JC LeTARTE CENTER-HILLSDALE
FACULTY/STAFF INFORMATION SHEET
2016 FALL SEMESTER
SEPTEMBER 6- DECEMBER 22, 2016
517.437.3343

BUILDING

| Office Hours | Monday – Thursday | 8:00 a.m. until 6:00 p.m.  
|              | Friday            | 8:00 a.m. until 5:00 p.m. |

| Building Hours | Monday - Thursday | 7:30 a.m. until 10:00 p.m.  
|                | Friday            | 7:30 a.m. until 5 p.m.  
|                | Saturday          | Closed |

SECURITY
The JC Hillsdale Center has a security guard available to students, faculty, staff, and visitors from 6:00pm – 10:00pm Monday through Thursday.

STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT
The College believes that posting the report on the web site is an appropriate means of furnishing this information to students and employees. Paper copies of the report are also available. If you would like one, please contact the Campus Security at 517-796-8620.
http://www.jccmi.edu/security/clery.htm

TECHNOLOGY

USERNAME & PASSWORD
Username: First 7-digits of last name, first 7-digits of first name, middle name initial
Password: First letter of first name capitalized and first letter of last name in lowercase, 2 digits of your day of birth, the last two digits of your birth year, and the last four digits of your JC I.D.

IT TECHNICIAN
The JC Hillsdale Center receives all IT support from the Jackson Central campus IT Department. If you have technical issues, please fill out the Technology Issues Form, which can be found in the faculty forms folder in the filing cabinet in the instructor office area. Office staff will attempt to resolve the issue or submit a work request to IT if not possible. IT request can take 1 to 4 weeks for resolution.

LOG OFF COMPUTERS
Please log off of computers when you are finished, to prevent others from gaining access to your G drive and employee email. Please do not shut the computer down completely as this will prevent receiving important updates.

SAVING DOCUMENTS
Please save all your documents to a flash drive or your G: drive. This will allow you to access them at any computer on any campus. Office staff will be happy to help you if you need assistance saving information to your G: drive. If you save documents to the desktop or the C: drive, they will be deleted once you log off the computer.

MFP
There is a multi-functional printer (MFP) available in the Main Office. This machine has printing, scanning, copying and faxing capabilities. This machine has the ability to do large copy jobs, including collating and stapling. Please see the office staff for assistance with using the MFP. If you need a large copy job completed, without special finishing, you may fill out a LeTarte Center copy request form, found in the faculty forms folder in the instructor filing cabinet. If you need a large copy job with special finishing, including color printing, laminating, or spiral binding, you may complete a copy request through the Jackson College Copy Center on Central campus. Those request forms are found on the JC website.

Updated 8/25/15
**TELEPHONES**

Telephones are located in all classrooms and are designed to call the Office and internal JC numbers only. You may dial 911 from the classroom. Should your classroom phone ring, please answer immediately. Only in the event of an emergency we will call your classroom during class time. External calls can be made from the office area only.

**SCANTRONS**

There is a Scantron in the adjunct faculty office. Scantron sheets are available in the cupboard above.

**SMART ROOMS**

The following website provides user friendly instructions on the smart classroom features. Click on the Hillsdale tab on the left hand side. [http://video.jccmi.edu/tutorials/InstructorStationFAQs/default.htm](http://video.jccmi.edu/tutorials/InstructorStationFAQs/default.htm)

The JC Hillsdale Center classrooms are all equipped with DVD/VHS players, ceiling projection units, document cams and a computer station for the instructor. Please be sure to turn off the projection light whenever you are no longer projecting as well as turn off the projector unit at the end of your class. If you would like training to effectively use this equipment in your class, please let us know and we will schedule a training session for you.

**FORMS**

**TRAVEL AND PROFESSIONAL ACTIVITY FORM**

If you are planning a class field trip, please fill out a travel form. This will notify the office staff that you and your students will be off campus and will provide us with contact information in case of an emergency. These forms are available in the faculty area and in the office.

**ABSENCE FORM**

If you are absent from a class, please fill out an Absence Form and return to office staff. The forms are available on the JCC website under faculty/adjunct faculty resources.

*Please Note:* If you are going to be absent from a class on short notice, please contact the office and we will work with you to notify your students.

**INSTRUCTOR INFORMATION FORM**

Please complete the Instructor Information Form located in your mailbox and return to the Office staff. We maintain an instructor directory so we can contact you as needed. We do not give this information out to students without your permission. Please fill out a form each semester so we have your most recent contact information.

**COPY REQUEST FORMS**

There are two types of copy request forms. You may request copies that do not require special finishing from the Hillsdale Center, using the Hillsdale Center Copy Request Form, which can be found in the instructor forms folder in the black filing cabinet in the Instructor Office area. You may request copies that require special finishing, such as color copies or spiral binding from the Jackson College Copy Center. You can find the form for Copy Center request on the JC website under faculty forms.

**INSTRUCTOR NOTIFICATION FORM – ACADEMIC SUPPORT**

Students with documented disabilities may present you with paperwork indicating they are eligible for accommodations. Please contact the office or Sue Skiendziel, Academic Support Services Coordinator, with any questions. Free tutoring services are also available to all students. Please direct students needing tutoring or other assistance to the Main Office. We are always looking for tutors, so please refer exceptional students to the office.

**CLASS ROSTERS**

You can access your class roster(s) on the JC website at [www.jccmi.edu](http://www.jccmi.edu). E-Services is located at the top of the screen. You may login with your JC username and password, click on My Class Rosters.

