

Online Laser Scheduling

SCHEDULE LOCATION

_Online schedule access: www2.design.upenn.edu/cgi-bin/calweb/calweb.exe?cal=Laser_Cutters

_Alternative access: <http://www.design.upenn.edu/facilities/online-laser-scheduling>.

_You must log in to the sign-up sheet using your PennDesign log-in name and password.

If you do not have a PennDesign log-in and password, you must get one from the PennDesign IT personnel. They can be contacted at ithelp@design.upenn.edu.

PERMISSIBLE NUMBER OF TIME SLOTS

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

_Afterwards, if there are open time slots during **any** scheduled day, **on that day** any student may sign up in advance for **one additional time slot**.

_All other unused time slots are available on a first-come first-served walk-in basis to any student regardless of how much laser cutting they may have already done in that week.

Example: On Saturday, you signed up for one half-hour slot for Tuesday and one half-hour slot for Wednesday. On Thursday morning, you noticed that there was a half-hour slot open that afternoon, so you signed up for it. On Friday, you came up to the laser room at 1:00 and noticed that no one was cutting, so you asked the operator to cut some files for you.

WEEKLY SCHEDULE ACTIVATION

_Sign-up times will become available at **6:00 AM** on the **SATURDAY** preceding the week to be scheduled.

For example, at 6:00 AM on Saturday, October 9, the sign-up for Sunday, October 10 through Sunday, October 17 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.

