

**From:** Drummond, Marcy J.  
**Sent:** Thursday, November 30, 2006 6:54 PM  
**Subject:** Student Access to Computer Labs for Remainder of Fall Semester

**Importance:** High

# Memorandum

To: The LATTC Family  
From: Marcy Drummond, Vice President of Academic Affairs  
Date: November 30, 2006  
Re: Student Access to Computer Labs

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In an effort to accommodate the demand for computer usage by students during the remainder of the fall semester, the following labs are available as outlined below.

<b>LRC 004</b> (Math/Mortgage Fin Lab)	<b>LRC 257</b> (Library Lab)	<b>C 102</b> (Learning Skills Lab)
<p><b>Available To:</b> <i>All LATTC Students</i> (e.g., enrolled students who need access to computers to complete homework assignments, term papers, etc.)</p>	<p><b>Available To:</b> <i>All LATTC Students</i></p>	<p><b>Available To:</b> <i>Learning Skills Students</i> (e.g., students enrolled in learning skills and tutoring courses including EOPS, GAIN/CalWorks, and DSPS students)  <b>- AND -</b> <i>All LATTC Students When LRC 004 and LRC 257 are Not Available (see schedule below)</i></p>

- **LRC 004 and C 102 are available to all LATTC students according to the schedule below.**
- **LRC 257 is available to all LATTC students during library hours and/or as posted on the lab door.**
- **C 102 is available to Learning Skills students at all times it is open.**
- **Students do not need a referral to use the labs.**

COMPUTER LAB SCHEDULE					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Dec 1 8:00–2:00 LRC 004	Dec 2 9:00–2:00 LRC 004
Dec 4 8:00-7:00 LRC 004	Dec 5 8:00-7:00 LRC 004	Dec 6 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 7 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 8 8:00–2:00 LRC 004	Dec 9 9:00–2:00 LRC 004
Dec 11 8:00-7:00 LRC 004	Dec 12 8:00-7:00 LRC 004	Dec 13 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 14 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 15 8:00–2:00 LRC 004	
Dec 18 8:00-7:00 LRC 004	Dec 19 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 20 8:00-11:00 LRC 004  11:00–7:30 C102*	Dec 21 8:00-11:00 LRC 004  11:00–7:30 C102*		

\*Computer usage priority is given to Learning Skills students in C 102 during this time.