16/FL Adjunct Information
Justin Whiting Hall (JW) - Health Laboratory Center (HLC) - William Atkinson Hall (WA)

OFFICE STAFF
Dott Znosko, Building Information Coordinator, Phone (517) 796-8564 Fax (517) 768-7023. Email - dznosko@jccmi.edu. I am located in The Health Laboratory Center Lobby - HLC 100. Available 8:00 am to 6pm, Monday – Thursday. Lunch is 1:00- 2:00 Monday – Thursday.

ADJUNCT RESOURCES
Adjunct resources are located electronically on the JC website under Academics/ Academic Deans/Adjunct Resources webpage:  
http://www.jccmi.edu/administration/deans/AdjunctResources.htm

ADJUNCT OFFICE – JW 238
The Whiting Adjunct Office is located in JW 238. An ID swipe card is required to access this room. There is one phone, (517) 796-0800 ext. 8888 (does not have voice mail), two computers and a printer. The all-in-one printer, copier, scanner, fax machine is located in the JW 243 workroom.

ADJUNCT ABSENCES REPORTING PROCESS
You will need to call your Department Chair and Building Information Coordinator as soon as possible if you are unable to be on Central Campus to teach a scheduled class i.e.; illness, family emergency, etc. or will be arriving late to class. Every attempt will be made to both email and call your students to inform them of an unplanned absence based on timeliness of notification.

Adjunct absence forms and instructions are located on the JC website (www.jccmi.edu) under Academics/Academic/Forms/Guidelines:  
http://www.jccmi.edu/Administration/deans/AdjunctAbsenceInstructions09.pdf  
http://www.jccmi.edu/humanresources/docs/ADJUNCT%20INSTRUCTION%20ABSENCE%20FORM.pdf

ABSENCE FORM IS REQUIRED TO BE SUBMITTED WITHIN 14 DAYS OF ABSENCE

James Mc Divitt Hall Temporary Building Coordinator - Patrick Hall - 517-796-8450  
Bert Walker Building - Coordinator Heather Wollet 517-787-0800 ext. 8285  
Whiting Hall/Health Laboratory Center Building Coordinator – Dott Znosko 517-796-8564  
KateThirolf, Director, Innovative Instruction  
ThirolfKathrynQ@jccmi.edu

Course Discipline Contacts:

Accounting  ACC  Dott Znosko - William Atkinson Hall
Alternative Energy  ALT  Dott Znosko - Justin Whiting Hall
Art  ART  Heather Wollet - Bert Walker Hall
Automotive  AUT  Dott Znosko - Justin Whiting Hall/Automotive Technology
Building  BIO  Patrick Hall - James McDivitt Hall
Business  BUA  Dott Znosko - William Atkinson Hall
AutoCAD  CAD  Dott Znosko - Justin Whiting Hall
Cardio Pulmonary  CPR  Sarah Ebersole - Justin Whiting Hall
Chemistry  CEM  Patrick Hall - James McDivitt Hall
Computer  CIS, CNS, CPS  Dott Znosko - William Atkinson Hall
Communication  COM  Heather Wollet - Bert Walker Hall
Criminal Justice  CRJ  Patrick Hall - James McDivitt Hall
Culinary  CUL  Dott Znosko - Justin Whiting Hall
Diagnostic Medical  DMS  Sarah Ebersole - Justin Whiting Hall
Sonography  ECN  Patrick Hall - James McDivitt Hall
Energy  EGY  Dott Znosko - Justin Whiting Hall
Electronics  ELT  Dott Znosko - Justin Whiting Hall
Emergency Medical Services  EMS  Sarah Ebersole - Bert Walker Hall
Entrepreneur  ENT  Ron Betzig - Maher Campus
English  ENG  Heather Wollet - Bert Walker Hall
Freshman Year  FYS  Heathcr Wollet - Bert Walker Hall
Geology  GEL  Patrick Hall - James McDivitt Hall
History  HIS  Patrick Hall - James McDivitt Hall
Health Occupations  HOC  Sarah Ebersole - Bert Walker Hall
Health/Personal Fitness  HPF  Katie Fall
Humanities  HUM  Heather Wollet - Bert Walker Hall
Licensed Practical Nursing  LPN  Chris Davis - Justin Whiting Hall
Math  MAT  Patrick Hall - James McDivitt Hall
Manufacturing  MFG  Dott Znosko - Justin Whiting Hall
Medical Coding/ Billing  MIC  Sarah Ebersole - Justin Whiting Hall
Medical Office Assistant  MOA  Sarah Ebersole - Justin Whiting Hall
Music  MUS  Sarah Ebersole - Bert Walker Hall
Natural Science  NSC  Patrick Hall - James McDivitt Hall
Nursing  NUR  Chris Davis - Justin Whiting Hall
Philosophy  PHL  Heather Wollet - Bert Walker Hall
Physics
Political Science
Psychology
Radiography
Respiratory
Spanish
Sustainability
Welding
World Languages
PHY
PLS
PSY
RAD
RES
SPN
STM
WLD
WRL
Patrick Hall - James McDivitt Hall
Patrick Hall - James McDivitt Hall
Patrick Hall - James McDivitt Hall
Sarah Ebersole - Justin Whiting Hall
Sarah Ebersole - Justin Whiting Hall
Patrick Hall - James McDivitt Hall
Dott Znosko - Justin Whiting Hall
Dott Znosko - Justin Whiting Hall
Heather Wollet - Bert Walker Hall

