FAQ Kogod Laptop Requirement - For Students

Q: Does the Laptop Policy apply to all Kogod courses?
A: Yes. That said, only a limited number of courses will require you to bring a laptop to the scheduled class and it is during these classes that you must use a compliant device. Please check the syllabus for clarification

Q: Isn't Microsoft Office the same on all devices?
A: No. Excel functions differently and Access does not exist outside of a Windows enabled device. Bottom line- they are not the same. The Windows version of the products is most widely used in businesses and includes the features you will use in your courses.

Q: Where can I find the detailed laptop requirements?
A: www.american.edu/kogod/labs/computers.cfm

Q: I am a visiting non-Kogod student, do I have to follow KSB laptop requirement policy?
A: While we recommend you have your own laptop compliant with KSB requirements, you can obtain a loaner from FSIT Lab (KSB T55) for the duration of the class period, you need to return it as soon as the session is over. AU Library also provides Windows laptop loaners for students.

Q: I have MS Office installed on my Mac, is that sufficient for class assignments?
A: You need to install MS Office in a Windows environment. MS Office for Mac has limited functionality (Excel lacks data analysis add-ons and MS Access is not available on Mac), in addition there are slight incompatibilities between files saved on Mac and Windows versions of Office.

Q: I have a Mac, how can I install Windows on it?
A: Before you begin, make sure you have everything you need:
- A Microsoft Windows install disc or disk image (ISO) containing a 64-bit version of Microsoft Windows 7 or later. You can purchase a copy Windows 8.1 from journeyed.com*
- An 8 GB or larger USB flash drive that you can erase
- At least 100 GB of free disk space on your laptop drive
- Time: the installation process might take 2 hours.

You can find instructions for installing Windows on Mac here.

Q: I've heard that the University provides MS Office for free, where can I download it from?
A: You can obtain MS Office following the instructions from this page:
http://www.american.edu/oit/software/Student-Discount.cfm

Q: I have a Mac, I want to install Windows, but this seems complicated.

A: [Here are instructions](#) to assist you. There are plenty of video links included. The key to success here is patience and time. Please allow yourself at least one hour, perhaps a little more to complete the installation.

Q: I am not sure my Mac supports Windows in Boot Camp:
A: You can check the system requirements here: https://support.apple.com/en-us/HT204048

Q: I have Windows installed on a Mac using Parallels or VMware, do I still need to install it in Boot Camp?
A: The policy requires Boot Camp installation of Windows and the course instructions assuming you are using Boot Camp. For courses requiring in-class laptops, you are welcome to ask the professor if Parallels or VMware create an incompatible situation. In either situation, you are responsible for completing the work using the instructors' assignments.

Q: My laptop is not working on a required laptop day in class, what can I do?
A: You can obtain a loaner from FSIT Lab (KSB T55) for the duration of the class period, you need to return it as soon as the session is over. This is only a one-time loaner, you are responsible to get your machine fixed by the next session. AU Office of Information Technology provides drop-in support for software problems at the AU Library and limited hardware troubleshooting. For hardware problems you might need to contact your vendor.

Q: My current classes don't require laptop use, do I still need to follow the policy and purchase a laptop/software, or install Windows on my Mac?
A: Yes if you are a Kogod student. Otherwise, it is recommended all students have a laptop that is compliant with these requirements, laptops are important research tools and we see them being useful for students even if the current classes don't specifically require laptop use. Students can delay purchasing the necessary software but new students are strongly encouraged to arrive on campus with a fully compliant device.

Q: I don't have financial resources to purchase laptop/software needed, what can I do?
A: Please check with your advisor if you qualify for financial assistance. If you don't qualify for assistance, you can obtain a loaner from FSIT Lab (KSB T55) for the duration of the class period, you need to return it as soon as the session is over. [AU Library](#) also provides Windows laptop loaners for students. Assignments can be completed at the Kogod FSIT Lab.

Q: I am a Mac user I need help to learn to use Windows
A: [Lynda](#) has a number of tutorials for beginners, to access the site, click on the link or log in to [myAU portal](#) -> select Technology -> Lynda Web-Based Training -> log in and once in Lynda search for "Windows"

Q: Do I need to bring the laptop to class every day?
A: No. Your professor will advise you when you are required to have a laptop available for the class.

Q: Can I use my laptop to take notes in class?
A: This varies by professor; please ask them directly.

Q: Can I use a Chromebook, or a tablet, or a smartphone?
A: No, these devices do not support the Windows Operating System which is required to run the proper version of Microsoft Office.

Q: Macs have different keyboard layout than Windows machines, how can I use the Mac keyboard in the Windows environment?
A: Here's the Apple Support article about keyboard mapping https://support.apple.com/en-us/HT202676