Dear Adjunct Faculty Member,

Whether you are new to teaching at WCC, or among the many valued returning adjunct faculty, welcome! We appreciate your dedication and service and realize the tremendous impact you have in helping our students succeed.

These are exciting times in higher education, filled with challenges and opportunities. This manual is designed to serve as a resource for you, providing information and guidance that will be helpful as we all work toward the same goal—student success. We also encourage you to call upon your lead faculty, program heads, peers, and division deans for assistance. They are a valuable resource.

I sincerely thank you for your devotion and dedication as we all work together to make WCC one of the finest, most inviting colleges anywhere.

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

Warmest regards,

Dean E. Sprinkle

Dean E. Sprinkle
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# A. Program and Discipline Offerings

## Organizational Structure

### Division of Transfer, Business and Social Sciences

| Accounting |
| Business Administration |
| Business Management & Leadership |
| Education |
| Specialization |
| General Education (Certificate) |
| General Studies |
| General Studies Community & Provider |
| Services Specialization |
| General Studies Developmental Disabilities |
| General Studies Human Services |
| Specialization |
| General Studies Social Gerontology |
| Specialization |
| General Studies Substance Abuse |
| Specialization |
| Information Systems Technology |
| Information Systems Technology Database & Technical Support |
| Specialization |
| Information Systems Technology Networking Specialization |
| Liberal Arts |
| Medical Office Clerk |
| Science |

### Division of Health and Occupational Programs

| Alternative Energy Systems |
| Administrative Support Technology |
| Administrative Support Technology Health Information Management Specialization |
| Administrative Support Technology Legal Assistant Specialization |
| Carpentry |
| Clerical Studies (Certificate) |
| Corrections Science |
| Dental Assisting |
| Dental Hygiene |
| Electrical |
| EMS (Partnership with SVCC) |
| Health Sciences |
| Hospitality Management |
| HVAC |
| Law Enforcement |
| Machine Technology |
| Machining |
| Medical Laboratory |
| Nursing |
| Pharmacy Technician |
| Phlebotomy |
| Physical Therapist Assistant |
| Police Science |
| Practical Nursing |
| Public Health |
| Resp.Therap.Assist (Partnership w/JSRCC) |
| Solar Installer |
| Truck Driving |

### Workforce Development

| Career Readiness Certificate |
| Continuing Education |
| Contractor’s Business License |
| Education To Go |
| Smyth County Education Center |
| VRS Education Seminars |
| Workforce Training |
B. Roster of Instructional Administrators

Rhonda Catron-Wood ..................................................Vice President of College Development
Crystal Cregger ..........................................................Vice President of Finance & Administrative Services
Ken Fairbanks ............................................................Director, Distance & Distributed Learning
Leroy Hamilton ..........................................................Dean of Transfer, Business and Social Sciences
Kent E. Glindemann ....................................................Director of Institutional Research, Planning & Effectiveness
Lorri Huffard .............................................................Vice President of Instruction & Student Development
Renee Thomas ..........................................................Dean of Student Success and Academic Advancement
Jamie Edwards ..........................................................Interim Dean of Health and Occupational Programs
George Mattis, Jr. .......................................................Coordinator of Library Services
Nelson Teed ..............................................................Director of Technology
Renee Thomas ..........................................................Dean of Student Success and Academic Advancement
Jamie Edwards ..........................................................Interim Dean of Health and Occupational Programs
George Mattis, Jr. .......................................................Coordinator of Library Services
Nelson Teed ..............................................................Director of Technology
Renee Thomas ..........................................................Dean of Student Success and Academic Advancement
Jamie Edwards ..........................................................Interim Dean of Health and Occupational Programs
George Mattis, Jr. .......................................................Coordinator of Library Services
Nelson Teed ..............................................................Director of Technology

C. Roster of Administrative Professionals

Vacant ........................................................................Office of Workforce Development
Denita Burnett ............................................................Office of the President
Vacant ........................................................................Office of Vice-President of Instruction & Student Development
Karen Hawkins .........................................................Office of Student Success & Academic Advancement
Zendell Harmon .........................................................Crossroads Institute Office
Jerri Montgomery .......................................................Office of Health & Occupational Programs
Steve Miller ...............................................................Smyth Education Center
Janice Trivett ............................................................Office of Transfer, Business & Social Sciences

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 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

Wytheville Community College is committed to providing access to lifelong learning within an environment of academic excellence.

