

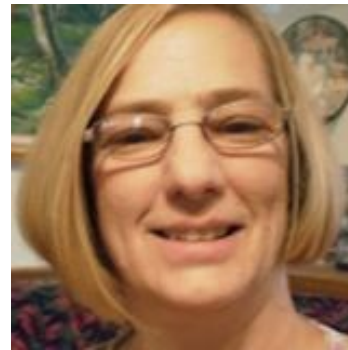


WYTHEVILLE COMMUNITY COLLEGE

2013—2014 Adjunct Faculty Manual

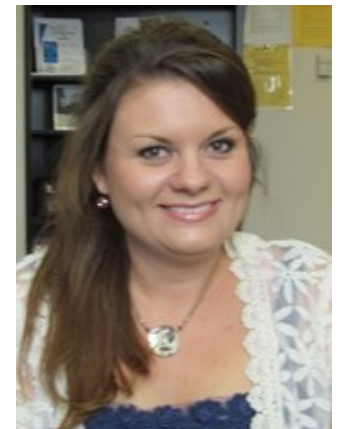


**TRANSFER
EDUCATION**



**STUDENT SUCCESS IS
OUR GOAL**

**DEVELOPMENTAL
STUDIES**



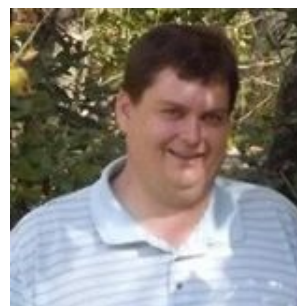
**WORKFORCE
DEVELOPMENT**



DISTANCE EDUCATION



**OCCUPATIONAL &
TECHNICAL
EDUCATION**



**GENERAL
EDUCATION**



**SERVING THE FOLLOWING
COUNTIES / CITIES**

- ⇒ BLAND
- ⇒ CARROLL
- ⇒ CITY OF GALAX
- ⇒ GRAYSON
- ⇒ SMYTH
- ⇒ WYTHE



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, Virginia 24382

Phone: (276) 223-4848 • Fax: (276) 223-4770 • Email: cwhite@wcc.vccs.edu • Web Address: <http://www.wcc.vccs.edu>

Office of the President

Dear Adjunct Faculty Member,

I want to take this opportunity to welcome you to the WCC family. I realize the tremendous impact you have in helping our students succeed, and I appreciate your critical service. Please continue to promote student learning and work with students to reach their career and educational goals. This manual provides much guidance and information that will be helpful to you, but please do not hesitate to call on your peers for assistance. Everyone at WCC is working towards the same goals.

This year promises to be outstanding, and I sincerely thank you for your devotion and dedication to our students. Together, we must continue to do all we can to make this institution one of the finest, most inviting educational facilities anywhere.

Again, welcome to WCC. Please feel free to call me if you have any questions, concerns, want to share a good idea, or just to say hello.

Warmest regards,

Charlie White



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A. Program and Discipline Offerings

Organizational Structure

Division of Humanities, Social Sciences, & Business Information Technologies

Accounting	General Studies Human Services Specialization
Administrative Support Technology	General Studies Social Gerontology Specialization
Administrative Support Technology Health Information Management Specialization	General Studies Substance Abuse Specialization
Administrative Support Technology	Information Systems Technology
Legal Assistant Specialization	Information Systems Technology Database & Technical Support Specialization
Business Administration	Information Systems Technology Networking Specialization
Business Management & Leadership	Liberal Arts
Clerical Studies (Certificate)	Medical Office Clerk
Education	
Education: Pre-Teacher Elementary Education Specialization	
General Education (Certificate)	
General Studies	
General Studies Pre-Teacher Education Specialization	

Division of Science and Health Programs

Dental Assisting	Pharmacy Technician
Dental Hygiene	Phlebotomy
EMS (Partnership with SVCC)	Physical Therapist Assistant
Health Sciences	Practical Nursing
Medical Laboratory Technology	Public Health
Nursing	Radiologic Technology
Occupational Therapist Assistant (Partnership with SVCC)	Science

Division of Workforce Development and Occupational & Technical Programs

Occupational/Technical Programs

Alternative Energy Systems	Machine Technology
Carpentry	Machining
Corrections Science	Police Science
Electrical	Solar Installer
HVAC	Truck Driving
Law Enforcement	Hospitality Management

Other Programs / Services

Career Readiness Certificate
Career Services
Continuing Education
Contractor's Business License
Crossroads Institute
Education To Go
Smyth County Education Center
VRS Education Seminars
Workforce Training

B. Roster of Instructional Administrators

Joe Bybee.....	Director of Workforce Development
Rhonda Catron-Wood	Vice President of College Development
Crystal Cregger	Vice President of Finance & Administrative Services
Ken Fairbanks	Director, Distance & Distributed Learning
Donna Fender.....	Dean of Humanities, Social Sciences & Business Information Technologies
Kent E. Glindemann.....	Director of Institutional Research, Planning & Effectiveness
William H. Hightower	Vice President of Instruction & Student Development
William H. Hightower.....	Acting Dean of Student Success and Academic Advancement
Lorri Huffard	Dean of Science & Health Programs
Angela Y. Lawson.....	V.P. of Workforce Development and Occupational & Technical Programs
George Mattis, Jr.	Coordinator of Library Services
Shawn McReynolds.....	Director of Technology
Nelson Teed	Director, Manufacturing Technology Center
Renee Thomas.....	Counselor, Student Services
Charlie White	President

C. Roster of Administrative Professionals

Wanda Beck.....	Office of Workforce Development and Occupational Programs
Denita Burnett	Office of the President
Patricia Fleming	Office of Vice-President of Instruction & Student Services
Karen Hawkins	Office of Student Success & Academic Advancement
Rhonda Keen	Coordinator Crossroads Institute
Jerri Montgomery.....	Office of Science & Health Programs
Reva Rhea.....	Smyth Education Center
Janice Trivett	Office of Humanities, Social Sciences & Business Information Technologies

D. Organizational Structure

Wytheville Community College is organized in such a way as to allow the Office of Student Services, the academic programs within specific divisions, and business/industry training and community service through the Office of Workforce Development & Continuing Education to support the college's mission in an appropriate manner.

The college achieves its mission by providing student development programs for the enhancement of the academic, cultural, social, ethical, physical, and interpersonal development of students, by offering services in occupational/technical education, transfer education, and developmental studies; and by offering continuing education and community service programs within the WCC service region.

E. Wytheville Community College Mission Statement

The mission of Wytheville Community College is to provide a quality, comprehensive education for the citizens of the counties of Bland, Carroll, Grayson, Smyth, Wythe, and the city of Galax.

To achieve this mission and to fulfill its role as an educational leader and partner, Wytheville Community College commits to a student-centered environment by:

- Providing programs and courses in occupational-technical education, college transfer education, general education, developmental education, distance education, continuing education, and workforce development.
- Utilizing a broad range of instructional technologies, methods, materials, and facilities that are designed to meet the diverse needs of students.
- Offering a supportive, comprehensive program of student development services that contribute to student persistence, success, and citizenship.

- Fueling regional and state economic development by forging partnerships with businesses, industries, public agencies, civic groups, public schools, and other institutions of higher education not only within the service region, but also throughout the Commonwealth.
- Presenting diverse cultural opportunities while promoting the heritage of Southwest Virginia.
- Promoting accessibility and affordability.
- Ensuring quality in all programs and services.

F. Wytheville Community College Statement of Values

Quality Education and Performance

The heart of the college is teaching and learning; both require quality programs and services and are dependent upon quality performance. Therefore, the college is committed to:

- Providing comprehensive educational programs.
- Providing high quality academic advising, guidance, counseling, career awareness and selection, and placement assistance.
- Providing resources necessary for quality teaching and learning.
- Employing dedicated qualified staff, faculty, and administration.
- Creating an environment conducive to scholarly activity.
- Providing opportunities for personal and professional development for persons in all circumstances.
- Encouraging the free interchange of ideas, beliefs, and cultures.
- Establishing assessment activities which assure improvement in institutional effectiveness.
- Encouraging staff, faculty, and administration to serve as role models in the college, the community, and the professions.
- Offering comprehensive programs which integrate liberal arts and technology education.
- Recognizing outstanding achievement.

Building of Community

The college firmly believes that a community is more than just a region to be served. It is also a climate to be fostered, which in the broadest and best sense encompasses a concern for the whole. To advocate “community” the college must itself be a model. Therefore, the college is committed to:

- Working together in a collaborative atmosphere.
- Offering itself as a resource for educational, civic, and cultural renewal.

- Emphasizing in its programming the aspects of the mission that most clearly reflect the needs of the local service region.
- Concentrating on strategies of inclusiveness.

Accessibility

A distinctive advantage of Wytheville Community College is open access to higher education. Therefore, the college is committed to:

- Providing equal opportunity for all races, ages, genders, and stations in life.
- Providing a comprehensive financial assistance program.
- Creating an environment which recognizes and values diversity.
- Maintaining student support services to assist students in meeting their educational and personal goals.
- Creating appropriate role models through affirmative action and employment programs.

Community Partnerships

The college recognizes its role as an integral part of the community. Therefore, the college is committed to:

- Cooperating with other educational entities to provide comprehensive educational opportunities.
- Providing educational and training programs that are responsive to the needs of business and industry.
- Supporting local and regional economic development.
- Joining with other organizations to offer a variety of enrichment and cultural activities for the community as a whole.

Public Trust

To merit the trust of the public which it serves, the college is committed to:

- Practicing high ethical standards.
- Demonstrating high standards of professional conduct.
- Accounting for and reporting on its performance to the public.
- Being sensitive to public reactions to its programs and services.
- Encouraging participation and involvement of college personnel in civic, cultural, and community affairs.

The Worth, Dignity, and Potential of Individuals

The success of the college in meeting its mission depends upon the success of each individual. Therefore, the college is committed to:

- Creating an environment which encourages all individuals to realize their potential.
- Developing in students, staff, faculty, administrators, and the community, an awareness and appreciation of current social, cultural, ethical, and interpersonal issues.
- Recognizing that our human resources (administration, staff, and faculty) are the most important assets of the college.

- Recognizing that diversity of the faculty, staff, and student body, as well as the student program is a strength, not a burden.
- Demonstrating respect and concern for the rights, privileges, and property of others, regardless of race, gender, or social condition.
- Maintaining a friendly, caring, and respectful environment for all individuals associated with the college.
- Working together using a systematic approach to decision making for the benefit of our constituents.

G. Wytheville Community College Vision Statement

Wytheville Community College will be a recognized educational leader and partner, with student learning and teaching excellence being our highest priorities.

We will advance these priorities by committing ourselves to unsurpassed student service, support, and satisfaction and to personal and professional employee growth.

As a community partner, we will share resources to provide opportunities for life-long learning, cultural enrichment, and economic advancement in our region.

H. Educational Programs

Wytheville Community College provides:

- Associate degree programs to prepare individuals for careers as technical and paraprofessional workers.
- Associate degree programs to prepare individuals for transfer, as upper-division students, to baccalaureate degree programs in four-year colleges.
- Diploma and certificate programs to prepare individuals for careers as technicians and as skilled and semi-skilled workers.
- Developmental programs to prepare individuals for other instructional programs.
- Student development services which, through counseling and guidance, assist individuals with decisions regarding occupational, educational, and personal goals.
- Industrial training programs where specific employment opportunities are available in new or expanding businesses, industries, and professions (those programs, part of Virginia's economic expansion efforts, are planned to meet the needs of employers in the college's service region.)
- Continuing education programs to provide educational opportunities for individuals who wish to continue and expand their learning experiences (such programs may include credit and non-credit courses, seminars and workshops.)
- Community services to area citizens of all ages (these services provide cultural and educational opportunities that complement and supplement the efforts of other educational and social services as well as governmental entities.)
- General education courses designed to teach the knowledge, skills, and attitudes that people need to succeed in their positions at home, at work, and in society.

II. Adjunct Faculty

A. Adjunct (Part-time) Faculty's Job Responsibilities

The primary responsibility of a part-time faculty member in the Virginia Community College System is to provide quality instruction for students. This objective is accomplished by working with students in classes, laboratories, individual conferences, and other related activities that will help them develop their interests and abilities to their fullest capacity.

Each faculty member is responsible for the appropriate preparation and delivery of subject matter to be taught, regular evaluation and feedback of student performance and progress, maintenance of accurate class rolls and attendance records, and the prompt submission of grades. Faculty members are expected to attend the scheduled adjunct faculty development session each year. Faculty development sessions are scheduled at Wytheville Community College each fall semester.

An "Information Checklist" has been developed to assist part-time faculty members in meeting their duties and responsibilities. This "Information Checklist" will prove beneficial in meeting the needs of students. (See pg. 18)

B. Adjunct Faculty Personnel Files

The college is required to maintain a personnel file for each adjunct faculty member which is kept in the Human Resource Office and contains at least the following information:

- WCC Application
- Official transcripts from all colleges attended
- Credentials verification sheet completed by the appropriate dean or director
- Appropriate contract documentation

Official transcripts are often the hardest documentation to obtain since this information must be requested from other institutions by the adjunct faculty member. All faculty members should request official transcripts as quickly as possible after classes are arranged in order to assure that they will be paid in a timely fashion.

