**COMPUTER CENTERS (SOACC)**

The School’s Computer Centers, also known as SoACC, provides a productive working environment for students. The lab has computers equipped with the latest creative and productivity software, printers, scanners, plotters, as well as a wide variety of technology available for checkout. The School encourages students to take advantage of lab resources for educational and collaborative purposes. Available equipment.

**PRINTING (ROOM 025C)**

To print at a small scale (black and white laser, color laser, and medium-sized inkjet), payment is processed via the Creative Communications system (Copy Centers). Use your Husky Card to print on these printers. Options and pricing.

To print to the SoACC plotters, there are several payment methods available:

1. Submit cash or check to School fiscal staff between 9am and 4pm, Mon–Fri. They are accessed via room 102 in the Art Building. You may also use your Husky Card for this.
2. Use the online Converge payment system.
3. Use your credit card (VISA or MasterCard) through the Mobile payment system in the main office room 102. Speak with SoACC managerial staff about this.

Be sure to check plot pricing in advance on the lab board or online: options and pricing.

**EQUIPMENT CHECKOUT (ROOM 023)**

CD/DVD burners, digital cameras, tablets, audio recorders, tripods, and other peripherals are available for checkout at the front desk with valid student ID. Equipment checked out from the SoACC is generally on a 3-day basis — this includes digital cameras and video cameras as well as all other available items. Some equipment, such as compact flash card readers, are for use within the lab space only.

***Suspension of checkout privileges for the remainder of the current quarter will occur if equipment is returned late three times.

**EQUIPMENT RESPONSIBILITY**

Students are responsible for repair or replacement costs related to damage, theft, or loss of all equipment checked out from the SoACC. This includes digital cameras and digital video cameras. Please be careful with these devices so that they continue to be available for use.

**SAVING FILES**

All personal work must be saved on your student UW UDrive, Google Drive, other cloud-based storage, USB mini-drive, external hard drive, etc. If you need assistance with systems or software in the lab please see one of the lab monitors.

**COMPUTER LAB POLICIES**

Policies regarding use of the School computing labs may be read here.