



Guidelines

It is our desire to **HELP YOU ACHIEVE YOUR GOAL** in an atmosphere conducive to learning while you are a student at Bishop State. We ask that you adhere to the given guidelines:

- **FOOD and DRINKS** are **NOT ALLOWED** in **ALL** areas of the LAC.
- Due to the College policy, **PLEASE DO NOT BRING CHILDREN TO THE LAC.**
- **ALL STUDENTS** using the LAC **MUST SIGN IN.**
- *Talking must be kept at a minimum to avoid disturbing others who are studying.*
- Printing is **LIMITED** on the copier and printers. Please speak with a staff member for assistance.
- Use of cell phones *must be outside* of the study and testing areas of the LAC.
- Use of **ALL** social media networking sites on **ANY** Bishop State computers is **PROHIBITED.**
- Downloading and Uploading Applications such as video games, pictures, or music are not permitted. **ONLY ACADEMIC WORK IS ALLOWED ON THE COMPUTERS!**
- Wearing hoods, dark glasses (unless for medical reasons), displaying (showing) underwear, and holding pants up are discouraged.
- Students who are meeting their **course requirements** should keep a record of their visits.
- Mandatory Visits for Math 098, Math 100, English 098, and English 101 **must be** at least 30 minutes.
- **Students are allowed ONE (1) credit visit per subject area per day.**
- A student friendly work station is available and stocked with useable items.
- If it becomes obvious that you are unable to abide by these guidelines, you will be asked to leave and possibly not allowed to return.
- For any questions or concerns, please contact Ms. Westry via phone, (251) 405-7129, or email, mwestry@bishop.edu.

Staff:

Mr. Theodore Mullen, Mathematics Tutor

Dr. Leslie Gamble, Mathematics Tutor

Mr. Justin Thomas, English Tutor

Mrs. Terri Wallace, Computer Specialist

Ms. Marcia Westry, Learning Assistance Center and Peer Tutor Coordinator