College of Architecture Laptop Policy

2013-2014 Academic Year

Computers now are an integral tool to every professional and provide assistance with a myriad of everyday tasks including communication, advanced study and analysis tools.

We strive to become a national leader in technology. Prior to the implementation of the laptop policy, over 85% of our students enter the college with computers. This policy's goal is to increase the availability of this essential technology to every student.

In addition, over 50% of the colleges in the ACSA have laptop policies that start with first year students.

Today's students need a laptop as an integral tool to their learning experience and will utilize the laptop even if they change majors.

As a requirement of the College, the laptop can be included in available financial aid and loan programs.

**Laptop Requirement**

Laptops are required for all undergraduate and graduate students in the College of Architecture at the beginning of their first year. Software requirements vary by division (see below).

**Support Infrastructure**

Information Technology and the College of Architecture have partnered to provide a support infrastructure for the laptop policy. This includes wireless coverage, repair services and network file storage.

**Wireless:** The College of Architecture (Gould Hall) has wireless coverage throughout. To connect, simply choose the network called “OUWIFI”. If you need assistance with connecting to wireless, please call 405-325-HELP.

**Repair Services:** The IT Service Center in Gould Hall, Room B10, provides College of Architecture students support for all their computing needs. The IT Service Center is a Dell and Apple certified warranty repair center, but repairs all brands of computers. This service is free of charge, but students must pay for any parts or additional software required. There are also two other IT Service Centers on campus, located in the Engineering Laboratory room 200 and Couch Tower room W146. The Couch location is open 24 hours for your convenience.
Network Storage: Network storage space is provided for students to store homework, project or other files. This space is automatically mapped as U:\ in the College of Architecture computer labs. For assistance connecting to the U:\ drive from home or wireless, contact the IT Service Desk at 325-HELP, visit Gould Hall B10 or log on to support.ou.edu. The following quotas are automatically set and cannot be changed. First Year = 1000mb, Second Year = 2000mb, Third Year = 3000mb, Fourth Year = 4000mb, Fifth Year = 5000mb, Graduate = 5000mb

Virtual Lab: Due to the number and expense of specialized architecture applications, we have created the Virtual Lab. The Virtual Lab allows access of OU and College of Architecture software remotely through student laptops or home computers. To access this feature from off campus, students need a high speed connection (e.g. Cable or DSL) and the University VPN software available at https://itstore.ou.edu/Account/LogOn?ReturnUrl=%2f. Access the Virtual Lab using Internet Explorer.

View frequently asked questions about the Virtual Lab.

Financial Aid Help: To help aid in the purchase of a new laptop, students may apply for the Robert B. Lewis Computer Loan.

Students can also get up to a 12% discount by purchasing a Dell laptop at itstore.ou.edu or www.dell.com/ou.

Minimum Laptop Functional Requirement

1. Ability to send and receive email including attachments
2. Ability to browse the network and download files
3. Ability to read CDROM's and install software from them
4. Ability to protect against network and e-mail based viruses/worms (anti-virus applications, personal firewalls, etc.). The University provides Symantec Anti virus for all OU faculty, staff and students. It is available for download at itstore.ou.edu
5. Ability to read and write documents in Microsoft Office format (University students are eligible to purchase Microsoft Office at a significant discount at itstore.ou.edu or the university bookstore. Other office suites such as Open Office can read and write in the proper format and are available at no cost.)
Recommended systems:

We recommend PC as the primary platform for work in the college. For those choosing to use a MAC, students will be required to run Windows 7 or later platform in order for software required in respective departments to be available for use in class. Students are responsible for finding the best method to install Windows 7 on non-PC computers. Students should expect to allocate at least 100 GB of space to Windows on a Mac.

CNS, ID, LA, RCPL*
*Additional specifications for each division below.

<table>
<thead>
<tr>
<th>3rd Gen Core i3</th>
<th>Wired Ethernet Connection</th>
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<tbody>
<tr>
<td>8 GB RAM</td>
<td>16 Bit Sound</td>
</tr>
<tr>
<td>320 GB HDD</td>
<td>Windows 7 64 bit</td>
</tr>
<tr>
<td>DVD-R</td>
<td>Office 2013 (or most recent release)</td>
</tr>
<tr>
<td>1 GB Video Card</td>
<td>3-year warranty, plus accidental coverage</td>
</tr>
<tr>
<td>802.11G/N Wireless</td>
<td>Security lock/cable</td>
</tr>
<tr>
<td>Min. one USB 3.0 port</td>
<td>1920 x 1080 Screen Resolution</td>
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ARCH*
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*2TB External Hard Drive
Construction Science Guidelines:

