



Faculty Resource Handbook

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Version I

Respect • Responsibility • Reality



Monroe Community College

STATE UNIVERSITY OF NEW YORK

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Part I: Welcome

Message from the Provost and Vice President, Academic Services

Dear Faculty,

Welcome to Monroe Community College! The continuing faculty and staff are pleased that you will be joining us as part of college community grounded in strong academic credentials and a long-standing dedication to teaching and learning. Student success is at the center of MCC's commitment to our students and is the driving force behind every decision that we make.

Monroe Community College is a dynamic learning community where access, excellence, and leadership are the College's hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional, and individual success within a local and global context. The College serves as a catalyst for innovation, economic development, lifelong learning, and civic engagement.

Monroe Community College is one of the most recognized community colleges in the nation, known for the innovation and quality of its academic programs and the commitment of its faculty. MCC is a member of the League for Innovation in the Community College. The League provides direction and leadership for experimentation and innovation in two-year colleges. Its members are recognized as the best community colleges in the United States and Canada.

The Division of Academic Services is comprised of 17 academic departments, 280 full-time and 623 part-time faculty, as well as 109 non-teaching professionals and support staff. Our single goal is to support and guide our students as they transform their lives through education. We offer over 80 academic programs and are responsible for credit and non-credit programming for well over 35,000 students annually.

We hope you find this handbook of resources, procedures, and ideas useful. We also invite you to meet and talk with the faculty and administrators in your area, and to take advantage of the extensive resources we have in our Teaching and Creativity Center.

As you join the MCC community, we are eager to also learn from and collaborate with you as we work together to strengthen the learning experiences for our students. They are our communities' future working professionals and engaged citizens. We hope you will soon come to share our sense of pride that we work at a college so fully committed to student success.

Serving as your Provost, I would like to personally extend my warmest welcome to you. I hope you have a wonderful experience at Monroe Community College, and I extend my best wishes for a rewarding and successful semester.



Andrea C. Wade, Ph.D.
Provost and Vice President, Academic Services

Academic Services Function Chart

The [Academic Services Organizational Chart](#) is accessible online via the Academic Services website.

Core Values and Honor Code

Civility: Our Community's Core Values

We, the students, faculty, staff, and administration of Monroe Community College, are committed to core values that include:

- creating an environment where we value and respect each other;
- promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- embracing responsibility, honesty, integrity, and courtesy;
- respecting the dignity, rights, and freedoms of every community member;
- respecting the intellectual and physical property of others; and
- respecting college property including both public and private spaces.

We, as a community of learners, are affirming these core values to guide our actions and behaviors.

Honor Code

We the students, faculty, staff, and administration of Monroe Community College, affirm the importance of an academic code of conduct. At MCC, we believe that each of us commands the knowledge, skills, judgement, and wisdom necessary to function in an honorable manner; we must hold ourselves to high standards in order to maintain our collective and individual commitment to academic excellence.

Every member of the MCC community has the responsibility and authority to challenge and bring to light any indication of academic dishonesty. It is also essential that students, faculty, staff, and administration actively commit to these College policies regarding the academic code of conduct.

Any time we fall short of our academic conduct goals, or we knowingly allow others to do so through plagiarism, cheating, unauthorized collaboration, fabrication of research or other forms of academic dishonesty, we have done a disservice to our fellow students, faculty, staff, and administrators. All members of the MCC community are expected to exemplify honesty and ethical behavior in their dealings with academic pursuits.

Part II: Introduction

The Faculty Resource Handbook

The Faculty Resource Handbook is designed to serve three purposes:

1. Provide you with information about MCC that will assist you in meeting your professional goals and serving our students.
2. Raise your awareness of important roles, responsibilities, and issues.
3. Offer you general information and refer you to the appropriate individuals, printed documents, and websites that give more detailed explanations.

In addition to this handbook, it is recommended that you familiarize yourself with the following resources:

- The current [MCC College Catalog](#), especially the:
 - Academic Calendar
 - Academic Information
 - Academic Programs
 - Admissions
 - Athletic and Recreation Programs
 - College Personnel
 - Course Descriptions
 - Financial Information/Aid
 - Registration
 - Regulations and Policies
 - Student Organizations and Co-Curricular Activities
 - Student Services
- The College website www.monroecc.edu, especially the:
 - [Faculty Association Contract](#)
 - [Faculty Association Bylaws](#)
 - [College Organizational Charts](#)
- The College network's M:\Drive.
- Brochures available in the Admissions Office at the Brighton Campus.
- Resources available through your [Academic Department](#), including the Policy Handbook.
- Department chair, who can be an excellent resource and strong advocate for you. Feel free at any time to discuss any questions or concerns with your department chair, tenure chair, or mentor, or, in the case of adjuncts, the adjunct coordinator or chair. They all are fellow faculty, willing to help you in any way they can. They are eager to be of assistance in answering questions and directing you to other sources of information.

About Monroe Community College

Mission

Monroe Community College is a dynamic learning community where access, excellence, and leadership are the College's hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional, and individual success within a local and global context. The College serves as a catalyst for innovation, economic development, lifelong learning, and civic engagement.

History

MCC was founded in 1961 as part of a statewide system of two-year institutions designed to provide technical, para-professional and university-parallel education. Today, MCC is one of 30 community colleges within the State University of New York (SUNY). SUNY community colleges are financed by New York state, student tuition and local government sponsor. MCC's local sponsor is the Monroe County Legislature.

The first students—a class of 720—entered MCC in September 1962. They were taught by 36 full-time faculty members. The College's first campus was located at 410 Alexander Street, in the former East High School. In June 1968, MCC moved to 1000 East Henrietta Road. The College opened its Damon City Campus, located at Main Street and Clinton Avenue, in January 1992.

Philosophy and Purpose

Monroe Community College is a teaching institution, a college that has developed in response to community needs.

Providing the best possible educational opportunities to all students is the first priority of the College. MCC offers a wide variety of unique opportunities in preparation for further study, career education, student support, developmental education, non-traditional education and part-time study.

Location

Rochester is the third largest city in New York State and the seat of Monroe County. The city is located on the Genesee River near its outlet to Lake Ontario.

The region is rich in educational and cultural resources. Area educational institutions include the University of Rochester (and its celebrated Eastman School of Music), Rochester Institute of Technology, St. John Fisher College, Nazareth College, and Roberts Wesleyan College. The State University College at Brockport and Geneseo are within community distance.

Rochester is home to the Rochester Philharmonic Orchestra, Strasenburgh Planetarium, and Rochester Museum and Science Center; to an eclectic collection of memorabilia at the Strong Museum; and to the International Museum of Photography at the George Eastman House.

Accreditation

Monroe Community College is accredited by the Middle States Commission on Higher Education. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Curricula are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees, as well as certificates, as established by the Board of Regents of the University of the State of New York. All curricula are approved by the New York State Department of Education for the training of veterans and other eligible persons under Public Law 634 (Children of Deceased Veterans), Public Law 894 (Disabled Veterans), Public Law 89-358 (Veterans Administration Readjustment Benefits of 1966) and Public Law 93-508 (Vietnam Era Veterans' Readjustment Act of 1974). See specific individual accredited programs listed under Programs of Study in the College Catalog.

Assessment

MCC engages in a shared collaborative assessment process, including both student learning and institutional effectiveness. The College promotes this sustained effort

in order to gauge the effectiveness of the general education program, to refine the relevance of all certificates and degree programs, and to examine how well support services contribute to student success. In order to achieve these results, MCC partners with four-year transfer institutions, prospective employers, specialized accrediting bodies, community leaders, and program advisory boards. MCC's approach to assessment is endorsed by the State University of New York and by the Middle States Commission on Higher Education.

Funding

When Monroe Community College was established more than 50 years ago as a public college, the founders launched a true partnership with the State University of New York, the County of Monroe and prospective students (via tuition) to cover the College's operating costs. Two decades later, MCC's leader had the foresight to recognize that other partners were needed if MCC was going to meet the growing needs of the community: private philanthropists. To achieve a standard of educational excellence and secure the College's future, the Monroe Community College Foundation was established in 1983 to build a cultural awareness of the importance of private philanthropy towards public higher education.

Since then, our community has worked tirelessly to build what

is now one of the country's premier community colleges, supported by a foundation that is nationally recognized for its effectiveness and efficiency.

The MCC Foundation is a 501(c)(3) institutionally-related foundation with its own board of directors – operating independently from the College, which is governed by its own board of trustees.

While MCC provides access to high quality education and training programs, the MCC Foundation provides a means for donors, friends, and volunteers to support the mission of the College and the success of its students.

Student scholarships and employee innovation grants demonstrate our community's commitment to the potential of MCC students and the talented faculty and staff who serve their educational needs.

Supporters of the MCC Foundation bring the dream of a college degree within reach for many in our community and enable MCC to deliver hope to our collective future.

Those wishing to contribute are encouraged to contact the Foundation Office at 585-262-1500 or by email at mccf@monroecc.edu.

Diversity

MCC is an academic community made up of individuals who reflect differences in color, culture, ethnicity, gender, nationality, physical ability, race, religion, sexual orientation, and skill.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with creative energy that comes when we learn from each other.

Valuing diversity requires that we all be willing to respect and attempt to understand the full range of thought and feelings of others' views. To achieve this dialogue, we strive to maintain open and unprejudiced minds, we suspend our final judgement, and seek to enter into others' views and knowledge. The MCC community supports learning and activities that enhance our knowledge, awareness, and appreciation of diversity

Campus Information and Locations

[Brighton Campus](#)

1000 East Henrietta Road
Rochester, NY 14623
Phone: 585-292-2000
Hours:
Monday-Saturday 6:00 a.m. - 12:00 a.m.

The Brighton campus consists of fourteen inter-connected academic buildings, a childcare center, residence halls, and a privately operated Bill Gray's Regional Iceplex.

[Damon City Campus](#)

228 East Main Street
Rochester, NY 14604
Phone: 585-262-1600
Hours:
4th floor entrance:
Monday-Thursday 7:00 a.m. - 10:00 p.m.
Friday 7:00 a.m. - 5:00 p.m.
Saturday 8:00 a.m. - 4:00 p.m.
5th floor entrance:
Monday-Friday ONLY 7:30 a.m. - 3:30 p.m.
After 3:30 p.m. and on weekends, students and visitors must enter the campus via the 4th floor entrance. Faculty and staff may access the 5th floor using card access.

The Damon City Campus houses the Education, Law and Criminal Justice, and Human Services Departments; some Liberal Arts faculty, programming; Service-Learning, Pre-Collegiate Programs, Rochester AmeriCorps, and the MCC Foundation.

[Applied Technologies Center](#)

2485 West Henrietta Road
Rochester, NY 14623
Phone: 585-292-3700
Hours:
Monday-Friday 8:00 a.m. - 10:00 p.m.

The Applied Technologies Center is a 53,000 square foot facility, which houses the Heating, Ventilation, and Air Conditioning Program, the Precision Tooling and Machine Program, and the Automotive Technologies Program.

[Economic & Workforce Development Center](#)

1057 East Henrietta Rd.
Rochester, NY 14623
Phone: 585-292-3770
Hours:
Monday-Friday 8:45 a.m. - 4:45 p.m.

The Economic & Workforce Development Center includes the MCC Corporate College; Workforce Development; Strategic Resource Development and Grant Management, TAAACCT Office, P-TECH Office, and the Office of the Vice President, Economic Development and Innovative Workforce Services.

[Public Safety Training Facility](#)

1190 Scottsville Road
Rochester, NY 14624
Phone: 585-753-3800
Hours:
Monday-Sunday 7:00 a.m. - 11:00 p.m.

The Public Safety Training Facility (PSTF) serves as a training complex for public safety providers.

For a detailed description of the College campus locations and their purpose, see the [MCC College Catalog](#) or [About MCC Campuses](#).

College Emergency Procedures

Emergency situations such as medical emergencies, active threats to the community, injury accidents, property damage or chemical spills must be reported immediately to the Department of Public Safety.

For the Brighton Campus, Applied Technologies Center, and Economic & Workforce Development Center, emergencies must be reported to the MCC Public Safety Dispatcher by dialing 585-292-2911, or extension 2911 from any campus telephone. In addition, there are emergency telephones located in hallways throughout the Brighton Campus. Please familiarize yourself with the location of the newest emergency telephone (wall phone or silver box with a red button) in proximity to your classroom. Public Safety may also be contacted by using a “Blue Light” emergency telephone located in various locations on the Brighton campus grounds (see [Brighton Campus Map](#)). For the Damon City Campus, the Public Safety emergency number is 585-262-1414, or extension 1414 from any campus telephone.

The Brighton Campus, Applied Technologies Center, Workforce Development Offices, and the Damon City Campus are all equipped with a Cisco Voice Over IP (VoIP) communications system. In the event of an emergency, office telephones can be used to display on screen alerts, as well as issue audible instructions to inform the campus community.

College Closing Information

If the College closes due to bad weather or other emergency, an announcement will be posted on the MCC website and social media pages (Facebook - <https://www.facebook.com/MonroeCC> or Twitter - <https://twitter.com/monroecc>), via MCC Alert, and released to local radio and television stations. Please help avoid overloading telephone lines by going online or tuning in to the local news media.

Please note, if the college closes, then MCC Corporate College/Workforce Development Center is also closed.

For further information on College Closing/Cancellation of Classes, see the College Closing/Cancellation of Classes section in the [MCC College Catalog: Regulations and Policies](#).

Part III: Campus Resources, Policies, and Procedures

This section provides a variety of information to help you to meet your faculty responsibilities. Some of the topics pertain to faculty obligations and requirements; some pertain to student rules and regulations; and some cover general College information, all of which will be useful to both you and your students. Topics are arranged in alphabetical order.

Academic Assessment

Academic assessment at Monroe Community College is a faculty-owned process framed by collaborative oversight shared by the Faculty Senate and the leadership of Academic Services. Assessment activities undertaken by the teaching faculty include: a) assessment of courses for general education; b) assessment of courses and programs in support of program evaluation; and c) assessment of courses serving dual and/or multiple purposes (examples include, but are not limited to, the evaluation of distance education, the assessment of experiential education, the evaluation of Writing Across the Curriculum, and the assessment of dual enrollment courses). Academic assessment projects at MCC occur on regularly-scheduled cycles, which are published on the College's [Academic Assessment](#) website. For further information on academic assessment, see [Academic Assessment](#) on the M Drive.

Academic Calendar

The [Academic Calendar](#) includes important information that you will need each semester, including the dates classes begin and end, dates the College is closed, drop/add deadlines, deadlines for student withdrawals, and dates of final examination periods. Instructors teaching at extension sites must coordinate the College calendar with the institution or agency involved. The extension site calendar takes precedence over the MCC calendar.

Academic Freedom

The Board of Trustees and the Faculty Association have agreed that the 1940 statement of the American Association of University Professors (AAUP) on Academic Freedom and Tenure, and subsequent approved interpretive comments (1970) will be used for deliberations and actions pertaining to academic freedom and tenure at Monroe Community College.

The Faculty Senate By-Laws, Article III, state that they will “take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.”

Academic Grievance Procedures

Academic grievances are complaints by students against a teacher. They may be filed on the grounds that either the rights and freedoms of the student in the classroom, as described in the **Joint Statement on Rights and Freedoms of Students** section (see separate entry), have been violated, or any of the academic regulations of the College have been violated, misinterpreted, or inequitably applied. For specific definitions, procedures, and time restrictions, see the Rights & Freedoms of Students section in the [MCC College Catalog: Regulations and Policies](#).

Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism. Due to possible legal implications, it may be helpful to review suspected violations with the department chair prior to taking action.

For further information on Academic Honesty, definitions of cheating and plagiarism, disciplinary actions including due process requirement, and procedures for appeal, see the Academic Honesty section in the [MCC College Catalog: Regulations and Policies](#).

Academic Support Services

The Academic Support Services Department offers a full complement of high-quality support systems to strengthen academic skills and enrich educational opportunities of MCC students.

Support Services include:

- Personal Counseling
- Academic, Career, Financial Aid, and Transfer Advisement
- Cross-Cultural Counseling
- College Survival and Enrichment Workshops
- Tutoring (Brighton and Damon City Campus Writing Centers, Academic Foundations Learning Center, ESOL/Transitional Studies Mastery Lab, and specialized tutorials at the Applied Technologies Center)
- Instructional support and resources to assist faculty

For further information on academic support services available, see [Division of Academic Foundations](#).

Accommodations for Students with Disabilities

Monroe Community College provides a mainstreamed learning environment for students who identify themselves with a disability to the Services for Students with Disabilities (SSD) office. Students must be able to function independently, are responsible for informing the College of their individual needs, and must provide the appropriate documentation for services. Reasonable accommodations are then made available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College.

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Each student is responsible for requesting and verifying the need for appropriate accommodations. The intent of reasonable accommodations is to provide all students with the same opportunities for success and mastery of academic skills. Any and all information received by the College regarding an individual's disability is strictly confidential. Students should allow sufficient time to obtain services from the College. All requests for accommodations should be made as early as possible, at least 30 days in advance of the need. Later requests may result in a

delay of receiving accommodations. Accommodations may include extended time on tests, alternate test location, enlarged font on handouts, access to class notes, special furniture/equipment requests in classroom, the use of assistive technology, and interpreting services.

All requests for disability services, including Deaf or Hard of Hearing accommodations, on the Brighton Campus should be directed to the Services for Students with Disabilities office, located in Building 1, Room 231 (585-292-2140) or on the Damon Campus to the Student Services Center, located on the 5th Floor, Room 252 (585-262-1752).

After registering with the SSD office and meeting with a counselor for an intake appointment, the student will receive an Accommodation letter via e-mail for each of his/her registered courses. It is the student's responsibility to distribute the Accommodation letters to his/her professors. Students are strongly encouraged to speak to each professor to discuss individual accommodations, learning strengths, and learning challenges. Students that do not provide their instructor with an Accommodation letter are not eligible to receive accommodations.

Scheduling Exams in the SSD Testing Center

The Brighton SSD Testing Center is located in Building 1-231 and the Damon City Campus SSD Testing Center is located in the Student Services Center (Floor 5-252).

Student Responsibility

Students must sign up for tests well in advance of the scheduled exam date. Tests should be scheduled at the same time as the class, unless there is an extenuating circumstance. At the time of sign-up, students must request specific approved accommodations (i.e., Reader, Scribe, etc.) they plan to use while testing. Students must be on time for all testing appointments.

Faculty Responsibility

Faculty is not allowed to schedule an exam for a student in the SSD testing center. Professors are only responsible for delivering the exam to the SSD testing center prior to the scheduled exam start time. For further information on guidelines and procedures for students with disabilities, see the Services for Students with Disabilities section in the [MCC College Catalog: Regulations & Policies](#) or the [Services for Students with Disabilities](#) website.

ACCUPLACER

The College's placement test (ACCUPLACER) is a computer-based program delivered via the Internet. Testing aids academic success by revealing each prospective student's skill level in English and Mathematics so that they may be placed in appropriate courses. Students will begin classes at a level where they are most likely to succeed. Students may be tested at either the Brighton or Damon City Campuses, or in some cases, if the student lives more than 60 miles away from MCC, at a pre-approved off-campus site.

For further information, see the Entering Student Placement Testing section in the [MCC College Catalog: Regulations and Policies](#) or the [Placement Testing](#) website.

Admissions

Building 1, Room 211

585-292-2200

Hours: Monday – Friday, 8:45 a.m. - 4:45 p.m.

www.monroecc.edu/admissions

The Admissions Office is dedicated to recruiting and enrolling students. They work closely with high schools, community groups, advocacy centers and other constituents to assist students in enrolling at MCC. Prospective students are offered opportunities to attend on and off campus information sessions, campus tours, special events, or individual appointments throughout the year. The Admissions Office annually hosts the College Wide Open House each fall, and an Admitted Student Reception each spring. Other special events include Adult Information Sessions, Summer Preview Days, and a High School Counselor Workshop. The Admissions staff travels extensively throughout the year to area high schools, BOCES, community groups, and local and national college fairs to meet with interested students.

The Admissions Office works with each individual applicant to ensure the appropriate starting point as they begin pursuing their educational goals. The term “Open Door” is occasionally used, but provides an incorrect impression because applicants do have to meet minimum standards to be admitted. For further information on Admissions or the application process, see the Admissions section in the [MCC College Catalog: General Information](#) or the [Admissions](#) website.

