



Faculty 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 Security at 517-796-8620. There is an option to be connected to the JC Security cell phone.

Faculty Resources

Resources are located electronically on the JC website Resources webpage.

- [Employees – Jackson College](#)
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Academic Support Staff

Please email Academic forms, ready for Dean approval, to: Academiccoordinatorgroup@jccmi.edu

Please email all mileage forms to JCMileages@jccmi.edu.

Do not send directly to personal inboxes as information may get lost. Once submitted for processing, you will be notified.

Instructional Coaches Contact

Brian Newberry: 517-990-1368 | NewberrBrianW@jccmi.edu

Sonja Howell: 517-796-8520 | howellsonjal@jccmi.edu

The Center for Innovation offers a variety of supports and services, including a digital toolkit. Contact Brian and Sonja for scholarly teaching and other consultations.

- [Center for Innovation webpage](#)
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Important Semester Dates

Important dates can be found on the JC Website under Registration Page for the semester.

- [Registration & Records](#) | [Drop or Withdraw from a Class](#)
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Course Information – Rosters

Access class rosters in Jetstream. Your login is the same as your email account. Click on the Faculty box.

- [Jetstream](#)
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Drop Out Detective

Drop Out Detective is the Jackson College student retention process. We encourage you to submit notes as soon as a student shows signs of needing help. Training and tutorial are available here.

- [Drop Out Detective training and tutorial](#)
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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

- [Solution Center email](#)
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Center for Student Success (CSS)

The Center for Student Success (CSS) is committed to providing all students with 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, and various workshops/seminars.

Phone: 517-796-8415

Email: JCCSS@jccmi.edu

Testing Lab

For faculty instructions and other information.

Phone: 517-796-8421

- [Testing Lab](#)
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Copy Center

Please utilize the JC Copy Center for print jobs.

- [E-mail jobs to: CopyCenter@jccmi.edu](mailto:CopyCenter@jccmi.edu)
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Faculty Mailboxes, Work & Lounge Areas

Bert Walker (BW) 248 – Near the Sandbox

Justin Whiting (JW) 243 – Lounge

James McDivitt (JM) 150 – Workspace

James McDivitt (JM) JM 121 – Lounge

Lenawee and Hillsdale Centers provide an adjunct lounge with access to a phone, copy machine, refrigerator, microwave, and computers.

Classrooms

DO NOT SWITCH CLASSROOMS. If you need to change your classroom or schedule a different classroom for the day, contact the scheduling department.

Scheduling: ShayKarissaJ@jccmi.edu

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

For security reasons, keep doors closed during class time.

Absences – Reporting Process

It is vital that you inform the college if you cancel a class session.

1. Email JCFacultyAbsence@jccmi.edu.

2. Email your students and post a message on your Canvas page about the cancellation.

ABSENCE FORMS ARE REQUIRED TO BE SUBMITTED WITHIN 14 DAYS OF ABSENCE.

CEP Classes – You must also call the facility that your class is held at.

- [Faculty | Forms – Employee Central](#)
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Campus Closings

In the event of severe weather conditions, emergencies and/or other situations the President, or designee, will determine if the College 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.

2. Information will be posted on the JC website, and e-mail messages sent to JC employee and student accounts.

3. Local TV and radio stations are notified, although the College cannot guarantee that any station will broadcast the information.

4. LiveSafe text messaging is also offered for JC cancellations, breaking news, etc.

Please refer to the link for information about setting up an account and choosing alerts.

- [Weather Closings & Cancellations](#)
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Conference Hours

Below is the link to submit your conference hours for the 26FAL Semester.

Faculty Contract Reference:

- [26.FAL Conference and Open Tutoring Hours – Fill out form](#)

Faculty Contract Reference:

Conference Hour Guidelines: Page 6

- [2025–2028 Faculty Contract](#)
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Syllabi

Jackson College's Course Syllabi are housed in a repository to ensure they are available for students' needs. All syllabi need posted within 1 week of the start of your class.

- [26.FAL Syllabi](#)
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Library

- [Jackson College Library](#)
 - [Library resources for Faculty](#)
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Jets Store

Textbook and digital textbook resources are located in Potter Center.

Phone: 517-796-8440

Email: Jetsstore@jccmi.edu

Health Clinic

Jackson College has partnered with Henry Ford 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 assessments and diagnosis, prescribe medications, or make referrals.

Phone: 517-990-1374

- [Jackson College Health Clinic webpage](#)

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 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.

Phone: 517-787-7920

- [Jackson College Oasis Center webpage](#)

Dental Clinic

Community members may utilize Jackson College's new Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. The clinic allows dental hygiene students to complete practice hours required as part of their studies.

Hours of Operation: M–W 10am–3pm / TR – Closed / F 10am–1pm

- [Jackson College Dental Clinic webpage](#)

Food Insecurities / Harriet's Hub (WA 116/118)

Students can schedule a visit by emailing harrietshub@jccmi.edu or woodsmadisone@jccmi.edu if assistance is needed outside of normal operating hours.

Sexual Misconduct Awareness

Jackson College is committed to preventing sexual misconduct and offering support to those who have been harmed. Sexual assault, harassment, discrimination, and all forms of sexual misconduct have no place at Jackson College. This website provides links to tools and resources that can help ensure all Jackson College campuses are safe and healthy places to learn.

- [Sexual Harassment webpage](#)
