

TA Instructions for First Lab Meeting

Enrollment Management

- Print your roster from eGrades the morning of your lab.
 - **Maximum enrollment is 24 students.** You may issue Add Codes to students only if there are fewer than 24 students on the roster.
- Take attendance.
 - Only those students on the roster or those with an Add Code are entitled to a seat; all others must leave.
 - Students who are not on your roster may enroll the next time the lab is offered.
Note: all labs, with the exception of 5L, are offered three times a year.
- Report all absences of the first lab meeting to the department Undergraduate Advisor as soon as convenient. Include the following information: your name, enrollment code, name of student and perm number.
 - Do not drop absent students. (Students who miss two or more labs will be given an “F” grade.)
 - Do not add students when 24 are registered and any registered student is absent.
- Do not allow students who are enrolled in another section into your class.
- Students may not switch labs.
- Students can make up only one lab. Labs are on a rigorous and tight schedule and the quarter system allows time for only one make-up.

Safety Instructions to be Disseminated at First Meeting

- Point out and locate the following:
 - Fire Extinguisher
 - Safety and First-Aid signage
 - Emergency phone numbers and location of emergency (red) phone
 - Explanation of what to do if the TA is injured
 - First-Aid kit
 - Emergency flashlight
 - Emergency exit paths
- Personal Protective Equipment reminder:
 - Closed-toed footwear is required
 - Protective eyewear is recommended for certain labs; students will be notified in advance.
- Report any injury to your TA immediately.