General Instructions for the Digital Logic Lab Students

The instructions listed below are provided by the digital logic committee, and must be followed by all students registered in the digital logic lab.

Daily Practice Hours

1. A practice hour is provided daily throughout the course (Sun-Tue-Thur 11:00 to 12:00 AM and Mon-Wed 12:30 to 1:30 PM). You can come to the lab and practice during the daily practice hour.

2. There will be an engineer to assist you during the daily practice hour. A different attending engineer might be available every day.

3. You may use the lab facilities if the lab is open and the lab coordinator is available. However, the lab coordinator is not responsible for answering/assisting the students.

4. If you cannot attend the practice hour, you may ask your lab engineer to open the lab for you if needed.

5. When entering the lab during the practice hours, sign in by writing your name, id, entrance time and used workstation number. Do not forget to sign out before leaving the lab.

6. Housekeeping is important during the practice hours. There will be possible grade reduction for students violating the housekeeping policies.

Housekeeping

- Sign the declaration form at the first lab to keep record of the workstations used by you. Each student must use the same workstation in every lab throughout the semester.

- Only use the folder specified for your lab session when working on the workstation. You must delete all created files after each lab session and before leaving the lab.

- Food and drinks are strictly prohibited in the lab. Bringing food or drinks to the lab session will lead to a 5% reduction from the lab session grade.

- Each student is responsible of cleaning his/her work area before leaving the lab. Otherwise, you will lose housekeeping marks.

- The following categories are checked for the housekeeping:

  a. Organization and cleanliness of the workplace.
  b. Wires are kept in the drawers.
  c. No ICs or wires on the tables or floor.
  d. Chair is in its place.
  e. All equipments are in their places.
  f. Files deleted from the PC before exiting.
o Do not misuse the lab equipments or remove the cables from the equipments. Return all equipments to their places after using them.

o Switch off all the Altera FPGA Boards as well as the breadboards before leaving the lab.

o Make sure to report any problem to the lab coordinator/engineer officially through the Lab Status Report. All equipments are assumed to be in proper condition unless reported.

**Grades Revision and Posting**

1. Students will be able to check their final exam grades as well as the other grades before the final exam of the main course (CpE 262).

2. Two days will be specified by the lab engineer for reviewing the final grades by the students.

3. The grades are not going to be changed after the revision days.

4. Detailed grading and total marks are going to be posted by the lab engineers. Letter grades are assigned by the course instructor only.

**General**

- Every lab engineer is responsible for answering his/her lab students only. Do not refer to other engineers for answering your questions.

- Students may use the LEXMARK printer available in the lab to print any documents related to the lab. Do not use the other available printers.

- Students should download the .pdf and video files available on the digital logic lab website and follow the instructions to install the software.

- If you have any problems, contact your lab engineer. The lab coordinator or other lab engineers are not responsible of answering or assisting you.