

Open Computer Labs

It is our pleasure to welcome you to Xavier's Open Computer Laboratories. Our mission is to provide the community of Xavier University; computing resources, hardware, software and a capable staff to help users excel in their academic pursuit, in an arena that is advantageous to learning.

Reservations:

* All programs requesting Computer Lab usage must be an affiliate of (sponsored by)

Xavier University of Louisiana. A "request form" must be completed and faxed to ext. 7497.

*Others must contact the Office of Student Academic Success (ext. 5467) or, if associated with Summer Programs, the College of Arts and Sciences Dean's office.
General Resources

- Internet access
- Web browsers
- Microsoft Office Suite
- Laser Printing

Supported Media

- CD-R, CD-RW and USB

Platforms Available

- Windows / MAC

Laboratory Use Policies

Lab Access

- Each user must be a member of Xavier University of LA community (Limited usage is available to official University visitors).
- All students, faculty and staff must be able to present proper identification.

Conduct in Lab

- No food drink or pets are permitted in Labs under any circumstances.
- Cell phone usage is strictly prohibited in University Computer Labs.
- The Labs are study areas and noise must be kept to a minimum as these facilities are for academic purposes.

Usage

- Each semester a \$5.00 credit is added to each student's account. Additional funds may be added via the X-Card.
- Users are responsible for saving their documents on their own USB or CD-ROM.
- Saving documents or files to the systems is not allowed, as files saved to the desktop or hard drive will be lost once you are logged off.
- User supplied headphones are to be used at all times when listening to sound on computers.
- Downloading or installing programs on the hard drives is strictly prohibited.
- Recreational computer usage is prohibited during the weeks of Pre-Finals / Final Examination.

- Please inform Lab assistants of any hardware/software difficulties. Do not attempt to correct these problems yourself.

Emergencies

- In the event of urgent situations and University alarms, Lab assistants will immediately direct users to the nearest exit.

Liability

- Lab personnel are not responsible for lost items. (Users may check with Lab personnel for items that may have been turned into the office or found).
- Lab personnel are not responsible for lost data, but will make every effort to assist users in the retrieval process.

Removal of Uncooperative Users

- Users in noncompliance of rules will be asked to leave.
- Obvious disregard of listed policies can result in loss of user privileges. © 2015

General Operational Hours

- The University Open Computer Labs are available for your use. In addition, there are Mini-Labs available in all University Residential Housing Facilities.

LABS	Monday - Thursday	Friday	Saturday	Sunday
RMC – Library 1st. Floor	7:00am - 2:00am	7:00am - 8:00pm	10:00am- 6:00pm	12:30pm- 2:00am
205 – Norman C. Francis Building Room 2nd Floor	8:00am - 5:00pm	8:00am - 5:00pm	Closed	Closed
402A – Xavier South 4th Floor	8:00am - 5:00pm	8:00am - 5:00pm	Closed	Closed
MAC	8:00am - 5:00pm	8:00am - 5:00pm	Closed	Close