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
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. 15)

B. Adjunct Faculty Personnel Files

The college is required to maintain a personnel file for each adjunct faculty member which is kept in the Office of the Vice President of Instruction and Student Development and contains at least the following information:

- Commonwealth of Virginia State 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 must be obtained in addition to checks of other appropriate references.

All employees are subject to an e-verify check to determine employment eligibility as a condition of employment.

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 Vice President of Instruction and Student Development. 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. Adjunct faculty 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 adjunct 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 faculty will receive an annual evaluation from their division Dean or Vice President.

G. Course Syllabus

A course syllabus, to be submitted to the Division Dean, is required for each course offered by the College. Course syllabi are developed by full-time faculty and, in order to ensure course consistency, will be used by adjunct faculty for all sections of the course. (Deans keep a file of course syllabi for each course offered in their Division).

The following basic elements are included in each course syllabus:

1. Course title and number
2. Faculty member’s name and contact information
3. Course objectives
4. Appropriate textbooks and related material
5. Course content in outline form
6. Course requirements, i.e., papers, exams, special projects
7. Grading scale and information
8. Course assessments and evaluations

Adjunct faculty may add additional elements to their syllabi, but no elements from the syllabus should be deleted.

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 12 Credit Hours per semester in Fall and Spring and 8 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 current taxable income while allowing adjunct faculty 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 outlined on the VCCS-29 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; therefore, some adjunct faculty may never be eligible for promotion. 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 his or her 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/faculty-staff

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.

<table>
<thead>
<tr>
<th>Application for Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcripts</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>Background Check – Release for Information</td>
</tr>
<tr>
<td>Employment Eligibility Verification (Form I-9) &amp; Documentation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required only if being paid by WCC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4 Form</td>
</tr>
<tr>
<td>Form VA-4</td>
</tr>
<tr>
<td>Employee Direct Deposit Authorization</td>
</tr>
<tr>
<td>Child Support Payment Form</td>
</tr>
<tr>
<td>Alcohol and Other Drug Policy</td>
</tr>
<tr>
<td>Information Technology Employee Acceptable Use Agreement</td>
</tr>
<tr>
<td>Faculty Physical Demands Form</td>
</tr>
<tr>
<td>WCC Security Request Form</td>
</tr>
<tr>
<td>WCC Employee Permission to Release Information Form</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Faculty Credential Form</td>
</tr>
<tr>
<td>Request for EMPL ID</td>
</tr>
<tr>
<td>Request for E-mail Account</td>
</tr>
<tr>
<td>Request for Employee ID Number</td>
</tr>
<tr>
<td>Course Outline Received</td>
</tr>
<tr>
<td>Instruction Letter Sent</td>
</tr>
<tr>
<td>Entered into Database</td>
</tr>
</tbody>
</table>

College Personnel Signature ____________________________________________________________
PART-TIME INSTRUCTOR

Application Packet Checklist

Name: __________________________________________________________

The following items must be completed and returned.

- Application for Employment
- Transcripts
  1. 
  2. 
  3. 
  4. 
- Background Check—Release for Information
- Employment Eligibility Verification (Form I-9) $ Documentation
- W-4 Form
- 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
- Supplemental Sheet RE: not Exceeding ACA Workload Limits
- 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 _________________________________________
(To be signed once folder is complete)
1. The first day of class for Fall Semester 2015 is Monday, August 24th.

2. The last day to ADD classes for Fall semester 2015 is Friday, 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. **“SAILS” Early Alert System** – The Student Assistance and Intervention for Learning Success (SAILS) Early Alert system, using Starfish Retention tools, is utilized at WCC to support the goal of student success. SAILS allows instructors to identify, communicate with, and provide guidance to students demonstrating behaviors, performance, and characteristics that correlate with the failure to succeed academically.