C. Reference and Background Check

All new employees (full-time and adjunct teaching faculty, administrative / professional faculty, classified staff and wage employees), and current employees who transfer into such positions as classified, administrative/professional and teaching faculty positions will be required to obtain a satisfactory background check. The minimum investigation will always include the following:

- Criminal history check
- Sex Offender check
- DMV history
- Social Security number verification
- Professional reference check
- A reference from the current (or most recent) supervisor is strongly preferred. If this is not feasible, references from two former immediate supervisors should be obtained in addition to checks of other appropriate references.

Some positions will require additional background investigations based upon the nature or importance of the position to the college and the community. All background check information should be completed prior to an offer of employment; however, an exception statement may be noted on the contract for employment, indicating conditional employment until a satisfactory background check has been completed.

Any information derived from a background check shall be maintained in the strictest confidence possible and retained in the Human Resource Office. Only essential personnel involved in the hiring process shall be informed, on a need-to-know basis, of the results of the background check.

D. Substitute Instructors

Every scheduled class is to be held. If a faculty member must be absent from a class, arrangements for a substitute instructor or other appropriate makeup work must be made in advance, when possible, through the appropriate Dean or V.P. Students are to be given advanced notice of such arrangements.

E. Office Hours

A minimum of one office hour outside of class per class taught must be scheduled each week to assist students. Part-time instructors should announce these hours at the beginning of the semester and should provide the appropriate dean, site coordinator, and/or evening administrator a copy of this schedule. A location for student consultation will be arranged when needed. Adjunct office assignments, when needed, are made through the appropriate Dean.

F. Evaluation of Instruction

Student evaluation of part-time faculty will be conducted every semester. Faculty will receive a copy of the evaluation instrument(s) and results from the appropriate dean. Reemployment is based on, among other criteria, evaluation results. Deans, in consultation with the site coordinators and/or other appropriate college staff members, are responsible for recommending reemployment. Adjunct instructors will receive an annual evaluation from their division Dean or V.P.

G. Course Syllabus

A course outline, to be submitted to the Division Dean, is required for each course offered by the College. Many course outlines already exist and may be offered to other faculty, especially new full-time and adjunct faculty, as a guide. Such outlines are used to assist instructors in their course preparation, articulation with four-year college programs, and for curriculum development. Deans keep a file of course outlines for each course offered in their Division.

Each course outline will include the following items:

1. Course title and number
2. Course objectives
3. Appropriate textbooks and related material
4. Course content in outline form
5. Course requirements, i.e., papers, exams, special projects

Based on the course outline, each instructor will furnish his or her students with a syllabus that outlines objectives, assignments, exam dates, and other appropriate course information. See Appendix B for Sample Course Outline.

H. Appointment of Adjunct Faculty

Initial appointment of adjunct faculty is governed by the VCCS-29 Form (Normal Minimum Criteria for Each Faculty Rank). The form provides minimum academic related professional and teaching criteria for each academic rank. The adjunct ranks of Adjunct I, II, III, IV, and V are equivalent to the full-time ranks of Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor respectively. For additional information see: <http://myfuture.vccs.edu/WhoWeAre/PolicyManual/tabid/103/Default.aspx>

NOTE: Per VCCS policy, Adjunct Faculty are limited to teaching no more than 10 Credit Hours per semester in Fall and Spring and 7 Credit Hours during the Summer session.

Faculty credentials and rate of pay are documented on the VCCS-10 (Faculty Qualifications Summary) using the same standards as those applied for hiring full-time, nine-month faculty. The following procedures are used to determine the entry-level salary within each academic rank:

- Determine academic rank based on teaching assignment and educational / occupational qualifications.

- List minimum salary (as stated on current VCCS-18).
- Additional salary may be given for education, related occupational experience, and teaching experience beyond the minimum criteria.
- This salary equivalent is then converted to the equivalent adjunct rate.

I. Voluntary Benefit Options for Adjunct Faculty

While adjunct faculty are not eligible for benefits such as health care, there are some benefits besides the paycheck earnings available to part-time employee.

- WCC pays the employer portion of Social Security benefits for adjunct faculty.
- Through payroll deduction, adjunct faculty are eligible to designate pre-tax dollars from their paycheck to be put into a tax-sheltered annuity fund for retirement. This decreases your current taxable income while allowing you to save money. Several companies may be selected to handle this money. The options are flexible and can be annually changed including the amount saved, which company is used, and how dollars are invested. This is a long-term savings plan; withdrawals before the age of 59 1/2 years old will incur a 10 percent tax penalty in addition to paying taxes on the sum at the employee's regular tax rate. Please contact the HR/Payroll Office to take advantage of this money-saving benefit.

J. Promotion of Adjunct Faculty

Eligibility for promotion of adjunct faculty is governed by the VCCS-29 Form (Normal Minimum Criteria for Each Faculty Rank). The form provides minimum academic related professional and teaching criteria for each academic rank. The adjunct ranks of Adjunct I, II, III, IV, and V are equivalent to the full-time ranks of Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor respectively. For more information, please see: <http://myfuture.vccs.edu/WhoWeAre/PolicyManual/tabid/103/Default.aspx>

Promotion

The minimum criteria established for promotion to a higher rank are clear and accepted in terms of academic credentials (degrees, hours in field, etc.) and professional experience. However, many adjunct faculty are not teachers or instructors by profession and it is difficult for them to meet "Teaching Experience" requirements even though they have substantial teaching experience at WCC. "Teaching Experience" requirements have been understood to mean full-time teaching experience and, therefore, some adjunct faculty may never be eligible for promotion. Therefore, the following is established for these faculty members:

For consideration for promotion of adjunct faculty, and for purposes of meeting minimum teaching experience criteria, thirty (30) semester credits of adjunct teaching will be equivalent to one year of teaching experience. Adjunct teaching experience may not be considered in meeting hiring criteria if the adjunct faculty accepts a full-time appointment.

Adjunct faculty who are eligible for promotion will be recommended to the Vice-President of Instruction and Student Development using the Eligibility for Promotion Form. It is the responsibility of the adjunct faculty to request a review of eligibility by their division dean.

Salary Increments

Some adjunct faculty will not be eligible for promotion because their academic (or professional experience) credentials do not meet minimum criteria. Recognition of experience in teaching part-time at WCC may be obtained through per credit hour pay increments. The following is in place for adjunct faculty who fall into this category:

Each time the adjunct rate is increased by the VCCS, the adjunct faculty incremental increases will be added to the new base.

Pay Schedule

"Payline" is an online tool that provides the means to view and print personal earnings and benefits for each payday as well as the W-2 at the end of the calendar year. Payline can be found at payline.doa.virginia.gov.

At the beginning of each semester, a pay schedule will be emailed to adjunct faculty that covers the majority of the contracts; however, the pay schedule will depend on the beginning and end dates of the contract.

For more information, contact the Payroll Office at (276) 223-4870.

Faculty Handbook and Employee Handbook

The Faculty Handbook, the Employee Handbook, and the current college catalog should give adjunct faculty the basic information for day-to-day operations. The college's policies and procedures regarding affirmative action, academic freedom, evaluations, grievance, substance abuse, sexual harassment, etc. are found in these handbooks. Copies of these Handbooks are available for part-time lecturers via the WCC website at: <http://www.wcc.vccs.edu/facstaff/index.php>.

Adjunct Faculty Integration

The importance of quality instruction by adjunct faculty is paramount to the fulfillment of the WCC mission. Therefore, integration of adjunct faculty into the overall mission of WCC is very important.

A number of policies and procedures have been adopted to support and serve the work of adjunct faculty including orientations, training materials, seminars, workshops, newsletters, weekly bulletins, and others. It is the responsibility of each adjunct faculty member to become familiar with this information and become as much a part of WCC as possible.

PART-TIME INSTRUCTOR
Application Packet Checklist

Name: _____

The following items must be completed and returned.

Required only if being paid by WCC.	Application for Employment	
	Transcripts	
	1.	
	2.	
	3.	
	4.	
	Background Check – Release for Information	
	Employment Eligibility Verification (Form I-9) & Documentation	
	W-4 Form	
	Form VA-4	
	Employee Direct Deposit Authorization	
	Child Support Payment Form	
	Alcohol and Other Drug Policy	
	Information Technology Employee Acceptable Use Agreement	
	Faculty Physical Demands Form	
	WCC Security Request Form	
	WCC Employee Permission to Release Information Form	
	Faculty Credential Form	
Request for EMPL ID		
Request for E-mail Account		
Request for Employee ID Number		
Course Outline Received		
Instruction Letter Sent		
Entered into Database		

College Personnel Signature _____

Information Checklist

1. The first day of class for Fall Semester 2013 is Wednesday, August 21st.
2. The last day to ADD classes for Fall semester 2013 is Wednesday, August 28th (15-week classes).
3. **Class Rosters – Instructors must access class rosters on the SIS during the first week of classes.** Please check to see that all students attending class are on this roll. **Do not** let students continue to attend class without proof of registration (i.e., student copy of the Registration Form). An official roster will be accessible later in the term for recording of grades on the SIS. **NOTE: Please be aware that students who drop your class will still appear on Blackboard. You must check your class roster on SIS for accurate class rolls.**
4. **“Academic Alert”** – Early in each semester (usually the fifth week) instructors will receive a printout and forms on which you must report all students earning below a C grade. Faculty advisors will receive those reports and schedule meetings with their advisees to discuss students’ academic standing.
5. **Instructor Initiated Withdrawal: VCCS POLICY 5.6.0:** In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.
6. **Inclement Weather** – Register for the text messaging system or please listen to a radio station in your area for day or evening class cancellations. Ordinarily the cancellation decision is made prior to 6:30 a.m. for day classes and 3:30 p.m. for evening classes. **Regional site classes are not necessarily cancelled when public schools are closed.** See Appendix C, p. 52 for Additional Information.
7. **Office Hours** – A minimum of one office hour outside of class per class taught must be scheduled each week to assist students. Part-time instructors should announce these hours at the beginning of the semester and should provide the appropriate dean, site coordinator, and/or evening administrator a copy of this schedule. A location for student consultation will be arranged when needed. Adjunct office assignments are made through the appropriate Dean.
8. **Changing Class Meeting Time** – If all students and the Division Dean are in agreement, the instructor may change the time the class meets. The instructor must inform the Regional Site Coordinator and Division Dean of this change. This change must be reflected in the SIS.
9. **Resource Materials** – Contact the Audio Visual Technician on the WCC campus at 223-4746 or the Regional Site Coordinator in advance to arrange audio-visual equipment. Also, instructors may contact the WCC librarian to arrange to check out reference materials and video tapes. A Resource Request Form may be submitted to the Office of Workforce Development and Occupational & Technical Programs through the Site Coordinator if assistance is needed.
10. **Tobacco Products - Tobacco and Related Products** - Smoking is defined as any product or apparatus (such as an electronic or e-cigarette) that emits smoke or is designed to simulate smoking cigarettes or any other tobacco product. At this time, smoking is allowed in certain designated areas. In situations where there is no designated area, the smoker should be 25 feet from the closest building. The use of tobacco products is not permitted inside any WCC building including the Crossroads Institute and the Smyth County Education Center, and no tobacco products are allowed in any of the classrooms at regional sites. The college will continue to offer prevention programs for all drugs to promote healthy living.
11. **Posting Grades** - Posting of grades is permitted strictly within the FERPA guidelines. The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students’ educational records by the institution without the written consent of the student, with certain specified exceptions.

Wytheville Community College accords all rights under the law to students who are declared independent. No one outside the institution will have access to, nor will the institution disclose, any information from the students' educational records without written consent of students, except to personnel within the college, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in any emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

At its discretion the institution may provide directory information in accordance with the provisions of the act to include:

1. Student's Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Dates of attendance
7. Degrees and awards received
8. The name of the most recent previous educational agency or institution attended by the student

Directory Information will be withheld for students who notify the Admissions and Records Office in writing within two weeks of the first day of class for the fall term. Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions and Records Office. Copies of the law and WCC's policy for implementing it are available in the Admissions and Records Office and are on reserve in the WCC Library along with the copy of the WCC policy on retention and disposal of records.

Faculty are required to enter grades in SIS. Assistance can be obtained by calling Martha Winesett in Admissions at 223-4759. Instructions are also available on the WCC webpage and in Appendix A of this document.

12. Exams — Exams must be given on the scheduled dates. Giving early exams or not meeting on designated nights must be approved in advance by the appropriate division dean.

13. Contracts — Contracts will be mailed after the add/drop period. Contracts should be signed and returned promptly.

14. Mail — Site Coordinator will assist instructors with their out-going mail and deliver incoming mail to designated locations.

If you have additional questions, please review the *WCC Faculty Handbook* and *WCC Employee Handbook* or contact Bill Hightower, V.P. of Instruction & Student Development, at (276) 223-4794 or long distance toll-free 1-800-468-1195 ext. 4794.

