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I. INTRODUCTION

The School of Architecture at Prairie View A&M University is committed to excellence, in teaching, research, and service. A primary goal of our University is to create a campus environment that encourages the active involvement of students in their own personal and intellectual development, thereby promoting responsible citizenship. The policies and practices are designed to promote: attitudes and opportunities for creative, critical, and independent inquiry; high standards for the acquisition of knowledge and the achievement of intellectual understanding; freedom from the limitation of ignorance, prejudice and intolerance; self-knowledge and an understanding of the relationships of the individual to society; and knowledge of and experience with cultures and circumstances that differ from the familiar in location, time, or values.

This handbook is intended to serve as a guide to the policies and procedures of the School of Architecture at Prairie View A&M University. Though it is impossible to summarize every aspect of life at the School of Architecture, this handbook is intended to provide information that may be useful throughout the course of an education. It is recommended that every student become familiar with the contents of this handbook.

1. DEAN'S MESSAGE

Architects design nations and neighborhoods, general contractors build them, and construction managers oversee the process. We want and expect the architects, construction scientists, and community developers graduating from Prairie View A&M University’s School of Architecture to be the best and the most successful in the world. The new School of Architecture building at Prairie View A&M University is a space-like ship waiting to beckon, encourage, and enlighten students who dare to partake of a new creative journey. You see, this space ship is floating, yet locked into place here on campus to be a vessel for the incubation of creative minds. And not only for those who want to dream and create, but also for those who want to construct and fabricate the places we inhabit – places where we work, live and enjoy life. A workshop, if you would, to transform ideas into reality. So you see a space ship gently touching down on the Prairie View campus to gather up the talented, thinking students – to mold them to greatness.

Dr. Ikhlas Sabouni, Dean
Association of Collegiate Schools of Architecture Distinguished Professor
Texas A&M University System Regents’ Professor

2. HISTORY OF THE SCHOOL OF ARCHITECTURE

Studies in Architecture began at Prairie View in the 1920’s with classes being offered in drafting and building construction. In the 1940’s two instructors in architecture were added to the staff and, in 1947, the Board of Regents approved a School of Engineering program. In 1970, the College of Engineering established an Ad Hoc Study Group on Curriculum in Architecture that resulted in the program being changed to a five-year Bachelor of Architecture program in 1972. In 1977, the first professional Bachelor of Architecture degrees were awarded.

The architecture program received its initial accreditation from the National Architectural Accrediting Board (NAAB) in June of 1992 and has maintained accreditation since that time. A university effort in reorganization saw the creation of the Division of Art and Architecture merging the Departments of Art and Architecture with an Associate Dean as the head.
In February 1998 in response to recommendations of the most recent accreditation visit and forceful action within the university, the Division of Art and Architecture was restructured to become the Prairie View School of Architecture with its own dean and status equal to the other schools and colleges of the university.

The School converted the 5-year Bachelor's Degree to a 5-year Masters Degree commencing in Fall 2002. The School is now one of a small handful programs in the nation that offer a Masters degree in Architecture in just 5 years. Graduation of the first students with a Masters Degree in Architecture occurred in August 2003.


Faculty and staff from the Community Development Graduate Program with the TAMUS Office of Community Development have initiated in 1999-2000 the Prairie View A&M University Regional Leaders Forum. A fourth successful Forum has started in February of 2003.

Michael Rotondi (Roto Architect) and HKS designed the new facilities. The School of Architecture has completed constructing the new School of Architecture building to house the Architecture Programs, Construction Science Program, Community Development Program, the CURES Center and the TIPHC Center in August 2005.

3. OFFICE HOURS
School of Architecture Business Hours are 8:00 AM – 5:00 PM, Monday through Friday. Each instructor’s office hours are posted on the entrance to his/her office.

4. CODE OF EXCELLENCE

Commitment to Excellence
Upon admission to and enrollment at Prairie View A&M University, an undergraduate and graduate student becomes a PVAMU Man or a PVAMU Woman, a loyal Panther who agrees to uphold a commitment:

To Excellence in Attitude
Exhibiting a positive desire to accept the challenges of college life, refusing to allow obstacles to impede progress toward future goals and aspirations.

To Excellence in Personal Management
Exhibiting the highest respect for self and for the property and rights of others.

To Excellence in Work Ethic and Scholarship
Exhibiting determination that leads to meeting expectations of class attendance, course requirements, work-study positions, student organizations and other commitments; exhibiting dedication and persistence required to realize one's full academic potential.

To Excellence in Responsibilities for Peers
Exhibiting leadership among peers that openly repudiates violence, illicit drug use, possession of weapons, vulgarity, apathy or any form of destructive and inappropriate behavior.
To Excellence in Professional Career Preparation
Exhibiting deliberate pursuit of professional and career readiness as evidenced by participation in student organizations, academic learning communities, athletic competition, career planning, leadership training, graduate professional school orientations and other career preparation activities.

To Excellence in Community Membership
Exhibiting responsible citizenship, taking social and political positions that advance the common good while contributing skills and talents in a manner that promotes the general welfare of local, state, regional, national and international communities.

To Excellence in Honesty, Integrity and Character
Exhibiting commitment to being truthful in the conduct of personal and academic matters, resisting any form of deceit, malfeasance, misrepresentation or fraudulence; exhibiting a high standard of moral conduct as evidenced by one’s being fair, dependable an

II. FACILITIES AND SERVICES

1. STUDIO
   Design studios are the primary working space for students in the School of Architecture. These spaces are intended to provide a working environment conducive to the process of creating design. Architecture Design Studios are located in 1st and 3rd floors, Each Studio desk can be equipped with personal computer in a secured cabinet and flat monitor screen.

2. COMPUTER LAB
   Computer lab is located in Rm 223. Windows XP workstations are available 8:00am to 5:00pm Monday through Thursday and 8:00am to 3:00 pm on Friday with related input and output devices such as scanners, printers and plotters. Platforms access current versions of all significant design software: AutoCAD, 3D MAX, Rhino 3D, Revit Architecture, Adobe Photoshop, Illustrator, SketchUp, and Premier etc. Hardware and software are continually upgraded. Lab technical problems should be referred to the lab staff, or to lab administrator, Prof. Yunsik Song at yusong@pvamu.edu or 936-261-9818.

3. GALLERY
   The Architecture Gallery is located in first floor of Rm 145. Cultural Center (Texas Institute for Preservation of History and Culture) Gallery is located in first floor of Rm 146 inside of Cultural Center. The Permanent exhibition and temporary exhibitions are available for public viewing 8:00 am to 5:00 pm, Monday through Friday.