SAILS is not just an early alert system but also a course management and communication system. It offers instructors a convenient method to communicate directly with students regarding their progress in the course. Students who receive feedback early in the semester regarding their progress are more likely to seek assistance and support when needed. SAILS gives instructors a quick way to keep track of their students’ academic performance by raising “flags” when student behavioral patterns cause concern or by sending “kudos” to acknowledge positive contributions to academic success. An email notification is automatically generated to the students for all raised items except for the general concern flag. Student support services and the student’s academic advisor are notified and provide the appropriate intervention and assistance for any raised flag. Instructors receive an email prompting them to submit a progress survey twice a semester: once in the first two weeks of the class and again as a mid-term progress report, prior to the last day to withdraw with a grade of "W." Instructors should submit their progress surveys promptly for all their courses after receiving the email. If the instructors do not have feedback for their students, they should select no feedback and then submit.

Instructors can raise the following flags: Assignment Concerns, Attendance Concern, In Danger of Failing, Low Participation, Low Quiz/Test Scores, and Never Attended. Instructors can add comments to provide students with additional information regarding their progress. Comments are listed in the email message to students and all comments are disclosable by FERPA. Instructors should write comments to the students not about the students, as they are included in the students’ email message. Students receive an automated email message signed by their instructor for all raised flags and kudos, including the comments provided by their instructor.

Students are directed to follow-up with their instructor regarding all flags and to visit the appropriate office, such as Financial Aid, Veteran Affairs, Counseling, and/or Learning Assistance Services. Instructors are responsible for clearing the flags after concerns and appropriate resources have been discussed with their student.

5. **“Academic Alert”** – During the fifth week of each semester, instructors will receive directions for submitting academic alerts. Faculty must report all students earning a grade below C, so academic advisors can counsel with students to determine steps toward academic success.

6. **Non-Attendance Policy:** During the add/drop period or first two weeks of the course, 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.

7. **Instructor-Initiated Withdrawal:** After the third week of a course and until the 60 % mark (last day to withdraw and receive a “W”), the instructor can use the Instructor Initiated Withdrawal Policy as outlined in the College Catalog and Student Handbook, page _______. A student who misses more than twice the number of weekly meetings of a course and is unsatisfactorily progressing (U, W, or F) can be withdrawn by the instructor by completing the Instructor Initiated Withdrawal form and submitting it to the Admissions office. Students can request re-entry into the course. Re-entry must be approved by the instructor. If the instructor utilizes this policy, it must be included in the course syllabus.

8. **Inclement Weather** – Register for the text messaging system or please listen to a radio or television 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 4:30 p.m. for evening
classes. Regular on-campus and Regional site classes are not necessarily cancelled when public schools are closed. See Appendix C, p. 53 for Additional Information.

9. Office Hours – A minimum of one office hour outside of class per class taught must be scheduled each week to assist students. Adjunct 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.

10. 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 of this change. This change must be reflected in the SIS.

11. Resource Materials – Contact the IT Department, 276-223-4730. If the course is taught at an off-site location, contact the Regional Site staff in advance to arrange audio-visual equipment. Also, instructors may contact the WCC librarian to arrange to check out reference materials, tapes, and DVD’s. If Audio Visual Resources are needed, they can be requested through SchoolDude.

12. 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 Summit Center.

13. 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. (Do not post grades. Students have access to their grades through the SIS.)

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 the SIS. Assistance can be obtained by calling Martha Winesett at 223-4759. Instructions are also available on the WCC webpage and in Appendix A (p. 30) of this document.

14. 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.

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

16. Mail — The 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 Lorri Huffard, Vice President 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 Contacts
Steve Miller  The Summit Center  (276) 378-5214
Zendell Harmon  Crossroads  (276) 744-4974
Campus Police  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/student-services

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91 – 100</td>
</tr>
<tr>
<td>B</td>
<td>81 – 90</td>
</tr>
<tr>
<td>C</td>
<td>71 – 80</td>
</tr>
<tr>
<td>D</td>
<td>61 – 70</td>
</tr>
<tr>
<td>F</td>
<td>60 or below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

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. SAILS

The Student Assistance and Intervention for Learning Success (SAILS) Early Alert system, using Starfish Retention tools, is utilized at WCC to support the goal of student success. SAILS allows instructors to identify, communicate with, and provide guidance to students demonstrating behaviors, performance, and characteristics that correlate with the failure to succeed academically.

