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## INTRODUCTION

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Welcome to the School of Computer Science at the University of Windsor. This orientation booklet will tell you about the people, resources and services available to you as an active student. We hope that your stay with the School is a memorable and enjoyable one. Remember, you get out what you put in – so relax to focus and then concentrate and have a good time here!

## GENERAL INFORMATION

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The main office for the School of Computer Science is located on the fifth floor of Lambton Tower, in room 5114. Regular office hours are from 8:30 a.m. to 4:30 p.m. Monday to Friday. You can call the School office at 519 253-3000 ext 2991. The School of Computer Science Web site is available at <http://www.cs.uwindsor.ca> where you can find links to programs, courses, faculty and our on-line resources.

## SERVICE RELATED EMAIL ADDRESSES

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All Computer Science students will be given an account on the main servers during the first week of classes. Normally, these accounts will remain active until you leave the School. Nevertheless, it is always a good idea to make personal back-ups of your files at the end of every semester.

For issues related to **your CS computer account:**  
[accounts@cs.uwindsor.ca](mailto:accounts@cs.uwindsor.ca)

For undergraduate inquiries: [csinfo@uwindsor.ca](mailto:csinfo@uwindsor.ca)

For issues related to your UWin GMail, other campus accounts, etc.:  
[helpdesk@uwindsor.ca](mailto:helpdesk@uwindsor.ca) or 519 253-3000 ext 4440

## SUPPORT STAFF

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Name	Ext.	Room	E-mail
<b>Office Coordinator</b>			
Garabon, Margaret	3714	5108	garabon@uwindsor.ca
<b>Secretary to the Director</b>			
Mensah, Gloria	2990	5116	gloria@uwindsor.ca
<b>Graduate Program Secretary</b>			
Bourdeau, Karen	3716	5113	csgradinfo@uwindsor.ca
<b>AIT Program Secretary</b>			
Palmer, Tina	5114	2991	<a href="mailto:csinfo@uwindsor.ca">csinfo@uwindsor.ca</a>
<b>Master of Applied Computing Program Secretary</b>			
Robinet, Melissa	5114	3773	<a href="mailto:macprogram@uwindsor.ca">macprogram@uwindsor.ca</a>

## TECHNICAL STAFF

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Name	Ext.	Room	E-mail
<b>Systems Analyst</b>			
Karamatos, Stephen	3006	3103B	steve@uwindsor.ca
<b>Server/Network Technician</b>			
Mavrinac, Robert	4410	3104	mavrinac@uwindsor.ca
<b>Systems Manager</b>			
Mnaymneh, Walid	3004	3103A	walid@uwindsor.ca
<b>Hardware Technician</b>			
Batal, Maunzer	3007	3104	maunzer@uwindsor.ca

## PROFESSORS

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Faculty members in Computer Science are easy to find and welcome your discussions. They will announce their office location and their office hours in the first two weeks of classes. Office hours are times that professors set aside for consultations in their office.

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<b>Name</b>	<b>Ext.</b>	<b>Room</b>	<b>E-mail</b>
Director–Dr. Ziad Kobti	2990	5116	csdir@uwindsor.ca
Dr. Imran Ahmad	3715	8112	imran@cs.uwindsor.ca
Dr. Subir Bandyopadhyay	2999	5112	subir@uwindsor.ca
Dr. Boubakeur Boufama	3776	8113	boufama@uwindsor.ca
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Dr. Robin Gras	2994	8111	rgras@uwindsor.ca
Dr. Arunita Jaekel	2996	5109	<a href="mailto:arunita@cs.uwindsor.ca">arunita@cs.uwindsor.ca</a>
Dr. Mehdi Kargar	3771	8102	mkargar@uwindsor.ca
Dr. Robert Kent	2993	5100	rkent@uwindsor.ca
Dr. Ziad Kobti	3792	5101	kobti@uwindsor.ca
Dr. Jianguo Lu	3786	5111	<a href="mailto:jlu@uwindsor.ca">jlu@uwindsor.ca</a>
Dr. Stephanos Mavromoustakos	4411	8101	stephanos.mavromoustakos@uwindsor.ca
Dr. Joan Morrissey	2992	5103	joan@uwindsor.ca
Dr. Asish Mukhopadhyay	3778	8114	asishm@cs.uwindsor.ca
Dr. Alioune Ngom	3789	5107	angom@uwindsor.ca
Dr. Luis Rueda	3002	8107	lrueda@uwindsor.ca
Dr. Peter Tsin	3001	8117	peter@cs.uwindsor.ca
Dr. Dan Wu	3777	8116	danwu@uwindsor.ca
Dr. Xiaobu Yuan	3790	8104	xyuan@uwindsor.ca

