ADJUNCT FACULTY RESOURCE GUIDE
State and Sellersburg

ACADEMIC YEAR 2007-2008
Welcome and Purpose:

Dear Adjunct Faculty,

It is my pleasure to welcome you to the ranks of adjunct faculty at Ivy Tech Community College. Your role as an adjunct is vital to the overall success of the College and more importantly the long-term personal and professional success of our students.

Over the past several years, Ivy Tech has experienced tremendous growth in student enrollment and it is anticipated this trend will last for several years. As a result, our partnership with adjunct faculty will remain vital to the delivery of quality education to students around the state.

This guide was developed in collaboration with individuals from around the state to provide support and information that will assist you in your role. While it is impossible to anticipate or include all the items that would be helpful during your teaching experience, this guide will serve as an excellent point of reference for many of the questions you may have. In addition to this guide, I would encourage you to utilize the resources available on your local campus.

On behalf of the College, I would like to extend a warm welcome and best wishes for a successful and productive academic year.

Sincerely,
Marnia Kennon, PhD.
Vice President of Academic Affairs
Ivy Tech Community College of Indiana
# TABLE OF CONTENTS

**Teaching in the Community College**
- Introduction to a Community College ..................................................4
- Challenges for Students .................................................................4
- Challenges for Faculty .................................................................5
- Goals and Objectives .................................................................5

**Getting Started** ........................................................................6
- Preparing for Class.......................................................................6
- Developing Your Syllabus............................................................7
- Academic Honesty Statement.......................................................8
- ADA Statement.............................................................................8
- The First Day of Class .................................................................9
- Right of Revision Statement .........................................................9

**Classroom Management** .........................................................9
- Adjunct Faculty Authority & Safety .............................................10
- Code of Student Rights & Responsibility ....................................10
- College Rules ..............................................................................10
- Plagiarism & Copyright Policy ....................................................13

**Technology** ............................................................................14
- Campus Connect .........................................................................14
- E-mail Account ..........................................................................14
- Distance Learning powered by BlackBoard ..................................15
- Pronto .........................................................................................15
- ClassTop ....................................................................................16
- On-line Faculty Services ............................................................16
  - How to View Your Course Schedule ......................................17
  - How to View Your Class List .................................................17
  - How to Enter Grades .............................................................17
- Group Studio Overview ...............................................................18
- Library Resources & Virtual Library ..........................................19
- Help Desk Information ..............................................................20
- Helpful Website Links ..............................................................20

**Regional Information** ..............................................................21
Teaching in the Community College

Introduction to the Community College:

Community colleges have historically played an important and multi-faceted role in higher education. Throughout the United States, they have served as the gateway to education for the majority of individuals enrolled in higher education. Yet, the state of Indiana relied on four-year universities to provide associate degree programs and Ivy Tech to provide technical training and education. However, in July 2005, the state realigned higher education, which called for Ivy Tech to serve as the community college system across Indiana. As a result, the College is now engaged in the process of transforming itself into a comprehensive community college that will support the growth of educational achievement and economic development within the state. Over the next several years, it is predicted that community colleges will continue to grow quickly across the nation, outpacing four-year institutions. Ivy Tech is no exception to this trend. In fact, it is expected the College will grow by approximately 50,000 students in the next few years.

While it is difficult to describe the typical community college or the students who attend them, there are some commonalities. Historically, community colleges have served returning adult students and students who are “academically at risk.” Nationally, the demographics have begun to shift and reflect the increasing student need for access to affordable and flexible higher education. At Ivy Tech more and more recent high school graduates and better prepared students are attending the College. Therefore, the College has a more diverse student population, which in turn produces more diverse student needs and expectations.

Challenges for Students:

With Ivy Tech’s changing population, a new set of challenges has emerged for students. The majority of our students attend the College part-time, yet many have full-time responsibilities. In some situations, students balance multiple life circumstances while attending school – employment, family, health care - all of which place them at risk for failure.

Although Ivy Tech provides the lowest-cost of higher education in the state of Indiana, finances continue to be a major challenge for many of our students. As a result, students may often feel pulled in two directions: one academically and one financially. For most college students, whether at a two-year college or a four-year university, having a job is a necessity to basic survival. Therefore, it is not uncommon for a student to experience competing priorities between school and work.

Also, many students who enter higher education, both traditional and non-traditional in age, are required to complete remediation or skill advancement courses to strengthen their foundation of knowledge in reading, writing, and/or mathematics. Thus, the road to degree completion for many students can be longer and more challenging than anticipated, and can lead to confidence issues, as well as frustrations that ultimately cause the student to “stop-out” temporarily or drop-out permanently.
Challenges for Faculty:

Teaching in a community college can also be a challenge, particularly for adjunct faculty. While by definition, adjunct faculty are part-time employees of the College, many committed and dedicated individuals go above-and-beyond expectations. Ivy Tech Community College is fortunate to have such well qualified, committed, and dedicated adjunct faculty who provide quality education to students in a caring and compassionate manner.

However, similar to the challenges faced by students, some commonalities may exist for adjunct faculty. We know from College surveys that the typical Ivy Tech adjunct faculty member has competing priorities beyond his/her teaching position, often involving another job and family commitments. Additionally, adjunct faculty are most likely to teach at night or on weekends when the majority of community college students can be found on campus, and yet services provided by the College are limited. This problem may be further compounded by limited access to administrators who can provide guidance and clarity on College policy and procedures, as well as limited access to fellow full-time faculty who can assist with course development and mentoring.

Goals and Objectives:

Despite the challenges, the experience of being a successful college student or a successful adjunct faculty member is an overwhelmingly positive and rewarding experience for the vast majority of individuals in the community college setting. However, successful achievement does not occur without effort from the College, students, and full-time and adjunct faculty.

To succeed as an adjunct faculty member, one must be intentional in thought and action. While working with college students may at times seem challenging, the conscientious adjunct faculty member must remain mindful of the challenges both students and instructors face. It is necessary for adjunct faculty to aim for student success, knowing that success builds upon success, and that the ultimate goal for students is demonstrated through learning outcomes, not merely memorization of information or materials. Therefore, when developing lesson plans, lectures, experiments, demonstrations, community service projects, quizzes, presentations, final exams, etc., faculty must keep College goals and objectives in mind - student learning is the priority!

Adjunct faculty play an important and vital role in the success of the College and, more importantly, in the personal and academic success of students. This resource guide has been developed to equip Ivy Tech Community College of Indiana adjunct faculty with the necessary resources to provide quality instruction and learning opportunities for students.
Getting Started

Preparing for Class:

Prior to the beginning of the semester, there are several things you can do to make the semester run smoothly for both you and your students. Below is a brief checklist of tasks you should complete before the first day of class.

____ Complete your employment paperwork.

____ Sign and return your completed Adjunct Faculty Agreement.

____ Submit your official transcripts.

____ Obtain your campus ID.

____ Obtain parking tag/permit (if applicable).

____ Log onto Campus Connect to obtain e-mail address (see Technology section).

____ Obtain information about class location, and confirmed class times.

____ Identify the location of your campus mailbox.

____ Identify the location of your storage unit (if available on your campus).

____ Locate the Adjunct Faculty Office or Workspace on your campus.

____ Confirm your attendance at campus orientation for faculty.

____ Obtain a copy of the text/materials used in your course.

____ Obtain a grade / attendance book or sheet.

____ Develop your course syllabus and have it approved by your program chair or course coordinator

____ Copy or request copies of your course syllabus.

____ Plan your first lesson.

____ Obtain a copy of your class roster from Campus Connect.
Developing Your Syllabus:

Developing a clear and concise syllabus is vital to your success as an adjunct faculty member. Your syllabus will serve as the official document that communicates course expectations, policies, outcomes, etc., for students – in short, this document becomes the agreement between the College and the student.

All faculty, both full-time and adjunct, should provide students with a course syllabus during the first scheduled class meeting.

To help ensure that information about course content and expectations are communicated consistently with students in every course, minimum guidelines have been established. The following template may be used to develop your syllabus.

NOTE: Some programs and departments create syllabi in advance for adjunct faculty. Please check with your supervisor in advance to avoid duplication of efforts.

The following information should appear on the syllabus and should be identical to information found on the Course Outline of Record (COR) at https://www.ivytech.edu/cgi-bin/cor/pub_index.cgi.

Required Syllabus Information from COR:

- Course title
- Course prefix and number
- Pre-requisite(s)
- Co-requisite(s)
- Program
- Division
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic Honesty Statement (see statement below)
- ADA Statement  (see statement below)

The syllabus must also contain the following additional information. The instructor may determine the content of this information.

Additional Required Syllabus Information:

- Instructor’s name
- Instructor’s phone number
- Instructor’s Ivy Tech e-mail address
- Instructor’s office location and hours (if applicable)
- Course section number
Additional course learning objectives (if required)
Required text, or other instructional materials
Required consumable materials and equipment supplied by the student
Method(s) of instructional delivery
Method(s) of evaluation
Grading Scale
Make-up policy
Attendance policy
Activities schedule, including calendar of topics, assignments, tests, etc.
Last date to drop the course without a letter grade
The name and location of the Disability Service Coordinator (see statement below)
Right of Revision statement (see statement below)

Faculty are also encouraged to provide additional information that will help students understand in more detail how the class will be conducted. Below are some additional items that may be included on a syllabus, but are not required.

Optional Syllabus Information:

• Extra credit work, if applicable
• Class/lab relationship
• References or readings that are optional but recommended
• Format for paper, projects, or other assignments
• Computer room/lab rules if applicable
• Withdrawal processes and student responsibilities
• Other items determined by instructor

Academic Honesty Statement:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

ADA Statement:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services, (insert name and office location).

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.
Right of Revision Statement:

Ivy Tech Community College does not have a standard Right of Revision Statement for all courses. However, many regions, schools, and departments have created statements specific to their need. Please consult with your instructional supervisor for additional regional, school, or departmental statements.

The First Day of Class:

The conduct of the first class meeting can greatly influence an instructor’s success in the classroom. The following are some general guidelines for the first class meeting.

1.) Obtain a class roster by accessing the ON-LINE FACULTY SERVICES tab of Campus Connect (specific information regarding Campus Connect is located in the Technology section of this guide).
2.) Plan to arrive early for the first class meeting.
3.) Write your name and the course number, title, and section on the board.
4.) Introduce yourself and tell a little about your background, etc. This will help the students feel comfortable and assist them in beginning the learning process.
5.) When the class is assembled, announce the course title and section number and check the roster to make sure that all students present are officially enrolled in the course. Using an “ice-breaker” or other fun activity during this time with students can help facilitate rapport between others in the class, including the instructor.
6.) If a student is present, but not on the roster, ask if they have registered. If the answer is “yes,” his or her name should appear on the second week’s class roster. If the answer is “no,” inform the student that he or she will need to officially register for the course before the end of “late registration.” Direct the student to the appropriate office for registration.
7.) Inform the students what textbook(s), tools, materials, uniforms, etc. they will need for the course.
8.) Distribute the course syllabus on the first day of class. Syllabi must contain the Academic Honesty Statement, ADA Statement, and Right of Revision Statement.
9.) Prepare a complete lesson for the first class session, even though some students will not have purchased the book(s) or supplies.
10.) Set the tone for the entire semester. Be up-front and honest with students.

Classroom Management

Adjunct Faculty Authority and Safety:

Ivy Tech Community College of Indiana adjunct faculty have the right and obligation to set reasonable behavior expectations for students in their classroom. The College has established the
Ivy Tech Sellersburg Adjunct Faculty Resource Guide

Code of Student Rights and Responsibilities that outline these behaviors. It is vital that College rules are consistently and fairly enforced, both inside and outside the classroom, to maintain an environment that fosters learning and student success.

