

## General Information for Students Enrolled in World Languages Classes Macklin Tower, Room 020

### IMPORTANT INFORMATION

#### LAB TELEPHONES NUMBERS

Front Desk	240-567-4160	Jin Carvallo	240-567-7215	Violeta Castillo	240-567-7457
Ashley Babcock	240-567-4706	Anthony Nguyen	240-567-7249		

#### HOURS OF OPERATION

Monday & Tuesday	8:30 am to 8:00 pm
Wednesday & Thursday	8:00 am to 8:00 pm
Friday	8:30 am to 4:00 pm
Saturday	10:00 am to 3:00 pm
Sunday	CLOSED

#### LANGUAGE LABORATORY INFORMATION

- ◆ In order to record lab hours, students are required to present their MC ID at the check-in counter. Simply checking in to the lab does not count toward lab hours.
- ◆ Student aides or staff members are available for assistance. Please ask us for help!
- ◆ Lab materials are for in-lab use only and cannot be taken out of the lab or copied. Students are responsible for materials given to them. Only one item can be checked out at a time.
- ◆ Check out is required upon leaving the lab for any length of time. If a student leaves and does not check out, those hours will not be credited.
- ◆ Students must pay for their printouts. Two WEPA kiosks are located in the Center.
- ◆ Please put phones on silent or vibrate.
- ◆ Covered beverages are allowed in the labs; however, no food is allowed.
- ◆ You are responsible for your own belongings.
- ◆ The lab will be available to students during finals week; however, no hours will be credited after the deadline.

**If you need the assistance of English tutors, please visit the WRLC in HU 002.**