

Computer & Technology Requirements for Graduate & Online Students and Faculty

Our courses require the use of the Canvas online course system to access course documents, and to submit assignments to instructors. Some courses also require students to take exams using Canvas or ProctorU. To ensure your success in these courses, the following computer and technology requirements must be met.

Computer

Hardware

1. Desktop or laptop computer that is 4 years old or newer
 - a Cautionary notes about other devices:
 - i Supported: Windows Laptops, MacOS Laptops, Surface Pro, Surface Books, and Surface Laptops which meet the all the following specifications.
 - ii Not Supported: Surface non-pro devices, Chrome books, and iPads.
2. At least 4GB of RAM (memory). 8GB is highly recommended.
3. At least 1GB of free available file storage/hard drive space.
4. A headset that connects to your computer (with microphone and headphones). Some courses will offer live webinar sessions. Other courses will require students to record narrated PowerPoint presentations. The headset will allow you to participate in webinars and record narrations without getting an echo or other noise.
Examples of headsets: <https://www.google.com/search?q=pc+headset+with+mic&>
5. A webcam, if one is not included on your laptop or desktop. Also, with a webcam attached to your computer, you can record videos of yourself talking so you can post on Canvas or participate in live chat sessions. Web cams cost under \$100. If one is not included on your laptop or desktop, we recommend Logitech webcams: <https://www.logitech.com/en-us/shop/c/webcams>
6. If your course of study has proctored exams, your computer and room that you test in will need to meet many requirements. Full list of testing requirements: <https://www.proctoru.com/live-plus-resource-center>
You must use either Mozilla Firefox or Google Chrome and install the ProctorU extension.

Software

1. Windows 11; MacOS 12 or higher
All Windows or MacOS updates need to be installed as soon as they become available.
Alternate versions of Windows, such as Windows 7 or 10, or Windows RT, Windows S are NOT supported.
2. You must have the ability and privileges to install software on the device.
3. For PCs with Windows 11, or Mac computers, security software is already installed on your computer, and no additional programs are necessary (and may cause issues when taking tests). Any detected viruses or malware must be removed.
4. Microsoft Office or comparable programs, including Excel, PowerPoint and Word.
Your student email account is an Office.com account and comes with a free Microsoft Office 365 license. To download and install Office on your computer, login to your student email account at <https://office.com/> and then click the Install Software button in the upper right. You can also use the web-based, online version of Word, PowerPoint or Excel to create documents, and then store them in your student OneDrive. You can connect your student OneDrive account to your Canvas account so that you can submit assignments directly from your OneDrive.

5. Browsers: the current and first previous major releases of the following: MS Edge, Safari, Chrome, or Firefox
6. Adobe Acrobat Reader DC must be installed and kept up to date. Install Adobe Reader at <https://get.adobe.com/reader/>

High-Speed Internet access

Your internet connection must allow at least 10 Mb/s download and 5 Mb/s upload speeds.

Check your internet connection speed on these pages:

<http://speedtest.net/>

<https://fast.com/> (show more info to get the upload speed)

Contact your Internet Service Provider with any issues.

Additional Requirements for Counseling students

Many counseling courses require students to record video of themselves in training sessions. The College uses an online recording system called SupervisionAssist. You will receive information about your SupervisionAssist account before you need to record video. SupervisionAssist uses Zoom to record videos. You would need a device (computer, laptop, tablet, or smartphone) that has a webcam and a web browser. Technical requirements for browsers, operating systems, and internet connection speed:

<https://help.supervisionassist.com/article/190-user-technical-requirements>

<https://help.supervisionassist.com/category/109-student-start-guide>