

Rules Regarding TA · SA Room Use

Academic Office

Please observe the rules below when using the TA · SA Room.

Eligible Users

- Users of the TA · SA Room are restricted to Lecture TA · SAs, Student Success Workshop SAs(SSW), Multicultural Cooperative Workshop SAs(MCW), Foundation for Global Leadership SAs, IWATA SAs, and other approved students.

Using the TA · SA Room

- The room can be used only during the period of employment.
- Open: Monday-Friday **8:00 – 21:00**
- If you find that the F Building is locked, please contact (visit) Central Security and have them unlock the F Building north hallway entrance (the one opposite the entrance to the Library).

Activities Permitted in the TA · SA Room

- Hold meetings with instructors
- Prepare paperwork and handouts
- Check class attendance sheets etc.

※Meetings held before and after Workshop classes must be held in the respective classrooms, not in the TA · SA Room.

※Using the TA · SA Room for personal business is strictly forbidden.

(If you use the TA · SA Room for personal business, you will be denied access to the TA · SA Room.)

Basic Do's and Don'ts

- Make sure to wear your TA · SA name tag while in the TA · SA Room.
- It is prohibited to loan out your TA · SA name tag or borrow someone else's.
 - Please report to the Academic Office if you forget to bring your TA · SA name tag.
- No food or drink is allowed in the TA · SA Room.
- The TA · SA Room is a shared space, so do not leave personal property in the TA · SA Room. Also, please make sure you have not left anything when you leave the TA · SA Room.
- Please do not connect personal Wifi router telecommunication devices (“pocket Wifi”) to the TA · SA Room network as there is the concern that they could interfere with the on-campus network.
- If you have any garbage, please put it in the trash box outside the TA · SA Room.
 - Cleaning staffs do not enter the TA · SA Room, so please remember to keep it clean.
- The meeting space can be used for a maximum of 1.5 hours per meeting.
 - Please avoid situations where a single group uses the meeting space for an extended period of time, preventing other TA · SAs from being able to use the space.

Equipment and Supplies

The equipment and supplies listed below are equipped in the TA · SA Room.

[Equipment and Supplies Provided]

PC × 2 / Printer × 1 / White board × 2 / Shredder × 1

NOTE Since these items are provided for everyone to use, please handle them with care and please do not monopolize them.

Use of the TA · SAs PC for Work

High-volume printing from the PCs is strictly prohibited. Please use the rotary press machine in the printing room (next to the Academic Office).