SAILS is not just an early alert system but also a course management and communication system. It offers instructors a convenient method to communicate directly with students regarding their progress in the course. Students who receive feedback early in the semester regarding their progress are more likely to seek assistance and support when needed. SAILS gives instructors a quick way to keep track of their students’ academic performance by raising “flags” when student behavioral patterns cause concern or by sending “kudos” to acknowledge positive contributions to academic success. An email notification is automatically generated to the students for all raised items except for the general concern flag. Student support services and the student's academic advisor are notified and provide the appropriate intervention and assistance for any raised flag. Instructors receive an email prompting them to submit a progress survey twice a semester: once in the first two weeks of the class and again as a mid-term progress report, prior to the last day to withdraw with a grade of "W." Instructors should submit their progress surveys promptly for all their courses after receiving the email. If the instructors do not have feedback for their students, they should select no feedback and then submit.

Instructors can raise the following flags: Assignment Concerns, Attendance Concern, In Danger of Failing, Low Participation, Low Quiz/Test Scores, and Never Attended. Instructors can add comments to provide students with additional information regarding their
progress. Comments are listed in the email message to students and all comments are disclosable by FERPA. Instructors should write comments to the students not about the students, as they are included in the students’ email message. Students receive an automated email message signed by their instructor for all raised flags and kudos, including the comments provided by their instructor.

Students are directed to follow-up with their instructor regarding all flags and to visit the appropriate office, such as Financial Aid, Veteran Affairs, Counseling, and/or Learning Assistance Services. Instructors are responsible for clearing the flags after concerns and appropriate resources have been discussed with their student.

D. Academic Alert

During the fifth week of each semester, instructors will receive directions for submitting academic alerts. Faculty must report all students earning a grade below C, so academic advisors can counsel with students to determine steps toward academic success.

E. 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 Vice President:

- 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 and Records 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.

F. Non-Attendance Policy

During the add/drop period or first two weeks of the course, 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.

G. Instructor-Initiated Withdrawal Policy

After the third week of a course and until the 60 % mark (last day to withdraw and receive a “W”), the instructor can use the Instructor Initiated Withdrawal Policy as outlined in the College Catalog and Student Handbook, page ______... A student who misses more than twice the number of weekly meetings of a course and is unsatisfactorily progressing (U, W, or F) can be withdrawn by the instructor by completing the Instructor Initiated Withdrawal form and submitting it to the Admissions office. Students can request re-entry into the course. Re-entry must be approved by the instructor. If the instructor utilizes this policy, it must be included in the course syllabus.

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 Success or the appropriate academic dean, approved by the Vice President of Instruction and Student Development, and a copy of the documentation placed in the student's academic file.

A grade of “W” or 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 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 criteria that includes 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 requires that many VCCS colleges, including WCC, must follow the following:

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 and Records Office (“Non-Attendance Form”). The reporting should be done by the end of the week following the last day of drop/add (“See Non-Attendance Form”).

3. For the remainder of the semester, each faculty must review attendance records regularly and fill out an Instructor- Initiated withdrawal form when the number of absences warrants withdrawal for nonattendance, i.e. number of absences equals or exceeds twice weekly meetings and the student grade at the time of the last absence is a “U,” “D,”, or “F.” List the last date of attendance on the form. The faculty must submit the form to the Admissions and Records 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, such as completing an introductory assignment.

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

H. Posting of Grades by Faculty

The public posting of grades is prohibited.

I. 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 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 dean in advance of the date of early dismissal.

B. Textbooks
The required textbook designated by the appropriate division must be utilized for instructional purposes. All sections of a particular class must utilize the same textbook. The instructor’s copy of the text can be obtained through the Dean. Adjunct instructors must return these copies to the appropriate Dean 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>101 Smyth Hall</td>
<td>(276) 223-4743</td>
</tr>
<tr>
<td>Audio-Visual Department</td>
<td>127 Smyth Hall</td>
<td>(276) 223-4746</td>
</tr>
<tr>
<td>Distance Learning Department</td>
<td>136 Smyth Hall</td>
<td>(276) 223-4868</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>Bland Hall, Lower Level</td>
<td>(276) 223-4825</td>
</tr>
</tbody>
</table>

A. Faculty Library Services

On-Campus

The library is open 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.