Provided below is an abbreviated version of the College’s Code of Student Rights and Responsibilities. In addition to these policies, adjunct faculty have the authority to establish standards regarding class attendance, tardiness, make-up work, and taking tests outside the regularly scheduled time. It is vital that adjunct faculty clearly communicate classroom policies to students in writing and verbally at the beginning of the semester. Remember, what may be assumed as common practice in your classroom may not be the case in another.

**Code of Student Rights and Responsibilities:**

Below is a brief and abridged version of the College’s Code of Student Rights and Responsibilities. A complete version, including detailed information regarding reporting, process, and appeals can be found at [http://www.ivytech.edu/catalog/04-College-Services.pdf](http://www.ivytech.edu/catalog/04-College-Services.pdf)

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

The reputation of Ivy Tech and the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty/staff to students, student to student, and students to faculty/staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech students are expected to abide by the following College rules of conduct.

"Student" as used refers to a student, a group of students, a prospective student or a group of prospective students.

**College Rules:**

**Assembly** - College policy states that assembly in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised events are included in the definition of obstruction.

**Cheating** - Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.
Children on Campus - Due to insurance and security purposes, children are not allowed to be on Ivy Tech property without direct supervision by a parent or guardian with the exception of childcare centers. Children are not allowed in classrooms unless through the expressed consent of the instructor.

Commitment of College Funding - Committing College funding, including student clubs or organizations, without written approval and paperwork, will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Compliance and Identification - Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.

Discrimination Activities - Any student involved in discrimination activities towards students or staff will face disciplinary action.

Disruptive Behavior - Behaviors or actions that disrupt the College’s processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of self or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

Electronic Equipment or Programs - Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.

Furnishing False Information with Intent to Deceive - Providing false information is against College rules and state laws.

Harassment/Sexual Harassment/Stalking and/or Intimidation - This is defined as conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation is not permitted. Perpetrators are also subject to Indiana state law.

Hazing - Hazing, an initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

Inappropriate Use of College Computer Resources - Theft or other abuse of computer time is against College rules, which include but are not limited to:
a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
b. Unauthorized transfer of a file.
c. Unauthorized use of another user’s identification and password.
d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
e. Use of computing facilities to send, receive, or view obscene or abusive messages.
f. Use of computing facilities to interfere with normal operation of the College computing system.
g. Use of computing facilities for students’ personal benefit.
h. Use of College owned computer resources to prepare or print work for commercial purposes.
i. Inappropriate Use of Printers:
   i. Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited.
   ii. Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed.
   iii. Using non-approved paper in a college-owned printer is prohibited.

Safety - No student shall engage in behavior that violates the safety rules of any institutional setting or other College premises, and/or College sponsored events whether such procedures are written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the prescribed methods and procedures for handling and disposing of certain materials that may be hazardous, unstable, infectious, etc.

Signs or Surveys - Students may erect signs, conduct surveys, or display signs or posters on designated bulletin boards.

Compliance with Indiana State Laws - Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.

- **Alcoholic Beverages**
  Consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted.

- **Arms/Deadly Weapons/Explosives/Chemicals**
  Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

- **Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and /or Threatening Language**
  Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also
subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person’s will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.

- **Counterfeiting and Altering**
  Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.

- **Dumping and Littering**
  No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

- **Gambling**
  Gambling is not allowed except where permitted by state law or within a sanctioned program or class.

- **Illegal Use of Drugs**
  Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.

- **Smoking**
  All Ivy Tech Community College of Indiana buildings are classified as “non-smoking” facilities. Smoking is permitted only in designated areas.

- **Theft of Property**
  Theft of personal property, College property, or property located on College property is a violation of College rules.

- **Vandalism**
  The destruction or mutilation of Ivy Tech Community College of Indiana books, magazines, equipment, resources, or buildings is a violation of College rules.

**Disciplinary Action:**

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but are not limited to the following:

1. Verbal reprimand;
2. Restitution for damages;
3. Restriction of privileges;
4. Failure of the assignment or course;
5. Withdrawal from a course, program or the College for the remainder of the semester or term;
6. Suspension from the College (one calendar year);
7. Dismissal from the College (five years; student may appeal for reinstatement).

**Plagiarism and Copyright:**

Ivy Tech Community College will not tolerate acts of plagiarism in any form. Incidents of alleged plagiarism are specifically addressed in the College’s Code of Student Rights and Responsibilities.
The College has published a brochure that can be distributed to students. This “Student Guide to Plagiarism and Copyright” can be downloaded from the web at: http://infonet.ivytech.edu/academic_affairs/student_plagiarism_brochure.pdf

Technology

Ivy Tech Community College of Indiana’s technology and online services are delivered through a single portal, known as Campus Connect. Students, faculty, staff and administrators use this single portal to access the College’s resources and services. Campus Connect serves as the primary venue for communication within the College. Therefore, all employees are expected to access and use their Campus Connect log-in on a regular basis.

Campus Connect:

To access Campus Connect for the first time:

1.) Use a web browser to access the Internet (Internet Explorer 6+, Netscape 7+, Mozilla 1.6+, or Safari 1.2, are recommended).
2.) Type https://cc.ivytech.edu in the address line and hit ENTER.
3.) Click on the FIRST TIME USERS link to set up your account and establish your password.
4.) Enter your Username and Password in the Secure Access Login box on the Campus Connect home page.
5.) Click the LOGIN button.

Updating your Campus Connect Profile:

1.) Your personal profile will be displayed through the Ivy Tech Whitepages Directory.
2.) To update your profile, click on the FACULTY SERVICES tab.
3.) Click on the UPDATE YOUR PROFILE link located in the QUICK LINKS channel.
4.) In the PROFILE MANAGER, you can update anything that has [edit] beside it, including:
   * Display Name
   * Phone Number
   * Photo
   * Biography
5.) You can view personal profiles for students, faculty and staff by performing a search in the Whitepages Directory and then clicking on that person’s name.

Navigating Campus Connect:

Listed below is a brief description of what you will find on each tab after you have successfully logged into Campus Connect.

1.) The HOME tab contains personal and College announcements, campus information, weather, news, etc.
2.) The FACULTY SERVICES tab is where you can post grades, view class lists, wait lists, and your teaching schedule.
3.) The EMPLOYEE SERVICES tab contains news, job postings, benefits, forms, etc.
4.) The COURSES TAB contains a link to Distance Learning powered by Blackboard
5.) The IIS tab contains information and updates about the College’s Integrated Information Systems project to unify technology statewide.
6.) The CAMPUS LIFE tab contains information about campus activities, events, and student life.
7.) The LIBRARY tab contains on-line resources through the Virtual Library (see detailed information below).
8.) The WED tab contact continuing education and workforce certification information.

**E-Mail Accounts:**

As an adjunct faculty member, you will be automatically assigned an Ivy Tech e-mail address. Once you have completed the “First Time Users” process for Campus Connect, you will be able to access your e-mail. Adjunct faculty can access their Ivy Tech e-mail from any computer with an Internet connection, through Campus Connect.

1.) To access your College e-mail account, log into Campus Connect and click the e-mail icon located in the upper right hand corner of the screen.
2.) A new browser window will open with the on-line e-mail client

**What’s my E-mail Address?:**

Your Campus Connect username will be your unique e-mail identifier, and will precede the Ivy Tech e-mail domain. Therefore, the Campus Connect log-in of jsmith999 would translate to an e-mail address of jsmith999@ivytech.edu

**E-Learning powered by Blackboard:**

Distance Learning, which is powered by Blackboard Academic Suite, is the College’s online course management system. Distance Learning is used college-wide to facilitate distance education, as well as to supplement traditional face-to-face courses. Below is a quick reference to access Distance Learning powered by Blackboard.

1.) Log into your Campus Connect account.
2.) Go to the COURSES tab and click the “From Ivy Tech Campuses” link to access Distance Learning.
3.) Click on the specific course you want to access in your account.

A complete Distance Learning tutorial is available for adjunct faculty at: [http://www.ivytech.edu/helpdesk/cc/](http://www.ivytech.edu/helpdesk/cc/)

**Pronto:**

Pronto is a communication tool that allows students and instructors to spontaneously meet live online at any time. With Pronto, you can: send instant messages, make calls over the Internet (using a headset plugged into your computer) and meet in groups for IM and voice conversations.
If you have used an Instant Message application before, many features may be familiar to you. However, unlike other applications, Pronto automatically brings your students to your computer.

To get started:
1.) Log into Campus Connect
2.) Go to the COURSES tab and click the “From Ivy Tech Campuses” link to access Distance Learning.
3.) Click on the specific course you want to access in your account.
4.) Click on the COMMUNICATION button in the tools area of the course.
5.) Click on the PRONTO icon
6.) Click on CREATE A NEW ACCOUNT. You will be guided through the installation process.

NOTE: As a faculty member, once you start using PRONTO for a particular course, it can not be removed or turned off. Consideration should be given to academic integrity when deciding to use Pronto.

Contact your campus Distance Education Coordinator for more information.

**ClassTop:**

ClassTop is a product that works with BlackBoard to make course development and maintenance much easier for faculty. ClassTop allows instructors to drag and drop files from their PC directly into BlackBoard. It also allows faculty to quickly add announcements, and even “flip” the view from ClassTop to Blackboard, so that instructors can see how students will view the content that has been added.

**Obtaining ClassTop:**

ClassTop may be obtained from campus Distance Education Coordinators. Please ask them to provide you with the installation file. ClassTop works with WINDOWS only.

**Installing ClassTop:**

After you have obtained the installation file for ClassTop:

1.) Move the installation file to your personal PC or laptop.
2.) Double click on the SETUPCLASSTOP icon. This will start the ClassTop Setup Wizard.
3.) Click NEXT.
4.) The next page that appears will be the license agreement for ClassTop. Choose I AGREE and click NEXT to continue. The ClassTop Setup Wizard will guide you through the remainder of the installation process.

**On-line Faculty Services:**

Through On-line Faculty Services you can post final grades, view and print class lists, view wait lists and view your teaching schedule.

1.) To access the On-line Faculty Services, log into Campus Connect.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link
located in the Online Student and Faculty Services channel.

3.) Next click that “Faculty” link. After a few seconds you will see the complete menu for Online Faculty services (formerly known as Web4).

A tutorial for ONLINE FACULTY SERVICES may be accessed at: http://www.ivytech.edu/helpdesk/cc/

Viewing Course Schedules:

1.) Log into CAMPUS CONNECT.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the link in the ONLINE FACULTY SERVICES page.
4.) Click the FACULTY link at the next window.
5.) Select FACULTY SCHEDULE from the FACULTY drop down menu.
6.) Your class schedule will be visible.

Viewing a Class List:

1.) Log into CAMPUS CONNECT.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the link in the ONLINE FACULTY SERVICES page.
4.) Click the FACULTY link at the next window.
5.) Select CLASS LIST from the FACULTY drop down menu.
6.) Your class list will be visible.

How to enter grades:

1.) Log onto Campus Connect.
2.) Click on the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the ONLINE FACULTY SERVICES page.
4.) Click on the FACULTY link and select GRADE COURSES from the drop down menu.
5.) Select the course you need to enter grades from the drop down menu and click.
6.) To enter a grade, place your cursor in the empty box in the FINAL GRADE column and enter the grade for each student.
7.) Click the TAB key to move to the LAST DATE OF ATTENDANCE. Enter the last date the student attended class if they are receiving an F, W, or I for the course.
8.) Print a copy of the page, sign it and date it. This copy should be turned in at the Registrar’s Office.
9.) Click the SUBMIT button to post the grades. You will see a note in the message column stating that the “Grade has been posted” or an error message if any data was entered incorrectly. Your grade will appear for student view instantly through Campus Connect and the STARS telephone system.

Grading Tips:

Give yourself plenty of uninterrupted time to submit your grades. Your login session will expire if it sits idle for more than 60 minutes.
You do not have to enter all student grades at one sitting. You can submit a few grades at one time and then come back later to submit the remaining grades.

