

HOURS OF OPERATION

The Joint Computer Lab and Joint Word Processing Lab shall operate on the following schedule:

Sunday	1200 – 1700
Monday-Friday	1700 – 2200
Saturday	0800 – 1630
Federal Holidays	Closed

- The Joint Computer Lab shall be open throughout the year with reduced hours to be determined between terms.
- Special requests to use the Joint Computer Lab for instructional purposes must be coordinated through the Computer Lab Manager, Hawaii Pacific University, Kaneohe MCBH.
Telephone: 254-2687

LIST OF SOFTWARE AVAILABLE

Operating System: MS XP

Internet Explorer 6.0 and High Speed Cable Modem Internet Connectivity

Applications:

- MS Office Professional
- Mathcad Plus 6.0
- Visual Basic 6.0
- Visual C++ 6.0
- Visual J++ 6.0
- MS Front Page
- Power Archiver 2001



Joint Education Colleges

Hawaii Pacific University 254-2687
www.hpu.edu

Chaminade University 254-1256
www.chaminade.edu

Embry-Riddle University 254-2106
www.embryriddle.edu

Wayland Baptist University 254-6264
www.wbu.edu/hi

JOINT COMPUTER LAB BUILDING 219 CLASSROOM 5



Hawaii Pacific University, Chaminade University, Embry-Riddle Aeronautical University, and Wayland Baptist University are pleased to offer the Joint Computer Lab and the Joint Word Processing Lab as resources for use by their students, faculty, and staff. Your assistance in cooperating to keep both labs operating at optimal levels for all users is greatly appreciated. Your time in either lab will be productive and enjoyable when you adhere to the following policies and rules. Some of the rules are:

1. All users shall provide their own paper for printing.
2. Lab use priority shall be given to students of Hawaii Pacific University followed by the other schools operating at the Kaneohe MCBH Education Center regardless of the location of their classes. Students should provide a current, valid school identification card, a current fee or enrollment slip. All other persons with a valid DOD civilian or military identification card, including family members 18 years and older, may utilize both Labs on a first-come basis. All Computer Lab users must sign-in and sign-out each and every time they utilize the Computer Lab.

3. Cellular phone calls must be taken outside of the Computer Lab.
4. Absolutely no drinks, smoking, or food shall be allowed in the Computer Lab.
5. No personal devices such as laptops, printers, wireless devices or PDAs, will be allowed to connect or access the network. Use of these devices as stand-alone only shall be allowed.
6. Use of personal headphones may be used and plugged into the computers.
7. The resources in both labs are finite. During periods of peak demand, the monitors may enforce guidelines to require sharing resources. During peak periods, the monitor may adopt stricter guidelines such as no game playing and no "chat rooms" if these activities restricts or prohibits academic use.
8. Students shall have priority over staff, Adjunct Instructors, and faculty members in use of the Computer Lab. Use of the Computer Lab will be conducted on a not-to-interfere basis with students.
9. Malicious use or abuse of any Computer Lab equipment shall

result in the immediate removal from and suspension from using the Computer Lab. Furthermore, the individual will be liable for the cost of any repairs or replacement to damaged, abused or destroyed Computer Lab property.

10. The Joint Computer Lab personnel shall not be held responsible for any personal items left unattended in the Joint Computer Lab.
11. All users must follow all directions and instructions from the Computer Lab Monitors. All comments, problems, and suggestions should be directed to the Computer Lab Monitors.



Thank you and enjoy what the facility has to offer. Users may not use computing resources for any illegal or proscribed act. Users may not use the Joint Computer Lab or the Word Processing Lab to violate state or federal laws or any of the regulations specified by the Marine Corps.
