

## Adjunct Information ~ Quick Reference Guide

JC SECURITY	Security contact number 517-796-8620. Located in the Jets Hanger								
EMERGENCIES	If it is an emergency, <b>Call 911, and then contact the Security 796-8620</b> , 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: <a href="https://intranet.1.jccmi.edu/departments/faculty/adjunct-faculty/">https://intranet.1.jccmi.edu/departments/faculty/adjunct-faculty/</a>								
OFFICE STAFF Bert Walker Hall	Heather Wollet, Phone (517) 796-8582, Email - <a href="mailto:WolletHeather1@jccmi.edu">WolletHeather1@jccmi.edu</a>								
Dean's Coordinator	Karen Hocter, Phone 517-796-8627, Email- <a href="mailto:hocterkarenm@jccmi.edu">hocterkarenm@jccmi.edu</a>								
James McDivitt Hall	David Mosby, Phone (517) 796-8450. Email – <a href="mailto:MosbyDavidY01@jccmi.edu">MosbyDavidY01@jccmi.edu</a>								
Health Laboratory Center	Rebecca Bartley, Phone (517) 796-8564, Email – <a href="mailto:bartleyRebecca@jccmi.edu">bartleyRebecca@jccmi.edu</a>								
JETNET	Director of Jackson College Virtual, Dr. Brian Newberry, Phone (517) 990-1368, <a href="mailto:NewberrBrianW@jccmi.edu">NewberrBrianW@jccmi.edu</a>								
IMPORTANT SEMESTER DATES	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">August 30, 2021</td> <td>Start of Fall Semester</td> </tr> <tr> <td>September 4 to 6, 2021</td> <td>Labor Day Holiday</td> </tr> <tr> <td>November 24 to 28, 2021</td> <td>Thanksgiving Break</td> </tr> <tr> <td>December 18, 2021</td> <td>Last Day of Fall Semester</td> </tr> </table> <p style="text-align: center;">Final Grades are due within 48 hours after the final date of your class</p> <p 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 <a href="#">Academic Calendar</a> page</p>	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
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COURSE INFORMATION									
ROSTERS	Access class rosters on <a href="#">JetStream</a> 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: <a href="#">Click Here</a>								
Information Technology (IT)	We recommend that you use JC email. To access your email account, go to <a href="http://www.jccmi.edu">www.jccmi.edu</a> 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"> <li>• Network account allowing access to JC computers, an array of software, and a personal folder to store limited materials</li> <li>• JetNet course site for each class taught <ul style="list-style-type: none"> <li>• Course materials on JetNet are accessible for students and instructors throughout a semester.</li> </ul> </li> <li>• Employee Groupware account for email, calendaring, and task management</li> <li>• JetStream account allowing access to course rosters and online grading</li> </ul>								
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: <a href="mailto:jcsolutioncenter@jccmi.edu">jcsolutioncenter@jccmi.edu</a>  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: 517-796-8415 Email: <a href="mailto:JCCSS@jccmi.edu">JCCSS@jccmi.edu</a>  Hours: Monday through Thursday 9:00am-6:00pm / Friday 9:00am-12:00pm								
TESTING LAB	<a href="https://www.jccmi.edu/testing-lab/">https://www.jccmi.edu/testing-lab/</a> Phone: 517-796-8421								