Administrative Systems

Banner is the College’s administrative computer system integrating student, financial, human resources, financial aid, and alumni information and can be accessed via [myMCC](#). Examples of services available through the Faculty tab in [myMCC](#) include the ability to view class lists, review course assignments, and submit attendance and final grades. For more information, see the [myMCC](#) entry.

New faculty members will receive a letter notifying them of their Banner ID and PIN number that will be required to access the Banner system. For one-on-one or group training, please contact Betsy Ripton in the Registration & Records Office. Training videos and documentation can be accessed in [myMCC](#) via the Faculty tab, Faculty Resources channel.

Banner Employee Self-Service

Banner Employee Self-Service provides online access to employee data housed in Banner and can be accessed from the Banner tab of the [myMCC](#) employee portal. Currently faculty can log into [myMCC](#) to access the following information via the Banner tab, Banner Access Menu, Banner Self-Service link:

- Personal Information, where you can update your personal and emergency contact information and marital status; review name or social security number change information; and change your Banner Self-Service PIN.
- Employee Information, where you can view your employee pay stub and leave balances, benefits and deductions data, and W2 and W4 data, is available in [myMCC](#) via the Self-Service link, Employee tab.

- Teaching Faculty Leave Reporting – Record sick or personal time used each month in [myMCC](#) via the Banner tab, Time Reporting channel.

Banner Faculty Self-Service

Banner Faculty Self-Service provides online access to master schedule and registration data housed in Banner. Currently faculty can log into [myMCC](#) to access information and perform a number of advisement and administrative tasks via the Faculty tab including:

- view class lists
- review course assignments
- submit attendance
- send warning letters
- assign final grades
- register students

M Number

The Banner system automatically assigns an M Number to each individual. The M Number is used in place of the individual's social security number. Your M Number consists of a capital "M" followed by eight digits—e.g. M00000001. You currently can find your M Number on your MCC Photo ID, pay stub or direct deposit statement.

Please contact the Human Resources office if you have any questions about your M Number or 585-292-TECH (8324) for assistance with your Banner PIN number.

Advisement and Graduation Services

Advisement and Graduation Services works in collaboration with various departments on campus to deliver multi-faceted advising services.

Academic Advising services include:

- Academic Planning
- Advising
- Course Information
- Dropping and Adding Courses
- Degree Works – The Graduation Planning System
- Major Change Advisement and Procedures
- FACE (Financial Aid Course Eligibility) Compliance
- Registration Assistance
- Course Selection
- Transfer Information and Planning
- 2 + 2 Information
- e-Advisor

Graduation Services include:

- Updating Degree Works audits
- Processing substitution waiver forms
- Overseeing the suspension and probation process
- Certification of graduates
- Commencement information

Advising Locations and Hours

Brighton Campus Advisement Center

Building 1, Room 231

585-292-2400

Hours during the academic year:

Monday – Friday 9:00 a.m. - 4:30 p.m.

Damon City Campus Advisement Center

4th Floor, Room 4008

585-262-1727

Hours during the academic year:

Monday, Tuesday, Thursday 10:00 a.m. - 2:00 p.m.

Wednesday, Friday 10:00 a.m. - 1:00 p.m.

Academic Advising Web Site

The Academic Advising web page is dedicated to Academic Policies and Information, Roles and Responsibilities, Advising Information for Faculty, Advisement and Registration, Graduation and Transfer, Choosing a Major, and FAQs.

For further information, see [Academic Advisement](#).

Academic Advising Requirement

Each full-time teaching faculty member is required to perform thirty hours of planned, formal advisement per academic year. Teaching faculty who do not participate in the formal, planned, and approved advisement activities must meet their advisement responsibility by teaching one additional faculty contact hour per fifteen hours of advisement.

Approved activities include:

- Advisement sessions with students at times other than class or office hours.
- Assisting at PARs (Program Advisement and Registration).
- Departmental group advisement sessions.
- Participation in formal training offered by the College related to academic advisement.
- Advising in either the Brighton or the Damon City Campus Academic Advisement Centers.
- Consult your department chair for other options.

(ADV) Enriching Advisement: Workshop Series

Enriching Advisement Workshop Series was designed to provide an on-going series of workshops on a variety of advisement topics, with professional counselors, advisors, and administrators serving as the workshop instructors. The series was developed integrating conceptual, informational, theoretical, and relational advising aspects. The workshops address diverse training needs, and can enhance the skills of beginners through very experienced academic advisors. By attending various workshops, faculty and staff learn not only about the advising process and about the tools needed to advise effectively, but they also learn the theories that support these processes. The offerings are scheduled at a variety of times, on

both the Brighton and Damon City campuses, to accommodate faculty and staff's busy schedules.

For further information on workshops, or for a complete list of courses, descriptions, and offerings, see [Enriching Advisement: Workshop Series](#) or contact Michele Vitale at mvitale@monroecc.edu.

Annual Faculty Development Report

In accordance with the Faculty Contract, faculty are required to complete an Annual Faculty Development Report (AFDR) each June that summarizes their work for the academic year. This information, which becomes a part of your official personnel file, will help you keep track of your own accomplishments and will help your department and the administration as they evaluate you for retention and promotion purposes. See **Appendix A** for a sample AFDR.

Attendance Policy

"Prompt and regular attendance at all class and laboratory sessions is expected." To clarify expectations of students, Course Information Sheets should clearly state the attendance policy, including how absences and tardiness are handled. Course Information Sheets should also clearly state the policy on course withdrawals.

Absence of Students from Class

Due to Illness

Students should contact their faculty members promptly for any absence from class due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of an extended absence due to illness or injury greater than seven days with physician documentation.

Due to Military Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran's Certifying Official in the Counseling Center and Veteran Services office. Orders will be evaluated and must reflect activation dates that are concurrent with the student's absence. Courses may be dropped and tuition and fees reduced accordingly, but only with the required documentation.

Due to Religious Beliefs

Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty to make available to each student who is absent an equivalent opportunity to make up any examination, study, or work requirements that the student may have missed.

Attendance Recording

Faculty are required to take attendance at each class (including participation in SLN courses), and retain those attendance records for six years. You need to select a system of indicating students who are present and students who are absent. The College regularly provides class

rosters that list all currently registered students, including those who may have been withdrawn from the class. These may be useful in recording daily attendance.

In addition to recording daily class attendance, once each semester you will be required by Registration and Records to report information about student attendance for each course you teach. It is critically important for College funding that you submit this information in a timely manner. Accurate attendance collection can save the College thousands of dollars by ensuring that we only distribute financial aid to students who qualify to receive funding. You may submit this information on the Banner Faculty Self-Service attendance screens. See **Attendance Drop Process** entry for additional information.

Attendance Recording Process

- A reminder is sent to you by Registration and Records shortly before the semester census date (typically at the end of the third week of classes).
- To record attendance: log into [myMCC](#); select the Banner tab; under the Banner Access Menu channel, select Banner Self-Service; select the Faculty Services tab; select “Attendance, Withdrawals and Final Grades.”
- Training videos are available on the MCC website detailing how to submit attendance verification.

For assistance with the attendance recording process, please contact Registration and Records at 585-292-2300. For technical assistance with Banner Self-Service, please contact the Technology Support Center at 585-292-TECH (8324).

Attendance Reinstatement

To correct an error made in previously reporting a student’s attendance, send an e-mail to registration@monroecc.edu. Include the student’s name, M number and the course in which to re-register the student. For any other attendance corrections, please contact [Registration and Records](#) at 585-292-2300.

Attendance Drop Process

The College receives state funding only for students in attendance on or after the census date (approximately 20% of the course). To identify those students, Registration and Records conducts a review of attendance and financial status and then drops those students who meet certain criteria. It is important to the integrity of this process that faculty submit accurate and timely attendance information. Missing, incorrect, or late attendance submissions result in lost revenue for the College.

- Shortly before the semester census date (typically at the end of the third week of classes), Registration and Records distributes a memo reminding faculty of the attendance deadlines.
- Faculty use the Banner Faculty Self-Service Final Grade Worksheet screen to input attendance data.
- Faculty need to submit this attendance information on census one date, at the beginning of the fifth week of classes (or, for courses of atypical duration, when requested by Registration and Records). The faculty member, chair, and dean will be notified if the attendance information for a course has not been submitted in a timely manner.

- Students meeting non-attendance and other financial criteria are dropped from the rosters by Registration and Records. Financial aid is typically disbursed in the seventh week of the term for full-semester sections.
- Not all students reported as non-attending (absent) are automatically dropped from the course. Decisions on attendance drops are determined after a review of financial aid, tuition payment, and attendance data.
- Faculty receive notification from Registration and Records as to which students noted as absent were dropped, and which remain on the class roster.

After the Registration and Records attendance drop process, faculty should continue to monitor student attendance.

- Faculty may, at any time following the census date and up until the Course Withdrawal Deadline date as noted in the Academic Calendar in the [MCC College Catalog: General Information](#), withdraw a student from their course for lack of attendance, regardless of the student's financial status. Faculty should include a Last Attendance Date whenever issuing a faculty-initiated withdrawal or failing grade.
- During this period, faculty may also request that an Early Warning be sent to any student with unsatisfactory attendance. An Early Warning letter can be requested using the Early Warning screen in Banner Faculty Self-Service.
- See **Withdrawals** entry for additional information.

For further information on the class attendance policy, see the [MCC College Catalog, Regulations and Policies](#).

Audio Conferences

The Telecommunications Department has an audio conference system available to the college community enabling audio conference calls with state-of-the-art voice technology. This system can be used in the following conference rooms at the Brighton Campus: Building 1, 3rd Floor Conference Room (1-307), Board Lounge (1-320), Board Room (1-325), Monroe A and B (3-205), Forum (3-130), Empire Room (3-209), and the Brighton Room (3-217). The system can also be used in the following conference rooms at the Damon City Campus: Sibley Conference Room 4172 and Conference Room 5057 (opposite the Executive Dean's Office). To schedule, reserve the room and then submit your [Audio Conference Reservation Request](#).

The meeting rooms in the Brighton Campus Center also are equipped with audio conference systems and can be scheduled through Campus Events, 585-292-2010.

Audit Procedures

Any student may audit a course with the instructor's or the appropriate department chair's permission. Students do not receive credit for an audited course; and, conversely, students cannot receive an audit grade (AU) if they register for credit. Fees for audited courses are the same as the fees for credit bearing courses. The audit form, available from Registration and Records, must be submitted by the end of the first week of the fall and spring semesters.

Senior citizens (sixty years or older) may audit credit-bearing courses free of charge on a seats available basis in the fall or spring semesters (this policy does not extend to non-credit courses).

Senior audit registrations will not be processed at the start of the semester. Senior citizens interested in this opportunity should speak to a representative in Registration and Records for information regarding course selection and registration procedures.

Banner

See [Administrative Systems](#) entry.

Behavioral Incident Report

The Behavioral Incident Report is an online form that allows faculty, staff, and students to report behavioral concerns. By completing the [Behavioral Incident Report form](#), you are providing information to the Office of Student Rights and Responsibilities about a behavioral concern.

The information provided will be reviewed by the Office of Student Rights and Responsibilities during regular College business hours and used to determine the appropriate process which may be the initiation of the student conduct process, a referral to the Counseling Center and Veteran Services department, Health Services, Services for Students with Disabilities and/or the Behavioral Early Alert Team (BEAT).

If you have experienced sexual harassment or sexual violence, please review the information located on the [employee Title IX webpage](#) and/or contact the Assistant Title IX Coordinator in Human Resources.

If you are seeking to report an incident of academic dishonesty, please report that using the [Report of Academic Dishonesty Violation form](#).

If it is an emergency situation, please call extension 2911 on the Brighton Campus and extension 1414 at the Damon City Campus.

Bookstore

The College Bookstores are open the following hours:

[Brighton Campus](#)

Building 1, Room 123

585-292-2020

Hours during the academic year:

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 4:45 p.m.

[Damon City Campus](#)

4th Floor

585-262-1730

Hours during the academic year:

Monday, Thursday 8:30 a.m. - 4:30 p.m.

Tuesday, Wednesday 8:30 a.m. - 6:00 p.m.

Friday 8:30 a.m. - 2:00 p.m.

The Bookstores extend their hours during the opening weeks of each semester, and reduce their hours during holidays and breaks.

Ordering Course Textbooks and Supplies for Student Purchase

Textbook adoptions may be submitted in one of the following ways:

- You may complete the electronic adoption form emailed to all department secretaries and return it by email;
- You may print out the form, complete it and return it via campus mail or in person, or;
- You may use the [Faculty Adoptions @ Brighton Campus](#) or [Faculty Adoptions @ Damon City Campus](#).

Course supplies can be ordered using the Bookstore Course Supply Request Form. See **Appendix G** for a sample Bookstore Course Supply Request Form.

Please contact the Textbook Department at 585-292-2503 or 585-292-2504 for a login and password to use the online adoption form as well as resources for browsing and selecting texts.

Buckley Amendment (FERPA)

See **Privacy Rights** entry.

Business Cards

Business cards can be printed in the College Print Shop in quantities of 500 or 1,000 or other. See the department secretary for a Business Card Order Form or submit the request [online](#).

Campus Center Service Desk

[Brighton Campus](#)

Building 3, R. Thomas Flynn Campus Center Atrium
585-292-2517

Hours during the academic year:

Monday - Thursday	8:45 a.m. - 4:45 p.m.
Friday	8:45 a.m. - 4:00 p.m.

[Damon City Campus](#)

Bookstore, 4th floor
585-262-1730

Hours during the academic year:

Monday, Wednesday	8:30 a.m. - 4:30 p.m.
Tuesday, Thursday	8:30 a.m. - 6:00 p.m.
Friday	8:30 a.m. - 2:00 p.m.

The Campus Center Service Desk amenities are available to all MCC students, faculty, and staff. The following services are available (with a MCC Photo ID) at both the Brighton and Damon Campus Service Desks:

- | | |
|--------------------------|--|
| • Money orders | • Vending machine refunds |
| • Check cashing | • Tickets for College sponsored events |
| • Bus passes and tickets | • Ticket sales for area College/community events |
| • Postage stamps | • Movie tickets |

Career and Transfer Center

Brighton Campus - Career and Transfer Center

Flynn Campus Center, Building 3, Room 108

585-292-2248

Hours during the academic year:

Monday, Tuesday, Thursday, Friday 8:45 a.m. – 4:45 p.m.

Wednesday 8:45 a.m. – 6:00 p.m.

Damon City Campus - Center for Advisement, Career and Transfer

4th Floor, Room 4008

585-262-1740

Hours of operation during the academic year:

Monday, Tuesday, Thursday 10:00 a.m. – 2:00 p.m.

Wednesday, Friday 10:00 a.m. – 1:00 p.m.

The Career and Transfer Center enhances student success by providing comprehensive career, transfer, and employment services. Partnerships and collaborative efforts are developed with alumni, faculty, businesses, organizations, colleges and universities to help students explore various career, experiential, transfer, and employment opportunities.

The Career and Transfer Center offers a number of services to help faculty assist students with their education process and career/life goals including:

- Classroom presentations on topics such as resume writing, interviewing skills, career exploration and transfer advising
- ADV workshops
- Career programs involving faculty and alumni
- Online 2+2 dual admission degree audit sheets for academic advisement
- Curriculum development
- Career, transfer, and employment information related to academic programs
- A career library
- College and employer relations
- Purple Briefcase – a career management system for students and alumni
- Website information
- “The Job Connection” – an internet accessible database of employment and experiential education opportunities

Census Day

The College receives state aid for any student who attends on or after Census Day, which is typically at the end of the third week of classes. See **Attendance Policy** entry for further information.

Child Care Center

Brighton Campus

Building 22

585-292-2640

childcarecenter@monroecc.edu

Hours: Monday – Friday, 7:00 a.m. - 5:30 p.m.

The Richard M. Guon Child Care Center at MCC is a nationally accredited early care and education program licensed to serve 96 children between the ages of 8 weeks and 5 years old. The Child Care Center provides quality early education for children of MCC students, faculty, and staff, as well as for children in our community on a space-available basis. The infant/toddler program serves as a demonstration site for quality infant toddler care. To learn more, visit our website at [Richard M. Guon Child Care Center](#) or call 292-2640 to set up a personal tour.

Classes

Class Admission

All students must register for all credit or non-credit courses offered by the College at any of its campuses or extension sites. Students whose names do not appear on a class list (and who do not have a student schedule listing the class) are not registered. Direct students to correct the problem as soon as possible (after class) through Registration and Records. For State funding reasons, it is important that class lists are accurate.

Class Breaks

By state regulations, there should be 50 minutes of instruction for each contact hour, or, equivalently, 750 minutes per credit hour. Typically, breaks are not given in classes shorter than two hours. In classes longer than two hours but less than three hours, you may opt to allow a 5-minute break. In classes that are three hours or more, allow a maximum of 15 minutes worth of breaks for every three hours of instruction.

For further information, check with department chair for departmental policies or with Academic Services, Curriculum and Program Development, 585-292-2199.

Class Cancellation by Faculty Member

In order to cancel a class, regardless of campus location, you must report the cancellation online through [myMCC](#) and you must also notify your department chair (or your department secretary if the chair is unavailable).

Class cancellations can be submitted from either on or off campus – anywhere there is access to the MCC website. To input cancellations:

- Log in to [myMCC](#).
- On the Faculty tab, in the Faculty Tools channel, choose “Cancel a Class.”
- The Daily Class Cancellations page will appear, showing any class cancellations that have been entered. Click on the button labeled “Create a Class Cancellation” at the bottom of the page.
- Enter the data requested for the course you are canceling.
- Click on the “Submit Cancellation” button.

When an online cancellation is submitted, the following will occur:

- Cancellation will appear on the MCC website (www.monroecc.edu/go/dailycancellations).
- Cancellation information will appear on the Digital Signage Network (DSN) panels located throughout the Campus Center and on all other DSN displays.
- An e-mail notification will be sent to the MCC student e-mail address of each student registered for this class.
- An e-mail will be sent to Public Safety and a notice will be placed on the classroom door.
- Cancellation will be added to the automated voicemail system, enabling callers to hear current and future cancellations by calling 585-292-2066.

If web access is not available, call the Public Safety Dispatcher at 585-292-2912 to report the cancellation.

Course Information Sheets should direct students to check the Web or call the cancellation line at 585-292-2066.

Class Lists/Rosters

The Registration and Records office emails instructors the class rosters several times during the term. Current detailed and summary class lists are also available in Banner Faculty Self-Service.

Students whose names do not appear on a class list (and who do not have a student schedule listing the class) are not registered. Direct these students to the Registration and Records Office. They should not be allowed to remain in class indefinitely without being on the official class list.

Class Mailing Labels

Class mailing labels can be requested via the [Banner Job Requests](#) link on the Tech tab of [myMCC](#):

- In the Technology Service Support & Requests channel, click Run or Schedule a Banner Report/Job
- Click Create Job Request
- From the drop-down menu, select SCZCLSTX – Class List
- Click Open Job Request
- Enter the information requested
- Click Submit
- Your labels will be available for pick-up in Computing & Information Technology Services, 6-100, on the required date that you indicated.

Examinations in Your Courses

The Academic Freedom policy allows you to set up your own schedule and system for measuring student progress during the semester. However, some departments have elected (or are required by state agencies) to administer common exams, especially final exams, to their students. For example, several Nursing and Mathematics department courses require that all students take the same final examination. See

Final Examinations entry for additional information.

Final Examinations

Check with your department chair to find out what policies your department has set regarding final examinations. All comprehensive final examinations will be held during the scheduled final examination period, according to the published comprehensive examination schedule. Early in the semester, you will be notified via the MCC Daily Tribune (MCC daily electronic newsletter) as to how to request a final exam. You must adhere to the scheduled time and location given to you, unless you submit a change to the department chair and division dean by the last week of classes and have it cleared with the Office of Registration and Records. (See [Faculty Senate Resolutions](#) for additional information.)

Students missing a final examination need to contact the professor within two working days to discuss the eligibility for a make-up examination. If the student is not satisfied with the results of the discussion, the student must notify the Office of the Vice President of Student Services within one working day after meeting with the instructor. Failure to do so will result in a grade of "F" for the examination. If the student schedules the meeting with the Office of the Vice President within the required timeframe, the Vice President's Office will evaluate the student's excuse and notify the student and professor regarding eligibility for a make-up and work with them to establish a make-up time. If the student's excuse is deemed not legitimate, the student will receive an "F" for the examination, unless successful in an appeal directly to the Vice President of Student Services.

