The Information Technology Services manages the four open access labs and the residence hall labs for the university.

To get the most out of the lab experience it is recommended that students come to the lab prepared.

This means:
1) Have a clear understanding of what the instructor expects of them (this is especially true of online courses) and
2) Knowing how to use various search engines.

Students should bring a flash/USB or CD with them to store their information.

Students should be aware of the guidelines, policies and procedures governing the labs. They will be enforced.

It is important that students should know where the "Open Access" labs are located.

General NSU Lab Guidelines
1. Students must show a student ID card before entering the labs.
2. No food or drinks are allowed in the lab.
3. All pagers and cell phones must be turned off before entering labs.
4. No loud talking, profanity or playing permitted.
5. No loading of personal software on workstations.
6. Do not download illicit pictures from the Internet or email.
7. Do not save documents or files on workstations.
8. Do not modify, repair or reconfigure any equipment.
9. Do not disconnect any hardware.
10. Do not change settings on workstations or alter software applications.
11. Printing of flyers or any other personal material is prohibited.
12. Playing games is prohibited at all workstations.
13. Printing of personal email messages is prohibited.
14. No multiple copying.
15. Use print preview before printing hard copies.
16. Report viruses and any workstation problems to the lab manager or student assistants.
17. Work areas should be cleaned of all materials and chairs pushed under the table before leaving the labs.

Any violation may lead to loss of computer lab privileges, including disciplinary action such as probation, suspension or expulsion.

For more information regarding the University Lab Policies and Procedures visit the NSU website for the Acceptable Use of Technological Resources Policy

Information Technology Services
Norfolk State University
700 Park Ave.
Norfolk, VA 23504

Client Services: 757-823-8678
## NSU Computer Labs Listing 2015-2016

<table>
<thead>
<tr>
<th>Location on Campus</th>
<th>Department / Type</th>
<th>Stations</th>
<th>Administrator</th>
<th>Lab Supervisor</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGE 102 1st floor</td>
<td>ITS Open Access Lab</td>
<td>65</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Thu 8 am - 8 pm / Fri 8 am - 5 pm</td>
<td></td>
</tr>
<tr>
<td>Library 1st floor</td>
<td>ITS Information Commons</td>
<td>80</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Thu 8 am - 11 pm / Fri 8 am - 5 pm / Sat 10 am - 5 pm / Sun 2 pm - 9 pm</td>
<td></td>
</tr>
<tr>
<td>Spartan Station</td>
<td>ITS Cyber Lounge</td>
<td>WiFi</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Fri 9 am - 5 pm</td>
<td></td>
</tr>
<tr>
<td>Woods Science 107</td>
<td>ITS Open Access Lab</td>
<td>33</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Fri 8 am - 5 pm</td>
<td></td>
</tr>
</tbody>
</table>

### ITS Open Access Labs

### ITS Residence Hall Computer Labs

<table>
<thead>
<tr>
<th>Building</th>
<th>Lab Description</th>
<th>Stations</th>
<th>Administrator</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babbette Smith South 111</td>
<td>Residence Hall Computer Lab</td>
<td>10</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Babbette Smith North 110</td>
<td>Residence Hall Computer Lab</td>
<td>8</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Samuel F. Scott Hall 103</td>
<td>Residence Hall Computer Lab / Closed</td>
<td>9</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Rosa Alexander Hall 104</td>
<td>Residence Hall Computer Lab / Closed</td>
<td>9</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Mid-Rise Hall 1st floor</td>
<td>Residence Hall Computer Lab</td>
<td>16</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Charles H. Smith Hall 302</td>
<td>Residence Hall Computer Lab</td>
<td>10</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Lee W. Smith Hall 302</td>
<td>Residence Hall Computer Lab</td>
<td>10</td>
<td>Robin Price</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
<tr>
<td>Spartan Suites Computer Lab</td>
<td>Residence Hall Computer Lab</td>
<td>24</td>
<td>Mecca Marsh</td>
<td>823-8592</td>
<td>Mon-Sun 8 am - 12 Midnight</td>
</tr>
</tbody>
</table>

*Note: Many labs have varying hours. Please check with the Lab Supervisor.

Lab Owners & Administrators are responsible for all additions, deletions or changes to this listing. Last revised: 7/14/17