



Adjunct Information ~ Quick Reference Guide

JC SECURITY	Security contact number 517-796-8620. Located in the Jets Hanger												
EMERGENCIES	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://intranet.1.jccmi.edu/departments/faculty/adjunct-faculty/												
OFFICE STAFF													
Bert Walker Hall	Heather Wollet, Phone (517) 796-8582, Email - WolletHeatherL@jccmi.edu												
Dean's Coordinator	Karen Hocter, Phone 517-796-8627, Email- hocterkarenm@jccmi.edu												
James McDivitt Hall	David Mosby, Phone (517) 796-8450. Email – MosbyDavidY01@jccmi.edu												
Health Laboratory Center	Rebecca Nicholson, Phone (517) 796-8564, Email – NicholsRebeccaL@jccmi.edu												
JETNET	Director of Jackson College Virtual, Dr. Brian Newberry, Phone (517) 990-1368, NewberrBrianW@jccmi.edu												
INSTRUCTIONAL COACHES CONTACT	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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">August 31, 2020</td> <td style="width: 50%;">Start of Fall Semester</td> </tr> <tr> <td>September 5 to 7, 2020</td> <td>Labor Day (All Virtual Offices Closed)</td> </tr> <tr> <td>November 25 to 27, 2020</td> <td>Thanksgiving (All Virtual Offices Closed)</td> </tr> <tr> <td>December 19, 2020</td> <td>Last Day of Fall Semester</td> </tr> <tr> <td colspan="2" style="text-align: center;">Final Grades are due within 48 hours after the final date of your class</td> </tr> <tr> <td colspan="2" style="text-align: center;">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.</td> </tr> </table>	August 31, 2020	Start of Fall Semester	September 5 to 7, 2020	Labor Day (All Virtual Offices Closed)	November 25 to 27, 2020	Thanksgiving (All Virtual Offices Closed)	December 19, 2020	Last Day of Fall Semester	Final Grades are due within 48 hours after the final date of your class		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.	
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COURSE INFORMATION													
ROSTERS	Access class rosters on JetStream under Faculty. Your login is the same as your email account. You will click your class												
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												
Information Technology (IT)	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.												
NETWORK ACCESS	Electronic Network Service Accounts for Employees All faculty, full-time or adjunct, receive the following electronic access: <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 												
SOLUTION CENTER	The JC Solution Center does not service personal computers or personal laptops, only JC equipment. Located: William Atkinson Room 203, Phone 517-796-8639, Email: jcsolutioncenter@jccmi.edu Virtual Hours: Monday through Friday 8am-5pm / Friday 9am-2pm												
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. CS5 Phone: Phone: 517-796-8415 Email: JCCSS@jccmi.edu Hours: Monday through Thursday 8:00am-6:00pm / Friday 10:00am-5:00pm												
TESTING LAB	https://www.jccmi.edu/testing-lab/ Phone: 517-796-8421												

ADJUNCT ABSENCES REPORTING PROCESS	<p>It is vital that you inform the college if you cancel a synchronous learning or hybrid 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@jccmi.edu 2. Email your students and post a message on your JetNet page about the cancellation. <p>ABSENCE FORM IS REQUIRED TO BE SUBMITTED WITHIN 14 DAYS OF ABSENCE: https://www.jccmi.edu/academic-deans/adjunct-resources/</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.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	<table border="0"> <tr> <td>Dianne Hill</td> <td>Business Computer & Technology</td> <td>517-796-8546</td> </tr> <tr> <td>Ted Miller</td> <td>Foundation Studies</td> <td>517-796-8597</td> </tr> <tr> <td>Steve Geiersbach</td> <td>Health Sciences-Allied Health</td> <td>517-796-8494</td> </tr> <tr> <td>Erin Mazur</td> <td>Health Sciences- Nursing</td> <td>517-796-8483</td> </tr> <tr> <td>Jackie Burkhard</td> <td>Human Services</td> <td>517-796-8506</td> </tr> <tr> <td>Tom McMillen-Oakley</td> <td>Liberal Arts</td> <td>517-796-8577</td> </tr> <tr> <td>Edward Burkhead</td> <td>Skilled Trades & Agriculture</td> <td>517-796-8549</td> </tr> <tr> <td>Matt Badtke</td> <td>STEM-Sciences & HPF</td> <td>517-796-8469</td> </tr> <tr> <td>Kristi Laird</td> <td>STEM-Math & Engineering</td> <td>517-796-8503</td> </tr> </table>	Dianne Hill	Business Computer & Technology	517-796-8546	Ted Miller	Foundation Studies	517-796-8597	Steve Geiersbach	Health Sciences-Allied Health	517-796-8494	Erin Mazur	Health Sciences- Nursing	517-796-8483	Jackie Burkhard	Human Services	517-796-8506	Tom McMillen-Oakley	Liberal Arts	517-796-8577	Edward Burkhead	Skilled Trades & Agriculture	517-796-8549	Matt Badtke	STEM-Sciences & HPF	517-796-8469	Kristi Laird	STEM-Math & Engineering	517-796-8503
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LIBRARY	<p>https://www.jccmi.edu/library/</p> <p>Online Resources Guides Library Instruction Sessions Textbook Reserves CEP Research 24/7 librarian chat</p>																											
BOOK STORE	<p>Located in Potter Center (517) 796-8440, email jackson@bkstr.com Hours for Curbside Pick-up Only: Monday - Thursday 10:30 a.m. – 5:30 p.m. / Friday 10:00 a.m. – 1:00 p.m.</p>																											
Health Clinic Oasis Center	<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. <u>517-990-1374</u></p> <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. <u>517-787-7920</u></p>																											