Students in the Construction Science Division use laptops starting in the first semester of the freshman year for an array of daily functions that include email, internet research and paper writing. The use of computers increases in the freshmen second semester with the Computers in Construction course in which students learn CAD and 3D modeling, along with traditional spreadsheet software. Additional software with intense processing and memory requirements will be utilized as students advance through the program. It is suggested that undergraduate students enter the program with a minimally equipped laptop with the CoA system specifications required in the second semester. Laptops meeting the system specifications above will be required second semester of the freshmen year. Graduate students however will be required to enter the first semester of their first year with a laptop meeting the system specifications above. Students may discover a need to increase memory or speed over the recommended system specifications and should be considered with the initial laptop purchase.

**Construction Science Hardware Requirements: PC or MAC with Windows***
*(Students choosing Mac must have Windows)*

*Note: Much of the software required that is specific to the discipline of Construction Science is not supported on a Mac and therefore students may have issues with functionality and operating properly.*

**Construction Management Graduate Student Additional Hardware Requirements:**
- Webcam
- Headset

**Construction Science Software Requirements:**
- Microsoft Office
- Microsoft Project
- AutoCAD Architecture
- Autodesk Revit
- Autodesk Navisworks
- SketchUp Pro
- DProfiler
- WinEst Pro Plus
Interior Design Guidelines:

Students in the Interior Design Division use laptops starting in their freshman year for an array of daily functions that include email, internet research, paper writing, and posting of course assignments and projects. The use of computers increases in the beginning of the sophomore year with applications in computer aided drafting, modeling, rendering and animation. Students will be required to use their laptops during studio and lecture classes from the beginning of the sophomore year continuing through the end of the senior year. Students will also be required to have a two terabyte external hard drive at the beginning of their sophomore year. Undergraduate students will be required to enter the program with a laptop that meets the College of Architecture system specifications. Graduate students will be required to enter the first semester of their first year with a laptop meeting the system specifications above. Students should expect to upgrade memory or speed over the recommended system specifications as usage increases in the upper level studios.

**Interior Design Software Requirements:**
- Microsoft Office
- AutoCAD Architecture
- Autodesk Revit
- Autodesk 3ds Max Design
- Adobe CS Suite
- SketchUp

Landscape Architecture Guidelines:

Students are required to use their laptops, with software below, the first semester of the Landscape Architecture program.

**Landscape Architecture Software Requirements:**
- Microsoft Office
- AutoCAD Architecture
- Adobe CS Suite
- SketchUp Pro
- Google Earth
- Student license ArcGIS 10.0 or later (instructions for mac users http://edcommunity.esri.com/software/mac/)
- Esri City Engine
Regional and City Planning Guidelines:

Students are required to use their laptops for basic word processing and data analysis the first semester of the Regional & City Planning program. Students will need to use their laptops with GIS and related supporting software during their second semester. Some software may be provided free of cost by the instructor when possible. Software listed below is Microsoft Windows compatible only.

Regional & City Planning Software Requirements:
- Microsoft Office
- Student license ArcGIS 10.0 or later (instructions for mac users http://edcommunity.esri.com/software/mac/) (second semester of program)
- SketchUp Pro (second semester of program)
- Google Earth

Division of Architecture Guidelines:

Students in the Division of Architecture use laptops starting in the freshman year for an array of daily functions that include email, internet research and paper writing. The use of computers in studio courses increases in upper year levels with applications such as desktop publishing, CAD, rendering and animation and will have required use of all those entering the third year studio. Considering the five-year length of the architecture degree, it is suggested that students enter the program with a minimally equipped laptop with the expectation of upgrading to a more advanced model as usage increases in the upper level studios. That expectation would parallel the normal life span of a laptop and allow for increased speed when usage is most intense. Students will also be required to have a two terabyte external hard drive.

Architecture Software Requirements:
- Microsoft Office
- AutoCAD Architecture
- Autodesk Revit
- 3ds Max Design
- Adobe CS Suite
- Rhinoceros
- SketchUp Pro
- Lumion (suggested/class specific)

* Note: ARCH Students are warned that some software will run unacceptably slow or not at all on a MAC and as such a MAC is not recommended

Adopted by CoA Directors 4/23/13
Adopted by CoA IT Committee 4/23/13