

Adjunct Information ~ Quick Reference Guide

JC SECURITY EMERGENCIES	Security contact number 517-796-8620. Located in the Jets Hanger If it is an emergency, Call 911, and then contact the Security 796-8620 , there is an option to be connected to the JC Security cell phone.																		
ADJUNCT RESOURCES	Adjunct resources are located electronically on the JC website under Academics/ Academic Deans/Adjunct Resources webpage: https://www.jccmi.edu/academic-deans/adjunct-resources/																		
OFFICE STAFF Bert Walker Hall Dean's Coordinator James McDivitt Hall Health Laboratory Center	Heather Wollet, Phone (517) 796-8582, Email - WolletHeatherL@jccmi.edu . Karen Hocter, Phone 517-796-8627, Email- HocterKarenM@jccmi.edu David Mosby, Phone (517) 796-8450. Email – MosbyDavidY01@jccmi.edu Rebecca Nicholson, Phone (517) 796-8564, Email – NicholsRebeccal@jccmi.edu																		
JETNET / INSTRUCTIONAL COACHES CONTACT	Instructional Designer, Brian Newberry, Phone (517) 990-1368, NewberrBrianW@jccmi.edu <u>Instructional Coaches</u> . The Instructional Coach program is a collaborative, peer-based professional development process that helps instructors use research validated teaching approaches. Part of this process is a non-evaluative class visit which can be also be counted as part of the "reciprocal observation" required for Master Adjunct certification																		
IMPORTANT SEMESTER DATES	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">September 3, 2019</td> <td style="width: 33%;">Fall 2019 Semester Begins</td> <td style="width: 33%;"></td> </tr> <tr> <td>September 17, 2019</td> <td>No Classes/ Offices Close</td> <td>In-Service Day</td> </tr> <tr> <td>October 4, 2019</td> <td>Pathway Showcases Day</td> <td></td> </tr> <tr> <td>November 27-December 1, 2019</td> <td>No Classes</td> <td>Thanksgiving Break</td> </tr> <tr> <td>December 19, 2019</td> <td>End of Fall 2019 Semester</td> <td></td> </tr> <tr> <td>December 21, 2019</td> <td>Grades Due</td> <td></td> </tr> </table> <p>Drop/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.</p>	September 3, 2019	Fall 2019 Semester Begins		September 17, 2019	No Classes/ Offices Close	In-Service Day	October 4, 2019	Pathway Showcases Day		November 27-December 1, 2019	No Classes	Thanksgiving Break	December 19, 2019	End of Fall 2019 Semester		December 21, 2019	Grades Due	
September 3, 2019	Fall 2019 Semester Begins																		
September 17, 2019	No Classes/ Offices Close	In-Service Day																	
October 4, 2019	Pathway Showcases Day																		
November 27-December 1, 2019	No Classes	Thanksgiving Break																	
December 19, 2019	End of Fall 2019 Semester																		
December 21, 2019	Grades Due																		
COURSE INFORMATION ROSTERS Attendance HQP RETENTION ALERT	<p>Access class rosters on the JC e-service website at www.jccmi.edu/eservices . Your login is the same as your email account. Click on the My Class Rosters link.</p> <p>Take attendance each time your class meets using JerStream. It helps the college to comply with federal financial aid guidelines and helps to support student success.</p> <p>To comply with college policy and federal regulations, reporting HQV (Help, Quit, Verify) grades up to three times each semester on the designated dates determined and communicated at the beginning of each semester.</p> <p>Retention Alerts can be submitted anytime, and we encourage you to submit a Retention Alert as soon as a student shows signs of needing help. Retention Alert FAQ's: Click Here</p>																		
Information Technology (IT) NETWORK ACCESS SOLUTION CENTER	<p>We recommend that you use JC email. To access your email account, go to www.jccmi.edu at the top of the page click on E-mail.</p> <p>Electronic Network Service Accounts for Employees All faculty, full-time or adjunct, receive the following electronic access:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Course materials on JetNet are accessible for students and instructors throughout a semester. • Employee Groupware account for email, calendaring, and task management • e-Services account allowing access to course rosters and online grading <p>The JC Solution Center does not service personal computers or personal laptops, only JC equipment.</p> <p>Located: William Atkinson Room 203, Phone 517-796-8639, Email: jcsolutioncenter@jccmi.edu</p>																		
CENTER FOR STUDENT SUCCESS (CSS) TESTING LAB	<p>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. CS5 Phone: 517.796.8415.</p> <p>Hours: Monday through Thursday 8:00am-6:00pm / Friday 10:00am-5:00pm</p> <p>Hours: Monday & Tuesday: 1p.m. – 8 p.m. Wednesday & Friday: 10 a.m. – 4 p.m. Thursday: 8 a.m. – 3 p.m. Saturday: TBA</p>																		
COPY CENTER	<p>We recommend the JC Copy Center be utilized. However there are printers located in the Work spaces for smaller jobs.</p> <ol style="list-style-type: none"> 1. Items may dropped off in person when Copy Center is open. Hours are Monday & Wednesday 8am-1pm 2. Emailed jobs to CopyCenter@jccmi.edu <ul style="list-style-type: none"> • Discipline- Title of job-Date job in needed- Number of Copies- Pick-up or delivered to mailbox –Details of job (Color/B&W - 1 or 2 sided- stapled) 																		

