



Media and Technology Center (MaT)

Located on the 1st Floor Student Center and 7th Floor Avare Academic Suite, the Media and Technology Center (MaT Center) is designed specifically to allow students to complete academic projects including papers, PowerPoint presentations, audio and video projects, and other multimedia endeavors. Students may use the computers for any such work related to academics at Pillar College.

The MaT Center is designed to enable students to complete multimedia projects and other course work. The MaT Center, therefore, is not designed to be a quiet study center, though students may certainly study in the Center. Students are invited to talk, work on group projects, preview movie projects, listen to music or other audio, and engage in other multimedia activities. *For a quieter study atmosphere, students are encouraged visit the Cruver Learning Center.*

MaT Center Use

- Computers in the Media and Technology Center may be used any time the Center is open. Open hours will be posted on the door of the MaT Center.
- Food and drink are not permitted at computer workstations or near other equipment in the MaT Center.
- No unsupervised children (under age 12) are permitted in the MaT Center.
- When all computers in the MaT Center are in use, students who are using computers for non-academic work such as games, social networking, and other extra-curricular activities will be asked to forfeit the computer when another student needs to complete academic work.
- The Coordinator of Media and Technology or a Media Center Assistant may be present to assist students with computer questions, help with projects, and provide other support for academic work. In cases where a representative of Pillar College is not available, students may make an appointment to meet with MaT Center staff and may ask questions by contacting Professor Russ Wills (rwills@pillar.edu)
- Computer tutoring is available through the Media and Technology Center. To make an appointment, contact the Coordinator of Media and Technology or a Media Center Assistant.
- Please report problems with any Pillar College computer systems to the Coordinator of Media and Technology or a Media Center Assistant as soon as possible.
- Students are responsible for keeping backups of all work. Although Pillar College staff will make every effort to preserve data on Pillar College computers, *occasionally student work may be deleted from these computers*. Students are encouraged to keep more than one copy of all work.
- *Pillar College is not responsible for student computers*. Students who have trouble with personal laptops and other equipment should defer to appropriate sources of technical support. The Coordinator of Media and Technology and Media Center Assistants are not responsible for troubleshooting student's personal computers.

Computer/Technical Problems

Please report any problems with computers or other equipment in the MaT Center immediately to the lab attendant. In the case that the lab attendant is not there, the problem should be reported to the Coordinator of Media and Technology, Professor Russ Wills (rwills@pillar.edu) or 732-356-1595 x2009.

Printing

Please refer to the posted price list before printing. This printing cost covers the cost of toner and ink as well as other expensive maintenance. Because these printers are designed primarily for multimedia use, they are more expensive to maintain. Pillar College recommends printing papers, essays, and similar documents in the library, as the printer in the library is less expensive and is designed for this type of work.

Inappropriate Activity

Students found visiting websites or using other media deemed inappropriate by any faculty or staff member will have the incident reported and stored in the student's record. Upon the occurrence of three such incidents, the person will forfeit access to the Media Center and/or have their network account disabled. This condition will not free students from the responsibility of completing projects involving technology – the student will be required to complete course work at home or at another location. A demonstration of genuine repentance (change of behavior and heart) to the deans may in some cases reinstate privileges. Such a demonstration may, for example, involve counseling with Pillar College faculty or proof of counseling with an approved outside source. A user's privileges will be reinstated at the discretion of the deans. Appeals may be made through the appropriate appeal process.