OFFICE OF INFORMATION TECHNOLOGY (OIT)
Policies and Procedures Manual

3.1. Computer Lab Fees Policy

3.1.1. Purpose

3.1.1.1.　To provide academic departments teaching technology-related courses with revenue with which to purchase and maintain specialized hardware and software necessary to teach their courses in a computer lab, and/or provide their students and faculty with pay-per-print cards.

3.1.2. Policy

3.1.2.1.　With the approval of their Dean or Dean's designee, academic departments may charge a computer lab fee of $100 per student for any course that requires specialized hardware and/or software be available in the computer lab for their use.

3.1.2.2.　Academic departments are responsible for informing the Registrar's Office of courses requiring a computer lab fee at the time the course is scheduled. Failure to do so will result in NO fee being charged for the course that term/semester.

3.1.2.3.　All students in a course with a designated computer lab fee must pay the fee, regardless of cross-listing registrations.

3.1.2.4.　Money collected from this fee will be placed in a restricted account that may only be used to pay the maintenance on existing, or purchase additional, specialized hardware/software necessary to teach the course.

3.1.2.5.　The Office of Information Technology approves technology purchases from general fund and restricted accounts. Purchase Requisitions should be signed by the department and forwarded to OIT for review and signature.

3.1.2.6.　Hardware/software purchased in this fashion will be recorded in the Office of Information Technology hardware inventory database and/or software license database, but will NOT be placed on the

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Hardware Replacement Lifecycle or Software License Renewal and Upgrade database.

3.1.3. Procedure

3.1.3.1.   Prior to each registration period, faculty should determine whether any classes will require a computer lab fee and if so, obtain approval from their Dean and inform the Registrar's office by completing and submitting the Computer Lab Fee Request form.

3.1.3.2.   Faculty should schedule classes/sessions in "open" labs in accordance with the section entitled "Computer Lab Scheduling".

3.1.3.3.   Faculty should schedule classes/sessions in "departmentally controlled" labs by contacting the department that owns/manages the lab.

3.1.4. Clarification

3.1.4.1.   Specialized hardware is defined as any hardware not provided by the Office of Information Technology as part of the annual Hardware Replacement Lifecycle process. Hardware provided by the Office of Information Technology in the labs include CPUs, monitors, keyboards, mice, speakers, and printers.

3.1.4.2.   Specialized software is defined as any software not provided by the Office of Information Technology as standard software in the labs.

3.1.5. Approval and adoption

3.1.5.1.   Approved by the Chief Information Officer and the Executive Vice President and adopted effective 12/6/2002.

3.1.5.2.   Updated naming of ULV to La Verne as well as formatting of document. Reviewed and approved by the Chief Information Officer and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

3.1.5.3.   Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of

Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.

3.1.5.4. Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.