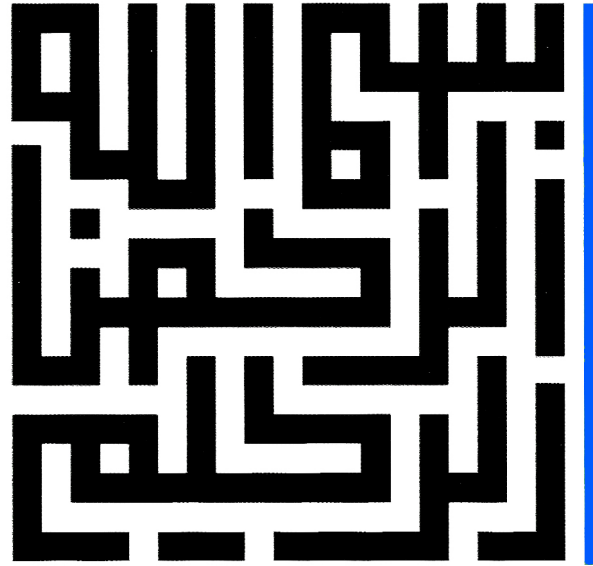Umm Al-Qura University
University College – Jamoum
Computer Dept.

Computing Laboratories and Facilities

In the Name of Allah,
the Most Gracious, the Most Merciful

Table of Contents

1. Introduction

Welcome. This document is a beginners' guide to use the computing facilities in the Department of Computer Science in University College in Al-Jamoum in Umm Al-Qura University. The aim is to introduce you to a selection of the essential laboratories and facilities.

The Computer Science department in the University College in Al-Jamoum has two sections: one for male and the other for female. In this guidebook, we describe the computer laboratories and classrooms in both sections.

The classrooms and the computers laboratories you will use are all located on the first and second floors of Wing A for the male section, and in the second floor for the female section. Wireless network access is available throughout much of the University College buildings.

2. Department Classrooms

In each of the two sections, there are five classrooms. Each of them is approximately 6m x 7m (420 sq. Ft.) and contains seats for 32 students, and one big room is approximately 9m×8m (720 sq. ft.) and contains seats for 51 students. All classrooms are equipped with Data shows and computers for instructors as well as with whiteboards and/or smartboard. Wireless network access is available in all classrooms. The layouts of these rooms are shown in Figures 1 and 2.
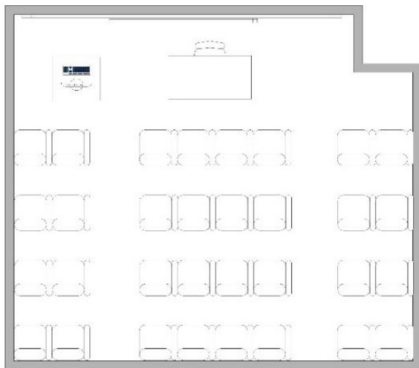

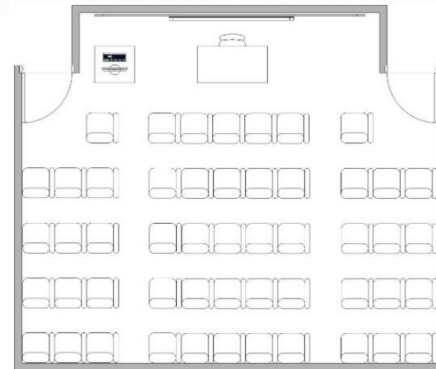Figure 1. Small Classroom Layouts

Figure 2. Big Classroom Layout

3.Department Laboratories Types

Twelve laboratories for the men and ten for girls, each of which is about 6m x 7m (420 square feet). Eight of them in the male section and six in the female section contain 20 computers in each. These laboratories are:

- Hardware (HD) Laboratory.
- Network and Distributed Systems Laboratory.
- Artificial Intelligence (AI) Laboratory.
- Project Laboratory
- General computer Laboratory (8 laboratories in the male section and 6 laboratories in the female section).