WCC Main Campus Phone Numbers

Switchboard (276) 223-4700 or 1-800-468-1195

Site Coordinators (Evenings)

Robin Pulliam, Smyth County Education Center 276-783-1777
Kaylah Surratt, Crossroads Institute 276-744-4974
Security, Main Campus 276-223-4713

III. Grading

A. Grading System

Grades of A, B, C, D and S are passing grades. Grades of F and U are failing grades. These, along with the R, I, X and W are given more detailed explanation in the WCC Catalog and Student Handbook.

For additional information see: http://www.wcc.vccs.edu/docs/WCC_Catalog_and_Student_Handbook.pdf

Normally, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The recommended numerical range of each letter grade is as follows:

A	91 – 100
B	81 – 90
C	71 – 80
D	61 – 70
F	60 or below
I	Incomplete
W	Withdraw

Instructors are not required to follow this recommended scale; however, if an instructor plans to deviate from this range, students should be informed in the syllabus of the intended scale at the beginning of the term.

Final grades must be posted to the SIS web site no later than the date specified on the official college academic calendar.

B. Grade Reports

Students have the ability to access their final grades via the Internet using the “MyWCC” portal, found at: <https://wcc.my.vccs.edu/jsp/home.jsp>

C. Academic Alert

Early each semester (usually the fifth week) instructors receive, via e-mail, a form on which they must report all students earning below a “C” grade. Faculty advisors and counselors will receive these reports and schedule meetings with their advisees to discuss students’ academic standings.

D. Incomplete Grade

When a student receives an incomplete grade, the following information should be sent by the instructor to the office of the appropriate Dean or V.P.:

- Incomplete Grade Form (see Appendix A on page 33)
- Description of the work to be made up

Upon completion of the work, Instructors must appear in person at the Admissions Office to complete and submit the Change of Grade Form which the Instructor will then send to the Registrar’s Office and Dean. The “I” grade will be converted to an “F” if the Change of Grade Form is not received in the Registrar’s Office by the end of the subsequent semester. “I” grades earned in spring may be completed as late as the end of the next fall semester.

Faculty members are further reminded that students may withdraw from a course without academic penalty during the first nine weeks after the beginning of the semester (for regular session) and the student will receive a “W” grade. After that time, the student will receive a grade of “F” except under mitigating circumstances that must be documented. A copy of the documentation must be placed in the student’s academic file. This written documentation must be received in the Registrar’s Office before the deadline to turn in grades. The “W” grades for all students who withdraw after the nine week period and who do not have the proper documentation, will be automatically changed to an “F” grade.

The assignment of grades is the responsibility of the instructor.

E. Instructor-Initiated Withdrawal Policy

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed prior to the first day of attendance. Each instructor is responsible for keeping a record of student attendance in each class. Students who have not attended class during the add/drop period must be dropped by the instructor during the week following the last day to add a class. When a student's absences equal twice the number of weekly meetings of a class, the student may be dropped (withdrawn) from the course for unsatisfactory attendance in the class by the instructor if the student's grade at the time of the last absence is a "U," "D," or "F."

When an instructor determines that absences constitute unsatisfactory attendance, an "Instructor Initiated Withdrawal Form (p. 35)" should be completed and submitted to the Admissions and Records Office. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" except under mitigating circumstances, which must be documented. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.

VCCS WITHDRAWAL POLICY

A student may withdraw from a course without academic penalty during the first 60 percent of an academic term/session. For purposes of enrollment reporting, the following procedures will apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to the completion of 60 percent of an academic term/session, a student who withdraws from a course will remain on the class roll and will be assigned a grade of "W".
- c. After that time (60 percent of the academic term/session), if a student withdraws from a course, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented, submitted to the Dean of Student Services, and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the withdrawal; the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively withdrawn.

CLASS ATTENDANCE AND "F" AND "U" GRADES FOR NON ATTENDANCE

All students who receive financial aid are awarded that aid based on (among other things) course credit load. If that load changes (student is withdrawn from class or receives an "F" or "U" as a result of non-attendance), the student's financial aid award must be adjusted accordingly and the excess money returned. The Auditor of Public Accounts has expressed concerns that many VCCS colleges (including WCC) are not following policy regarding this issue. College policy regarding this issue is:

1. Instructor must keep attendance records.
2. Students who have registered but have never attended class by the last day of drop/add (first 2 weeks of class meetings) must be withdrawn and reported to the Admissions Office. The reporting should be done by the end of the week following the last day of drop/add.
3. For the remainder of the semester, each faculty must review attendance records regularly and fill out a withdrawal form when the number of absences warrants withdrawal for nonattendance. List the last date of attendance on the form. The faculty must submit the form to Admissions Office within 5 days after determining the student should be withdrawn.
4. Faculty who teach distance education (DE) courses use the last date an assignment was turned in as the last date of attendance. Also, DE faculty should have some indicator during the first two weeks to prove that students plan to begin or stay in the class. i.e., pick up packet and produce introductory letter, etc.

NOTE: If the student is withdrawn within the first 60% of the semester, he/she will receive a “W”. After 60% of the semester, the student will receive an “F.”

F. Posting of Grades by Faculty

The public posting of grades either by the student’s name, institutional student identification number, or social security number without the student’s written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). Even with the names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number, or student identification number, violates FERPA. (See FERPA form on the WCC Faculty & Staff website: <http://www.wcc.vccs.edu/forms/index.php>)

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student’s uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic by student name.

G. Academic Records

Retention and Disposal of Records

The retention and disposal of student records is governed by Virginia Community College System policy. The student’s academic file is retained for three years after the date of separation from the college. The student’s permanent record (transcript) is the only official document of a student’s academic history and is retained permanently.

IV. Classroom

A. Class Meeting Time

Every scheduled class is to be held, including the final examination, for the full scheduled number of minutes in the assigned room. If a change in classrooms is required, contact the appropriate dean, the Office of Workforce Development and Occupational & Technical Programs, or the Regional Site Coordinator for authorization and logistical support. In those rare instances when it is necessary to dismiss a class early, permission must be obtained from the instructor's supervisor in advance of the date of early dismissal.

B. Textbooks

The required textbook designated by the appropriate division must be utilized for instructional purposes. The instructor's copy of the text can be obtained through the Dean or Office of Workforce Development and Occupational & Technical Programs. Part-time instructors must return these copies to the appropriate Dean or V.P. of Workforce Development and Occupational & Technical Programs at the end of the semester.

C. Class Admission

Proper registration must be accomplished prior to the last day to add a class. If there is a question regarding a student's registration, the instructor may request to see a copy of the receipt documenting tuition payment.

V. Support Services

Library	101 Smyth Hall	(276)223-4743
Audio-Visual Department	127 Smyth Hall	(276)223-4746
Distance Learning Department	136 Smyth Hall	(276)223-4868
Academic Resource Center	Bland Hall, Lower Level	(276)223-4825

A. Faculty Library Services

On-Campus

The library is open during Spring and Fall semesters as follows:

- Monday through Friday – 8:00 a.m. – 5:00 p.m.
- Evening hours may be arranged in advance by contacting Mr. George Mattis, Library Coordinator, at (276) 223-4744.

Summer library hours are: Monday – Friday – 8:00 a.m. – 5:00 p.m.

All persons desiring to check out materials from the library are required to have a special identification card which carries a barcode. Identification cards are available in the library.

The materials in the library include print, non-print and electronic media. Adjunct faculty members may check out books and audio-visual materials for four weeks. These materials may be renewed for one time if a hold has not been placed on them.

Requests for materials to be placed on reserve should be made at least two days prior to the assignment. Personal copies of books or other materials put on reserve by faculty will be protected and circulated as library holdings, but risk of loss or damage will be assumed by those placing materials on reserve.

Varied resources and services are available in the library. Faculty members are encouraged to use these services and to request assistance of the library staff at any time. Faculty members are encouraged to participate in book selection, particularly in their area of specialization, in order to maintain an updated collection. Instruction in the use of the LRC materials and equipment is available upon request. These services will be provided either in the classroom or in the library itself.

Interlibrary loan services are available to faculty members wishing to obtain materials that are not in the WCC collection.

Regional Sites

Library services and resources are available on-campus, at Crossroads (limited services), and through the library homepage <http://www.wcc.vccs.edu/Library/>. The library's catalog may be accessed through the homepage as well as numerous electronic databases which support many subject areas. To access the licensed databases, students must follow the instructions for remote access on the homepage. Inquiries regarding library services and resources may be referred to the library staff by e-mail or by using the toll-free telephone number for the college (1-800-468-1195).

Faculty members teaching in regional sites are encouraged to discuss their needs with the Library Coordinator (Smyth Hall, telephone 223-4744).

B. Instructional Technology

Computer Services

1. Computer Support

The first stop for computer support is SchoolDude. The SchoolDude program is used for submitting requests for Computer Support and A/V Services. If you need assistance, you will need to submit a request using the SchoolDude System (See Appendix F for SchoolDude instructions). The Help Desk email address (helpdesk@wcc.vccs.edu) is also still being monitored if you do not have access to SchoolDude. If internet or email service is not available, call 276-223-4730. The Information Technology Office is located in Grayson Hall, Room 250 if you want to talk to someone in person.

2. Check-out Policy

Computer equipment may be made available to adjunct faculty on a needs based criterion authorized by the appropriate division dean. Requisite forms need to be signed by the faculty member providing justification. The equipment, subject to availability, will be issued to the faculty member for a renewable period not exceeding one semester. The faculty member is responsible for any loss or damage (including cosmetic) until the equipment is properly checked back into the IT Department. All equipment must be checked back in at the end of the semester for inventory purposes and for any required maintenance.

3. College E-mail Addresses

Part-time instructors must use a college-assigned or VCCS-assigned e-mail address for all student communications in order for the college to comply with Federal FERPA guidelines. Reminders of deadlines and other information from the college will be sent to your official college-assigned or VCCS-assigned e-mail address. Please check this address frequently.

Audio-Visual Services

1. On-campus

Audio-visual equipment and services are to be requested through the WCC A/V department by using the college's helpdesk system: https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=/myschoolbuilding/myitdrequest.asp

Directions for using WCC's SchoolDude system to submit a helpdesk request can be found in Appendix F.

You may also make your request in person by coming by Smyth Hall, Room 127 or calling 223-4746 or 223-4783.

Services provided include:

- Use of the campus-wide media retrieval/distribution system for viewing media in classrooms may be requested on a daily, weekly, or semester basis. Requests for scheduling should be made a minimum of two days in advance of the desired class viewing time. Instruction on the use of the system will be provided by audio-visual department personnel for instructors prior to use.
- Classroom audio-visual equipment (such as overhead projectors) may be requested on a daily, weekly, or semester basis. Requests for equipment should be made to the audio-visual department a minimum of two days in advance so scheduling of equipment, delivery and pickup can be made. Equipment placed in classrooms is to be removed only by audio-visual department personnel. Please do not move equipment from classroom to classroom. Orientation in the use and operation of the audio-visual equipment will be provided by the audio-visual department upon request.
- Development and production of A/V media and multimedia presentations for educational purposes may be provided by the audio-visual department. Faculty members are encouraged to use the services of the audio-visual department.

2. Regional Sites

Audio-visual equipment is available to faculty for off-campus use at the regional sites Audio-visual equipment and services are to be requested through the WCC A/V department using the methods previously described.

The responsibility of any loss or damage (including cosmetic) is placed solely on the requestor until the equipment is properly checked back into the audio-visual department. Some equipment is in short supply so please plan in advance.

3. Requests for Video/Duplication

Requests for off-air and off-satellite recording and audio/video tape, CD, and DVD duplication should be made through the audio-visual department using the methods previously described. Such recordings will not be added to the library collection and will only be retained as per the copyright fair use policy. The audio-visual department adheres strictly to all copyright laws.

4. Copyright Guidelines

All college employees are expected to obey the United States copyright laws in their use of print and audio-visual materials and electronic media. Illegal copies of copyrighted programs may not be made or used on equipment owned by the college. The legal protection of the college or the VCCS will not extend to employees who violate copyright laws. Employees should consult the learning resources staff for guidance as to the applicability of the copyright laws and education —fair use in specific circumstances.

C. Course Publicity

Publicizing courses is an important part of any successful program. Individuals wishing to be involved with marketing of specific courses must work through the Office of Workforce Development and the campus Public Information Office.

D. Students with Disabilities

The Americans with Disabilities Act (ADA) states: —No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

“Otherwise qualified” in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program, or activity are protected by the ADA. This means that accommodations which are a “fundamental alteration” of a program or which would impose an undue financial or administrative burden are not required.

The College has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student’s responsibility.

Procedure for Requesting Reasonable Accommodations

It is recommended that student provide documentation of his or her disability.

The student must:

- Meet the admission requirements: application for admission; transcripts; and placement testing. Alternate placement testing format must be arranged in advance.
- Self-identify in Student Services that he or she has a disability 90 days prior to enrollment.
- Arrange an appointment with disability services counselor in Student Services to determine if he or she qualifies for reasonable accommodations.
- Provide appropriate documentation as needed to determine accommodation(s) needed
- Request specific accommodation(s) 90 days in advance of the first day of class.
- Discuss the disability with his or her academic advisor and instructors and provide them with a copy of the request for accommodations

Recommended Syllabus Statement

Student services recommends the following statement for use on course syllabi to encourage early self-disclosure: Any student who feels she/he may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Please contact the Disability Counselor in Student Services at 276-223-4754 in Bland Hall to establish eligibility and to coordinate reasonable accommodations.

