

3D Shop - Equipment Access Policy

Our 3D shop facilities house state of the art equipment designed to give students the tools they need to create the projects of their dreams. Access to the 3D shop facilities is connected to our curriculum to provide hand-in-hand support while students learn the skills necessary to employ proper technique and procedure. To gain access to shop facilities, students must complete foundational and advanced courses relevant to the area of the shop students wish to use. Doing so ensures that areas are not overlooked as students advance through the stages of their learning.

Technical Equipment | Appointment Policy

Technical appointments, while not required to use the woodworking or metalworking equipment, are great ways to get one-on one tutoring with shop staff. Prior to creating an appointment, students are required to consult with a shop technician to advise as to if an appointment is needed.

When making an appointment, students are expected to be specific about what process they would like to learn. The more information provided, the better prepared shop staff can be to answer questions pertinent to the project at hand.

Students are expected to be on time for appointments they create online. Making an appointment for a time range does not give the appointee license to work at any time within the time block you have chosen. If students are absent from an appointment without prior notification, students will accrue a no-show and their account will be flagged. Too many cancelled, late, or no-show appointments will result students losing appointment privileges.

If you expect to be absent for your appointment, please notify shop staff in advance. If student's tardiness exceed 20 minutes, your appointment will be cancelled and given to another student. If your appointment time exceeds that of the time you need to finish your project, your project is up for removal at shop staff discretion. Please contact 3D Shop if you have any questions.

Digital Lab | Appointment Policy

To use the equipment in the digital lab, students must have their file fully set up and ready to run before making an appointment. For questions regarding file set up, please see the online tutorial or stop by the 3D shop to talk to a shop technician. A digital lab worksheet appropriate to the equipment must be completed before

students will be allowed to start their file. Please print the worksheet or stop by the 3D Shop to pick one up prior to your appointment.

Foundation students must get their file approved by their teacher either on their worksheet or by email prior to their appointment. Failure to do so may result in the appointment being cancelled.

Curriculum Based-Access Policies

For access to general woodworking, metalworking, and 3D printing equipment, students:

- Must be enrolled in, or have completed, 3D Foundations.
- Must abide by 3D Shop Policies for tool check out, mess fees, appointments, and safety procedures.
- Must abide by material and lab policies for 3D printing, such as cost-per-price-per-inch.

For access to laser cutters and CNC routers, students:

- Must have completed 3D Foundations.
- Must be enrolled in, or have completed, Digital Fabrication.
- Must abide by 3D Shop Policies for tool check out, mess fees, appointments, and safety procedures.
- Must abide by lab policies for CNC routers, such as provision of router bits, spoil boards, and materials.

For access to upholstery sewing machines, students:

- Must make an appointment with Shop Staff.
- Have received instruction on how to use machines from Shop Staff prior to using equipment.
- Must abide by 3D Shop Policies for tool check out, mess fees, appointments, and safety procedures.
- Must inform Shop Staff of problems encountered during its use.

For access to casting equipment, students:

- Must have completed 3D Foundations.
- Must have completed Advanced Casting, or equivalent investigations and preparations in line with the scope of project.
- Must make an appointment with Shop Staff to coordinate pour.
- Must abide by 3D Shop Policies for tool check out, mess fees, appointments, and safety procedures.