

Online Laser Scheduling

SCHEDULE LOCATION

_Online schedule access: <http://penndesign.calendarhost.com>.

_If you are a first-time user, please refer to "LASER SCHEDULE ACCESS REGISTRATION".

PERMISSIBLE NUMBER OF TIME SLOTS

_Students may sign up for a maximum of **TWO thirty-minute time slots per week** (one hour in total per week).

_All other unused time slots are available on a first-come first-served walk-in basis.

_If you sign up for more than two timeslots per week, ALL of your timeslots for that week will be deleted and your laser scheduling login will be suspended for a week. Logins may be reinstated only after an interview with the Lab manager.

WEEKLY SCHEDULE ACTIVATION

_The laser week runs from Saturday to Friday. The schedule for the new week will become available at 11:00 AM on preceding Fridays.

For example, at 11:00 AM on Friday, October 9, the sign-up for Saturday, October 10 through Friday, October 16, will become active.

IMPORTANT NOTES

_You must sign up under your own name only, using your own log-in. You may not sign up using any other person's name or under anyone else's log-in.

When you are caught trying to sign up for someone else or under a name other than your own, all of your timeslots will be deleted and your laser cutting privileges may be suspended for the entire semester.

_You yourself must show up for your appointment. You may not send a proxy.

_Show up promptly for your scheduled time. If you are more than five minutes late, you will forfeit your time to the first available student.

_Cancel your appointment online if you no longer need it.

_Report to the laser for which you signed up! If you show up at a different laser it will be interpreted and processed as a missed appointment.

_Three incidences of failure to show up for your scheduled time in one semester will result in suspension of your laser cutting privileges for the remainder of the semester.

-Dennis Pierattini will resolve all scheduling conflicts. Do not approach the laser operators or faculty members to resolve conflicts. Students are reminded that disrespect to the laser operator will result in an indefinite suspension of laser cutting privileges.