For additional information regarding guidelines for documentation of disabilities, WCC’s assistive technology, and ADA complaint procedures, please refer to: <http://www.wcc.vccs.edu/currstudents/disabilities.php>

Should instructors notice students with symptoms of potential learning disabilities or a student self-identifies that a disability is present; referrals should be made to Jenny Buchanan, Disability Counselor in Student Services (223-4754).

Confirmation of a disability through Student Services will ensure that appropriate accommodations are provided. (See Appendix A, page 34)

E. Policy for Accident or Illness

First Aid (On campus)

The college is equipped with AED’s (defibrillators) on each floor of every building. Please be aware of the location of these units in case of an emergency. The college provides training on these units during in-service or upon request.

The college is not equipped to provide medical services on campus. Individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies at the locations listed below:

Carroll Hall	Student Services in Bland Hall
Bland Hall	Student Services Office
Smyth Hall	Library/ Student Services Office
Galax Hall	Nursing Office
Grayson Hall	Workforce Development

First Aid (Regional Sites)

The Regional Site Coordinators are responsible for responding to medical emergencies at regional sites.

In all cases, a telephone and emergency number should be accessible to the site coordinators. First aid supplies are located in the following locations:

Crossroads Regional Entrepreneurial Institute (CREI)
Smyth County Education Center

Administrators at each of these sites are responsible for checking the first aid supplies twice a month and restocking if necessary.

Emergency

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness.

1. Keep the injured/ill person quiet and calm. Do not move or allow the person to be moved unless, if by allowing the person to remain stationary, the affected person is deemed to be in further danger.
2. Go to the nearest phone and call 911; be prepared to give the exact location of the victim and the nature and apparent severity of the injury or illness.
3. Call college switchboard (dial —0) and inform the operator of the situation and location—**THEN RETURN TO THE INJURED/ILL PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.**
4. Never administer assistance beyond the level of your training.
5. Never give medical advice unless you are trained to do so.
6. The switchboard operator is to:
 - Immediately notify Student Services, who shall send someone to the location of the injured/ ill person. Student Services will also be responsible for notifying the family if necessary.
 - Notify campus security so they can assist the rescue squad in getting to the proper location.

Hospital

If an emergency rescue squad has been called to come to an ill or an injured party's assistance, determine from the driver of the ambulance the hospital that will receive the injured party. Contact the hospital to alert them that an emergency case will be coming from this college and the nature of the injuries, if possible.

Emergency Phone Number

For all emergencies, dial 911.

Campus Security 276-223-4713

Employees and work-study students are required to file an accident report form with the Human Resources Office immediately after an accident. Students are required to contact the Student Services Office.

F. MANAGEMENT OF PSYCHOLOGICAL CRISES AND BEHAVIORAL DISTURBANCES

Policy

Wytheville Community College reserves the right to dismiss students or to remove faculty, staff, or patrons from the college when determined through documented evidence that post traumatic / violent behavior may create a danger to him / herself or other college students, faculty, or staff. When an individual is determined to be a danger to him / herself or others, the Office of Student Services will take one or more of the following steps in order to reduce that danger:

1. Notify parents or other responsible person
2. Notify police
3. Request a psychological evaluation of the student, faculty, staff or patron
4. Require that the student, faculty, staff or patron be placed in protective custody of police, parents, or hospital
5. Require that the student be withdrawn
6. Dismiss / remove student, faculty, staff or patron from college immediately

Because of the educational philosophy of the institution and the communities it serves, College officers will act in the best interests of the college and community as well as the individual. Similar action may also become necessary when there is repeated documentation of behavior which indicates that a student, faculty, staff or patron is unable to be responsible for his/her behavior to the extent that the behavior significantly interferes with the ability of other students, faculty and staff to continue or complete their work and to pursue an orderly course of living and study. This action may necessitate that the student, faculty, staff, or patron be withdrawn or removed from the College.

Faculty and Staff Action Guide Provided by Threat Assessment Team can be found on the WCC website: <http://www.wcc.vccs.edu/docs/WCCThreatAssessmentTeamActionGuide.pdf>

Implementation

Determination will be based upon verification of a physical act, verbal statements and/or a demonstrated lack of the individual's ability to be responsible for his/her behavior. Administrative decisions by the Dean of Student Success and Academic Advancement in this regard will not be considered to be judicial or punitive actions where a violation of the Student Conduct Regulations or Wytheville Community College and Virginia Community College Policies has not occurred.

Students, faculty, staff, or patrons who leave the campus community for psychological/medical intervention and treatment will be required to submit to the Dean of Student Success and Academic Advancement an evaluation by a psychiatrist or licensed mental health professional which addresses the appropriateness of their return to campus and their ability to function at a responsible level of behavior in the community. This evaluation will be reviewed by the college Threat Assessment Team and they will determine if the student/employee/patron can return to the college.

G. Weapons Policy

Wytheville Community College prohibits threats and acts of violence on college property, within college facilities, at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;

- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional;
- possessing, brandishing, or using a firearm, weapon or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
- brandishing, using or possessing a weapon without a permit to carry a concealed weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and retaliating against any employee or student who, in good faith, reports a violation of this policy.

Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
2. Students violating this policy will be subject to disciplinary action as outlined in their respective college's Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
3. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the college/System Office at the college's/System Office's discretion for violating this policy. For the complete policy, see VCCS Policy Manual Section 3.14.6 (<http://www.vccs.edu/Portals/0/ContentAreas/PolicyManual/Sct3.pdf>).

VI. Logistics

A. Parking Regulations (Main campus)

On-campus parking facilities are provided for faculty, administration, staff and students.

For safety reasons, there will be absolutely NO parking allowed along the roadway leading into the college from East Main Street. Students and staff should park in designated parking areas. Parking regulations are issued to all students in the fall semester, and to new students throughout the year. Security officers will issue parking tickets to those who are illegally parked in the loading area or handicapped parking.

Please check with Regional Site coordinators concerning parking regulations at the regional sites.

B. Emergencies

Students will be called from class only in the event of emergency. All emergency numbers are listed below.

Emergency Phone Numbers

Crossroads Institute (CI)	(276)744-4974
Smyth County Education Center	(276)783-1777
Wytheville Community College	(276)223-4700 or 1-800-468-1195

Faculty

If a faculty member is forced to cancel a class at the last minute, the faculty member should contact each student in the class, the Regional Site Coordinator, the appropriate dean, and the on-campus evening administrator.

Student

If a student needs to contact a faculty member, or if a student's family needs to contact him/her while classes are being instructed, he/she should contact the college's main switchboard at (800) 468-1195 or (276) 223-4700. The message will be relayed to the regional site.

C. Inclement Weather

WCC uses an alert system to notify students immediately of a crisis or emergency as well as college delays and closings. Click the link below to access WCC Alert System page. Click the Red button to register.

WCC Alert System page: <https://alert.wcc.vccs.edu/index.php?CCheck=1>

Decisions concerning cancellation of evening classes will be made by the Vice-President of Instruction and Student Development in consultation with his/her staff. Ordinarily this decision will be made and will be announced on the radio stations throughout the service region. Regional site classes are not automatically cancelled when public school classes are cancelled. (See Appendix C on page 84 and the delayed class schedule on the college website: <http://www.wcc.vccs.edu/about/snowsched.php>)

Decisions concerning early dismissal of evening classes will be made by the Evening Administrator and Regional Site Coordinators on duty.

D. Use of Tobacco Products

The use of tobacco products is not permitted inside any WCC building including the CREI and the Smyth County Education Center. WCC is a smoke-free facility. See WCC Tobacco Policy on page 15 (Item #10 on the Information Checklist).

E. Where to Find Assistance

The following are places to seek answers or solutions:

Audio-Visual Materials	ITS HelpDesk	HelpDesk@wcc.vccs.edu
Class Rosters	Admissions and Records	ext. 4701
Contracts	Division Dean or V.P.	see below
Counseling Services	Student Services	ext. 4758
Desk Copies	Division Support Staff	see below
Distance Learning/Blackboard	Distance Learning	ext. 4868
HR/Payroll	Payroll Office	ext. 4870
Library Materials	Librarian	ext. 4742
Non-Attending Students	Admissions and Records	ext. 4701

Purchases	Division Dean	see below
Students not on Roster	Admissions and Records	ext. 4701
Supplies	Division Support Staff	see below
Textbook Orders	Division Dean	see below
Tutoring Services	Academic Resource Center	ext. 4825

For other issues, seek assistance from a Dean, V.P. or regional site coordinator.

Division	Dean / V.P.	Ext.
Dean of Humanities, Social Sciences, Business Technologies Programs	Donna Fender	4729
Dean of Science & Health Programs	Lorri Huffard	4829
V.P. of Workforce Development, and Occupational & Technical Programs	Angie Lawson	4757

VII. Coordinator Responsibilities

A. WCC Campus Administration

B. Questions regarding the specific areas cited below should be addressed to the following people:

Security	Emergency	Office (276)223-4713 Radio (276)613-0131
Admissions/Records	Martha Winesett	(276)223-4702
Payments / Security / Janitorial / Maintenance	Crystal Cregger	(276)223-4762
Counseling	Renee Thomas	(276)223-4752

Classes:

V.P. of Workforce and Occupational / Technical Programs	Angela Y. Lawson	Office (276)223-4757
Dean of Humanities, Social Sciences, Business Technologies Programs	Donna Fender	Office (276)223-4729
Dean of Science and Health Programs	Lorri Huffard	Office (276)223-4829
A/V Requests	ITS HelpDesk	HelpDesk@wcc.vccs.edu

APPENDICES

APPENDIX A

SAMPLE FORMS

1. Enrollment Request (Add/Drop) Form
2. Incomplete Grade Form
3. Disability Services: authorized Accommodations Form
4. Instructor Initiated Withdrawal Form
5. SIS & BlackBoard Introduction



WYTHEVILLE COMMUNITY COLLEGE
1000 East Main Street • Wytheville, VA 24382

ENROLLMENT REQUEST

(Complete and submit to the WCC Admissions and Records Office)

Note: Students have option to enroll for classes on-line at wcc.my.vccs.edu

Semester: FALL ☐ SPRING ☐ SUMMER ☐ YEAR:

Name: (Last) _____ (First) _____ (Middle Initial) _____

USER ID: _____

Class Number	Course No.	Section	Credits	Meeting Time(s)	Location
Ex. 39969	Ex. ACC 212	Ex. 95	Ex. 3	Ex. 9:20 AM – 10:30 AM MW	Ex. Rm. 225 Carroll Hall
ADD					
Total Credits Added					
Class Number	Course No.	Section	Credits	Meeting Time (s)	Location
DROP					
Total Credits Dropped					

Request for Exceptions – See back of this form

If you are a financial aid recipient dropping classes, you are required to check with the Financial Aid Office prior to submitting this form to the Admissions and Records Office.

Student Signature _____/Date _____ Advisor Signature _____/Date _____

☐ CHECK THIS BOX IF PERMISSION FOR AN EXCEPTION WAS APPROVED ON THE BACK OF THIS FORM
REQUEST FOR EXCEPTIONS
(Submit to the Admissions and Records Office with appropriate signatures)

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

- ☐ Permission to register for more than 18 credits excluding SDV 100: (If cumulative GPA is below 3.0, the academic dean must provide written justification for the overload.
- ☐ Permission to enroll in a full class.
- ☐ Permission to audit a class (List class name and class number here) _____
Note: Audited classes are not counted in your course load for financial aid.
- ☐ Permission to enroll in a class for the third time.
- ☐ Permission to allow a high school student to enroll in a class(es).

Approved _____ (appropriate academic dean)

Date _____

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

- ☐ Permission to register past the deadline.
- ☐ Permission to withdraw from class(es) after the deadline.

Approved _____ Reason _____

Date _____

APPROVAL NEEDED BY ACADEMIC DEAN:

- ☐ Permission to waive (or substitute) a pre-requisite for a course.

Reason _____

Academic Dean approval _____ (Date) _____

APPROVAL IS NEEDED TO DROP CLASS(ES) AFTER THE DEADLINE AND RECEIVE A TUITION REFUND:

Reason: _____

VP of Instruction's approval _____ (Date) _____

VP of Finance's approval _____ (Date) _____



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

INCOMPLETE GRADE FORM

Student Name _____ Student ID _____

Course Prefix and Number _____ Section _____ Term _____

The following is a description of the work that must be made up by the student:

In the event that I am not available to assist the student, the assignments, tests, or other materials described above may be found in:

If a Change of Grade form is not by submitted by the end of the subsequent term, the grade that the student should receive is: (Check One)

☐ A ☐ B ☐ C ☐ D ☐ F ☐ P (For standard credit classes)

☐ S ☐ R ☐ U (For developmental classes)

Additional information or directions (if needed)

Name (Print): _____

Signature: _____ Date _____



Jenny Buchanan
Student Services
Academic Resource Center- Bland Hall
(276) 223-4754 (voice)
(276) 223-4861 (fax)
jbuchanan@wcc.vccs.edu

Student Authorized Accommodations

Student: SAMPLE **Empl ID#:** SAMPLE **Semester:** SAMPLE

Course: SAMPLE **Instructor:** SAMPLE

This certifies that the above student has met eligibility requirements for disability services and is legally entitled to the following accommodations. Implementation of accommodations should not compromise academic standards or alter the integrity of the course content. This information is CONFIDENTIAL and should not be shared with other faculty, staff, and students without this student's specific permission. If you need assistance to implement these accommodations, please contact Student Services.

