ACADEMIC COMPUTING AND TECHNOLOGY

Student Access to Technology

There are student computer labs on campus located in the major academic buildings, which provide access to the University computer network and the Internet. In addition to the general-purpose labs, there are discipline specific labs for Biology, Chemistry, Computer Science, Education, Nursing, Visual Graphics, Digital Recording Arts and Mass Communication students. Overall, the University has over 400 computer systems for academic pursuits for our students. The labs are equipped with Windows based systems, as well as, Apple Macintosh stations. These labs also provide access to a variety of application software, including Microsoft Office and a host of curriculum specific software applications that are used by students in their given field of study. Students are issued a single University user account that provides access to email, network, portal, library databases and online courses so they can access personal information, class schedule, grades, campus technology, services, and support anytime, anywhere Internet access is available. Students connect through the MyUSF portal from anywhere in the world at a time convenient to their schedule.

A wireless campus infrastructure allows students to connect to the University network from their residence hall rooms (with their own computer system), one of the many computer labs located in each building around campus, or in outdoor spaces such as the campus quad. The library, which provides unlimited wireless access throughout the building, offers computer workstations and an array of online research databases and tools for scholarly pursuits. For more details on services available, please refer to the Library Services portion of this catalog.

Classroom Technology

The University's focus on the integration of technology and student learning is evident within our multimedia classrooms for instruction and presentation by both faculty and students. The multimedia classrooms have Internet access, video projection systems, teacher stations, and stereo sound equipment for presentations.

Canvas is the learning management system that the University instructors use to share course materials with students and to communicate among the class participants. All courses at the University have an online course shell associated with it.

Online Internet Courses

The University of St. Francis is a national leader in providing distance learning to working professionals. The University of St. Francis has been offering its web-based option since 1997. The online programs are fully accredited by the North Central Association. Online students can earn a baccalaureate degree in Business Management, Health Care Management, Nursing BSN Fast-Track and Organizational Leadership. Furthermore, numerous graduate online degrees are available including an MBA, MS in Management, MS in Health Administration, and a MS in Training and Development. St. Francis uses Canvas software to deliver its Internet classes. A major difference in online courses versus the traditional

classroom setting is that classes are not "time bound." Students work on the course at a time and place convenient to their schedule. Like any class, the student will read texts, participate in class discussions, write papers, and take exams through the USF Online program.

To maximize learning, it is recommended the student have the following computer hardware available for their use:

Computer Requirements for Online Courses

Computer Hardware Requirements

- Internet Access: cable modem is strongly recommended
- Processor: 2.5 GHz or faster
- Memory: 4 GB RAM (minimum)

Operating System Requirements

- PC: Microsoft Windows 10
- Mac: Macintosh OS X operating system or higher

Software Requirements

- Microsoft Office 2016 (Word, Excel, and PowerPoint)

Supported Browsers for PC

- Internet Explorer 10.0.x or higher
- Firefox 91.0.x or higher
- Google Chrome 101.0 or higher

Supported Browsers for Mac

- Firefox 91.0.x (OS X only)
- Safari 12 or higher
- Google Chrome 101.0 or higher

NOTE: Using the newest version of browser is highly recommended.

Special notes and limitations

1. We do not recommend you use your company's computer for your online course. If you plan to use your work place computer, please get approval from your employer before enrolling in the course. Not all employers allow you to use your computer for non-business related activities.

2. Using your computer from work may result in problems reaching your USF Online course. Many companies today are running firewall software or using hardware that could restrict your ability to access material over the Internet. If your company is running a firewall system and you have problems accessing your USF online course, you should consult with your company's technology department to determine whether they are willing to adjust their firewall system for you. USF cannot do this since it is your company's firewall that is blocking your access to the University. Please note that some companies have policies that prohibit the personal use of the Internet. If your technology department is willing to make changes to their firewall for you, please contact the Technology Support Center at 815-768-8324 for the specific information that they will need to allow you access.

