



GAVILAN COMMUNITY COLLEGE
DISABILITY RESOURCE CENTER
HIGH TECH CENTER
COURSE AGREEMENT

STUDENT: _____ SEMESTER: _____

DRC HIGH TECH CENTER ATTENDANCE POLICY: Students who are ill or **MUST** miss classes, tutorial sessions, labs, or appointments should call the DRC High Tech Center or notify the instructor. Unless the absence is the result of an emergency, students should contact the office **before** the absence. Students can leave a message for their instructor by calling the High Tech Center at 848-4823. Doctor's appointments and other meetings should take place **outside** of class time.

More than four (4) excused absences (when students notify the DRC office) may result in a withdrawal from class and/or a No Credit for the class.

More than three (3) unexcused absences (when the DRC office is not notified) may result in a withdrawal from class and/or a No Credit for the class.

DRC HIGH TECH CENTER SOFTWARE / HARDWARE POLICY: The software programs and computer will be assigned to the student by the instructor or HTC staff. The student should not begin a new software program or change computers without the instructor's or HTC staff's approval. The computer programs used in the High Tech Center classes are the exclusive property of the Disability Resource Center at Gavilan Community College. They **MAY NOT** be removed from the Center or copied. A student will be dropped from the computer class if he/she does not comply with this rule.

DRC HIGH TECH CENTER VIRUS POLICY: Students, faculty and staff using their own disks in the High Tech Center **MUST** do a virus check prior to using any program. If, and/or when, an individual violates this policy, and a virus appears on the computer that was used by that individual, his/her name will be placed on a posted list in the High Tech Center. If there is a second occurrence of the violation, the individual will be **DROPPED** from the High Tech Center and will not be permitted to re-enroll for the current or any subsequent semester.

I have read and understand the DRC High Tech Center Attendance, Software/Hardware and Virus Policies.

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Student Signature

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Date