

Department of Geography Computer Account Request Form

Write neatly

Windows computer account only

NOTE: If you are requesting a Unix/Linux Computer account, please check the box below

Unix/Linux computer account

Name* _____

Address* _____

Home Telephone* _____

Work Telephone _____

Program of Study: __ Geography undergraduate major

(check appropriate selection) __ Environmental Studies major

__ Geography GIS Certificate Program

__ Geography Master's Program

__ EES Program (\$15.00 printing fee must be submitted to department)

Non-Matriculated Student

__ undergraduate

__ graduate

__ Other (please specify) _____

Course Name Requiring Account

Name of Instructor in Course Above

Email address where we can communicate with you.* We will add you to the Geography Department List Server.

*** Required Information**

Submit form to Nguyen or Tom Walter

Spatial Analysis and Remote Sensing (SPARS) Lab

Rules & Regulations

The labs are open 24 hours a day, seven days a week.

Introduction

The Spatial Analysis and Remote Sensing Laboratory (SPARS) is part of the Department of Geography. Its purpose is to provide a research and educational facility to faculty and students in the areas of geographic information systems (GIS), remote sensing and image processing, automated cartography, statistics and analysis, and other quantitative methods.

The SPARS laboratory is administered by the Department of Geography Information Technology (DoGIT) committee (Dr. Haydee Salmun, Chair) with support from the Department's Research Associate (Tom Walter), Windows Systems Administrator (Nguyen Ngoc Nguyen) and College Laboratory Technician (Amy Jeu).

The laboratory offers considerable computer hardware and software to support users. Composed of a gigabit local-area and wide-area network, the LAN is anchored by a Dell Windows file server and two Sun Microsystems SPARCserver E250 file servers with more than 3-terabytes of disk storage. The Department features two Windows PC labs containing 40 Dell PCs.

To use the laboratory's computers you need permission and an account. See your professor or a DoGIT staff person for information about how to gain access to the laboratory's resources.

1. Usage.

Only students, faculty, staff and researchers associated with Geography Department-related programs are permitted to use the facilities of the SPARS Laboratory. An application for an account is made to the Department's Windows Systems Administrator (Nguyen Ngoc Nguyen) or the Department's Research Associate (Tom Walter). Accounts are subject to review at the beginning of the fall, spring and summer semesters and may be closed as a result of this review. Accounts that have not been used for two months are disabled and accounts not used for an entire semester are deleted.

The facilities are for course-, project- and Hunter-related activities and for faculty and graduate student research projects. They are **not** for personal use. To do so is against CUNY and state regulations. Use of the SPARS Laboratory facilities is with the approval of the DoGIT committee. Anyone who allows an outsider use of her or his account without the permission of the DoGIT committee, may lose all laboratory privileges.

2. Obtaining an Account.

To obtain a computer account on the department's network, you must file a **Computer Account Request Form**. Accounts are opened for those individuals registered in GTECH 201 or who can demonstrate a level of competency expected of a person who has successfully completed GTECH 201, or have special permission of the DoGIT committee.

An application for an account is made to the Department's Windows Systems Administrator (Nguyen Ngoc Nguyen) or the Department's Research Associate (Tom Walter). Accounts are subject to review at the beginning of the fall, spring and summer semesters and may be closed as a result of this review. Accounts that have not been used for two months are disabled and accounts not used for an entire semester are deleted.

A valid email address must be provided to be added to the Department's email list used for sending out information relating to the Department.

3. Software.

Personal software is not permitted to be installed on any machine in the department unless permission is obtained from the DoGIT committee. This includes programs such as Napster and audio/video playback programs.

Certain laboratories are designated to run selected software because of limited site licenses, equipment configuration and specific use designations. Priorities are given to individuals requiring the use of these equipment.

4. Conduct.

The laboratories must be kept neat, clean, secure and quiet at all times. **There is to be no eating, or drinking at computer stations.** You may drink at the center tables in room 1090B-1 only. Violators may be asked to log off and leave the lab or their account may be suspended. Any music that is played must not be heard beyond your workstation. Socializing must be kept at a minimum as it can disturb others working in the laboratory. No cell phone use in the labs. If you must make or take a call, go in the hallway.

