

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
INSTRUCTIONAL SUPPORT CENTER
REGULATIONS

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CHAPTER ONE

GENERAL DEFINITIONS

Article 1. In fulfillment of the mission of Universidad de las Américas, A.C. (UDLACDMX), the **Instructional Support Center (ISC)** aims to provide the audiovisual support required by the university community in its academic activities through appropriate equipment and up-to-date materials.

Accordingly, these Regulations establish the conditions governing the use of the Center's services, as well as the rights and obligations of FSC users and the sanctions applicable in the event of noncompliance.

CHAPTER TWO

HOURS OF OPERATION

Article 2. The ISC provides its services during the following hours:

Monday through Friday: 7:00 a.m. to 12:50 p.m.

CHAPTER THREE

USER ELIGIBILITY REQUIREMENTS

Article 3. To be eligible to use the equipment, materials, and services provided by the ISC, users must comply with the following requirements at the beginning of each academic term:

- **Students:** Register as users by presenting proof of enrollment.
- **Adjunct Faculty:** Register as users by presenting the faculty authorization form approved by the corresponding Academic Coordinator.
- **Full-Time Faculty and Staff:** Register as users by presenting a valid University identification card.
- **Alumni:** Register as users by presenting a valid alumni identification card.

Article 4. Upon completing this registration process, users will be entered into the ISC database and will be granted access to the reservation and equipment loan system.

Article 5. The loan of laptop computers is exclusively for faculty members. At the faculty member's request, students may collect the laptop, remote control, and cables from the FSC; however, the faculty member remains fully responsible for the borrowed equipment.

CHAPTER FOUR

LOAN OF AUDIO AND VIDEO EQUIPMENT

Article 6. Faculty members may reserve the equipment required for their classes.

Article 7. Reservations for equipment and/or materials must be made at least **24 hours** before the scheduled date of use. Such reservations guarantee the availability of the requested equipment.

Article 8. If no reservation has been made, the FSC will provide equipment subject to availability.

Article 9. Faculty members, or a student designated by them, must present their University identification card when collecting the requested equipment from the ISC. If the University ID is unavailable, an official voter identification card or driver's license may be left as a deposit. No other form of identification will be accepted. The identification provided as a deposit will remain in the custody of the FSC until the equipment is returned.

Article 10. Once the equipment is no longer needed, the faculty member or student shall return it to the FSC, at which time the deposited identification will be returned.

Article 11. Failure to return the equipment shall result in the corresponding sanction.

Article 12. For professional examinations and special events, all requested equipment shall be installed by FSC personnel.

CHAPTER FIVE

ADVISORY SERVICES

Article 13. Any user may request assistance both in the operation of the various types of equipment available at the FSC and in the development of creative projects, such as scriptwriting or video production.

CHAPTER SIX

RESPONSIBILITIES AND SANCTIONS

Article 14. If a faculty member, or a student acting on the faculty member's behalf, leaves any audiovisual equipment unattended anywhere on University premises, a warning will be

recorded in the FSC database. Upon accumulating three warnings, the faculty member's borrowing privileges will be suspended for one academic semester.

Article 15. If the unattended equipment is found to have been damaged, the user shall be responsible for paying the cost of the repair or, if necessary, replacing the equipment to the satisfaction of the FSC.

Article 16. In the event that borrowed equipment is lost, the faculty member shall be responsible for replacing it with equipment of equivalent specifications and value.

TRANSITORY PROVISIONS

First. These Regulations will take effect in February 2025.

Second. Any matters not expressly provided for in these Regulations shall be reviewed and resolved by the **University Council**.