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 for four weeks and audio-visual materials for two 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. For any reserve materials at all locations, please contact the Coordinator of Library Services for assistance.

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 the Crossroads Institute (limited services), and through the library homepage [http://www.wcc.vccs.edu/Library/](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 at 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 ext. 4955 from any campus phone or 276-223-4730 from off-
campus. 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) to equipment 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 unless the faculty member is teaching the following semester and approved by the Dean to continue equipment use.

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.

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 and the Wytheville Community College Public Information Office (223-4835).

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 the student provide documentation of his or her disability (and may be required for accommodation approval Appendix A p34).

The student must:

- Meet the admission requirements: application for admission; transcripts; and placement testing. If accommodations are needed for the placement test, the student must arrange services with the Disability Counselor prior to taking the test.
- Self-identify with the Disability Counselor in Student Services as soon as possible. It is best to self-identify prior to registering to allow for accommodations to be aligned prior to the start of courses.
- Arrange an appointment with the Disability 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) as soon as possible. It is recommended doing so well in advance of the start of classes to allow time for accommodations to be developed and for any assistive devices to be provided, changes to the classroom environment be made, etc.

• 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**

**Students With Disabilities:** Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Disability Counselor, at (276) 223-4754 to establish eligibility and coordinate reasonable accommodations as soon as possible.

WCC abides by the Americans with Disabilities Act (ADA), which 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 accommodations that 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. (If you are a student who would like to receive disability services, you will need to follow the procedures listed below.)

For further information regarding Blackboard accessibility: [http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx](http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx)

**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
- Bland Hall
- Smyth Hall
- Galax Hall
- Grayson Hall
- Fincastle Hall

   Student Services in Bland Hall
   Student Services Office
   Library/Student Services Office
   Nursing Office
   Workforce Development
   Room 205

**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)
    The Summit

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 re-
main 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 will send someone to the location of the injured/ill person. Student Services will also be responsible for notifying the family if necessary.
   - Notify Campus Police 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 Police  276-223-4713

Employees and work-study students are required to file an accident report form with the Human Resources Office or Campus Police 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/sites/default/files/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 the Team 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 the 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/Sec3.pdf).
VI. Logistics

A. Parking Regulations (Main campus)
On-campus parking facilities are provided for faculty, administration, staff, and students. No parking permit is required. Parking spots posted for particular patrons (i.e. dental patients, handicap, etc.) are not available for general parking.

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. Wytheville Community College Police will issue parking notices 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**

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossroads Regional Entrepreneurial Institute (CREI)</td>
<td>(276) 744-4974</td>
</tr>
<tr>
<td>The Summit</td>
<td>(276)</td>
</tr>
<tr>
<td>Wytheville Community College</td>
<td>(276) 223-4700 or 1-800-468-1195</td>
</tr>
</tbody>
</table>

**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 off-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 when appropriate.

C. Inclement Weather

WCC uses an alert system to notify students immediately of a crisis or emergency as well as college delays and closings. Use the link below to access Wytheville Community College Alert System page. After accessing, click the Red button to register.

Wytheville Community College Alert System page: [https://alert.wcc.vccs.edu/index.php?CCheck=1](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 and television stations throughout the service region. Regional site classes are not automatically cancelled when public school classes are cancelled. (See Appendix C on page 53 and the delayed class schedule on the college website: [http://www.wcc.vccs.edu/about/snowschedule.php](http://www.wcc.vccs.edu/about/snowschedule.php))

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

D. Use of Tobacco Products

The use of tobacco products is not permitted inside any Wytheville Community College building including the Crossroads Regional Entrepreneurial Institute and the Summit. Wytheville Community College is a smoke-free facility. See Wytheville Community College 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Department/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-Visual Materials</td>
<td>ITS HelpDesk <a href="mailto:HelpDesk@wcc.vccs.edu">HelpDesk@wcc.vccs.edu</a></td>
</tr>
<tr>
<td>Class Rosters</td>
<td>Admissions and Records ext. 4701</td>
</tr>
<tr>
<td>Contracts</td>
<td>Division Dean or Vice President see below</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Student Services ext. 4758</td>
</tr>
<tr>
<td>Desk Copies</td>
<td>Division Support Staff see below</td>
</tr>
<tr>
<td>Distance Learning/Blackboard</td>
<td>Distance Learning ext. 4868</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Payroll Office ext. 4870</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Librarian ext. 4742</td>
</tr>
</tbody>
</table>
VII. Coordinator Responsibilities