4. LIBRARY
   All books and publications pertaining to design are located in the John B. Coleman Library (Section NA on the 3rd floor) located across L. W. Minor street form the School of Architecture building. The Architecture Library is located in Rm 258 of new architecture building. Image Slides, books and magazines are available 8:00am to 5:00 pm, Monday through Friday. Contact Prof. Peter Wood for architecture library (Rm. 241 or Office Number: 936-261-9815, pjwood@pvamu.edu)

5. AUDITORIUM
   Auditorium is located in 2nd floor of Cultural Center, Rm 263. Various Lectures, Conferences and Symposiums will be held in the Auditorium throughout the year. For schedule or reservation information, you can contact Mrs. Billie Evans (Rm. 106, or Office Number: (936) 261-9803).

6. PHOTO SHOP
   The Photoshop facility is under planning stage. Lighting equipments will be equipped for model pictures. Cameras and camcorders will be available from the Media Services at Rm 225. You can
contact media administrator, Prof. Yunsik Song (Rm. 225 or Office Number: 936-261-9818) for further information.

7. MATERIALS SHOP
The Materials Shop (Woodshop) is located in Room 128. School of Architecture has a woodworking and metalworking facility designed to be used as a practical laboratory extension of design studio. The shop is equipped for all phases of woodworking, metalworking, and machining. The shop is available to all School of Architecture students and to all students enrolled in School of Architecture courses. The shop hours for the academic year are posted outside of Materials and Methods shop entrance. Any student interested in using the shop must complete a safety course. The safety course will be taught during studio class time. A schedule will be developed with the individual studio instructors. Scheduled times for this course are posted in School of Architecture Bulletin board at the beginning of each semester. Representation of previous experience will not be accepted in lieu of completion of this safety course. You can contact shop manager, Mr. Sam Smith (Rm. 128 or Office Number: 936-261-9804) for the further information.

8. DIGITAL FABRICATION EQUIPMENT (LASER CUTTER, 3D PRINTER, CNC ROUTER AND PLASMA)
The digital fabrication equipment is located in Room 128 inside of Materials Shop. Training courses are required for this facility. The hours of operation are posted on the door of Rm. 128 or contact: Prof. Song at yusong@pvamu.edu or 936-261-9818 for schedule and the further information.

9. COPYING/PRINTING
Students may only use the departmental copiers for their research assistantship work as authorized by their faculty supervisor. There are self-service copiers available (soon) for student use for a nominal fee at the Printing and Copying Services in the Memorial Student Center. You can contact Mrs. Billie Evans (Rm. 106, or Office Number: (936) 261-9803) for further information. Students are encouraged to use scanners in the computer lab for copying and printing.

10. MEDIA SERVICES
Media Services offers a wide range of equipment and instruction support services to School of Architecture students, teaching assistants, faculty, and staff. Additionally, the unit offers support for web course and instructional web page development, multimedia, analog and digital video production, digital imaging, desktop publishing, large format color printing and presentation support. Media Services is located in the Rm 225. Contact Prof. Song at yusong@pvamu.edu or (Rm. 225, or Office Number: (936) 261-9818)

III. STUDENT ORGANIZATIONS AND ACTIVITIES
Student organizations play an important role in helping students to adjust to the responsibilities of their profession. All students are encouraged to become active members in the appropriate organizations sponsored by the School of Architecture.

1. AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (AIAS)
The Prairie View Chapter of the AIAS is the local membership organization of the national student organization. The purpose of AIAS is to organize architecture students and combine their efforts to advance the science and art of architecture. The mission of AIAS is to promote excellence in architectural education, training and practice, and to foster an appreciation of architecture and related disciplines among all persons.

2. CONSTRUCTION SPECIFICATION INSTITUTE (CSI)
The Prairie View Student Chapter of the Construction Specifications Institute is the local membership organization of the national student organization for Architecture and Construction Science Students. The mission of CSI is to continuously improve the process of creating and sustaining the built environment. CSI do that by facilitating communication among all those involved in that process. Becoming involved with local chapter can provide opportunities to:
   • Volunteer and serve on committees to enhance your talents for achievement.
   • Participate at chapter-sponsored field trips, educational and technical programs, seminars and the Construction Documents Technology Program.
   • Participate and provide exhibits relating to your course work at Chapter Product Shows.
3. NATIONAL ORGANIZATION OF MINORITY ARCHITECTURE STUDENTS (NOMAS)

The Prairie View Student Chapter of the National Organization of Minority Architects is the local membership of organization of the national minority student organization. The National Organization of Minority Architects has been organized to:

- Foster communications and fellowship among minority architects;
- Form a federation of existing and proposed local minority architectural groups;
- Fight Discrimination and other selection policies being used by public and private sector clients to unfairly restrict minority architects' participation in design and construction;
- Act as a clearing house for information and maintain a roster on practitioners;
- Promote the design and development of living, working, and recreational environments of the highest quality;
- Create and maintain relationships with other professionals and technicians whose work affects the physical and social environment;
- Encourage the establishment of coalitions of member firms and individuals to form associate and joint venture relationships;
- Speak with a common voice on public policy;
- Work with local, state, and national governments on issues affecting the physical development of neighborhoods and communities;
- Be an effective source of motivation and inspiration for minority youth.

NOMA Membership provides the opportunity for minority architects and design professionals to be in a network of like-minded professionals pursuing excellence and demanding opportunity.

4. The Student Chapter of AWA (Association for WOMEN IN ARCHITECTURE) is the professional society for women students majoring in architecture dedicated to advancing and supporting the positions of women in architecture and allied fields. The AWA provides support to its members by developing educational programs, lectures and tours, and by providing opportunities for mentoring and mutual support. The AWA also raises money for annual scholarship awards to women students pursuing degrees in architecture or allied fields.

5. The Tau Sigma Delta Honor Society for Architecture and Allied Arts of Design is a national honor society founded to develop scholarship, leadership, and character among the students of the architecture program.

6. The ARTS ASSOCIATION is an origination devoted to the promotion of creative art work by students and faculty.

7. AMERICAN INSTITUTE OF GRAPHIC ARTS (AIGA)

AIGA sets the national agenda for the role of design in its economic, social, political, cultural and creative contexts. AIGA is the oldest and largest membership association for professionals engaged in the discipline, practice and culture of designing. Founded as the American Institute of Graphic Arts in 1914 as a small, exclusive club, AIGA now represents more than 16,000 designers through national activities and local programs developed by 48 chapters and more than 150 student groups.

