

# Student Information and Policies

**W**elcome to a new semester and to the AHSS Learning Technology Center (LTC). We're committed to bridging the gap between the knowledge your classes give you and the technology skills you need to apply that knowledge. Why? If you can show potential employers that you can apply both the technology and the knowledge in your field, you'll be a much more attractive candidate to hire.

## Why we're here

A few years ago, the Dean's Office in the College of Arts, Humanities, and Social Sciences realized that students like you need to learn both the intellectual and technical sides of our disciplines. Since then, we've committed ourselves to the following goals:

1. We give you access to the technology that you'll use in your future career.
2. We encourage classes to integrate aspects of other disciplines so that, for instance, you might learn some graphics development skills in a writing class.
3. We want to give you practice working in teams because that's what you'll be doing on the job.
4. We want your prospective employers to know that the education you received at UALR means that you've gained the knowledge *and* the practice you need to be a real asset to them.

## What we offer

Thanks to faculty input and University support, the LTC offers students and faculty a wide range of tools that enhance what you learn and what you do in your classes.

## Room Variety

Under the LTC's purview are three discipline-focused computer classrooms, a digital music studio, two general education computer classrooms, a digital language learning center, a social sciences computer classroom, 25 presentation classrooms, and four seminar rooms.

## Hardware

Because UALR graduates serve a variety of industries, we offer a variety of equipment including both Windows and Mac computers, high-quality scanners and printers, and advanced MIDI and other audio equipment.

## Software

As with our hardware, we offer software targeted to each discipline we serve. Among the many applications we provide are packages for graphics design, Web development, online help development, documentation production, print production, and songwriting. Where possible, we strive to find software that students can acquire at home for no charge.

## How you can help

You're lucky to have a class in the LTC, and we have to rely on students like you to keep the facility functioning. Helping is easy. Just observe the simple rules on the back of this page.

We value input from students and faculty alike and are always looking for ways to improve the LTC. Your instructor can help you find answers to many of your questions and can relay any of your suggestions to the appropriate person.

## **1. Leave food & drink outside.**

We know that you would never intentionally damage anything, but we all (that includes you) still have to protect the expensive and fragile technology. Please don't bring any food or drinks into the classrooms—don't even hide them in your backpacks because those accidents happen too.

## **2. Keep it clean.**

By keeping the LTC neat and clean, we can all be proud that we have such an exceptional space in which to learn.

## **3. Conserve paper & toner.**

Everyone benefits from good environmental stewardship, so print only what you need and be sure to place excess paper in recycling bins.

## **4. Wait your turn.**

To keep the rooms secure, you will not be allowed into the classroom without your instructor.

## **5. Keep up with your stuff.**

Pay close attention when you gather your belongings after class and don't forget your flash drive. LTC staff are allowed to unlock classrooms when not in use for students to retrieve items, though we accept no responsibility for your stuff.

If you find items belonging to others, feel free to leave them where you find them or ask your instructor to place them on the instructor station since the rooms remain locked. The LTC does not accept lost and found items, so anything you wish to turn in may be taken to the Department of Public Safety.

## **6. Follow University guidelines.**

The University has instituted an Acceptable Use Policy that governs your use of computing equipment, network resources, and the Internet on campus. Familiarize yourself with the contents by visiting [ualr.edu/computingservices/](http://ualr.edu/computingservices/)

## **7. Care for the hardware.**

Computer hardware is fragile, particularly with hundreds of students using it daily. Help us keep things working by being careful when using the computers, keyboards, mice, and peripherals.

Here are some tips: Don't move the computers around and don't hit or kick them (accidentally or intentionally). Keep all away from the keyboards and don't yank on the mouse cords.

## **8. Don't install anything.**

We have to make sure the technology works for everyone, and we have to protect the College's investment and the University's network. Because of this, you cannot install software on the computers.

## **9. Keep it down.**

Because so many classes and so many students make their way through the Center each day, it's important to keep your voice down as you walk through the building or await your instructor.

## **10. Report errors.**

We work hard to make sure the technology works like it should, but problems do occur even with our best efforts to avoid them. If you encounter a problem using any of the equipment or programs, first try to reboot the computer. If the problem continues, tell your instructor and your instructor will notify us. If an error message displays, be sure to write that down for your instructor.

## **11. Keep up with your documents.**

Always bring something on which you can store your documents. Computers can be volatile and sometimes they crash. When a computer crashes, we restore the operating system as well as all applications and configurations. We can't, however, restore your documents, data, or settings. If the computer you're using crashes and you've not saved your documents onto a flash drive or something, chances are you've lost them forever.