**MISCELLANEOUS**

**ADJUNCT/FACULTY RESOURCES LINK**

Visit [www.jccmi.edu](http://www.jccmi.edu), click on “Academics”, at the top of the screen; then “Academic Deans”, on right and adjunct or faculty resources also listed to the right. Multiple resources can be accessed on that page.
**PARTICIPATION POLICY**

Although JC does not have an attendance policy, instructors must report participation three times during the semester via e-Services (Grade 1, 2, and 3). Depending on the start and end date of a course, the dates will be different for each. The three reporting dates are accessible from the Deans website page.

*Please Note: JC requires instructors to provide some form of midterm feedback to students. There are a variety of ways this can be accomplished: via JetNet, e-Services (Participation Policy Grade #4), etc. If you need assistance with JetNet, Outlook, or e-services, please ask one of the Office Staff.*

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**JC EMAIL**

The staff at the JC Hillsdale Center uses JC e-mail as our main mode of communication. You can access your JC e-mail account by clicking on the Groupware icon on the bottom of the screen on JC computers or logging on via the internet on JC’s web page.

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**FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Please **Do Not** disclose any information regarding a student’s academic progress to anyone other than the student (i.e. when other students are around or to parents, spouse, etc.) Leave very generic messages on answering machines or with others in the household when contacting a student. Ex: “Hello Amber, this is Professor Smith from the JC Hillsdale Center. Please give me a call at..... Thank you! If a student phone number has MP after the number, this indicates the student has given their permission for detailed messages to be left at that number.

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**LEAVING DOCUMENTS FOR STUDENTS TO PICK UP**

You may leave documents in your instructor mailbox for students. These documents would include make-up tests or documents for students to pick-up. Forms for make-up tests are available in the instructor office area. Please be aware we are unable to proctor tests, but do follow your guidance on the make-up test forms. If you have questions, please contact the office staff.

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**INCOMPLETE GRADE POLICY**

The incomplete grade is designed for passing students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an “I” if, in the opinion of the instructor, their work is **sufficient in quality, but is lacking in quantity** to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next semester or within a period of time agreed to by the instructor and the student. If the student does not complete the course within the designated time period the “I” grade will be replaced by the grade earned by the student prior to the end of the course.

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**WITHDRAW ISSUES – “THINGS YOU NEED TO KNOW BEFORE YOU WITHDRAW”**

Please direct students, who are considering withdrawing from courses, to an Academic Advisor. Withdrawing from classes may negatively affect a student’s ability to register for future semesters. In some cases a grade of a .5 or 1.0 is better than a “W”. Withdrawing can impact:

- Payment Responsibilities
- Financial Aid Implications
- Transferring
- Second Admit Healthcare program admittance
- Course Sequencing

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**IMPORTANT DATES**

Important dates are available on the JC website. Under “Academics”, click on “Academic Calendar” on the right.

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**COURSE SYLLABI**

Please upload a copy of your course syllabus to JetNet. This is helpful in advising students regarding class rigor, amount of writing required, attendance, grading policies, etc.

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**CLASSROOM RESERVATION**

Classrooms are available for reservation when there is not a class scheduled. You may reserve a room via AdAstra. Please see the Room Reservations document for step-by-step instructions on using AdAstra, or see an office staff person for assistance.
<table>
<thead>
<tr>
<th><strong>DRIY ERASE MARKERS</strong></th>
<th>Dry erase markers are provided for the use of all faculty. Please leave them in the classroom for the next instructor. If you need more, please contact the office staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCLEMENT WEATHER</strong></td>
<td>In the event of inclement weather, JC may need to close one or more of its campuses. Please see our webpage for a listing of the radio and TV stations that will broadcast JC and other school closings. Typically we will post on our website if we are closed at <a href="http://www.jccmi.edu/info/closings.htm">http://www.jccmi.edu/info/closings.htm</a>. We also recommend you sign up for Nixle text or email alerts at <a href="http://www.nixle.com">www.nixle.com</a>.</td>
</tr>
<tr>
<td><strong>SUBMITTING GRADES</strong></td>
<td>Grades are submitted on e-Services. You will need to submit your HQV grades, as well as final grades. Grade must be submitted on time to assist students with the following: • degree audit for graduation deadlines at other institutions • transfer deadlines at other institutions • financial aid eligibility • nursing program deadlines • dual enrollment • employer tuition reimbursement</td>
</tr>
<tr>
<td><strong>SAFETY &amp; SECURITY</strong></td>
<td>It is required that staff and faculty wear their JC ID badge. If you do not have one, contact the office for arrangements. If you need a lanyard, see an office person. This information is being shared as a preventive measure. Part of prevention is being vigilant to potential problems. If you believe there is a situation brewing or you have seen behaviors that concern you, please inform office staff or campus security. 1. When we unlock in the morning, we keep the classroom doors in the locked position so if you need to secure your classroom, the door will be locked when closed. 2. If you hear a disturbance in the hallway or in another classroom, please do not investigate but rather call the office from your classroom phone. If you feel the disturbance has the potential to be life threatening you should encourage your class to “hideout/take cover” out of view. If you feel there is an emergency that requires police intervention, please call 911. Do not assume someone else will call. 3. In the event of emergency try to remain calm. Your students will follow your lead. Encourage the class to be quiet and silence cell phones. 4. Each of your rooms has large windows that open. Should you need to evacuate, please consider the windows as a primary exit. The windows slide open and the screen can be knocked out. 5. If police arrive, please follow their directions, do not make sudden movements, leave your personal items behind.</td>
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Please contact office staff if you have questions.

****If you have any questions, please feel free to contact our helpful staff in the JC Hillsdale Center Main Office at 517.437.3343 or contact Amanda Janes at janesamanadam@jccmi.edu or Sara York at yorksaram@jccmi.edu.****