The grading page displays 50 students at a time. If your class has more than 50 students, you must enter grades for the first page of 50 students and hit SUBMIT. Then click the 51-100 link to access the second page of your grading roster. Enter these grades and then hit SUBMIT. Repeat until all students have been graded.

You **cannot change grades after they are submitted**. If you have entered a grade incorrectly, you should submit a **grade change form** to the Registrar.

Any special notes regarding students or enrollment status should be written in on the copy you print before submitting the final grades.

You can enter an “I” for incomplete but you cannot enter a “W” for withdrawal or change a “W” to a grade.

**Dropped students** will not show up on your grading roster.

**Groups Studio:**

Campus Connect provides an application called Groups that can be accessed by clicking on the groups icon located on the Campus Connect toolbar. The Groups application allows students, faculty and staff to create and manage group homepages for clubs, official student organizations, or college departments and committees. Groups fall into two categories: **public and restricted**. Public groups are open for anyone to join. Restricted groups are subject to approval. For example, to access a group homepage for an academic or social group, you must first be accepted as a member of that group by the group leader.

To solicit membership, each group will have two homepages: a guest view and a member view. The guest view provides general information about the group and an option to join. When you join a group, you become a member and have access to the member view, which allows you to:

- Read articles or announcements that have been posted by the group and submit articles for posting
- Access links to other Internet resources that the group deems appropriate and submit potential links
- View information about and e-mail other group members
- Post your own homepage link for other group members to access
- Access group chat rooms, message boards, and a calendar all dedicated to group members.

**Requesting a Group:**

Requests for group creation must be submitted under the appropriate group category utilizing the Create Group tab in Campus Connect. Requests will be evaluated based upon appropriateness for the group category and the completeness of the application, including the following information:
Group name and title
- Description detailing the proposed group's purpose and mission
- Group category – first select your campus or “Statewide” and then select a suitable subcategory
- Type of Group – with a choice to be either a public or restricted group. Any Campus Connect user can join a public group Membership to restricted groups must be requested by the end user and approved by the Group Leader.
- The Hidden and Admin Blocked options must be used in conjunction and can only be requested by employees for work related groups of a confidential manner. Hidden and Admin Blocked groups must also be restricted and will not be listed in the Groups Index. Group leaders must add group members manually.
- Admin Blocked option
- The Browse Control option is not being used at this time.
- Through check boxes, the requestor must indicate which group tools will be activated for the group and which group features can be delegated.
- The requestor will become the Group Leader and must acknowledge awareness and acceptance of not only leadership responsibility but also be aware of the Groups Policy and Membership Policy by clicking the check box.

Requests for group portal creation may not be approved for the following reasons:
- The request includes inaccurate or incomplete information
- A group portal already exists that meets the intended purpose
- The purpose is deemed to be inappropriate for the group category
- The purpose is deemed contrary to College policy

Joining a Group:
1.) Log in to Campus Connect and click on the GROUPS icon on the menu bar.
2.) To see available groups, click on the GROUPS INDEX.
3.) Under the CATEGORIES, choose the once that best describes your group, for example the Central Office; Campus Connect Project group would be under the DEPARTMENTS category so you would click on that group. Click on the group you wish to join.
4.) After clicking on the name of the group you wish to join, click on the JOIN GROUP button to bring up the subscription form.
5.) You must first agree to the GROUP MEMBERSHIP POLICY by checking each box in the REQUIRED INFORMATION section and by clicking on the JOIN button and the OK button at the next window.

Library Resources & Virtual Library

Each of Ivy Tech’s 23 campuses has a library. The College’s libraries have purchased several shared on-line resources so that students around the state can have similar access, regardless of the size of the campus they attend. Each library has a core collection of reference, program-related, and general education support materials. Each library also offers reference service to assist students with research.

There is a statewide library catalog that displays the resources of all 23 campuses. Students and faculty can also search the catalogs of several other Indiana college and university libraries. There is an inter-library loan service that enables students and faculty to borrow materials from
other libraries (both inside and outside the Ivy Tech system) when they are not available locally. Tours of the library are available at each campus; see your campus librarian for more information. Hours of operation, staffing, and some services vary from campus to campus. To access the College’s virtual library system or for a tutorial, visit the following web-site: www.ivytech.edu/library

**Help Desk Information:**

The Ivy Tech Help Desk is available to assist you with any on-line issues, including Campus Connect, Distance Learning, and E-mail. The Help Desk may be contacted on-line or via telephone.

1.) To contact the Help Desk on-line, go to the HELP channel on the HOME tab of Campus Connect.
2.) Click the “FAQ” link to see answers to frequently asked questions about Campus Connect.
3.) Click the “TUTORIALS AND TRAINING” link to learn more about using Campus Connect.
4.) If you need personal technical assistance, click the “CONTACT THE HELPDESK” link to create a ticket.

Also, the Help Desk is reachable by phone at 1-877-IVY TECH. The hours for the Help Desk are as follows:

- Tuesday – Thursday: 7:00 a.m. to 10:00 p.m.
- Fridays: 7:00 a.m. to 12:00 a.m.
- Saturday – Monday: 24 Hours
SELLEBURG SPECIFIC TABLE OF CONTENTS

CHECKLIST—BEFORE YOU TEACH ............................................................. 24
ACADEMIC CALENDAR (2007-2008) .......................................................... 27
ADJUNCT OFFICE/WORKSPACE .............................................................. 28
ADJUNCT CONTRACTS AND PAY ............................................................. 28
AUDIO/VISUAL AND COMPUTER SERVICES ........................................... 30
   How do you request audio/visual/computer equipment for use in the classroom? 30
   What equipment is available for an adjunct instructor to use on campus? .......... 30
   What is the policy on taking equipment off campus? .................................... 30
   Where are Ivy Tech’s computer labs, and when are they available? ................. 30
   What is the purpose of the Open Computer Lab? ......................................... 31
   Are computers available for adjuncts anywhere else on campus? ..................... 31
   What is the Mac Lab? .................................................................................. 31
   How does an adjunct faculty member obtain computer access? ....................... 31
   Who should an adjunct instructor contact in the event of difficulties? ............... 31
   What instruction is available in Blackboard and other computer programs? ...... 31
BOOKSTORE INFORMATION/HOURS ....................................................... 30
BUSINESS CARDS ..................................................................................... 31
CAMPUS CONNECT E-MAIL ADDRESS ................................................... 32
   Who is entitled to a campus email address? ................................................... 32
   How does an adjunct faculty member obtain access to an email address? ......... 32
CAMPUS IDENTIFICATION CARDS AND NAME BADGES ................. 32
   How do adjunct faculty members obtain identification cards and name badges? 32
COPY CENTER AND COPYING MATERIALS ........................................... 31
DISABILITY AND SUPPORT SERVICES (DSS) ...................................... 32
   What is a disability? .................................................................................... 32
   What is Ivy Tech’s role concerning students with disabilities? ....................... 33
   Who is responsible for requesting special accommodations for students? ...... 33
   How does the instructor know that special accommodations are warranted? ... 33
   What type of accommodations can be made? ............................................. 33
   What is the procedure in dealing with a disorderly student? ......................... 33
   What should an adjunct do if a student is acting disorderly while in the classroom? 33
   What other services does DSS provide? .................................................... 33
   What is the adjunct instructor’s role in retaining at-risk students? .................... 34
DRESS POLICY ......................................................................................... 34
   What is the intent of a dress code at Ivy Tech? .......................................... 34
   How should male faculty dress? .................................................................. 34
   How should female faculty dress? ................................................................ 34
   What type of clothing is prohibited? ............................................................ 34
   Are there exceptions to the policy? ............................................................ 34
FACULTY LOUNGE ................................................................................... 35
   Where is the Faculty Lounge located? ........................................................ 35
   What accommodations are offered in the lounge? ........................................ 35
   Who is permitted to use the Faculty Lounge? .............................................. 35
   What is lounge etiquette? .......................................................................... 35
INCLEMENT WEATHER CAMPUS CLOSURE POLICY ................................ 35
   Who cancels classes in the event of inclement weather? ............................... 35
   How does an adjunct instructor ascertain the status of his or her classes? ....... 36
   What is the difference between “college closed” and “classes cancelled”? ...... 36
Ivy Tech Sellersburg Adjunct Faculty Resource Guide

Issues to address with students: ................................................................. 36

LIBRARY ........................................................................................................... 36
What are the Ogle Virtural Library’s hours of operation? .................... 36
What services does the library offer to assist adjunct faculty in teaching? 36

PARKING ......................................................................................................... 37
Who is entitled to a parking permit? ....................................................... 37
Where does an adjunct faculty member obtain a parking permit? .... 37
Where is the parking permit placed? ...................................................... 37
Where are adjunct faculty permitted to park? .................................... 37

PROFESSIONAL DEVELOP WORKSHOP INFORMATION ...................... 37

REGISTRAR/ADMISSIONS ............................................................................... 38
How to obtain a class roster ................................................................. 38
What happens when a student’s name does not appear on the class roster? 38
What needs to happen if a student fails to attend the first two weeks of class? 38
Reporting No-Shows .................................................................................. 38
What steps are required if a student stops attending class? ............... 38
What is the adjunct instructor’s role in add/drop procedures? .............. 40
Is there any recourse for dropped/withdrawn students to rejoin the class roster? 39
How are grades to be submitted? ............................................................ 39
Rules to Remember ................................................................................... 40
How does an adjunct instructor record an “incomplete”? ................. 42
Can an adjunct instructor change a grade? .......................................... 42
Is a student allowed to appeal a grade? How? ..................................... 41

SMOKING POLICY ....................................................................................... 41

STUDENT ORGANIZATIONS AND ACTIVITIES ......................................... 43
What clubs and organizations are available at the Sellersburg Ivy Tech campus? ..... 43
How does an adjunct instructor become an advisor? ......................... 43
Student Involvement Center: What and where is it? ......................... 43

STUDENT CONNECTION BOOKSTORE .................................................. 43
Where is the bookstore located? ......................................................... 43
When is the bookstore open? ............................................................... 43
Can adjunct instructors charge items? ................................................ 44
Do instructors receive discounts? ......................................................... 44

TELEPHONE VOICE MAIL ................................................................. 44
What is voice mail? .................................................................................. 44
How does an adjunct faculty member acquire access to voice mail? .... 44
What instructions to give students concerning voice mail messages? .... 44
Accessing voice mail to retrieve messages, record a greeting, etc.? .... 44

TESTING CENTER ..................................................................................... 44
What is the purpose of the Testing Center at Ivy Tech? ....................... 44
Where is the Testing Center located? .................................................. 44
What are the hours of operation? ......................................................... 45
What is Ivy Tech’s policy on offering makeup tests to students who missed class? 46
What are the policies for providing a test for a student? .................... 46
How does an adjunct instructor register and retrieve an exam? ........... 46
How does the instructor make arrangements for special needs students? 46
Are there other campus proctoring centers? .................................... 47
What about retesting, and what are student requirements for retesting? 47

CLEP and DSST Testing ............................................................................ 47
Microsoft Office Certification Exams and Fees .................................... 46
Have questions about the Testing Center? ................................................................. 47

TUTORING SERVICES ............................................................................................... 48
Where does tutoring take place? ............................................................................. 48
What is the tutoring schedule? ............................................................................... 48
Over what subjects are tutoring services offered? ................................................. 48
Can tutoring take place outside the lab? ............................................................... 48
Is private tutoring available? .................................................................................. 48
How does an instructor become a tutor? ............................................................... 48
### Checklist Before you Teach

