

CCBC Faculty and Staff use:

-All faculty and staff of CCBC who want to use the lab are required to either take the Intro course through ConEd, an organized employee workshop, or a special contract course.

-All consumables used by faculty and staff must be paid in full through the Bursar's office.

-All faculty and staff are required to abide by the Fab Lab's open hours and make reservations to use the space unless given permission by the Lab manager.

-If a faculty member wishes to show students the lab space, that faculty member must email the lab manager to schedule a time to come to the lab.

-If a faculty member wishes to bring students in to use the equipment, that faculty member must email the lab manager to schedule a time to come in and be prepared to teach their own students. These students are not certified to come into the lab without their teacher.

-If a faculty member wishes to have their student(s) certified to come in and use the lab without a teacher present, that student either must take the Intro to Fab lab course or a special contract course must be organized with the lab manager and Continuing Education. Students are required to pay lab fees for lab usage.

-If a faculty member wishes to utilize the 3D printing service for a class, that faculty member must work with the Lab manager to make sure all consumable costs are covered.

-Faculty and staff are exempt from lab fees however they are not exempt from time restrictions on machines unless given permission by the Lab manager.

-Family of faculty are not exempt from lab fees or lab certifications.

-Faculty and staff must sign into the sign in computer upon arrival to the lab.