The complete policy can be found in the [MCC College Catalog: Regulations and Policies](#).

Guest Speakers

You should inform the department chair and the site coordinator prior to a guest speaker's visit to campus. You must also obtain a parking pass for your guest from Public Safety, 585-292-2700. Your guest should sign in at the Information Desk in Building 1 upon arrival at the Brighton Campus, or at the Public Safety Desk at the Damon City Campus. You should be present in the classroom whenever there is a guest speaker.

While the College does sometimes pay well-known lecturers, in most cases you should arrange the services of a guest speaker with the understanding that they will be donating their time and expertise.

Classrooms

Classroom Changes

At the Brighton Campus, Registration and Records assigns all classroom space. Most departments provide secretarial assistance in requesting room changes, but if you opt to contact Registration and Records directly (via Outlook please), be sure to inform the department secretary of any new room assignment. Changing classrooms through proper channels is essential to assist with emergency notification of students or faculty, and to coordinate other scheduled activities in rooms that "appear" to be vacant. Brighton room changes are made through Lyndsey Presutti at lpresutti2@monroecc.edu. Damon City Campus classroom changes are made through Anne Kirkpatrick at 585-262-1625 or akirkpatrick@monroecc.edu.

Electronic Classrooms

Electronic classrooms contain computer stations for each student and the instructor, as well as a data projection system. These rooms are designed for courses involving daily integration of computer technology into the presentation and learning of the course. If you are interested in scheduling your course in one of these rooms on a regular basis, it will be necessary to work with your department chair, as these rooms are in great demand. For all other classroom reservations, contact Lyndsey Presutti, Registration and Records, at lpresutti2@monroecc.edu. Faculty is reminded that electronic classrooms should be locked whenever not in use. See **Technology Enhanced Classrooms** entry for facilities supporting computer presentation by the instructor.

Classroom Furniture

At times, it may be convenient to change the arrangement of classroom furniture. In all instances, especially at off-campus sites, you should restore furniture to its regular arrangement at the end of the class.

Smart Lecture Halls

At the Brighton Campus, the smart lecture halls are rooms 5-100, 5-300, 5-323, 5-331, 8-100, 8-200, and 8-300. At the Damon Campus, the smart lecture hall is room 4151. These Smart Lecture Halls are equipped with the following technology:

- Dual Computers, Dual Data Projectors, Dual Slide Projectors, Dual Visualizers*
- Surround Sound
- VCRs
- DVD Players

*Only the Brighton Campus has dual systems, the Damon City Campus has a single system.

To schedule a Smart Lecture Hall for class use, contact Lyndsey Presutti, Registration and Records, at lpresutti2@monroecc.edu.

To schedule a Smart Lecture Hall for a meeting or other event, log on to the new event scheduling tool [Astra Schedule](#). Log-in with your MCC username and password. To schedule a Smart Lecture Hall for training, contact the Technology Support Center at 585-292-TECH (8324) or Phil Oettinger at 585-292-3439.

Technology Enhanced Classrooms

Technology Enhanced Classrooms (previously referred to as “smart” classrooms) designate those classrooms that have been augmented with a variety of technological devices that can enhance the learning environment. Most commonly, these classrooms will offer as enhancements an Extron Touch-Panel Control System (attached to the instructor’s desk), a PC, a Data Projector, a Samsung Document Camera, a DVD/VHS combo unit, and an incorporated audio system. Many rooms that include the aforementioned devices also come equipped with an interactive whiteboard or tablet powered by SMART technologies. Additionally, these rooms are outfitted with the necessary equipment that will allow for a personal laptop to be connected to the in-room system (if you have an Apple product, please bring your video adapter).

With the opening of the newly remodeled Building 9 on the Brighton Campus, there are now over 175 general Technology Enhanced Classrooms across all four of MCC's campuses (Brighton Campus, Damon City Campus, Applied Technologies Center, and Public Safety Training Facility). This number includes five Advanced Learning Environment (A.L.E.) rooms. These particular rooms offer instructors multiple SMARTboards that can be controlled collectively from the instructor's station or be split to use independently as a collaborative learning tool. These rooms also include all of the technology associated with the rest of the Technology Enhanced Classrooms.

Additionally, MCC has over fifty rooms that offer a Mobile Technology option. These rooms were originally designed without resident technology built in. Instead, they have been outfitted with a mobile cart complete with a PC, a Data Projector, a DVD/VHS combo unit, and an incorporated audio system. This cart is powered via a power cable that plugs into an electrical outlet. It will also have a network cable that will run to a wall port to provide the PC with internet access.

For training on the Technology Enhanced Classrooms (and Technology Enhanced Spaces) please contact Phil Oettinger at 585-292-3439 or Sean Scanlon at 585-292-3437 for the Brighton and Applied Technologies Center campuses and Phil Juma at 585-262-1781 for the Damon City Campus. Below are the trainings available:

1. Basic Classroom Technology Course

This course will introduce users to the basic equipment found in each of the campus' technology-enhanced classrooms. Upon successful completion of this training, users will be familiar with and able to successfully operate the Extron Room Control Device (where available), the PC, the Document Camera, the DVD/VHS unit, and the Data Projector.

2. Intermediate Classroom Technology Course

This course will build upon the skills already developed from the Basic Classroom Technology Training Course. Upon successful completion of the intermediate course, users will be familiar with and able to successfully complete basic SMARTboard (SMARTPodium) operations and understand the requirements for mobile device connection(s) in the classroom.

Prerequisite Course: Basic Classroom Technology Course

3. Advanced Classroom Technology Course

This course will sharpen and further develop the skills acquired in the Basic and Intermediate courses. Upon successful completion of this advanced course, users will be able to successfully navigate and operate within the SMART Notebook 11 software program in conjunction with using a SMARTboard or SMARTPodium device. This will include, but is not limited to, saving notes taken in class, creating Notebook files, importing PowerPoint files, and knowledge of tools available.

Prerequisite Course: Intermediate Classroom Technology Course

4. Conference Room Technology Course

This course will help introduce users to the technologies found in the campus' small, mid-sized, and large conference rooms. Upon completion, users will understand and successfully demonstrate an ability to manipulate the technologies found in the room. This course is designed to lead to a successful meeting for the user and attendees.

5. Mobile Technology Enhanced Cart Course

This course will familiarize the user with the equipment found in the various types of mobile technology enhanced carts available.

For further information, see [Instructional Technologies, Technology Enhanced Classrooms](#) or contact the department chair. Please remember that technology enhanced classrooms should be locked whenever not in use.

Code of Conduct

The College's Conduct Regulations apply to students, faculty, staff, licensees, organizations, invitees, and all other persons on campus, whether or not their presence is authorized. For further information, please see [MCC College Catalog: Regulations and Policies](#).

Code of Conduct for Users of College Computer Systems

MCC computer facilities and systems are intended for appropriate college-related work. Please note that MCC computer systems are public access and users should have no expectations of privacy.

Individuals using MCC's computing facilities are NOT permitted to:

- Copy, download, change, distribute or modify any computer programs in part or whole from a website, textbook, or another individual without the written consent or permission of the owner. This may be considered plagiarism and/or a violation of copyright and patent laws.
- Use MCC facilities and systems for the purpose of advertising or running an organization or business.
- Send, view, and/or print lewd or pornographic materials unless directly authorized in writing by College personnel.
- Reveal their password to anyone, including faculty and staff, or let another person use their account. Users are responsible for what is done with their account.
- Access, change, copy, delete, distribute, and/or read files without the permission of the owner.
- Engage in malicious activity designed to harm computers and networks. Such activity includes but is not limited to hacking systems; disabling or crashing systems; network sniffing; sending viruses, malware or mass e-mail; creating unnecessary or multiple jobs and processes.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.
- Harass others by sending annoying, obscene, libelous, or threatening messages.
- Aid or abet another person in violating any part of this Code of Conduct.
- Violate any other state, local, or federal laws or regulations.

This Code of Conduct is intended to require compliance with all local, state, and federal laws. Misuse of computer facilities is considered a violation of College policy. Individuals who violate any part of the Code of Conduct will be subject to College disciplinary action, criminal prosecution, or civil action as determined by College authorities. Use of MCC computer systems is a privilege that may be revoked during investigation of violation, or a finding of violation, of this Code of Conduct.

Communication with Students via E-mail

All MCC students have an MCC e-mail account. Student e-mail is a web-based system that uses Microsoft Outlook Live. A variety of distribution lists are automatically created allowing you to send messages to each individual student, class, discipline, or major. For Faculty Tips for Student E-mail, see [Appendix E](#).

Communications and Network Services (CNS)

This office is responsible for the College's data networks, network storage and servers, PCs, laptops, phones, and printers. Areas of operations include PCs and Networking, Telecommunications, Technology Support Line, and Mail Services. CNS supports computer equipment, phones, and access to the Internet from all MCC locations.

For further information, see [Communications and Network Services](#).

Communications Media

The Office of Student Life and Leadership Development oversee three communications media at MCC:

- Monroe Doctrine—student newspaper
- Cabbages and Kings—art and literary magazine
- WMCC—student radio station

The Office of Marketing and Community Relations manages the MCC Daily Tribune, a daily e-newsletter to which all employees can easily submit news. Each issue of the Tribune contains directions on how to submit news. Guidelines for submissions are posted in the Tribune periodically and are available upon request from the Marketing and Community Relations office.

Several other offices distribute periodic news documents to keep the college community informed. The distribution of these documents is usually via the MCC Daily Tribune.

Computing and Information Technology Services

Computing and Information Technology Services provides support and management of the College's administrative systems, and supplies MCC with the latest technology and information resources available. Services are broadly grouped into three areas: Database Administration/Operations, Applications Programming, Integration Services, and Web Development. Requests for services can be submitted via [myMCC](#), Tech tab, Technology Service Support & Requests channel.

For further information, see [Computing & Information Technology Services](#).

Computers: Laptops and other Portable Electronic Devices

Laptop computers and other portable electronic devices are available for employee use, but remain the property of Monroe Community College. All users signing out a computer or other portable electronic device (e.g. netbook, iPad), must complete a user agreement form (Appropriate Use and Responsibility Agreement), available from your department chairperson. Authorizing supervisors (department chairpersons) will keep a record of all agreements and an up-to-date record of all equipment currently signed out, including location, ID code, and purpose for use. If the device assigned to an employee is lost or stolen, it must be reported to the proper authority immediately. Theft or loss that occurs on campus should be reported to Public Safety. For theft or loss off campus, the employee should report the disappearance to the local police. The police report should include the serial number of the lost item. The employee will need to provide Technology Services with a copy of the police report within 48 hours of the discovery of the loss.

See **Code of Conduct for Users of College Computer Systems** entry.

Conference Rooms

To schedule a meeting in the R Thomas Flynn Conference Center or the Applied Technologies Center please call Campus Events. To schedule a classroom or meeting room you can utilize the Ad Astra Scheduling Software or contact Campus Events. Ad Astra may be accessed via [myMCC](#), Employee tab, Room & Event Scheduling link. Campus Events can be reached at 585-292-2010; at the Damon City Campus, contact Toni Custodio, Executive Dean's Office, 585-262-1611.

For information on audio conferences, see **Audio Conferences**.

Copy Centers

Main Copy Center at the Brighton Campus

Full-service copying is available at the Brighton Campus. You can submit a [Print Shop Order Form](#) for service online via [myMCC](#) (Tech tab, Technology Links channel, Printing/Copying Service, Online Request Form (in the navigation bar on the left of the screen), New Work Order), in-person, through interoffice mail, or via drop-off boxes located in the two satellite copy centers, Brighton Campus, rooms 5-212 and 8-539. Turnaround time is usually 24 hours, but you should allow a little more time during peak times, such as the beginning of the semester. In addition, large order requests from the Damon City Campus require a little more turnaround time based on special delivery requirements. Staff from the Copy Center pick up requests and deliver completed work to the satellite centers (the Building 8 pick-up area is located in 8-330A) daily. A walk-up copier is also available in the Copy Center for your convenience and assistance is available with copying equipment at this location.

Satellite Copy Centers at the Brighton Campus

All copying performed here is self-service and you should limit yourself to approximately 50 copies. Anything over 50 copies should go to the main Copy Center for duplication, using the pickup and delivery service. To use the large copy machines, you will need to have your Department Copying ID Number. These numbers may be obtained from your individual departments.

Damon City Campus Copy Services

At the Damon City Campus, you have access walk-up copiers in the Copy Center located on the 5th floor behind the security desk. For assistance, call 585-262-1781. For large jobs, submit a [Print Shop Order Form](#). An electronic request form is available online (24/7), accessible through the [myMCC](#) portal, Tech tab, Technology Links channel, Printing/Copying Service, Online Request Form (location on the left side of the screen), New Work Order.

Copyright

The College expects all faculty to know and observe copyright laws as they pertain to copying material for classroom or other professional use. This material includes all media formats and materials from the Internet. Should you need to seek formal permission from an author or publisher for copying, see your department chair for an explanation of the procedure for requesting copies and furnishing permissions to the administration.

Corporate College

MCC Corporate College offers professional development and training solutions for people, businesses and organizations throughout Monroe County. A part of Monroe Community College, MCC Corporate College is able to offer a comprehensive selection of degree and non-credit career and technical education programming.

BREADTH OF PROGRAMS:

MCC Corporate College students/clients can access the full MCC credit-based courses and program offerings, including more than 90 programs.

ACCREDITATION:

MCC Corporate College can review an individual's previous training and award Continuing Education Units and/or college credit, if possible.

INNOVATION:

Provides the latest learning technology, including lecture capture, e-learning development, video production, and blended options.

CONVENIENCE:

MCC Corporate College delivers a regular schedule of professional development opportunities, as well as customized solutions that can be delivered on-site at an employer's location, at any one of MCC's multiple facilities, or online.

More information is available at www.workforceforward.com, by phone at 585-292-3770, or e-mail at corporatecollege@monroecc.edu.

Counseling Center and Veteran Services

Brighton Campus – www.monroecc.edu/go/counseling

Building 3, Room 103

585-292-2030

Hours during the academic year:

Monday - Friday

8:45 a.m. - 4:45 p.m.

Counselors in the Counseling Center and Veteran Services department provide a variety of Academic, Career and Personal Counseling services, along with Crisis Intervention for students. The purpose of counseling at MCC is to support the retention and completion agenda. All Counselors are Master's prepared, some have mental health licensure and/or national certification.

Counselors assess the presenting needs of our students, utilizing appropriate assessment procedures. They collaborate with community service agencies, provide supportive counseling, and manage crisis. Counselors refer students who may require long-term assistance to community resources and then consult and/or collaborate with those community treatment providers.

Counseling Services:

- Counselors address the emotional, behavioral, social, and career needs of students
- Assist with resolution of personal concerns and/or challenges
- Provide academic/educational counseling and assistance
- Create and present study skills and personal growth workshops to individuals and groups
- Use assessment tools to help students determine strategies for success
- Interpret self-assessment inventories that provide information on personal interest, career possibilities, and aptitude
- Teach Career Development course(s) for credit
- Consult with faculty concerning classroom management issues, student behavior, conduct, and /or welfare
- Refer students to internal and external support offices or agencies
- Provide services on a walk-in or appointment basis
- Provide group counseling
- Provide workshops for students and/or faculty
- Liaising with Residence life

Veteran Services:

- Assist veterans/military service students and/or eligible dependents with admission processes
- Provide application assistance and academic program information
- Review Veterans Administration benefits eligibility requirements
- Share additional financial aid options
- Provide academic advising
- Make referrals to appropriate veteran resource/support community agencies
- Provide veteran specific career development (CDL) course
- Provide services on a walk-in and/or appointment basis

Damon City Campus Counseling Services

Damon City Campus – www.monroecc.edu/depts/dstuserv/

Student Services, Fifth Floor

585-262-1740

Hours during the academic year:

Monday-Thursday 8:00 a.m. - 4:45 p.m.

Friday 8:45 a.m. - 5:00 p.m.

Hours may vary at certain times of the year. Please check the [website](#) for current hours.

Counselors provide a variety of Academic, Career and Personal Counseling, along with Crisis Intervention services for students to support the retention and the completion agenda. The Services for Students with Disabilities are also managed within the Damon City Campus Counseling Services. All counselors are Master's prepared and have additional credentials.

Counselors assess the presenting needs of our students, utilizing appropriate assessment procedures. They collaborate with community agencies, provide supportive counseling, and manage crisis. They refer students who require long-term care to community resources and then consult and collaborate with those community treatment providers.

Counseling Services:

- Counselors address the emotional, behavioral, social academic and career needs of students
- Use assessment tools to help students determine strategies for success
- Interpret self-assessment inventories that provide information on personal interest, career possibilities and aptitude
- Consult with faculty through the Behavior Early Alert Team referrals concerning classroom management issues, student behavior, conduct and/or welfare
- Refer students to internal and external support offices or agencies
- Provide services on a walk-in or appointment basis

Course Information Sheet (CIS)

In order to enhance student success, it is important that all faculty members adhere to the College policy of distributing Course Information Sheets (CIS) to students in each section as early in the first week of classes as possible. The distribution of the CIS can be in electronic form sent to students as an e-mail attachment or link. The CIS can be considered a contract between the faculty members and the students in the class. As a result, this information is especially critical in student grievance situations. See **Appendix C** for a sample CIS. **All faculties are required to submit each CIS to their departments to be archived each semester.**

The following information is required to appear on your CIS:

- Course Title: Course abbreviation and title
- Instructor Information: Name, Room Number, Departmental Extension Number, and Office Hours
- Required Course Materials: Textbooks, materials, instruments, special fees, and expenses

- E-mail Address: May include indication as to whether you will accept messages from non-monroecc.edu accounts and/or assignments via e-mail
- Course Description: Description of course and course prerequisites (as they appear in the current College Catalog)
- Course Learning Outcomes: List course learning outcomes (as approved by the department; copies are on file in the Curriculum Office)
- Attendance and Withdrawal Policies: Description of attendance and withdrawal policies (in accordance with the current College Catalog; be sure to advise all students to consult with a financial aid advisor before withdrawing from a class)
- Academic Honesty: Highlight policy or refer students to the current College Catalog for complete description of policy
- Course Requirements: Classroom participation, projects, class work, readings, and outside assignments
- Examinations: Comprehensive or not, number and type of tests
- Make-up Policy: Exams, assignments, classes
- Grading: Percentage or emphasis placed on exams, quizzes, etc.
- Learning Center Referral (see your department chair for specific information on completing this form in Banner)
- Emergency Information Closings (see your department chair for specific information)

The following information may also be included:

- Cell Phones/Pagers: Instructions and or/class policy
- Course Outline and Schedule: Approximate dates of exams and major assignments (precise clarification a minimum of one (1) week in advance)
- Instructional Methods: Lectures, movies, class discussions, field trips, overhead projectors, and handouts
- Student Responsibilities (see **Appendix C**: Sample Course Information Sheet)
- Instructor Responsibilities (see **Appendix C**: Sample Course Information Sheet)
- Services for Students with Disabilities: Provide statement referring students to the College Catalog for a list of services and the procedures for obtaining them
- Civility, Honor Code, and Grievance Procedures: Provide statement referring student to the current College Catalog for policies
- The Faculty Senate suggests you consider adding the following statement: Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor
- The library can help with your research in this class. You can drop by the library's Reference Desk to ask any question you have, whether you're just getting started or are stuck. MCC's librarians can help students find and evaluate all types of information and resources including: articles, books, websites, statistics, data, government documents, and more. For more information on hours and librarians, visit the [MCC Libraries](#) website.
- MCC's new tobacco-free policy prohibits the use, distribution, or sale of tobacco in all College owned, leased or controlled buildings, property, and vehicles and at all MCC-sponsored events. This policy applies to everyone on campus. Voluntary compliance begins at the start of the September 2014 semester. We appreciate your cooperation in MCC's commitment to being a tobacco-free campus.

Note: Your CIS may be viewed as a legal contract between you and your students, so it is important for you to be thorough and clear about your requirements and expectations.

Course Outline or Syllabus

In addition to the CIS, some departments require faculty to also provide a Course Outline or Syllabus that lists class meeting dates, topics to be covered, and the assignment for each topic. If your department requires this document, you should distribute it along with the CIS.