AIGA serves as a hub of thought-leadership and activity for the designing community. The association is committed to stimulating thinking about design through conferences, competitions, exhibitions, publications and websites. AIGA inspires, educates and informs designers, helping them to realize their talents and to advocate the value of design among the media, the business community, public agencies and the general public. While AIGA was created to advance the design profession, its members now place a higher priority on AIGA’s work in communicating the value of design to audiences outside the profession.

8. DEAN’S STUDENT COUNCIL

The Dean’s Student Council includes two to four students from each of the first four years of architectural study. The students are elected by peers of faculty committee. This group acts as liaison between the students and the administration. It meets on a regular basis with the Dean and the Assistant Associate Junior Dean. All the Student leaders of organization will be officially approved by the Dean.
9. ORGANIZATIONAL MEMBERSHIP CRITERIA AND METHODS OF SELECTION

1. Undergraduate Organizational Members:

A. To be eligible for undergraduate membership, in the School of architecture organization a candidate must be a student enrolled in a course of study leading to the first accredited degree.

B. The candidate must have completed a minimum of one and one-half academic year (three semesters or 45 hours) of the initial degree program.

C. Any eligible transfer student shall have been enrolled in residence a minimum of one academic year (45 hours) in the institution where his selection for membership is considered.

D. All students without an academic hold are eligible for general membership and to participate in competitions a student must maintain a minimum of 2.5 GPA.

E. Travel - All students must maintain a minimum of 2.5 GPA on a 4.0 scale. All trips must be approved six weeks in advance of the first day of travel.

F. Although Students are encourage to join as many organization as they wish, no one student can hold more than one executive officer position at any given time and all executive officers must maintain a cumulative grade point average of B or a 3.0 GPA on a 4.0 scale. This includes university wide organization officers.

G. No student can serve for more than one academic year (one term) as an executive officer position in the same organization.

H. Elections are held in January. Candidates must receive at least 50 votes from the student body in the school of architecture to win the position he or she is a candidate. The Director of Student Services will manage all elections.

2. Graduate Members. A student shall become eligible for graduate active membership when he or she have completed at least one-half of the technical or professional requirements for the graduate degree in Architecture, and Community Development, provided he or she shall have attained an average grade not lower than the minimum grade required for graduate school.

IV. ACADEMIC RULES AND REGULATIONS

1. ACADEMIC GUIDELINES


GENERAL GUIDELINES FOR STUDIO GRADING

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Overall Performance</th>
<th>Fulfillment of Learning Objectives</th>
<th>Level of Craftsmanship</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent. Exceptional work</td>
<td>Student work has imagination and the solution to the problem shows an understanding of the program and principles of structure. The design is fully</td>
<td>Superb</td>
</tr>
</tbody>
</table>
developed and is graphically well presented.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Very good.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highly competent work</td>
<td>Student work shows imagination and potential. The design solution meets the program requirements and shows an understanding of the principles of structure and is presented in a clear and concise manner.</td>
</tr>
<tr>
<td>C</td>
<td>Good.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable work</td>
<td>The solution lacks a depth of understanding of the program goals. Presentation skills are marginal, and the solution lacks imagination.</td>
</tr>
<tr>
<td>D</td>
<td>Weak.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marginal work</td>
<td>Student work has major problems in two or more of the areas listed in the program goals and objectives.</td>
</tr>
<tr>
<td>F</td>
<td>Failing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unacceptable work</td>
<td>Student work is unresolved, incomplete, unclear, and poorly presented.</td>
</tr>
</tbody>
</table>

3. REGISTRATION, ADVISING AND COUNSELING:

4. COURSE CHANGES AND WITHDRAWALS:

5. GENERAL UNIVERSITY PROBATION/SUSPENSION POLICY:

6. ATTENDANCE POLICY CONDUCT ABSENCES ETC.

   Student Academic Appeals Process: Title IX and Title VI Discrimination Grievance and Appeal Procedures

8. ADA Statement
   Prairie View A&M University maintains multiple complaint procedures based on the nature of the dispute. The website of various offices as well as the Faculty Handbook and the Student Conduct Code and Handbook contains an exhaustive listing of procedures to address each particular case. In accordance with the Texas A&M University at College Station, the following procedure addresses ADA grade disputes. While ADA complaints are infrequent at PVAMU, grade disputes are most prevalent among the few. see http://www.pvamu.edu/pages/4020.asp

9. Ownership of student work
   All work submitted in conjunction with a class as part of the instructional program are the property of the School until they have been graded and released by the instructor. The School of Architecture reserves the right to retain and use these materials for educational, programmatic and/or promotional purposes. The School of Architecture will exercise care with these materials; however, the School of Architecture does not assume liability for their loss or damage. All work retained will be returned after the next accrediting visit. Therefore, all students are responsible for documenting their own work and compiling a portfolio. The portfolio will be required for consideration in applying to the graduate program.
11. UNIVERSITY POLICY on ACADEMIC DISHONESTY: See Code of Student conduct Item page 31 2010/2011

12. STUDENT ACADEMIC APPEALS PROCESS: See Code of Student conduct item TITLE IX and TITLE VI page 39 -42


14. SEXUAL HARASSMENT AND SEXUAL ABUSE : See Code of Student conduct Item L.1. 2.3. 4./V.1.2.

IMPORTANT PHONE NUMBERS Main Campus: 936-261-3311

http://www.pvamu.edu/pages/225.asp

<table>
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<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Ext.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>936-261-2175</td>
<td>1023</td>
<td>A I Thomas Bldg, Ste. 211</td>
</tr>
<tr>
<td>Academic Enhancement</td>
<td>936-261-3635</td>
<td>3002</td>
<td>Delco Bldg, Rm. 141</td>
</tr>
<tr>
<td>Access - Administration</td>
<td>936-261-5900</td>
<td>3000</td>
<td>University College Advising Office</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>936-261-1902</td>
<td>1311</td>
<td>W R Bank Ste. 129</td>
</tr>
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<td>Accounting Services</td>
<td>936-261-1901</td>
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<td>W R Bank Ste. 129</td>
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<tr>
<td>Accounts Receivable</td>
<td>1 877 PVAMU30</td>
<td>1329</td>
<td>W R Bank Ste. 125</td>
</tr>
<tr>
<td>Acct &amp; Info Systems</td>
<td>936-261-9275</td>
<td>2300</td>
<td>Hobart Taylor Bldg, Rm. 2C222</td>
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<tr>
<td>Administration &amp; Auxiliary Services</td>
<td>936-261-2140</td>
<td>1400</td>
<td>A I Thomas Bldg, Ste. 002</td>
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<td>All Faiths Chapel</td>
<td>936-261-3590</td>
<td>1021</td>
<td>Johnson Phillip All Faiths Chapel 111</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>936-261-1550</td>
<td>1218</td>
<td>Anderson Hall 111</td>
</tr>
<tr>
<td>Architecture</td>
<td>936-261-9800</td>
<td>2100</td>
<td>Architecture 100</td>
</tr>
</tbody>
</table>

