

Math Lab Policies and Procedures

Revised Spring 2023

Each student in Math 105, 107, and 161 is required to spend a certain number of hours each week in the Math Lab. This time counts toward your final course grade. The Math Lab is located on the second floor of Sims Memorial Library in room 208. Each student using the lab must follow the lab procedures below in order to ensure an appropriate learning environment for all students.

Lab Procedures

- When entering the Math Lab, you must have your Southeastern ID swiped at the desk. You must also have it swiped before leaving the lab for any reason, including stepping out to use the restroom or take a phone call. This is how your time is logged; failing to swipe in or out for any reason may result in lost time for the day.
- When swiping upon leaving the lab, you will be told your time **for that session only**. You must keep track of your time for the week yourself – it is your responsibility to make sure you reach the required number of hours each week. **The swiper cannot tell you the total amount of time you earned for the week.** You can check your total time yourself on Accudemia. (See instructions for checking your time below.)
- No food or drinks are allowed in the Math Lab, except for water in closed containers.
- No cell phone use is allowed. You must have your phone on silent when in the lab. **Exception:** Listening to music is allowed as long as your phone is face-down on the desk or put away, and you are listening through headphones or earbuds at a moderate volume.
- Keep any conversations quiet so others are not disturbed. Working together is encouraged, but conversations must be about math coursework only.
- If you need a calculator, you may bring your student ID to the front desk and ask to borrow a scientific calculator. The Math Lab does not have graphing calculators available for students to borrow. You may not use your phone as a calculator.

- Yellow cups are available on each desk in the lab. If you need help, place the cup on top of your computer monitor. Tutors are looking for these and will assist you as soon as possible.
- Tutors will not help you with a quiz while you are taking it, but they can help you review your quiz answers between attempts.
- You must be actively working on math coursework while signed in to the Math Lab. Acceptable activities include working on current homework assignments, taking a quiz, working ahead on assignments, reading relevant sections in your ebook, working on practice problems, reworking assignments to get full credit, working on your workbook, working in your study plan for extra practice, and studying your notes.

Failure to follow lab procedures will result in a warning. If you have received a warning and still fail to follow lab procedures, you will lose your time for that day.

How to check your time in Accudemia:

- Log into Accudemia using your Southeastern email address and password. The web address is selu.accudemia.net.
- Click on ***Reports*** near the top left corner of the page.
- Choose ***My Center Attendance***.
- Change the date range. It should start on the first day of your lab week and end on the first day of the next lab week.
- If necessary, change the output format to PDF.
- Click on ***View Report*** near the top right corner of the page.
- Your report shows the total time for each Math Lab session for the week as well as the time spent with a tutor in Tinsley Learning Center. Only the Math Lab hours count toward your lab participation time.