Credit by Examination

Students may earn up to 36 semester hours of credit toward a degree through several types of examinations. Credits earned through these examinations do not fulfill the 24-credit College residence requirement.

For further information, see [Registration and Records: CLEP](#).

Credit Hours

The College awards credit based on one credit hour for each 15-clock hours of classroom instruction. In addition, each class hour should require two hours of out-of-class preparation by students. Laboratory, clinical, and field experience credit depends on program requirements and may vary among curricula.

Crime Prevention

Today's 21st century classrooms contain technological advancements which enhance the learning environment for our students. Computers, audio-visual equipment, and electronic "smart carts" have replaced the traditional chalkboards as the tools of the trade in MCC's classrooms. However, as with any new technology, increased costs are incurred for the purchase and installation of electronic learning aides utilized in the classrooms of our campuses. It is the responsibility of all faculty and staff to safeguard these investments against unauthorized use, damage, and theft.

The Department of Public Safety reminds members of the faculty and staff to secure their classrooms when not in use. In addition, please secure all computers, audio-visual equipment, and electronic "smart carts" in classrooms. Unfortunately, Public Safety will occasionally discover overhead projectors left unattended in hallways, "smart carts" detached from their locking devices and classrooms left unlocked when not in use. Conditions such as these increase the chances of unauthorized use, damage, and theft of the very tools our students rely upon for the high quality of instruction they expect and receive at MCC.

Damon City Campus

MCC Damon City Campus, located on the fourth and fifth floors of the historic Sibley Building, is a unique urban college campus in downtown Rochester with a diverse community offering creative career pathways to assist students in reaching their goals. The downtown location affords easy access to public and private transportation that allows students to manage responsibilities in addition to their academic commitment. The free shuttle service assists with connecting the Brighton and Damon City campuses.

The following services are offered at the Damon City Campus.

- Admissions

Counselors are available to assist students applying to MCC in the Student Services suite, located on the 5th floor of the Sibley Building, Room 5252.

- Advisement, Career and Transfer Center

Career and transfer information related to searching for jobs or transferring to other colleges is available in the Center for Advisement, Career and Transfer Services suite, on the 4th floor of the Sibley Building, Room 4008. Counselors assist students in the following areas:

- Self-assessment: identifying skills and interests
- Selection of majors and career paths
- Resume/cover letter development and review
- Resources for transferring to other colleges

- Counseling and Disability Services

Crisis counseling and referral services are available to help students address challenges that affect their personal growth, emotional well-being, and success in college. Services for students with disabilities, including providing accommodations and resource support, are offered through the counseling area in the Student Services suite, Room 5252.

- Office of Campus Life

The Office of Campus Life, Room 5251, provides information on parking, photo IDs, fitness center, co-curricular transcripts, and special student events. Students, faculty, and staff who do not have a photo ID will not be permitted access to the Damon City Campus. For information, call 585-262-1757.

- Orientation, Advisement and Registration

Academic advisors and counselors assist students with course selection and registration, making use of advisement resources such as program audit or planning sheets and college catalogs. Special sessions that include orientation, advisement and registration in one program (OAR) are available to new students throughout the year. Faculty advisement is available at designated times in the Advising Center, Room 4139, and the Career and Transfer Center, Room 4008. Academic advisement is available through the Student Services Center, Suite 5252, in the Advising Center, Room 4139, in the Career and Transfer Center, Room 4008, and through Academic Departments.

- Registration and Financial Services

Student accounts, registration, and financial aid services are available on the 5th floor of the Sibley Building, Room 5024 (next to the Student Services suite). Students can pay a bill, ask bill-related questions, apply for financial aid, or drop off completed registration forms. The Student Resource Center is available to assist with online financial services, financial literacy, and facilitates community agency visits in the Student Services suite during designated hours. For information regarding online registration and financial aid services, visit [Registration and Financial Services](#) or call 585-262-1670.

- Veterans Services

Provides assistance for veterans/military service students and/or eligible dependents. Provides application assistance, program information, and referrals to appropriate veteran support community agencies. These services are available by walk-in or appointment. Contact Vilma Patterson for additional information at vpatterson2@monroecc.edu or 585-262-1746.

Student Services houses the Office of the Damon City Campus Dean of Students. For general hours of operation, see [DCC Student Services](#) or call 585-262-1740. Hours may vary at certain times of the year.

Desk Copies

Publishers typically provide free desk copies to faculty using their textbooks (or reviewing for future use). Department secretaries can assist you in obtaining desk copies.

Discipline

You should not ignore unacceptable classroom behavior. When a problem occurs, you should meet privately with the student(s) involved, preferably in your office, to discuss the unacceptability of the inappropriate behavior and offer suggestions for change. The policy on Conduct Regulations can be found in the [MCC College Catalog: Regulations and Policies](#). Student Services also has a Conduct Regulations brochure that is useful to give to the student while discussing the matter. If the unacceptable behavior continues, you may want to meet with the student(s) again, or you may want to ask your department chair to meet with the student(s). It is advisable to discuss disciplinary problems with your department chair and to seek his/her assistance in resolving the matter. If serious unacceptable behavior continues, you and your chair may need to contact the Office of the Vice President, Student Services at the Brighton Campus, 585-292-2122, or the Dean of Student Services Office at the Damon City Campus, 585-262-1749.

If a serious or threatening situation should occur during a class, go (or direct a student to go) to the nearest black wall phone or silver box with a red button or call Brighton Campus Public Safety, 585-292-2911, or Damon City Campus Public Safety, 585-262-1414, to request a security officer to come to the classroom.

Drop/Add

Students may use a Class Add/Drop Form & Student Initiated Withdrawal Form to drop or, in the event a class is not full, to add a class during the first full week of class. Students may drop any class during the first three weeks of classes without faculty signature. (Courses of atypical duration may be dropped during the first 20% of classes.) Courses dropped during this period will be removed from the student's record, and tuition will be refunded in accordance with the tuition refund schedule published in the [MCC College Catalog: Financial Information/Aid](#). (Full tuition will be refunded only if the course is dropped prior to the first day of the semester.)

If a class is full during the first week of the Drop/Add period, students must have permission from the faculty to add the class. Faculty may choose whether to accept an additional student. Students must also have permission from the faculty to add a class after the first week. To add a class in either of these circumstances, the student should submit a Green Slip (see entry for

Green Slip Admissions), signed by the faculty and the department chair, to the Registration and Records Office. Before admitting students to a class via a Green Slip, consult with your department chair regarding departmental policy. There is no College policy requiring you to admit students with a Green Slip. Some departments have made the decision to not admit students to closed classes or to classes above a certain enrollment due to room or equipment limitations.

Descheduled Students

Periodically, the College deschedules students who fail to pay their tuition/fees. You receive notice of these students and are asked to direct them immediately to the Registration and Records Office. Once the bill has been paid, the student can re-enter (or remain in) the class only if you are willing to Green Slip the student into the class. Some professors allow students to remain in class while the problem is being resolved. However, monitor progress closely and do not allow this to go on indefinitely. See entry for **Green Slip Admissions**.

Dual Enrollment Program

The Dual Enrollment Program is a cooperative program between Monroe Community College and area school districts and BOCES that provides the opportunity for high school students to enroll in MCC courses offered at their high school. Students in these courses earn credit toward high school graduation as well as receive official college credit.

This is an exceptional opportunity to experience college coursework and earn college credits while completing the requirements for a high school diploma. Dual Enrollment courses are taught by high school teachers that have been certified by MCC to teach the course. The high school teacher works directly with an MCC professor in developing the curriculum for the course. These courses will have the same requirements as those offered on-campus at MCC and receive the same college credit. Upon completion of the course, Dual Enrollment students will receive a grade report from MCC which reflects the course, credits, and grade on the student's official MCC transcript. The student can request an official MCC transcript at any time, at no cost.

For further information, see the [Division of Academic Foundations: Dual Enrollment](#).

Due Process

The Due Process clause of the Fourteenth Amendment of the U.S. Constitution, which prohibits government from depriving an individual of life, liberty, or property without giving that person an opportunity to be heard, has been applied to many grievance processes in publicly supported colleges and universities. In these cases, the courts typically assume that a student charged with misconduct (including academic) has an interest, which should be procedurally protected. The Due Process clause requires that the student be given notice of specific charges (some courts have included written notice), the grounds on which these charges are based (names of witnesses and oral or written reports on facts to which each witness testifies), and, if the student denies the charges, some opportunity for a hearing to present his or her side of the story. MCC has defined its procedural requirements for Due Process in its Academic Grievance Policy. Professors should be conscious of Due Process requirements when involved in controversial matters such as

discipline problems and academic dishonesty issues. See your department chair or Academic Services if you have any questions regarding Due Process.

Early Warning

The College encourages faculty to formally alert a student about unsatisfactory academic performance or attendance during the semester. Early Warnings may be issued by logging into [myMCC](#), Faculty tab, Faculty Tools channel, Early Warnings link. The student will receive a letter suggesting possible methods to improve academic performance and warning of the consequences of unsatisfactory attendance.

Equal Employment Opportunity

Monroe Community College, a unit of the State University of New York, does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status, or sexual orientation in admissions, employment, the treatment of students and employees in any educational program or activity.

Educational Opportunity Program (EOP)

MCC's Educational Opportunity Program, in existence since 1968, is an academic support services program for students who are New York State residents with the ability for higher education who are educationally and economically disadvantaged.

The support services to the students are:

- Pre-freshman summer institute (residential)
- Academic advisement and personal counseling
- Educational and career planning
- Tutoring and study skills/orientation

Each program participant is assigned an EOP counselor with mandatory counseling appointments a minimum of four times each semester. Academic progress will be reported via the College's Early Alert System—Starfish. EOP counselors are housed at both the Brighton and Damon City Campuses.

Elevators

The Brighton Campus has elevators located in Buildings 1, 3, 5, 8, 11, 12, and the Library. The Damon City Campus has elevators in the Atrium and elevators that operate between the 4th and 5th floors. Please contact the Department of Public Safety at the Brighton Campus, 585-292-2911, or the Damon City Campus, 585-262-1414, to report any elevator that is out of order.

English for Speakers of Other Languages (ESOL)

Non-native speaking students sometimes have special needs. See [Appendix D](#) for Points of Awareness and Suggestions for Working with Non-Native English Speakers. The ESOL Program faculty, Katie Leite and Pamela Fornieri, and the ESOL Cross Cultural Counselor, Don Beech, can also help faculty to understand students' needs and provide helpful strategies.

Equipment Loan Procedures

See the **Computers: Laptops and other Portable Electronic Devices** and **Removing Equipment from Campus**.

Ethical Issues

Monroe Community College is committed to ensuring that our college community is governed in an ethical and honest manner and that we are compliant with all applicable laws and regulations. Consistent with this commitment, the College encourages employees to share their questions, concerns, suggestions, or complaints regarding unethical or inappropriate conduct with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor or the employee is not satisfied with the response of said supervisor, he/she is encouraged to speak with someone in the Human Resources Department or anyone in management who they are comfortable in approaching.

For employees who prefer to remain anonymous when bringing complaints or concerns forward, the College has established an Ethics Hotline and reporting system. The College has selected EthicsPoint for its MCC Ethics Report Line, which is a comprehensive reporting tool that provides a simple, anonymous way for employees to confidentially report concerns regarding a variety of areas, including accounting and financial matter, athletics, data security and information technology, health and safety risks, and discrimination. To file a report, log in to [myMCC](#), select the Employee tab, under the Human Resources channel, click [MCC Ethics Hotline](#) link. The hotline is not intended to be used for student and faculty association grievances. Grievances of this nature should be reported using the appropriate reporting process outlined in the MCC College Catalog and Faculty Association Agreement.

Evaluation of Faculty

Contractually, faculty are evaluated on a regular basis according to their status. All departments do an evaluation of faculty. These evaluations are used to help departments make recommendations regarding tenure and promotions. Some departments assign a mentor and/or adjunct coordinator to non-tenured faculty and new adjuncts. This mentor or others may visit one or more faculty member's classes. Each department develops their own evaluation form, which is shared with the faculty member. See **Appendix B** for a sample Classroom Observation Form. For questions about the department's evaluation process, contact the department chairperson.

The MCC faculty also recognizes the rights of students to express their opinions on the quality of instruction presented to them. A Student Opinion of Course and Faculty Survey are administered annually or bi-annually, alternating yearly between fall and spring semesters. The Faculty Senate Resolution 1.11 guides the administration of this survey. Narrative student opinions may be collected through a departmental process, in accordance with the Senate resolution.

Experiential and Adult Learning

Experiential learning allows students to earn MCC college credit outside of a traditional classroom. Good examples are: credit earned through co-ops, and internships; credit for courses successfully completed at another post-secondary institution; credit hours completed in the military; credit earned for successfully completing national standardized exams such as

CLEP/DANTES or Advanced Placement as well as MCC departmental exams; credit for a portfolio consisting of documents supporting a claim of prior knowledge of specific MCC courses for learning gained through work experiences, professional licenses or certificates, and voluntary experiences.

Students seeking information about experiential credit should contact Bill Sigismond, Director of Experiential and Adult Learning, Career and Transfer Center, Building 3, Room 108. Students interested in co-op or an internship, should contact Andrew Freeman, Director of Academic Services, Career and Transfer Center, Building 3, Room 108.

For further information, see the [Internships, Co-ops, Experiential Learning](#) website.

Faculty Association

See Part IV: MCC Faculty Organizations – **Faculty Association (FA)**.

Faculty Senate

See Part IV: MCC Faculty Organizations – **Faculty Senate**.

Family Educational Rights and Privacy Act of 1974

See **Privacy Rights** entry.

Field Trips

You may arrange field trips for your students, but department chairs need to know about the field trip before it takes place. This prior knowledge enables the College to complete the necessary documentation to meet liability insurance coverage requirements.

Fire Safety

In the event of a fire drill or actual fire, follow the evacuation procedures posted in each classroom. Please check the first day of class, and again during any fire drill, that these procedures are posted in your classroom. Students will look to you as an authority so you should be aware of the procedures in each of the rooms where you hold class.

When a fire alarm sounds, the law requires everyone to evacuate their respective buildings using the nearest ground level exit. If you are teaching at this time, make sure everyone is out of the classroom, turn off the light, and close the door.

During an alarm, exit the building and assemble near a “Blue Light” emergency telephone or the flagpole area in front of the Brighton campus main entrance. No one is permitted to assemble in any courtyard, on the plaza deck, or at the bottom of the stairs in front of Building 1. If an alarm is ringing and/or flashing in the building you are in, you must evacuate. You do not need to evacuate if the alarm is not in your building. This DOES NOT mean you can walk around inside until you find a building without an alarm sounding. Evacuation means the nearest exit and path to an assembly area. Do not re-enter the building unless authorized to do so by the Department of Public Safety.

Additional fire safety details can be found online at the [Public Safety](#) website.

Food Services

For dining options, see [Dining Services](#).

Global Education and International Services

Global Education and International Services (GEIS) is MCC's centralized office that coordinates all college-wide international efforts and serves as a resource for faculty, staff, and students. The office also serves as the academic and immigration advisement center for international students holding F1 student visas.

The following services are offered by the GEIS office:

- Provide leadership and strategic direction for college-wide internationalization
- Offer professional development workshops on internationalizing curriculum
- Provide training workshops for working with international and immigrant students
- Identify grants for international travel and support faculty in the application process
- Work with faculty to create short term study abroad on location courses
- Create innovative globally focused co-curricular programming tethered to curriculum
- Create partnerships with local and international organizations
- Support collaboration between international and immigration and refugee student services, including English for Speakers of Other Languages department
- Collaborate with Admissions to recruit and retain international students
- Provide academic advising for all F1 students at the College
- Advise international students regarding federal immigration regulations
- Offer co-curricular programming focused on international/domestic student integration
- Lead the planning and implementation of International Student Orientation
- Co-advise the Global Union International Students Association
- Advise students interested in studying abroad

Grades

MCC uses a plus or minus grading system. Final grades for credit courses include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and I (Incomplete). Credit free courses may use S and U as grades; audited courses receive an AU designation, which is entered automatically. You should check to see if your department has specific uses for minus grades. A grade of C- does not provide the necessary quality points to meet a prerequisite grade of "C or better" required to move on to some courses.

Final Grades - Online Submission

Full-time faculty must submit grades electronically in Banner Self-Service.

- Log into [myMCC](#); select the Banner tab; under the Banner Access Menu channel, select Banner Self-Service; select the Faculty Services tab; select "Attendance, Withdrawals and Final Grades."
- Select the term and course for which you are entering grades.
- Use the drop down boxes to choose valid grades that can be assigned for that section. F and W grades require a last date of attendance.
- Remember to click "Submit" when you are finished.

- Final grades should not be entered before the last day of classes. If they are entered before that, they will be treated as errors, and the department will be contacted to make corrections.
- Grades are rolled to academic history throughout the day. You may change a grade online prior to the grade being rolled. Once the grade has been rolled to academic history, it can only be changed by submitting a paper Academic Record Change Form.

Grade Changes

Changing a grade requires two signatures: yours and the department chairperson's. Submit an Academic Record Change Form to the Registration and Records office.

Incomplete ("I") Grades

Under special circumstances, you may choose to give an Incomplete ("I") to a student who has not completed the course requirements. Prior to the published due date for final grades, you need to complete the College's Incomplete Grade Contract, including a signature from the student. In addition, you must submit to the department chair a copy of the contract as well as copies of all materials that need to be completed, including examinations. A copy of the Incomplete Grade Contract must be submitted to the Registration & Records Office.

Note: When you enter an "I" grade, you will be required to enter a default date and grade if the contract is not completed.

Late Submission of Grades

Prompt submission of grades is essential for student notification, graduation clearance, and academic action. Department chairs, deans, and the Provost will be notified when your grades are not submitted by the deadline. Grades that are input late will result in students' receiving "K" grades on their grade reports.

Posting Grades

Faculty should be aware that posting grades is potentially against a student's right to privacy and therefore illegal. If you choose to post grades, you must devise a system that ensures students' total privacy and does not divulge social security numbers; for example in non-alphabetical order with teacher created numbers. There is no reason to post final grades because students may access this information on the MCC website, via Banner Student Self-Service.

Returning Graded Papers

Leaving graded papers in boxes outside offices is against a student's right to privacy and in violation of federal law (FERPA or Buckley Amendment). Students may end up with papers other than their own, leading to justified complaints from the student whose work is missing. Given these problems, do not leave papers in hallways for students to take at will. Rather, arrange a time to meet your students to give back papers or request a self-addressed stamped envelope to mail work back to the student. Additionally, using social security numbers when reporting grades or identifying students publicly is prohibited by law (see **Social Security Numbers** entry for additional information).

See the [MCC College Catalog: Regulations and Policies](#) for a complete list of quality points granted for each letter grade.

Standards

Academic freedom allows you to determine the performance level you expect of your students, but all standards should suggest college-level performance. You should check with your department chair to see if the department has agreed on guidelines regarding standards. In accordance with the Joint Statement on The Rights and Freedoms of Students adopted by the AAUP, U.S. National Student Association and others, and as stated in the MCC College Catalog, student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students have the protection of freedom of expression (reasoned), are protected against improper academic evaluation (prejudice or capricious academic evaluation), and have protection against improper disclosure (e.g. ability, character). MCC subscribes to The Joint Statement on Rights and Freedoms of Students. See the [MCC College Catalog: Regulations and Policies](#).

Graphic Services

Brighton Campus

Building 3, Room 168

585-292-2520

E-Mail: William Gruhn and Michele Skehan

Hours: Monday – Friday, 7:00 a.m. - 4:00 p.m.

Graphic Services designs, develops, and produces instructional materials and other graphics projects for MCC faculty, staff, and administration.

Examples of services include:

- Layout and design projects (posters, fliers, charts, forms, certificates, logos, cover designs, newsletters, brochures, signage, displays, etc.)
- PowerPoint presentations
- Graphics finishing (mounting, matting, and laminating)
- Consultation

Policies and Procedures:

- Please plan ahead. Allow at least two-three weeks for Graphic Services to complete your projects.
- All projects must be MCC-related.
- Departments requesting projects involving excessive amounts of supplies may be asked to provide materials.

Green Slip Admissions

A Green Slip is used to admit students to a class that is otherwise closed to additional enrollment (e.g. the class size is already at the maximum limit or the deadline for adding classes has passed). It may also be used to override course prerequisites or other restrictions. All Green Slips must be signed by both the faculty and the department chair to authorize enrollment in the class. E-mails may be sent to greenslips@monroecc.edu for electronic processing, with a copy to the

department chair. Due to automatic waitlist, Green Slips will start being processed the Friday before the first day of classes.

