

NCAT - CAD/CAM Laboratory Guidelines

1. Parking:

- a. Parking is open at NCAT with the exception of Handicapped or Visitor spaces.
- b. Any citation or fines received cannot be resolved by the CAD/CAM Lab.

2. Class times:

Class times are specific, please be on time. If you know you will be late or unable to attend, please call 9783283 or your instructor. Please be sure to check with your instructor as soon as possible to find out what was missed and if it can be made up.

3. Policies:

- a. Smoking is NOT permitted anywhere in the building; this includes stairwells and restrooms.
- b. **Food and/or drink should be kept away from the workstations.** There are tables and counters provided for you to put your items on.
- c. Workstations are very expensive, please treat them respectfully.
- d. If a workstation hangs or otherwise becomes unusable, **DO NOT attempt to reboot it or power it off.** Please notify a staff member so the issue can be resolved; in the mean time, please move to another workstation.
- e. The labs are generally available for practice, outside of regular class times. Please check the posted schedule before entering a lab, there may be a class in progress. Be aware that the class schedules are different in every classroom, so check all rooms for available workstations before interrupting a class's lecture.
- f. The class in progress has the room reserved. When the class begins, you may be asked to move to another available lab. The class instructor has the final decision on the use of the open workstations.
- g. The labs are open from 8:00 AM till 8:00 PM Monday through Friday. The facility shuts down for most state holidays and Sundays. A security card for NCAT facility is available at no charge. To acquire one please call 978-3283 OR email: glenda.campbell@wichita.edu

4. Assistance:

- a. If you are practicing and need assistance, please check with any staff member. If that staff member is unable to assist, they will find someone who can. If you cannot find a staff member and need immediate assistance, please call your instructor. If it is not an immediate problem, email Help@cadcamlab.org and a response will be provided when time allows.
- b. Remember, the assistants are **student** assistants and not every assistant knows every subject, but they will try to help you or try to find someone who can.
- c. If you have a computer related issue, please contact an IT staff member. If the issue occurs during off hours, please call your instructor or email IT@cadcamlab.org and clearly explain the issue.
- d. If you have any concerns, comments or any other issues, please email Managers@cadcamlab.org or call 978-3283 and clearly state what the comment, concern or issue may be.

5. Inclement Weather:

- a. **If Wichita State University cancels classes due to inclement weather, the CAD/CAM Lab will cancel classes. To find out if classes have been cancelled due to inclement weather, please call 978-6633 and follow the prompts.**

6. CRITERIA FOR CERTIFICATE:

- a. You must receive at least a C- in your class before a certificate of completion will be issued.