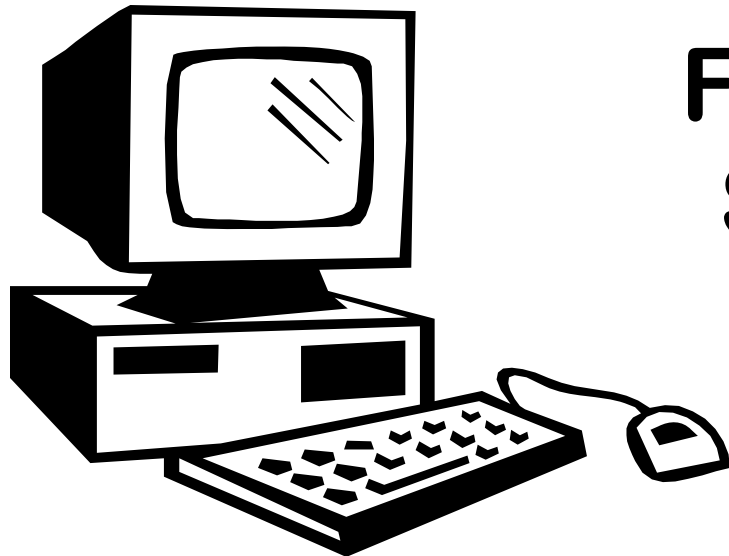

Citrus College

Computer Labs



Fall 2011
Session

User's Guide

Facilities

The Citrus College Technology and Computer Services (TeCS) Department serves as the resource center for all computer-related functions on campus. This includes administrative computer services, as well as, support for instructional programs.

The college has a variety of computer classroom and lab facilities. Telephone numbers are listed if additional information is needed.

Facility	Location	Systems	Use	Telephone Number
IS Computer Lab	IS 107	60 Windows XP	Open Lab	M-Th 7 AM – 8 PM 852-6450
Academic Skills Lab	ED 224	32 Windows XP	Reserved	914-8570
Art Classroom/Lab	AC 101	6 Mac OS 29 Windows XP	Classes	914-8526
Business/CIS Classroom	IS 108	40 Windows XP	Classes	914-8807
Business/CIS Classroom	IS 110	35 Windows XP	Classes	914-8807
Business/CIS Classroom	LB 201	40 Windows XP	Classes	914-8807
Business/CIS Classroom	LB 204	34 MAC OS	Classes	914-8807
CAD Classroom/Lab	TB 304	24 Windows XP	Classes	914-8789
DSPS High Tech	ED 203	6 Windows XP	Lab	914-8675
Hayden Hall	HH 758	20 Windows XP	Reserved	914-8569
Health Sciences Medical Skills Classroom/Lab	PC 228	6 Windows XP	Classes	914-8720 or 8791
Health Sciences	PC 212	24 Windows XP	Open for Health Sciences	914-8720 or 8791
Journalism Classroom/Lab	TC 123	20 Mac OS	Classes	914-8587
Language Lab	ED 231	30 Windows XP	Open Lab For ESL & Foreign Language	914-8799

Facility	Location	Systems	Use	Telephone Number
Library	Library	Windows XP On-Line Catalog	Open	914-8644
Lifelong Learning	LL 103	30 Windows XP	Classes	914-8022
Life Sciences	LS 120	40 Windows XP	Classes	914-8789
Multimedia Classroom/Lab	PC 309	36 Windows XP	Classes	914-8789
Photography Classroom/Lab	TC 110	32 Windows XP	Classes	914-8754 or 8526
Physical Science Classroom/Lab	PS 214	36 Windows XP	Classes	914-8760
Physical Science Classroom/Lab	PS 121	8 Windows XP	Classes	914-8750
Physical Science Classroom/Lab	PS 222A	16 Windows XP	Classes	914-8760
Psychology Classroom/Lab	TC 122	12 Windows XP	Classes	914-8789
Testing Center	ED 258	40 Windows XP	Testing	857-4035
Math/Science	MA 127	42 Windows XP	Reserved	914-8796
Math/Science	MA 225	31 Windows XP	Classes	914-8796
STEM Center	MA 129	10 Windows XP	Open	914-8644