## **UWIN ID AND PASSWORD**

ITS will create a UWin ID and password for you at the time of registration. If you have problems with your UWin ID, visit the ITS Helpdesk on the first floor of the University Computer Centre. **You must have a valid and working UWin ID before your Computer Science accounts become active.**

To enable access to the Computer Science PC network, the Computer Science wireless network, the myWeb server, the Computer Science ownCloud server, or to the Oracle database, visit:

**[cs.uwindsor.ca/password](https://cs.uwindsor.ca/password)**

You will need to visit this site again if you change your UWinID account password.

If you have any problems with your account on Computer Science systems, send an email to:

**accounts@cs.uwindsor.ca**

## **THE MYWEB SERVER**

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All computer science students have access to the myweb.cs.uwindsor.ca virtual hosting server for building Web sites and using @cs.uwindsor.ca email addresses. The MyWeb server allows you to create multiple domains, create and manage MySQL databases, create @cs.uwindsor.ca mailboxes and easily install and maintain Web applications (such as WordPress) using Installatron.

Before you can use the MyWeb service, you must visit **cs.uwindsor.ca/password** and enter your UWinID and password to create your virtual hosting account. Once that is done, you will have a domain named userid.myweb.cs.uwindsor.ca, and an email address userid@cs.uwindsor.ca. Information on using this system can be found at the help.cs.uwindsor.ca Web site.

## **OWNCLOUD.CS.UWINDSOR.CA – FILE SYNC AND SHARE SERVICE**

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The School of Computer Science also runs a private cloud server that you can use to store and share files. You can access your storage through the web at owncloud.cs.uwindsor.ca.

The ownCloud client can be downloaded from owncloud.org and is available for Windows, Mac and Linux. Apps for Android and iOS are available through Google Play or the App Store.

## **COMPUTER SCIENCE SYSTEMS**

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The School operates four general purpose labs for undergraduate students. Each lab will have operating hours posted on the door, and will accommodate between 12 – 30 users.

- 3119 Erie Hall (thin clients used for teaching).
- 3150 Erie Hall (thin clients and group tables)  
CS Commons is open for students from 9:00 am to 10:00 pm Monday through Friday.
- 3107 Lambton Tower (PC Lab)  
houses 24 high-end graphics development workstations. A CSPCI domain password is required and it can be enabled by visiting [cs.uwindsor.ca/password](http://cs.uwindsor.ca/password)
- 305 Leddy Library West (thin client terminals)  
located in the West Leddy Library is open from 9:00 am –10:00 pm, Monday through Friday, weekends 12:00 pm—5:00 pm. This lab is used mostly for classes.

***Please be considerate of others when using the shared computing labs:***

- The laboratories are a group environment where you can access the Computer Science systems quickly and with the full programming environment.
- Dispose of gum, wrappers and papers in the waste baskets provided.
- Please keep communication to a whisper level in the labs. While some students may enjoy discussing assignments and course work, others may be there just to program and work independently.
- If you are an independent worker, you may consider wearing personal audio equipment.
- Never eat, drink or smoke in the labs. You will be asked to leave.
- Refrain from touching the screens. Fingerprints and smudges are annoying and it will lead to damage on the LCD flat panel displays.
- The CS Commons (room 3150 Erie Hall) is sometimes booked for special events. The other labs may be reserved at certain times for certain classes. Schedules will be posted on the doors and outside the CS Academic Secretaries Office (5<sup>th</sup> Floor Lambton Tower).
- The telephones in the labs are not public phones so do not use them for personal use.

A suite of servers provides applications, remote desktop and file storage services for Linux and Windows clients. Detailed instructions will be given to you during your lab components

In addition to the main Linux servers, the School runs other systems to handle: Oracle database and application services; network security; special Web sites; media services; grid-based computing; cloud storage (file sync-and-share servers), and PC support services. You can enable and reset your passwords on these systems when needed by visiting [cs.uwindsor.ca/password](http://cs.uwindsor.ca/password).

The *main server* systems (alpha, bravo, charlie), are accessible through a window system or terminal interface (command line) window. A thin client connects to a server and provides a window interface to Linux. Do not confuse this with Microsoft Windows. If you are connecting to the Linux systems from a Microsoft Windows machine, you will run a program that will display the Linux windows inside of a single Microsoft Window. Use a thin client workstation when you can, you won't get confused and the performance will be much faster. A Computer Science terminal will always prompt you for your UWin ID username and password.

