

Computer Labs FAQs

Q. *Where are there computers on campus that are available for all students to use?*

A. There are computers throughout the campus. They are located in the study lounge in Sheffield Hall SH 200, the study lounge in DeMare Hall DH 273A, also in the corridors of the HPE building on the second floor and in the Library.

Q. *What software is installed on the campus computers?*

A. They all have Microsoft Office 2013.

Q. *Are there computers that are restricted for certain student use?*

A. Yes, the following are restricted labs:

Visual Arts Department

Requires a valid departmental pass for students to use the room.

- Graphic Design DH 252, DH 254, DH 256
- Photography DH 210, DH 212
- Design labs DH 101, 107, & 111

Engineering Technologies/Engineering Science Department

Requires student to be enrolled in their department programs

- Engineering SH 151, SH 153, SH159, SH 163, SH 167, & SH169
- Mechanical Engineering SH 156
- Physics SH 216, & SH268

Information Technologies Department

Requires a valid departmental pass for students to use the room

- Computer/Media EH 216.

Q. ***Are there tutors available in the computer labs?***

A. No, there are tutors connected with the following departments:

- Math/Writing/Science Center

You need to make an appointment through the CCM web page, follow the link under Academic Services. The center is located in DeMare Hall DH 156.

- Information Technologies Tutoring Center
contact Mrs. Kopacka at 973-328-5780 or akopacka@ccm.edu. The center is located in Emeriti Hall room EH 225.

Q. ***How do I log onto the computers?***

A. Once the computers are turned on, it will instruct the user as to what the proper log-on is that they should use.

Q. ***Can I go onto the internet on these computers?***

A. Yes they all have internet access.

Q. ***Can I download software, songs, etc. to the hard drive?***

A. No, students are not allowed to download any outside software, programs or videos to any campus computer.

Q. ***Can I save my work to the hard drive?***

A. No, you must bring an external storage device to save your work, such as a flash drive.

Q. ***Can I bring food or drink with me into labs?***

A. No, food and drink are not permitted in computer labs.

Q. ***Where can I print something on campus?***

A. In the Library Resource Center and in Sheffield Hall Room 200.