V. CLASS AND LABORATORY CONDUCT

1. STUDIO
   Following are strategies for allowing us to be together in a common environment of good cheer and work. The following items are intended as guidelines for the occupation and use of studio space.
STUDIO CONDUCT

- The studios will be presentable as a work place for architects or artist at all times. Students are responsible for keeping their areas clean and floors free from obstructions.
- Consider your own appearance as that of a young professional at all times.
- Alcohol, smoking, bicycles, and pets are not permitted in the School of Architecture Building.
- Visitors are not permitted in studio during class hours.
- When you leave your work area, be sure that all materials of value are either properly secured or removed from the studio. The University assumes no responsibility for theft or vandalism of your personal property. Note: you should not place anything of value on the floor, it will be thrown away.
- Daily cleaning and recycling programs will be scheduled on a studio wide basis.
- Loud noise is forbidden. **No music will be allowed** Radios, tape players, and other audible devices are to be used in conjunction with headphones at all other times. Televisions are not permitted in the School of Architecture.
- All students are to have a self healing cutting mat. Do not use knives or cutters directly on classroom desks and tables. Used blades should be safely and properly disposed of in containers provided in each studio space. Do not throw blades in the trash can.
- Damage (excluding reasonable "wear and tear") to the School of Architecture building and/or furnishings will be billed directly via the bursar to the accounts of students involved.
- Computers are for design work: no e-mail, web surfing, games, etc. during studio hours.
- The studio is a public space and a learning environment, hence, all cell phones shall be turned off and social visits are not allowed under any circumstances during studio time. Children are not allowed in any School of Architecture class.
- **Attendance:** Attendance is mandatory for the course during studio hours. Please organize your time accordingly by running errands and handling social obligations before or after studio time. Students absent from studio must bring in valid documentation confirming a medical or family emergency. Students are expected to attend all reviews for the full duration even when not presenting.
- **Late work policy:** Because this is a professional education, projects are due at the assigned time. **Late work will not be accepted.** Unfinished projects will be given a grade based on the work completed at the deadline. In addition, all projects must be turned in for grading in order to receive a final grade report for the semester. It is better to turn in an incomplete assignment than to receive a zero.

SAFETY AND SECURITY POLICY

- The INJURIES OR ACCIDENTS- should be reported immediately to EMERGENCY (MEDICAL) *2-911 or or PVAMU DEPARTMENT OF PUBLIC SAFETY 936-261-4823. If you or a friend have been injured, do not attempt to go to the health center alone, either someone help from Campus Security or ask for assistance from a fellow student.
- The use of X-Acto knives or similar cutting devices will be conducted with the utmost care for personal safety, university owned furnishings and room finishes Install a cutting surface on your student desk. Do not use knives or cutters directly on classroom desks and tables. Used blades should be safely and properly disposed of. Use knives with cutting mat on your desk. DO NOT MAKE SCRATCHES on your desk.
- Fire corridors must be kept clear of furnishings and debris at all times.
- The construction of partitions of any kind is prohibited by fire and campus safety regulations.
- Studio furnishings may not be moved from their designated locations. All studio furnishings have been placed to maintain easy access and egress. No additional furnishings such as couches, stuffed chairs, beds, etc., will be permitted in the studio at any time. The Studio Coordinator reserves the right to dispose of any furnishings that are inappropriate to the studio environment.
- Studio alterations shall not be undertaken without the permission of the Dean of the School of Design. Such changes may violate building codes and may jeopardize the program. Any approved alterations must be removed at the end of the academic year or term of use of the studio space.
- When you leave your work area, be sure that all materials of value are either properly secured or removed from the studio. The University assumes no responsibility for theft or vandalism of your personal property. Note: you should not place anything of value on the floor, it is liable to be mistaken for garbage by the cleaning staff. Weekly cleaning and recycling programs will be scheduled on a studio wide basis.
• For personal safety, health, and security reasons, students are not permitted to sleep in, or use for residential purposes.
• Personal power tools may not be operated in studio areas unless the student has proper authorization from the Shop Supervisor. Such tools may be operated only in designated model making areas during specified non-class times.
• Flammable solid waste must be properly disposed of in the red waste containers provided in each building. All combustible items such as paint thinner and turpentine must be stored in the fire-proof cabinets that are placed in Materials and Methods Shop. Wood scraps, paper, sawdust, and other rubbish are fire hazards and must not be allowed to accumulate.
• The use of plaster is only permitted with a signed Plaster Procedures Agreement with the Facilities Manager.
• At the end of each semester the School asks that you clean out your lock-box and desk because you will most likely relocate to a new desk the following semester, and the School cannot be responsible for your belongings over the semester break.

2. COMPUTER LAB RULES AND POLICY

The condition and atmosphere of the Computer is a reflection on the faculty, staff, and most importantly, the students within the School of Architecture. The computer Lab environment is meant to be conducive to scholarly endeavors such as research and coursework. To this end, the School of Architecture administration asks that all patrons observe the following rules.

1) COMPUTER LAB RULES

**Computer Availability and Priority of Use** - Computers in the lab are available during regular school hours on a first-come, first-served basis. All decisions as to the use of the computers are at the discretion of the Computer Lab administrator or the member of Technology Committee in the School of Architecture.

**Copyright and Licensing Restrictions** - The user is responsible for observing all copyright laws. The software and documentation made available in the lab is for use only in the lab and is not to be duplicated for use elsewhere. Duplicating a copyrighted program or documentation is illegal and is an Honor Code violation. Terms of use are governed by individual subscriber agreements for each system.

**Food, music and noisy regulations** - Food, Drink and Tobacco are not allowed in the lab at any time. Patrons must use headphones when listening to music in the Computer Lab. No excessive noise in the lab is allowed in the computer lab. The examples of excessive noise are: Loud talking, yelling and excessively loud laughing. Playing music without the use of headphones—including music played through PC and other devices.

