### Adjunct Information ~ Quick Reference Guide

<table>
<thead>
<tr>
<th>JC SECURITY</th>
<th>Security contact number 517-796-8620. Located in the Jets Hanger</th>
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<td>EMERGENCIES</td>
<td>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.</td>
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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://intranet.1.jccmi.edu/departments/faculty/adjunct-faculty/">https://intranet.1.jccmi.edu/departments/faculty/adjunct-faculty/</a></td>
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</tbody>
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| OFFICE STAFF | Bert Walker Hall
Heather Wollet, Phone (517) 796-8582, Email - WolletHeatherL@jccmi.edu
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 Bartley, Phone (517) 796-8564, Email – bartleyRebeccaL@jccmi.edu |
| JETNET | Director of Jackson College Virtual, Dr. Brian Newberry, Phone (517) 990-1368, NewberrBrianW@jccmi.edu |
| IMPORTANT SEMESTER DATES | August 30, 2021 Start of Fall Semester
September 4 to 6, 2021 Labor Day Holiday
November 24 to 28, 2021 Thanksgiving Break
December 18, 2021 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 Calendar page |
| 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](http://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:
- 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
- JetStream 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
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. CSS Phone: Phone: 517-796-8415
Email: JCCSS@jccmi.edu
Hours: Monday through Thursday 9:00am-6:00pm / Friday 9:00am-12:00pm |
| TESTING LAB | [https://www.jccmi.edu/testing-lab/](https://www.jccmi.edu/testing-lab/)
Phone: 517-796-8421 |
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:

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/

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

**PATHWAY CHAIR**
- Dr. Stephen Young: Business Computer & Technology 517-990-1454
- Sara Main: Foundation Studies 517-796-1387
- Dr. Kristen Stockbridge: Health Sciences-Allied Health 517-796-8436
- Erin Mazur: Health Sciences- Nursing 517-796-8483
- Dr. Jackie Burkbridge: Human Services 517-796-8506
- Tom McMillen-Oakley: Liberal Arts 517-796-8577
- Edward Burkhead: Skilled Trades & Agriculture 517-796-8549
- Dr. Matt Badtke: STEM-Sciences & HPF 517-796-8469
- Kristi Laird: STEM-Math & Engineering 517-796-8503

**LIBRARY**
- https://www.jccmi.edu/library/
- Online Resources Guides
- Library Instruction Sessions
- Textbook Reserves
- CEP Research
- 24/7 librarian chat

**BOOK STORE**
- In the process for the move to the “Jets Store”

**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