Department Chair Contact Information

Lisa Dunlap
Dianne Hill
Sydney Thomas
Kristi Laird
Ted Miller
Mark Schopmeyer
Kristin Spencer
John Ireland
David Higgins
Nursing
Business & Technology
Language, Literature & Arts
Math & Engineering
Foundation Studies
Behavioral Sciences
Allied Health
Sciences & HPF
Technical Trades
517-796-8516
517-796-8546
517-796-8520
517-796-8503
517-796-8597
517-796-8563
517-796-8463
517-796-8576
517-990-1348

ALARMS
Everyone must leave the building when a fire alarm is activated and move away from the building at least 500 feet. JC Security or building staff will give the all clear to return to the building. JC Emergency information is available in each classroom, the adjunct office in JW 238 and the JW main office in 243 or electronically at: http://www.jccmi.edu/security/docs/emergency_procedures.pdf

AUDIO VISUAL EQUIPMENT
Most rooms have multimedia capabilities, overhead projectors and DVD/VCRs. If you need equipment, please call extension 8565 to request. If you need to report a problem with equipment, email dznosko@jccmi.edu, and the Solution Center at JC_Solution_Center@jccmi.edu or call Dott Znosko at ext. 8564 before calling the Solution Center at 796-8639.

BOOK STORE
The book store is located at the Potter Center (517) 796-8440.

CENTRAL CAMPUS HOURS:
Monday through Thursday 9:00 a.m. – 6:00 p.m.
Friday 10:00 a.m. – 2:00 p.m.

CAMPUS CLOSINGS
In the event of severe weather conditions, emergencies and/or other situations the President, or designee, will determine if College locations will be closed and/or classes cancelled. When severe weather conditions exist in the morning every effort will be made to determine if campus will be closed and/or classes cancelled no later than 5:00 AM. If the College is open and severe weather conditions develop later in the day the conditions will be evaluated and if possible a decision regarding the cancellation of evening classes will be made by 2:00 P.M. If one or all College locations are closed or classes cancelled:

1. The President will activate a notification system for members of the Administration (i.e., telephone tree).
2. The message on the College's main phone number (517-787-8080) will be updated to provide information regarding the decision to close and/or cancel classes;
3. Information will be posted in the JC website (www.jccmi.edu), and e-mail messages sent to the JC employee and student e-mail accounts.
4. If classes are cancelled some or all employees may be required to report to work. Each administrator is responsible for establishing and maintaining notification system(s) for each department supervised. When notified of a decision to close a campus location and/or to cancel classes each administrator shall activate the department notification system(s) and/or contact individual employees to notify them if they are required to report or work or not.
5. When the College closes or cancels classes local TV and radio stations are notified (see JC website for current listing of stations). However, the College cannot guarantee that any station will broadcast the information.
6. We also offer Nixle text messaging for JC cancellations, breaking news, etc. Please refer to http://www.jccmi.edu/News/PressReleases/2011/pr013111a.htm for how to set up an account and choose which alerts you would like to receive.