**Improper displaying material regulations** - Lab patrons are to refrain from visiting websites or playing digital media (digital video files, CD's and DVD's) that exposes potentially offensive materials. Potentially offensive materials are pictures, sound or video of a sexual or, violent nature.

**Assumption of the Risk** - The School of Architecture makes no guarantee with respect to any equipment, programs, or other materials in the computer lab. The entire risk as to the quality and performance of the computer equipment, programs, and documentation is with the user. The lab is not responsible for loss of data due to faulty programs or equipment.

**Data Storage** - Users may not store their files on the hard drives of the individual workstations or on the School of Architecture network. Lab administrator may delete the individual data stored on the hard drive or network drive without notice on the purpose of regular network management.
Users may not save their personal settings on individual workstations. It is individual student's responsibility for keeping data safely on a personal device.

**Reporting Equipment Problems** - Report any PC or printer problem, such as paper jams, toner replacement, backed-up print jobs, etc. to the student lab-assistant or lab administrators. Do not attempt to fix any lab equipment on your own. Lab supplies (paper reams, toner etc.) are to be handled by staff only.

2) **OPERATING HOURS OF THE COMPUTER LAB/CLASSROOM**

The normal operating hours of the computer lab/classroom will be Mon –Thu 8:00am to 5:00pm and Fri 8:00am to 3:00pm with the following exceptions:

- The computer lab will not be available for general use during class times;
- The computer lab will be closed when the university closes for holidays;
- The computer lab will be closed as the university requires for special events
- The computer lab will be closed for regular maintenance and notified the schedule.

A student worker will manage the after-hours operations of the computer lab/classroom in the building. The after-hours schedule will be posted once a student worker is identified.

3) **PRINTING AND PLOTTING POLICIES**

Users are responsible for providing their own paper for printing and plotting. The printers and plotters will be located in room 225, where a student worker will be responsible for monitoring, managing, and distributing print jobs.

The printing and plotting schedules will be as follows:

- During normal business hours, the printing and plotting schedules will coincide with normal operating hours of the computer lab/classroom.
- The after-hours printing and plotting schedules will be notified with the after-hours operations of the computer lab/classroom.

4) **EQUIPMENT CHECKOUT PROCEDURES FOR STUDENTS**

- The Academic Computer Technician or a delegated student worker will check out equipment to students.
- The equipment checkout schedule will coincide with operating hours of the computer lab/classroom
- Students will be required to leave a valid picture ID (driver’s license or school ID) when checking out equipment.
- Students will be required to fill out and sign an agreement form that outlines their responsibilities and penalties when checking out equipment.

3. **MATERIALS SHOP**

To see rules and regulations in the Materials Shop, refer to the Materials Shop Safety Manual

4. **OTHER CLASS CONDUCT**

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class.

Based upon the fact that we are trying to prepare you for professional employment we will expect you to adhere to the following specific guidelines:
Cellular telephones are to be turned off or put on silent ring tone during the class period. If your cell phone rings during the lecture you are subject to losing all participation point for that class period.

Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. Checking email, playing games, messaging and other non-class related activities are not allowed.

Harassment of your fellow students of any kind will not be tolerated.

No children, friends, family members or guests are allowed in the class without prior approval.

Class will begin at the appointed time.
Class is dismissed when so indicated by the instructor. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.
All class members are required to keep the classroom in a clean and orderly manner to facility the number of students using it each day.

5. DRESS CODE: http://www.pvamu.edu/pages/4053.asp
   • During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
   • No hats or caps will be allowed to be worn in the classroom during class sessions.

VI. SAFETY, SECURITY AND EMERGENCY

1. BUILDING SAFETY AND SECURITY

   • Security systems have been installed in the New Architecture buildings. These systems require the use of "Electronic Security Cards" for entry into the buildings after hours and over the weekends. Please make sure you bring your Electronic Security Cards with you if you come to the building at these times. At no time should a School of Architecture student open a locked building door or permit access to the building to someone else. In addition, there are several security cameras located throughout the building. Do not let the presence of these devices reduce your level of concern over your own safety and that of others.

   • Strangers in the building should be asked to identify themselves and their business. Generally, this can be accomplished in a friendly manner. But, should the person in question appear suspicious, you owe it to yourself and your fellow students to notify campus security at once, particularly during off hours. Do not confront suspicious individuals. All building users should notify security officers or University police officers immediately if they observe any individual inside the building acting suspiciously or without a University ID card. • If a police officer or security officer observes anyone in the building between 10 PM and 7 AM without their ID card, that person will be asked to leave the building and to return with the ID card. Everyone should be alert for anyone who attempts to enter the building through an exit door as someone is leaving. Such observations should be reported to police or security immediately. • All building users must exit through non-emergency exit doors only. • If an emergency situation arises and no officers are in the immediate area, persons should immediately call extension 1375 (university police dispatch/emergency number) to report the incident.

   • Ms. Billie Evans (Rm 106 or 936-261-9803) will distribute key cards to get access to the building

   • Professor Norwood (Rm 250 or 936-261-9802) will distribute student locker keys. Lost of key will be charged to the students.
• Student lockers and desks must be emptied by the third day after the end of class. Any material left after that date will be disposed of.

• Pushpins will be used to hang student work in the pin-up areas. If an item cannot be hung on pushpins, the building proctor will provide a solution. Pin-up walls will be painted at the end of the academic year.

2. PERSONAL SAFETY AND SECURITY

Personal belongings and safety: School of Architecture does not accept responsibility for the loss of items or for items left unattended. Because of the high cost of books, studio equipment and calculators, students are urged to exercise care in where they place these items and their safety.

Personal Safety Tips
• keep your car locked
• keep your room locked
• label your personal items with your name
• know where the blue light phones are
• do not bring valuable jewelry on campus (or leave in an unsecured area, such as a locker or desk drawer)
• walk with a friend at night.
• travel well-lit paths or areas.
• keep items stored in your car out of sight in the trunk.
• properly secure your bike and record its serial number.
• be cautious when alone in a public laundry or taking trash out at night.
• when suspicious, trust your feelings and go to a safe place.
• hang up the phone on obscene callers and notify the police (on campus dial 4823).
• do not pick up hitch hikers or stranded motorists you do not know.
• mark your books and do not leave them unattended.
• if you are the victim of sexual assault, robbery, theft, or any other crime and report it immediately to the police.

