The Academic Success Center provides instructional support for your classes. Please follow the policies below to ensure a productive study environment.

- Upon entering the Math Lab, students must present a valid **BC I.D.**
- The Academic Success Center has established a **Cell Phone Friendly Zone** outside the academic lab areas.
- Students are allowed to receive and make calls only in the **Cell Phone Friendly Zone**.
- Phones must be placed on vibrate before entering the Math Lab.
- Personal radios/CD players/MP3 players may not be used in the Math Lab.
- Food is not permitted in the Math Lab. Beverages with lids or caps are allowed in areas without computers.
- College policy does not permit children or visitors in The Center for Academic Success.

**Student Code of Conduct**  
(BC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students as well as appropriate disciplinary procedures and sanctions.

Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action.

**Math Lab – Policies and Procedures**

- **Procedure for Signing In and Out of the Lab.**

  To log in:  
  Type your **Student ID as your Username**  
  Click on **Next**  
  Select **Course**  
  Click on **Log in**  
  Click on **Exit**

  To log out:  
  Type your **Student ID**  
  Click on **Log Out**  
  Click on **Exit**

All students are required to log in at the Math Lab whether the instructor requires hours or not. If your instructor requires that you complete hours for credit, you are responsible for keeping track of your time. Failure to log in or log out will result in no credit for that time.
• **Availability of Materials**

Supplemental materials such as computer software and instructor textbooks are available. Please ask the Math Lab Staff what is available in your subject area. You must present your current valid **BC STUDENT ID** card to the Math Lab Staff each time you wish to use any of the materials. These materials are for use in the Math Lab only. They may not be taken home. Failure to return these materials will result in a block on your grades until either the material is returned or the appropriate replacement fee is paid. There is a set of DVDs relating to each chapter of your math textbook that will be at the Circulation Desk of the Center for Academic Success. These DVDs can be checked out with your **BC Student ID** card and a current fee schedule to verify registration.

• **Terms of Computer Use**

The use of the computers and the internet in the Math Lab is strictly restricted to academic purposes related to your math classes and to students who are currently enrolled in math courses. The computers and the internet are to be used for homework and/or class assignments only. Any other use is prohibited.

To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the lab is prohibited. Therefore, all such devices must be inaudible and placed out of sight while in the lab. If you do need to use an electronic device, please do so in the designated cell phone friendly zone. Noncompliance with the Math Lab policies and procedures may result in being asked to leave. Repeated noncompliance with Math Lab policies or procedures may result in loss of lab privileges or referral to the Dean of Students.