Success Center Policies

*Students **Should:**

1. Provide a current Chaffey College Photo ID card in order to sign in and sign out.
2. Log into the Success Center before a session or using the lab resources.
3. Log out of the Success Center before leaving.
4. Work quietly so they do not disturb other students.
5. Use computers only for academic activities.
6. Turn off or silence all cell phones and electronic devices.
7. Leave their work area clean.
8. Take responsibility for their personal property.
9. Arrive early for appointments and come prepared.
10. Notify Success Center staff immediately of any computer problems.

*Students **Should Not:**

1. Log into the Success Center during class time, even if the class is cancelled.
2. Bring food or drink into the Success Center.
3. Bring children into the Success Center.
4. Bring “guests” (i.e., friends, relatives, non-Chaffey College guests) to the Success Center.
5. Change settings on the computers.
6. Attempt to fix any computer problems.
7. Turn off the computer (CPU) upon leaving.
8. Connect any personal computers or laptops into the Success Center’s network.
9. Use the Internet for personal use.

*Note: Different centers may have additional policies to follow.*