Library Services

The LaVerne and Dorothy Brown library provides equitable access to all affiliated users through the library web site and MyUSF portal. The main library building, located at 600 Taylor Street, houses more than 50 computer workstations, a variety of areas for group and individual study, a number of traditional classrooms, a media viewing room, the

USF Library Archives, a snack lounge, and comfortable seating areas throughout the building. In addition, the library provides a large collection of print, audiovisual and electronic resources including numerous online databases with thousands of electronic journals. During normal library hours' professional librarians are available in person, or virtually, to answer questions, help find information, and demonstrate the best methods for conducting research.

Library users, both on and off campus, must register with the library in order to check out books from the online I-Share Catalog which includes access to the USF collection and to the collections of more than 80 academic libraries in Illinois. Instructions for library registration and detailed descriptions of all library services can be found on the library web site. The web site also includes instructions for using library resources and subject guides developed by librarians to help users quickly find the most relevant resources for each discipline offered at USF.

Print and AV Collections Users can access the online catalog via the library's web site (http://library.stfrancis.edu) to search for books, journals and media materials throughout the entire library collection. The library's print collection consists of more than 115,000 books and hundreds of print journal subscriptions. Physical audiovisual media consist of more than 5200 DVD/VHS titles, and 2000 CDs. The Health Science/Nursing collection, housed on the library's main floor, contains approximately 3000 books and more than 70 journal subscriptions. A K-12 textbook collection for education students, and a collection of literature for children are located in the lower level of the library. Additional information and instructions on how to check out material from remote sites such as your home or office can also be found on the web site.

Electronic Collections

The library provides catalog access to 6600 e-books, 8000 e-videos, and more than 18,000 electronic journals through an extensive collection of online research databases through such vendors as EbscoHost, JSTOR, Gale, ProQuest, PubMed, LexisNexis, Films Media Group, and others. Use the All Databases link on the library web site to access these databases. Online tutorials and guides provide detailed information about each database and directions for searching in the most efficient manner. Librarians are available for assistance anytime the library is open in person, by phone, chat, or via email. Check the library web site for contact information.

Library Archives

The Library Archives is responsible for identifying, collecting, organizing, describing, preserving and making available for research and reference those records of the University that are of sufficient historical, legal, fiscal or administrative value to warrant permanent preservation. The Archives collects the inactive records of administrative, academic and student organizations, items of significance to the University's history and that of its founding congregation, and other special collections of materials that befit the mission of the Library. Records in the Library Archives are unique, rare, or of greater value than materials in the general library collection. These unique materials require special handling and preservation measures in order to continue to make the materials available for use. Any limitations on access are in place to balance user needs and preservation efforts so that archival materials will continue to be available to future researchers.

Access to Additional Collections

Interlibrary loan services are provided to supplement the Brown Library collection. Registered patrons may request books directly from more than 80 academic libraries in the state through I-Share, the library's online catalog. Web forms are also available to request books and journal articles not available through the online catalog. Delivery of many articles is available electronically via the web. Through a variety of consortia agreements, the Brown Library is able to provide most materials to patrons free of charge.

Library Services for Off-Campus Sites

The Brown Library strives to provide equitable access to resources and services for all extended campus locations. Students may request assistance at any time by using the Ask-A-Librarian web form chat, the chat box on the Library web page, or by calling 800-726-6500 to speak directly to professional librarian. Users must register in Illiad in order to request articles and books not available from the USF collection or I-Share collection. Distance students are generally also able to request interlibrary loan services through their local public library collection, however, should consider USF their primary resource library. Several short instructional tutorials are also available online to assist library users at any hour. Students at the Albuquerque campus are provided with online and virtual services from the Brown Library and also have access to resources at the University of New Mexico Health Sciences Library.

Library Instruction

Students and faculty are encouraged to contact the library to learn about the resources available and to receive help with their research assignments. Professional librarians are available to provide instruction for both individuals and class groups upon request. In addition, electronic tutorials and subject guides are provided on the library web site.