A. WCC Campus Administration

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

<table>
<thead>
<tr>
<th>Wytheville Community College Campus Police</th>
<th>Emergency</th>
<th>Office (276) 223-4713 Radio (276) 613-0131</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Records</td>
<td>Karen Alexander</td>
<td>(276) 223-4702</td>
</tr>
<tr>
<td>Payments/Maintenance/School Dude</td>
<td>Crystal Cregger</td>
<td>(276) 223-4762</td>
</tr>
<tr>
<td>Counseling</td>
<td>Renee Thomas</td>
<td>(276) 223-4752</td>
</tr>
<tr>
<td>Janitorial</td>
<td>Shonna Turner</td>
<td>(276) 223-4887</td>
</tr>
<tr>
<td>Business Office</td>
<td>Linda Catron</td>
<td>(276) 223-4782</td>
</tr>
<tr>
<td>Human Resources/Payroll</td>
<td>Malinda Eversole</td>
<td>(276) 223-4869</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Office</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------</td>
<td>------------</td>
</tr>
<tr>
<td>V.P. of Workforce</td>
<td>Vacant</td>
<td>(276) 223-4757</td>
</tr>
<tr>
<td>Dean of Transfer, Business &amp; Social Sciences</td>
<td>Leroy Hamilton</td>
<td>(276) 223-4729</td>
</tr>
<tr>
<td>Interim Dean of Health &amp; Occupational Programs</td>
<td>Jamie Edwards</td>
<td>(276) 223-4829</td>
</tr>
<tr>
<td>A/V Requests</td>
<td>ITS HelpDesk</td>
<td><a href="mailto:HelpDesk@wcc.vccs.edu">HelpDesk@wcc.vccs.edu</a></td>
</tr>
</tbody>
</table>
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: ________________________

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course No.</th>
<th>Section</th>
<th>Credits</th>
<th>Meeting Time(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 39069</td>
<td>Ex. ACC 212</td>
<td>Ex. 95</td>
<td>Ex. 3</td>
<td>Ex. 9:20 AM – 10:30 AM MW</td>
<td>Ex. Rm. 225 Carroll Hall</td>
</tr>
</tbody>
</table>

ADD

Total Credits Added

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) ___________________
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 _________________
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.

**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!*

**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.

Disability Counselor: __________________________ Date: ____________

Student: __________________________ Date: ____________
Instructor Initiated Withdrawal Form

I. WITHDRAWAL
The following student should be withdrawn for unsatisfactory attendance:

NAME:______________________________________________________________

Emplid (required): __________

<table>
<thead>
<tr>
<th>Course &amp; Number</th>
<th>Section</th>
<th>Number of Absences</th>
<th>Last Date of Attendance</th>
</tr>
</thead>
</table>

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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/](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.
This screen will appear. Type in the required information and click Search.

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.

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.
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.

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.
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.
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
SAILS

WCC’s Early Academic Alert & Connect System

Because Wytheville Community College cares about student success, it has implemented an early academic Alert system called SAILS (Student Assistance and Intervention for Learning Success). SAILS links students with a network of support at WCC that may include: faculty advisor, professors, and members of the Student Services staff.

Students and members from the student’s support network at WCC may get: email notices regarding how the student is doing in a course(s), referrals to individuals and staff at WCC for assistance, and appointment requests from the student’s support network. These notices will appear on the student’s SAILS account (accessible through the My Tools page after logging into the MY.WCC portal) and are also sent to student’s college issued email from faculty and staff at WCC. In addition, students can use SAILS to set up meetings with faculty and staff at WCC.

To access SAILS:
   - Log into My.WCC
   - From the list on the My Tools page click on SAILS

If assistance is needed using or accessing SAILS please contact Student Services located in Bland Hall Inside the ARC (Academic Resource Center) or call (276) 223-4754 or email sails@wcc.vccs.edu.
APPENDIX B

Sample Course Syllabus

1. Syllabus Outline Format

2. AST 236-95 Specialized Software Applications
Course Syllabus Format

A course syllabus, to be submitted to the Division Dean, is required for each course offered by the College. Many course syllabi 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 syllabi for each course offered in their Division.

