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## NEWS LETTER

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June 17, 1971  
Volume 3, Number 1

26 North Hall  
St. Paul Campus  
373-0987-0990

### JUNE BILLING

The Center will journal voucher the departments who have utilized our services in June, on Friday, June 25, 1971. In this manner, all business activities will be cleared before the fiscal year, 1970-71 comes to an end. Our year-ending cutoff will be on Thursday, June 24th, at 4:30 PM --- all activity thereafter will be processed at the end of July, as fiscal year 1971-72 activity.

### ACCOUNT NUMBERS FOR THE NEW FISCAL YEAR

All of our customers who currently have one or more of our '8000' account numbers which no longer reference the proper budget number should contact our secretary, Mrs. Eva Klein and 1) request that the corresponding '8000' account number be cancelled or 2) have the necessary changes made to the corresponding '8000' account number record or 3) request a new '8000' account number.

All existing free-time account numbers (the '2000' series) are being cancelled June 24, 1971.

### FORTRAN IV PI COURSES

The Computing Center has a number of Fortran IV Programmed Instruction Courses available (self taught computer programming course) which may be signed out without charge for a period of two months. If you are interested in learning to program a computer, these will be of great benefit to you. To obtain manuals, please contact our secretary, Mrs. Eva Klein, 26 North Hall, 373-0987.

COMPUTING CENTER FACILITIES QUESTIONNAIRE

We are interested in providing the best service possible to all facility users within the limitations of the resources at our disposal. To properly evaluate the various types of services we provide, it is necessary to obtain the user's point of view. We request your cooperation in completing the following questionnaire and return it to 26 North Hall, or drop it in the SPCCC Suggestion Box. Although we may not be able to respond to all of your suggestions or be able to make immediate changes, we will be aware of the user needs and will take these into account in any future planning.

SPCCC QUESTIONNAIRE III

6-17-71

1. Are you currently using our Computing Center facilities?    yes     no

2. Do you anticipate using our Computing Center facilities within the next year?    yes     no

3. Do you use other computing facilities off this campus?    yes     no

4. Should there be more Computer Science courses offered for credit on the St. Paul Campus?    yes     no

What type \_\_\_\_\_  
\_\_\_\_\_

5. Should the Center offer more orientation sessions or short courses?    yes     no

What type \_\_\_\_\_  
\_\_\_\_\_

Would you attend:    yes     no

When should these be scheduled to meet your needs? \_\_\_\_\_  
\_\_\_\_\_

6. Do you have any suggestions for the improvement of the following services/products:

Keypunching \_\_\_\_\_  
\_\_\_\_\_

Programming \_\_\_\_\_  
\_\_\_\_\_

Computer Operation \_\_\_\_\_  
\_\_\_\_\_

Data Processing materials \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

7. Please provide any additional information that you feel is important to the overall needs of the user of the St. Paul Campus Computing facilities on the back of this questionnaire.

W E N E E D Y O U R H E L P A G A I N

The Computing Center estimates that it has 5 million data processing cards in storage in rooms 6 and 14. Unfortunately, many card decks have been left in our storage area by our customers with little or no identification. To add to our problem, many users have left the University without signing a release with regard to the disposition of the data stored in the Center.

We aim to identify and classify each and every data set presently located in storage. We would appreciate any assistance that anyone can provide in this regard. If you know that you have data stored here, or if you know of someone who has left the University and has data stored here, please contact our Computing Center personnel with information regarding the disposition of same. Please be prepared to sign a 'Data Disposition Authorization' slip or to fill out our standard 'Data Set Identifier' form for each box or tray.

The Data Set Identifier forms are available in the storage area. These forms are 3" x 5" pressure sensitive labels that simply may be filled out, removed from their pad and affixed to each box of data or tray (special approval must be obtained before using tray files).

Due to the limitation on the size of our storage area, we request that users remove their data files when they are no longer being used actively in the Center. We feel that by placing these additional requirements and restrictions on card storage, we will better serve the majority of people who wish to use our facilities.

On July 15, 1971, should there be data cards still unclaimed or improperly identified with our standard form, they will be removed from the Center and placed in remote dead storage.