Open Computer Labs

ED 231 Language Lab..... 914-8799
 IS 107 IS Lab 852-6450
 Library 914-8644

Department Computer Labs

MA 127 for Math Students 914-8796
 LS 120 for Science Students 914-8789

The TeCS Department is located in the IS Building. The administrative office is open between 8 a.m. and 4 p.m. Monday through Friday.

Staff Member	Position	Office	Phone Number
Linda Welz	Chief Information Services Officer	IS 116	914-8811
Leigh Buchwald	Network Supervisor	IS 121	914-8779
Glenna Johnson	Operations Supervisor	IS 122	914-8812
Millie Franco	Operations Assistant	IS 102	914-8810

In addition to the full-time staff there are a number of part-time employees including several from local business and industry who serve as adjunct faculty in the evening and Saturday programs.

Use of Facilities

The college's computer resources are available to currently enrolled Citrus College students during posted hours.

The college's computer resources are to be used only for work on projects assigned in, or reasonably related to course requirements of, current classes at Citrus College.

Student computer lab printing resources are limited. Please check with your instructor for any concerns you may have. Student accounts authorized each semester will limit the total number of pages printed per semester. Student accounts that have reached these preset limits will be unable to print.

Students who cannot print should check with the Lab Instructor on duty and with their class instructor for resolution.

Equipment in open computer labs is available on a first-come, first-served basis.

Systems will support Floppy Disks and USB Flash drives for student file storage. Lexar Flash drives are recommended. If you have problems with Flash drive use, please contact the Lab Instructor or Assistant.

Students will be required to log into their student user account, which are established for currently registered students at Citrus College.

All disks and USB Flash drives **MUST** be scanned at the provided virus scan station prior to use on lab equipment.

The use of College computer resources is governed by the following Acceptable Use Statement:

Citrus College makes computer resources available to its students only for purpose which are reasonably related to the assignments and subject matter of the courses in which they are currently enrolled. Use of the College's computer resources for any purpose that is not reasonably related to your studies here at Citrus College is prohibited. Students discovered using the College's computer resources for any disallowed (i.e. personal and/or non-educationally related) purpose will be asked to stop such usage. Failure to stop a disallowed usage when requested by a Lab Assistant, Lab Instructor, or any other college staff member, will result in a loss of computer lab privileges and the possibility of student disciplinary procedures.

Some of the specific prohibited non-educational activities include, but not limited to, are:

- downloading and/or installing software on college computers.
- conducting personal business and/or correspondence.
- participating in personal chat groups.
- playing computer games.

All computing equipment must be used only with software approved for use on Citrus owned equipment. Approved and licensed software will be available for your use when you sign up for equipment use. Unauthorized copying of, or tampering with, the software on Citrus College computer systems is illegal under state and federal statutes and can result in the loss of lab privileges, disciplinary action, and criminal prosecution.

Laboratory hours will be posted in the computer labs. Please check the schedule board frequently to avoid unnecessary inconvenience and confusion.

Variations from regular lab hours during vacation and holiday periods will be posted in the affected labs.

Occasional tours or class demonstrations may cause an interruption in the regular lab schedules. Any changes in the lab schedules will be posted in the affected lab(s) several days in advance.

Occasionally, unscheduled hardware and software maintenance is required. When this is necessary, the affected equipment will not be available for student use. Since these requirements are often unpredictable, your cooperation and patience will be appreciated by the college staff members performing the maintenance.

If you have any questions regarding the use of lab facilities or equipment, please direct them to the lab assistant or lab instructor on duty.

