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. |
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<td>ADJUNCT RESOURCES</td>
<td>Adjunct resources are located electronically on the JC website under Academics/ Academic Deans/Adjunct Resources webpage: <a href="https://www.jccmi.edu/academic-deans/adjunct-resources/">https://www.jccmi.edu/academic-deans/adjunct-resources/</a></td>
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| OFFICE STAFF | 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  
Instructional Coaches. 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 | September 3, 2019 - Fall 2019 Semester Begins  
September 17, 2019 - No Classes/ Offices Close  
October 4, 2019 - In-Service Day  
November 27-December 1, 2019 - Pathway Showcases Day  
December 19, 2019 - No Classes  
December 21, 2019 - Thanksgiving Break  
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. |
| COURSE INFORMATION ROSTERS | Access class rosters on the JC e-service website at [www.jccmi.edu/eservices](https://www.jccmi.edu/eservices). Your login is the same as your email account. Click on the My Class Rosters link. |
| Attendance | 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. |
| HQV | 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. |
| RETENTION ALERT | 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](https://www.jccmi.edu/eservices) |
| Information Technology (IT) NETWORK ACCESS | We recommend that you use JC email. To access your email account, go to [www.jccmi.edu](https://www.jccmi.edu) at the top of the page click on E-mail.  
Electronic Network Service Accounts for Employees  
All faculty, full-time or adjunct, 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 taught  
- 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  
The JC Solution Center does not service personal computers or personal laptops, only JC equipment. |
| SOLUTION CENTER | Located: William Atkinson Room 203, Phone 517-796-8639, Email: jcsolutioncenter@jccmi.edu |
| CENTER FOR STUDENT SUCCESS (CSS) | 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. CSS Phone: 517.796.8415.  
Hours:  
Monday through Thursday 8:00am-6:00pm / Friday 10:00am-5:00pm |
| TESTING LAB | 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 |
| COPY CENTER | We recommend the JC Copy Center be utilized. However there are printers located in the Work spaces for smaller jobs.  
1. Items may dropped off in person when Copy Center is open. Hours are Monday & Wednesday 8am-1pm  
2. Email jobs to CopyCenter@jccmi.edu  
   - 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) |
Dental Oasis Center

Health Clinic

BOOK STORE

LIBRARY

MAILBOXES

FACULTY WORK & LOUNGE AREAS

DO NOT SWITCH CLASSROOMS. If you need to change your classroom or schedule a different classroom for the day, contact the Building Information Coordinators or Scheduling.

ARANGING CLASSROOM: If you move furniture around in the classroom, please put it back in order for the next instructor.

CLASSROOM DOORS. For security reason, keep doors closed during class time.

ADJUNCT ABSENCE REPORTING PROCESS

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:

1. Emailing the following: JCFacultyAbsence@jccmi.edu
2. Email your students and post a message on your JetNet page about the cancellation.

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

https://www.jccmi.edu/academic-deans/adjunct-resources/

****PEI Classes

*** PEI Classes you must also call the facility that your class is held at.

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.

If one or all College locations are closed or classes cancelled:

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.jccmi.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.jccmi.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

Dianne Hill  Business Computer & Technology  517-796-8456
Ted Miller  Foundation Studies  517-796-8597
Heather Ruttkofsky  Health Sciences-Allied Health  517-796-8531
Erin Mazur  Health Sciences- Nursing  517-796-8483
Jackie Burkhard  Human Services  517-796-8506
Tom McMullen-Oakley  Liberal Arts  517-796-8577
David Higgins  Skilled Trades & Agriculture  517-990-1348
Mark Ott  STEM-Sciences & HPF  517-796-8574
Kristi Laird  STEM-Math & Engineering  517-796-8503

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: 9 a.m. – 12 p.m.

BOOK STORE

Located in Potter Center (517) 796-8440, email jackson@bkstr.com

HOURS:
Monday - Thursday 9:00 a.m. – 6:00 p.m. / Friday 10:00 a.m. – 2:00 p.m.

FOOD SERVICE

Potter Center dining room (Continental) is open the following hours:
Monday – Friday 11:00 a.m. – 2:00 p.m., Dinner 5:00 p.m.-7:00 p.m.

Wavy Joe's Coffee Bar (Library):
Monday – Thursday 7:30 a.m. – 8:00 p.m. / Friday 8:00a.m.-1:00 p.m.

Subway Jet's Hangar:
Monday – Friday 7:00 a.m. – 11:00 p.m. / Saturday and Sunday 9:00 a.m. – 11:00 p.m.

Vending machines also located in Potter Center, Justin Whiting, James McDivitt Hall and Bert Walker, William Atkinson, Health Labatory Center.

Health Clinic

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

Oasis Center

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

Dental Clinic

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.