THE PURPOSE OF THE GENERAL MICROCOMPUTER LABORATORIES

The purpose is to provide a microcomputer institutional-related service to students while on campus. The computer programmes and services are specifically configured and venue focused with the intention to create a positive personal time managed academic experience at the Microcomputer Laboratories.

Application of this institutional-related service is therefore subject to personal time management and self-discipline. It is therefore important and urgent that every student considers the time constraints of all fellow students at all times.

There is only one rule at the all Microcomputer Laboratories:

Please read and apply the Computer Laboratories Facilities 2012 and How to Print in 2012 on Student Portal.

LOCATION AND HOURS OF THE GENERAL OPEN MICROCOMPUTER LABORATORIES AND PRINTING FACILITIES

<table>
<thead>
<tr>
<th>Campus</th>
<th>Laboratory Hours</th>
<th>Laboratory Location</th>
<th>Laboratory Service</th>
<th>Print Station Location</th>
<th>Pay Point</th>
<th>Print Service</th>
<th>Print Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB</td>
<td>Mon-Fri: 7:00-23:00 Saturday: 8:00-16:30 Sunday Closed</td>
<td>Con-Cowan Building (342)</td>
<td>Edulink MS Word Internet EUC Assignments</td>
<td>Con-Cowan Building Library Ground floor</td>
<td>Library</td>
<td>B+W Colour</td>
<td>Lab Hours</td>
</tr>
<tr>
<td></td>
<td>Mon-Fri: 7:00-23:00 Sat-Sun: 7:00-19:00</td>
<td>Library (Cyber Centre) (100)</td>
<td>MS Word Internet</td>
<td>Cyber Centre</td>
<td>Library</td>
<td>B+W Library</td>
<td>Hours</td>
</tr>
<tr>
<td>APK</td>
<td>Mon-Fri: 24 Hours Sat-Sun: 7:00-19:00</td>
<td>D1 Lab 110 (772)</td>
<td>Edulink MS Word EUC Assignments</td>
<td>D1Lab (North end of D1Lab108)</td>
<td>Library</td>
<td>B+W Colour</td>
<td>7:00-23:00 8:00-16:30 Closed</td>
</tr>
<tr>
<td></td>
<td>Mon-Thurs: 7:30-15:00 Weekends Closed</td>
<td>E Ring 207 CSC/IFM Students only (220)</td>
<td>CSC/IFM Programming</td>
<td>E-Foyer Library D1Lab</td>
<td>E-Foyer Library</td>
<td>B+W Colour</td>
<td>7:00-23:00 8:00-16:30 Closed</td>
</tr>
<tr>
<td>APK</td>
<td>Mon-Fri: 8:00-16:30 Weekends: Closed</td>
<td>D Ring 242 Masters Doctorate (20)</td>
<td>Edulink MS Word Internet</td>
<td>E-Foyer Library D1Lab</td>
<td>E-Foyer Library</td>
<td>B+W Colour</td>
<td>7:00-23:00 8:00-16:30 Closed</td>
</tr>
<tr>
<td></td>
<td>Mon-Fri: 7:00-23:00 Saturday: 8:00-16:30 Sunday Closed</td>
<td>John Orr Building 2212 (120)</td>
<td>Edulink MS Word Internet</td>
<td>John Orr Building 2212 Library John Orr 228</td>
<td>Library</td>
<td>B+W Library</td>
<td>Lab and Library Hours</td>
</tr>
<tr>
<td>SWC</td>
<td>Mon-Fri: 7:00-16:30</td>
<td>John Orr Building Room 228 (Cyber Centre)(100)</td>
<td>MS Word Internet</td>
<td>John Orr Building 228</td>
<td>Library</td>
<td>B+W Library</td>
<td>Lab and Library Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GNA 107,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Printing can be done from any computer in any of the microcomputer laboratories. Go to **Student Portal**, then Student Management and click on **How to print in 2012** for detailed instructions on how printing works.

**Microcomputer Laboratory User Guidelines**

1. The Microcomputer Laboratory User Guidelines applies during all practical lectures, in all General Microcomputer Laboratories or Cyber Centers on all campuses at all times.
2. The Microcomputer Laboratories are for institutional purposes only.
3. Student cards are the only acceptable method of identification. In the absence thereof proof of registration is required for Laboratory Support Staff to confirm identification.
4. Application of this institutional-related service is subject to personal time management and self-discipline. It is important that every student considers and respects the privacy and time constraints of all fellow students at all times.
5. It is accepted that the student is familiar with the working and application of Edulink when visiting the microcomputer laboratories.
7. The Internet may be used for institutional, subject or course related purposes only.
8. Recreational use of the laboratories or Internet during peak hours is prohibited (08:00-18:00).
9. No refreshments are allowed in any of the microcomputer laboratories.
10. The Occupational Health and Safety Act allow only one person at a workstation at any time.
11. The use of mobile phones in the Microcomputer Laboratories is prohibited. Ensure that mobile phones are either on silent or switched off.
12. When leaving workstations to collect printing at a print station or to answer a mobile phone all personal belongings must be taken with to enable the workstation to be used by next student.
13. No workstations are reserved in the absence of a user. In the absence of a user the computer will be restarted and the data or information on the workstation will be lost.
14. Forming of groups to prepare assignments in any of the general computer is prohibited.
15. The use of Download Managers when downloading from the Internet is not allowed.
16. Sleeping or dreamlike memorization in the Microcomputer Laboratories is not allowed.
17. The safeguard of personal belongings is the responsibility of the owner.
18. Laptop computers are currently not allowed into the laboratories if intended to be used on the campus network.
19. In the event of electrical power failure calmly evacuate the laboratory.

**Microcomputer Laboratory Support Staff:**

20. Will manage the venues and monitor computer and Internet use.
21. Will assist with functioning of computer hardware and functioning of software on the workstations in the microcomputer laboratories.
22. Will restart computers and reassign computers in the absence of users.
23. Will confirm identification when needed.
24. Will not assist with repairs and maintenance of personal hardware, training of software packages, typing of assignments, preparation and typing of Curriculum Vitae, training in the working and application of Edulink, uploading of lecture notes in Edulink, or submitting of Edulink quizzes. Microcomputer General Laboratories and Cyber Centers may be closed for official classes and for maintenance.
25. The Laboratory Manager reserves the right to deny access into the Microcomputer Laboratories in the event of the Microcomputer Laboratory User Guidelines not adhered to.
26. The Laboratory Manager reserves the right to close the Microcomputer Laboratory in the event of unforeseen circumstances.
27. Ignorance of the ICS Campus Network User Code or the Microcomputer Laboratory User Guidelines is no excuse.
28. Any constructive suggestions, however small, may be directed to the Manager Microcomputer Laboratories at **danieh@uj.ac.za**

All serious communication addressed through your student e-mail address will be addressed.