FACULTY WORK & LOUNGE AREAS	<p>Bert Walker (BW) 248 Justin Whiting (JW) 243 Lounge James McDivitt (JM) 150 Work Space James McDivitt (JM) JM 121 Lounge Maher (North) Campus, Lenawee, and Hillsdale Centers all provide an adjunct lounge with access to a phone, copy machine, refrigerator, microwave, and computers.</p>		
MAILBOXES	<p>Your mailbox will be located in the building where your discipline is located. Please check your mailbox frequently. If you do not see a mailbox for you, please advise the Building Information Coordinator.</p>		
CLASSROOMS	<p><u>DO NOT SWITCH CLASSROOMS.</u> If you need to change your classroom or schedule a different classroom for the day, contact the Building Information Coordinators or Scheduling.</p> <p><u>ARRANGING CLASSROOM.</u> If you move furniture around in the classroom, please put it back in order for the next instructor.</p> <p><u>CLASSROOM DOORS.</u> For security reason, keep doors closed during class time.</p>		
ADJUNCT ABSENCES REPORTING PROCESS	<p>It is vital that you inform the college if you cancel a class session. Failure to notify JC of your absence is grounds for dismissal with ineligibility for rehire. If you are unable to attend a class, you must contact the following individuals as soon as possible:</p> <ol style="list-style-type: none"> 1. Emailing the following: JCFacultyAbsence@jcemi.edu 2. Email your students and post a message on your JetNet page about the cancellation. <p><u>ABSENCE FORM IS REQUIRED TO BE SUBMITTED WITHIN 14 DAYS OF ABSENCE:</u> https://www.jcemi.edu/academic-deans/adjunct-resources/</p>		
PEI Classes	<p>* PEI Classes you must also call the facility that your class is held at.</p>		
CAMPUS CLOSINGS	<p>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.</p> <p>If one or all College locations are closed or classes cancelled:</p> <ol style="list-style-type: none"> 1. The message on the College's main phone number (517-787-0800) will be updated to provide information regarding the decision to close and/or cancel classes; 2. Information will be posted in the JC website (www.jcemi.edu), and e-mail messages sent to the JC employee and student e-mail accounts. 3. 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. 4. We also offer Nixle text messaging for JC cancellations, breaking news, etc. https://www.jcemi.edu/about/weather-closings-cancellations/ Please refer to the link on how to set up an account and choose which alerts you would like to receive. 		
PATHWAY CHAIR	<p>Dianne Hill Ted Miller Heather Ruttkofsky Erin Mazur Jackie Burkhard Tom McMillen-Oakley David Higgins Mark Ott Kristi Laird</p>	<p>Business Computer & Technology Foundation Studies Health Sciences-Allied Health Health Sciences- Nursing Human Services Liberal Arts Skilled Trades & Agriculture STEM-Sciences & HPF STEM-Math & Engineering</p>	<p>517-796-8546 517-796-8597 517-796-8531 517-796-8483 517-796-8506 517-796-8577 517-990-1348 517-796-8574 517-796-8503</p>
LIBRARY	<p>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: 9 a.m. – 12 p.m.</p>		
BOOK STORE	<p>Located in Potter Center (517) 796-8440, email jackson@bkstr.com <u>HOURS:</u> Monday - Thursday 9:00 a.m. – 6:00 p.m. / Friday 10:00 a.m. – 2:00 p.m.</p>		
FOOD SERVICE	<p><u><i>Potter Center dining room (Continental) is open the following hours:</i></u> Monday – Friday 11:00 a.m. – 2:00 p.m., Dinner 5:00 p.m.-7:00 p.m.</p> <p><u><i>Wava Joe's Coffee Bar (Library):</i></u> Monday – Thursday 7:30 a.m. – 8:00 p.m. / Friday 8:00a.m.-1:00 p.m.</p> <p><u><i>Subway(Jet's Hangar):</i></u> Monday – Friday 7:00 a.m. – 11:00 p.m. / Saturday and Sunday 9:00 a.m. – 11:00 p.m.</p> <p>Vending machines also located in Potter Center, Justin Whiting, James McDivitt Hall and Bert Walker, William Atkinson, Health Labatory Center</p>		
Health Clinic	<p>Jackson College has partnered with Allegiance Health to offer JC students and employees medical care evaluation and treatment from the clinic's caring staff. A licensed nurse practitioner and technical staff will be in the office to see patients, make diagnosis and assessment, prescribe medications or make referrals. 517-990-1374</p>		
Oasis Center	<p>Jackson College partners with Family Service and Children's Aid (FSCA) to offer JC students and employees a wide range of behavioral health services. Licensed mental health and substance abuse clinicians, along with the Oasis Navigator, will be available to provide individualized support at the Oasis Center or assist the individual in obtaining services at FSCA main office located in downtown Jackson. The Oasis Navigator will connect students and employees with the appropriate community support to meet the individual's needs. The navigator will also provide advocacy for the individual. 517-787-7920</p>		
Dental Clinic	<p>Community members may soon utilize Jackson College's new Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. The Dental Hygiene Clinic will open for the community on Jan. 28, 2019. The clinic allows dental hygiene students to complete practice hours required as part of their studies.</p>		