Each course syllabi will include the following items:

1. Course title and number
2. Faculty member’s name and contact information
3. Course objectives
4. Appropriate textbooks and related material
5. Course content in outline form
6. Course requirements, i.e., papers, exams, special projects
7. Grading scale and information
8. Course assessments and evaluations
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.

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

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


• From the Lecture Hall, be sure the 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 you 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: dfender@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 Study
  Once 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
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

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 12
Last Day to Add without Instructor Approval............................ January 16
Martin Luther King, Jr. Holiday (College Closed) ................................ January 19
Last Day to Add/Drop Classes and Receive Refund............................ January 27
Advising for Summer/Fall sessions .................................................. March 17
Early Registration for Summer ....................................................... March 17
Last Day to Drop w/o Penalty & Receive Grade of W .......................... March 19
Spring Break ......................................................... March 23 - 27
Early Registration for Fall ......................................................... April 1
Classes End .......................................................... May 4
Exams .......................................................... May 5 –11
Graduation .......................................................... May 15

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 during the add/drop period must be dropped by the instructor during the week following the last day to add a class. (See Non-Attendance Form) 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. (See Non-Attendance Form)
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. Anyone 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, a 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 Main Phone Line at 223-4700 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**

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>Snow Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15</td>
<td>10:00 – 11:00</td>
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<tr>
<td>9:30- 10:45</td>
<td>11:15 – 12:15</td>
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<td>11:00 – 12:15</td>
<td>12:30 – 1:30</td>
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<td>3:30 – 4:45</td>
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**Tuesday - Thursday**

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>Snow Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15</td>
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<td>2:00 – 3:15</td>
<td>2:40 – 3:40</td>
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<tr>
<td>3:30 – 4:45</td>
<td>3:45 – 4:45</td>
</tr>
</tbody>
</table>

**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.*
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues, Jan 18</td>
<td>Ch. 1 due</td>
</tr>
<tr>
<td>Tues, Jan. 25</td>
<td>Ch. 2 due</td>
</tr>
<tr>
<td>Tues, Feb 1</td>
<td>Ch. 3 due</td>
</tr>
<tr>
<td>Tues, Feb 8</td>
<td>Ch. 4 due</td>
</tr>
<tr>
<td>Thurs, Feb 10</td>
<td>Level 1, Unit 1 Assessments due</td>
</tr>
<tr>
<td>Tues, Feb 15</td>
<td>Ch. 5 due</td>
</tr>
<tr>
<td>Tues, Feb 22</td>
<td>Ch. 6 due</td>
</tr>
<tr>
<td>Tues, Mar 1</td>
<td>Ch. 7 due</td>
</tr>
<tr>
<td>Tues, Mar 8</td>
<td>Ch. 8 due</td>
</tr>
<tr>
<td>Thurs, Mar 10</td>
<td>Level 1, Unit 2 Assessments due.</td>
</tr>
<tr>
<td></td>
<td>TEST 1 – Chapters 1 – 8 (Level 1)</td>
</tr>
<tr>
<td></td>
<td>SPRING BREAK – MARCH 14 – 18</td>
</tr>
<tr>
<td>Thurs, Mar 24</td>
<td>Level 2, Ch. 1 due</td>
</tr>
<tr>
<td>Thurs, Mar 31</td>
<td>Level 2, Ch. 2 due</td>
</tr>
<tr>
<td>Thurs, Apr 7</td>
<td>Level 2, Ch. 3 due</td>
</tr>
<tr>
<td>Thurs, Apr 14</td>
<td>Level 2, Ch. 4 due</td>
</tr>
<tr>
<td>Thurs, Apr 21</td>
<td>Level 2, Unit 1 Assessments due.</td>
</tr>
<tr>
<td>Thurs, Apr 28</td>
<td>Level 2, Ch. 8 due</td>
</tr>
<tr>
<td>May 3 – 9</td>
<td>Exam Week</td>
</tr>
</tbody>
</table>

**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

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

### Television Station

<table>
<thead>
<tr>
<th>Television Station</th>
<th>Location</th>
<th>Channel #</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCYB</td>
<td>Bristol, VA</td>
<td>5</td>
</tr>
<tr>
<td>WDBJ</td>
<td>Roanoke</td>
<td>7</td>
</tr>
<tr>
<td>WSLS</td>
<td>Roanoke</td>
<td>10</td>
</tr>
<tr>
<td>WVVA</td>
<td>Bluefield, VA</td>
<td>6</td>
</tr>
</tbody>
</table>
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 unless specifically canceled.
Saturday – All classes will begin as noted belos.