CLASS ROSTERS
You can access your class rosters on the JC website at www.jccmi.edu. At the top of the main JC web page and click on e-Services. Your login will be the same as to access your email account. Click on the My Class Rosters link.

CLASSROOMS
PLEASE DO NOT SWITCH CLASSROOMS. If you need to change your classroom or schedule a different classroom for the day, please contact the Building Information Coordinator, who will work with Scheduling to move your class to a different classroom for the semester, or assist you in finding another classroom for the day. If the Building Information Coordinator is not available, please contact Ellen Young at extension 8490.

Also, if for any reason you hold your classes anywhere other than your scheduled room, please inform the Building Information Coordinator to post a notice of where you can be located in case of an emergency including your contact phone number.

If you encounter any classroom equipment malfunctions during your class session, please email the Building Information Coordinator at dznosko@jccmi.edu, or call ext. 8564, so she may alert the necessary staff to address the issue before submitting a work order to IT.

CLASSROOM SUPPLIES, ETC.
Contact Dott Znosko, Building Information Coordinator, dznosko@jccmi.edu in the lobby of the Health Laboratory Center - HLC 100 to assist you with classroom supply needs.

COLLEGE CLOSED/NO CLASSES
October 7 (Friday)  No Classes  In Service Day (Cont. Next Page)
November 23rd – 27th; No Classes

December 22

Last day of classes

COPIES/COPY CENTER
Copies may be made in the Faculty Work Room area. For large print/collation/color paper jobs, we recommend the JC Copy Center be utilized. Items may dropped off in person only when Copy Center is open. The Copy Center is located in the Campus Services Building or may be emailed via CopyCenter@jccmi.edu

Copy Center Hours have changed:
Monday – Friday 8:00 a.m. – 12:00 p.m.

DROP DATES/WITHDRAW EMAIL
Drop dates and withdraw dates for classes are available after the first week of the term and can be found on the JC website under the Academic Deans page.

EMERGENCIES
Call 911, and then contact the JC operator by dialing “0” and Campus Security – 796-8620. Complete an incident report http://www.jccmi.edu/security/docs/incident_report.pdf even if the emergency does not require medical assistance. After 7pm contact JC Security 517-796-8620.

ESCORT SERVICE – JC SECURITY FACULTY LOUNGE
Contact the security guard (8620) or the operator [0]; a security guard will walk student or staff to their car upon request.

FOOD SERVICE
Potter Center Dining Room (TIGGS) is open the following hours:
Monday – Thursday 9:00 a.m. – 1:00 p.m.

Vending machines: Justin Whiting Hall near circle drive entrance, Bert Walker Hall near Student Services entrance, Health Laboratory Center in Student Lounge (HLC 108) and James McDivitt Hall lobby, William Atkinson Hall in stairwell on west side entrance behind ATM machine.

FOUNDATION STUDIES/CENTER FOR STUDENT SUCCESS

Tutoring and other student assistance is available through Foundation Studies. (517) 796-8415. The Center for Student Success is located in BW 123.

GRADE MASTER
Located in the adjunct lounge, JW 238. Forms next to machine. Please take only as many as you need for the test.

GUARD/SECURITY
Ext. 8620. If answered by phone mail, leave a message. If it is an emergency situation, there is an option to be connected to the JC Security cell phone. Your message automatically activates the guard’s pager. To contact the guard from off campus, call 517-796-8620.

ID CARD/ SWIPE CARD
Go to JC Campus Security Office located in the Campus Events Center, to have photo ID taken between 8:00 a.m. and 5:00 p.m. Photo ID will give you access to the upstairs adjunct office and the classrooms in Whiting. Please call 517-796-8620 to assure someone will be there when you arrive.