## REMOTE SERVER CONNECTIONS

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You can access the main servers from off campus using either:

- NoMachine player (remote desktop)
- A secure shell client (ssh)

The ssh program will provide you with a text-only terminal interface to a server. You can issue commands to manipulate your files, read your mail, and run and debug your computer programs. The ssh server also will support tunneling.

The NoMachine player can be downloaded from [nomachine.com](http://nomachine.com). Connect to [nx.cs.uwindsor.ca](http://nx.cs.uwindsor.ca) to access a full remote desktop from your PC or Mac. If you have problems connecting from off-campus, make sure that you have selected SSH as the protocol for your connection. The NoMachine player also supports file sharing between your device and the remote server.

**For a complete list of available programs including tutorial videos on the Computer Science systems, visit the Web site at [help.cs.uwindsor.ca](http://help.cs.uwindsor.ca).**

## INFORMATION TECHNOLOGY SERVICES (ITS)

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Information Technology Services (ITS) is a campus-wide department that provides computing resources to all students and staff at the University of Windsor. You can use ITS labs just like another student on campus and you are encouraged to use them for simple word processing, reading your email, and other non-programming uses. These labs have longer extended open hours than CS labs.

You can connect to the main servers through an X Window program on PC's in the ITS lab. Also, ITS provides more facilities for printing files.

## WIRELESS NETWORKING

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Wireless networking for student use is available over two networks. The School of Computer Science, namely the 3rd, 5th and 8th floors of Lambton Tower and Erie Hall, as well as parts of Essex Hall are covered by the Computer Science 802.11 b/g/n wireless network with the network name of **cs.uwindsor.ca**. The connection is secure and you will need to login with your CS PC domain username and password. The connection certificate is signed by the Geotrust Global CA, and protected through the EAP/TLS mechanism.

Before you can access the cs.uwindsor.ca network you must visit the Web site **cs.uwindsor.ca/password** to setup your CS domain account. You need to visit this site again if you change your UWin password.

The Computer Science wireless network is more "open" than the campus wireless network, and your device will be assigned a public, routable IP address. In other words, your device will not be behind a NAT router, so you can develop and test server programs on your mobile PC.

The entire UWindsor campus are covered by the ITS wireless network. Visit the ITS site at [www.uwindsor.ca/wireless](http://www.uwindsor.ca/wireless), for current information.



## COURSES AND PROGRAMS OF STUDY

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You have already registered for a particular program of study, such as Bachelor of Computer Science—Honours. The University online calendar is the official guide which lists the courses necessary for graduation and the regulations that must be followed to achieve the degree. You will take a set of courses in a particular sequence since many courses are based on material from their prerequisite courses. **It is extremely important that you follow the recommended sequencing as not all courses are offered each semester.** For information, questions or in case of problems with your course scheduling or program of study, you should request to see an academic counselor with the School. Appointments are made through the secretaries in the School's office or by phone at extension 2991.

## ACADEMIC ADVISORS

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Name	Room
Dr. Imran Ahmad	8112
Dr. Boubakeur Boufama	8113
Dr. Christie Ezeife	5105
Dr. Arunita Jaekel	5109
Dr. Asish Mukhopadhyay	8114
Dr. Peter Tsin	8117

## TEACHING ASSISTANTS AND GRADUATE ASSISTANTS

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In large classes, additional people are assigned to: grade assignments, tests and quizzes; lead group tutorials (labs); and answer questions related to the course. The instructor will announce the names and office hours of the teaching assistants within the first two weeks of classes. It is your responsibility to seek out help when you need it from the teaching assistants and the professors. You are encouraged to seek advice when you are having academic problems as early as possible. Don't wait until after you fail a test to be asking questions! Your grade is more likely to be higher, if you ask questions (and get answers) before the exam rather than after.

## TUTORING

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**Free tutoring** is available in Erie Hall 3146 for all CS students. The School hires a few of our best students to assist you in better understanding your curriculum. Schedules will be posted outside the labs and on the CS website under the "Current Students" gateway.

The schedule for tutors and teaching assistants can be accessed on-line at [tutor.cs.uwindsor.ca](http://tutor.cs.uwindsor.ca)

The students of Computer Science have also created a Facebook group called "**CompSci Kool Kats**". This group was created by the students, for the students. Current and past students use this forum to discuss issues such as: difficulties with course material; course selection; job opportunities; social events and more. Please request to join the group and the administrator will accept your request.

