Hebb Lab Booking Information 2014-2015

Please find below information on the Hebb Lab that may be useful to you. I ask that you share relevant items with your students – e.g. Accounts, Door Access cards, Safety & Security, Computing policies etc. (information is accurate as of this posting, updates will be added to our website and distributed as necessary).

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➢ GENERAL INFORMATION:

- The LAB SCHEDULE is mounted on our website and posted in the display case at the entrance door to the lab & on the bulletin board at the top of the PRC/Hebb hall.
- Drop-in hours are available when not booked by classes.
- Staff hours for the PRC/Lab are mounted on our website and posted in the display case at the entrance to the labs.
- Food and/or Drink(s) – coffee/ drinks with lids, cold snacks can be consumed; users are asked to be mindful of the computers and furnishings.
- Users are asked to dispose of their trash in the garbage bins provided.

➢ YORK’S COMPUTING POLICY

Non-academic use of lab computers is prohibited by York’s Computing Policy.
Official policy is contained in the 'Senate Policy on Computing and Information Technology Facilities' - the policy is posted on entry to the lab, on the start-up screen of each computer and every student must agree to abide by this policy before obtaining any computer accounts at York.


Our Lab guidelines further state that: "Anyone using the Psychology Lab facilities for non-academic purposes or intentionally disrupting the work of others will have their accounts locked and the privilege to use these systems revoked."

Access to computing and information technology facilities is a privilege.

Users who contravene the relevant policies and laws may be subject to immediate withdrawal of the privilege and/or disciplinary procedures.

Illegal acts involving computing and information technology facilities may also be subject to criminal prosecution or other legal action.

Please remind your students that they have the right to ask someone using the computers for non-academic use to give up the computer to them for legitimate academic use. Lab signage details these guidelines.

LAB BOOKINGS:

- As more classes use the lab, we have to allocate the use of the lab carefully. It is particularly important that the lab only be booked for times that it will actually be used.
- We protect a large number of hours during the week for drop-in times. A TA may be present during these drop-in times but the lab is not reserved for exclusive use of the course.
- Except by special arrangement, we will book a maximum of one hour weekly for the exclusive use of a course. However, bookings made for specific weeks and selective dates will be considered for more than one hour weekly for a course.
- Bookings are for the use of BSB 159--central area plus cubicles.
- We urge instructors who have a booked hour to allow use of computers in the cubicles by others if not needed by their students.
- Computers in 162 are for the exclusive use of graduate students and faculty.

ACCESS AND AVAILABILITY:

- Undergraduate access to the Hebb Computer Teaching Lab (predicated on staffing):

  Fall/Winter Terms
  Monday – Thursday - 8:00 am - 7:00 pm,
  Friday - 8:00 am – 5:00 pm
  (During the first month or so of term, hours may have to be shortened until staff are hired and trained)

  Summer Term
  Monday – Friday - 9:00 am - 5:00 pm

- Faculty and graduate students will have 24 hrs, 7 days a week access to the Grad/Faculty lab-BSB162
- Outside 8:00 am to 5:30 pm, access is possible with a valid DOOR ACCESS card - for full details check: http://dooraccess.yorku.ca/
- Please inform your students that do not already have Door Access cards, that they can be picked up at the William Small Centre PSII. ID will be required.
- The central area (room 159 BSB) and its cubicles are for general use; principally by undergraduates, and for block bookings by classes. Scheduled classes take priority in this area and your prompt co-operation in closing your computing session when asked is expected.
- Room 162 is reserved and restricted to faculty and graduate students only.
• If you are working in the Lab outside peak hours, you can inform Security at ext. 58000 [a pay phone is in the hall just outside the lab entrance (no charge call on campus)]. They will then stop in the Lab as part of their rounds to check on you.

- "WHY WORK ALONE" SECURITY CHECK see:
  http://www.yorku.ca/security/programsandservices.htm

- goSafe and STUDENT SECURITY see:
  http://www.yorku.ca/goSAFE/

➤ SAFETY AND SECURITY IS A SHARED RESPONSIBILITY

• Authorized Users can help keep our work environment safe and secure by NOT opening the doors or providing unauthorized access to the computer lab or to the building.
• Door access to the Behavioural Sciences Building, Hebb Computer Labs is available to authorized and legitimate students, staff and faculty with a valid York University Door Access Card. You are responsible for your card and its use.
• Do not lend or share your access card or your computer account.
• Regular Security patrols are made of the Behavioural Sciences Building. You may be asked for ID and unauthorized users will have to leave and a report will be made.