<table>
<thead>
<tr>
<th>Got it? Check off here!</th>
<th>ACTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Make sure all your <strong>personnel forms</strong> have been completed in full. Have your <strong>campus ID</strong> and identification badge made.</td>
<td>Check with your division or receptionist</td>
</tr>
<tr>
<td><strong>2.</strong> Soon after you are hired, you will <strong>receive by mail</strong> your <strong>email name</strong>, <strong>Campus Connect ID</strong> and password—be sure to keep this to enter Faculty Services, get your roster, and do all the responsibilities in Faculty Services</td>
<td>You will receive <strong>Campus Connect</strong> and email address by mail or check <a href="http://whitepages.ivytech.edu/">http://whitepages.ivytech.edu/</a></td>
</tr>
<tr>
<td><strong>3.</strong> Make sure your <strong>transcripts</strong> are sent to your division or program chair—originals for full-time, copies for adjunct faculty (payroll processing is not complete without these transcripts and forms on file).</td>
<td>Return to your division secretary or designated campus office.</td>
</tr>
<tr>
<td><strong>4.</strong> <strong>Teaching Contract</strong>—Full-time faculty receive a teaching contract prior to the beginning of the academic year, but Adjunct Faculty may not receive a contract until the first or second week of the semester when all enrollments are finalized. Please read your contract thoroughly.</td>
<td>Check with your Program Chair.</td>
</tr>
<tr>
<td><strong>5.</strong> <strong>Payday</strong>—Faculty are paid on the 15th and the last day of each month. When this day falls on a Saturday, Sunday, or Monday holiday, the payday is the previous Friday. Adjuncts are paid in equal installments over the academic semester. The first check may not be distributed for approximately one month to six weeks, depending upon how promptly all personnel forms are returned.</td>
<td>Direct deposited to your bank.</td>
</tr>
<tr>
<td><strong>6.</strong> The <strong>Academic Calendar</strong> provides the vital dates for the semester.</td>
<td>Check <strong>Academic Calendar</strong>.</td>
</tr>
<tr>
<td><strong>7.</strong> <strong>Room Assignment and Class Rosters</strong>—Student Affairs Office has all room assignments, and will communicate your room assignment through <strong>Campus Connect</strong>. Rooms assignments will be posted at the student entrance before the first class session. Do NOT change classrooms on your own. Class Rosters are available on <strong>Campus Connect</strong> Faculty Services.</td>
<td>Check <strong>Campus Connect</strong> Faculty Services for your room number</td>
</tr>
<tr>
<td><strong>8.</strong> <strong>Room Access</strong>—Normally, all rooms are open for classes. If you have a problem with a locked classroom, check with the receptionist (&quot;0&quot;) to</td>
<td>If a problem exists with access to your classroom, notify your direct supervisor or the designated campus</td>
</tr>
</tbody>
</table>

---

**Ivy Tech Sellersburg Adjunct Faculty Resource Guide**

**SELLERSBURG--Sellersburg**

**Faculty Resources and Responsibilities**  
(latest update: 05/10/07)
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9. Class Meetings</strong>—Fall and Spring semesters are 16 weeks long. You are required to teach 50 minutes of each hour with 10 minutes allocated for a break. Classes that meet 2, 3, or 4 hours may have several breaks, decided upon by instructor and students. Students must receive 50 minutes of instruction per hour. Be prompt in starting class, and do not dismiss early. Classrooms and labs must be supervised at all times. Direct special concerns to your immediate supervisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10. Instructor Attendance</strong>—You are expected to attend each class session, for the full length of the session. If you are unable to meet a class for any reason, notify your direct supervisor immediately. Inform direct supervisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11. Student Attendance</strong>—Student attendance and punctuality are required by Ivy Tech, just as they would by an employer. It is the instructor’s responsibility to review your attendance policy with students during the first class session. See your program chair for divisional policies on attendance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12. Adjunct Faculty Office Space</strong>—You have a designated adjunct faculty office with lockers in P 14, with computers, printers, and phones as well as private student conferencing area. Check with your supervisor or Instructional Technology for access to this space and equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13. Mailboxes</strong>—All adjuncts have mailboxes for student and faculty mail. Please check with your program chair or division about locations. Check with your division or campus office--put voice mail # on syllabus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14. Voice mail and Email</strong>—All adjuncts can have a voice mail box. For your own safety, DO NOT place your personal business or home phone numbers on syllabi. All faculty have and use their own <a href="mailto:xxxx@ivytech.edu">xxxx@ivytech.edu</a> email address and use it rather than a personal email address for College email correspondence. Check with your division or campus office--put voice mail and email on syllabus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15. Use of cell phones</strong>—Students should not use these phones during class (only 911 if an emergency). They should either turn them off or put them on vibrate. You may put a sign on the door of your classroom to enforce the cell phone rule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16. AV and Classroom Technology</strong>—Every classroom on every campus has some form of technology. Faculty have the Instructional technology office (P14A/B) to obtain aid in the preparation of many instructional materials in PowerPoint, BlackBoard, and other applications. Reserve/request audio/computer equipment, laptops and other AV by calling XZXXXX.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>17. Parking and Parking Tags</strong>—Parking for faculty is in a faculty/staff designated area. Parking in the west lot near the fire station is faculty and staff only as well. Parking tags are free and obtained at the front desk. Sellersburg Parking Policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>18.</strong> <strong>Syllabus &amp; course materials</strong>—Your syllabus is a &quot;legal&quot; document and must conform to the <strong>standard syllabus</strong>, with all disclaimers or statements. Distribute a paper copy during the first class session. You may also post a copy of your syllabus on <strong>BlackBoard</strong>.</td>
<td>Use <strong>standard syllabus</strong> as an example.</td>
<td></td>
</tr>
<tr>
<td><strong>19.</strong> Very large <strong>computer files</strong>? All adjunct faculty member <strong>will be provided a 2 gigabyte USB Flash Drive</strong>, a tiny but rewriteable version of a CD!</td>
<td>Ask Instructional Technology about the USB Flash drives</td>
<td></td>
</tr>
<tr>
<td><strong>20.</strong> <strong>Copy class handouts</strong> and materials in the Copy Center, and place them on BlackBoard for students to obtain later</td>
<td>See or call Instructional Technology for how to use BlackBoard</td>
<td></td>
</tr>
<tr>
<td><strong>21.</strong> Checking Materials for <strong>Copyright Permission</strong>—If you use videos, other published resources or printouts from texts other than the ones <strong>students purchase</strong> for your course, you must consider the <strong>Fair Use Guidelines</strong>. Make sure your usage complies with federal law. Check with your campus librarian.</td>
<td><strong>Ivy Tech Copyright brochure</strong></td>
<td></td>
</tr>
<tr>
<td><strong>22.</strong> Remind your students about the <strong>NO TOBACCO policy</strong> now in effect regionwide. The only place students can smoke or use tobacco products is inside their own cars.</td>
<td><strong>Sellersburg Tobacco Policy</strong></td>
<td></td>
</tr>
<tr>
<td><strong>23.</strong> Put articles on Reserve in the Library</td>
<td>See Marie White, Sellersburg librarian</td>
<td></td>
</tr>
<tr>
<td><strong>24.</strong> <strong>Welcome Kit</strong>—you will receive a welcome kit with most of your classroom or office supplies at <strong>Orientation</strong>.</td>
<td>If you cannot attend orientation, see Instructional Technology for your kit</td>
<td></td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR

## FALL

<table>
<thead>
<tr>
<th>Event</th>
<th>2007 (072)</th>
<th>2008 (082)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for Fall due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty non-instructional service days</td>
<td>August 13 - 17</td>
<td>August 15 - 22</td>
</tr>
<tr>
<td>Late Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kick-Off</td>
<td>Thursday, August 16, 2007</td>
<td>Thursday, August 21, 2008</td>
</tr>
<tr>
<td><strong>First day of classes (Monday)</strong></td>
<td><strong>Monday, August 20, 2007</strong></td>
<td><strong>Monday, August 25, 2008</strong></td>
</tr>
<tr>
<td>Last date to drop/add classes and receive 100% tuition refund</td>
<td>Friday, August 24, 2007</td>
<td>Friday, August 29, 2008</td>
</tr>
<tr>
<td>Faculty Business/Development Mtg</td>
<td>Friday, August 24, 2007</td>
<td></td>
</tr>
<tr>
<td>Saturday classes begin</td>
<td>Saturday, August 25, 2007</td>
<td>Saturday, September 06, 2008</td>
</tr>
<tr>
<td>Last date for 75% tuition refund</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Labor Day Holiday</strong></td>
<td><strong>Monday, September 3, 2007</strong></td>
<td><strong>Monday, September 1, 2008</strong></td>
</tr>
<tr>
<td>Faculty Break (no classes)</td>
<td>Sept 3 - 4</td>
<td>Sept 1 - 2</td>
</tr>
<tr>
<td>Last date for 50% tuition refund</td>
<td>Friday, September 07, 2007</td>
<td>Friday, September 12, 2008</td>
</tr>
<tr>
<td>Last date for a 25% tuition refund</td>
<td>Friday, September 14, 2007</td>
<td>Friday, September 19, 2008</td>
</tr>
<tr>
<td>Fall Degree Applications due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Break/Development Mtg</td>
<td>Friday, September 28, 2007</td>
<td>Friday, September 26, 2008</td>
</tr>
<tr>
<td>Current student advising begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Student Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivy Tech Annual Tech Day</td>
<td>Thursday, October 25, 2007</td>
<td>Thursday, October 30, 2008</td>
</tr>
<tr>
<td>Ivy Tech Annual Tech Day</td>
<td>Friday, October 26, 2007</td>
<td>Friday, October 31, 2008</td>
</tr>
<tr>
<td>Financial Aid Recipients who withdraw prior to this date may owe a refund to DOE &amp; ITCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last date to withdraw</strong></td>
<td><strong>Friday, November 09, 2007</strong></td>
<td><strong>Friday, November 14, 2007</strong></td>
</tr>
<tr>
<td>Faculty Break (no classes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td><strong>Thurs, Nov. 22, 2007 and Fri, Nov. 23, 2007</strong></td>
<td><strong>Thurs, Nov. 27, 2008 and Nov. 28, 2008</strong></td>
</tr>
<tr>
<td>Classes begin after Break</td>
<td>Monday, November 26, 2007</td>
<td>Monday, December 01, 2008</td>
</tr>
<tr>
<td>New student registration 9 &amp; 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finals Week</td>
<td>December 10-15</td>
<td>December 15 - 20</td>
</tr>
<tr>
<td><strong>Last day of classes</strong></td>
<td><strong>Saturday, December 15, 2007</strong></td>
<td><strong>Saturday, December 20, 2008</strong></td>
</tr>
<tr>
<td>Faculty Winter Break</td>
<td><strong>December 17 - January 5</strong></td>
<td><strong>December 22 - January 3</strong></td>
</tr>
<tr>
<td>Payment for Spring due</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SPRING SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>2008 (073)</th>
<th>2009 (083)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration opens for Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty non-instructional days</td>
<td>January 7 - 10, 2008</td>
<td>January 5 - 8, 2009</td>
</tr>
<tr>
<td>Late registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kick-Off</td>
<td>Thursday, January 10, 2008</td>
<td>Thursday, January 8, 2009</td>
</tr>
<tr>
<td><strong>First day of classes (Monday)</strong></td>
<td><strong>Monday, January 14, 2008</strong></td>
<td><strong>Monday, January 12, 2009</strong></td>
</tr>
<tr>
<td>Last date to drop/add classes and receive 100% tuition refund</td>
<td>Friday, January 18, 2008</td>
<td>Friday, January 16, 2009</td>
</tr>
<tr>
<td>15 week Saturday Classes Begin</td>
<td>Saturday, January 19, 2008</td>
<td>Saturday, January 17, 2009</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td><strong>Monday, January 21, 2008</strong></td>
<td><strong>Monday, January 19, 2009</strong></td>
</tr>
<tr>
<td>Event</td>
<td>2008</td>
<td>2009</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Last date for 75% tuition refund</td>
<td>Friday, January 25, 2008</td>
<td>Friday, January 23, 2009</td>
</tr>
<tr>
<td>Last date for 50% tuition refund</td>
<td>Friday, February 01, 2008</td>
<td>Friday, January 30, 2009</td>
</tr>
<tr>
<td>Last date for 25% tuition refund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITCC/IUS Faculty Symposium</td>
<td>Friday, January 25, 2008</td>
<td>Friday, January 30, 2009</td>
</tr>
<tr>
<td>Spring/Summer Degree App. due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Business/Development Mtg</td>
<td>Friday, February 29, 2008</td>
<td>Friday, February 27, 2009</td>
</tr>
<tr>
<td>Summer/Fall Current student Advising begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation announcement posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Spring Break for statewide Internet courses</td>
<td></td>
<td>tba</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 23 - March 29, 2008</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Recipients who withdraw prior to this date may owe a refund to DOE &amp; ITCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last date to withdraw</td>
<td>Friday, April 11, 2008</td>
<td>Friday, April 10, 2009</td>
</tr>
<tr>
<td>Registration opens for Summer &amp; Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for current students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Student Registration 9 &amp; 5 sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Business/Development Mtg</td>
<td>Friday, April 25, 2008</td>
<td>Friday, April 24, 2009</td>
</tr>
<tr>
<td>Last day of classes (Saturday)</td>
<td>Saturday, May 10, 2008</td>
<td>Saturday, May 9, 2009</td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Non-instructional service days</td>
<td>May 12 - 13, 2008</td>
<td>May 11 - 12, 2009</td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER</strong></td>
<td>2008 (081)</td>
<td>2009 (091)</td>
</tr>
<tr>
<td>Faculty Non-instructional days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Student Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Classes (10-week session and 1st 5-week session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Holiday</td>
<td>Monday, May 26, 2008</td>
<td>Monday, May 25, 2009</td>
</tr>
<tr>
<td>Last day of 1st 5-week session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades due for 1st 5-week session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Break (no classes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of 2nd 5-week Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth of July Holiday</td>
<td>Friday, July 04, 2008</td>
<td>Friday, July 03, 2009</td>
</tr>
<tr>
<td>Last Day of classes (10-week AND 2nd 5-week sessions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades due for 10-week AND 2nd 5-week session</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADJUNCT CONTRACTS AND PAY**