## COURSE OUTLINES

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In every course, a course outline (or syllabus) will be provided to all students during the first two weeks of classes (and must not be changed after the first two weeks). It is your right as a student to receive a course outline that contains: information about test dates; grading procedure; office hours and possibly an extended course description. Keep this document handy throughout the semester. Outlines are available on the course websites.

## GRADING POLICIES

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Grading procedures at the University of Windsor are now standardized and all instructors in all courses will use a common grading scheme. Some professors may allow for make-up tests while others may not. It is always safe to ask the professor if you anticipate personal problems that may hinder your completion of assignments and tests before the due date. It is easier to get an extension before a due date rather than attempting to rectify the problem after the fact. Policies regarding missed assignments and tests vary from professor to professor and procedures will be in your course outline.

## ACADEMIC INTEGRITY (CHEATING)

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Under no circumstances is copying the work of others and putting your name on it acceptable. Changing a few words or variable names is also considered cheating (or plagiarism). This is your education and the individually assigned work and exercises are for you from which to learn. Copying of assignments will lead to lower test grades, less understanding of the course material and problems in your future courses or employment. You may save time now but you will pay for it later.

In order to maintain the integrity of the university degree, students who are caught cheating on their work will have the matter referred to the Dean of Students for further proceedings. Academic Integrity Web Site: <http://www.uwindsor.ca/aio>.

## EVALUATING THE INSTRUCTORS

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During the last two weeks of each course during the course time slot, students are given the opportunity to evaluate the course and the instructor through the administration of Student Evaluation of Teaching forms (SETs). **These results are extremely important and are used by the School and the University administration to make decisions regarding appointments, promotions and contract renewals.** The results of these past evaluations are available for you to view at the SIS Web site, [www.uwindsor.ca/sis](http://www.uwindsor.ca/sis), under the heading SOST and SET.

## UNDERGRADUATE RESEARCH OPPORTUNITIES

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Many of our faculty support undergraduate research. Through research, undergraduate students may be eligible for various grants and awards, including the Undergraduate Student Research Award (through NSERC), Computing Research Awards, and Outstanding Scholar Awards, and could result in publication. Through collaborative work with peer students and development of a mentoring relationship between student and professor, the student has a strong advantage and a beneficial head start.

## **ACM COMPUTER PROGRAMMING COMPETITION**

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ACM is an international computer organization that holds local and regional programming contests. During a contest, you receive 4 to 6 challenges and have 3 to 5 hours to code them using either Java, C, or C++. This competition is open to all registered full-time undergraduates. Information can be found on the CS Web site. E-mail [csinfo@uwindsor.ca](mailto:csinfo@uwindsor.ca) if you are interested in participating in ACM practice sessions. **The School of Computer Science will be the host site for the East Central Region ACM Programming Contest being held October 28 and 29, 2016. Get involved!**

## **THE COMPUTER SCIENCE SOCIETY**

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The Computer Science Society (CSS) is a student group composed of all the full time undergraduate Computer Science students, with the aim of providing social and academic activities to its members. Elections for 1<sup>st</sup> year representatives are typically held within the first month of classes. Get involved!

The Computer Science Society organizes and sponsors on-going movie and games nights where the students sit back and relax while getting to know each other. We are looking forward to even more events this year with both social and academic backgrounds.

Want your voice to be heard? Our executives are here to hear your complaints, concerns and ideas. Learn more about our executives this year at <http://css.uwindsor.ca> We will also be planning a general meeting for all students to attend in the coming weeks. At our general meetings you can talk directly to our executives about issues that matter to you.

## **TIME MANAGEMENT**

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Set your priorities properly. This education is your investment for your future. It will be your full-time or part-time occupation for the next few years. Explain this to your family and friends. Concentrate on your studies and on computer science and technology wherever possible. You will find a rich and rewarding experience here that will set you up for future success, only if you have the proper mindset of listening, learning, communicating, programming and understanding with a positive attitude. The road to success is paved in hard work!

## **ASSIGNMENT ADVICE**

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- Start your assignments as soon as you can. Don't wait until the last minute and pull an all-nighter.
- The programming systems could fail or become overloaded during the night before the assignment due-date. You will not have a sympathetic reception to your "the system was slow the night before" excuse.
- If there is a severe disruption to the computer or network service, or a continental power failure, the professor may give the entire class an extension. Don't count on this. Extensions are not mandated and each course has a different policy regarding this – consult the course outline for details.
- Do not fall behind with assignments. Sometimes assignments are dependent on previous assignments. It is your responsibility to follow the course at the proper pace.
- Read the Web sites for announcements and buy a personal calendar or use a PDA to keep track of your assignment deadlines and test dates.

