

Biological Sciences Center

# Orientation



# Before we start....

All of the policies of the BSC are to ensure your safety as a student and help you succeed in your classes.

We encourage student collaboration. The BSC is not a quiet zone. Staff cannot guarantee silence for studying or testing. Ear plugs are provided at the front desk.

\*If you need to take an exam in a silent atmosphere, speak to your professor about accommodations before taking your exam.\*

If you have any questions, please do not hesitate to ask a BSC staff member. We are happy to help.

# Food and Drink

Eating is NOT allowed in the BSC.

Food may be consumed outside of the BSC at the tables along the BSC window wall.

Drinks stay on top of the entry fridge.

All cups, water bottles, tumblers, cans, (etc.) must be set on top of the fridge at the entrance of the BSC. Drinks may be consumed by the fridge. Drinking anywhere else in the BSC is prohibited.

\*Failure to follow these policies may result in stricter rules and you being asked to leave so you can safely consume your food or drink.



# Swiping In and Out

When you first enter the BSC, you must swipe your student ID at the computer located right at the entrance of the BSC. This signs you in for the day.

Your professors can request to see your BSC attendance.

When you are ready to leave the BSC for the day, you **must** swipe out.

If you forget your ID card, you may log in using your student ID #, or the **first part** of your OCCC email (ex. **joe.s.goldberg**@my.occc.edu).

# Do you need an appointment?

Students do NOT make appointments to do their regularly scheduled labs, exercises, or to study.

Online Anatomy & Physiology I and II students: MUST make appointments for EVERY exam. If you do not make an appointment before coming to the BSC to take your exam, you will be asked to make one before you can take your exam. Appointments can be made on the BSC website (<http://www.occc.edu/sem/biologylab.html>)

\*If you are late for your exam appointment. Do not call the BSC. You may reschedule your exam online, or you can come in as soon as possible on the day you made your exam appointment.

Exams must be started 1 (one) hour before the BSC closes. You will not be permitted to take your exam after this time.

# BSC Exam Procedures (Online API and APII Students)

Swipe in with your ID card at the front desk, and select “Exam”. You MUST tell a BSC staff member you are here to take an exam. Failure to tell a BSC staff member will result in you being marked as a “no-show” for your exam.

Place all of your belongings in the cabinets to the left of the check-in desk, or request a locker from a BSC staff member. Remember to leave your phone, wallet, and keys with your belongings. Keep your student ID with you.

Pencils and scratch paper are provided upon request. At the end of your exam, you will give your scratch paper to a BSC staff member.

# BSC Exam Procedures (Continued) (Online API and II Students)

Go to the computer the BSC staff member instructs you to go to. Keep your ID out beside you at your testing computer.

If not already open for you, open safe browser. You will log into *Moodle* and select your exam from there.

Once finished, please push in your chair, collect your belongings, and swipe out (if you are done in the BSC for the day).

\*If during your exam you have questions, need a model, or need help, please raise your hand, and a BSC staff member will come to you.

# Lab Exercises and Studying

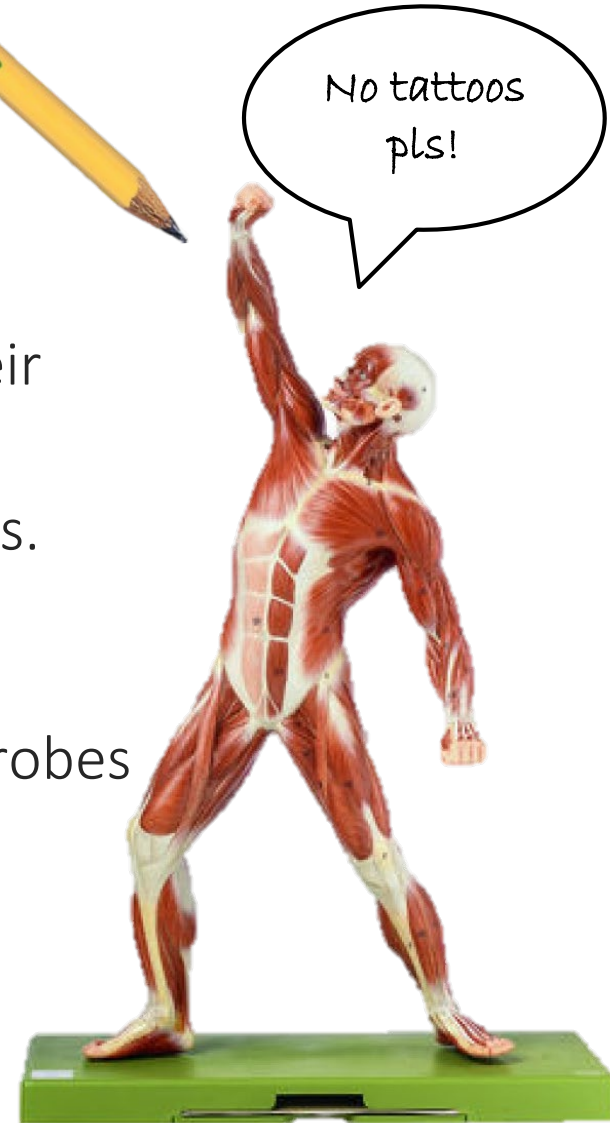
Every course has a designated table in the BSC where your class's materials for the current lab exercises will be found. While you are allowed to move models to other tables, please return them to their original table when you are finished.

Please share materials, specimens, and models with other students.