Adjunct faculty members are very important to the College as it heavily relies on adjuncts to provide quality instruction to our students. We value the time and effort adjuncts devote to planning and conducting classes, providing feedback and advice to students. Adjunct faculty are contracted to teach at the beginning of each term. The number of adjunct contracts is driven by enrollment and as a result, contracts vary from term to term. Therefore, faculty should never
base his/her personal annual budgets on the anticipation of a continued adjunct contract of any size.

Further, academic chairs make every attempt to finalize course schedules so contracts may be prepared and paychecks may begin in a timely manner. However, due to enrollment fluctuations, schedules change, sometimes even in the first week of the term. Every schedule change delays the processing of faculty contracts and may even delay the first paycheck. While chairs, division support staff and human resources all work very diligently to prepare contracts by the end of the first week of the term, be aware that circumstances sometimes make such impossible.

**AUDIO/VISUAL AND COMPUTER SERVICES**

**How does an adjunct instructor request and obtain audio/visual and computer equipment for use in the classroom?**

There are two preferred methods of requesting audio/visual equipment (such as projectors, TVs, VCRs, DVDs, access to the "smart lecterns" in some classrooms, etc.). The easiest is via the website at [http://faculty.ivytech.edu/~jrsmith](http://faculty.ivytech.edu/~jrsmith). Adjunct instructors may also call the help desk at (812) 246-3301, X4207, and the employee on duty will schedule the equipment for them.

**What equipment is available for an adjunct instructor to use on campus?**

A complete list of available equipment is attached. Also, the *wireless computer lab*, a portable classroom computer lab, is available. Upon request, the wireless computer lab can be wheeled into almost any room on campus, and the 24 laptop computers can be used in a classroom environment. Wireless internet and printing capabilities are included.

The Computer and Technology Services Department will come into any classroom and teach a student session on the technical services that are available to students. An expert can teach sessions on Word, PowerPoint, Campus Connect (including student e-mail and eLearning), or a tailor-made session can be created for the needs of any class. To schedule these sessions, please contact Jennifer Smith at jrsmith@ivytech.edu (e-mail preferred) as far in advance as possible.

**What is the policy on taking equipment off campus?**

Off campus "rental" equipment is available, but in limited quantities. Adjunct faculty wishing to request the use of equipment off campus must speak with Brian Henry, our Instructional Technology Specialist, at X4125 or bhenry@ivytech.edu. Off-campus rentals are available only when the equipment is not needed for a class on-campus and a valid reason for use must be presented with every request. *Laptop computers*, although not always available for adjunct faculty to use off campus, are available in special circumstances (i.e., internet classes).

**Where are Ivy Tech’s computer labs, and when are they available?**

Classroom computer labs are to be locked when they are not in use. Adjunct faculty teachers using these rooms can obtain a key from the receptionist to open the lab before the class begins, but are asked to lock the door upon leaving after the class is over. Students should be encouraged to use either the Open Computer Lab or the library outside of class time. The computer labs on campus are:

- **B9** is the CAD lab, used primarily for DSN and DCT classes.
- **B11** is a general classroom lab.
- **B13** is a general classroom lab.
• G8 is a general classroom lab.
• O1A is the Health Sciences lab, used only for Health Sciences classes.
• R33 and R35 contain the Open Computer Lab (see below).

What is the purpose of the Open Computer Lab?
The Open Computer Lab (located in Rooms R33 and R35 or at X4207) is a lab available for student, faculty, or staff any time classes are in session. The Open Lab does not have classes in it, which provides students with a place to complete homework, check e-mail, and research on the internet. The Open Lab is constantly staffed by a work-study student who is there to help with technical difficulties. The Open Lab hours for spring and fall are as follows:
- Monday – Thursday, 8:00 a.m. – 9:00 p.m.
- Friday – 8:00 a.m. – 5:00 p.m.
- Saturday – 9:00 a.m. – 1:00 p.m.

Hours are posted outside the doors to the lab. Summer hours vary, and all hours are subject to change.

Are computers available for adjuncts anywhere else on campus?
Computers are available in the Adjunct Resource Center, Room P16.

What is the Mac Lab?
The Mac Lab, specializing in MacIntosh computers and software, is used by the Graphic Design Program. Anyone wishing access to the Mac Lab should contact Virgil Bube, Mac Lab Technician.

How does an adjunct faculty member obtain computer access?
To obtain computer access, an adjunct instructor needs to contact the Open Computer Lab help desk. The assistant on duty will set up your account on Ivy Tech’s network.

Who should an adjunct instructor contact in the event of difficulties?
If having difficulties at home or on campus with an Ivy Tech computer service or equipment, he or she can obtain computer support by calling the computer lab at (812) 246-3301, ext. 4207. There the assistant will obtain information to assess the problem and possible solutions. If a computer assistant is not at the desk, the instructor can leave a message.

What instruction is available in Blackboard and other computer programs?
Workshops are offered by the Instructional Technology Office (P10), or by the Computer and Technology Services Department on a scheduled basis. These workshops are available free of charge to all staff and faculty, including adjuncts, and cover a variety of topics, including Blackboard.

BOOKSTORE INFORMATION/HOURS
The Sellersburg bookstore provides not only texts for all courses, but popular merchandise and office supplies. Full-time faculty get 20% discount, while adjunct faculty receive 10%. Just show your ID when purchasing items. Bookstore hours are regularly Monday – Thursday, 8 a.m. to 6 p.m., and Fridays 7:30 a.m. to 4 p.m.
BUSINESS CARDS
Ivy Tech business cards are provided only for full time employees whose duties and responsibilities warrant them.

CAMPUS CONNECT E-MAIL ADDRESS

Who is entitled to a campus email address?
All faculty members, both adjunct and full-time, are entitled to campus email services. Ivy Tech email is an important communication tool; without it, adjunct faculty members are not made aware of policy changes, job postings, or other important announcements. It is also an excellent way of communicating with students. Thus, it is imperative that adjunct faculty members utilize and regularly check their Ivy Tech email accounts.

How does an adjunct faculty member obtain access to an email address?
All adjunct faculty members will receive an email address, which is generated upon completion and submission of the Human Resources employment pack (usually by the following day). Once the employment information has been processed, adjunct faculty can access their new email accounts by logging onto Campus Connect as a first-time user and following the prompts. For information about Campus Connect and instructions concerning its use, see the first part of this resource guide. Another option is to use the tutorials link on the main page of Campus connect. To access Campus Connect:

1. Go to www.ivytech.edu/sellersburg or http://cc.ivytech.edu/.
2. If you have not logged in before, click on “First Time Users Start Here” and follow the prompts. If you have problems accessing Campus Connect, please contact Tonya Smith (ext. 4130).
3. Click on “Tutorials & Training” in the “Help” section of Campus Connect’s main page.

PLEASE NOTE that Campus Connect does not allow email to be forwarded to other email accounts. This means that you cannot request that your Ivy Tech email be automatically forwarded to another email address. Please use your Ivy Tech email account for all student and professional Ivy Tech communications.

CAMPUS IDENTIFICATION CARDS AND NAME BADGES

How do adjunct faculty members obtain identification cards and name badges?
To obtain a campus ID card or a name badge, visit the Computer and Technology Services staff in Room R31 during the first few weeks of the semester. You must provide picture identification and identify the area in which you are teaching.

CAMPUS COPY CENTER ANS COPYING MATERIALS

All adjunct faculty have access to the main copy center, days and evenings, near the campus front entrance. With two new high-speed copiers, adjunct are encouraged to do their own copying as needed—there are no copy codes required. While the copiers are fairly simple, if you need training on the copier, see student services.

DISABILITY AND SUPPORT SERVICES (DSS)

What is a disability?
According to the Americans with Disabilities Act (ADA), an individual is disabled if he or she meets at least one of the following criteria:
A physical or mental impairment that substantially limits one or more major life activities,
• A record of such impairment, or
• Is regarded as having such an impairment.

What is Ivy Tech’s role concerning students with disabilities?
In accordance with the ADA, Ivy Tech Community College seeks to provide effective services and accommodations for qualified students with documented disabilities. The purpose of Disability and Support Services (DSS) throughout Ivy Tech Community College is to assist students with disabilities by providing equal access in college programs, services, and activities.

Who is responsible for requesting special accommodations for students?
It is the student’s responsibility to contact DSS to request accommodations at the beginning of each semester. Instructors who suspect a disability may address concerns to the student and refer him or her to DSS. It is illegal to ask a student if he or she has a disability. Students may be given the opportunity to self-disclose. After DSS receives and reviews disability documentation, educational adjustments will be discussed with the student. (Educational adjustments are provided for equal access to college programs, services, and activities, and may differ from those provided in high school). It is the student’s responsibility to contact DSS and request accommodations each semester.

How is the instructor notified that special accommodations are warranted?
In order to receive special accommodations, the student must present the instructor with a copy of an accommodation agreement. This agreement is signed by the Director of DSS.

What type of accommodations can be made?
Accommodations are made on a one-on-one basis, based upon the documented disability and what would be considered “reasonable” accommodations. Transportation, for example, is not a reasonable accommodation, but is considered a personal service. Typical accommodations include, but are not limited to: extra time to take tests, use of a tape recorder in class, a copy of instructor’s lecture notes (if available), sign language interpretation, a note taker, etc. The specific accommodations requested for each student will be outlined in the accommodations agreement letter presented to the instructor by the student. A sample accommodations agreement letter is attached.

What is the procedure in dealing with a disorderly student?
Students who demonstrate disorderly, threatening, or dangerous behavior need to be referred to the Dean of Student Affairs.

