

LABS RESERVED FOR CLASSES

Occasionally the MCT 158, Grove 106, Shippen 240 and Library 112 labs may be reserved for classes. In the event that a class is scheduled during your shift, it is your responsibility to clear out the lab and prepare it for the class session. Please check the Lab Schedules frequently (links are provided on the Microlab web site) and make note of any classes during your shifts. If a class will be entering the lab, make an announcement 10 minutes before the class begins, notifying lab users that a class will be entering. Please clear out the lab 5 minutes before the class begins and post a sign on the door that the lab will be closed for class. Laminated signs will be provided in the binder on each Lab Attendant desk. Please place the sign back in the binder when the class is over and take any additional steps to re-open the lab.

You are responsible for staying in the lab during the class to assist with any issues that arise. If the end or beginning of your shift occurs while the class is in session, please transition in or out of the lab as quietly as possible.

Please do your best to assist any professors or faculty members who ask for help during a class or reservation. If you are unable to assist with a technical problem, please call the Microlab Office at ext. 1413 so someone else may assist.

A weekly schedule will be posted by the Graduate Assistant in charge of the lab on the desk. Please review this schedule each shift to see if there are any scheduled events in that lab. As a reminder, this schedule is not always up-to-date due to the last minute reservations that may come in, so it is essential for you to check the Lab Reservations section of the Microlab Website.