We encourage forming study groups as this may help boost your grades.

DO NOT USE PENCILS OR PENS TO POINT ON MODELS! Wooden probes are provided for your convenience.

ALWAYS wear gloves when handling dissection specimens and chemicals.





# Lab Exercises and Studying (Continued)

Please ask a BSC staff member before watching videos without headphones. Other students may be taking exams.

Please clean up after yourself. Wash all beakers, test tubes, dissection equipment, etc. with soap and warm water. Collect and throw away your trash before you leave. Push in your chair.

General Biology Non-Majors: If you are an IP student or making up a lab, make sure you speak with a BSC staff member when you leave to get your blue card (IP only) and lab notebook stamped and signed.



# Microscopes

If you do not know how to use a microscope, please ask a BSC staff member for instruction.

Once finished with a slide, please place it in its appropriate tray.

Use a Kimwipe to clean slides.

Only use **lens paper** to clean the **microscope lens** if needed.

Please turn off the microscope when you are finished.

Oil immersion is available upon request. IF YOU USE OIL, YOU MUST CLEAN THE 100X OIL IMMERSION LENS.



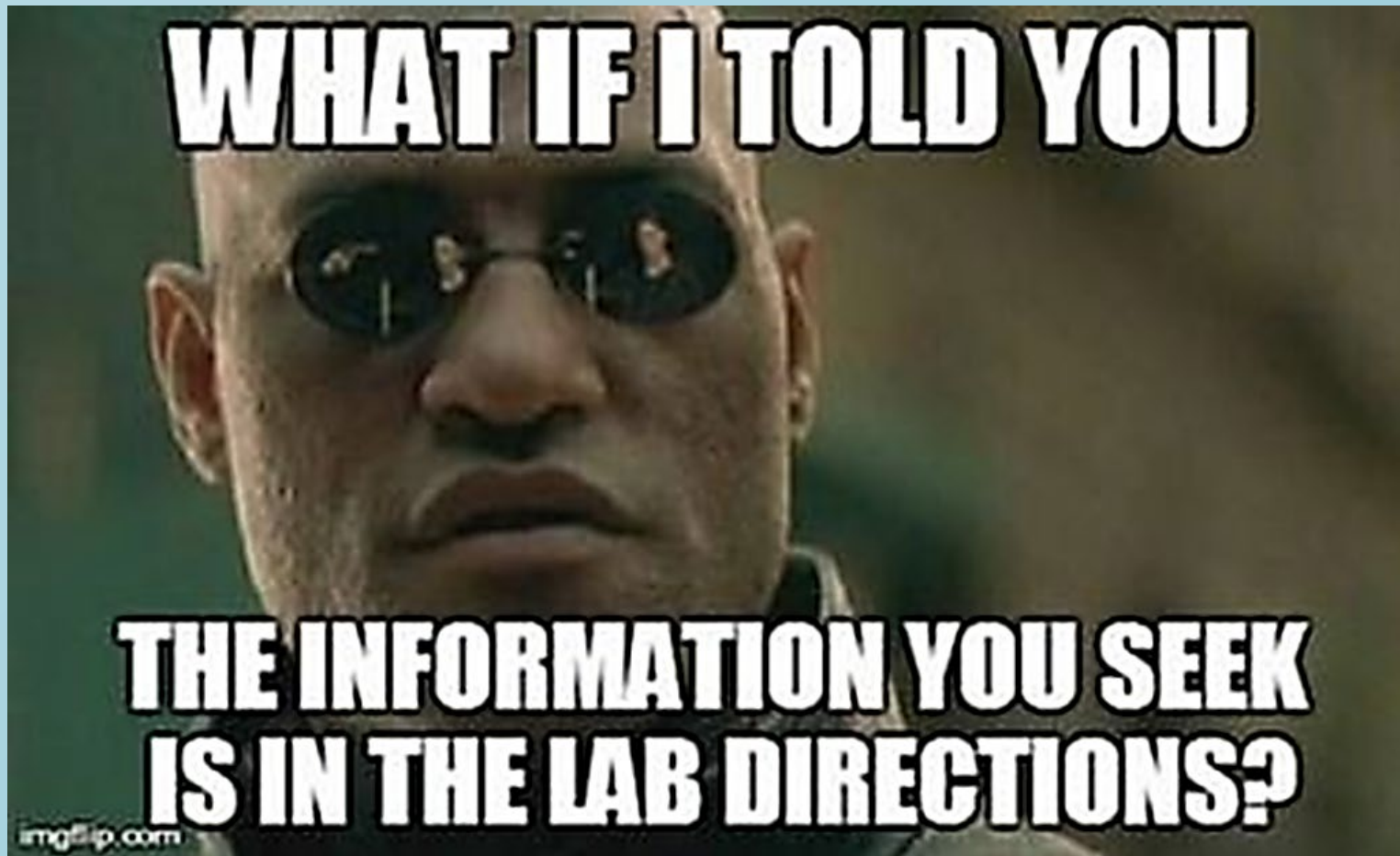
# Tutoring and Study Help

BSC tutors are here to help you. Unfortunately, they can't learn your material for you. What they can do is help you find answers to your study questions and get a better grasp on your material.

Please respect the staff helping you.

Model keys are not available. Please reference your book and other materials. Tutors can help you if you get stuck.

Extra study materials may be available for your course upon request.



Thank you for reading the PowerPoint.  
Please see a BSC staff member to complete your orientation sheet.