

## Dates which will cause computer lab closures:

### November:

- Veterans Day, college closed, November 12
- Thanksgiving, college closed, November 22 - 25

### December:

- Winter Break, December 9 – January 6

## Main Campus Library Hours

Center Bldg., 2<sup>nd</sup> Floor

Phone: 463-5220

Monday & Tuesday.....	7:30 a - 7:30 p
Wednesday & Thursday.....	7:30 a - 6:30 p
Friday.....	7:30 a - 5:30 p
Saturday & Sunday.....	Closed



**Students with Disabilities:** Students requiring Assistive Technology (AT) accommodations in order to access a computer lab (such as chairs with arms or other physical support, ergonomic or split keyboards, trackball mice, or assistive software) must be authorized by Disability Services. Those students will have a Computer Lab Accommodation letter to present to the Lab Coordinator at the beginning of each term. Please refer students to Disability Services if they are without a letter but need AT to access the course or lab. Disability Services and Instructional Computing will work together to implement all approved requests for accommodations.

## IBM Compatible Software

Windows XP  
Microsoft Office 2003  
Microsoft Office 2007  
Quickbooks  
Peachtree Accounting  
Skillbuilding, Keyboarding Software  
Diet Analysis  
Internet Explorer, Mozilla, Firefox

## Macintosh Software

MacintoshOS  
Adobe Creative Suite Premium:  
InDesign, Photoshop, ImageReady,  
Acrobat Pro  
GoLive, Illustrator  
AppleWorks  
Macromedia Studio Suite:  
Dreamweaver, Fireworks, Flash  
iLife Suite: GarageBand, iMovie  
HD, iPhoto, iDVD  
Microsoft Office  
Quark XPress  
Web browsers: Safari, Mozilla  
Camino, Netscape, FireFox  
Windows Media Player, RealPlayer  
Quicktime Player, iTunes

### Note:

This is a generic list that represents most of the computer labs. Some software is only available in the location where the class is offered. Ask your instructor about availability.

An affirmative action/equal opportunity institution



for more information concerning the computer labs,  
or comments on this brochure contact:

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For additional brochures contact:

**Christine Russell/Mike Smith**

Computer Lab Coordinators

Phone: 463-5288



Lane Community College

# Instructional Computing Laboratories

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## Computer Lab Hours Fall Term, 2007

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Computer Labs are available for all Lane students.

Use of the labs is covered under the technology fee. See Student Technology Fee, [www.lanec.edu/it/techfee/](http://www.lanec.edu/it/techfee/)

Please visit the SHeD (Student Help Desk) for assistance with SAN (Student Access Network) connectivity issues and other technical assistance questions. The SHeD is located in Building 4, Room 201 and operates during the same hours as the lab.

Some hours may be subject to change as the term progresses. Please call to verify actual lab hours.

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Created for Instructional Computing Laboratories.

## Main Campus Computer Labs

### Microcomputer Lab/SHeD

Bldg. 4, Room 201  
Ph. 463-5288  
Lab Coordinator: Mike Smith  
September 24 – December 7

Monday through Thursday..... 7:30 a - 7:00 p  
Friday .....7:30 a – 6:00 p  
Saturday and Sunday..... Closed

## Branch Campus Computer Lab

### Cottage Grove

1275 S. River Road, Cottage Grove  
Ph. 942-4202  
Lab Coordinator: David Fors

Monday – Thursday.....8:30 a – 9:00 p  
Friday .....8:30 a – 2:00 p  
Saturday and Sunday..... Closed



All Lab hours subject to change during the term. Please call the lab you wish to use to verify access times. You also can access lab hour information on the web at [www.lanecc.edu/icl/labhours.htm](http://www.lanecc.edu/icl/labhours.htm).

## Student and Staff Access Network (SSAN)

Access Points/Locations (Main Campus)  
See <http://www.lanecc.edu/it/SSAN/index.html>  
For the complete list

Cafeteria (Center Bldg., first floor, east)  
Cafeteria (Center Bldg., first floor, south)  
Cafeteria (Center Bldg., first floor, west)  
CIT classrooms (Bldg. 19)  
ICL open computer lab (Bldg. 4, room 201)  
Library (Center Bldg., second floor)  
Math (Bldg. 16, second floor, south)  
PE Lobby (Bldg. 5, PE Lobby)  
Student Lounge, (Center Bldg. 4th floor)  
Tutor Central (Center Bldg., room 210)

Important note: It is your responsibility to keep your L number (Lane's User ID) and PIN number secure. SSAN usage is logged and you are accountable for network and Internet activity that was accessed using your account information.

## Open Lab and Classroom Printing Guidelines

PRINTING: To keep fees to a minimum, we ask that you and your students print only those assignments relative to your classes. Extensive printing projects, such as lab packets, syllabi, etc., should be submitted to your individual Departments for reproduction by Printing and Graphics.

Printing is limited to 15 pages per printout and 2 copies only. Copy machines are readily available for additional copies. Double-sided printing is standard in order to keep costs down and to conserve resources. The only exception to the number of pages and format is for final end of term projects. The number of copies remains the same.

## Student Help Desk – SHeD

If you need assistance with connecting to and/or using the Student and Staff Access Network (SSAN) or need other technical assistance, please stop by Building 4, Room 201!

### WHAT does the SHeD do?

- Assists students with connectivity issues and questions when accessing the Staff/Student Access Network (SSAN)
- Assists students with all the same questions/issues currently handled in the open computer lab, such as
  - Application usage questions
  - L number login questions
  - L number lookup and password change assistance
  - Net storage use instruction
- Technical support for distance learning students enrolled in online courses using Moodle
- After hours support for the IT Help Desk
  - A/V support and assistance
  - Smart classroom support and assistance
  - Some faculty/staff questions/issues as possible
- Provide work experience opportunities for work study, learn and earn, and co-op students

### What does the SHeD NOT do?

(This is not a complete list, but examples of the type of work that the SHeD is not able to handle at this time)

- Hardware repairs
- Operating System troubleshooting
- Productivity software installations/setups
- Hardware installations (such as RAM, cards, etc.)
- Billing issues

THANK YOU from the Instructional Computing Staff!