What should an adjunct do if a student is acting disorderly while in the classroom?
If the student is disrupting class, the student can be asked to leave the classroom. The faculty member should follow up with the student and with the Dean of Student Affairs after the incident. If the student is being uncooperative, and this occurs during regular business hours, the instructor should contact the Office of Student Affairs for assistance. If it is after normal business hours (8:00 a.m. – 6:00 p.m.), the instructor should contact the front desk for assistance.

What other services does DSS provide?
DSS also provides referral services for students who have personal concerns that affect academic achievement. Referral agencies include, but are not limited to:
• Veterans Administration
What is the adjunct instructor’s role in retaining at-risk students?
In any class, there are students who may need additional assistance in maneuvering through college, both academically and socially. The instructor should refer these students to Ivy Tech’s Retention Specialist by completing a Referral Form (copy attached). The Retention Specialist for the Sellersburg campus is Ben Harris.

DRESS POLICY
What is the intent of a dress code at Ivy Tech?
It is the intent of the policy to allow employees to dress comfortably in “business-casual” clothing throughout the year, while at the same time maintaining a work environment that is professional and allows visitors to distinguish the employees from the students and other visitors.

How should male faculty dress?
The standard dress for males will be a business suit or dress shirt, tie, and dress pants. Knit “golf” shirts or their equivalent, turtlenecks, and/or sweaters are also acceptable. Men are encouraged to wear collared Ivy Tech logo shirts if they are not wearing a shirt with tie. If neither business professional clothing nor an Ivy Tech shirt is worn, an official nametag will be worn so students and visitors will recognize the instructor as a faculty member.

How should female faculty dress?
The standard dress for females will be clothing appropriate for wear to an indoor community event or activity. This includes suits, blouses, skirts, slacks, or dresses. Women are encouraged to wear collared Ivy Tech logo shirts if they are not wearing a professional outfit. If neither a business-professional outfit nor an Ivy Tech shirt is worn, an official nametag will be worn so students and visitors will recognize the instructor as a faculty member.

What type of clothing is prohibited?
The Ivy Tech dress code is intended to be “business-casual” at a minimum and specifically excludes jeans, shorts, short sets, leggings, stirrups, swim wear, t-shirts, tank tops or their equivalents, sweat suits or jogging attire, tennis shoes, or flip-flops. Also, tattoos will be covered, and piercings, other than the ear(s), will be covered or removed.

Are there exceptions to the policy?
The Chancellor, or a designee, has the right to suspend the policy and require business professional attire when special guests will be on campus (such as the NCA accreditation team, the Governor, etc.). It is not anticipated that this will happen often, and at least 48 hours’ notice will be given, if possible. PLEASE NOTE: This notice is sent via Ivy Tech email; thus, it is imperative that adjunct faculty members utilize their Ivy Tech email addresses. Also, the
Chancellor, or a designee, has the right to relax the dress code for special events, such as workshops or school activities. It is anticipated that this will not happen often, and at least 48 hours’ notice will be given, if possible. Other exceptions that will automatically occur include:

- **Work assignment exceptions**: Employees who routinely perform tasks that can soil dress clothes are permitted to wear attire appropriate for their given work assignments. For example, bookstore employees who must stock shelves and open dusty boxes on a daily basis may wear jeans, and maintenance employees may wear work clothes. Employees who will be involved in a temporary assignment that can soil dress clothes, such as relocating from one office to another, may also “dress down” for that day. Anyone uncertain about these exceptions should consult his or her department head for clarification.

- **Casual Friday**: On Fridays the regular policy will be in force, with two exceptions. First, “dressy” blue jeans, that is, jeans that are not holey, patched, or frayed, will be permitted. Second, t-shirts with the Ivy Tech logo will be permitted. Nametags should be worn to identify instructors.

- **Summer**: The dress code during the summer is the same dress code as “Casual Friday” (see above); however, it is active every day. The summer dress code is activated with the termination of the spring semester and is deactivated with the resumption of the fall semester.

- **Halloween**: Employees are encouraged to wear costumes. Employees who do wear a costume should consider whether it is appropriate for public viewing and whether it will cause multiple complaints or an excessive disruption of the educational environment.

- **The Christmas/Holiday season**: Employees are welcome to wear holiday sweatshirts and sweaters during this time. Nametags should be worn to identify instructors.

**FACULTY LOUNGE**

*Where is the Faculty Lounge located?*
The Faculty Lounge is in Room B16 in the blue hallway.

*What accommodations are offered in the lounge?*
The Faculty Lounge has reclining chairs, a table and chairs, a microwave, a refrigerator, a stove, a sink, and a telephone for local calls.

*Who is permitted to use the Faculty Lounge?*
All Ivy Tech employees are welcome to use the lounge accommodations.

*What is lounge etiquette?*
Behavior that respects all employees using the lounge is appreciated. This behavior includes labeling food placed in the refrigerator, respecting others’ food items that are in the refrigerator, not leaving food an overly long period of time, and cleaning up after oneself.

**INCLEMENT WEATHER / COURSE CANCELLATION POLICY**

*Who cancels classes in the event of inclement weather?*
In the event of inclement weather, the statewide policy for Ivy Tech Community College states that the college will remain open as long as area businesses and manufacturers remain open. After consulting with other pertinent college staff, the Dean of Academic Affairs Office will
make a decision and initiate the process of contacting area television and radio stations so that the cancellation of classes can be announced.

How does an adjunct instructor ascertain the status of his or her classes?
The following television/radio stations will be notified and will announce the status of Ivy Tech classes:
Television: WAVE-3, WHAS-11, WLKY-32, WDRB-41 AND WFTE-58
Radio: WAMZ and WHAS (FM & AM), WRKA, WSFR, WDJX, WSLM (Salem), and WAVG (AM).
The college’s switchboard answering service and Campus Connect will be changed to reflect the cancellation of classes as well. To ensure accuracy and understanding of news broadcasts, it is important to check the switchboard answering service. Often times, there is confusion concerning different campuses or closure status after a given time period (example: evening classes only cancelled).

What is the difference between the announcements “college closed” and “classes cancelled”?
Prior to fall 2006, a distinction was made between class cancellation and college closure. If classes are cancelled, faculty need not report to campus. Unlike earlier years, when inclement weather prompts class cancellation, administration and staff will not be required to report to work either.

Issues to address with students:
Adjunct faculty members should discuss these policies with students. The Academic Dean’s Office asks that faculty remind students that alternative child care arrangements should be made in the event that the college is open and their local school corporation is not. It is important that students with children understand that is very common for Ivy Tech Community College to remain open when local elementary/high schools are closed and that Ivy Tech students should be prepared to attend class in such circumstances.

Please keep in mind that decisions on cancellations and closings are made as early as possible. Assume that classes will meet as scheduled unless cancellations are announced. If anyone has questions, please contact the Academic Dean’s Office.

LIBRARY

What are the Ogle Virtual Library’s hours of operation?
Monday - Thursday 8:00 a.m. until 9:00 p.m.
Friday 8:00 a.m. until 5:00 p.m.
Saturday 9:00 a.m. until 1:00 p.m.
Sunday Closed

What services does the library offer to assist adjunct faculty in teaching?
Ogle Virtual Library offers many services. These include:

- **Customized instruction**: Our librarian and library staff recognize the importance of information literacy general instruction and customized instruction. Customized instruction to your class topics and material can be arranged by contacting the library and setting up a time; notification two weeks prior to the schedule session is requested. The
librarian also offers instructional library sessions, guiding your students through research processes. Due to the high volume of patrons (averaging 22 per hour, over 50,000 annually), it is imperative that any class trips to the library be scheduled and approved.

- **Media materials:** Ogle Virtual Library offers over 500 video/DVD titles for faculty to use in the classroom or to put on reserve for students to watch in the Ogle Library on their time. These video/DVDs circulate to faculty only. The library also has math and some early childhood education videos that can be checked out to students for overnight/class sequence.

- **Reserving class material:** Many faculty members wish to enhance classroom lectures with access to particular materials, such as books, tapes, DVD’s, articles, or folders, for all students of the class. Adjunct instructors may request that materials available in the Ogle Virtual Library be reserved, or they may bring in their own materials and request that the library reserve them. All reserve materials are processed and security strips applied. All students must have their student Id’s and must sign for any reserved materials. Students may not remove reserved materials from the library. If the instructor wishes that the student utilize the material outside of the library, the instructor must sign out the material.

- **Study rooms:** Ogle Virtual Library offers three study rooms for students/instructors to use. If an instructor wants to utilize room(s) during class time, he or she must contact the library one week prior to the time and date of use. If an instructor wants to utilize a room for individual or group tutoring, he or she must sign in at the front desk.

### PARKING

**Who is entitled to a parking permit?**
Each faculty member, full-time or adjunct, is entitled to one (1) parking permit. Please ensure that the permit is placed in the car that will be parked in the Ivy Tech parking lot. If you drive a vehicle other than your primary vehicle, or if you regularly switch vehicles, please remember to move the parking permit into the appropriate vehicle.

**Where does an adjunct faculty member obtain a parking permit?**
Parking permits are obtained from Human Resources Department.

**Where is the parking permit placed?**
The parking permit is required to be displayed in a prominent location, such as hanging from the rearview mirror.

**Where are adjunct faculty permitted to park?**
The entire north lot and the first two rows of the south lot are designated for faculty/staff parking. Vehicles without faculty parking permits will be towed. A handicapped permit issued by the Bureau of Motor Vehicles is required to park in handicapped spaces. Violators will be towed.
PROFESSIONAL DEVELOPMENT WORKSHOPS

Who is entitled to attend professional development workshops and conferences?
Both full-time and adjunct faculty are strongly encouraged to register for and complete as many professional development, technology or other workshops offered through Ivy Tech. Outside professional development opportunities which have a cost associated must be approved by the faculty’s program or division chair for funding, but free workshops requiring only travel or per-diem are also available, and should get the approval of the program/division chair to attend. Ivy Tech’s Statewide Adjunct Faculty Committee is dedicated to providing both live and online courses in pedagogy and other teaching methodology for all faculty, and will promote such workshops through email and fliers to all faculty. See the Instructional Technology Office (P10) for more information.

REGISTRAR/ADMISSIONS

How to obtain a class roster
To access current class rosters, login to Campus Connect (see instructions below) and select Class Rosters. Faculty are encouraged to check this list regularly. All Campus Connect class rosters are real-time – meaning they change as students drop/add/withdraw from courses. Adjunct instructors should check the online roster at least once a week, especially if a student has missed class. This is the quickest way to find out if a student has withdrawn from class.

Faculty can access various pieces of information via Campus Connect, Ivy Tech’s online student, staff, and faculty web site/service. In addition to entering grades, faculty can access real-time class schedules, view teaching loads, and access information about courses being taught state-wide. To access Campus Connect:
4. Go to www.ivytech.edu/sellersburg or http://cc.ivytech.edu/.
5. If you have not logged in before, click on “First Time Users Start Here” and follow the prompts. If you have problems accessing Campus Connect, please contact Tonya Smith (ext. 4130).
6. Once you’ve logged in, select the “Faculty Services” tab
7. In the box titled “Quick Links for Faculty”, click on “Online Faculty Services” (formerly Web4).
5. Click on “Faculty – Click here to continue…”

What happens when a student’s name does not appear on the class roster?
Students who attend a class but do not appear on the roster should BE SENT TO THE OFFICE OF ENROLLMENT SERVICES IMMEDIATELY! In many cases, a student has a financial balance that has caused him or her to be dropped from the course (Note: students who do not make appropriate tuition payments will be dropped from their course and are not eligible to attend or receive a grade at the end of the semester). Therefore, it is imperative that all students not showing on the roster who are in attendance be addressed immediately.

What needs to happen if a student fails to attend the first two weeks of class?
If a student appears on the roster but has NEVER ATTENDED, please follow the instructions in the section titled “Reporting No-Shows”.

