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Origination	11/2021	Owner: Jennings Hobson: Staff-Technology Support Specialist
Last Approved	08/2023	
Effective	08/2023	Area: IT
Last Revised	08/2023	Sub-Areas: FNP Students, HIIM Students, MHA Students + 8 more
Next Review	08/2024	

MURPHY DEMING COLLEGE OF HEALTH SCIENCES

Computer Usage & Requirements

Any printed copy of a policy is only valid for 24 hours.

SUPERCEDES: 10702015

PURPOSE:

Use of computers and related technology has become an integral part of today's graduate school experience. MDCHS/MBU makes every effort to ensure that its students are supported in their use of these technologies. This policy will provide MDCHS students with the computer usage and requirements to ensure the access to the applications needed for learning.

POLICY APPLIES TO:

All MDCHS students both online and in-seat.

POLICY:

Computer equipment/accessories requirements and use for in-seat and online MDCHS Students.

MDCHS Technology Requirements

Laptops are required for MDCHS OTD, DPT, MSPA, and NAP programs. Students in online programs are

not required to have a laptop, but do need to meet the other hardware and software requirements. Whether evaluating your current computer or considering purchasing a new computer, please make sure they meet these minimum requirements to ensure you will be able to run the software required by the programs for your studies.

- **Tablets and Chromebooks are not supported at this time.**

Minimum Computer Requirements

- 802.11 b/g/n/ac/ax wireless card
- Active and up to date anti-virus
- Display capable of a resolution of 1366×768 or higher
- Webcam and speaker/microphone
- Current versions of Safari, Firefox, Edge or Chrome

Windows-based computers

- Windows 10 or 11 with the latest Service Pack and patches installed
  - Only Windows 10 or 11 Home, Pro, and Enterprise are supported
- Windows Firewall must be turned "on"
- Based upon the Microsoft hardware requirements for Windows 11, we recommend a minimum of:
  - 2.0 GHz dual-core or better processor
  - 8 GB or more memory
  - 150GB Hard Disk or larger
  - 10/100 Mbps Network Card

Apple Macintosh computers

- macOS X Catalina 10.15 minimum
  - Big Sur 11.0 or later recommended
- Based on the Apple hardware requirements for **Catalina (OS X 10.15)**, one of the following is required:
  - MacBook Pro (Mid 2014 or newer)
  - MacBook Air (Early 2014 or newer)
- We also recommend at a minimum for any Mac:
  - 2.5 GHz dual-core processor
  - 8 GB or more memory (RAM)
  - 128GB Hard Disk or larger

Standard MacBooks (not "Pro" or "Air") are not recommended at this time, as they do not meet the processor requirements suggested by some of our software vendors.

Microsoft Office products (Word, Excel, PowerPoint)

MBU/MDCHS offers Microsoft Office to its current students. Office may be installed from office.com and signing into a users Mary Baldwin account.

Recommended accessories

- USB Flash drive and external storage drive
- 10' to 15' Cat-5 Ethernet cable, depending on how you will connect to the internet at home
- Surge protector
- Personal laser or ink-jet printer and supplies
- Spare battery or external battery pack for in-seat programs *(Expect 8 hours or more of class time some days – please make sure that your laptop can sustain an appropriate charge.)*

PC or MAC?

We do not recommend one computer over another. Our students are evenly split across both platforms. Pick the computer that you are most comfortable using and meets your budget.

- Purchasing a new computer? Once you receive it, please open your computer, set up your MBU email account, and test wi-fi connections before Orientation day.

Course specific software needs:

Designated software needs for particular courses will be presented as a part of the syllabus or required "books".

Other MDHCS Operational Information Technology (OIT)

Acceptable use Policy

All users of email systems must conform to the Acceptable Use Policy as outlined at http://go.marybaldwin.edu/oit/acceptable-use-policy/, all applicable federal, state and local statutes, and ethical and professional standards.

IT Contact Information

- **MDCHS OIT:**
    - Tel: (540) 887-4045
    - Email: MDCHSOIT@marybalwdin.edu
    - MDCHS Room 208

- **Staunton Campus OIT:**
    - Tel: (540) 887-7075
    - Email: support@marybaldwin.edu

- ◦ Lower level of Grafton Library

Wireless Coverage

The Health Sciences Building has full wireless coverage.

Login Information

Upon registration, students are assigned user ID logins and passwords for access to network, email, learning management system and several other applications. You will receive an email through your personal email with this information. Please follow the directions in the email and complete the security questions.

Primary method of Communication

Email is the primary method of campus communications. Your instructor's correspondence, as well as official MDCHS/MBU communications will be sent to you **ONLY** through your MBU email account. Check your MBU email account regularly.

Procedures

Policy Review

Policy will be reviewed annually to assess whether changes in technology and software requirements are compatible under the policy.

Policy Changes Due to Vendor Requirements

Please keep in mind that vendors are constantly upgrading their software and that these minimum requirements are subject to change prior to annual review.

Approval Signatures

Step Description	Approver	Date
Leadership Team Approval (by vote)	Sue Stevens: Senior Associate Dean	08/2023
	Jennings Hobson: Staff -Technology Support Specialist	08/2023

Sub-Areas

FNP Students, HIIM Students, MHA Students, MSN Students, NAP Students, OT Students, PA Students, PPOTD Students, PT Students, Post-MSN DNP Students, RN-BSN Students