Locker Key Policy and security card and procedures (Ms. Evans 936 261 9803)
• All locker keys will be stored in a central key cabinet in the administration area.
• Numbers will be removed from keys and re-stamped with a new code. (Keys and locks are currently stamped with same number.)
• Keys are to be distributed by Building Proctor (currently Professor Norwood.) Students will pay a $10 deposit at the cashier’s window then present Professor Norwood with a copy of that receipt to receive their key. If a student loses their key, there will be a $25 fee for each replacement.
• All students will return their keys at the end of each semester. (A date will be set by the Building Proctor). Students who do not return keys by said date will not be able to access grades. If a student has not turned in their key by the third day after the deadline, their name will be sent to the University Police for further action. Lockers will also be inspected after the key due date and fines will be assessed if necessary.
• Student deposits will be returned when they leave the program.

3. MATERIALS SHOP SAFETY MANUAL

WHAT IS SAFETY?
Safety, though difficult to define because it is an attitude, can be described as “the minimization or elimination of injury and loss resulting from non-deliberate acts such as accidents.” Failure to develop proper, safe attitudes, habits and skills is the real culprit of accidents.

SHOP GUESTS AND VISITORS
Any person who has completed the shop safety course may accompany shop guests and visitors. He or She is responsible for that guest/visitor. In addition, guests and visitors will not be allowed to operate any equipment. All guests or visitors must wear eye protection.
POLICIES AND PROCEDURES

1. Eye Protection.
   1.1 Eye protection must be worn at all times in the shop facility. (Non-tinted, plastic-lens prescription glasses will suffice).
   1.2 Failure to wear eye protection will result in loss of shop privileges.
       First offense: Warning.
       Second offense: Loss of shop privileges until meeting with Program Coordinator and shop manager.

2. Safety Class Requirements.
   2.1 Every student must satisfactorily complete all required shop safety courses before becoming a shop user.
   2.2 All shop users must have a valid Prairie View A&M University identity card and sign “in” and “out” of the shop facility (procedures are posted in the shop).

3. Injury Causing Accidents.
   In the event of an injury causing accident, the following procedures must be followed:
   3.1 Notify the shop supervisor immediately! Shop personnel will follow established university procedures.
   3.2 All personal injury accidents require a meeting between the injured person, the shop manager and the program coordinator before shop privileges will resume. The purpose is to determine the cause of the accident for the prevention of future accidents.

   In the event of accidents resulting in equipment damage, material “kickbacks”, jamming, or other unsafe events, the following procedures must be followed:
   4.1 Notify the shop supervisor immediately. If equipment is damaged, alert all others in the shop to prevent another individual from using that machine.
   4.2 A meeting is required between the person involved in the accident and the shop manager before shop privileges will resume.

5. Shop Occupancy Limits.
   In order to maintain a safe working environment, strict user limits are enforced. Therefore, faculty should schedule their shop related project with the shop supervisor at the beginning of the semester.
   No more than 10 students are allowed in the shop facility at any one time. Exceptions may be scheduled in advance with the shop manager if adequate supervisory personnel are available.

6. Cleaning of Shop Facility.
   The shop facility is under the control of the School of Architecture and is not cleaned by the janitorial staff. Therefore, shop users are responsible for clean up.
   6.1 Each student is responsible for clean up of his or her own debris and return of tools to their designated place.
   6.2 Each student is required to assist in a general shop clean up at the end of the day or when deemed necessary by shop supervisory personnel.
   6.3 Students failing in their clean up responsibilities face the following: First offense: Warning
       Second offense: Loss of shop privileges until meeting with shop manager and program coordinator.

7. Theft.
   Theft of materials or equipment will not be tolerated. Any student caught stealing will be dismissed from the School of Architecture permanently and may be expelled from the university.

8.1 Special arrangements may be made for large material storage. Such storage is allowed only for limited time periods and requires a specific removal date.

All materials stored beyond the removal dates will become property of the shop.

9. General Shop Hours.

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9:00 A.M. - 5:00 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>By appointment only</td>
</tr>
</tbody>
</table>

GENERAL SAFETY RULES.

- By law, every person is required to wear approved eye protection while in the shop.
- All accidents, even if very small, must be reported to the shop supervisor.
- A safe attitude will protect you and others.
- Remove all rings, wristwatches and necklaces before operating machinery.
- Open toed shoes and neckties are not allowed in the shop.
- Never wear loose clothing- tuck in shirttails, etc.
- Tie back/up long hair when operating machinery.
- All safety guards must be in place while operating equipment. (Do not remove).
- Use equipment for its intended use. If in doubt, ask for help.
- No one should use equipment until he or she has received proper and safe instruction and feel comfortable with its operation.
- Do not cut plaster or other casting materials on any power machine.
- Always keep your eyes on your fingers, ears tuned to the sound of the machine, and nose tuned to the smell of smoke.
- Operator never talks while operating a machine.
- Never talk to someone who is operating a machine.
- Make sure machines are in the “off” position and motion has stopped before leaving them.
- Make sure machine’s work surface is clean, unobstructed and ready for use.
- Clean up your mess! Wipe up all spilled liquids. Pick up your materials. Sweep up any loose debris.
- If you have made an adjustment on a piece of equipment, return it to its normal position after you are done.
- Students are not to attempt repairs to any equipment that is broken. Notify the shop supervisor immediately.
- Do not use broken or damaged equipment.
- Follow all special and regular safety rules for operation of equipment.
- Disposal of solvents, finishes, chemicals, and other hazardous materials of any kind in the proper containers.
- Return all tools to their proper storage place after use.
- If you are unsure of the operation of a piece of equipment, read the safety manual and ask for help from the shop supervisor.
- Think- develop and practice good, safe habits.
- Respect the rights and property of other students. Horseplay, running, yelling and/or fighting will not be tolerated. Violation of this policy will result in permanent loss of shop privileges.
- Be thoughtful and helpful towards others in the shop.
- Stack and store projects carefully in assigned areas.
- No used lumber. (Nails or other debris ruins blades).
- No smoking in the shop. If you smoke outside the shop, pick up your butts.
- These rules are meant to protect you from injury; please obey them.

PORTABLE ELECTRIC TOOLS
Design function.

- Hand-held portable tools have specific functions. Check to make sure that you have the right tool for the job.
- Treat all portable tools with the same respect as any power tool.

Safety.