➤ ACCOUNTS:

PASSPORT YORK

Passport York authenticates you as a member of the York computing community, and gives you access to a wide range of University services. FAS (File Access Service)/WebFAS, Moodle, AirYork, and other services may require you to log in with a Passport York username and password.
• "Manage My Services" allows you to activate and manage your computer accounts.
• FAS account in the Hebb Computer Lab – if you are a member of the Faculty of Health your FAS account will allow you to access computers here in the Hebb Lab.

For more, check the York Computing site and select “Accounts”: http://www.yorku.ca/computing/

➤ COMPUTER PROJECTOR:

• A computer projector is permanently installed in the BSB 159 Teaching lab.
• A PRC/Lab Advisor will turn the projector on for you at the start of class and turn it off once your class is over.
• The Projector is hooked up to Lab 23 – the instructor computer. PLEASE DO NOT TOUCH ANY OF THE BUTTONS ON THE COMPUTER PROJECTOR UNIT ITSELF – it has been pre-set for optimal operation.

➤ DISK SPACE ON THE SERVER:

• Faculty, graduate and undergraduate FAS account holders are allocated their own space on the server. Users are advised to get into the habit of using the F: drive as their working directory. Using the F: drive will help to minimize problems that can be experienced with floppy disks and drives.
• Check this link for details on accessing your networked-drive files from home or elsewhere
  http://computing.yorku.ca/students/internet-access/file-access-service-fas/frequently-asked-questions-fas/#B
• You can also save files onto removable media (USB keys, CDs; or floppy disks) to enable you to take files with you to work on them elsewhere.
➢ **PRINTING:**

- BSB 159 (UGRAD) Black/White printers cost .10 cents per page
- BSB 162 (GRAD) printer costs .25 cents a page
- Our printers use the YU-card system to cover the cost of printing. For information on how to obtain a card or deposit money, visit [http://yucard.info.yorku.ca/](http://yucard.info.yorku.ca/).
- Lab printers are for the exclusive use of faculty, students and staff of the Department of Psychology.

➢ **STATS ADVISING**

Subject to staffing and funding, in the late Fall or early Winter term the PRC / Hebb Lab will offer Introductory Stats Advising for Undergraduate thesis students. See: [http://psycentre.apps01.yorku.ca/drpl/?q=stats_advising](http://psycentre.apps01.yorku.ca/drpl/?q=stats_advising)

**Statistical Consulting Services and Workshops for Honours Thesis Students**

- The Statistical Consulting Service (SCS) at York University offers FREE workshops and drop-in statistical consulting exclusively for 4th year students enrolled in PSYC 4000, 4001, 4170, and 4175. [http://www.isr.yorku.ca/scs/index.html](http://www.isr.yorku.ca/scs/index.html)

➢ **COMPUTER COMMONS LABS – WILLIAM SMALL CENTRE & ACE**

- The [Computing Commons](http://computing.yorku.ca/students/computer-labs/) is located in the Parking Structure II (PSII) building, at the north-west exit of the Ross Building behind the Curtis Lecture Halls.
- [Accolade East (ACE)](http://computing.yorku.ca/students/computer-labs/) Computing Commons, 83 York Boulevard, Room 017
- Check their website for hours.

- [http://computing.yorku.ca/students/computer-labs/](http://computing.yorku.ca/students/computer-labs/)

➢ **AP Labs (in TEL)**

- Location: Technology Enhanced Learning (TEL) - AP Lab Locations (General Use) TEL 2003, 2027, 2032, 2114, 2116, 2118, 3001.

- You’ll find the latest equipment, facilities and software.

You need a valid FAS account to use both of these facilities.

All York students are entitled to a FAS account. 

These Labs have a very wide range of software including SAS; SPSS ; MicroSoft Office products.

➢ **WebFAS**

- is a UIT web service that allows remote access to many applications (including SPSS) available in campus labs and Libraries. For a list of software applications available via WebFAS, [click here](http://computing.yorku.ca/students/computer-labs/).