

Adjunct Information ~ Quick Reference Guide

JC SECURITY	<p>Security contact number 517-796-8620.</p> <p>Located in the Jets Hanger</p>
EMERGENCIES	<p>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.</p>
ADJUNCT RESOURCES	<p>Adjunct resources are located electronically on the JC website under Academics/ Academic Deans/Adjunct Resources webpage:</p>
CANVAS	<p>Director of Jackson College Virtual, Dr. Brian Newberry, Phone (517) 990-1368, NewberrBrianW@jccmi.edu</p>
<u>COURSE INFORMATION</u> ROSTERS	<p>Access class rosters on JetStream under Faculty. Your login is the same as your email account. You will click your class</p>
DROP OUT DETECTIVE	<p>This is an early alert system. It is located in your Canvas course. Here is a link to the video: Drop Out Detective</p>
ATTENDANCE REQUIREMENTS	<p>You are required to take attendance in JetStream for all courses.</p> <p>For fully online asynchronous courses, this is due by Thursday night each week.</p>
INFORMATION TECHNOLOGY (IT)	<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>
NETWORK ACCESS	<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 • Canvas course site for each class taught <ul style="list-style-type: none"> • Course materials on Canvas 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	<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)	<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.</p> <p>CSS Phone: Phone: 517-796-8415 Email: JCCSS@jccmi.edu</p>
TESTING LAB	<p>https://www.jccmi.edu/testing-lab/</p> <p>Phone: 517-796-8421</p>
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.
LIBRARY	<p>https://www.jccmi.edu/library/</p> <p>Online Resources Guides</p> <p>Library Instruction Sessions</p> <p>Textbook Reserves</p> <p>CEP Research</p> <p>24/7 librarian chat</p>
JETS STORE	<p>Located in Potter Center</p> <p>E-mail jetsstore@jccmi.edu</p> <p>Offers Amazon Lockers for package pick-ups.</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.</p> <p>Phone: 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.</p> <p>Phone: 517-787-7920</p>