



Rules & Best Practices

Reminder: STUDENTS CANNOT MAKE RESERVATIONS.

Opening hours available online: <http://www.albany.edu/CLIC/hours.shtml>

Instructors:

- When sending students to complete a particular task in the lab, make sure that you:
 - Send the CLIC instructions in English for your students' assignment [clic@albany.edu].
 - Inform us of whether or not your students will be allowed to use notes/websites other than Blackboard, etc.--we need to know what rules to enforce.
 - Reserve time spots for your students to ensure they will have sufficient time at the CLIC to complete the assignments.
 - Create an assignment on Blackboard for your students to upload their assignments to (where applicable).
 - Include your name, level (SPN101) and class number in the header of your documents.
 - Do not send students to the lab without informing us. Failure to inform us will cause confusion for both students and CLIC staff.
- When making a reservation, please use this online form: <http://www.albany.edu/CLIC/reservation.shtml> (fill in all required fields).
- The CLIC **does not** offer a Spanish placement test. We do offer a French placement test, but only test students referred by an LLC faculty.

Students:

- Be aware that CLIC staff will enforce the rules set by your instructor for oral exams. Students not in compliance with stated rules will be reported.
- Read all instructions carefully. Most questions you have will already have been covered by the instructions handed out by your instructor or the lab.
- No food or drink is allowed in the lab.
- If your instructor made a reservation that is incompatible with your schedule, call the CLIC at 518-442-4113 (2-4113 from an on-campus phone) to find out if there is another time slot available. **The CLIC does not accept reservations directly from students.**
- If you have special needs, please inform your instructor and our staff [clic@albany.edu] so that we can do our best to accommodate your needs.

How to contact us?

clic@albany.edu | 518-442-4113 | Phone calls and emails will be answered during business hours only.

Visit <http://www.albany.edu/CLIC/>