Before admitting students to a class via a Green Slip, consult with your department chair regarding departmental policy. Some departments have made the decision to not admit students to closed classes or to classes above a certain enrollment due to room or equipment limitations. See your department or Registration and Records for a Green Slip Form.

Health Services

Brighton Campus

Flynn Campus Center, Building 3, Room 165

585-292-2018

Hours during the academic year:

Monday – Friday, 8:45 a.m. - 4:45 p.m.

Damon City Campus

Student Services, 5th Floor

585-262-1740

Damon staff can refer students to the Brighton Campus.

Health Services offers the following services:

- Basic emergency care for illness
- First aid for injuries
- Health education
- Referral to specialist services
- Accident and sickness insurance information
- Sports clearance for athletes
- Student medical requirements for health career programs
- MMR vaccine and flu vaccine administration
- Assistance to physically challenged students

Advise students involved in on-campus accidents to report to Health Services promptly. If Health Services is closed, contact Public Safety, Brighton Campus, 585-292-2911, or Damon City Campus, 585-262-1414.

HELP Desk

See **Technology Support Center** entry.

Human Performance Labs and PAC

Exercise/workout equipment is available to faculty in the Human Performance Labs at each campus and the PAC at the Brighton Campus.

Human Performance Lab

Brighton Campus

Hours during the academic year:

Monday – Thursday 3:30 p.m. – 7:30 p.m.

Friday 2:00 p.m. - 6:00 p.m.

Saturday 12:00 p.m. - 4:00 p.m.

PAC

Brighton Campus

Hours during the academic year:

Monday – Friday	11:00 a.m. – 2:00 p.m., 6:00 p.m. – 9:30 p.m.
Saturday	Closed
Sunday	12:00 p.m. – 4:00 p.m.

Fitness Center

Damon Campus

Fourth Floor, Room 4012

Hours during the academic year:

Hours vary each semester.

Human Resources

Brighton Campus

Building 6, Room 301

585-292-2048

Hours: Monday – Friday, 8:45 a.m. - 4:45 p.m.

Damon City Campus

5th Floor, Room 5015

585-262-1427

Hours: Two half-days each week; call for current schedule

The Human Resources department assists the college community in many ways. The staff provide assistance and information in the following areas:

- New employee orientation and payroll processing
- Benefit and compensation questions
- Tax withholding questions/forms
- Retirement and tax-deferred annuities programs
- Credit Union Information – Room 5014 (we do not enroll)
- Position/vacancy searches and hiring procedures, including advertising, job posting, interviewing, appointment, etc. Most teaching and non-teaching professional vacancies are published on the Web.
- Employee/labor relations issues
- Worker's compensation
- Tuition waiver and/or reimbursement
- Student employment and payroll processing
- Reappointment/compensation for employees, including salary equity
- Board of Trustees' personnel actions
- Americans with Disabilities information, including reasonable accommodations and grievance procedures
- Banner Self-Service connections for employee personal information and benefits data

ID Numbers

All employees and students have a Banner ID number. See entries for **Student ID Numbers** and **M Number**.

Independent Study

Independent study is a learning experience available to students who wish to extend their education beyond the standard course structure; it is not intended as a substitute for a current course. Students work independently under the guidance of a faculty sponsor. An independent study must result in tangible evidence of learning, such as a musical composition, film, model, or written report. A file of previous projects is available in the Library. Students may get an Application for Independent Study from the chair of the involved department. Offering independent study courses is voluntary and does not qualify as part of faculty workload or result in extra pay.

Instructional Materials

Submit orders for instructional materials, other than those mentioned elsewhere in this handbook, to the department chair or department secretary. The Purchasing Office will not accept orders from unauthorized personnel.

Instructional Services

Instructional Services is a division of Academic Services and incorporates the following areas: **MCC Libraries**, **Instructional Technologies Department**, and **Learning Resources**.

Instructional Technologies Department

Brighton Campus
Building 3, Room 150
585-292-2574

Instructional Technologies provides services to faculty and staff in the design, development, training, and support of instructional resources for classroom and administrative needs. The department provides technical expertise and consultation in a variety of areas including:

Online Learning

Distance Learning and Online Resources for Faculty:

- OpenSUNY

Instructional Development

- The Faculty Innovation Center

Multimedia Production

- Imaging Services

- Video Services

- Video Content Library

 - Media Resources

 - Video Production/Distribution

January and June

Full-time faculty are under contract during January and June and are expected to be available for meetings, professional development activities, and advising.

Joint Statement on Rights and Freedoms of Students

This June 1967 document, endorsed by AAUP, U.S. National Student Association, Association of American Colleges, and National Association of Women Deans and Counselors, and subscribed to by MCC, gives the student protection and freedom of expression, protection against improper academic evaluation, and protection against improper disclosure. The College grievance procedures were an outgrowth of the Joint Statement and are based on Due Process. See the [MCC College Catalog: Regulations and Policies](#).

Keys

Members of the faculty must complete a [Key Request Form](#) to obtain office keys or special classroom keys. Each request must be approved by respective department chairs prior to submitting the form to the Department of Public Safety. Requests for electronic classroom keys must be signed by the Instructional Technologies department head and not your department chair.

Once your request has been approved and processed, you may pick up your assigned key for classrooms at the Applied Technologies Center, Workforce Development, and Brighton Campus at the Parking Services office located in 7-341 on the Brighton Campus. It is suggested that you first call the Public Safety administrative number at 585-292-2900 during normal business hours to verify your key is ready for pick up. Classroom keys for the Damon City Campus may be retrieved by contacting the Public Safety 4th floor desk at 585-262-1674.

Contact Public Safety to report any problems with locked rooms or lost keys by calling the non-emergency number at 585-292-2912 for the Brighton Campus, Applied Technologies Center or Workforce Development offices. For the Damon City Campus, contact the Public Safety 4th floor desk at 585-262-1674. Please note that there is a charge to replace lost keys.

Learning Centers

In addition to the Electronic Learning Center (ELC), there are many departmental academic learning centers on campus that provide tutoring, make-up testing, computer and Internet access, and course-related printed and AV materials. If students are likely to use the Learning Center system, please make an electronic referral – sign into [myMCC](#); select the Banner tab; under the Banner Access Menu channel, select Banner Self-Service; select the Faculty Services tab; select “Faculty Surveys” link.

For further information and list of learning centers, see [Learning Centers](#).

Electronic Learning Centers (ELC)

Brighton Campus

Building 11, Room 106

585-292-5267

Please see the [Brighton Campus Electronic Learning Center website](#) for current hours. *

Damon City Campus

Room 4068

585-262-1790

Please see the [Damon City Campus Electronic Learning Center website](#) for current hours.*

*Hours at both sites may vary during breaks and summer.

The Electronic Learning Centers (ELC) at the Brighton and Damon campuses provide MCC students access to Windows computers laser printers, and a variety of software. The following software/services are available:

- Microsoft Office
- Course specific software
- Internet access
- M: Drive access
- S: Drive access
- Laptop accessible printer
- Scanning
- DVD/CD writers
- Consultation by student staff
- Wireless Internet access points

In fairness to other users, the Brighton Campus ELC cannot accommodate classroom instruction or training in the ELC. Contact Delovis Olaode, 585-292-3433, to arrange use of an electronic classroom.

Learning Resources

Learning Resources is dedicated to assisting students, faculty, and staff by providing access to current technology, course-related technology, classroom and technical training, and technical assistance. We are proud to offer quality service to Monroe Community College and the community.

- Classroom Technology
- Learning Centers
 - Brighton Campus Electronic Learning Center
 - Damon City Campus Learning Commons
 - Other Learning Centers at MCC
- Smart Classrooms
- Student Technology Help Desk

Leave Reporting

All full-time teaching faculty are required to submit an electronic monthly leave report via Banner Self-Service. You will receive reminders via e-mail of the due date.

- Log in to [myMCC](#), choose Banner tab
- In the Time Reporting channel, select the Time Sheet link
- Click on date(s) where usage must be updated, fill in hours used in box provided (sick leave must be no less than 3.5 hours)

- Press “Save”
- At the bottom of the page, click “Next” for the subsequent week of the pay period, complete hours for each day of absence
- Comments (Optional), click on bottom of page to insert comments (comments will be needed if time has been used for an earning that does not appear on leave report, i.e. cancer screening, jury duty, etc.)
- Click “Submit for Approval” when leave report is complete; if no leave is taken for the month, simply “Submit for Approval”
- Certification (pin number must be used)
- The approver may return your leave report for correction (you will receive an e-mail stating the leave report has been returned)
- Once correction has been made, re-submit the leave report for approval (approver will receive an e-mail stating the leave report is awaiting approval)

For further assistance, please call Payroll at 585-292-2156 or 585-292-2164.

Legal Responsibilities

Many College policies or practices are based on federal or state law. The College expects all faculty to know and observe all College policies including those on sexual harassment, due process, students’ rights to privacy (FERPA or Buckley Amendment), affirmative action, absence due to religious beliefs, procedures for photocopying, student-faculty grievance procedures, and regulations regarding smoking on campus. For example, it is a violation of federal law and College policy to discuss a student's records with parents without the student's consent, or tax records as proof of financial dependence. For more information concerning legal responsibilities, see the MCC Policy Manual, the [MCC College Catalog](#), or your department chair. Your department chair may opt to help you pursue any matter of concern.

Lost and Found

The Department of Public Safety is responsible for managing lost and found property at the College. The lost and found telephone number for the Brighton Campus is 585-292-2901. You may turn in found items on the Brighton Campus at either the Parking Services Office (7-341) or the Information Desk located on the second floor of Building 1. Lost and found at the Damon City Campus is located at the Public Safety 5th floor desk, 585-262-1672. Public Safety staff will return items if and when the rightful owner is identified.

M: Drive

Directory Descriptions

The following M: Drive directory descriptions are useful to understand the purpose of the M: Drive and what is considered appropriate use of each M: Drive area.

<u>Directory</u>	<u>Purpose</u>
M:\Users Users are subject to a quota of 250MB.	This portion of the M: Drive provides every staff member with a personal network directory for storing personal, college-related data files. This area should be used to store files that nobody else needs access to and the user wants to keep private. Users should not store

	files that co-workers may need if they go on vacation. These should be stored in the department's office directory. Examples of files that may be stored here are memos concerning your personal employment to your boss or to Human Resources or your resume. Users have 250MB of storage unless additional storage has been approved.
M:\Courses Users will be monitored for appropriate use of this space.	This portion of the M: Drive provides a place where teaching faculty members can place data files for read-only access by students. This service allows a faculty member to place a file on the network for student use and have it instantly available by all students at all of MCC sites and from anywhere the student has an Internet connection. This directory is also read-only to all staff at MCC. Each sub-directory is only read-write for those departments who manage the specific disciplines.
M:\MCC Users will be monitored for appropriate use of this space.	This portion of the M: Drive is used for college-wide and cross-divisional information sharing. The majority of this portion of the M: Drive is dedicated to offering read-only files to the staff of MCC. For example, electronic versions of many College forms can be found under M:\MCC\Forms.
M:\MCC\Teams Users will be monitored for appropriate use of this space.	This portion of the M: Drive is for cross-divisional teams. Each team directory within this directory is secured so only team members are allowed access. The team leader controls who has access and what level of access they have.
M:\Offices Users will be monitored for appropriate use of this space.	This portion of the M: Drive is for divisional and departmental related information sharing. Each division has their own directory and within each division, each department has their own directory. At the department level, only members of the department have access. This is used to allow departments to share data files among themselves and only themselves.
M:\Offices\<Division>\Shared	This portion of the M: Drive allows for read/write sharing of data files among every staff member who is a member of the stated division. This is a temporary holding area. Files should not be placed in this directory for more than three months. Any files older than three months are subject to deletion without notice.
M:\Offices\Shared	This portion of the M: Drive allows for read/write sharing of data files among every staff member at MCC. This is a temporary holding area. Files should not be placed in this directory for a period longer than three months. Any files older than three months are subject to deletion without notice.

To get M: Drive access, ask the department chair to submit a request to CNS/Telecommunications. Schedule training by calling 585-292-TECH (8324), or see [Instructional Technologies: Technology Training](#).

Appropriateness Guidelines

This table displays various types of M: Drive usage and what is considered appropriate and inappropriate. Please note that this is a fluid document and examples in this section change as technology changes.

<u>Types of Uses</u>	<u>Appropriateness</u>
Storing Data/ Document Files	Virtually all work-related documents or data files are appropriate use of the M: Drive.
Storing Multimedia Files	Work related graphic, audio, animation, and movie files such as, but not limited to, those that end in MP3, WAV, MOV, MPG, ASF, QT3, FLA, GIF, and JPG when needed for course instruction. The most common infractions are copyrighted MP3 audio files, pornographic or humorous multimedia files. Large (hundreds of files or hundreds of megabytes) collections of work-related multimedia files should also not be stored on the M: Drive as this is better provided through other services. Please contact Communications and Network Services, 585-292-3200, to discuss alternatives.
Storing or Running Programs	The M: Drive service provides ubiquitous access to data files (such as Word documents, Excel spreadsheets, etc.). The M: Drive is not to be used for storing personal or department archives of program files. Program files contain executable files such as Microsoft Office itself. These files take up large amounts of room and should not be stored on the M: Drive. Examples include, but are not limited to, files ending in: EXE, ZIP, ARJ, DLL, and ACE.
Backing up Documents, Media, or your Hard Drive	The M: Drive is not to be used for keeping a complete backup for your entire PC. The complete or even partial contents of your PC's hard drive may not be copied up to the M: Drive for any purpose. However, it is acceptable to copy all data files up to the M: Drive for safekeeping. Simply copying the entire hard drive results in copying hundreds of megabytes to gigabytes of program files on to the M: Drive.
Providing Course Materials	Under the courses directory it is appropriate to place course materials such as syllabi, class handouts, PowerPoint presentations, sample data files, etc. However, it is not appropriate to copy up an

	entire CD or any copyrighted material to the M: Drive for use in the academic learning environments. Because of the space and network bandwidth these would take, this type of service needs to be requested through Communications and Network Services, 585-292-3200, or through your department's technology liaison.
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Machine Graded Exams

Computing and Information Technology Services provides test-scoring services to faculty. The services include providing a test score and item analysis. Faculty instruction handouts, sample analysis reports, and all necessary forms are available in the Brighton Campus Faculty Mailroom, Room 1-107, and at the Damon City Campus Faculty Mailroom, Room 4216. Test scoring information can also be found at [myMCC](#), Employee tab, Online Forms and Documents channel, Computing, "INSTRUCTIONS for Submitting Exams." Tests may be submitted for scoring in the mail slot at Room 6-106. Tests may be submitted at any time. Tests submitted for scoring will be available 24 hours after submission for Brighton and maximum 48 hours for Damon. Scored tests for Brighton can be picked up in the lockbox in the faculty mailroom, Room 1-107. All faculty using the exam scoring service must obtain a general-purpose classroom key to access the lockboxes.

For further information to process a Banner Job Request, see [Computing & Information Technology Services](#).

Mail Services

Building 1, Room 103
585-292-2269

Academic faculty, non-teaching assistants, and academic support staff have mailboxes (adjunct faculty have mail folders) in the Brighton Campus Mailroom, Building 1, Room 107; Damon City Campus Mailroom, 4th floor, Room 4216. The rest of the college community has mail collected and delivered by mail center staff. Many departments also have mail compartments for faculty in the department office. Checking mailboxes and folders regularly is important since campus mail is a major part of the College communication system.

All outgoing and interdepartmental mail from faculty to others can be placed in the mailroom by 2:00 p.m. for same day processing. All outgoing College mail must contain the department name or account number in the return address. College funds cannot be used to process personal postal mail or packages. Unstamped personal mail will be deposited into the mail system and returned to the mailer by the U.S. Postal Service or forwarded to the recipient postage due.

For more information, see [Mail Services](#).

Matriculation

A matriculated student is one who has applied for and been formally accepted as a candidate for a degree or certificate in a specific curriculum. A non-matriculated student is taking courses to satisfy his/her own needs or interests without applying for candidacy in a degree or certificate program leading to graduation. Any student taking 12 or more credit hours in one semester must matriculate. Only matriculated students are eligible for financial aid or College awards. You

should advise students who drop a course to check the status of their financial aid since financial aid may depend on matriculation and/or carrying a load of 12 or more credit hours.

MCC Foundation

The Monroe Community College Foundation, located at the Damon City Campus, was established in 1983 to secure private sector support to supplement and enhance public funding at Monroe Community College. The Foundation is a 501 (c) (3), non-profit corporation that solicits, accepts, manages, invests, and distributes contributions and communicates with donors and prospects regularly. The Foundation encourages and welcomes contributions from MCC faculty/staff in support of scholarships, faculty enrichment programs, departmental equipment funds, and grants for innovative College programs.

MCC Libraries

The MCC Libraries support the College's strategic commitment to "Learning First." Our highest priority is to promote student success. The Libraries' primary purpose is to support and advance the role our resources and services have in the teaching and learning programs of the College.

Brighton Campus

LeRoy V. Good Library
Brighton Campus
Building 2
585-292-BOOK (2665)

Damon City Campus Learning Commons

4th Floor, Room 4068
585-262-1413

Your Librarian - Librarians pair up with departments to support faculty coursework through information literacy instruction sessions, research coaching sessions, and other projects. The library shares news of events or programs, new services and resources, etc. For more information and to learn of your department's librarian, visit [The Faculty Guide to the MCC Libraries](#).

The MCC Libraries can support your courses in a variety of ways, including:

Research Help:

- Research coaching for individuals and small groups
- Information literacy instruction sessions and online research guides tailored to your course and assignments/projects

Resources:

- You Decide! MCC Libraries Collections Strategy includes heavy participation from you, the faculty! Submit requests and suggestions for resources of which you'd like MCC Libraries to have access through our Interlibrary Loan service. ILL is more than borrowing, it's all things access!
- Access to full-text journal articles, e-books, streaming videos, etc. accessible through our website
- Availability of your course materials on Reserve for specific courses (i.e. faculty copies of textbooks, etc.)

Spaces:

- Group and individual study rooms
- Instruction room (space for 25 students –lab computers included)
- Computers, laptops, iPads, and Kindles available to borrow
- And More!

Stop in or contact us anytime! We're here for you! <http://libguides.monroecc.edu/about>

Media Services

See **Instructional Technologies Department**.

Middle States

Monroe Community College (MCC) is accredited by the Middle States Commission on Higher Education (MSCHE). MSCHE is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. Accreditation by the Commission on Higher Education follows a period of candidacy lasting up to five years. MSCHE reviews institutions periodically through either on-site evaluation or other reports. MCC's accreditation was last reaffirmed in November, 2011, through the Periodic Review Process. The next Self Study evaluation is scheduled for 2015-2016. As part of the Self Study, the College will conduct a comprehensive assessment and analysis through the context of the fourteen accreditation standards set forth by Middle States.

Mobile Access

MCC's Mobile website is optimized for your portable device and specifically designed for display on cell phones and tablets. This service offers quick links to campus maps, class cancellations, campus events, class schedules, etc.

Log-on now at: m.monroecc.edu or scan this code:



myMCC

The College web portal myMCC is a centralized resource where you can connect to everything on campus – sign-in once and you are connected to all MCC systems. You must activate your MCC network account before you can gain access to myMCC and utilize all services. The activation process is simple; all new employees are provided with network account creation information. After you activate your MCC network account, you will be able to access myMCC and find everything you need to succeed at MCC!

Here are just a few of the many features you can access through myMCC:

Employee E-mail
Computer Code of Conduct
for Users of MCC's Computer Systems
Faculty Innovation Center
MCC Libraries
Campus Announcements

Wireless Mobile Devices
Connect Your E-mail
to Your Cellular Device
MCC College Catalog
Time Sheet
Banner

For technology help and assistance, contact:

MCC Technology Support Center • 585-292-TECH (8324)

E-mail: HELPDESK@monroecc.edu

Website: <http://www.monroecc.edu/depts/ets/helpline.htm>

Office Hours

You are expected to make yourself available to students for conferences and academic assistance needed outside of class time. Full-time faculty must provide five office hours per week to be accessible to students. Part-time faculty office hours are proportional. Faculty are required to post office hours and class schedules. Campus phase sheets are an option for posting office hours and class schedules, in addition to electronic generated Outlook calendars. See **Appendix H** for sample Campus Phase Sheets.