- Eye protection is required at all times.
- Do not talk with observers while operating machines.
- Keep work area near hand tools clean and junk free.
- Use the right tool for the job.
- Do not abuse electric cords.
- Keep hands clear of machine path.
- Secure work to bench when using electric hand tools.
- Do not over reach with electric hand tools.
- Make all adjustments on the tool with the power cord unplugged.
- Remove wrenches and chuck keys after adjusting.
- Do not carry plugged in tools with your finger on the power switch.
- Use only grounded extension cords.
- Keep guards in place and working properly.
- Keep hands away from cutting portions of tools.
- Seek help if you are unsure of tool operating procedures.
- Unplug, clean and put away idle tools or when finished using tools.

WOODWORKING

Wood is classified as either softwood or hardwood. Hardwood comes from deciduous trees, which shed their broad leaves at the end of the growing season. Softwood comes from the evergreen or needle bearing trees. Within the two classes of hard and soft wood, there is a range of hardness that depends on the particular species of tree. For example, basswood is a very "soft" wood and easy to manipulate, but is classified as a hardwood. Conversely, yellow pine is classified as a softwood, but is actually "harder" than basswood. You will develop a greater understanding of these issues as you work with the material.

Wood is challenging to work with. There is a distinct grain pattern, open or closed grains, varying moisture contents, and the range of hardness that must be dealt with before you begin a project. These factors will determine the type of blade used, rate of feed, and speed at which you run the machine. If you are unsure of these factors, ask the shop supervisor.

WOODWORKING EQUIPMENT

Band Saw

Design Function:
1. Cutting freehand curves.
2. Cross cutting or ripping stock.
3. Cutting circles.

Materials allowed on machine:
- Wood
- Plastic
- Aluminum (requires blade change and a slower blade speed)

Safety:
- Eye protection is required at all times.
- Do not talk to others while operating machine.
- **Always maintain a 3” margin of safety.**
- Make all adjustments with the power off.
- Adjust the upper guide to about 1/8” above stock.
- Do not start the machine with stock touching blade.
- Allow machine to reach full speed before beginning cut.
- Hold stock flat on table.
- Do not use stock that does not have a flat surface.
- Feed stock only as fast as teeth will remove material.
- Avoid backing out of cuts when possible.
- Plan relief cuts in advance and make those cuts first.
- Do not make turns too tight. Listen for blade twisting.
- If a “clicking” noise is heard, shut off power. The blade is cracked.
- Let machine come to a complete stop before removing scraps.
- Clean machine when finished.

**Belt and Disc Sander**

**Design Function:**
- For sanding Stock up to 6” in length.
- For sanding surfaces or edges.
- For rounding or shaping edges.

**Materials allowed on machine:**
- Wood
- Plastic

**Safety:**
- Eye protection is required at all times.
- Do not talk to others while operating machine.
- Make sure belt is tracking correctly. If not, inform shop supervisor.
- Make sure disc and belt are not loose or torn.
- Keep hands away from abrasive surfaces.
- Do not sand stock that is less than 1/4” thick.
- Sand with the grain of the wood.
- Never wear gloves or hold the stock with a rag when sanding.
- Always sand on the downward side of the disc to keep the stock on the table.
- Wait for machine to come to a complete stop before cleaning and leaving.

**Drill Press**

**Design Function:**
- Cutting holes in wood, plastic, and metals. (Using the proper cutter)
- Drilling to depth or through stock.
- Accessories are available for a number of specialized functions.

**Materials allowed on machine:**
- Wood.
- Plastic.
- Aluminum.
- Steel.
Machine speed will vary greatly depending on material being cut. If you are not sure of the proper speed for your job, then ask the shop supervisor. Wood requires a faster speed in most cases, whereas steel requires a very slow speed.

Safety:
- Eye protection is required at all times.
- Do not talk to others while operation machine.
- Always remove the chuck key before starting machine.
- Do not start the machine with the bit touching the stock.
- Change the motor speed while the machine is running.
- Make all other adjustments while machine is off.
- Securely lock bits in the chuck. Tighten all 3 spots on the chuck.
- Adjust table or depth stop to avoid drilling into table.
- Clamp material to be drilled in vise. Never hold with hands.
- When making deep cuts, pull bit out of stock to clear bit.
- Remove bit and clean machine before leaving.

4. EMERGENCY
In case of Emergency situation, contact following number:
EMERGENCY (MEDICAL) *2-911, or
PVAMU DEPARTMENT OF PUBLIC SAFETY 936-261 1375

VII. SCHOOL EVENTS
For further information about scheduled events contact: Mrs. Billie Evans (Email: Billie Evans@pvamu.edu Room. 106, or Office Number: (936) 261-9803) or Dr. Akel Kahera (Email Address: aikahera@pvamu.edu Room. 260B, or Office Number: 936-261-9836)

VIII. FACULTY AND STAFF DIRECTORY
Faculty/staff roster: http://www.pvamu.edu/pages/5023.asp

IX. ACADEMIC CALENDAR
Please refer to http://www.pvamu.edu/registrar
## School of Architecture Laptop Computer Requirements
(As of August 24, 2011)

