**LAB RULES**

* **NO PHONES**- Phones remain in computer lab (NOT in Class) on vibrate or off, unless otherwise arranged with instructor(s). **NO** pictures or video taken unless approved by instructor(s).
* Besides our morning or evening “huddle”, **no one** is at the tables or LEAVES lab until the instructor has dismissed you from class.
* If you come in with improper attire, e.g., no scrubs, wearing nail polish, false lashes, unnatural hair etc. You **WILL** leave for the day, and it will count against your absences.
* **NO** smoking or vaping on premises.
* Students may **not** be under the influence of **ANY** illegal substance **OR** alcohol during class, externship, certification prep etc.
* You are tardy **1 minute** after the start of the class, if you aren’t here, you are absent. If you are more than 15 minutes late it is considered an absence.
* If you leave **EARLY**, it is a tardy under 15 minutes, over 15 minutes it will be an absence.
* If you do not sign in at the beginning of class, you will be considered absent. Make sure to sign in!
* No side talk in your native language.
* **No foul language!** If you cuss, you will owe the class treats.
* **NO,** the test days cannot be changed, nor will there be make ups.
* All papers must have your name, the date, AND be legible! If I can’t read it, I can’t grade it, and it **WILL** be marked wrong.
* Questions are welcomed **BUT** arguing **will not** be tolerated. You **will** be asked to leave and will take an absence for the day.
* If you do not participate in **TEAMWORK** and pulling your own weight you will be assigned an SSP (Student Success Plan). Once you receive three (3) SSP’s you can be put on Probation or dropped from the program.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_