This Student Authorization Accommodation Form is only valid for one semester. Requests for accommodations should be made prior to the start of each semester by the student for each semester which they require accommodations. It is the

student's responsibility to discuss their disability with their instructors and provide them a copy of this accommodation form.

Approved Accommodations:

***Extended time on non-skill based test (1**

**½ for test and 2 time for comprehensive
final exams)**

***Reader for test.**

***Test in a distraction reduced setting.**

***Copies of classroom notes and overheads**

***Use of spell checker/ word prediction
software.**

Note to Faculty & Students Regarding Testing Accommodations:

- Students are required to request any needed accommodations at least 48 hours prior to each test by contacting the disability counselor and their instructor.
- If a reader or scribe is needed then the test will be administered on the main campus or at one of the WCC sites in order to provide the accommodation.
- For all testing accommodations the student is expected to take the test on the regularly scheduled day and provide advanced notice of needing accommodations.

Section 504 of the Rehabilitation Act of 1973 and ADA mandates institutions to provide appropriate and reasonable accommodations based on disability and individual need. The following designated accommodations have been requested to help the student successfully complete their studies. The Institute for Higher Education Policy stresses that accommodations which are a "fundamental alteration" of a program or which would impose an "undue" financial or administrative burden are not required. Please call Student Support Services, Mike McHone at 223-4798, if you have any questions or if we can help in any way. Thank you for your cooperation!

Disability Counselor: _____

Date: _____

Student: _____

Date: _____



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

Instructor Initiated Withdrawal Form

I. WITHDRAWAL

The following student should be withdrawn for unsatisfactory attendance:

NAME: _____

Emplid (required): _____

Course & Number	Section	Number of Absences	Last Date of Attendance
-----------------	---------	--------------------	-------------------------

_____ Instructor Signature	_____ Date
_____ Financial Aid Signature	_____ Date

Submit form to Admissions Office

II. REINSTATEMENT

INSTRUCTOR RECOMMENDATION: REINSTATE: ☐ YES ☐ NO

Explanation:

REINSTATEMENT: ☐ APPROVED ☐ DISAPPROVED

_____ Instructor Signature	_____ Date
-------------------------------	---------------

Explanations/Conditions:



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

Phone: (276) 223-4763 • Fax: (276) 223-4716 • EMAIL – wfd@wcc.vccs.edu

Web Address: <http://www.wcc.vccs.edu>

SIS and BlackBoard Introduction

As an adjunct instructor, you will need to access the following accounts in the VCCS system...

- PeopleSoft (also called SIS) (for class rosters, posting final grades, etc.)
- Blackboard (for recording assignment grades, emailing your students, and posting your syllabus, announcements, course documents, etc. for each of your classes)
- Gmail (email account)

All of these accounts can be accessed from the WCC Home page at this link <http://www.wcc.vccs.edu/>. Click on the My.WCC link.



You will need to initially set up a username and password by clicking on the Look up your username and set your password link.

vccs | WYTHEVILLE COMMUNITY COLLEGE

Please Log In

My Username

My Password

New to your college? Look up your username and set your password.

[I cannot access my account.](#)

This screen will appear. Type in the required information and click Search.

VCCS | WYTHEVILLE COMMUNITY COLLEGE

To look up your username and create or reset your password, please enter all of the information below. The information that you provide must match exactly what you used when you filled out your college admissions application.

First Name
Last Name
Birthdate (MMDDYY)
SSN

Follow the directions to choose a password and security question. Be sure to follow the **CRITERIA** for selecting your password. Next you will need to click on one of the Security questions to choose it. This will populate the question in the textbox. Enter the answer for your chosen security question in the Answer textbox. Then click Next.

Virginia's Community Colleges

Step 1 of 2: Set a New Password

Password:
Retype Password:

CRITERIA

New password must have at least seven characters and not more than ten ([more password hints](#)). Your password must contain a combination of:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number (0-9)

Step 2 of 2: Set a Security Question

Question: What is Mother's Maiden Name
Answer:

Provide a security question and supply an answer that only you will know. This question will be used if you need to reset your password in the future. Click on a question below or provide your own question.

This screen will appear with your Username, Empl ID and Email address (for your Gmail account). **Print this page.** YOU WILL NEED TO WAIT 10 MINUTES FOR YOUR NEW PASSWORD TO BE ACCEPTED. Next, click on please log in.

Step 2 of 2: Provide a security question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://wcc.my.vccs.edu/jsp/wizard2.jsp>

VCCS | WYTHEVILLE COMMUNITY COLLEGE

You have successfully changed your password. Please allow up to 10 minutes for your new password to be accepted by Blackboard, VCCS SIS8, and Email.

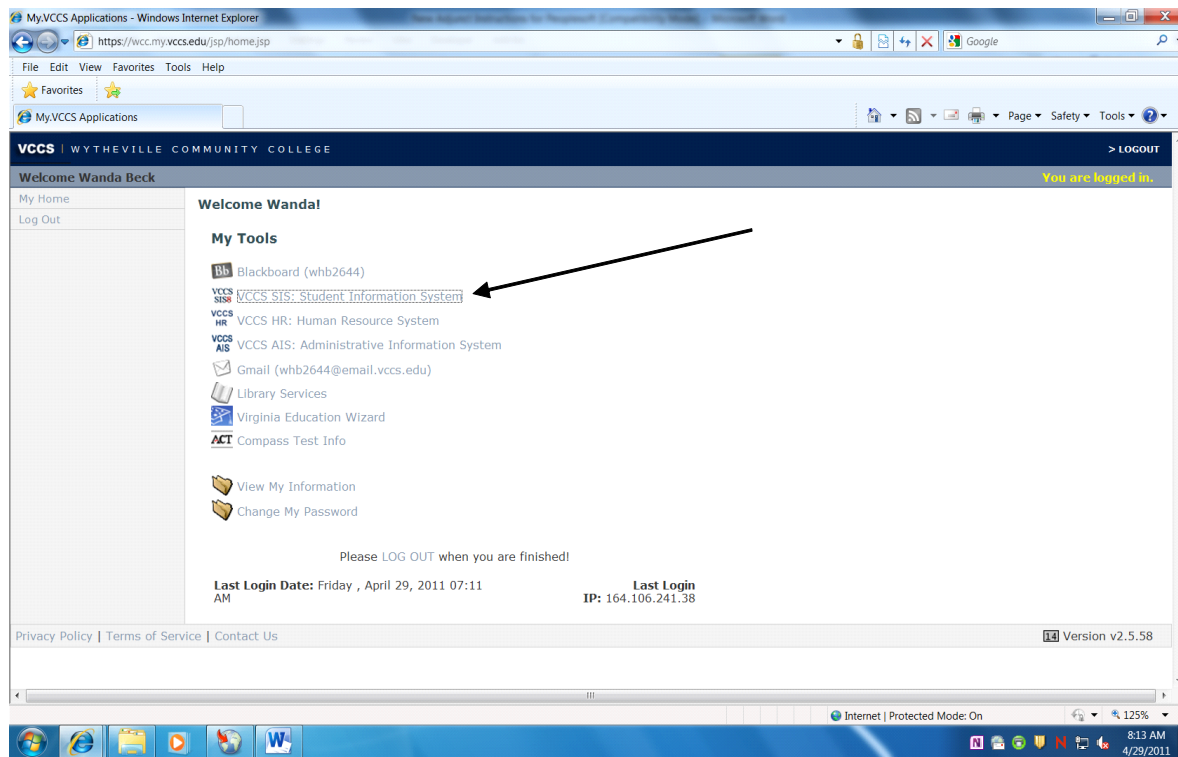
Below is your username. We have provided your email, emplid, and college for your benefit.

Username	Emplid	Email	Institution
bb4	5154790	wcbakeb@wcc.vccs.edu	Wytheville

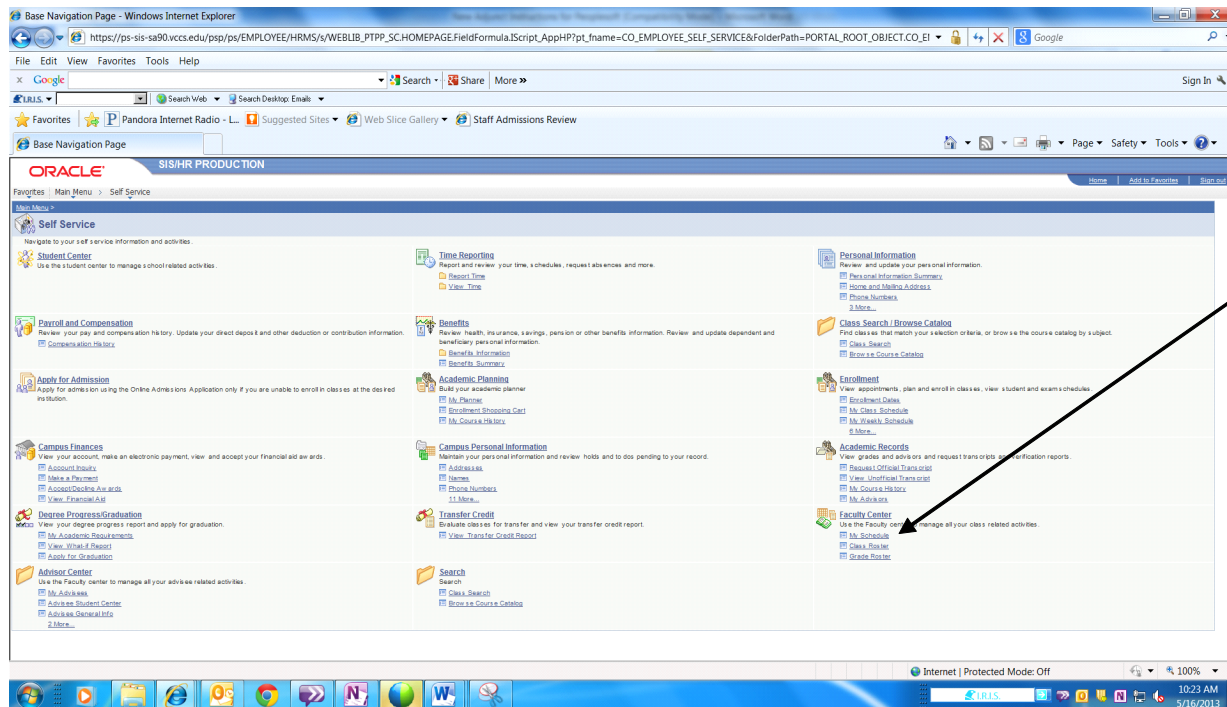
Print this page and save it for your records. Also, write down the password that you just created and store that in a secure location.

To access SIS, Blackboard, and Email, please log in.

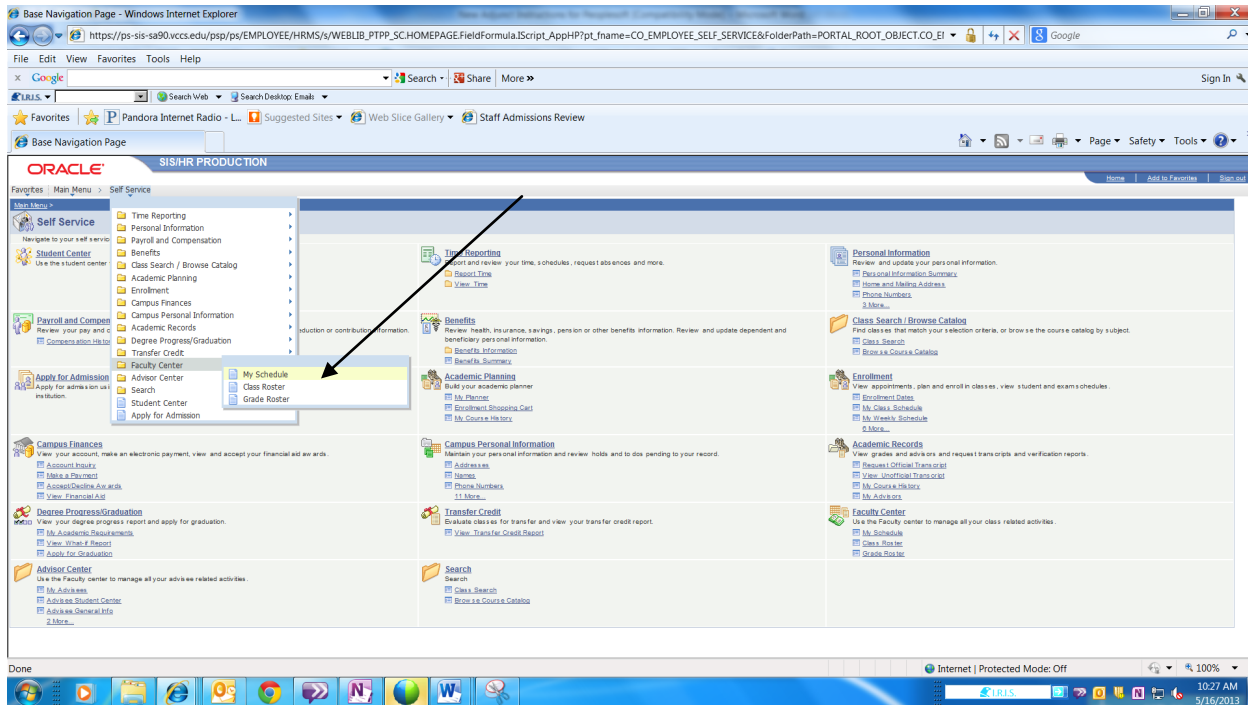
Once you have logged in, the following screen will appear. To access PeopleSoft, click on VCCS SIS: Student Information System.