Reporting No-Shows
Please note that unreported no-shows may cause serious financial aid problems for the student in the future. A no-show is defined as any student who never attends your course. These students must be reported so that they can be dropped and any necessary financial
arrangements can be made or settled. During the fall and spring semesters, instructors should report their no-shows by the end of the second week of classes (an alternate reporting schedule applies to the summer). Each semester, you will receive a reminder and instructions for dropping no-shows (if you have not been or do not receive these in the future, please alert your Program or Division Chair). Again, before reporting a no-show, you should check the class online roster to find out if the student has withdrawn from the class. No-shows can be dropped in one of two ways:

1. Drop the student using Campus Connect – this is the preferred method, as it will save you time and it will cut down on the amount of paperwork the Registrar’s Office will need to process. To drop a student using Campus Connect, follow the steps below.
   a. Login to Campus Connect (this can be accessed through www.ivytech.edu/sellersburg or http://cc.ivytech.edu/). If you have never used Campus Connect before, you will need to click on the “First Time Users Start Here” link. If you have problems accessing Campus Connect, please contact Tonya Smith (ext. 4130).
   b. Once you’ve logged in, select the “Faculty Services” tab
   c. In the box titled “Quick Links for Faculty”, click on “Online Faculty Services (formerly Web4)”.
   d. Click on “Faculty – Click here to continue…”
   e. Click on the “Grade Courses” link, located under the “Faculty” heading
   f. Select the course you wish to drop students from. NOTE: If you notice that a course you are teaching is not appearing, please contact the appropriate division secretary to have your social security number added to the course screen (screen 129). If you cannot reach your division secretary, please feel free to contact the Registrar’s Office.
   g. After selecting the course, your grade roster should appear. For any student who is a no-show, enter NW (which stands for no-show withdrawal).
   h. Once you have entered all NW’s for that particular course, click on the Submit button, located at the bottom of the page.
   i. At the end of each week, the Registrar’s Office will run a report listing these students and will drop them at that time.

-OR-

2. Complete the “Administrative Change of Enrollment” form, which you will find in the copy room. After completing the form, turn it into the Registrar’s Office for processing.

**What steps are required if a student stops attending class?**

If a student attended a class and then stopped attending, but continues to appear on the roster, faculty are encouraged to do the following:

1. Alert Ben Harris, Retention Specialist, at ext. 4137. Ben will be dealing one-on-one with those students who are either identified as at-risk or who are recommended to him, for any number of reasons, by faculty.
2. Complete an Attendance Report (located in the copying room). Upon completion of the form, submit it to the Registrar’s Office for processing. PLEASE NOTE – this form will not result in the student being dropped. The purpose of the form is to alert the student that he or she has been missing from class and is in danger of being in academic jeopardy.
3. Administratively withdraw the student. This should be used only as a last resort. If the student has not responded/communicated to you and has not withdrawn himself or herself from the course, complete the “Administrative Change of Enrollment” form (located in the copy room) and submit it to the Academic Dean’s Office for approval.
What is the adjunct instructor’s role in add/drop procedures?

A student may change their schedule in one of three ways:

1. Up through the first week of the semester, students may change their schedule by adding a course. To do so, the student must complete the “Change of Enrollment” form, with an advisor’s signature, and submit it to the Registrar’s Office. Traditionally, the Registrar will add the student to the course as long as the course has not met more than twice. After that, the instructor’s signature is required. After the first week of classes, a student can add a course only with the instructor’s approval.

2. During the first week of the semester, students may change their schedule by dropping a course. A dropped course will not appear on the student’s transcript, will have no impact on their grade point average, and will generally result in a 100% tuition refund. During the fall and spring semesters, a student may only drop a course during the first week (summer drop dates are dependent upon the length of the term). To drop a course, students must complete the “Change of Enrollment” form, with the signature of Ben Harris, Retention Specialist, and submit to the Registrar’s Office.

3. After the first week of the semester, students may no longer drop courses. Instead, it is treated as a withdraw. Withdraws show up as a “W” on the student’s transcript. Although it has no impact on the student’s grade point average, it will designate that the student did attempt the listed course. Additionally, withdrawing from courses can impact a student’s academic progress, and in turn, his or her financial aid eligibility. Therefore, prior to withdrawing, it is recommended that students first consult the Office of Financial Aid.

To withdraw, the student must complete the “Change of Enrollment” form, with the signature of Ben Harris, Retention Specialist, and submit to the Registrar’s Office. Withdrawals may not be submitted after 75% of a course has been completed – for the fall and spring semesters, this usually falls around the twelfth week of the semester.

Students who wish to withdraw after the 75% mark can only do so with the permission of the Dean of Academic Affairs.

Is there any recourse for dropped/withdrawn students to rejoin the class roster?

Adjunct faculty may choose to reinstate a dropped or withdrawn student, as long as the student does not have an outstanding balance or is dropped for non-payment. (Those students should be referred initially to the Business Office). Students are encouraged to speak with Financial Aid before being re-enrolled in class.

How are grades to be submitted?

All grades should be submitted via Campus Connect. Traditionally, grades are due 48 hours after your final class meets.

To enter grades in Campus Connect, you must be the instructor of record in SIS (Ivy Tech’s database system). If a class you need to grade does not appear in Campus Connect, immediately contact your Program/Division Administrative Assistant to have this corrected in SIS.

Instructions for entering grades are as follows:

1. Access Campus Connect at [www.ivytech.edu/sellersburg](http://www.ivytech.edu/sellersburg) or [http://cc.ivytech.edu/](http://cc.ivytech.edu/)
2. If you have not logged into Campus Connect before, click on the “First Time Users Start Here” link and answer the questions. **If you are unable to successfully set up your login/password, contact Tonya Smith in Human Resources at ext. 4130.**

3. Once you’ve determined your login and password, enter the information in the appropriate fields. **If you are unable to successfully set up your login/password, contact Tonya Smith in Human Resources at ext. 4130.**

4. Click on the “Faculty Services” tab
5. Click on “Faculty click here to:” – located on the left side of the page.
6. Click on “On-Line Faculty Services” – middle of the page.
7. Click on “Student & Financial Aid – Click here…” – top/middle of the page
8. The term should automatically be defaulted to the current term. If not, click “General Info” on the top of the page and select “Select Term.”

9. Across the top of the page, you will see should the following links: “General Info,” “Faculty,” and “Courses.” Move your cursor over “Faculty” and click on “Grade Courses.”

10. The next screen contains a drop-down menu with the courses you are teaching. Select a course and click the Submit button.

11. You will then see a list of students for the course you selected. To enter a grade, place your cursor in the empty box in the “Enter Grade” column. Enter the correct final grade for each student.

12. Enter the last date of attendance for students receiving an F.

13. After entering all the grades on the page, please verify that all grades are correct. Grades cannot be changed after they are submitted.

14. **Print a copy of the page, sign it, date it, and give to the Registrar.** You may also want to print a copy for your own records.

15. Click the Submit button to send your grades to the SIS mainframe. If you have multiple pages, you will need to submit each page. You should see a note in the message column stating that the “Grade has been posted.” Your grades will appear for student view within minutes through Campus Connect and the STARS telephone system.

16. The Campus Connect grading page displays only 20 students per page. If your class has more than 20 students, you will need to click the 21-40 link to access the second page of your grading roster. You will then follow instructions 12-16 to submit these grades.

17. When you are ready to grade another course, go to the pull down menu at the top of the page, select a course, and click the “Select” button.

18. When you are done entering all grades, click the “Exit” button in the upper right hand corner of the Campus Connect window.

**Rules to Remember When Grading**

- Give yourself plenty of uninterrupted time to submit your grades. Your login session will expire if it sits idle for 15 minutes or more.
- You cannot change grades after they are submitted. If you have entered a grade incorrectly, you should submit a grade change form to the Registrar.
- Any special notes regarding students or enrollment status should be written on the copy you print before submitting the final grades.
- You can enter an “I” for incomplete, but you cannot enter a “W” for withdrawal or change a “W” to a grade.
- Dropped students will not show up on your grading roster.
- Do not enter pluses or minuses for grades – the system will not accept them.
VERY IMPORTANT NOTE: Anytime a student receives a grade of “F,” you **must enter the last date of attendance** in the appropriate field. If the student received financial aid that semester, his or her last date of attendance could have an impact on any current or future financial aid.

**How does an adjunct instructor record an “incomplete”?**
It is expected that required work will be completed by the end of each semester. However, at the discretion of the instructor, an “I” designation may be given under the following circumstances:
- Student requests the incomplete as a result of illness or a cause judged unavoidable
- Student must be actively pursuing the course
- Student must currently be passing the course
- The remaining work to be completed should be minimal, i.e. final exam, paper, term project, assignments that may be completed without further class attendance.

**PLEASE NOTE:** Instructors should NOT award “I’s” to students who simply stop attending. An Incomplete should be awarded only if there is a reasonable expectation that the student is going to complete the remaining work in a short period of time.

An “I” will remain on the student’s transcript until the instructor submits a “Request to Change a Grade” form to the Registrar’s Office OR until 30 days into the start of the next term, whichever comes first. If an “I” is still on the student’s transcript after 30 days into the start of the next term, it will be changed to an “F”.

If the instructor feels that the student deserves time above and beyond the aforementioned 30 days, this should be communicated in writing to the Registrar’s Office following approval of faculty member, academic chair and Chief Academic Officer.

**Can an adjunct instructor change a grade?**
Occasionally, an incorrect grade will be reported, necessitating a grade change. All grade changes must be submitted in writing to the Registrar’s Office following approval of the Division Chair. To submit a grade change, please complete the “Request to Change a Grade” form, located in the copy room.

**Is a student allowed to appeal a grade? How?**
In some instances, a student may decide to appeal a grade. Students are allowed to appeal a grade for up to 30 calendar days of receiving the grade. The appeal process should begin with the instructor who issued the grade. Should the issue not be resolved, the student may appeal in writing to the instructor’s supervisor (and so on, up the chain of command).

In light of the appeal process, faculty is encouraged to retain grade and attendance books beyond the conclusion of the semester. Although Ivy Tech does not have a time-line in place, faculty is encouraged to retain this information for between three and five years.

**SMOKING POLICY**
Smoking is permitted ONLY in designated outside areas. While smoking in these outside areas, it is important that the smoker is careful not to block doorways or other entryways. Smoking is NOT permitted in the building, including classrooms, laboratories, or restrooms. **Under no circumstances is smoking permitted in areas where flammable and/or explosive materials**
are maintained (examples: welding tanks, paint booths, areas where paints and/or paint thinners are stored).

**STUDENT ORGANIZATIONS AND ACTIVITIES**

*What clubs and organizations are available at the Sellersburg Ivy Tech campus?*

Active, recognized clubs and organizations are as follows:

- Art Club
- ITSCANS (ASN Club)
- Business Professionals of America
- Association of Computing Machinery (CIS Club)
- Campus Activities Board (CAB), a group of registered students responsible for campus-wide programs of entertainment/social events, diversity programming, cultural events, Finals Finale, Welcome Week, etc.
- Health and PE Club
- Medical Assistant Club
- Phi Theta Kappa, International Honor Society for two-year colleges.
- Ivy Tech Student Practical Nurse Organization
- Student Government Association (SGA), the representative governing body of the students and the voice of the students to the campus, regional, and state-wide administration.
- Student Leadership Academy (SLA), a select group of 20 students that prepares students to take on leadership roles on their campus.
- Student Orientation and Registration (SOAR), a volunteer group of registered students who act as mentors and leaders to new and prospective students.
- Theater Club
- Ivy Insider Student Newspaper
- Ivy Tech Community College Alumni Association

*How does an adjunct instructor become an advisor?*

An instructor who has an idea for a new organization or who wishes to become an advisor or sponsor should visit the Student Affairs Office.

