

Flat Lab Policy

Location: N205

Email: doddflatlab@uga.edu

Support: [Dodd Studio Support Ticket](#)

Managers: Jordan Putt | Jon Vogt

Effective: Fall 2026

The Flat Lab is one of three Dodd Open Access Labs run by the Dodd Studio Support Team (DSS):

- **Flat Lab** — N205
- **Object Lab** — S180
- **Wood Shop** — S184

These are shared resources, and they stay accessible only if everyone treats them that way. We ask students, faculty, and staff to read this policy, follow it, and help us hold the line on it.

Flat Lab rules apply to **all** users. You must be an art student, art faculty, or art staff member to use the lab.

Access

There are two ways to get access to the Flat Lab.

Through a class. Art faculty can self-identify a course so that enrolled students receive access.

Faculty: submit a DSS ticket with an .xlsx class list from Athena attached (Athena > Faculty Services > Class List > click the number under Enrollment Count > Export > Excel Spreadsheet .xlsx), and specify which Dodd Open Access Labs your class will use.

By paying the access fee. Anyone not enrolled in a class that identifies a Dodd Open Access Lab can pay **\$40 per semester** at the CAVE. Card and Apple Pay only.

The fee applies to **students, faculty, and staff alike**. It is per semester, and is not prorated or refundable.

Orientation

A lab orientation is required before your first session. You can complete it three ways:

- Drop in during open monitor hours and a monitor will walk you through it, or
- Complete it with your instructor, if you're in a class that uses the Flat Lab.

- Submit a [DSS ticket](#) to request an orientation outside of monitor hours.

Using the **Risograph** requires a **separate Riso training** beyond the general orientation. Submit a DSS ticket to request one:

https://form.asana.com/?k=IramGbqRXaWbiE_utOQKXg&d=963098453212615

The same form can be used to request any Dodd Open Access lab orientation or training.

Hours

Regular hours Monday–Friday: 9 a.m. – 8 p.m.

Open monitor hours

Monday: 9 a.m. – 1 p.m

Tuesday: 12 p.m. – 4 p.m

Wednesday: 9 a.m. – 3 p.m

Thursday: 12 p.m. – 4 p.m

Friday: 10 a.m. – 1 p.m and 2 p.m. – 3 p.m.

A monitor is on duty during open monitor hours and can help you get set up, troubleshoot a station, or answer questions. Outside those hours the lab is unstaffed — you are responsible for the station you are using and for leaving it in working order.

Graduate students and faculty have access outside of regular hours.

Open hours are **not** available when a class has reserved the lab. Class reservations are posted on the calendar outside the lab as they are booked.

Reservations

Sign up for a station on **SignUp Genius**:

<https://www.signupgenius.com/go/10C0D4CAAFF2CA6F5CE9-62280221-flat#/>

- Sessions are **1 hour** at a single station. You may book **up to two consecutive slots**.
- Sessions are available weekdays from **9 a.m. to 8 p.m.** If you need to work outside those hours, email the Flat Lab with an explanation of why the extended time is needed and we'll consider the request.
- **Sessions outside open monitor hours require a one-time use code.** Sign up at least **24 hours in advance** so we have time to correspond via email. Sessions that fall during monitor hours don't need a code — just check in with the monitor.
- Enter your **811 number** the first time you sign up. Without it we can't send you a code.

- If you're not sure which station you need, email the Flat Lab and we'll help.
- If you need more time when working during your signup, check SignUp Genius before you keep working. If someone else is signed up, wrap up and clear the station on time.
- If you can't make a session you've reserved, cancel it so someone else can use the slot.

Materials

Bring your own paper. The lab does not supply printing materials.

Flat materials only. All media must be flat and feedable — no warped, mounted, wrinkled, folded, or rigid substrates.

The Purple station is the experimental station. It is the only inkjet station where you may run materials other than inkjet paper. Everything printed at Blue, Green, and Orange stations must be inkjet-ready paper. If you want to test an unusual substrate, book Purple, and talk to a monitor first if you're unsure whether it will feed.

The Green station is the coated-inkjet-paper-only station. Everything printed at the Green station must be inkjet-ready and coated.

Lab Use

- Printing personal items — posters, flyers, copies, essays — is not permitted in the open access labs. These stations are for coursework and research.
- Clean up your station before you leave: clear the desktop, take your prints, recycle test strips and scraps, and return any shared tools.
- Report jams, empty cartridges, or damaged equipment to a monitor or by submitting at [Dodd Studio Support Ticket](#). Don't attempt repairs yourself.

Repeated failure to follow lab policy may result in loss of Flat Lab access.

Class Use

Instructors who want to reserve the Flat Lab during class time should submit a [Dodd Studio Support Ticket](#) as early as possible, and we'll hold your slots in SignUp Genius if the times are available.

Equipment

The Flat Lab has the following printing stations:

Blue

- Canon imagePROGRAF PRO-1000
- Canon imagePROGRAF PRO-2000

Green — *coated-inkjet-ready-paper-only*

- Canon imagePROGRAF PRO-1000
- Canon imagePROGRAF PRO-4600

Red

- Canon Flatbed Scanner
- Large Format Roll Scanner

Purple — *experimental station; non-inkjet materials permitted here*

- Canon imagePROGRAF PRO-1000

Orange

- Canon imagePROGRAF PRO-1000
- Canon imagePROGRAF PRO-4000

Also available

- Risograph — *separate Riso training required*