When you are through working, clean up after yourself, return books, manuals and maps to their proper home and push in your chair.

5. Security.

Doors must be kept closed. Codes for the door locks must not be given to people who are not associated with our programs, nor should keys be exchanged without informing the Department of this action. You are financially liable for keys issued in your name. Door lock codes are changed at random intervals without advance notice. You must contact your course instructor for the new door code or a member of the IT staff.

You may not share your account with anyone. Violators will have their accounts suspended.

Spatial Analysis and Remote Sensing (SPARS) Lab

Rules & Regulations

Passwords are the first line of security for the department's network. You must choose your password according to the following rules:

- 1-passwords must be 6-8 characters long.
- 2-passwords must contain at least one upper-case letter, one lowercase letter and one number.
- 3-names or words are not allowed. Compound words are ok.

6. Disk Quotas.

All user accounts have an initial limit of 400MB. At no time can you exceed your limit. If you try to save a file that exceeds your hard limit you will be denied permission. If you require additional space, send email to geohelp@hunter.cuny.edu justifying your request.

Requests for additional disk space may be made to the Department's Windows Systems Administrator (Nguyen Ngoc Nguyen) or the Department's Research Associate (Tom Walter).

7. Lab Assistance.

Students enrolled in classes requiring use of the department's computers who have questions about the software used in that class, should direct their questions to the class instructor or teaching assistant.

To report any lab-related problems, including software, hardware or policy issues, send email to geohelp@hunter.cuny.edu. A copy of your email will go to all IT staff and will be answered by the appropriate person.

Your email must include the following information:

- Name of computer you are working on.
- Name of software program.
- Exact copies of any error messages.

The more information you provide the better the chance the problem can be resolved.

8. Scratch Disk.

Users can copy temporary files to the local C: drive. Use of the C: drive is temporary. If the C: drive is filled to capacity, the IT staff will delete all user files on the C: drive without backing up and without notice.

There is a 17.0G-Byte scratch partition located at `\\moon1\scratch`. Anyone may use this partition as a temporary workspace. When using this disk space, create a directory that is your user name and put all files and directories in there. This disk space will be automatically wiped clean periodically. Users will be notified in advance via email.

9. System Backups and Restores.

The Department's Windows file server is backed up two times a week.

UNIX-based hard disks are backed up two times a week, usually Monday and Thursday.

PC-based hard disks are **NOT** backed up at any time.

Users can request restoration of files and folders. This is a time-consuming task and users must provide the **exact** path and date of files/folders.

10. Use of Peripheral Equipment.

Use of the department's peripherals is restricted to those who have been approved by the DoGIT committee. All hardcopy output is monitored. The costs of bond paper, color printer paper and ink cartridges are expensive. Excessive use will result first in a warning and then a restriction of access.

11. Printing.

Effective Spring 2006, the Department of Geography has implemented the following printing policy:

Every computing account will be assigned a monetary figure representative of the category they belong to (see below). Print jobs sent to the 1090-B1, 1090-B2, and 1032 mono printers will cost \$.05 per page. Print jobs sent to the 1090-B1, 1090-B2, and 1032 color printers will cost \$.50 per page. Every time you send a job to the printer, a window will notify you of the cost and the amount remaining in your account. If you run out of money in your account, you may not print anymore. All print activities will be monitored for egregious use and abuse.

- Each student account will receive a 300 page mono or \$15 virtual print limit.
- Each \$15 GTECH fee paid will receive a 500 page mono or \$25 virtual print limit.
- TAs will receive a 1000 page mono or \$50 virtual print limit.
- Adjuncts will receive a 1000 page mono or \$50 print limit.
- Faculty & Staff will have unlimited printing privileges to the office printers, and no access to the lab printers.

12. Non-compliance.

Non-compliance with the rules will result in the suspension of accounts.