Welcome to the MLC Lab! We hope that you find our center to be a comfortable and pleasant learning environment and a beneficial language-learning resource for you. If you have any questions regarding your work in the lab, if you need help with any equipment or resources, or if you need a tutor, please do not hesitate to ask any of our lab assistants. The MLC Lab offers numerous free language-learning resources for use in the lab including software, tutoring, extra activities, audio/video materials, textbooks, lab manuals, and movies.

These procedures will help to ensure that you get credit for all of the work that you do in the MLC Lab and are also important for enabling us to maintain an efficient and helpful lab.

1. **Sign-In:** Each time you come into the MLC Lab you must sign in on the clipboard on the counter. Be sure to complete all of the information on the sheet and round the sign-in time to the nearest five minutes. If you would like to use any computer, equipment, or materials, you will be required to log your usage on the sign-in sheet. You will be required to check out all materials using your Bobcat ID card. No one can use lab resources without their Bobcat ID. For those who are using the lab as a requirement for your course, you must also present your lab passport to the lab assistant upon signing in or out. The purpose of the passport is to keep a record of your lab work and time spent in the lab for your instructor. Be sure to present your passport to the lab assistant when you sign out so that you will be given full credit for your lab time. The lab will not provide you with a substitute lab passport if you forget yours, so please be responsible and prepared.

2. **Sign-Out:** When you sign out, the lab assistant will initial your passport and the sheet on the clipboard. You must sign out each time or your lab time will not be recorded on your passport for your instructor and you will not receive credit.

3. **Lab Time:** Your required lab time is designated by your instructor. The MLC Lab is open Monday through Friday from 8:00 AM to 5:00 PM. The following are activities for which you will receive lab credit unless otherwise designated by your instructor:
   a. Working in the listening lab using your textbook audio material and your workbook
   b. Working with any foreign language software with activities designed by your instructor
   c. Group language study or individual language research
   d. Being tutored
   e. Viewing foreign language videos assigned by your instructor
   f. Working on any activities that are approved, recommended, or required by your instructor.

The computers in the lab are for foreign language work only. Any other use of these computers is prohibited. Maintaining a quiet environment conducive to study is required at all times. Students are not allowed to have food or drinks in the lab. The telephone is for departmental use only, and the use of cell phones is prohibited. All cell phone calls must be made or received in the hallway. Students who take calls while in the lab will be asked to leave. Room 271 is primarily for use by instructors and their classes; individual students should make use of room 273, as directed by the MLC Lab staff. All materials must stay in rooms 271 and 273 and cannot be removed. Materials that are removed from the MLC Lab and not returned will result in a fine and hold being placed on the student’s account. Free foreign language tutoring will take place in room 273 according to the tutoring schedule which is updated each semester. Laptops can be used in designated areas only. The MLC Lab staff will monitor your activities while you are in the lab. If you are not utilizing your lab time correctly, your instructor will be notified. Disobedience of the rules and disrespect for the MLC Lab staff are unacceptable. Use of the MLC Lab facilities and resources signify that you agree to abide by the rules of the MLC Lab as enforced by the lab assistants and the lab coordinator and found in the MLC Lab Procedures and the MLC Lab Rules.
MLC Lab Rules

1. Respect the authority of the lab assistants
2. Maintain an atmosphere conducive to study and learning
3. All work in the lab must be language-related
4. Sign in and out
5. No food or drinks
6. No talking on cell phones
7. No materials can be removed from the lab
8. No destruction of lab property, equipment, or resources
9. No misuse of lab resources
10. No obscene or disrespectful behavior
11. Do not enter the coordinator’s cubicle area
12. Do not answer the lab phones
13. Do not use the lab assistants’ computer
14. Do not falsify lab passport information
15. Do not use laptops in non-laptop areas.