**Student Involvement Center: What and where is it?**

The Student Involvement Center in Room G18A is available to all clubs for approved activities. The hours are from 9:00 to 5:00, Monday through Friday. If the Center is locked, a key can be obtained from the Facilities Department or from the Student Affairs Office.

**STUDENT CONNECTION BOOKSTORE**

*Where is the bookstore located?*

The Student Connection Bookstore is located in the Student Lounge. Also, book information is available on the website at [http://studentconnection.region13.ivytech.edu](http://studentconnection.region13.ivytech.edu)

*When is the bookstore open?*

Regular bookstore hours are as follows: Monday through Thursday, 8:00 a.m. – 6:00 p.m.
Friday, 8:00 a.m. – 4:45 p.m. Also, hours are extended during semester rush periods. These hours are subject to change without notice.

Can adjunct instructors charge items?
Office supplies such as pens, paper, diskettes, etc., are available to adjunct faculty members through the bookstore. Costs will be charged to the instructor’s department; however, the appropriate program chairperson must authorize the instructor to charge items to the department’s S & E. NOTE: Adjunct faculty members wishing to charge items to their department should have requisition forms filled out before charging any items.

Do instructors receive discounts?
Part-time employees receive a 10% discount in the bookstore.

TELEPHONE VOICE MAIL

What is voice mail?
The voice mail system is NOT an open telephone line; it is simply a message recording system. Voice mail is a useful, 24-hour per day communication tool. By using an instructor’s voice mailbox number, a student can leave a message for his or her instructor.

How does an adjunct faculty member acquire access to voice mail?
If an adjunct faculty member wishes to utilize the services of the Ivy Tech voice mail system, he or she should contact the Facilities Department. The instructor will be assigned a voice mailbox number and will be given a temporary password and instructions concerning its use.

What instructions should you give your students concerning voice mail messages?
It is recommended that an adjunct instructor’s voice mail number be listed as a contact number in the syllabus. If the students wish to leave a message, they are to follow these instructions:

- Dial the Ivy Tech main switchboard, (812) 246-3301. Students will hear the switchboard recording.
- Dial 9 to enter the voice mail system.
- Dial the 4-digit voice mail number.
- Leave a message after the recording.

How do you access voice mail to retrieve messages, record a greeting, etc.?
Voice mail can be accessed from outside numbers or from numbers within the Ivy Tech telephone communication system. Once an instructor reaches his or her voice mailbox, he or she will be prompted with instructions to retrieve messages, record a greeting, etc.

To access voice mail from an outside phone (i.e., the home, cell phone, etc.):
- Dial the Ivy Tech main switchboard, (812) 246-3301. You will hear the switchboard recording.
- Dial 9 to enter the voice mail system.
- Dial the 4-digit voice mail number.
- Dial *
- Enter the password. A temporary password, which will later be changed, will be provided when the voice mailbox number is assigned.
You will be prompted with instructions to perform the desired task.

To access voice mail from an Ivy Tech phone line, there are two options:

**Option 1:**
- Replace the first number of the voice mailbox with the number 6. For example, if your mailbox is 4907, dial 6907. This connects you directly with the voice mailbox 4907.
- Dial *
- Enter the password. A temporary password, which will later be changed, will be provided when the voice mailbox number is assigned.
- You will be prompted with instructions to perform the desired task.

**Option 2:**
- Dial 87. This connects you with the Ivy Tech switchboard. You will hear the switchboard recorded message.
- Dial 9 to enter the voice mailbox system.
- Dial the 4-digit voice mailbox number.
- Dial *
- Enter the password. A temporary password, which will later be changed, will be provided when the voice mailbox number is assigned.
- You will be prompted with instructions to perform the desired task.

---

**TESTING CENTER**

**What is the purpose of the Testing Center at Ivy Tech?**
The Testing Center in Room G22H administers the College’s placement exam, certification exams, and provides test proctoring services to students.

- **College Placement.** New students come to Ivy Tech Community College with varying degrees of academic and personal preparation. All new students seeking a technical certificate or an Associate’s degree should take the Compass placement test, proctored in the Testing Center. The Compass test is designed to measure a student’s ability to benefit from a program of study and to assist advisors in placing students in appropriate courses.
- **Certification Exams.** The Testing Center also offers certification testing, such as Microsoft, Microsoft Office Specialist, Cisco, and CompTia. More information concerning Microsoft certification is given below; also this term’s schedule is attached.
- **Test proctoring services.** Test proctoring for Sellersburg students is free; the Center charges $45 to proctor exams for students of other colleges. See additional details below.

**Where is the Testing Center located?**
The Testing Center is located in the Testing and Learning Center at the back of the building, in Room G22H. The phone number is 246-3301, X 4156.

**What are the hours of operation?**
The Testing Center for both distance education and makeup exams can be found on the website and on the information table in front of the Testing Center. Please inform your students of the times available. (Note: the times of operation are not the same as the library). Please honor the hours of operation. Students must arrive no later than one hour before closing, as the Testing Center proctor will stop giving exams one hour before closing. If a student is allowed two
hours for the exam, then the student should come no less than two hours before closing. All exams must be completed and turned in to the proctor ten minutes before closing time. No exceptions! A copy of Testing Center hours is attached.

**What is Ivy Tech’s policy on offering makeup tests to students who missed class?**
Each instructor is in charge of creating his or her own policy concerning makeup tests; however, such tests should be kept at a minimum.

**What are the policies for providing a test for a student?**
Instructors bring examinations to the Testing Center. All testing material must be registered in the testing center, to include proctoring instructions, prior to any administration of the examination. The Testing Center cannot be responsible for unregistered examinations. Students and faculty must follow the established hours for makeup and distance education testing in the Testing Center. **The examination center is not available Wednesday from 9:00 a.m. – 1:00 p.m. and on Thursday from 11:00 a.m. to 4:00 p.m. due to closed testing. Due to the nature of closed testing, this closure must be strictly enforced.** A Testing Center schedule for make-up exams/retests is attached.

**How does an adjunct instructor register and retrieve an exam?**
The steps for registering and retrieving exams are as follows:
- Inside the door of the Testing Center to the left, the instructor will find a binder, tray, and folders on the top of a metal storage cabinet.
- Each exam must be logged in with a student name and date on the instructor’s blue log sheet. The log sheets are in the binder just inside the Testing Center door.
- Each exam must have an attached proctor instruction sheet. These forms are half-sheets of bright yellow paper that can be found inside the binder with the log sheets. The instructor may take as many of these forms as needed. They may be filled out and attached to the exam prior to bringing the exams to the Testing Center.
- Place the exam with the yellow proctor form attached by a paper clip into the tray. Paper clips are provided.
- A Testing Center employee will place the exam in a locked file cabinet.
- When the exam is completed, the exam will be placed in a folder with the instructor’s name on it next to the tray and binder on the storage cabinet.
- To retrieve the exam, find your folder, retrieve the exam, open the binder, find your blue sheet, and place the date you picked up the exam beside the student’s name. *(Note: as renovations progress in the Testing Center, some changes may become necessary throughout the semester).*

**How does the instructor make arrangements for special needs students?**
Arrangements for students who require extended time for exams should be made with the Testing Center prior to the date of the exam. If this service will be needed for the whole semester, then the instructor needs to make arrangements with the Testing Center during the first weeks of the semester. The student will be accommodated during the class exam date and time, if possible. **However, some testing administered in the Testing Center cannot be disturbed, so walk-ins are not allowed on Wednesday from 9:00 a.m.- 1:00 p.m. and on Thursday 11:00 a.m. – 4:00 p.m.** If your exam time falls during these times, then the student must be scheduled on another date and time that is agreeable to the instructor, student, and Center. *(See makeup exam schedules to verify these times during the semester).*
Are there other campus proctoring centers?
Other campus testing centers are located in the following areas: Anderson, Batesville, Bloomington, Brookville, Brown County, Columbus, Connersville, Corydon, Crawfordsville, East Chicago, Elkhart, Evansville, Fort Wayne, Gary, Greensburg, Indianapolis, Jackson County, Kokomo, Lafayette, Lawrenceburg, Logansport, Madison, Marion, Michigan City, Muncie, North Vernon, Paoli, Richmond, Rushville, Salem, Scottsburg, Sellersburg, Shelbyville, South Bend, Tell City, Terre Haute, Valparaiso, Versailles, Vevay, Wabash, and Warsaw.

Contact information for each of these approved proctoring sites (Ivy Tech campuses and local learning centers) can be viewed at http://www.ivytech.edu/elearning/support/testing-sites/

What are the hours of operation and student requirements for retesting?
A Testing Center schedule for make-up exams/retests is attached. Although no appointment is required, no make up exams or retests are available Wednesdays from 9:00 a.m. – 1:00 p.m. or Thursdays from 9:00 a.m. – 4:00 p.m., due to closed testing. To take a test in the Center, a student must produce a photo identification; Ivy Tech student ID, driver’s license, or state identification card is accepted.

CLEP and DSST Testing
The CLEP (College Level Examination Program) allows students to earn credit for general introductory courses and enroll in more advanced classes. The student must earn a passing exam score for the course that he or she wishes to earn credit. Tests are offered in composition, literature, science, math, foreign languages, history, social sciences, and business. The cost of a CLEP exam is $75 ($60 for the exam, plus a $15 proctoring charge). Information about CLEP testing requirements and test subjects is located on the table outside the Testing Center or online at www.collegeboard.com/clep

Like the CLEP, the DSST (Dante Subject Standardized Test) allows students to earn credit for general courses when they earn passing DSST scores in math, social sciences, business, applied technology, and humanities. The cost of the DSST is also $75 ($60 for the exam, plus a $15 proctoring charge). Information about DSST test forms, requirements and test subjects is available on the table outside the Testing Center or online at www.getcollegecredit.com.

Microsoft Office Certification Exams and Fees
The Testing Center offers certification testing for three mastery levels of Microsoft Office certification. Areas of certification include Microsoft Office 2003 and Microsoft Office XP. The cost for an Ivy Tech student is $58 per test; cost for the outside community is $85 per test. Information concerning the requirements for each mastery level of Microsoft certification can be located on the table outside the Testing Center.

Where does an adjunct faculty member go with questions about the Testing Center?
Please feel free to discuss any concerns or needs you may have. The Assistant Director of Assessment, Jackie Baker, has an office in Room G22G, located in the Testing and Learning Center; her phone extension is 4231.
TUTORING SERVICES

Where does tutoring take place?
The Tutoring Lab is located in the Testing & Learning Center, Room G22.

What is the tutoring schedule?
Tutoring is offered during the fall, spring, and summer semesters, Monday through Friday, approximately 39-40 hours per week. **Tutoring is not available during the first week of each semester.** The schedule changes each semester; a printed copy of the schedule can be obtained in the Tutoring Lab after the first week of classes.

No appointment is necessary. When seeking help in the tutoring lab, students are asked to log in and out.

Over what subjects are tutoring services offered?
Group tutoring services are provided, free of charge, in basic skills areas of math, reading, and writing. Group tutoring services in other general education areas are arranged as funding permits Courses currently being tutored in the lab include all math courses and all English courses. In addition, tutoring in other courses (accounting chemistry, statistics, strength of materials, and physics) is also offered, depending upon demand. Tutoring help in computer, science, and many other courses is available when arranged.

Can tutoring take place outside the lab?
Tutoring for many courses is provided by full-time instructors during their office hours, including such courses as anatomy, physics, and physical science.

Is private tutoring available?
Contact the Tutoring Lab Coordinator (currently Linda Roederer) for help in locating a private tutor. Payment for this type of tutoring varies: Sometimes Vocational Rehabilitation or Veterans Affairs may pay; other times, payment must be arranged between the student and the tutor.

How does an instructor become a tutor?
An instructor wishing to become an Ivy Tech tutor should contact the Head of the Tutoring Lab (currently Jack Roberts). Even if the instructor wants to tutor a course that is not offered in the lab, private tutoring may become available.