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 Pass 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 Pass 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 removable storage media 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 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.

__________________________________________________________  ________________________
Student Signature  Date