



TITLE	ENTERING & EXITING POLICIES & PROCEDURES
DEPARTMENT	PSYCHOLOGY
LOCATION/ LAB/ROOM	1) AL FARABI COMPUTER LAB 2) EXPERIMENTAL LAB 3) AL JAWZI TESTING LAB 4) COUNSELLING LABS

1. ENTERING THE LABS (LOG IN PROCEDURES)

- 1.1- A logbook containing log sheets will be maintained at the Department of Psychology.
- 1.2- You will be required to **sign in** and date this when you enter the room
- 1.3- Please leave a **phone number** where you know the Department will be able to reach you
- 1.4 -You will be asked to **leave your student ID card** at the Department before can take the keys
- 1.5- The Department will keep your ID card until the keys are return.
- 1.6- **WITHOUT EXCEPTION, NO FOOD OR DRINK ARE ALLOWED IN ANY OF THE LABS.**
- 1.7- All students are expected to cooperate in using the facilities in a sensible and considerate manner.
- 1.8- No right to personal use exists. Accordingly, security procedures may involve the inspection of files and/or request for identification at arbitrary times.
- 1.9- **FAILURE TO COMPLY WITH THESE POLICIES, PROCEDURES, AND THE REGULATIONS MAY RESULT IN A LOSS OF ACCESS TO LABORATORY RESOURCES AND THE DEPARTMENT OF PSYCHOLOGY MAY SEEK LEGAL REMEDIES**

2. EXITING THE LABS (LOG OUT PROCEDURES)

- 2.1- When leaving the labs, make sure you have :
 - 2.1.1- Turned off the projectors and computers
 - 2.1.2- Throw away all trash on the desks and floor, including newspaper, and especially cans, bottles, and food wrappers.
WITHOUT EXCEPTION, NO FOOD OR DRINK ARE ALLOWED IN ANY OF THE LABS.
 - 2.1.3- Clean the whiteboards
 - 2.1.4- Turned off all light and air conditioner
 - 2.1.5- Lock the door upon leaving the labs.
- 2.2- You will be required to **sign out** and date when you exit the room and return the keys to department.
- 2.3- upon receiving the keys, only then **your ID card** will be return to you.
- 2.4- **AGAIN , FAILURE TO COMPLY WITH THESE POLICIES, PROCEDURES, AND THE REGULATIONS MAY RESULT IN A LOSS OF ACCESS TO LABORATORY RESOURCES AND THE DEPARTMENT OF PSYCHOLOGY MAY SEEK LEGAL REMEDIES**