Delayed Class Schedule

<table>
<thead>
<tr>
<th>Monday/Wednesday</th>
<th>Tuesday/Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Schedule</strong></td>
<td><strong>Delayed Schedule</strong></td>
<td><strong>Regular Schedule</strong></td>
</tr>
<tr>
<td>8:00 - 9:15 AM</td>
<td>10:00 - 11:00 AM</td>
<td>8:00 - 9:15 AM</td>
</tr>
<tr>
<td>9:30 - 10:45 AM</td>
<td>11:15 AM - 12:15 PM</td>
<td>9:30 - 10:45 AM</td>
</tr>
<tr>
<td>11:00 AM - 12:15 PM</td>
<td>12:30 - 1:30 PM</td>
<td>11:00 AM - 12:15 PM</td>
</tr>
<tr>
<td>2:00 - 3:15 PM</td>
<td>2:40 - 3:40 PM</td>
<td>2:00 - 3:15 PM</td>
</tr>
<tr>
<td>3:30 - 4:45PM</td>
<td>3:45 - 4:45PM</td>
<td>3:30 - 4:45PM</td>
</tr>
</tbody>
</table>
Appendix D

WCC 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

**2015-2016 Wytheville Community College Board Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Roger Thompson, Chair</td>
<td>Bland County</td>
</tr>
<tr>
<td>Mr. John “Robbie” Doyle, Vice Chair</td>
<td>Smyth County</td>
</tr>
<tr>
<td>Dr. Walter Barton</td>
<td>Wythe County</td>
</tr>
<tr>
<td>Mr. Charles Clatterbuck</td>
<td>Smyth County</td>
</tr>
<tr>
<td>Mr. Dick Dalton</td>
<td>Carroll County</td>
</tr>
<tr>
<td>Mr. Jerry Hurt</td>
<td>Wythe County</td>
</tr>
<tr>
<td>Mr. Travis Jackson</td>
<td>Wythe County</td>
</tr>
<tr>
<td>Dr. Oliver McBride</td>
<td>Carroll County</td>
</tr>
<tr>
<td>Mr. Danny McDaniel</td>
<td>Wythe County</td>
</tr>
<tr>
<td>Mrs. Janet Nuckolls</td>
<td>City of Galax</td>
</tr>
<tr>
<td>Mr. Charles Smith</td>
<td>Grayson County</td>
</tr>
<tr>
<td>Mr. Phylip Snapp</td>
<td>Wythe County</td>
</tr>
<tr>
<td>Mr. Robert “Robby” Wingate</td>
<td>Grayson County</td>
</tr>
</tbody>
</table>
2015—2016 State Board for Virginia Community Colleges

Idalia P. Fernandez, Chair
Centreville, Virginia

James Cuthbertson, Vice Chair
Glen Allen, VA

LaVonne Ellis
Chesapeake, VA

Douglas M. Garcia
Fairfax, VA

Eleanor Saslaw
Springfield, VA

Michael J. Schewel
Richmond, VA

Carolyn Berkowitz
Burke, VA

William C. Hall, Jr.
Richmond, VA

Robin Sullenburger
Harrisonburg, VA

Thomas Brewster
Falls Mills, VA

David Nutter
Blacksburg, VA

Michael Zajur
Midlothian, VA

Benita Thompson Byas
Reston, VA

Catherine Reynolds
McLean, VA

Glenn DuBois, Secretary
Virginia Community College System
Richmond, VA

Darrren Conner
Callands, VA
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.


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 Development. 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 F

School Dude Instructions
Quick Step Guide for WCC HelpDesk Requesters

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

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.

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

**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:


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