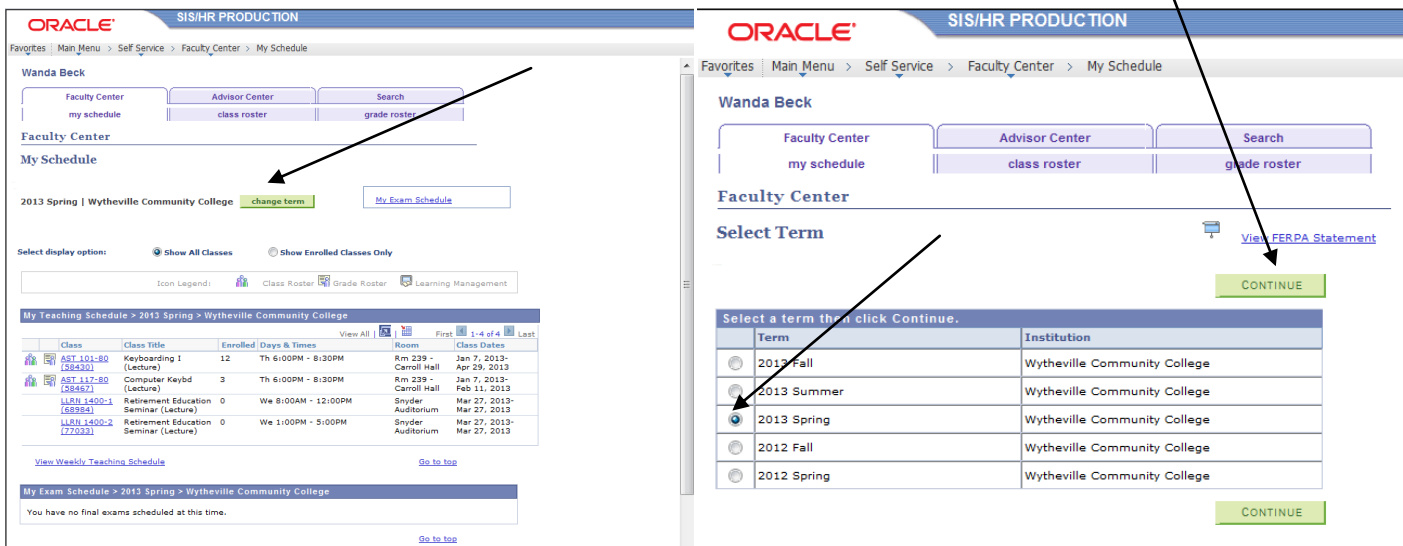
To see your current schedule, click on My Schedule under the Faculty Center section as shown below.



From anywhere in SIS, you can also navigate to your schedule, class roster or grade roster through the Main Menu/Self-Service menu as shown below.



After navigating to the Faculty Center/ My Schedule, the following screen will appear. If the **correct term** is not showing, click the green **change term** button. Then click the radio button beside the correct term and click the **CONTINUE** button.



Click on the class roster icon  to access the roster. Click on the grade roster icon  to view your grade roster.

ORACLE SIS/HR PRODUCTION

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Wanda Beck




Faculty Center | Advisor Center | Search
my schedule | class roster | grade roster

Faculty Center



My Schedule

2013 Spring | Wytheville Community College [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2013 Spring > Wytheville Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 AST 101-80 (58430)	Keyboarding I (Lecture)	12	Th 6:00PM - 8:30PM	Rm 239 - Carroll Hall	Jan 7, 2013- Apr 29, 2013
 AST 117-80 (58467)	Computer Keybd (Lecture)	3	Th 6:00PM - 8:30PM	Rm 239 - Carroll Hall	Jan 7, 2013- Feb 11, 2013
LLRN 1400-1 (68984)	Retirement Education Seminar (Lecture)	0	We 8:00AM - 12:00PM	Snyder Auditorium	Mar 27, 2013- Mar 27, 2013
LLRN 1400-2 (77033)	Retirement Education Seminar (Lecture)	0	We 1:00PM - 5:00PM	Snyder Auditorium	Mar 27, 2013- Mar 27, 2013

GRADE ROSTERS will be viewable during the last week of classes. If all of your grade rosters are not there, please call me. The steps for entering grades are as follows...

1. Select each student's grade from the drop down box.
 2. Then **SAVE** the page.
 3. Next, change the Approval Status to **Approved** and SAVE the page again.
- Click the RETURN button to return to your list of classes for the next grade roster.

From the My.WCC link on the WCC Home Page, you can also access your Gmail account (which is also used for Blackboard). After logging in, click on the Gmail link.

MyVCCS Applications - Windows Internet Explorer

https://wcc.myvccs.edu/jsp/home.jsp

File Edit View Favorites Tools Help

MyVCCS Applications

VCCS | WYTHEVILLE COMMUNITY COLLEGE

Welcome Wanda Beck

My Home
Log Out

Welcome Wanda!

My Tools

- Blackboard (whb2644)
- VCCS SIS: Student Information System
- VCCS HR: Human Resource System
- VCCS AIS: Administrative Information System
- Gmail (whb2644@email.vccs.edu)
- Library Services
- Virginia Education Wizard
- ACT Compass Test Info
- View My Information
- Change My Password

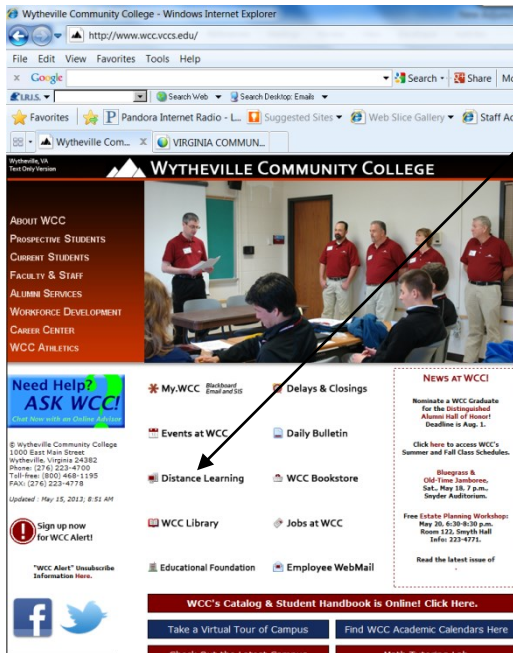
Please LOG OUT when you are finished!

Last Login Date: Friday, April 29, 2011 07:11 AM
Last Login IP: 164.106.241.38

From the My.WCC link on the WCC Home Page, you can also access your classes on Blackboard by clicking on the Blackboard link.



Tutorials for using Blackboard can be found by clicking on Distance Learning on the main WCC page, then click on Faculty in the menu on the next page.



Scroll down the page and you will find several tutorials for Blackboard.

Greetings fellow WCC Faculty and Staff! You will find here a list of tutorials for to assist you with questions with BlackBoard 9. If you can't find your answers here, please feel free to contact us at dl@wcc.vccs.edu

Content Creation

- [Breaking down the Text Editor/Paste From Word](#)
- [Adaptive Release](#)
- [Adding an image](#)
- [Embedding an Image using the Text Editor *new!*](#)
- [Adding an Announcement](#)
- [Editing an Announcement](#)
- [Adding an Assignment](#)
- [Editing an Assignment](#)
- [Adding Audio](#)
- [Adding a Blank Page](#)
- [Adding a Discussion Thread](#)
- [Editing a Discussion Forum](#)
- [Replying to a Discussion Thread](#)
- [Adding a File](#)
- [Adding Folders](#)
- [Adding an Item](#)
- [Editing an Item](#)
- [Adding a Lesson Plan](#)
- [Adding a Syllabus](#)
- [Adding a URL](#)
- [Adding Video](#)
- [Adding a Voice Announcement](#)
- [Blogging in Blackboard](#)
- [Journals in Blackboard](#)
- [Wikis in Blackboard](#)
- [MASHUPS: Flickr](#)
- [MASHUPS: SlideShare](#)
- [MASHUPS: YouTube](#)

The Course Menu

- [Making your course available](#)
- [Changing the course entry](#)
- [Managing the Course Menu](#)

If you would like one-on-one instruction for using Blackboard, please call Jane Mitchell at (276) 223-4820 and she will set up a time to meet with you.

There are two numbers assigned to you at WCC; one is your Employee ID number and the other is your EMPL ID number. The Employee ID number is used by our payroll office in place of your social security number for organizational use. The other is your EMPL ID number. This number is tied to your classes in PeopleSoft.

Please review the [WCC Adjunct Faculty Handbook](#) so that you are aware of our policies and procedures. The WCC Adjunct Faculty Handbook can be found by following the link below, then clicking on the Adjunct Faculty Manual link for the appropriate year...

<http://www.wcc.vccs.edu/facstaff/index.php>

I hope this helps. If you have any questions, please feel free to contact me by email or phone. Have a great semester!

With kindest regards,



Wanda Beck
Administrative Assistant
Wytheville Community College
Workforce Development and Occupational & Technical Programs
1000 E. Main Street
Wytheville, VA 24382
Phone: 276-223-4763
wbeck@wcc.vccs.edu

APPENDIX B

Sample Course Outlines

1. Course Outline Format
2. AST 236-95 Specialized Software Applications

Course Outline Format

A course outline, to be submitted to the Division Dean, is required for each course offered by the College. Many course outlines already exist and may be offered to other faculty, especially new full-time and adjunct faculty, as a guide. Such outlines are used to assist instructors in their course preparation, articulation with four-year college programs, and for curriculum development. Deans keep a file of course outlines for each course offered in their Division.

Each course outline will include the following items:

1. Course title and number
2. Course objectives
3. Appropriate textbooks and related material
4. Course content in outline form
5. Course requirements, i.e., papers, exams, special projects

Based on the course outline, each instructor will furnish his or her students with a syllabus that outlines objectives, assignments, exam dates, and other appropriate course information.

WYTHEVILLE COMMUNITY COLLEGE
SPECIALIZED SOFTWARE APPLICATIONS
COURSE OUTLINE

SPRING 2011

AST 236-95

COURSE DESCRIPTION

AST 236 Specialized Software Applications (3 credits) Teaches specialized integrated software applications on the micro- computer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. Lecture 3 hours per week.

This course emphasizes an applications approach to the spreadsheet software package - Microsoft Excel 2007.

STUDENT OBJECTIVES

Objectives are given at the beginning of each lesson. See page 7 of your text for a sample list of objectives. The objectives will be presented at the beginning of each lesson and reviewed upon completion of the lesson exercises.

The textbook selected for this course provides excellent support to the student. You should visit (and mark as a favorite) the following website: www.emcp.com

http://www.emcp.com/college_resource_centers/index.php?GroupID=8281

- From the Lecture Hall, be sure to check out the “Quick Steps and Hints.”
- From the Student Center, you will find the data files you need for the assignments this semester (just in case your book didn’t come with a data CD).
- Also in the Student Center, you will find the Projects Model Answers. Use this to check the work you do in the body of the chapter.
- One of the most important areas is the Testing Center. Here you will find the Online Assessments. You can take the practice quiz as often as you would like. Take the **reported quiz** only once. Send your results to: dfender@wcc.vccs.edu

COURSE CONTENT

Level 1, Unit 1: Preparing and Formatting a Worksheet

- Chapter 1 – Preparing an Excel Worksheet
- Chapter 2 – Inserting Formulas in a Worksheet
- Chapter 3 – Formatting an Excel Worksheet
- Chapter 4 – Enhancing a Worksheet

Level 1, Unit 2: Enhancing the Display of Workbooks

- Chapter 5 – Moving Data within and between Workbooks
- Chapter 6 – Maintaining Workbooks
- Chapter 7 – Creating a Chart in Excel
- Chapter 8 – Adding Visual Interest to Workbooks

Level 2, Unit 1: Advanced Formatting, Formulas, and Data Management

- Chapter 1 – Advanced Formatting Techniques
- Chapter 2 – Advanced Functions and Formulas
- Chapter 3 – Working with Tables and Data Features
- Chapter 4 – Summarizing and Consolidating Data

Level 2, Unit 2: Managing and Integrating Data and the Excel Environment

- Chapter 8 – Importing, Exporting, and Distributing Data

COMPUTER TIME

Approximately six to eight hours per week of computer time is recommended for successful completion of course requirements.

