

**Information for Students Enrolled in English Language for Academic Purposes
Low-Intermediate and High-Intermediate Writing Courses
Writing Reading and Language Center—Macklin Tower, RM. 020**

IMPORTANT INFORMATION

LAB TELEPHONE NUMBERS

Front Desk	240-567-4160	Jin Carvallo	240-567-7215	Anthony Nguyen	240-567-7249
Violeta Castillo	240-567-7457				

HOURS OF OPERATION

Monday & Tuesday	8:30 am to 8:00 pm
Wednesday & Thursday	8:00 am to 8:00 pm
Friday	8:30 am to 4:00 pm
Saturday	10:00 am to 3:00 pm
Sunday	CLOSED

CLASS INSTRUCTIONAL PROGRAMS

There are directories on the computers' desktops labeled with your class. Your instructor will indicate to you which programs you will be using. If in doubt, ask a staff member.

LANGUAGE LABORATORY INFORMATION

- ◆ In order to record lab hours, students are required to present their MC ID at the check-in counter. Simply checking in to the lab does not count toward lab hours.
- ◆ Student aides or staff members are available for assistance. Please ask for help!
- ◆ Lab materials are for in-lab use only and cannot be taken out of the lab or copied. Students are responsible for materials given to them. Only one item can be checked out at a time.
- ◆ Check-out is required upon leaving the lab for any length of time. If a student leave and does not check out, those hours will not be credited.
- ◆ Students must pay for their printouts. Two WEPA kiosks are located in the Center.
- ◆ Please put phones on silent or vibrate.
- ◆ Covered beverages are allowed in the labs; however, no food is allowed.
- ◆ You are responsible for your own belongings.
- ◆ The lab will be available to students during finals week; however, no hours will be credited after the deadline.

CLASS ORIENTATION AREA

Computers in this area are regularly reserved for class orientations, and students may not use them while orientation sessions are in progress. Please check the posted orientation schedule before using this area.

LOG SHEETS

To record lab hours for ELAW, and ELAR classes, use a LOG SHEET found at the front counter check-in desk. (*Ask your instructor about the maximum number of hours per day for lab work and semester deadlines so that you don't leave your work until the last minute.*) Write your name, M#, and instructor's name on the log sheet. Before you start your lab practice, hand in the log sheet at the check-in desk. The student aide will write the time you arrived. Before you leave the computer lab, you must pick up your log sheet; the student aide will write the time you finished. If you don't pick up your log sheet, you will not be given credit for time spent in the lab. The time recorded should be the time you worked on your class-related assignment.

If you need the assistance of English tutors, please visit the WRLC in HU 002.