Office Space

The department chair and the department secretary assist with office assignments and other matters related to offices.

Online Learning

The College offers courses that are fully online and hybrid courses (a combination of online and face-to-face) through OpenSUNY (formerly known as the SUNY Learning Network [SLN]). MCC is a national leader in online education and is committed to providing quality faculty, programs, and services. If you are interested in teaching an online course, the Office of Online Learning, 585-292-3440, can provide more information. Contact your department chair about getting started. For further information on MCC's distance learning courses, see [Online Learning](#).

The [Distance Education Procedure Manual](#) contains compliance procedures at Monroe Community College designed to prevent and detect fraud in the College's distance education program. The intent of the manual is to ensure compliance with the United States Department of Education Dear Colleague Letter – GEN-11-17 – Fraud in Postsecondary Distance Education Programs. The procedures stated in the procedural manual are reviewed and updated annually by September 30, or as required by changes in technology, organization structure, or administrative procedures. Concerns regarding the College's Distance Education program may also be raised through the Ethics Hotline.

Open SUNY

Open SUNY offers online courses from over 20 SUNY campuses. All credits earned are fully transferable between SUNY institutions. MCC currently offers more than 100 courses through Open SUNY. For more information on Open SUNY, call 1-800-342-3811 (prospective students), or 1-800-875-6269 (current students), or visit the [Open SUNY](#) website.

Outlook

Microsoft Outlook is the College's e-mail system and it is the official College correspondence vehicle. MCC will use the e-mail system to conduct and notify faculty, staff, and students of college-related business, and to share general information of importance. It can be accessed on-campus by clicking the Microsoft Outlook icon on the desktop.

Outlook can be accessed off-campus through an Internet provider using your browser, at <https://mymail.monroecc.edu>, or through the [myMCC](#) portal.

All faculty are assigned an e-mail account. Adjuncts are required to use MCC e-mail for their college-related communications; ask your department chair to submit a request to CNS/Telecommunications. Schedule training for Outlook by calling 585-292-TECH (8324), option 3 for employee technology support, then option 1 for technology training, or see [Instructional Services: Technology Training](#).

Parking

Brighton Campus

The Monroe County Parking Program at Monroe Community College is a fee-based program that requires you to register your vehicle with the MCC Parking Services Office in order to park on the Brighton Campus, or pay for parking at metered locations each time you park on campus. Currently, full-time employees who are hired under Civil Service or Faculty contracts are not required to pay for parking. However, all employees must register their vehicle with the Parking Services Office.

To complete your vehicle registration, log on to [myMCC](#), click on the Banner tab, and Banner Self-Service link. From there, select the Employee tab and go to My Parking Account to request parking. Once you select the appropriate term in the drop down menu, you must then click on the vehicle registration link to complete the registration process or add a new vehicle to your account. Once your vehicle is registered with Parking Services, your vehicle license plate serves as a "virtual permit" and will allow you access to gated employee parking lots A, K & P. Additional reserved parking for employees is located in the first rows of lots F, M, Q and the first two rows in lot G.

Parking regulations are enforced 24/7 year round. Any vehicle that is parked in a non-metered space without valid parking registration with the College is subject to being ticketed.

Visit the [Parking Services](#) website, or call the Parking Services Office at 292-2700 for further information regarding parking registration and regulations.

Damon City Campus

Full-Time teaching faculty members reassigned to DCC will be entitled to receive a parking key card for parking in the St. Joseph's Garage (attached to the Sibley Building). The key cards will be valid only during the fall or spring semesters and will be purchased by the College and distributed by the Executive Dean's office. Parking is available in a variety of city lots. For additional information, contact Toni Custodio at 585-262-1611.

Paychecks

All faculty, including adjuncts, are encouraged to have their pay directly deposited into their bank accounts. An electronic pay stub can be sent to you via Outlook or you may view your pay check/stub in Banner Self-Service via the Web. For information on direct deposit, contact Payroll at 585-292-2156.

Photocopying

See **Printing Services** entry.

Photo ID

You need a MCC photo ID (SUNYCard) to take advantage of many services on campus, including:

- Accessing faculty/staff parking gates
- Riding the MCC Shuttle
- Using library services
- Accessing copiers
- Cashing checks
- Purchasing discount movie tickets
- Using College athletic facilities

The Brighton Campus Photo ID Office is located in Building 3, Room 139A, 585-292-2555. The Damon City Campus Photo ID Office is in the Campus Center Room 5251, 585-262-1726. You will need some form of picture ID, such as your driver's license or a pictured work ID, in order to get your MCC Photo ID. Please call to check hours as they vary.

Placement Testing

See **ACCUPLACER** entry.

Plagiarism

See **Academic Honesty** entry.

Prerequisites

Many departments have determined that to be able to perform successfully in some courses, students need to fulfill certain course prerequisites. If your course has a prerequisite, you should make every effort to verify that your students have met the prerequisites.

In many departments faculty do not have the authority to ignore a prerequisite. Any substitutions for stated specific course requirements (other than those made by the Office of Admissions for transfer students) require written approval by the appropriate department chairs. Consult with your department chair.

Printing Services

Main Print Shop

Building 3, Room 168

585-292-2520

Hours: 7:00 a.m. – 4:00 p.m. daily

The [Printing Services Department](#) is available for all copying and printing requirements. Typical printing services include flyers, brochures, programs, forms, posters, reports, course material, memos, letterhead, envelopes, large volume copying, mail merges and custom buttons.

A host of bindery services is available (Perfect Bind, GBC, Coil), as well as folding, drilling, and cutting. Business cards are also available; request forms are available in the Print Shop or online through the [myMCC](#) portal, Tech tab, Technology Service Support & Requests channel, Submit a Print Shop Request, New Business Card Order.

A complete design service is available as well as offset printing and digital imaging (from either electronic or hard copy submission). See the **Graphic Services** entry for additional information.

Printing service requests can be made in person, through interoffice mail, or via drop-off boxes in the two satellite copy centers (Brighton Campus, rooms 5-212 and 8-539). An electronic request form is also available online (24/7), accessible through the [myMCC](#) portal, Tech tab, Technology Links channel, Printing/Copying Service link, Online Request Form, New Work Order.

Prior Learning Assessment

MCC, through Academic Services and in consultation with academic departments, grants prior learning credit for coursework successfully completed. Prior Learning Credit is granted by MCC for college-level work completed elsewhere that is accepted towards completion of a MCC degree program. All prior learning credits are transcribed as transfer credit. Prior learning credit may be awarded through course completion at appropriately recognized post-secondary institutions, military training, exam completion like CLEP and AP, MCC departmental exams, converted credit from non-credit training, and portfolio. For more information contact Andrew Freeman, Director of Academic Services, 292-2189.

Privacy Rights

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA or Buckley Amendment), students at MCC have full access to their education records, the right to challenge the content of such records, and the right to limit the transfer of such records without their consent.

It is recommended that faculty do not talk to parents, spouses, or anyone else about a student's academic record or other confidential information without the written consent of the student.

For further information, see [Registration & Records: FERPA Law](#).

Promotion Process for Faculty

See Article 54 of the [Faculty Contract](#) and discuss this topic with mentor, tenure chair, and/or department chair. Be sure to take special note of the factors that are considered and the increasing expectations for each successive rank.

Records Retention

SUNY regulations pertaining to the retention of records require that records be retained as follows:

Instructor's grade records, test scores, and marking sheets	2 years
Completed examination test papers and answer sheets	6 months after course completion
Course syllabus	On file with department
Course or laboratory attendance records	6 years
<i>NOTE: Attendance information held in Banner serves as our official record for legal retention. Accurate attendance records assist in addressing situations wherein a student disputes the official attendance information/record, which may not be reflected in Banner. Instructors shall therefore retain their own attendance records for a minimum of two academic years to validate and supplement the information supplied in Banner.</i>	

See your department chair to discuss what you should do with these records at the end of the semester/academic year. See **Appendix F** for the Records Retention and Disposition Schedule.

Removing Equipment from Campus

If you need to remove equipment from the College (from your office or through Equipment Services), you must submit the [Asset Disposition Form](#) for approval from your department chair and the Director of Academic Learning Environments (Bob Cunningham). The Asset Disposition Form is also used by your department chair to have equipment disposed of or transferred from one on-campus location to another.

Repairs

Housekeeping deals with pest removal, water spills, overflowing toilets, and general housekeeping problems. For assistance, please complete a [maintenance request form](#) or call 585-292-2593.

Facilities deals with room temperature, light bulbs, plumbing, snow and ice, and facility noise problems. For assistance, please complete a [maintenance request form](#) or call 585-292-2800.

After normal business hours, call Public Safety at the Brighton Campus at 585-292-2911 or at the Damon City Campus at 585-292-1414. Public Safety must be notified of any chemical spills.

Retention Process for the Tenured Full-time Faculty

See Article 54 of the [Faculty Contract](#) and discuss this topic with your mentor, tenure chair, and/or department chair.

Sexual Harassment

Sexual harassment is the most commonly understood form of harassment, but it is important to note that harassment on any demographic basis – including age, color, disability, national origin, sex, gender identity, race, religion, class, institutional status, or sexual orientation – also can occur and is expressly forbidden. In all cases, harassment undermines the College's commitment

to excellence and diversity and is contradictory to the College's policy of valuing and respecting all individuals and their contributions.

Administrative responsibility for implementing the Monroe Community College Harassment Policy rests with the Assistant to the President, Human Resources and Organizational Development.

Harassment can take two forms:

- Unwelcome verbal or physical conduct – which may or may not be sexual in nature – that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions.
- Quid pro quo harassment, which occurs when a person in a position of authority uses that position to engage in unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is explicitly made a term or condition of an individual's employment or education; or
 - Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's education or employment.

Complaints of harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of the context of the behavior. Harassment must be distinguished from behavior that, even though it may be unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.

Examples of conduct that may constitute harassment include:

- Continued unwelcomed questioning about intimate or personal matters outside the scope of work or learning
- Unwelcome touching or physical acts outside the scope of work or learning
- Unwelcome comments or jokes of a sexual or explicit nature
- Unwelcome comments or conduct regarding an individual's race, color, religion, sexual orientation, gender identity, age, disability, etc.
- Sending e-mails that contain unwelcome, extreme or persistent message, images or language
- Persistently joking about an individual's age, disability, country of national origin, color, sexual orientation, religion, gender identity, etc.

The above list is not exhaustive; it is intended only to provide general examples of possible, prohibited conduct. The College strongly discourages any consensual sexual relationship between College employees and students. In considering whether conduct has violated the harassment policy, the totality of the circumstances is examined. Members of the Monroe Community College community are encouraged to bring specific questions and concerns to the attention of the appropriate College administrator.

Any individual who believes that s/he has been subject to harassing conduct is encouraged and has the right to seek support, utilize available resources and come forward with his or her concern or complaint. Retaliation for filing a complaint, participating in the investigation of a complaint, or exercising any other right under this policy is expressly prohibited and will be addressed. Any complaint, witness, or other individual who believes that s/he has been retaliated against is encouraged to report the retaliatory conduct.

Smoking Regulations

Monroe Community College (MCC) supports a healthy, sustainable environment for the college community and is committed to preparing our students for increasingly tobacco-free workplaces. Therefore, tobacco use, including e-cigarettes and vaping devices, is prohibited on all college owned and leased property, both indoors and outdoors. This includes but is not limited to:

- All buildings on the Brighton and Damon campuses, Applied Technologies Center and Public Safety Training Center.
- Off-site and leased locations such as the Economic Development and Innovative Workforce Services facility.
- Outside property owned and leased by the College including open land areas, woods, fields, patios, parking lots, sidewalks, roads, loading docks, and building entrances.
- All vehicles owned and leased by Monroe Community College or its affiliated organizations.
- College-sponsored events at all locations.

All tobacco products in use must be properly disposed of prior to entering any College property or exiting a personal vehicle. The College requires college community members to respect private property bordering all College locations by refraining from trespassing for purposes of tobacco product consumption.

The sale, free distribution, related advertising, or sponsorship of tobacco products is also prohibited on College property.

Social Security Numbers

By law, institutions are prohibited from posting Social Security numbers. No Social Security number can be used to identify students for posting or public listing of grades on class rosters; on lists provided to teachers; on student ID cards, student directories, or student listings; or for any public identification purpose.

Special Events

The College supports a number of special events on both the Brighton Campus and the Damon City Campus each year. Special events are often publicized in the Campus Center, on various bulletin boards and monitors throughout the campuses, in the [MCC Daily Tribune](#) via Outlook or on the Web, and the [Events Calendar](#). Faculty may want to announce in class, events that may be beneficial to students.

Strategic Plan

To review the Strategic Plan, see the [Office of Planning](#) website.

Student Clubs

Under the umbrella of the [MCC Student Government Association \(SGA\)](#), MCC offers over 60 chartered clubs and organizations for students to experience. Academic, cultural, recreational, religious, special interest, and professional/honor societies make up the selection available. Faculty may want to inform students of clubs or club activities that would complement their learning experience.

Faculty are also welcomed to participate in committee work or by volunteering as a faculty advisor for a new or existing student club. Faculty involvement is an essential component for the success of these clubs.

For further information about student clubs and organizations, see [Student Life and Leadership Development: Clubs & Organizations](#).

Student Housing

Monroe Community College and the Housing and Residence Life Office offer students the opportunity to live on campus in our state-of-the-art residence halls. The residence halls operate under the [MCC Association, Inc.](#), a non-for-profit organization that provides the necessary financial and management support for many student programs and services.

For further information on the Alice Holloway Young Commons Residence Halls, see [Housing and Residence Halls](#) or call 585-292-3674.

Student ID Numbers

All students are assigned a unique ID number in the Banner administrative system, e.g. “M00000001.” This number serves as an individual identifier for all of their college activities. Students can access their academic and financial records, as well as register for classes by logging into [myMCC](#) with their MCC Network user name and ID. If students have trouble accessing the system, they should contact 585-292-TECH (8324). Please also see the entry for **M Number**.

Supplies

Department secretaries maintain basic classroom supplies such as chalk, white board markers, transparency pens, paper, class registers, examination booklets, transparencies, as well as other office materials.

Teaching & Creativity Center (TCC)

The TCC is an innovative initiative supported by the Monroe Community College administration and faculty members. Our mission is to enable faculty to increase teaching effectiveness and inspire innovation within a diverse community. The TCC promotes the scholarship of teaching and learning, helping faculty members engage in reflective dialogue and apply current research to actual practice. Also, we promote the principles and practices of teaching with individualized, departmental, and college-wide programming. We create an environment for faculty to exchange ideas and resources, be assisted with course and lesson development, and have the opportunity to learn new skills. In addition to overseeing orientation programs for all new tenure-track and adjunct faculty, we organize the TCC Conversations and Workshops series; Critical Friends Groups; Faculty Inquiry Groups; Adjunct Faculty Suppers for Success; Faculty Reading Groups;

and provide one-on-one consultations for faculty interested in enhancing any aspect of their teaching. At Brighton, the Center is located in room 12-201. At Damon, the Center can be found in room 5091. For further information, see [Teaching and Creativity Center](#) or contact the Coordinator (Jon Iuzzini, 585-292-3319); Faculty Coordinator (Neeta Primo, 585-292-2959); and the faculty co-chairs (Karen Coffey, 585-292-3313; Julie Damerell, 585-262-1737).

Technology Services

Under the umbrella of Technology Services, the College offers the following services:

- Computer support services
- Wireless connectivity
- Classroom Support
- Programming
- Web Development
- Mail Services
- Peripheral Desktop Support
- Network support
- Printing/copy/graphic services
- Technology Support Center
- Technology training
- Telecommunications

For department specific software installation in electronic classrooms, technology enhanced classrooms, or offices, contact your department liaison, the individual within your department who is the main contact with Technology Services. The liaison will make appropriate contacts with Technology Services.

Technology assistance can be accessed through the [myMCC](#) Web portal via the “Tech” tab, the Technology Support Center at 585-292-TECH (8324), or e-mail helpdesk@monroecc.edu.

Technology Support Center

The Technology Support Center forms an essential contact point for all Monroe Community College employees, providing one number for most service situations. This one number provides access to service departments for fast and professional response for user requests, problems, or questions. Each department is familiar with their services and can respond most efficiently so please check with your department before calling the Call Center.

The Technology Support Center is staffed Monday-Friday.

For Technical Support, call 292-TECH (8324) from off campus or TECH (8324) from on campus.

Student Technology Help Desk	Press 1
Audio Visual Hotline - AVAV (2828)	Press 2
Employee Technology Support Center	Press 3

Using the Employee Technology Support Center - Option 3

Please listen to the voice greeting received. The greeting will indicate if there is an operator available to take your call.

Technical Support - Press 1

- Administrative Services
 - Banner
 - Image Now
 - Web Focus
 - Ad Astra
- PC Software questions
- Password Reset
- E-Mail - Microsoft Outlook
- Training Registration
- Web Page Development/Web Master
- Computerized Test Scoring
- Electronic Surveys
- Hardware Service & Repairs
- Network Services
 - Access Passwords
 - M: Drive
 - File Service Management
 - Electronic Classroom Hardware/Software Support
- Equipment Research, Recommendation, & Installation
 - Computer bid specs
- Install PC Software - Office Workstations

Telecommunications Call Center - Press 2

- Telephone Services
 - Problems, Repair, Upgrade
 - Moves, Adds, Changes
 - Faculty/Staff Directory
 - Charge Back for Usage
 - ROLM, OCTEL Serenade Support - Brighton
 - ROLM, PhoneMail Support - Damon
 - Direct Inward Dial
 - Operator Assistance

Leave a message - Press 3

- If you are not sure which option above to select, or there is no operator available at the time of your call, you may leave a voice message with a brief description of your question or request, your name and phone number and someone will call you back.

Technology Training

An extensive Technology Training Program is offered on a “Call to Schedule” basis throughout the year. In addition to training, the Technology Support Center provides support for day-to-day use of technology.

For further information and a complete list of training offerings, see [Instructional Technologies, Technology Training](#).

Telephones and Voice Messaging

Office phones are primarily for internal calls and external business calls. Always clear business/professional long-distance calls with the department chair, as these are charged to the department's Telecommunications budget line. For personal toll calls, please use a personal calling card or personal cell phone. There are public telephones in a number of strategic places throughout the Brighton campus: the Brick Lounge, the entrance to the Library, the first floor of the north and south towers, the second floor of Building 1, and various other locations. At the Damon City Campus, public telephones are located on the 4th floor near the ILC, room 4258 and on the 5th floor near office suite 5010.

For further information and training on the telephone and voicemail system, see [Communications and Network Services: Telecommunications](#).

Voicemail

Faculty who are assigned a dedicated phone line have a Voice Mailbox at that same 4-digit extension number.

Adjunct Mailboxes

Adjunct faculty commonly share an office telephone line with fellow adjuncts. However, a personal voice mailbox can be provided. The department secretary can work with CNS/Telecom to assign a voice mailbox to any faculty who would like one. When a voice mailbox is set up, faculty will be notified of the mailbox number and given instructions on how to set-up and use the system.

For assistance with voicemail, call 585-292-TECH (8324), option 3, then option 2.

Theater

MCC's 574-seat theater is used by the college community as well as residents, organizations, and community members of Monroe County. Uses of the facility include the President's annual address to the College, Creative Arts Committee events, student theatrical productions, and daily instructional use. The College's central location and neutral ground promotes the use of the Theater for local interest.

Travel

Department chairs must approve each faculty member's [Prior Approval Travel Request](#). In some departments, a committee of faculty may be involved in evaluating requests for travel, if funded by Professional Development funds. Any travel request on College business or to attend conferences during normal working days—even at personal expense—requires a Prior Approval Travel Request form to be completed and approved by the department chair. This written approval will qualify faculty for coverage under the College's insurance plan, should an accident occur during travel. After travel is complete, travelers must submit a [Local Mileage & Conference Expense Report](#) or [Travel & Conference Expense Report](#).

To find out further information on planning a trip, see the [MCC Administrative Guidelines](#) or the department secretary.

Vehicle Problems

Public Safety can be of assistance if you experience trouble with your vehicle (run out of gas, dead battery, lock out, etc.) while on any campus location. Contact Brighton Campus, Public Safety, 585-292-2911, or Damon City Campus, Public Safety, 585-262-1414.