The layout of the HD and AI Laboratories are shown in Figure 3, while the layout of the Project Laboratory is shown in Figure 4. The other laboratories layout are as in Figure 5.
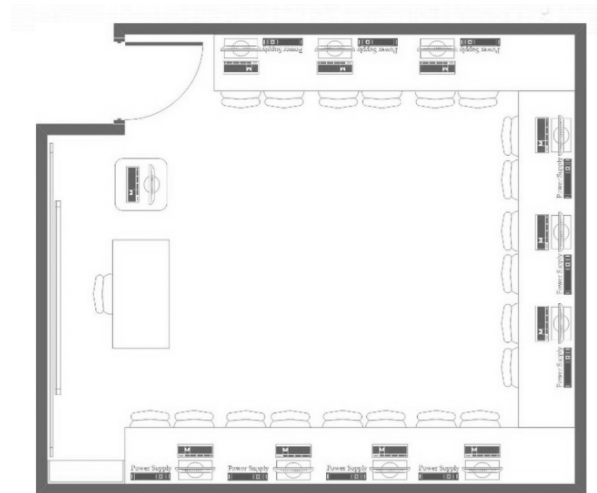

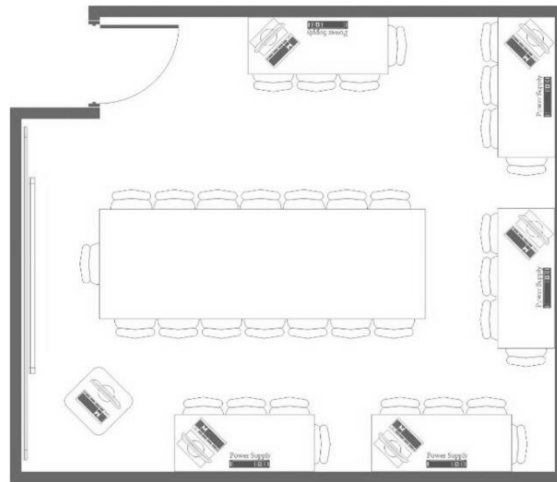
Figure 3. The Layout of the HD and AI Laboratories

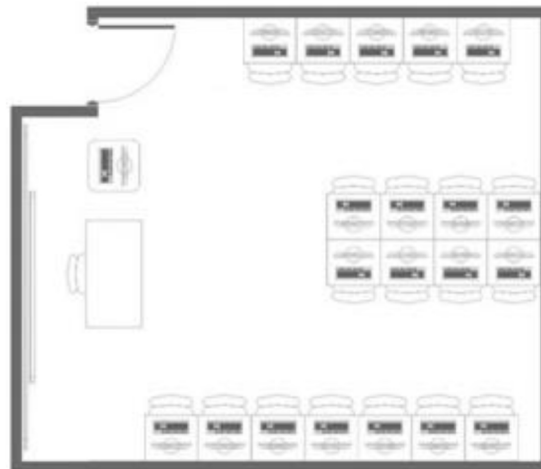Figure4. The Layout of the Project Laboratory

Figure 5. The Layout of the other Computer Laboratories

4. Computing Resources

Wireless access points are distributed across large parts of the College. These access points have controller access (by university ID) and can be used by students and faculty members to access the campus network and the Internet.

The Admissions and Registration Deanship provides students with the ability to perform online registration, monitor their academic progress, view transcripts/grades, etc. Instructors have the ability to figure out their classes, timetable, students in the classes, entering final degrees, etc. Moreover, the university IT deanship offers several online services for the staff and the faculty such as email, personal homepages, facilities application gates, learning management systems, etc.

5. Maintenance and Upgrading Policies

The following policies and procedures are in place to ensure that all computer-equipped laboratories are maintained regularly and in the more efficient manner:

- All computer-equipped laboratories should be upgrades/replaced on a three-year replacement cycle. At the time of upgrade/replacement, these computers will be configured with the current standard software supported by Umm Al-Qura University. Disk imaging software will be utilized to ensure uniformity and promote upgrade/replacement efficiency. An image of each laboratory will be stored on a network server for future use.
- At the end of each semester, each disk image will be evaluated and updated as necessary to reflect any version changes or changes in the functionality of the operating system and each installed application. Once these updates are complete, each laboratory will be re-imaged. This ensures that each laboratory is current and "clean" on the start of each semester.
- Problems and malfunctions reported to the technician throughout the semester will be given the highest priority and handled as quickly and efficiency as possible. Minor problems or those limited to single computers will be handled individually. Problems affecting an entire laboratory may involve the re-imaging of the entire laboratory.
- Antivirus is installed on all the PCs in the college. This is configured for automatic updates and real time scanning.

- All software tools used within the department are legal and licensed. The installation and use of illegal and/or unlicensed software tools is strictly forbidden.
- All these facilities were replaced/upgraded by the end of the academic year 2015-2016.

In addition to the maintenance policy listed above, we strongly encourage our students to follow the following directions to protect our devices and equipment from damages:

- Do not bring any food or drinks near the machine.
- Turn off the machine once you are done using it.
- Do not plug in external devices without scanning them for computer viruses.
- Ensure that the temperature in the room stays cool, since there are a lot of machines inside a laboratory as these can overheat easily. This is one of the many ways of ensuring computer safety.
- Try not to touch any of the circuit boards and power sockets when a device is connected to them and switched on.
- Always maintain an extra copy of all your important data files.

