

Lab Procedures

The following procedures reflect how the All-Student Labs are conducted:

- Students are expected to be in the lab or waiting room **when the lab starts**.
- A **five-minute grace period** is given to all students. If you are in the waiting room/lab by **five minutes after the start time**, you will receive credit.
- **All attendance is documented through the Zoom report.**
- If a student is in attendance—**either in the waiting room or in the lab—anytime between five after the hour and the end of the lab**, they will receive **full credit**.
- **Students do not need to notify the instructor or instructional aide** about their attendance. Zoom reports are used exclusively for this purpose.

Lab Rooms

You will put yourself in one of the breakout rooms once you log in to the *Main Session* (except on Tuesdays). The three rooms for most labs are as follows:

- *Lab* – This room is for students working on academics or RTC or anything related to court reporting. There may be some minimal talking in this room related to court reporting. A student may ask a question of another student or to all students occasionally.
- *Quiet Room* – Students wishing to work in silence taking a test or just prefer that atmosphere, may log in to the room.
- *The Third Room* – This room is reserved for private meetings with the student and the instructor.

Tuesday Morning Lab – Travelling Lab

- On **Tuesday mornings at 6:00 a.m.**, the instructor travels to campus.
- Students are admitted to the lab **right at 6:00 a.m.**

- If you log in **after 6:00 a.m.**, you **may or may not be admitted immediately**, as the instructor may be driving.
- If you are in the **waiting room**, the Zoom report will show that you logged in on time. You will receive **full credit**, even if you're not let into the lab right away.
- **There is no need to reach out** to confirm your attendance; the Zoom report is the official record.