Service offerings to students at Southern College of Optometry.

- **Computer Labs/Learning Resource Centers (LRC):**
  - 3rd Floor of the tower building. 30 PC/2MAC with current version of Office, Adobe, access to Internet, and optometric software as required by faculty. Open Mon.-Thurs 8:00am – Midnight, Fri. 8:00am-5:00pm, Sat.1:00pm-5:00pm, Sun. 1:00pm-Midnight. No food or drinks allowed in the labs.
  - 5th Floor Library has a smaller version of the 3rd floor LRC with all the same resources. See Library for hours of operation.
  - Printers and Copiers are located throughout the college. You will need to register your ID Badge to use them. You will be charged for each side of paper you print on. Color is .10 per page and B/W is .04 per page. You will be billed at the end of each semester for the previous semester’s usage.
  - Scanning: All printers have the ability to scan to email in PDF.

- **Wireless:**
  - Access is available in all buildings and some green space. Your device may find several networks some belonging to SCO and others to other businesses. You should log into SCONET. The network is secure and the key is changed from time to time. Currently the key is **Wib,1o2?**

- **POD Casting:** All classroom lectures are recorded and posted to the course website using Tegrity. A full demonstration and test login will be conducted during in processing.

- **Moodle Learning Management System (LMS).** All of your course digital materials will be distributed via a class site on Moodle. [Moodle.sco.edu](http://Moodle.sco.edu)

- **Equipment Checkout:** LRC offers equipment check out for official school projects – LCD projectors, screens, and Laptops. See AV office on the 3rd floor.

- **Email:** Email should be checked daily. This can be accessed via a web link from your SharePoint or Moodle homepage or outlook.com. Email groups are restricted to SGA officers except for groups that you are a member of – as an example if you are in the class of 2019 you can send a message to all classmates – [cl2019@sco.edu](mailto:cl2019@sco.edu) but you cannot send a message to [students@sco.edu](mailto:students@sco.edu) but your class president can do that for you.

- **Student Response Device (Clicker):** You will be issued a clicker to be used in your classes. See your instructor for when and how you will use it. There is no charge for the clicker but if not returned you must purchase one in the SCO bookstore.

- **Helpdesk Services:** If you are having a issue with any SCO Information Service offering please report it via a help desk ticketing system @ [http://helpdesk.sco.edu](http://helpdesk.sco.edu)
Office 365 is now free for you while enrolled at SCO. There is a download link on your email website.