Class Guidelines

Prerequisites
All classes except for *Intro to Computers I* have prerequisites.

Prerequisites are established not only to make your visits to our classes more enjoyable, but also to help the classes run smoothly for all the students. Prerequisites are based on the comprehension of the material in the class.

If you have a question about prerequisites, please call and talk to one of the trainers before registering for a class.

Class Locations
All of the hands-on classes are held in the Computer Training Center located in the lower level of the library. The Computer Training Center will be open approximately 15 minutes before the beginning of each class. The center has 12 seats for students; therefore, all classes will be limited to 6 or 12 students depending on the topic.

All of the lecture classes such as the *Computer Breakfast Series* and the *Evening Series* programs will be held in one of the meeting rooms in the lower level of the library (usually the Auditorium). There is no registration for the lecture classes and classes will be considered full when the room is at capacity.

Webinars are meant to be viewed from outside the library; therefore, no room is assigned for webinar sessions.

Software Versions
Classes use Microsoft Windows 10, Google Chrome, Photoshop Elements 13, and Microsoft Office Professional 2016. See individual class topics for more information.

Cancellations
If after registering for a computer class you find that you are unable to attend, **please call the library (ext. 5503) at least 24 hours in advance** so that we may fill your slot with someone from the waiting list. Due to the popularity of the classes, patrons who fail to comply with our cancellation procedure twice will not be permitted to attend classes for a two-month period.

Class Courtesies
As a courtesy to your fellow students and the instructor, please follow the guidelines below when attending a class:

- Please turn off or put your cell phone on vibrate before class.

- Please consume food and beverages before entering the Computer Training Center. Due to the sensitivity of computer equipment, food and beverages are not permitted in the center.

- Please arrive for class on time. If the class is not full at the starting time, the instructor has the right to allow another student to attend the class. If a late arrival is inevitable, it is the student's responsibility to catch up. The instructor cannot take time to review missed information.

- As a courtesy to the instructors and other students, please stay on task during class.

Please check the Registration FAQs on Page 7 for additional information on registration.