

PARKING

All students must register for parking. The permit is free and may be received from the Admissions Department. Replacement permits are \$5.00.

LOCATIONS

Students must park within the painted lines in the parking lot. However, you may not park in places that have been marked Handicapped, Visitor, Employee/Student Recognition, or in the places reserved for ADP in the rear lot behind the building. Parking is also allowed along Doie Cope Road.



RULES

All vehicles must park within the lines. Vehicles must display the permit on the rearview mirror. Do not park along curbs in the parking lot or park in front of a



dumpster. Failure to follow these rules can result in fines or even a registration hold.

YOUR COMPUTER AND YOU

Logging In

- When starting school, you are set up with a username and password
- Username should be the first three letters of your first and last name and the numbers are random
- Password should be the last four numbers of your social security code



Flash Drives

- Flash drives are very important
- They can store your files like a floppy disk
- It's always good to have more than one place where your documents can be saved
- Flash drives can be bought from the school or anywhere else

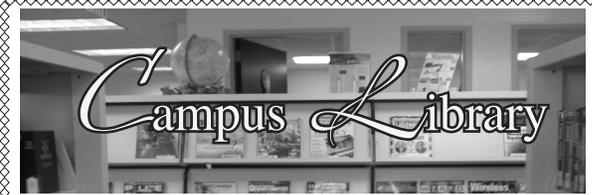


Share Drives

- Share drives are places on the network where different files can be saved
- For example, "My Documents" is on the network so any work that it saved should be accessible to only you at any computer

Any Questions?

- If you have any questions you can see our MIS Manager, Mr. Puckett



Hours of operation:

- Mon-Thurs: 7:45am - 10pm
- Fri: 7:45am - 4:30pm
- Sat: 9:30am - 12:30pm
- Sun: Closed

Location: Room 217

Resources available for students & staff:

- 📖 6,000 books, audiocassettes & videos
- 📖 100 magazines, journals & newspapers
- 📖 16 computers in the computer lab
- 📖 Photocopier {\$ 0.10 each copy}

Loans:

- 📖 Students & Faculty must present their ECPI ID card at checkout
- 📖 6 Books and 3 periodicals for 2 weeks
- 📖 Videos for 3 days

Fines:

- 📖 \$.25 everyday a book is late
- 📖 \$ 1.00 everyday for videos, software & reference materials that are late

- 📖 Campus Librarian:
Jonathan Beeker, MLIS

Dress Code

Dressing and Grooming

Personal appearance and good grooming are essential to success in the business world. ECPI encourages students to acquire a wardrobe suitable for their employment objectives. A faculty committee determines the dress code policy for each campus. A policy statement is posted at each campus specifying dress code requirements, which includes one day each week designated as Professional Dress Day.

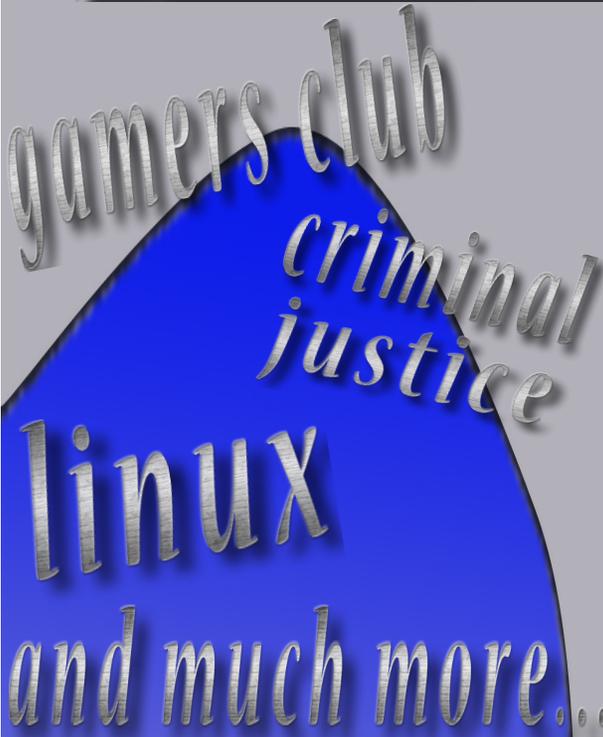
Things Not to Wear

- Club wear
- Revealing Shirts
- Skimpy Clothing

Dress Code
The Restoration of Modesty



Note: In certain programs you are required to wear clothing that is provided for you.



This brochure created by Web Design students of ECPI of Raleigh, Fall 2008.
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Student

Survival

Guide

to

ecpi
COLLEGE OF TECHNOLOGY



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