WAC: Writing Across the Curriculum

Writing Across the Curriculum is a program that promotes writing as an effective way of teaching and learning in any discipline: anthropology, chemistry, mathematics, physics, or any other subject. In writing-intensive (WR) courses, students have the opportunity to learn the course content through both formal and informal writing assignments. Formal assignments, written for a reader, require a minimum of 2,000 to 2,500 words per course; informal assignments, written largely for one's self, are instructor-specific. They help the student to think on paper and work through the course content. Through writing, students increase their understanding of course content and learn the importance of writing as an expression of thinking.

For more information on WAC, see [Writing Across the Curriculum](#).

Waiver and Substitution

A matriculated student must follow an approved curriculum as described in the College Catalog at the time of matriculation. Substitutions for specific course requirements (other than those made by the Office of Admissions for transfer students) must be approved in writing by the appropriate department chairpersons. The department chairperson having responsibility for the substituted course and the chairperson of the department responsible for the degree shall be the appropriate persons to authorize any change. Questions arising from periodic revision of the MCC College Catalog will be resolved by the Curriculum Administrator, Academic Services Division, without penalty to the student. The Curriculum Administrator will also resolve problems regarding cross-departmental or cross-divisional substitution/waivers.

Wait Lists

Electronic wait lists are activated when a course's maximum enrollment has been reached, and the course is closed. Future registration in the class is processed through the wait list. The wait-listed course will open again only when the course has fewer students enrolled than the maximum allowed and there are no students on the wait list. A student can be added to a course wait list by using the "Add or Drop Classes" menu option in Banner Faculty Self Service.

Automatic Waitlist Process: When a student attempts to register for a class and the class is filled, the student can add themselves to the waitlist. When a spot opens up in the class, the student will be notified immediately by MCC e-mail to register. The student is given up to 72 hours to respond and register themselves into the class (changing their status from "Waitlist" to "Web Registered"). The week before classes start, the student's notification time is reduced from 72 hours to 24 hours. Green slips are processed after the drop/add period when wait list processing is complete.

A student's real-time waitlist position, notification time, and status is listed in the Student Detail Schedule in [myMCC](#), Banner Self-Service. For further information, please visit: [Registration & Records: Waitlisting for Classes](#).

Withdrawals

Students can drop any full term course during the first three weeks of classes and the course will be removed from the student's record. Tuition for dropped courses will be refunded in accordance with the tuition refund schedule published in the [MCC College Catalog](#). Withdrawals after the third week of classes results in a grade of W.

Faculty who advise students during the withdrawal procedure should point out that a student's financial aid may be affected by a course withdrawal, and that they will continue to be obligated to pay for the course.

Withdrawals can occur by action initiated by either the student or the faculty member, but the primary responsibility lies with the student. Students should not assume that the instructor will withdraw them from the course. Failure to attend classes or merely giving notice to the instructor does not constitute official notice of withdrawal. Students who have not officially withdrawn will appear on your final grade roster and you must assign a grade (A - F) to the student. All official withdrawals—student initiated, faculty initiated, health related, or improper immunization, etc.—result in a grade of W for the student.

Student Initiated Withdrawals

Student initiated withdrawals require the following actions from the student prior to the last day for withdrawals.

- Students can withdraw online via the student information system; OR
- Students must complete a Class Add/Drop Form & Student-Initiated Withdrawal Form available from the Advisement and Graduation Services office, Registration and Records office, or the Student Services Center at the Damon City Campus. Students must submit the withdrawal form to the Registration and Records office or the Damon City Campus Student Services Center.
- Complete withdrawal from the College is done through the Advisement and Graduation Services office.

For more information on student initiated withdrawals, see [Registration & Records: Withdrawal](#).

Faculty Initiated Withdrawals

You are encouraged to send a formal warning to students before withdrawing them (see **Early Warning** entry). If the student's behavior remains the same after the formal warning and you choose to withdraw a student based on poor attendance, you must do so prior to the last day for withdrawals.

- Faculty initiated withdrawals are entered as final grades (on the Banner Faculty Self-Service Final Grade Worksheet) after the census date for the section you are teaching.
- The W grade becomes an available option after census.
- The W grade will remain an available option until the end of the withdrawal period for full term courses. Withdrawals should not be issued beyond the 80% mark of the course, although the system will allow you to enter a W until the end of the term.
- When you enter a W grade, you must also enter a last date of attendance.
- There is no waiting period for W grades to become final. Once entered, the W will become part of the student's academic history.

- You may remove or change a W grade by submitting a record change form to the Registration & Records office.

Workforce Development

See **Corporate College** section.

Workload for Full-Time Faculty

Teaching workload is specified in the [Faculty Contract](#). For most faculty members, 30 contact hours are required per academic year. In addition, workload typically includes 30 planned formal hours of advisement per academic year.

Part IV: MCC Faculty Organizations

The College Administration, including the Board of Trustees, recognizes two separate bodies to provide input from faculty and non-teaching professional staff into the activities of the College: the Faculty Association (union) and the Faculty Senate.

Faculty Association (FA)

The Board of Trustees recognizes the Faculty Association as the sole and exclusive negotiating representative pursuant to the New York State Public Employees' Fair Employment Act. The Board and the Faculty Association have agreed that to promote harmonious relations between the College and the Faculty, the principle of collective negotiations is to be employed.

The Faculty Association has been the exclusive bargaining agent for teaching and professional staff on campus since 1968. The Faculty Association's affiliations include the New York State United Teachers (NYSUT) in Albany, the American Federation of Teachers (AFT) in Washington, D.C., and the Rochester Labor Council, AFL-CIO.

As the exclusive bargaining agent for faculty (with the exception of those individuals listed in Article 3, section 2A of the Contract), the Faculty Association negotiates the Contractual Agreement with the College Administration and Board of Trustees that covers your terms and conditions of employment at MCC.

The Faculty Association is a membership organization. In order to participate in the important decisions of contract ratification and the election of the Association's leadership (Faculty Council) you must join. Membership forms are available in the Faculty Association Office, 7-205. State law and our faculty contract require all faculty who are not Faculty Association members to pay an agency shop fee equivalent to the dues levied by the Faculty Association, a portion of which will be reimbursed upon request by means of a Letter of Objection. During November, the President of the Association provides faculty paying the agency fee details of how and when to request reimbursement.

If you are new to the faculty, you will be receiving a detailed letter from the Faculty Association outlining pertinent information that pertains to membership and dues upon the start of your employment. The Faculty Association president and staff are available to take your calls or to meet with you to answer any questions you might have about the contract and your working conditions.

For further information on the Faculty Association, please see [MCC Faculty Association](#).

Faculty Senate

The Faculty Senate is the elected body recognized by the faculty and the College to represent the academic governance interests of teaching faculty and professional staff. All divisions of the College have equal representation based on the number of faculty in their divisions.

The entire College faculty elects the officers of the Faculty Senate — President, Vice President, and Secretary — and each division of the College elect its own senators who then vote to represent the wishes of their constituents.

The Senate consists of six standing committees whose chairs join the officers to make up the Executive Committee. The Executive Committee meets weekly and carries on Senate business between regular meetings of the Senate. Following are the six standing committees:

- Academic Policies
- Curriculum
- Nominations, Elections, and Governance (NEG)
- Planning
- Professional Development
- Special Committee on Administrative Affairs (SCAA)

Involvement in Faculty Senate, as either a Senator or member of an ad hoc committee, provides opportunities to learn more about the College, to meet colleagues from across campus, and to perform rewarding service to the College.

For further information on the Faculty Senate, please see [MCC Faculty Senate](#).

Part V: References

Appendix A: Annual Faculty Development Report (AFDR)

Appendix B: Classroom Observation Form

Appendix C: Sample Course Information Sheet

Appendix D: Working with Non-Native English Speakers

Appendix E: Faculty Tips for Student E-mail

Appendix F: Records Retention and Disposition Schedule

Appendix G: Bookstore Course Supply Request Form

Appendix H: Campus Phase Sheets

Appendix A: Annual Faculty Development Report (AFDR)

ANNUAL FACULTY DEVELOPMENT REPORT

For Faculty Whose Primary Responsibility is Teaching**:

Period of _____ to _____

Name:

Rank or Title:

Department:

The purpose of the AFDR is to provide you the means to tell *your own story* about *your own work*. The AFDR is not meant to function as a comprehensive list of everything you've done over the past year. Instead, the AFDR is a self-generated examination of your own performance and growth. The AFDR also provides you the valuable opportunity to consider more broadly the relationship of your work to the work of the College, as defined by the College's mission and strategic plan. Therefore, please use this document (1) to highlight your *most significant* choices and activities regarding your teaching/position, your professional development, and your service, and (2) to reflect on your evolving role at MCC. How can you focus each section of your AFDR so it presents your *most relevant* achievements as an *intentional* member of MCC's community?

- A. **Teaching Effectiveness:** List specific courses and types of sections (e.g. hybrid, lab, online). Provide a **brief** narrative description of the most significant choices you made about course preparations, course revisions, high-impact practices, and/or course materials used. Describe actions taken that have led to an enhancement of assessable student success and supported the College's mission and/or strategic plan*.
- B. **Professional Activity and Growth:** Provide a **brief** narrative description and/or a **brief** list of the most significant courses, seminars, professional associations, credentials received, and/or activities that have supported your professional development and/or pedagogical practices over this past year. Describe how these activities have supported the College's mission and/or strategic plan*.
- C. **Service to Students, College, and Community:** In addition to your teaching responsibilities, provide a **brief** narrative description and/or a **brief** list of how your most significant service activities have enhanced student success, supported the mission and goals of the College*, and/or positively impacted the greater community.
- D. **Closing Reflections:** How have your past year's work, experience, activities, and accomplishments supported your plan for professional growth and/or your evolving role at MCC? **Briefly** outline and/or describe your intentions for the coming year to support your plan and/or role.

This report is to be submitted by the date set by your Vice President. Only activities since the submission of the previous report should be included. Retain one copy for your files and forward copies to your Department Chair, Dean, and Vice President.

You may include any attachments, electronic or otherwise, though this is not required.

* The current mission and strategic plan can be found on the College website.

** Adjunct faculty need only complete Sections A, B, and D.

Appendix B: Classroom Observation Form

CLASSROOM OBSERVATION FORM

Instructor _____ Class _____

Evaluator _____ Date _____

Directions: This appraisal has been designed to indicate the areas in which improvement should be directed. Every effort should be made to keep comments and observation specific and objective. The completed appraisal should be discussed in a personal conference and should be signed by both parties with both parties receiving a copy. The evaluator should be familiar with the items on the observation form and should have the form with him/her during the classroom visitation. If the evaluator makes an effort to blend into the classroom, the observation is more indicative of daily classroom procedures. The following rating scale should be used for items 1 and 2: S: Satisfactory *U: Unsatisfactory

1. Personal Characteristics
 - 1.1 Appearance S U
 - 1.2 Voice S U
 - 1.3 Eye Contact S U
2. Prompt start and end of class S U

The following rating scale should be used for items 3 and 4:

- *1. Unacceptable (incompetent, unsatisfactory, demands immediate improvement, intolerable)
- *2. Needing improvement (needing to progress, needing correction, needing to develop, needing to upgrade)
- 3. Competent (capable, efficient, qualified, effective, able)
- 4. Proficient (highly skilled, expert, accomplished)
- 5. Distinctly Exceptional (unique, definitely unusual, clearly uncommon, rare, unmistakably extraordinary)

--- For each item rated use only one number ---

3. Professional Proficiency
 - 3.1 Subject matter competency 1 2 3 4 5
(confident, demonstrates knowledge of lecture content)
 - 3.2 Planning and Preparedness
 - 3.21 State of preparedness 1 2 3 4 5
(selection and organization of lecture content)
 - 3.22 Continuity of lesson 1 2 3 4 5
(relates to previous and/or future topics)
 - 3.23 Clarity of communication

a. Students encouraged to question	1	2	3	4	5
b. Willingness and ability to respond to questions	1	2	3	4	5
c. Presentation techniques	1	2	3	4	5
d. Illustrations used	1	2	3	4	5
4. Interaction with students					
4.1 Interest in students	1	2	3	4	5
4.2 Accepts student contributions	1	2	3	4	5
4.3 Is approachable	1	2	3	4	5
4.4 Atmosphere appropriate for learning	1	2	3	4	5

--- All * ratings require written comment on reverse side. ---

Areas of Strength

Areas in Need of Improvement

Additional Comments (Optional)

Evaluator _____ Position _____ Date _____

(This signature acknowledges the fact that the classroom visitation was made and that my reactions were as indicated.)

Person being observed _____ Position _____

(This signature indicates only that the form has been read, the observation discussed, and a copy received.)

The information on this form will be used by the Tenure Committee, Department Chair, and/or appropriate administrator in the decision for recommendations for retention and/or tenure. It may also be used in making a decision for recommendation for promotion.

Appendix C: Sample Course Information Sheet



Monroe Community College

STATE UNIVERSITY OF NEW YORK

MTH 098: Elementary Algebra

MTH 098-017

Spring 2014

Mon, Wed 10 – 11:50 am

Building 11, Room 202

Professor Contact Information

Professor: Neeta Primo, Assistant Professor
nprimo@monroecc.edu (preferred)
585-292-2959
Building 8, Office 515

Please be aware that emails sent to me from non-MCC email accounts may get caught in the spam filter.

Office Hours: Monday, Wednesday 9-9:50 am
Tuesday 11-11:50 am
or by appointment

I invite you to attend office hours at any point during the semester. Office hours are an excellent opportunity to receive one-on-one help on class examples, MyMathLab homework, and exams. We can also discuss grades, test-taking strategies, and study tips.

Course Description

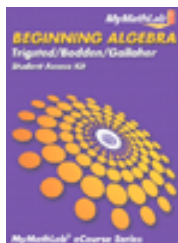
A first course in algebra. Topics include, but are not limited to: solving linear equations and inequalities, arithmetic operations on polynomials, factoring polynomials, introduction to rational and quadratic equations, simplifying expressions containing integer exponents, introduction to radicals and rational expressions, graphing linear equations, solving systems of two linear equations and appropriate applications of these topics. In addition to regular homework assignments, students will be required to spend an average of one hour each week outside of class time on a supplemental learning activity as determined by the instructor (worksheets, computer software or other media). Four class hours per week; four fee hours, four imputed credits; no earned credits.*

* MTH 098, MTH 099 and MTH 104 are developmental courses. They do not fulfill a mathematics requirement for an Associate in Arts or Associate in Science Degree.

Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 (formerly Tier 2) Mathematics Placement.

Required Materials

From the MCC Bookstore, you should purchase a shrink-wrapped package that will include the MyMathLab Access Card (which will give you access to the eText) and the Guided Notebook.



eText: *Beginning Algebra*, 1st edition
Authors: Trigsted, Bodden, Gallaher

MyMathLab Access Card: This course requires the use of MyMathLab, an online computer program, to complete the homework and access an electronic textbook. An access card is available for purchase at the MCC bookstore. Instructions for registering for and using MyMathLab will be handed out in class.

Calculator: Scientific calculators are permitted in class and on exams. NO graphing calculators, programmable calculators, cell phones, iPhones, or any other device will be allowed in class or during exams. Students cannot share calculators during exams.

Regular access to a computer with internet: Since this course is designated as a “Computer” section of MTH 098, we will be using the computer in and out of class. Please make sure that you have enough time and a reliable computer and internet connection each week to complete the assignments. If you do not have a computer and internet at home, computers with all the necessary software and internet connection are available in the Mathematics Learning Center (11-206) and the Electronic Learning Center (11-106).

*I also strongly recommend headphones to watch the videos during class and a 3-ring binder.

Course Components

Class Activities

During the semester, you will participate in various learning activities before and during class. These activities include various assignments such as worksheets, group problem-solving, in-class games, guided note-taking, and watching videos. Specific instructions, requirements, and due dates will be given in class. *Make-up and late assignments will NOT be accepted.*

This course makes extensive use of videos, small group and large group activities, interactive lectures, and discussions to introduce ideas and content, as well as to deepen your understanding of material. Your learning experience is thus dependent on yourself and your classmates. Because of this, it is essential that you not only attend every class and participate in the activities and discussions, but that you show up prepared having watched the videos and completed the notes.

MyMathLab (MML) Homework

The best way to learn algebra is by doing algebra. Thus, homework exercises will be completed and graded in MyMathLab, an online computer program. In MML, you will find a homework assignment consisting of exercises for each textbook section covered in class. Due dates will vary and will be posted on MyMathLab and announced in class.

Exams

In order to evaluate your learning and progress, there will be five exams through the course of the semester. Tentative exam dates can be found on the course schedule. *If your final exam grade is higher than your lowest exam grade, then the final exam grade will replace the lowest exam grade.*

Exam Policies:

If you have an unavoidable conflict with the scheduled time of an in-class exam and I am notified sufficiently in advance, I may allow you to take the exam before the regularly scheduled time.

After an exam is given in class, make-up exams are only given in extremely rare circumstances. If you miss an exam due to an absolutely unavoidable reason, please contact me within 24 hours to request a make-up. If a make-up is not given, you will receive a zero on any missed exam. If you miss one exam, the missed exam will be the lowest exam grade and your final exam grade will be substituted for the missing exam grade.

Final Exam

At the end of the semester a 2-hour cumulative departmental final exam will be given to evaluate your mastery of algebra. All students must take the final exam during the scheduled final exam period during the week of May 17-22, 2014.

Final Exam Policies:

Since success in future mathematics courses depends on retention of the material in this course, you must pass the final exam to go on to the next level. *You must receive at least 50% on the final exam to receive a C or better in the course.* If a student receives below 50% on the final exam, then the highest possible grade is a C- for the course regardless of the final class average.

A student who misses a final examination needs to contact the professor within two working days to discuss the eligibility for a make-up examination. If the student is not satisfied with the results of this discussion, he/she must notify the Vice President of Student Services within one working day after meeting with the instructor. Failure to do so will result in a grade of "F" for the examination. (Please refer to the Catalog & Student Handbook for more information.)

Evaluation

Your final course grade will be computed as follows:

Class Activities	10%
MyMathLab Homework	20%
Exams	50% (10% for each of the five exams)
Final Exam	20%

Grading Policy

Be sure to show all work and calculations on all graded work. Partial credit is awarded when you show that you understand some of the issues and concepts involved, but not enough to solve the problem completely. Also, partial credit will be given if you begin the problem correctly, but then make a careless computation error. You will not receive full credit for a correct answer without showing your work. Only algebraic solutions will be accepted for credit.

Final Letter Grades

The anticipated grading scheme in this course is as follows:

<u>Average</u>	<u>Grade</u>	<u>Average</u>	<u>Grade</u>
93-100% A	73.0-76.9% C		
90.0-92.9% A-	70.0-72.9% C-		
87.0-89.9% B+	67.0-69.9% D+		
83.0-86.9% B	63.0-66.9% D		
80.0-82.9% B-	60.0-62.9% D-		
77.0-79.9% C+	less than 60% F		

The cutoffs may be adjusted downward at the discretion of the instructor and may be done on an individual basis.

Course Policies

Tardiness and Early Departure

Arriving late, leaving early, or taking a “break” during class is a distraction to me and your classmates. If you arrive late or must leave early, please enter or leave as quietly as possible and choose a seat/desk near the door to minimize the disruption. Students who are habitually late or leave early may be subject to withdrawal for nonattendance.

Cell Phone/Recording Devices

Please turn off all cell phones during class.

Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor.

Attendance

Part of the process of learning algebra is to see, hear, and do algebra on a daily basis. Hence, prompt and regular attendance is expected at all classes. You are also expected to stay for the entire class. To motivate you to attend class, I may withdraw students with excessive absences (4 or more class hours). If you will be missing class for intercollegiate sports, academically-related trips held off-campus, and religious observances, please provide me with documentation and at least 1 week notice.

Food Policy

Since this is a computer classroom, no food or beverage is allowed with the exception of water in a closed container.

Withdrawals

If you decide not to complete the course, you must initiate a formal course withdrawal to avoid receiving a failing grade. Non-attendance does NOT guarantee a course withdrawal. Consult with a financial aid advisor before withdrawing from a class as this could affect your financial aid status. The last day for withdrawal from individual courses with a W is April 26, 2014.

