CISCO NETWORKING ACADEMY
INSTITUTE OF COMPUTING & ICT
AHMADU BELLO UNIVERSITY, ZARIA

RULES AND REGULATIONS BINDING ON ALL STUDENTS OF THE ACADEMY

1: INTRODUCTION

We welcome you as you prepare to advance your future through one of our world-recognized CISCO professional development programmes. In order to make the Academy environment safe and comfortable for everyone, we **demand** that you treat all equipment with care as well as have respect for the Academy management, staff, students and our important rules and regulations which follow, or risk being withdrawn:

2: GENERAL

All registered students will be assigned a Cisco Connection ID and a temporary password with which they can gain access to the Cisco Academy website for online tests and final examinations. One first-time access to the site, students will be required to give a desired username and may even change the temporary password. The Cisco ID Number uniquely identifies a student and cannot be changed. Therefore, *under no circumstances should the student give out his/her Cisco ID information to anyone!* Students registered with ABU Cisco Academy will also be given a student ID number for local record keeping. The Cisco networking Academy website is at http://cisco.netacad.net

3: BASIC CLASSROOM/LAB REGULATIONS

- Listen to and follow all instructions given.
- Come to class prepared to learn.
- Lateness to classes will not be tolerated.
- Speak in turns and only when asked to do so by the Instructor.
- Our equipment are very expensive, we demand that you use them only when and as instructed.
- Switch off all mobile phones, walkman and other musical devices before entering classes/labs.
- Visitors are NOT allowed into the labs/classrooms.
- Do NOT use computers during lectures unless you are following the Instructor using online curriculum.
- No foods, drinks, biscuits or chewing gums, please.
- The Academy encourages formal or corporate dressing.
- Always maintain the seat allocated to you. Roaming is not allowed.
- Bags are not allowed into the classes or labs, except ladies' purses.

4: USE OF COMPUTERS

- Do NOT mark or inscribe on any computer whatsoever.
- Do NOT install any software whatsoever on the computers.
- Do NOT change the desktop or any default configurations of the computers, unless if this is part of a lab exercise.
- No floppies, flash or CDs are allowed in the classes/labs.
- Browsing the Internet during class is forbidden.
- Any misuse of equipment or unprofessional conduct will not be tolerated.
- Shut down computers properly, and switch off from the mains socket.
- Personal computers or laptops are not allowed into the classes/labs. Violation may lead to seizure for the rest of the programme.
- Any damage to the Academy property will be paid for in full before certificate is issued.

5: USE OF ROUTERS & SWITCHES

- Erase all start-up configuration files when finished.
- Turn off routers and power supplies and put cables back to where they belong when finished.
- Do NOT disconnect serial cables unless as part of lab exercises.
- Do NOT erase or modify flash memories.
- Use "class" for privileged passwords (enable secret) and "Cisco" for all other passwords during lab exercises.

6: EXAMS & CLASS ATTENDANCE

- Cisco **demands 100% attendance** from all enrolled students. You are therefore advised, in your own interest, to always be present. Examinations and tests are given directly online by Cisco Corporation USA. They are industry-standard and the final examination cannot be missed. If you do not take the final examination, you will not graduate from the Semester.

7: OFFICIAL COMMUNICATION

- All official communications must be in writing and must be addressed to the Coordinator, Cisco Networking Academy, ABU Zaria.
- If you must be away from studies for whatever reason, please write officially to notify the Management and seek approval.
- Going away without leave (AWOL) at any time after registration means voluntary self-withdrawal from the programme.

– MANAGEMENT –