**ARIZONA STUDENT UNIONS**

# COMPUTER LAB POLICY

**The Student Union Memorial Center computer labs are designated for use by students, faculty, and staff of the University of Arizona.**

1.  There are two areas available for computer access: the lab in Wilbur's Underground and a smaller satellite lab on the 4th floor near Career Services and the Center for Student Involvement & Leadership.

2.  Access to the labs is restricted via the University CatCard and must be provided if question by staff in order to verify University affiliation.

3.  Computers in the Union labs are supplied with Windows 2000, Microsoft Office 2000, and web browsing capability.

4.  The UNIPRINT printing option utilizing the chip on your CatCard is available in the lab facilities. See the print station in labs for instructions.

5.  Users are not permitted to save any data to the computer hard drive and must supply their own storage medium such as a 3.5" floppy or a CD-R. Lab computers do not have Zip Disk storage available. No installation of any programs is permitted or possible on these computers.

6.  If you are caught doing malicious acts (hacking, etc.) with the computers your privileges will be revoked.

7.  All Student Union Memorial Center lab computers have monitoring software installed to ensure they are used for the proper purposes.

8.  No Food or drinks are allowed in the labs or by the computer workstations.

**Summer Hours**:
Monday through Friday, 10am –11pm

**Regular Semester Hours:**
Monday through Sunday, 6:30am – 4am

Hours are subject to change. Any questions regarding this policy can be directed to Computer Support at 626-3252.

**www.union.arizona.edu**