Odds & Ends

Got questions? Reference Desk staff will help you find answers. 825-2609

Need to write a paper, create a spreadsheet, or do a presentation?

MS Word, Excel, & PowerPoint are available in multiple labs. All 8,000 students can’t squeeze into the 30 or so computers that you see when you walk into the library, so it’s a great idea to familiarize yourself with the many labs on campus!

✓ Library Instruction Center ‘LIC’ Room 109 (1st floor)
✓ Library Media Lab, Room 217 (2nd floor)
✓ Library Tutoring & Learning Center Lab, Room 216 (2nd floor)
✓ Business Lab, LIB135 (across from fountain)
✓ Computing Services Labs* (Corpus Christi Hall, 2nd floor)
✓ Center for Instruction* (2nd floor)

*For lab hours, schedules, list of software & hardware

Library Hours

Monday-Thursday: 7:30 a.m. – 1:30 a.m.
Friday: 7:30 a.m. - 8 p.m.
Saturday: 10 a.m. – 8 p.m.
Sunday: 12 p.m.- 1:30 a.m.

Note: Hours are different during the summer and interim periods.

Departmental Phone Numbers

Administrative Office............. (361)825-2643
Circulation...................... (361)825-2340
Government Documents........... (361)825-5702
Information Literacy.............. (361)825-2588
Interlibrary Loan.................. (361)825-5772
Library Media Center.............. (361)825-2311
Periodicals........................ (361)825-2356
Reference/Information Desk ... (361)825-2609
Special Collections & Archives. (361)825-2301
Systems............................. (361)825-5528
Technical Services................. (361)825-2354

Administration Office Fax: (361) 825-5973
Interlibrary Loan Fax: (361) 825-2623

Computer Labs in Library
(Open when the library is open)

The Library’s Instruction Center: Room 109
Note: Room 109 (LIC) is the library’s Designated Instruction lab, but is a general access lab when it is not reserved by instructing Librarians.

Media Center (2nd floor Library Room 217)

Also: The Library Media Center has laptops for check out!

Don’t see what you are looking for here?
Visit the Library Reference Desk for further assistance.

Information Overload
Cheat Sheet for Computing @ Bell Library

Texas A&M University—Corpus Christi
Mary and Jeff Bell Library
6300 Ocean Drive
Corpus Christi, TX 78412-5702

http://rattler.tamucc.edu
HOW TO...

Log in to campus computers & get your student email

- Run NewUser at a Library NewUser station, OR, go to Computing Services in CCH 201
- You’ll get a UserID & up to 4 passwords:
  - Novell (computer login)
  - Islander (student email)
  - Rapport (use TAMU-CC as internet service from home) If you have your own Internet service, you don’t need Rapport.
  - WebCT (Island Online Classes)
- Passwords are CASE SENSITIVE.
- UserID: ____________________________
- Novell password: ____________________
- Islander password: ___________________
- Rapport password: ___________________

To Check Your Student Email

- Go to http://islander.tamu.edu/
- Log in with your UserID & Islander Password
- Once in Squirrel Mail, you can change the Islander Password. Your email is userid@islander.tamu.edu

Register Your Laptop
(for campus wireless network)

- Log in to campus computer & fill out form at http://owl.tamu.edu
- Follow directions.
- If successful, online access is almost immediate.
- Problems? Call Computing Services at x5618 or go to CCH 201.

Access WebCT (AKA “The Island Online”)

- Go to www.tamu.edu & find “The Island Online”
- OR, go to URL http://islandonline.tamu.edu
- UserID = Novell UserID.
- Password = passwords are reset every semester. Otherwise, use DOB in this format: MMDDYYYY.
- Problems? WebCT help is available ONLY by phone: x2825

Register, drop/add classes

- Go to www.tamu.edu & find SAIL
- Your userid = Student I.D.
- Your PIN = DOB (MMDDYY)

To Print

- Put $ on your TAMU-CC ID (Sanddollars card) at the Library Kiosk or the UC
- OR, buy a $1.00 Campus Value copy card at the Kiosk & add $ to it.
  The Library Kiosk only takes cash (no coins) & does not give change.

- When at computer, do File → Print, etc. Always use Print Preview.
- A screen asking for your Username appears.
- Enter your user name (ex: jsmith) & click ‘Print.’
- Your job is then sent to the Print Queue, where it stays for up to 2 hours.
- Retrieve it at any print station on campus.
- Enter user name, leave the password blank, & click “LogOn.”
- Swipe card with barcode facing the light.
- Highlight print job & click ‘Print.’
- Printing: $.08 per page
- Color prints: must be sent to and picked up @ Campus Copies in the University Center.
- Color prints cost $0.65 per page (single side).

To Copy

The copiers only take the TAMU-CC (SandDollar Card) or a Campus Value copy card. They do not take change or cash.
- Copiers: cost $.08 per page
- Color Copies: See Campus Copies