior to the start of the class.

Reservations by students for individual computers in Academic Computing Labs are not taken nor allowed. Use of computers during open times is available on a first-come first-served basis.

### Regulation

Failure to comply with this policy may result in temporary or permanent loss of laboratory privileges.