1. The Samuel Merritt College computer labs may be used by current Samuel Merritt College students, faculty, staff, and Sutter Health Affiliate employees. The Bechtel Hall computer lab in Oakland is only available to dorm residents. A valid Samuel Merritt College or Sutter Health Affiliate ID card is required at all times. Access to the computer lab is contingent on your ability to present your ID card.

2. The Peralta Pavilion computer lab in Oakland may be reserved by Samuel Merritt College faculty and/or staff for technology instruction or online exams. You may be asked to move or leave the lab to accommodate reserved lab space. The schedule of reserved lab time is posted at the lab entrance. Authorized personnel may reserve the computer lab by contacting the Health Education Center Scheduler at 510-869-6161. Reservations must be made at least one week in advance. Information Technology Services will post a weekly schedule.

3. Academic work takes precedence over all other uses of the lab. A user engaged in non-academic activity may be asked to give up his/her computer to allow another user to carry out legitimate academic work.

4. Equipment is first come, first served, and cannot be reserved by students. Please do not leave your personal belongings unattended. If a station is left unattended, staff may log you out of the computer and move your belongings to allow another user to access the computer. Samuel Merritt College is not responsible for lost or stolen items.

5. Please do not move or reconfigure computers, tamper with their cables, personalize desktops, or alter another user’s files. You may not install software on lab computers.

6. Do not leave files on the hard drive. Samuel Merritt College is not responsible for loss of any documents.

7. Use of the computer facilities must not hamper or interfere with the ability of other students to do academic work. Be courteous to your fellow lab patrons by turning off your pager or cell phone ringer. Activities to be avoided include but are not limited to: Viewing of pornography, excessive computer volume, loud conversation, use of offensive language, cell phone calls, and other disruptive behavior. Behaving in a disruptive manner may result in being asked to leave the lab.

8. Food and drink are not permitted in the lab. Keep your computer lab clean! Please dispose of your own trash.

Any violation of this policy may result in a loss of lab access or disciplinary action.

If you have any questions regarding this policy or report any violations, please contact the Samuel Merritt College Helpdesk at 510-869-6836 or email helpdesk@samuelmerritt.edu.