Reading & ESL Center
Code of Conduct

The Reading & ESL Center Staff wants all students registered in Reading, ESL Reading and ESL Conversation courses to be comfortable and to have productive experiences in the Center. Any student may be asked to leave if being disrespectful in not following the code of conduct.

1. **CELL PHONES** must be set to ‘SILENT’. [NO TEXTING.]
   I-PODS and other listening devices are [NOT TO BE USED] in the Center.
   Any activity with phones, iPods, or any such devices may result in immediate dismissal from the Center.

2. **NO FOOD OR BEVERAGES** are allowed in the Center. [Water] is the only drink permitted.

3. **ALL READING & ESL CENTER BOOKS AND MATERIALS MUST REMAIN IN THE CENTER AT ALL TIMES.**

4. Room 101 of the Center is a study area in which talking should be kept to a minimum.

5. The Center is for the use only of students registered in Reading, ESL Reading and ESL Conversation courses at CSM and is to be used only for lab assignments for these courses. **It is not a place to do homework or other work unrelated to your assignments in the Center. It is not a place to bring friends to be with you while you work.**

6. **The Reading & ESL Center’s computers and student personal laptops are to be used only for specifically assigned lab work in Reading, ESL Reading and ESL Conversation courses.** The computers may [not] be used for emailing, word processing, going onto the Internet, visiting chat rooms, messaging, listening to music, playing games, or any activity not a part of relevant course lab assignments.

7. Students may NOT download any copyrighted materials, including software, from the computers – unless specifically directed by an instructor granted permission from the publisher. Otherwise, it is against the law!

8. Photocopying and taking cell phone/tablet photos of books, computer programs and all Reading & ESL Center materials are prohibited.

9. If you have problems with a Reading & ESL Center computer, please ask for assistance. Do not try to correct the problem or change any settings yourself.

10. **If a student signs up for appointments and is a ‘no-show’ two times within two weeks, the student will not be allowed to make any appointment for the following two weeks.**

6/1/2015