**DEAL Computer Classroom (EC202)**

**Reservations and Use Guidelines**

The DEAL Administrative Assistant handles computer classroom reservations and use. This policy applies year round (Fanuchånan, Fañomnåkan, Tinalo’, and Finakpo’).

The computer classroom is used for several evaluation and assessment activities at certain times of the semester, including but not limited to EN109 testing, CLA+ testing, and faculty evaluations. Access for class use may be limited at these times; information can be found on the computer classroom calendar page of the DEAL website.

**Reserving the Computer Classroom (EC202)**

1. All reservations must be submitted to the DEAL Administrative Assistant.
2. DEAL faculty reservations for use during the upcoming term may be submitted two weeks prior to the start of the term and throughout the term and will be confirmed in the order in which they are submitted.
3. Non-DEAL faculty may submit their requests during the same period, but these requests will not be confirmed before the third week of the term.
4. After the second week of the term, requests are on a first-come, first-served basis. In case of simultaneously received requests from DEAL and non-DEAL faculty, the DEAL faculty request receives priority.

**Use of the Computer Classroom (EC202)**

1. Maximum Number of Reservations Allowed Per Section:
	1. **DEAL faculty** are limited to six (6) reservations during Fanuchånan and Fañomnåkan and three (3) during Tinalo’ and Finakpo’ terms.
	2. **Non-DEAL** faculty are limited to three (3) reservations during the Fanuchånan and Fañomnåkan terms and two (2) during the Tinalo’ and Finakpo’ terms.
2. When the computer classroom is not reserved, DEAL faculty may use the facility on a walk-in basis. (Non-DEAL faculty do not have walk-in privileges.)
3. Computer classroom use must be supervised by a faculty or staff member.

To avoid confusion, DEAL faculty are advised to place a note on the computer classroom door on the day of their reserved use indicating the time reserved for their class on that day.

[Approved by DEAL on January 16th 2018]