THE PLAN

- Read the chapter while sitting in front of your computer. The “hands-on” activities in the section are called Projects. Do these to learn the objectives of the chapters.
- Answer the questions in the **Concepts Check** exercise. You will not be submitting your answers for a grade but this will help prepare you for the online quizzes.
- Go to Blackboard. Click the **Online Quizzes** tab. Here you will find an online quiz that covers the content of the section. Take the practice quiz as many times as you like. Take the reported quiz only once. The result should be sent to my email: **wcfendd@wcc.vccs.edu**
- In Blackboard, go to the Assignments tab to find out which exercises are required. These exercises will come from:
 - ✓ Skills Check
 - ✓ Case StudyOnce you have completed these exercises, return to Blackboard to upload your work. I will put links in the Assignments tab. **NOTE: Not all assignments will be graded but points will be deducted from your chapter grade if you do not do all assignments.**

ASSIGNMENTS AND EVALUATION

1. The student is expected to read each chapter and do the exercises within the body of the chapter. The student may choose to print or not print the exercises. This activity is crucial in preparing the student for the assignments that will be graded. These exercises will constitute **5%** of the final grade.
2. The student is expected to complete the **Concepts Check** at the end of each chapter. These Concepts Checks will not be a part of the final grade but will help prepare the student for the online quizzes that are a part of the final grade.
3. The student is expected to take an **online chapter quiz** for each chapter assigned. The grades derived from these online quizzes will constitute **10%** of the final grade.

The chapter quizzes are found online at: www.emcp.com/college_resource_centers/ Once you reach the web site, enter the Student area, choose Benchmark 2007, find the Access book, and choose Online Assessments from the Testing Center. You can take the practice quiz as often as you would like. Take the **reported quiz** only once. Be sure to send your results to: dfender@wcc.vccs.edu

4. The student is expected to complete **Skills Check** and/or **Case Study** exercises (as assigned) at the end of each chapter. These are graded assignments. The grades derived from the **Skills Check** will constitute **35%** of the final grade.
5. At the end of each unit is a “**Assessing Proficiency.**” The student is expected to complete to **Assessments** on pages 149 - 151, 309 - 313, and (Level 2) 143 - 146. The grades derived from the **Assessing Proficiency** will constitute **30%** of the final grade.
6. The student is required to take two skills tests. The first test will be administered after completing the Level 1 assignments. Test 1 will constitute **10%** of the final grade. The second test will be administered after completing the Level 2 assignments. Test 2 is considered the final exam and will constitute **10%** of the final grade.

The stated college grading scale will be used for the grading of all materials in this course:

100 – 91 = A
90 – 81 = B
80 – 71 = C
70 – 61 = D
60 – below = F

INSTRUCTOR

Donna L. Fender, Associate Professor of Administrative Support Technology
217 Carroll Hall
Wytheville Community College
1000 E. Main Street
Wytheville, VA 24382
276-223-4729 or **800-468-1195 EXT 4729 (Toll Free)**
Preferred contact is via e-mail: wcfendd@wcc.vccs.edu

NOTES

- **Please** get in the habit of including the following in the subject line when sending email to me. The course ID, your name, and brief purpose of your email **in that specific order**. For example:
 - Since you are enrolled in **AST 236-95** your subject line would read:
AST 236-95 Your Name—Purpose of Email.
- There will be no extra credit work allowed in this course.
- Final grades are not posted on office door or given out over the phone/E-mail.

REQUIRED MATERIALS

Textbook: Levels 1 & 2, Microsoft Excel 2007, Windows Edition, Benchmark Series.
Rutkosky, Seguin, Rutkosky
Paradigm Publishing, Inc. 2008

Flash disk – 2 GB minimum

IMPORTANT DATES

It is important that you familiarize yourself with certain dates. Any administrative changes (add/drop/withdrawal) should be documented and coordinated through your advisor and the admissions office.

Classes begin.....	January 10
Last Day to Add without Instructor Approval.....	January 14
Martin Luther King, Jr. Holiday (College Closed)	January 17
Last Day to Add/Drop Classes and Receive Refund.....	January 25
Spring Break	March 14 - 18
Last Day to Drop w/o Penalty & Receive Grade of W	March 21
Advising for Summer/Fall sessions.....	April 11 – 15
Registration for Summer/Fall sessions begins	April 18
Classes End	May 2
Exams.....	May 3 - 9
Graduation.....	May 13

VCCS WITHDRAWAL POLICY

A student may withdraw from a course without academic penalty during the first 60 percent of an academic term/session. For purposes of enrollment reporting, the following procedures will apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to the completion of 60 percent of an academic term/session, a student who withdraws from a course will be assigned a grade of "W".
- c. After that time (60 percent of the academic term/session), if a student withdraws from a course, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be

documented, submitted to the Dean of Student Services, and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the withdrawal, which the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

INSTRUCTOR INITIATED WITHDRAWAL POLICY

NOTE: THIS POLICY APPLIES TO STUDENTS DURING THE OFFICIAL ADD/DROP PERIOD.

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class. Students who have not attended class during the add/drop period **must be dropped by the instructor** during the week following the last day to add a class. When a student's absences equal twice the number of weekly meetings of a class, the student may be dropped (withdrawn) from the course for unsatisfactory attendance in the class by the instructor.

When an instructor determines that absences constitute unsatisfactory attendance, a Faculty Withdrawal Form should be completed and submitted to the Admissions and Records Office. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty (60%) period of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" except under mitigating circumstances, which must be documented. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.

CLASS ATTENDANCE AND "F" AND "U" GRADES FOR NON ATTENDANCE

NOTE: THIS POLICY APPLIES DURING THE FIRST 2 WEEKS OF CLASS.

All students who receive financial aid are awarded that aid based on (among other things) course credit load. If that load changes (student is withdrawn from class or receives an "F" or "U" as a result of non-attendance), the student's financial aid award must be adjusted accordingly and the excess money returned. The auditor of public accounts has expressed concerns that many VCCS colleges (including WCC) are not following policy regarding this issue. College policy regarding this issue beginning Fall 2007 semester is:

1. Instructor must keep attendance records.
2. Students who have registered but have never attended class by the last day of drop/add (first 2 weeks of class meetings) must be withdrawn and reported to the Admissions Office. The reporting should be done by the end of the week following the last day of drop/add.
3. For the remainder of the semester, each faculty must review attendance records regularly and fill out a withdrawal form when the number of absences warrants withdrawal for nonattendance. List the last date of attendance on the form. The faculty must submit the form to Admissions Office within 5 days after determining the student should be withdrawn.
4. Faculty who teach distance education courses use the last date an assignment was turned in as the last date of attendance. Also, DE faculty should have some indicator during the first two weeks to prove that students plan to begin or stay in the class. i.e., pick up packet and produce introductory letter, etc.

NOTE: If the student is withdrawn within the first 60% of the semester, he/she will receive a "W." After 60% of the semester, the student will receive an "F."

STUDENT CONDUCT

The Honor Code of the College is embraced in all aspects of this course. Please refer to the student handbook for specifics associated with the Honor Code of Wytheville Community College. By accepting admission to WCC, each student makes a commitment to understand, support, and abide by the Honor Code without compromise or exception. Violations of academic integrity will not be tolerated. This class will be conducted with strict compliance of the Honor Code.

Disruption or obstruction of teaching, research, and administration of the course will not be tolerated. Inappropriate behavior will not be accepted. Diverse viewpoints should be encouraged and mutual respect integrated into all areas of the college. Any form of dishonesty, including plagiarism, cheating on assignments and examinations, and furnishing false information is unacceptable. Any-

one found violating the tenants of the Honor Code will receive an "F" and will be administratively withdrawn from the course.

DELAYED CLASS SCHEDULE

Every effort will be made to keep the college open during inclement weather. However, when conditions dictate, this delayed schedule may be put into effect. The delayed schedule will be used as necessary to allow for improvement of road conditions. Each student is expected, in the final analysis, to decide whether it is safe to come to the college. Every attempt will be made to work with students who are forced to be absent because of weather.

This delayed schedule will be in effect upon authorized release to local radio and television stations. Information is also available at the WCC Weather Hotline at 223-4706 or the college website at www.wcc.vccs.edu. Every effort will be made to release this information in time for inclusion in 11:00 p.m. broadcasts and/or early morning newscasts.

Any class that does not start at a regular listed time will utilize a delayed schedule that will overlap with the class.

Monday – Wednesday

Regular Schedule	Snow Schedule
8:00 – 9:15	10:00 – 11:00
9:30- 10:45	11:05 – 12:05
11:00 – 12:15	12:10 – 1:10
12:25 – 1:25	1:15 – 1:45
1:30 – 2:45	1:50 – 2:50
3:00 – 4:15	3:00 – 4:15

Tuesday - Thursday

Regular Schedule	Snow Schedule
8:00 – 9:15	10:00 – 11:00
9:30 – 10:45	11:05 – 12:05
11:00 – 12:15	12:10 – 1:10
12:30 – 1:45	1:15 – 2:15
2:00 – 3:15	2:20 – 3:20
3:30 – 4:45	3:30 – 4:45

Saturday – All classes will begin at 10:00 a.m.

COLLEGE AND COURSE POLICY INFORMATION

This college conforms to the provisions of the Americans with Disabilities Act. You are invited to report any special needs to your instructor.

Your instructor reserves the right to alter the course plan.

AST 236 SPECIALIZED SOFTWARE APPLICATIONS
TENTATIVE SCHEDULE – SPRING 2011
Tuesday/Thursday Class

For each chapter, you should do the hands-on projects in the body of the chapter. This is how you will learn the skills needed to do the assessments that will be graded.

You should also do the Concepts Check at the end of each chapter. This will help you with the vocabulary and keyboard strokes associated with Excel. This will also help you be successful with the online quizzes.

For each chapter and unit, please check the Assignments tab in Blackboard for the assignments.

NOTE: Your instructor reserves the right to NOT grade every assignment you submit.

Tues, Jan 18 – Ch. 1 due
Tues, Jan. 25 – Ch. 2 due
Tues, Feb 1 – Ch. 3 due
Tues, Feb 8 – Ch. 4 due
Thurs, Feb 10 – Level 1, Unit 1 Assessments due
Tues, Feb 15 – Ch. 5 due
Tues, Feb 22 – Ch. 6 due
Tues, Mar 1 – Ch. 7 due
Tues, Mar 8 – Ch. 8 due
Thurs, Mar 10 – Level 1, Unit 2 Assessments due. TEST 1 – Chapters 1 – 8 (Level 1)
SPRING BREAK – MARCH 14 – 18
Thurs, Mar 24 – Level 2, Ch. 1 due
Thurs, Mar 31 – Level 2, Ch. 2 due
Thurs, Apr 7 – Level 2, Ch. 3 due
Thurs, Apr 14 – Level 2, Ch. 4 due.
Thurs, Apr 21 – Level 2, Unit 1 Assessments due.
Thurs, Apr 28 – Level 2, Ch. 8 due
May 3 – 9 – Exam Week Exact date/time TBA TEST 2 – Chapters 1 – 4 and 8 (Level 2)

Appendix C

Inclement Weather Policy & Delayed Class Schedule

Inclement Weather Closure Policy

Before making a decision to alter the college schedule due to current or predicted inclement weather, a team of college personnel who reside throughout (and outside of) the WCC service region consult with each other as well as the Virginia State Police regarding road conditions. In addition, we also contact the National Weather Service and review a variety of weather-specific web sites for their forecasts, especially when there are predictions for more bad weather. In order to make a timely decision, these activities are conducted late in the evening and early in the morning during periods of current or predicted inclement weather.

We cannot stress firmly enough that the safety of our students and college employees always comes first and their safety is our utmost priority when making an inclement weather closing/opening decision. As long as conditions are safe on college property and on the major roads leading to college facilities, the college will be open - either on a regular or delayed schedule. College staff members work very hard to ensure that the college walking and driving areas are safe for pedestrian and motor vehicle traffic before we allow people on campus or at our off-campus sites.

As citizens, we expect all other businesses in the area (restaurants, health care facilities, banks, service stations, convenience stores, shopping centers, etc.) to remain open despite weather conditions. The expectation for WCC should be no different. Unlike the public primary and secondary school systems, colleges do not provide transportation for students, nor is attending college a mandatory activity. Attending college is a personal choice and college students are expected to individually, or in consultation with family members, make a decision as to whether or not conditions are safe for them to drive to a college location to attend classes - just as they make a decision about going to work or patronizing any business.