Services for Students with Disabilities Accommodations

Monroe Community College is committed to upholding and maintaining all aspects of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act. If you are a student with a disability and wish to request accommodations, please contact the Services for Students with Disabilities (SSD) office located in Building 1 – Room 231 to schedule an appointment (292-2140) on the Brighton campus or on the 5th floor – Room 252 (262-1740) on the Damon City campus. Please note that many accommodations require early planning, therefore requests should be made as early as possible.

Professor Primo is glad, upon request of the student, to provide accommodations approved by the MCC Office of Services for Students with Disabilities. If you require an accommodation and have already received approval from the SSD office, please let Prof. Primo know as soon as possible. If you believe that you are entitled to accommodations and have not contacted the SSD office, please visit or call the SSD office or see the Services for Students with Disabilities section in the MCC College Catalog: Regulations & Policies.

Computer Code of Conduct

When using computers to complete various requirements of this course, the student is required to comply with all aspects of the **Code of Conduct for Users of College Computer Systems**, as described in the Catalog & Student Handbook.

Academic Honesty Policy

For the first offense of academic dishonesty, the student will receive a zero for the assignment or exam. (This exam cannot be replaced by the final exam grade.) For the second offense, the student will receive an F in the course. All cases of academic dishonesty will be reported to Student Services. Please refer to the Catalog & Student Handbook for more information.

Learning Centers

Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning centers are staffed with instructional personnel and may be equipped with computers and software to assist students.

It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework. The RAFMLC is the Math Learning Center (Building 11, Rooms 204, 206) which contains a study/tutoring area and a computer lab. Please check the MLC website for updated hours: <http://www.monroecc.edu/depts/math/mathlearn.htm>

The ELC is the Electronics Learning Center (Building 11, Room 106) and is a computer lab. Please check their website for updated hours:
http://www.monroecc.edu/depts/elc/ELC_Brighton.htm

Class Cancellations

Information regarding **class cancellation** is available daily on the web or through the telephone. Simply go to the MCC website (www.monroecc.edu) and select the link in the second heading menu labeled “Current Students”, and then select the “Class Cancellations” link along the left column under the “Academics at MCC” section. Additionally, class cancellation information is available by dialing 292-2066, press “1” for the Brighton campus and “2” for the Damon City campus. If possible, please use the web, as there could be delays in the voice recordings based on the number of cancellations.

Emergency Closings

If the College is **closed** or classes are cancelled due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. or in the case of a mid-day decision, no later than 3:00 p.m. In addition, the home page on the MCC website (www.monroecc.edu) will display a message indicating the College is closed or classes are cancelled. Please do not call the College to avoid overloading the telephone lines.

In the event of an **emergency**, such as a campus evacuation or closure, severe weather alert, fire in a building, hazardous material incident, etc., where time-sensitive, proactive actions need to be communicated, the **SUNY NY-Alert** system will be utilized to provide immediate notification to all MCC students and employees who have opted to receive such alerts. Those who sign up for SUNY NY-Alert can choose to receive emergency messages via a variety of communication technologies, such as e-mail (college and/or personal accounts), and audio and/or text message to a campus, home or cell phone, fax, etc. For more information on SUNY NY-Alert, including how to sign up, please visit <http://www.monroecc.edu/depts/pstd/NYAlert.htm>.

Course Learning Outcomes

- 1) Perform arithmetic operations on real numbers and expressions.
- 2) Solve equations including systems of equations and applications.
- 3) Perform arithmetic operations on polynomials.
- 4) Factor polynomials.
- 5) Perform arithmetic operations on rational expressions.
- 6) Graph linear equations on coordinate axes.
- 7) Simplify exponential and radical expressions.
- 8) Solve linear inequalities and graph the solution on the number line.

Commitments to Yourself and the Course

In order for you to succeed in this course, you must make a commitment to yourself and to the course. While I will do everything that I can to help you, learning is ultimately your responsibility.

1. **Attend every class meeting on time:** Be an active participant in class by asking and answering questions, working in groups with your classmates, and staying focused.
2. **Come to class prepared:** Come to class with your notes, paper, pencil, and calculator. Also, be sure to come to class having completed the homework.
3. **Practice, practice, practice:** Expect to work on math about 2 hours for each hour in class. Don't wait until the day the homework is due - do a little bit each day!
4. **Ask for help:** Come to office hours, see a tutor, or watch the videos in MyMathLab if you need help.
5. **Show respect for yourself, your instructor, and fellow classmates with appropriate behavior and language:** This means using appropriate language with your instructor and classmates, treating your classmates as you would like to be treated, coming to class prepared, being an active participant in class discussions, and following course policies.
6. **Commit to a good attitude and open mind:** If you have ever said, "I hate math" or "I just can't do math," I ask you to put those thoughts and opinions aside. Think positively and keep trying.

Course Schedule

The following course schedule is only a guideline. Changes in the schedule will be announced in class. The schedule details the section in the eText to be covered and exam dates.

TBA = To Be Announced

Week	Date on Mon	Monday Hour 1	Monday Hour 2	Wednesday Hour 1	Wednesday Hour 2
1	1/20	--	--	Introduction	Review: Chapters R and 1
2	1/27	Review: Chapters R and 1	Section 2.1	Section 2.2	Section 2.3
3	2/3	Section 2.4	Section 2.5	Additional Chapter 2 topics	Additional Chapter 2 topics
4	2/10	Section 2.7	Section 2.7	TBA	Exam 1
<i>Winter Break: February 17-21</i>					
5	2/24	Section 3.1	Section 3.2	Section 3.3	Section 3.4
6	3/3	Section 4.1	Section 4.2	Section 4.3	Section 4.4
7	3/10	TBA	Exam 2	Section 5.1-5.6	Section 5.1-5.6
8	3/17	Section 5.2	Section 5.3	Sections 5.4-5.5	Section 5.7
9	3/24	TBA	Exam 3	Section 6.1	Sections 6.2
10	3/31	Section 6.2, 6.4	Section 6.4	Section 6.5, 6.6	Section 6.6
11	4/7	Section 6.7	Sections 6.7-6.8	TBA	Exam 4
<i>Spring Break: April 14-18</i>					
12	4/21	Section 7.1	Section 7.2	Section 7.2-7.3	Sections 7.4
13	4/28	Section 7.4	Section 7.6	Sections 7.6-7.7	Section 7.7
14	5/5	TBA	Exam 5	Section 8.1	Section 8.2
15	5/12	Section 8.2	Geometry	<i>Final Exam Review</i>	<i>Final Exam Review</i>

Final Exam Week May 17-22, 2014 (Exact final exam date will be announced in class.)

Appendix D: Working with Non-Native English Speakers

Points for Awareness and Suggestions

MCC Non-Native Speaking Population

- Current and former ESOL Program students should be aware of the many support services available to non-native speaking students at MCC.
- Not all non-native speaking students at MCC are ESOL Program students. Many non-native speaking students place at the ENG 101 level. These students may also utilize some of the ESOL student support services.
- A few non-native students independently register for courses with no pre-requisites and haven't taken any ESOL or English classes.

Classroom Tips from MCC Faculty

- Provide lecture notes
- Provide class readings in advance
- Provide content specific vocabulary lists
- Allow audio recording of lectures
- Allow extended test-time (if time is not important)
- Allow for metric system and Celsius measurements on timed tests
- Assign groups
- Give specific directions for assignments (including length); provide examples of assignments when possible
- Be aware of pacing, use of slang, idioms, and reference to culturally specific examples
- Print legibly on the board/overhead; not all students can read cursive
- Use a lot of visual materials and charts
- Understand that students are continuing to acquire and improve their English skills throughout their time at MCC, so there will be errors in their writing.
- Understand that plagiarism is a cultural concept; treat cases of plagiarism on a case-by-case basis
- Encourage students to come to office hours and/or to make appointments when they are confused; most will not just “show up” during office hours because it is printed on the CIS because they feel it imposes on the teacher's valuable time
- Have available a list of resources for non-native speakers that you can refer students to including:
 - ESOL tutors
 - Learning assistance (for study habits, test-taking skills, note-taking)
 - Counseling/advising
 - Student clubs - Global Union, Africa United, Muslim, etc.

Multicultural Dimensions

- Find out about students' backgrounds; learn pronunciation of names and how students would like to be addressed in class
- Acknowledge presence of diverse cultural/linguistic backgrounds in class; use cultural backgrounds as learning resource; create situations that call for comparisons of cultures,

but don't assume students are experts on all matters related to their native countries, so avoid putting students “on the spot”

- Be aware of non-verbal communication that may send the wrong message; for example, Arabic male students will cross their arms to show that they are listening carefully to what you are saying and have great respect for the speaker

Faculty & Staff Professional Development

- Initiate a department meeting devoted to working with international, immigrant, and refugee students; use this handout; discuss faculty experience and strategies
- Speak with cross-cultural expert Gale Lynch from the Global Education and International Services office or Don Beech from the ESOL Program

If you would like to be updated on support services available for non-native speaking students, please contact the ESOL Program Coordinator, Katie Leite, or the ESOL Cross Cultural Counselor, Don Beech.

MCC ESOL Program, Updated June 2015

Appendix E: Faculty Tips for Student E-mail

All MCC students automatically have an e-mail account. Student e-mail is a web-based system that uses Microsoft Office365. A variety of distribution lists are automatically created allowing you to send messages to each individual student, class, discipline, or major.

We highly recommend that you indicate in your course information sheet and each project assignment whether you will accept assignments and questions via e-mail from your students.

This document includes resources and tips that will assist you in introducing this e-mail system to your students.

Documentation Available

Student can obtain help with their e-mail account by calling the Technology Support Center at 585-292-TECH (8324), visiting the Student Help Desk located in the LeRoy V. Good Library on the Brighton Campus or the Learning Commons on the Damon City Campus, or by sending an e-mail to technologyhelp@student.monroecc.edu.

Tips for Introducing Student E-mail to Your Class

Two successful strategies learned from this test for introducing this system are listed below.

- As a first assignment, require every student to send you an e-mail message.
- For a specific project, send your class a message with some “helpful tips” that is only available through the e-mail message.

Student Account Basics

This section describes the format for student account names, passwords and Internet addresses.

Student Account names are the first initial of their first name, their last name, and a possible number.

Use – [Student Account Management](#) – Find Your Student Network Account - to find their account name.

Example: Jane Doe = jdoe005

Default Passwords are their M# followed by an exclamation point (!). Students cannot log into MCC systems with the default password.

Use – [Student Account Management](#) – Change Your Student Network Account Password – to change their password.

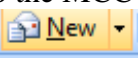
Example: M00123456!

Their e-mail address is [accountname@student.monroecc.edu](#).

Example: [jdoe3@student.monroecc.edu](#)

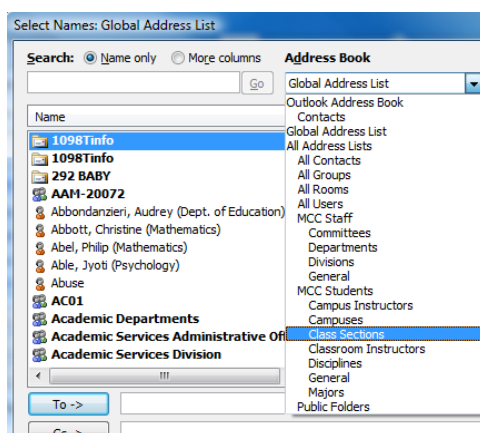
You can communicate via e-mail with your entire class in two ways:

Using an Outlook class distribution list

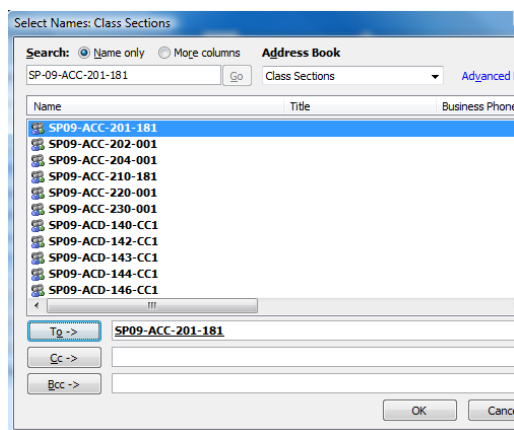
- Launch Microsoft Outlook connected to the MCC Exchange Server
- Click on the [New Mail Message] icon 
- Click on [To...] button to open the Address book



- Use the Global Address List drop-down menu and click on the “MCC Students->Class Sections” entry



- Start typing in the information for your class starting with the desired semester (FL for fall, SP for spring, SU for summer, IN for intersession, OT for other) and a dash, your department prefix and a dash, course number and dash, and section number. The list will automatically scroll to your class distribution list address.
- When your class list is highlighted, click on the [To->] button below to add the distribution list as a recipient.



- Click on the [OK] button.
- Compose your e-mail message and click the [Send] button.

Using Banner Self Service class distribution list.

- Launch your web browser.
- From the MCC homepage, click on the Employees link (or type in mymcc.monroecc.edu) to get to the myMCC web portal.
- Log into myMCC.
- Click on the Banner tab.
- Click on the “Banner Self-Service” link on the Banner Access Menu channel.
- From the main menu, click on the “Faculty Services” tab.

Summary Wait List

Display a standard listing of students on your waitlist.

- Scroll down on the page and click on the “Summary Class List” link.





Select a Term:

- Select the term for your class and click the [Submit] button.

CRN:

- Select the CRN of your class and click the [Submit] button.

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	<input type="text" value="C"/>	<input type="text" value="M00"/>	**Web Registered**	Undergraduate	3.000	Enter	
2	<input type="text" value="C"/>	<input type="text" value="M00"/>	**Web Registered**	Undergraduate	3.000	Enter	
3	<input type="text" value="C"/>	<input type="text" value="M00"/>	**Registered**	Undergraduate	3.000	Enter	
4	<input type="text" value="C"/>	<input type="text" value="M00"/>	**Web Registered**	Undergraduate	3.000	Enter	

[Email class](#) 

- From this page, you can click on the “E-mail Class” icon to send e-mail to your entire class. NOTE: doing this will launch whatever e-mail program that is the default on the computer you are using. For example, in a classroom or faculty office, this will be Microsoft Outlook. If you are viewing this page from your home computer or laptop, it will launch whatever e-mail program you use there, using whatever e-mail account you have set up. If you send e-mail to your students via an account other than your MCC e-mail account (e.g. Hotmail, Frontier, et cetera), your students may not recognize this mail as being from MCC. We recommend that you send all official e-mail to students via MCC Microsoft Outlook and your MCC account.

Appendix F: Records Retention and Disposition Schedule

RECORDS RETENTION AND DISPOSITION SCHEDULE CO-2

Section 185.13, 8NYCRR

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
New York State Archives
1990, revised 2006

Schedule CO-2 Community College

INSTRUCTION

1.[116] **Course listing** created for administrative convenience, containing department list of classes:
RETENTION: 0 after superseded

♦ ♦ 2.[117] **Instructor's course syllabus or lesson plan:**
RETENTION: 0 after no longer needed by community college.

NOTE: The community college may wish to retain representative or outstanding course syllabi for future reference, as well as any useful class reading lists or bibliographies.

♦ ♦ 3.[118] **Instructor's grade records, test scores, and marking sheets** including records documenting the evaluation of scientific models, biological specimens, chemical compounds or others objects or materials produced in lab or shop settings:
RETENTION: 2 years

4.[119] **List of students majoring in a field of study:**
RETENTION: 0 after superseded

5.[120] **Class schedule** including class title, location, dates, and time of meeting:
RETENTION: 6 years

♦ ♦ 6.[121] **Completed examination test papers and answer sheets:**
RETENTION: 6 months after course completion

- ◆ ◆ 7.[1029] **Course or laboratory attendance records** necessary to provide documentation for student financial aid or other purposes:
RETENTION: 6 years
Note: Attendance information held in Banner serves as our official record for legal retention. Accurate attendance records assist in addressing situations wherein a student disputes the official attendance information/record, which may not be reflected in Banner. Instructors shall therefore retain their own attendance records for a minimum of two academic years to validate and supplement the information supplied in Banner.

- ◆ ◆ 8.[123] **Records related to tax free use of alcohol** for educational purposes:
RETENTION: 6 years after expiration of permit or denial of application

- 9.[124] **Evaluations of course instructor:**
RETENTION: 3 years

- ◆ ◆ 10.[126] **Records of hypodermic syringes and needles** acquired for educational use or for administration of vaccines and other controlled substances to students and/or employees
 - a. Certification of need for educational use:
RETENTION: 6 years after certificate expires
 - b. Other records of purchase, inventory, destruction, loss or theft:
RETENTION: 6 years

STUDENT RECORDS

- 11.[128] **Student grievance records** including but not limited to grievance, investigative records, hearing proceedings, decision rendered, student appeal, records of arbitration procedure, final decision and correspondence:
RETENTION: 6 years after grievance resolved

- ◆ ◆ 15.[1043] **Nursing education program eligible list of candidates**, received from New York State Education Department:
RETENTION: 3 years after the end of the academic year

FACULTY RESEARCH

◆ ◆ 6.[1022]

Faculty and faculty-student research records maintained separate from faculty personnel records and student individual academic records

a. Published book, papers, journal articles, and other materials made available to the public:

RETENTION: PERMANENT

b. Other records including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers:

RETENTION: 1 year after the research concluded or otherwise terminated.

NOTE: Depending on the nature of the research, some of these files may be valuable for other researchers as well as in documenting research sponsored by and conducted at the college, and should be appraised for potential permanent retention. Appraisals of research files should involve consultation with both members of faculty and acknowledged professionals in the respective field.

Appendix G: Bookstore Course Supply Request Form

MCC ASSOCIATION BOOKSTORE SUPPLY LIST REQUEST FORM

Telephone: 585-292-2501 Fax: 585-427-9081

E-Mail: dkwiatkowski@monroecc.edu

FOR BOOKSTORE USE ONLY:

Date Rcvd: ____/____/____

Date Entered: ____/____/____

NOTES:

Instructions: 1. Please fill-out form completely, either electronically in MS Excel or print the blank form and handwrite your supply list. 2. If additional space is needed attach a second form **3. If adopting, for example, an art kit, please list the individual items contained in that kit in the "NOTES" section.** 4. If you plan to use the same supplies in a subsequent semester, please note it in the "NOTES" section of the form. 5. When form is complete, please return to the Brighton Campus Bookstore via e-Mail, fax or through campus mail. 6. Please make a copy for your records. 7. Please submit separate forms for Damon and SLN courses. **Note:** This form is confidential and is for the use of the sender and the MCC Association Bookstore only.

DATE:	ESTIMATED ENROLLMENT:
TERM:	INSTRUCTOR:
DEPARTMENT:	CONTACT (IF DIFFERENT):
COURSE:	CONTACT PHONE:
SECTION #(S):	CONTACT E-MAIL:

SKU/ID	ITEM DESCRIPTION	VENDOR	PART #	EST. ENROLLMENT

NOTES:

Appendix H: Campus Phase Sheets

BRIGHTON CAMPUS PHASE SHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am	8:00am 9:30am	8:00am	8:00am 9:30am	8:00am
9:00am		9:00am		
10:00am		10:00am		10:00am
11:00am	11:00am 12:30pm	11:00am	11:00am 12:30pm	11:00am
12 noon COLLEGE HOUR		12 noon COLLEGE HOUR		12 noon COLLEGE HOUR
1:00pm		1:00pm		1:00pm
2:00pm	2:00pm 3:30pm	2:00pm	2:00pm 3:30pm	2:00pm
3:00pm		3:00pm		3:00pm
4:00pm		4:00pm		4:00pm
5:00pm	5:00pm	5:00pm	5:00pm	5:00pm
5:30pm	5:30pm	5:30pm	5:30pm	SATURDAY AM 9:00am
7:00pm	7:00pm	7:00pm	7:00pm	10:00am
8:30pm	8:30pm	8:30pm	8:30pm	11:00am

DAMON CITY CAMPUS PHASE SHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:30am	8:00am	7:30am	8:00am	8:00am	8:00am
9:00am		9:00am			
10:30am	9:30am	10:30am	9:30am		
12 noon COLLEGE HOUR	11:00am	12 noon COLLEGE HOUR	11:00am	1:00pm	1:00pm
1:00pm	12:30pm	1:00pm	12:30pm		
	2:00pm		2:00pm		
2:30pm	3:30pm	2:30pm	3:30pm		
4:00pm	5:00pm	4:00pm	5:00pm		
5:30pm		5:30pm			