

- b. Conducting classes on Friday nights.
- c. Conducting classes on Saturdays.
- d. Extending the length of the semester.
- e. Special arrangements with instructors of individual classes as approved by the Chief Academic Officer.
- f. Extra assignments through Moodle.

Other arrangements may be presented to the appropriate Chair for his/her consideration. Exceptions may be made if the request does not appear to diminish the quality of the College's operation.

The college must maintain documentation of how instruction was rescheduled or otherwise made up until released from all compliance reviews.

Lockers

Student lockers are conveniently located in classroom buildings. Students desiring to use a locker must purchase a lock through the College Bookstore. Locks not purchased through the Bookstore will be removed; the college will attempt to notify the student prior to removal of the lock. Although the contents maintained in a locker are the personal property of students, the College reserves the right to inspect lockers at any time deemed necessary. Students who graduate or stop attending classes should remove the lock and clear the locker before leaving the college campus. At the end of Spring Semester, all locks and locker contents must be removed. The College will remove all locks and locker contents left by students between Spring and Summer Semesters.

Dress Code

Students are expected to dress appropriately for class, lab, or shop. However, instructors may specify the type of clothing they consider to be most appropriate for certain classes. Safety glasses are required in some labs or shops; i.e., automotive.

ID Policy

All Martin Community College faculty and staff will be issued ID badges at no initial cost. Curriculum students (part-time and full-time) and continuing education students will be issued ID badges at no initial cost. The cost of replacing a lost or damaged ID badge is \$5. Current government issued photo ID and proof of active student status must be presented before receiving a college ID badge.

Computer Lab Guidelines

The Computer Lab, located in the Martin Community College Library is for the use of currently enrolled Martin Community College curriculum students as well as the community. All College students must present their MCC issued photo ID when entering the lab and signing in. Students must also sign out when leaving the computer lab. All cell phones and pagers must be turned off when in the lab. No food, beverages, or children are allowed in the lab. The lab is not to be used for socializing. Students should work quietly while in the lab as other students are working, studying, or testing. The lab is primarily for academic-related work and research. Violating these rules may result in suspension from the lab.

Internet Policy

Internet services are provided for Martin Community College staff, faculty, and students to support professional activities and educational needs. All MCC users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner. Internet access is a privilege, not a right, and, as such, students who use it improperly can be suspended or dismissed.

This policy applies to all college-owned and -managed computer systems including hardware, data, software, and the communication networks associated with these computers. In addition, this policy applies to all non-college-owned computers connected to the college's network and to all users of computer resources owned or managed by the college.