## **PROGRAMMING LANGUAGES**

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In the Computer Science program you will be exposed to a variety of computer languages. Every language has its benefits, but use of a particular language in some circumstances is not efficient. We hope that you will realize this as part of your studies.

The best advice for learning a new computer language is: Practice! Think of each language as a different tool for problem solving and learn to appreciate the different tools and recognize the right opportunities for using them. The CS servers are equipped with various language compilers and development tools. You should use your spare time to learn these tools and practice writing codes as much as possible.

## **LECTURE CONDUCT**

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Lectures are typically two times per week, and usually last 80 minutes. Night classes are offered once per week and start at 7:00 p.m. and run until 9:50 p.m. For the best results, we provide the following as advice to make your lecture experience most enjoyable:

- Arrive a few minutes early and choose a seat near the front of the class so that you can see the presentation and hear the instructor well.
- Attend class regularly so that you can take advantage of questions and answers. Remember, material presented in lectures may be used as test and exam material even if it is not in the textbook.
- Ask questions when appropriate. If you don't quite understand something, and suspect others in the class need clarification as well, ask! The professor may choose to take your question at the end of the class, or refer you to the teaching assistant.
- Resist the urge to chat with friends during lectures. It is both disrespectful to the instructor and impedes on the ability of others in the class to pay attention.
- If you are annoyed by someone talking during lecture, be assertive and quietly and discreetly, ask them to be quiet during or after the lecture.
- Visit the professor or teaching assistant during their office hours. That is when they are expecting you and your course-related questions.
- Turn off your **mobile phones** and **paggers** or set them to vibrate. If you must take a call during a lecture or lab, quickly and quietly leave the room and take the call in the corridor.
- Laptops are allowed as long as they are used in a course/academic manner. No gaming, gambling, instant messaging or any other non-academic use will be tolerated.

## STUDENT SERVICES

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We recognize that this a major time of change in your life, and a complete change of your daily environment. We encourage you to balance your academic work with personal developments such as exercise, socializing, meditation and relaxation. In case you do have problems with your adjustment, seek information and help from the various services on campus that are here to help you.

The Student Development & Support office located in Dillon Hall, offers various resources and programs to assist you in your studies. Check their website at <http://www.uwindsor.ca/student-affairs> for complete information.

The Student Counseling Centre can assist students who need short-term or long-term crisis counseling. The SCC is located in Room 293 on the second floor of the CAW Student Centre. (519) 252-3000 ext 4616.

The campus police emergency number can be reached from any phone on campus by dialing extension 4444 or by using one of the blue emergency call boxes on campus. It should be used for emergencies only. The non-emergency extension for campus police is 1234.

## **ERGONOMICS**

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Since you will be using computers and keyboards for an extended period of time, we strongly recommend that you pay attention to your physical posture when using computers. Keep your spine in neutral and avoid collapsing your shoulders, rounding your back and moving your chin forward. Keep your wrists straight and in line with your arms and use a soft touch on your keyboard and mouse. Don't sit in the same position for long periods of time, and take a break often to stretch and walk around. Perhaps get a drink of water to stay hydrated, and relax your eyes by focusing on objects of varying distance.

Suggested stretches for your arms are to rotate your wrists up and down then side to side; stretch your fingers far apart and then relax them; stretch your thumb by pulling back slightly and then releasing.

Be careful with neck stretches. Move your neck only in one direction to avoid twisting. Bring your chin to your chest, and then look straight up. Look over your left shoulder then over your right shoulder without changing the height of your chin. Regular exercise will benefit your health. We encourage you to make use of the facilities such as the St. Denis Centre which is available to you as a University of Windsor student. Of course, you should consult with a health professional in case problems arise.

## **UNIVERSITY BYLAWS**

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The Senate of the University of Windsor upholds a set of bylaws which govern the structure and administration of the University. This document is available online at [www.uwindsor.ca/senate](http://www.uwindsor.ca/senate) under the Bylaws section.

Bylaw 3A describes student representation on school councils and other university bodies. Bylaw 31 deals with student rights, grade appeals and codes of conduct. Bylaw 51 outlines examination procedures, course regulations, assignment and test dates.

If you are an accomplished organizer, or wish to gain leadership and representative experience, you are encouraged to participate in the governance of the University and represent student interests on the various committees and boards on campus. Elections for School of Computer Science Council representatives take place in the latter half of September.



**Follow us on twitter: @uwin\_compsci**