1. The Skills Lab (Rm 215) is open 8:00 AM to 4:30 PM Monday-Friday when classes are in session during academic year.
2. Entrance doors to the nursing building are locked at 9:00 pm Monday-Thursday, 4:30 pm on Friday.
3. The Director / Technology Coordinator’s office (Rm 208) is near the elevator. Resource books, CD’s, DVD’s and videos are available for sign out. Students are responsible for items until returned. Videos, DVD’s and CD’s must be viewed in the building....software cannot leave the building.
4. A phone on the first floor by the elevator. (One must dial 97 to get an outside line to be able to place an off campus call, in addition, the 812 area code must be used to dial phones with that area code...even local calls).
5. A few combination lockers are available (no charge) for students (WHO NEED THEM) but must have 2-3 students per locker. (Indiana State University is not responsible for loss or damage of personal property).
6. Problems with vending machines in the nursing building should be reported to the Building Coordinator (Room 406).
7. All children must be with an adult while in the Nursing building.
8. If class times, meetings, etc. make it difficult to contact the Director / Technology Coordinator, please call 812.237.4295 for an appointment or leave your name and number on the office door (note pad) so you can be contacted.
9. If assistance is needed immediately or equipment is to be returned and no one is available, see the Administrative Assistant in Room 307.

NOTE: Please visit us on the web at http://www.indstate.edu/health/department/son/lrc  Updated December 8, 2016