### For PC

<table>
<thead>
<tr>
<th>Minimum Specification 32Bit</th>
<th>Recommended Specification 64Bit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processor</strong></td>
<td><strong>Processor</strong></td>
</tr>
<tr>
<td>Intel Core i5 (dual-core 2.66GHz, 4MB cache) or AMD Athlon, 3 GHz or higher with SSE2 technology</td>
<td>Intel Core i7 (quad-core 1.6GHz, 6MB cache) or faster processor or AMD Athlon 64 with SSE2 technology, or AMD Opteron® processor with SSE2</td>
</tr>
<tr>
<td><strong>Operating system</strong></td>
<td></td>
</tr>
<tr>
<td>Microsoft® Windows® 7 Enterprise, Ultimate, Professional, or Home Premium, Microsoft Windows Vista (SP1 or later) Enterprise, Buiness, Ultimate, or Home Premium edition, or Windows XP Professional or Home edition (SP2 or later)</td>
<td>Microsoft® Windows® 7 Enterprise, Ultimate, Professional, or Home Premium, or Microsoft Windows Vista (SP1 or later) Enterprise, Buiness, Ultimate, or Windows XP Professional x64 edition (SP2 or later)</td>
</tr>
<tr>
<td><strong>Monitor</strong></td>
<td></td>
</tr>
<tr>
<td>15.4&quot; inch Wide Screen XGA or better</td>
<td>17 inch Wide Screen XGA Display or better</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td></td>
</tr>
<tr>
<td>4GB RAM</td>
<td>8GB RAM or Higher</td>
</tr>
<tr>
<td><strong>Hard Drive</strong></td>
<td></td>
</tr>
<tr>
<td>120GB SATA (7200 RPM) Hard Drive or Larger capacity and faster</td>
<td>250 GB SATA Hard Drive or Larger capacity and faster</td>
</tr>
<tr>
<td><strong>CD or DVD drive</strong></td>
<td></td>
</tr>
<tr>
<td>8x CD/DVD burner (DVD+/-RW)</td>
<td>16x CD/DVD burner (DVD+/-RW) with double-layer DVD+R write capability or faster</td>
</tr>
<tr>
<td><strong>Video Card</strong></td>
<td></td>
</tr>
<tr>
<td>256MB OpenGL®-capable Graphics card supporting 1280x1024x24-bit color with Direct3D 10, Direct3D 9 hardware acceleration supported or higher resolutions (example: ATI mobility Radeon HD or Fire™ Graphics Card or Nvidia Quadro™)</td>
<td>512MB-1GB OpenGL®-capable Graphics card supporting 1680x1050x32-bit color with Direct3D 10, Direct3D 9 hardware acceleration supported or higher resolutions (example: ATI mobility Radeon HD or Fire™ Graphics Card or Nvidia Quadro™)</td>
</tr>
<tr>
<td><strong>Sound option</strong></td>
<td></td>
</tr>
<tr>
<td>Integrated Audio</td>
<td>Integrated Audio or better</td>
</tr>
<tr>
<td><strong>Multimedia</strong></td>
<td></td>
</tr>
<tr>
<td>Internet Explorer 8.0 or Later</td>
<td>Internet Explorer 8.0 or Later</td>
</tr>
<tr>
<td>QuickTime 7 or later software required for multimedia features</td>
<td>QuickTime 7 or later software required for multimedia features</td>
</tr>
<tr>
<td><strong>Anti-Virus/Security</strong></td>
<td></td>
</tr>
<tr>
<td>AntiVirus, Firewall, Spyware removal S/W</td>
<td>AntiVirus, Firewall, Spyware removal S/W (Norton or McAfee Suite)</td>
</tr>
<tr>
<td><strong>Networking Card</strong></td>
<td></td>
</tr>
<tr>
<td>Gigabit Integrated Controller 10/100/1000 Ethernet LAN &amp; 802.11 g/n WiFi</td>
<td>Gigabit Integrated Controller 10/100/1000 Ethernet LAN &amp; 802.11 g/n WiFi</td>
</tr>
<tr>
<td><strong>Warranty and service</strong></td>
<td></td>
</tr>
<tr>
<td>1 year Ltd</td>
<td>3 year Ltd or longer</td>
</tr>
<tr>
<td><strong>Accidental Damage service</strong></td>
<td>1 year Ltd or longer</td>
</tr>
</tbody>
</table>

Notice: The specification may be changed based on the new requirements from the updated versions of software and hardware. For more information you can contact Prof. Song at 936-261-9818 or e-mail: yusong@pvamu.edu

### For Apple Mac

Many students have asked how our computer policy pertains to Apple Macintosh® computers. The PVAMU are not currently supporting Mac computers on our network infrastructure. Students are responsible for obtaining, installing, and maintaining operating systems on their computers. The 15 inch and 17 inch Macbook Pro laptops with Snow Leopard Operating Systems are required. Software programs required for use in some courses are only available on Microsoft Windows. To use this software, Windows will have to be installed on the laptop (the windows specification will be the same as the above PC specifications).

- **The School of Architecture requires all the second year or above students to purchase a laptop as part of our curriculum requirements.**

- **Laptop Purchasing Information:**
  - Go to Laptop Manufacture Web sites such as Dell, Compaq, IBM, Sony, Apple or HP etc., or electronic retailers such as Bestbuy, Circuit City, Fry’s Electronics, CompUSA etc., and check their special prices and student discounts. They update the price information every month.
  - Go to university financial office to get finance of the laptop and software you need.
  
  Contact: 936-261-1000 (Phone) 936-261-1031/1032 (FAX)
## School of Architecture Software Requirements
### (As of August 24, 2011)

<table>
<thead>
<tr>
<th>Category</th>
<th>Software Requirements</th>
<th>Price/ License Perpetual (One Year)</th>
<th>Required Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop publishing</td>
<td>Microsoft Office 2007 or 2010 Professional Edition</td>
<td>$99.95*</td>
<td>All Departments</td>
</tr>
<tr>
<td>Project Management and Scheduling</td>
<td>MS Project (for Construction Science) Primavera Sure Track</td>
<td>$199.95* Free with Class</td>
<td>Architecture, Construction Science, Community Development</td>
</tr>
<tr>
<td>CAD and Visualization</td>
<td>AutoCAD Architecture 2011</td>
<td>Free download for one year of student evaluation edition ** ($49.95***)  $195.00****</td>
<td>Architecture, Construction Science</td>
</tr>
<tr>
<td>GIS and Mapping</td>
<td>ArcView (for Community Development)</td>
<td>Free download for one year of student evaluation edition *****</td>
<td>Community Development</td>
</tr>
<tr>
<td>Graphic, Illustration, Publication, and Movie Editing and Design</td>
<td>Adobe Creative Suite CS 4 or 5 including Adobe Photoshop CS 4 or 5, Adobe Illustrator CS 4 or 5, Adobe Indesign CS 4 or 5, Adobe Acrobat Professional 10, Adobe Dreamweaver CS 4 or 5, Adobe Flash Pro CS 4 or 5</td>
<td>$448.95*</td>
<td>Architecture, Art</td>
</tr>
</tbody>
</table>

Notice: The Price and promotion may be changed based on the company's new price policy.

### Software Purchasing Information:

- * Price from Journey Ed.com 1-800-874-9001 ([http://www.journeyed.com](http://www.journeyed.com))
- ** AutoCAD, Revit Architecture, etc. are available free to students at Autodesk Student Community ([http://students.autodesk.com](http://students.autodesk.com))

Also check the following web site for more discounted price!!

- Campus Tech ([http://www.campustech.com](http://www.campustech.com))
- Academic Superstore ([http://www.academicsuperstore.com](http://www.academicsuperstore.com))
- Student Discount Software ([http://www.studentdiscounts.com](http://www.studentdiscounts.com))
- Software Express ([http://www.swexpress.com](http://www.swexpress.com))
- Studica ([http://www.studica.com](http://www.studica.com))

You need to discuss with your each class instructors for the software requirements. For more information you can contact Prof. Song at 936-281-9618 or e-mail: yusong@pvamu.edu