Instructions for Student Network Login

The new format for the network account will be the first three letters of student's first name, student's full last name, then three randomly generated numbers. For example, Jackie Smith's network login will be JacSmith473.

Step 1:

You will need your WingSpan Student ID Number.

(Note: If you have just applied to Citrus College, you will need to wait 24 hours before proceeding to Step 2.)

Step 2:

- Go to WingSpan at <https://wingspan.citruscollege.edu>
- Click on the link **Enter Secure Area** and enter your WingSpan login information
- Select the "Personal Information" tab
- Click the link for "View Email Addresses." Your email address will be listed under the sub-heading "Citrus College Email."

Your network login will be the identifier before the @ symbol in your email address.

IMPORTANT!! Your initial password will be the same as your WingSpan pin with "Cc" before it ("Cc" is case sensitive). If your pin is 654321, enter it as Cc654321.

Note: If your username is more than 20 characters the LAST 20 characters will be used for your network login. Example: email username =

janhieniseomceplkuberk093@student.citruscollege.edu your login username will be **eniseomceplkuberk093**

- If the student forgets their login password (their WingSpan PIN #) they can use the WingSpan PIN reset procedure and this will be synchronized with their Network Login. The sync runs four times a day, approximately at 6 a.m., noon, 6 p.m., and midnight.
- These logins will be active as long as the student is currently enrolled in classes. If the student drops all credit courses, the account will be disabled.

Laboratory Procedures

Laboratory procedures have been established to help maintain a good working environment in the college's computer labs. Your cooperation in observing these policies will be appreciated and will help prevent conflicts.

The lab instructor or lab assistant that is on duty controls the use of all equipment in the computer lab.

After using any equipment and before leaving the lab, students should insure they have:

- Left equipment in proper order for the next person.
- Thrown away all used paper into the appropriate recycling bin.
- Logged off the computer they were using.
- Taken all their personal belongings.

Any personal belongings left in the Computer Center will be taken to the Security Office. Photo ID Cards will be taken to the TeCS administrative office and then sent to the Security Office. Any computer output will be discarded.

Students are **not allowed** to take food and drink into computer classrooms or labs.

As a courtesy to all, cell phone use is not permitted in the labs.

Safety policies and common sense require that young children not be allowed in the computer classrooms or labs.

Telephones are for college business only. In case of an emergency, contact Campus Security at 914-8611. For outgoing calls, there are pay phones on campus. For your use some of the locations are in the Student Center, inside the library lobby, in the Administration Building, outside Lifelong Learning Center and south of the Computer Center.

Classrooms and laboratory areas are designed for studying and not for play. Common courtesy to students who use these areas for studying is expected from all persons.

Please report any equipment or software malfunctions to the lab instructor on duty. Do not attempt to correct equipment malfunctions yourself. The lab instructor will verify the problem and complete the online work request on line to have the equipment repaired. If you cannot find something you need to complete your project, or are having trouble with equipment or software, please ask the lab instructor for help. The lab instructors are there to ensure that the computer resources in the lab function properly and to maintain an orderly lab environment that is conducive to study. They are not there to provide consulting or extensive assistance to students in the completion of their assigned projects.

Technical questions related to your instructor-assigned class projects should be referred to the lab instructor on duty.

Certificated Lab Instructors are available in the Lab,

Monday through Thursday 7 a.m. to 8 p.m.

Equipment in the lab will usually be available on a first-come basis. When there is a heavy demand, the lab assistant may require that the equipment be checked out for a period of 30 to 60 minutes. Equipment sign-up sheets will be available for this purpose. Some lab resources may be reserved for students that require specialized equipment or software.

Users of the computer lab are expected to abide by all rules and regulations of the college and the computer facilities. Any student not displaying common courtesy or good common sense in the use of the laboratory facilities will be requested by a lab assistant or staff member to leave and may lose their lab privileges and may also be subject to student disciplinary procedures. Thank you for your cooperation.