LEARNING RESOURCES CENTER (ATKINSON LIBRARY)
Library Hours:
Monday – Thursday 7:30 a.m. – 10 p.m.
Friday 7:30 a.m. – 5 p.m.
Saturday 8:30 a.m. – 9 p.m.
Sunday Noon – 9 p.m.

LOST & FOUND MAILBOXES
Lost or found items may be turned in to the JW 243 workroom in mailbox marked Dott Znosko.

CENTER FOR STUDENT SUCCESS (Tutoring and other student accommodations)
Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRiO program. 517.796.8415. CSS Tutoring Hours Jackson Campus:
Monday through Thursday 8:00am-6:00pm
Friday 10:00am-5:00pm

NETWORK ACCESS
Electronic Network Service Accounts for Employees
All faculty, full-time or adjunct, receive the following electronic access:

November 23rd – 27th; No Classes

December 22

Last day of classes

COPIES/COPY CENTER
Copies may be made in the Faculty Work Room area. For large print/collation/color paper jobs, we recommend the JC Copy Center be utilized. Items may dropped off in person only when Copy Center is open. The Copy Center is located in the Campus Services Building or may be emailed via CopyCenter@jccmi.edu

Copy Center Hours have changed:
Monday – Friday 8:00 a.m. – 12:00 p.m.

DROP DATES/WITHDRAW EMAIL
Drop dates and withdraw dates for classes are available after the first week of the term and can be found on the JC website under the Academic Deans page.

EMERGENCIES
Call 911, and then contact the JC operator by dialing “0” and Campus Security – 796-8620. Complete an incident report http://www.jccmi.edu/security/docs/incident_report.pdf even if the emergency does not require medical assistance. After 7pm contact JC Security 517-796-8620.

ESCORT SERVICE – JC SECURITY FACULTY LOUNGE
Contact the security guard (8620) or the operator [0]; a security guard will walk student or staff to their car upon request.

FOOD SERVICE
Potter Center Dining Room (TIGGS) is open the following hours:
Monday – Thursday 9:00 a.m. – 1:00 p.m.

Vending machines: Justin Whiting Hall near circle drive entrance, Bert Walker Hall near Student Services entrance, Health Laboratory Center in Student Lounge (HLC 108) and James McDivitt Hall lobby, William Atkinson Hall in stairwell on west side entrance behind ATM machine.

FOUNDATION STUDIES/CENTER FOR STUDENT SUCCESS

Tutoring and other student assistance is available through Foundation Studies. (517) 796-8415. The Center for Student Success is located in BW 123.

GRADE MASTER
Located in the adjunct lounge, JW 238. Forms next to machine. Please take only as many as you need for the test.

GUARD/SECURITY
Ext. 8620. If answered by phone mail, leave a message. If it is an emergency situation, there is an option to be connected to the JC Security cell phone. Your message automatically activates the guard’s pager. To contact the guard from off campus, call 517-796-8620.

ID CARD/ SWIPE CARD
Go to JC Campus Security Office located in the Campus Events Center, to have photo ID taken between 8:00 a.m. and 5:00 p.m. Photo ID will give you access to the upstairs adjunct office and the classrooms in Whiting. Please call 517-796-8620 to assure someone will be there when you arrive.

LEARNING RESOURCES CENTER (ATKINSON LIBRARY)
Library Hours:
Monday – Thursday 7:30 a.m. – 10 p.m.
Friday 7:30 a.m. – 5 p.m.
Saturday 8:30 a.m. – 9 p.m.
Sunday Noon – 9 p.m.

LOST & FOUND MAILBOXES
Lost or found items may be turned in to the JW 243 workroom in mailbox marked Dott Znosko.

CENTER FOR STUDENT SUCCESS (Tutoring and other student accommodations)
Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRiO program. 517.796.8415. CSS Tutoring Hours Jackson Campus:
Monday through Thursday 8:00am-6:00pm
Friday 10:00am-5:00pm

NETWORK ACCESS
Electronic Network Service Accounts for Employees
All faculty, full-time or adjunct, receive the following electronic access:
Wireless Access

- Network account allowing access to JC computers, an array of software, and a personal folder to store limited materials
- JetNet course site for each class taught
- Employee Groupware account for email, calendaring, and task management
- e-Services account allowing access to course rosters and online grading

Course materials on JetNet are accessible for students and instructors throughout a semester. If you require access to JetNet materials, contact the JC Solution Center.