6. Rules and Regulations

Rules and regulations regarding the use of laboratories and classrooms are implemented by the department, and students should follow them. These rules are published on the departmental website. We hope you will cooperate with each other and make sensible use of the facilities in the department, without us having to enforce the rules. For the record, however, if individuals do behave antisocially or misuse the facilities, then there are measures that will be taken, including suspension and loss of access to the classrooms and laboratories. In particular, strong action will be taken if anyone is found trying to circumvent the security systems, using our systems to gain illegal access to other computers, or using our systems to access illegal material.

The use of P2P or torrent software is strictly prohibited and you should always respect the rights of copyright owners by never copying or distributing copyright material without permission.

The following is an informal list of principles we would like you to observe:

- Plan to arrive to class on time and to stay for the entire class period
- All cell phones, smartphones, and other electronic devices must be turned off (or on Silent mode) and hidden from view during class time.
- There is NO use of any electronic devices (e.g., cell phones, iPads, smartphones, laptops, etc.) allowed during exams and other graded in-class assignments.
- Laptop and tablet computers are allowed for (quiet) note taking only: i.e., other activities such as checking personal e-mail or browsing the Internet are prohibited.
- Food and beverages are NOT permitted in classrooms.
- Students are responsible for what transpired if they miss a class. It is the student's responsibility to contact a classmate to determine what was missed. [Note: Instructors may have their own set of rules regarding attendance. "Excused absences" are specified in the University «Excused Absences Policy Statement» (e.g., hospitalization, death of an immediate family member).]
- Talking and other disruptive behaviors are not permitted while classes are in session.
- Be polite and respectful towards others, instructor and other students.
- Students should address faculty as «Professor» or «Dr.» Calling faculty by their first names is not appropriate.
- Students are expected to be professional and respectful of other students, instructors, Department administration, and staff. That includes verbal and physical behavior as well as language used in email and phone messages.
- Students (and faculty) must adhere to University rules regarding online access and usage.
- Individual instructors may have additional requests regarding classroom behavior. Please add here to those as well.

7. Health & Safety

Students safety is our top priority, therefore the following health and safety guidelines are strongly recommended:

- Adjust the height of the chair so that the work surface allows your elbows to be bent at 90 degrees, forearms parallel with the floor, wrist straight, shoulders relaxed.
- Adjust the seat backrest so that you are sitting upright, and so that it supports the lower back when you are sitting upright.
- Place the keyboard in a position that allows your forearms and wrists to be straight.
- The monitor should be at about arm›s length. Set the height of the monitor so that your eyes are aligned with the top or upper-half of the screen.
- Change posture at frequent intervals to minimize fatigue. Avoid awkward postures.
- Take a 10 minute break every hour. Stand up, stretch your body, and walk around. Do not look at the monitor during the break.
- Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- Read and understand how to carry out an activity thoroughly before coming to the laboratory.
- Report fires or accidents to your lecturer/laboratory technician immediately.
- Report any broken plugs or exposed electrical wires to your lecturer/laboratory technician immediately.
- Be aware of office ergonomic guidelines (see point 8 above) for correct posture when using computer equipment.
- Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect.
- Avoid stepping on electrical wires or any other computer cables.
- Do not open the system unit casing or monitor casing particularly when the power is turned on. Some internal components hold electric voltages of up to 30000 volts, which can be fatal.
- Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
- Do not remove anything from the computer laboratory without permission.
- Do not touch, connect or disconnect any plug or cable without your lecturer/laboratory technician's permission.

- Do not misbehave in the computer laboratory.
- Do not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, air conditioning or other equipment in the laboratory.

8. Emergencies and / or Incidents

In case of an emergency and / or an incident take place, please follow the steps below:

1. Keep calm.
2. Tell someone about it: the nearest staff member, a fellow student, the Floor Wardens, fellow Workers, your Supervisor, others in the area.
3. Call the Security Emergency Centre 911.
4. Be ready to describe in case of emergency:
   READ SLOWLY AND CLEARLY
   "This is the University College Computer Laboratory at wing A of the college building, Level 2, Room 07.
   We have an emergency and need medical assistance immediately."
   Someone will be at the front door to meet you.
5. Leave the building if the type of emergency warrants it, or if directed by Wardens/Security. Do so by the nearest safe exit.
6. Do not use lifts in case of fire.
7. Follow the Security directions.