Online Laser Scheduling

SCHEDULE LOCATION
_Online schedule access: [http://penndesign.calendarhost.com](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 initially sign up for **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.

WEEKLY SCHEDULE ACTIVATION
_Sign-up times will become available at **12:00 NOON** on the **FRIDAY** preceding the week to be scheduled. For example, at 12:00 Noon on Friday, October 9, the sign-up for Friday, October 9 from 12:00 Noon through Friday, October 17 until Noon will become active.

IMPORTANT NOTES
_You must sign up under your own name only using your 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.

_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.