

FOOTHILL COLLEGE

Department of Chemistry Laboratory Policies

Making up a Missed Laboratory

Missed labs generally cannot be made-up. Due to safety concerns and the nature of setting up equipment and chemicals for the laboratories, there are no make-ups. A missed lab results in a zero for that lab. A student is allowed to miss one lab a quarter without penalty.

Checking In and Out of Your Drawer Locker

Checking-in

1. Obtain a key, name slip and equipment list from your instructor. Check the condition of the equipment in your drawer. Examine the glassware carefully. Replace any broken or cracked items with new ones from the stockroom. Please specify to the stockroom staff the size and number of items you need. After you check-in, you are responsible for the equipment and will have to pay for any missing or broken items.
2. After you have finished checking-in, complete the name slip, sign the equipment list, and then take all your paperwork to the stockroom.
3. After you finish lock your drawer and return your key to the keyboard.

Checking-out

1. All students are required to check out of their lab drawer during their regularly scheduled check-out time in the last week of classes. You will not be checked out of your drawer at any other time. Only your instructor can perform a lab drawer check-out, the stockroom personnel are not available for this purpose.
2. If you drop the class, you must come during a regularly scheduled lab time to have your instructor check you out of your drawer. You will not be checked out of your drawer at any other time. Only your instructor can perform a lab drawer check-out, the stockroom personnel are not available for this purpose.
3. **If you fail to check-out of your drawer as described above then at the end of the term you will be billed by Foothill College for a \$20.00 service fee.**

Failure to follow established safety and housekeeping procedures may result in dismissal from the course! Read the attached list of rules CAREFULLY.