Master's in Telecommunications (ENTS)
TELECOMMUNICATIONS LAB RULES & PROCEDURES
1458 A.V. Williams Building
301-405-7559

The following rules and procedures were established to give Master's in Telecommunications (ENTS) students the opportunity to maximize their lab experience. These policies are a component of the ENTS Graduate Handbook and all students are responsible for knowing and complying with these regulations. Students who choose to not abide by these rules will have their lab privileges revoked and may face disciplinary action. Please address any questions or concerns to the Program Office.

1. The Telecommunications Lab is ONLY for the use of Master's in Telecommunications Program students. Non-ENTS students are not permitted into the lab without prior permission from the Program Office. The only exception to this is when there is a non-ENTS course held in the lab; during this class time, students enrolled in the course are permitted in the lab.

2. The lab is open to students during times when there is not a scheduled class. During a scheduled course, students are not permitted to knock, enter, or print to the lab. Students must also vacate the lab promptly before the start of a scheduled class and may not return until the class has ended. The program office will email the lab schedule and post the schedule on the lab door at the beginning of each semester. Lab hours will also be posted on the ENTS website and sent to students via the LISTSERV. Students are responsible for knowing the lab schedule.

3. On occasion, the lab may be closed for special events, make-up lectures, etc. The Program Office will notify students via the LISTSERV of these closures. During these times, students are responsible for adhering to policy item #2 above.

4. When entering the lab, you must use your own student ID card. Entry using another ENTS student's ID card is not permitted.

5. Absolutely no food or drink is permitted in the Telecommunications Lab. All food and beverages must be consumed or discarded prior to entering the lab.

6. The lab door MUST be closed at all times. Please make sure to shut the door behind you when you are entering and exiting.

7. Unless circumstances require otherwise, there should be no more than two people using a workstation at one time.

8. Immediately report any problem with the PCs, printers, monitors, phone to the ECE Helpdesk (1449 AVW; 301-405-3689). Report any issues regarding room conditions to the Program Office.

9. Upper cabinets in the lab are for temporary storage only. You may not leave your belongings overnight.

10. When others are waiting for a computer, please limit your time on the computer to one (1) hour.

11. Do not attempt to install software or other applications on your own. If you need something installed, contact the ECE Helpdesk.

12. The Telecommunications Lab is not a student lounge. If you are in the lab, then you should be working or meeting on academic/professional related activities.

13. Sitting on any item other than chairs is not permitted. Absolutely no sitting on furniture.

14. Students are permitted 50 free pages per month of printing in the lab. If you need more pages, you can purchase more from the ECE Helpdesk. Please note that the LOGIC printed located in the ECE student mailroom (2462 AVW) is always free.

15. Clean up your space before you leave. Do not leave paper, pencils, books, etc. on the floor, on the desks, or anywhere in the lab. Other should find the room as clean as you found it. There are garbage cans located outside the lab.

16. Using the computers for non-academic or inappropriate content is strictly forbidden. If you have any questions regarding what would be considered inappropriate, please contact the Program Office.

17. The phone in the lab may not be used for long distance calls. Personal phone calls should be limited to one (1) minute. Students must maintain a non-disruptive voice while on the call.

18. Students are not permitted to share the voicemail passwords of the Telecommunications Lab phone.

19. If there are other students waiting for the phone, academic/professional phone calls should be limited to three (3) minutes.

20. Students who are working in groups or who are on the phone need to be respectful of other students. Noise levels should be kept to a minimum.

21. Treat the lab with care. Do not abuse or vandalize furniture or equipment.

22. Additional rules and policies may be adopted as necessary. The student body will be notified of any changes via email.

Contact:

Master's in Telecommunications Program Office
2433 AVW Building
301-405-3682
telecomprogram@ece.umd.edu

ECE Helpdesk
1449 AVW Building
301-405-3689
ecehelp@umd.edu