College administrators and faculty members understand that during times of inclement weather some students (and college employees) live in areas that receive differing levels of precipitation, but conditions in and around college facilities may not warrant closing the college. Students who have concerns about the safety of traveling to class should contact their instructors about their individual situation and make arrangements for staying current with class assignments. Likewise, faculty members are responsible for contacting students if/when they are unable to conduct classes so that students do not needlessly come to a college location.

By working together, disruptions to classes and other college operations can be minimized. We thank you for your understanding and cooperation.

WCC Alert System

Wytheville Community College uses WCC Alert to immediately contact you during a major crisis or emergency. WCC Alert delivers important emergency alerts, notifications and updates to you on all your devices:

- E-mail account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (Android, iPhone, BlackBerry & other handhelds)

You can register to receive alerts by clicking the link below to access WCC's Alert System page and clicking on the Red Registration button. <https://alert.wcc.vccs.edu/index.php?CCheck=1>

Day Classes

Decisions concerning the closing or late opening of Wytheville Community College due to inclement weather will be made by college officials early each day. The stations listed below will be contacted as soon as the decision to close school is rendered, which in all probability will be prior to 6:30 a.m.

Students, faculty, and staff are urged to listen to the radio or television for information concerning school closing, or call the main campus at **276-223-4700**. Do not be influenced by announcements concerning the public school system as the College is not a part of that system.

Evening Classes

Decisions concerning the cancellations of WCC on-campus and regional site evening classes will be made between 3:00 p.m. and 4:30 p.m. and will be announced in the same manner as used for cancellation of day classes.

Radio Station		Radio Dial #
WXBQ, WAEZ	Bristol, VA	99.3FM; 980AM; 96.9FM
WKEZ, WHKX, WHIS, WBDY, WHQX, WHAJ, WKOY	Bluefield, WV	1240AM; 100.9FM; 104FM; 107.7FM; 1140AM; 106.3FM; 1190AM
WPSK, WFNR, WBRW, WWBU, WRAD	New River Valley	710AM; 100.7FM; 105.3FM; 101.7FM; 107.1FM; 1460AM
WHHV	Hillsville	1400AM
WWWJ; WBRF	Galax	1360AM; 98.1FM
WMEV	Marion	1010AM; 93.9FM
WOLD	Marion	1330AM; 102.5FM
WZVA	Marion	103.5FM
WSYD	Mt. Airy, NC	1300AM
WFIR; WXLK	Roanoke	960AM; 92.3FM
WSLQ; WSLC	Roanoke	610AM; 99.1FM; 94.9FM
WVTF	Roanoke	89.1FM; 91.9FM
WCRR	Rural Retreat	660AM
WYVE; WXBX	Wytheville	1280AM; 95.3FM

Television Station	Location	Channel #
WCYB	Bristol, VA	5
WDBJ	Roanoke	7
WSLS	Roanoke	10
WVVA	Bluefield, VA	6

Inclement Weather Class Schedule

This delayed schedule will be in effect upon authorized release to local radio and television stations. Information is also available at the main campus number, 276-223-4700. Every effort will be made to release this information in time for inclusion in 11:00 p.m. broadcasts and/or early morning newscasts.

Any class that does not start at a regular listed time will utilize a delayed schedule that will overlap with the class. For example should you be enrolled in a class that begins at 10:00 AM this would fall into the 9:30 - 10:45 overlap and thus begin at 11:05 a.m. - 12:05 p.m.

Evening classes will remain on a regular schedule.

Saturday – All classes will begin at 10:00 a.m.

Delayed Class Schedule

Monday/Wednesday		Tuesday/Thursday		Friday	
<i>Regular Schedule</i>	<i>Delayed Schedule</i>	<i>Regular Schedule</i>	<i>Delayed Schedule</i>	<i>Regular Schedule</i>	<i>Delayed Schedule</i>
8:00 - 9:15 AM	10:00 - 11:00 AM	8:00 - 9:15 AM	10:00 - 11:00 AM	8:00 - 9:15 AM	10:00 - 11:00 AM
9:30 - 10:45 AM	11:05 AM - 12:05 PM	9:30 - 10:45 AM	11:05 AM - 12:05 PM	9:30 - 10:45 AM	11:05 AM - 12:05 PM
11:00 AM - 12:15	12:10 - 1:10 PM	11:00 AM - 12:15 PM	12:10 - 1:10 PM	11:00 AM - 12:15	12:10 - 1:10 PM
12:25 - 1:25 PM	1:15 - 1:45 PM	12:30 - 1:45 PM	1:15 - 2:15 PM	12:25 - 1:25 PM	1:15 - 1:45 PM
1:30 - 2:45 PM	1:50 - 2:50 PM	2:00 - 3:15 PM	2:20 - 3:20 PM	1:30 - 2:45 PM	1:50 - 2:50 PM
3:00 - 4:15PM	3:00 - 4:15PM	3:30 - 4:45PM	3:30 - 4:45PM	3:00 - 4:15PM	3:00 - 4:15PM

Appendix D

WCC Community College Board

Wytheville Community College Board

The Wytheville Community College Board acts in an advisory capacity to the State Board for Community Colleges through the College President and the Chancellor of Community Colleges. It is composed of 13 members appointed by the governing body(s) of each political subdivision in the region being served by Wytheville Community College.

The Board performs such duties with respect to the operation of the College as is delegated to it by the State Board for Community Colleges. Among the powers and duties of the Board are the following:

1. The college board shall elect a chairman and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.
2. The college board and the members thereof shall serve as channels of communication between the State Board and the governing bodies of the local political subdivisions.
3. The college board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase "Community College." The college board shall be authorized to provide names for any facilities on the college campus.
4. The college board shall provide recommendations to the State Board on the development of the site plan and on the design, and construction, of facilities for the community college.
5. The college board shall participate with the Chancellor and the State Board in the selection, evaluation and removal of the president of the community college in accordance with procedures adopted by the State Board.
6. The college board shall participate, with the college president, the Chancellor and the State Board, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board.
7. The college board shall be responsible for eliciting community participation in program planning and development, establishing local citizens' advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
8. The college board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board.
9. The college board shall oversee the development and evaluation of the community service program for the community college, and may authorize the president to grant an "award of completion" to a person successfully completing an approved non-credit program.
10. The college board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the biennial financial plan and the annual spending plans.
11. The college board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines, and shall submit this proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the college board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board at the end of the fiscal year.

12. The college board shall be responsible for reviewing and approving local regulations on student conduct developed by the college president within the guidelines of the State Board.
13. The college board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines established by the State Board. The college board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
14. The college board shall be responsible both for reviewing reports of audit and for reviewing the college president's response to those reports of audit.
15. The college board shall be informed of personnel matters by the college president.

Governing Bodies

2013-2014 Wytheville Community College Board Members

Dr. Walter Barton.....	Wythe County
Mr. Charles Clatterbuck	Smyth County
Mr. Dick Dalton	Carroll County
Mr. John “Robbie” Doyle.....	Smyth County
Mr. Travis Jackson	Wythe County
Mr. Howard Manley	Wythe County
Mrs. Janet Nuckolls.....	City of Galax
Mr. Edmund Pendleton.....	Wythe County
Mr. Phyl Snapp.....	Wythe County
Mr. Charles Sturgill.....	Grayson County
Mr. Roger Thompson, Vice Chair	Bland County
Ms. Mava Vass, Chair	Carroll County
Mr. Robert Wingate.....	Grayson County

2013—2014 State Board for Virginia Community Colleges

Benita Thompson Byas
Potomac Falls, Virginia

Glenn DuBois, Secretary
Virginia Community College System
Richmond, Virginia

Robert R. Fountain
Montross, Virginia

Dorcas Helfant-Browning, Vice-Chair
Virginia Beach, Virginia

Dave Nutter
Blacksburg, Virginia

Michael Zajur
Richmond, Virginia

Darren Conner
Callands, Virginia

LaVonne P. Ellis
Chesapeake, Virginia

Stephen T. Gannon
Henrico, Virginia

Mirta M. Martin
Midlothian, Virginia

Don “Robin” Sullenberger
Harrisonburg, Virginia

James Cuthbertson
Glen Allen, Virginia

Idalia P. Fernandez
Centerville, Virginia

Sasha Gong
Falls Church, Virginia

Bruce J. Meyer, Chair
Virginia Beach, Virginia

Michael E. Thomas
Richmond, Virginia

Appendix E

Restrictions on State Employee Access to Information Infrastructure

Computer Ethics Guidelines

Restrictions on State Employee Access to Information Infrastructure

§ 2.2-2827

A. For the purpose of this section:

"Agency" means any agency, authority, board, department, division, commission, institution, public institution of higher education, bureau, or like governmental entity of the Commonwealth, except the Department of State Police.

"Information infrastructure" means telecommunications, cable, and computer networks and includes the Internet, the World Wide Web, Usenet, bulletin board systems, on-line systems, and telephone networks.

"Sexually explicit content" means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in § 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in § 18.2-390, coprophilia, urophilia, or fetishism.

B. Except to the extent required in conjunction with a bona fide, agency-approved research project or other agency-approved undertaking, no agency employee shall utilize agency-owned or agency-leased computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content. Agency approvals shall be given in writing by agency heads, and any such approvals shall be available to the public under the provisions of the Virginia Freedom of Information Act (§ 2.2-3700).

C. All agencies shall immediately furnish their current employees copies of this section's provisions, and shall furnish all new employees copies of this section concurrent with authorizing them to use agency computers.

(1996, c. 382, §§ 2.1-804, 2.1-805, 2.1-806; 1999, c. 384; 2001, c. 844.)

Acceptable Use Policy for All College Computers

Computer Ethics Guidelines

Thousands of users share VCCNet computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Students are expected exercise ethical behavior when using VCCNet resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as misdemeanor crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

Guidelines

The following guidelines shall govern the use of all VCCNet resources:

You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly.

You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.

You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.

You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software.

Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The college or VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as freeware, onto official systems without prior approval.

You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedure

Faculty, staff and students at the college or VCCNet facility should report violations of information security policies to the local Chief Information Officer (CIO). At WCC, this is the Director of Institutional Computing.

If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the college or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.

- Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.

- Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.

In the event that a student is the offender, the accuser should notify the Vice President of Instruction and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.

- Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.

- Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

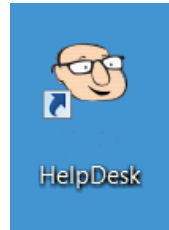
The college President will report any violations of state and federal law to the appropriate authorities. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

Any student disciplined under these academic policies has a right to appeal under the college grievance policy.

Appendix G


SchoolDude Instructions

Quick Step Guide for WCC HelpDesk Requesters



Enter your WCC new, full email address and click **Submit**.
(example: aperson@wcc.vccs.edu)

Wytheville Community College



Welcome! To begin, please enter your email address below.


Email Address

After logging into WCC HelpDesk, you will see the Request Form.

FOR IT/AV REQUEST

Step 1: Check to be sure you have the IT Request tab showing. Fill in the online form. If you see a red check box ☒ , that field MUST be filled in.

Wytheville Community College



Maint Request IT Request My Requests Settings Help

IT Helpdesk Request

To submit your request complete the following form. If you have any questions please call 223-4736

***Note:** Purpose codes are one of the required fields. Choose OTHER for all requests that are NOT AIS, HRMS or SIS

Purpose

-- Select Purpose --

-- Select Purpose --

AIS


Blackboard

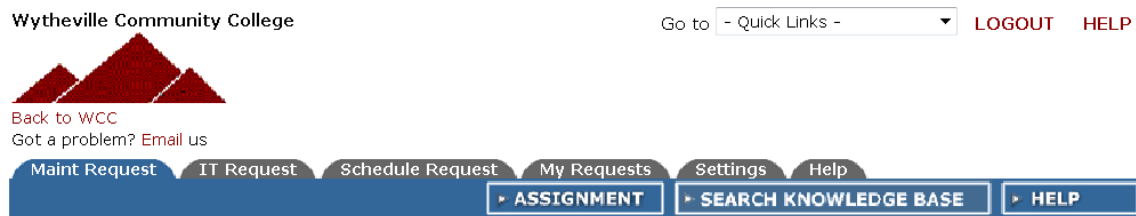
HRMS

Other

SIS

FOR MAINTENANCE REQUEST

Step 1: Check to be sure you have the Maint Request tab showing. Fill in the online form. If you see a red check box , that field MUST be filled in.



Always select General Maintenance (the other two options are for Facility Scheduling which is not available school wide yet)



Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.



Event Setup



General Maintenance



Housekeeping

Step 2: When you have completed all of the information required for your request, submit the request.

Step 3: Type in the submittal password of: **password**

Step 4: Click submit

After you click submit, the screen will refresh and show **My Request** Tab.

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **IT Request** or **Maint Request** Tab to input a new request.

How do you access the SchoolDude application?

The easiest way to access the application is by using the Helpdesk icon/shortcut found on your desktop. If you do not have this icon, logout of the Novell network and log back in. This process is automated and you should see a copy of the icon once you connect to the network. Please contact IT (mkegley@wcc.vccs.edu – ext. 4730) if you do not see the icon upon connection.

You can also access the SchoolDude application while on or off campus using the following URL:

<https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=290667109>

We suggest that you add this to your favorites/bookmarks for future easy access.