Incomplete

Previously enrolled students finishing an incomplete grade under the direction of an instructor will be given an account when the instructor makes a request to the JC Solution Center. The request must include student’s full name and student ID number. JetNet access for incompleteds should also be directed to the JC Solution Center.

Electronic Network Service Accounts for Students

All JC students receive the following electronic access:

- Network account allowing access to JC computers, an array of software, and a personal folder to store limited materials
- JetNet course site for each class
- My Student email account
- e-Services account allowing access to register for classes and to view class schedules, grades, unofficial transcripts, and current student profiles

Please Note: My Student Email accounts and JC Network Service accounts (local login, e-Services, JetNet) are not the same. Once the password is changed for one account it will no longer match the other account.

Password Management

Information Technology is pleased to announce a new self-service password management system called JC Reset Password Management (JC SSRPM). Current JC students and student employees now have the ability to reset their password 24/7. SSRPM allows students the ability to manage their network services account password which controls access to:

- JC Computers
- e-Services
- JetNet

Note: This service will not reset your My Student Email password. If you know your My Student Email password and would like to change it please visit https://account.live.com/ to manage your account. If you do not know your password and need to have it reset please contact the JC Solution Center at (517) 796-8639 to have your password manually reset. The JC SSRPM service requires you to complete a quick 3-step enrollment process. More information is available on the Information Technology website at https://pwreset.jccmi.edu/.

Parking Permit

Facility reserved parking shall be furnished at no cost to faculty in posted lots. Human Resources (ext. 8460) issues your Faculty Parking Access Card.

Participating/Grading

You must electronically enter grades and/or participation marks 4 times during the semester including final grades. Chairs/Lead Faculty will be resource people to assist you.

Phones

Adjunct office in JW 238 has an outside line phone for adjuncts needed to place a phone call to any extension on campus, local calls and long distance with a phone card. Dial "9" to connect to an outside line. There are no longer pay phones or courtesy phones available on campus.

Resources

http://www.jccmi.edu/administration/deans/AdjunctResources.htm

Solution Center

If you encounter any classroom equipment malfunctions during your class session, please call ext. 8564 to report the issue or email the Building Information Coordinator at dznosko@jccmi.edu, or, in order to alert the necessary staff to assess the issue before submitting a work order to the Solution Center.

After hours you may email the JC Solution Center at JCSolutionCenter@Jccmi.edu or call us at (517) 796-8639. http://www.jccmi.edu/infotech/solcen.htm. Monday – Thursday: 8:00 a.m. – 7:00 p.m.; Friday: 8:00 a.m. – 3:00 p.m.

Syllabi

All faculty are required to post their syllabi for each section they teach (prior to the first day of the course) on the JetNet Syllabi page. Instructions on how to post syllabi to the JetNet Syllabi page can be found on the Adjunct Resources web page under the Adjunct FAQ at: http://www.jccmi.edu/administration/deans/AdjunctResources.htm

University Extensions

The following university extensions have offices located in McDivitt Hall on the first floor common area:

- Siena Heights
  - JM 127 796-8672
  - JM 124 796-8534

- Spring Arbor
  - JM 127 796-8672
  - JM 124 796-8534

Wheelchair Wireless Access

If wheelchair is needed contact Security at 796-8620. Wireless Access is available in Whiting Hall to all JC Students, future students, employees, and guests. Access levels are specified based on the user’s role. Vendors and presenters will need access to a wireless account in order to access the wireless network.

http://www.jccmi.edu/infotech/wireless_locations.htm

Please contact the JC Solution Center if you need an account for your vendor or presenter. Building maps are available on the JC web highlighting wireless coverage. The JC Solution Center does not service personal computers or personal laptops, only JC equipment. Please refer to IT policy: http://www.jccmi.edu/informationtechnology/homesupport.htm