

PIU Study Center Guidelines

- Read and become familiar with the Student Study Center section of the Student Handbook. (pages 34-35)
- A student must sign in when he/she wishes to use a computer and indicate intended use.
- No food or drink is allowed in the study center.
- Computer usage:
 - a. The primary purpose of these computers is to support Distance Education class work.
 - b. The second priority for the use of these computers is class work and research for on campus classes.
 - c. If there are computers available and no one is waiting to use them for educational purposes you may use them to access the web and check your personal email.
- Do not touch the computer screens as it may leave a permanent mark.
- Mozilla Firefox browser should be used unless a web site requires Internet Explorer.
- Installing programs on the study center computers is prohibited (instant messaging or any other program). If a program is required for class work, please see study center personnel to install the program.
- Do not use the computers to access MySpace or other social networking sites. Use a browser on your personal thumb drive if you want to check these sites.
- These are not personal computers – therefore no modification of the computers or desktops is allowed. Do not save personal files to the desktop or hard-drive but save them to a thumb drive or external hard-drive
- Any personal files saved on a study center computer will be removed without notice.
- Misuse of study center computers may result in losing computer use privileges and/or other disciplinary action as deemed appropriate by the staff.

Printing

- Permission must be obtained from the study center staff to print personal materials. If pictures or graphics are printed, printed costs may increase as determined by the study center staff.
- Normal printing costs are \$.05 for school related materials and \$.10 for personal materials per page to be paid upon use. No credit is available.
- The study center staff reserves the right to revoke computer privileges to any student making unacceptable use of the computers.
- There are 2 computers marked “printer attached”. Do not turn these computers off because printing cannot occur unless the computer is turned on.