GETTING STARTED:

PERSONAL ACCOUNTS: This computer lab is reserved for use by Geography majors or students enrolled in Geography classes. Each student must log onto an individual account using a special procedure. To gain access, please see the computer lab manager Cathie Benjamin, Butte Rm 502, Monday through Thursday from 7:00am to 4:00pm, or email cbenjamin@csuchico.edu.

RESOURCES. Enrolled students will also have space in a personal folder maintained on our server named geochico. One way the server and its shares (including the Classes and GISDATA folders) can be accessed is to go to the Start button and enter \geochico in the search bar. For administrative purposes, the lab manager will have access to the files saved under student folders; accordingly, there is no assurance of privacy for the student folders. These folders may be purged at the end of each semester. Students may also use USB flash drives to save their work. Use of email or USB flash drives is highly recommended for saving and transferring your work from home. NOTE: Any data saved to the local c: drive is not guaranteed to be available at next logon. THIS INCLUDES ANY FILES SAVED TO THE DESKTOP.

PRINTING: Printing is available via Wildcat Card swipe at various locations on campus, including the second floor of Butte Hall and the first floor of the library. Printers at the back of the computer lab are reserved for use only by students who have an active account for the computer lab.

ALTERNATIVES FOR GIS: Students enrolled in GIS classes can use ArcMap and SPSS through a browser from anywhere using the campus VSL (Virtual Software Library). See the lab manager for help, or refer to Blackboard for instructions. Free ArcMap software licenses can be obtained by students for academic use—see the lab manager or your instructor. ArcMap can also be successfully installed on a Mac using VMWare plus Windows software, an investment of about $200.

OPEN LAB HOURS:
The lab will be available for student use during hours that will be posted at the door of Rm #501 and on the department website. Keep in mind that these hours occasionally may be changed or canceled due to unforeseen circumstances and cannot be absolutely guaranteed. ArcGIS 10.2.0 software (an older version) is also available in the open computing labs in Butte Hall Rm #211 and Rm #207, and student folders on \geochico can be accessed from there. ArcMap can also be found in the Merriam Library first floor computer lab, Merriam Library 450, and Tehama Hall Rm 131. Adobe Creative Suite is not available in these open computer labs.

IF YOU HAVE QUESTIONS OR PROBLEMS:
See the lab manager Cathie Benjamin in Rm #502 during her posted office hours (MTWR 7am-4pm except for lunch hours). If an emergency situation exists, go to the Geography Office Rm #507 for advice or contact the University Police at 530-898-5555.

ACCEPTABLE USE POLICY:
The campus policy for computer use is found at http://www.csuchico.edu/itss/top-nav/policies/acceptable-use.shtml. Please review these limitations and abide by them. In this computer lab, there will be no food allowed, and only covered beverage containers. No open containers of coffee or soda, please. Cell phone calls are also strictly forbidden; students should step outside the lab to make or receive calls. Thank you for your cooperation in maintaining a professional environment in this computer lab!

(Rev. 8-25-2015)