

Adjunct Faculty Handbook

South Mountain Community College

2010-2011

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ABSENCES - INSTRUCTOR

All instructor absences must be reported to the Division Chairperson or the Program Coordinator as much in advance as possible. Should the Chairperson or Coordinator not be available, the Vice President of Academic Affairs should be notified. The Vice President's phone number is (602) 243 8016. If an unexpected absence occurs during the day, instructor should contact the Division Chair's or Program Coordinator's office. If the unexpected absence happens during evening hours, instructor should contact the campus security at (602) 243 8100. The absent instructor may recommend a substitute to the Division Chair or Program Coordinator. Information on class content **MUST** be made available to the substitute and the Division Chair or Coordinator by the absent instructor. The recommended substitute must meet minimum hiring qualifications in the discipline to be taught and must be approved by your division chair prior to making a commitment to use him/her. [\(See Dock/Substitute Pay\)](#)

ABSENCES – STUDENT

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn. At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting. Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.

A. Official Absences

1. Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee, and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
2. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
3. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

B. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be

made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

ACADEMIC ADVISING

The Advisement and Recruitment Center guides students in their transition to SMCC by providing assistance with planning for achieving educational, career and life goals. Their services include planning educational and career goal(s), interpretation of placement scores and course selection, unofficial transcript evaluation, selection of an education program, scheduling classes and registration, planning for graduation, choosing courses for transfer to another institution, and locating and exploring educational web resources. The Center is located in SES Building. Walk-ins or appointments welcome. For appointments, please call (602) 243 8330. Fall and Spring semester office hours are Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Please visit the following link for more information:

<http://enroll.southmountaincc.edu/myadvisor/academicadvice/default.htm>

ACADEMIC FREEDOM AT SOUTH MOUNTAIN COMMUNITY COLLEGE

Since the publication of the 1940 Statement of Principles on Academic by the American Association of University Professors (AAUP) colleges and universities have been supporters of faculty and student academic freedom. Through numerous revisions, the basic tenets of the original statement have stood the test of time and the courts. However, the term *academic freedom* has come under increasing scrutiny in our society. Recent discussions have taken place in the Arizona Legislature and we anticipate the topic to be one of continued legislative interest in coming years. To help you understand your rights and responsibilities in regard to academic freedom, we share the following:

The Maricopa County Community Colleges and South Mountain Community College support the principals of the AAUP and provide appropriate academic freedom to all teaching professionals, including RFP, OSO, OYO, Specially-funded, and Adjunct faculty members. However, with freedom comes responsibility. The language cited here is taken from the RFP manual, but applies to all teaching professionals.

Students too have academic freedom to share dissenting views in the classroom with no academic penalty. At SMCC we support open, rich, and diverse perspectives and expect that such discussions will be carried on with civility and mutual respect for alternate views. This diversity of thought enriches the learning experience for all.

In addition to your academic freedom rights and responsibilities, as a member of MCCC and SMCC, you have also the responsibility of adhering to our common curriculum and syllabus standards as well as all other policies, procedures, and regulations in place at the time of your contractual appointment. If you have questions or are not sure about those requirements, please ask your Division Chair for guidance or refer to the following MCCC online information:

<http://www.maricopa.edu/legal/dp/inbrief/academicfreedom.htm>

ACADEMIC PROGRAM REVIEW/ASSESSMENT OF STUDENT LEARNING OUTCOME (APRASL)

South Mountain Community College has an active APRASL Committee which provides leadership to coordinate and report on all of our efforts to evaluate and improve instructional programs. This committee helps to coordinate SMCC assessment efforts with those of other colleges and provides the linkage to the District Assessment Committee.

During the Academic Assessment Week (the 5th week of the semester) at SMCC all faculty are involved in collecting data to help evaluate student learning. Faculty collects information in support of SMCC's continuous improvement efforts. These efforts support teaching effectiveness and student learning. During the week sample groups of SMCC students complete various assessments. Faculty also administers the Formative Evaluation instrument which is used immediately in the classroom to make adjustments which will impact student learning. Some students also participate in focus group discussions which are taped for later review and analysis. Please watch for announcements about the SMCC APRASL process and events.

All of these efforts are used to help improve student learning at SMCC. These efforts are taken seriously by the faculty. All of our faculty, both full time and part time are committed to using assessment information to better support our students and provide the best learning environment possible. Faculty involvement and leadership is the key to helping the college to continually improve our instructional program with a focus on student learning.

ACKNOWLEDGEMENT AND DISCLOSURE

The Maricopa Community Colleges Governing Board Policies and the District's Administrative Regulations provide the framework for performing our duties. Each of us is responsible for being aware of these rules and abiding by them.

As a way to help us understand these policies and provide transparency in our actions, each employee is required to complete a set of acknowledgements and disclosures.

All of us, as District employees, are also required to complete two educational training modules – Legal Issues: Public Sector Employment and MCCCCD Public Stewardship – as assurances to our students and communities we serve that we take public stewardship seriously.

For an overview of the required Acknowledgements and Disclosures please visit:

<http://www.maricopa.edu/disclosure/>

The following Acknowledgement and Disclosure forms are available at the above web site:

- Conflict of Interest
- Hiring of Relatives
- Internal Control
- Instructor's Declaration of Course Enrollment – must be completed every semester teaching
- Employee's Declaration of Course Enrollment – must be completed every semester taking a class with a waiver
- Travel

ADJUNCT FACULTY ASSOCIATION

As an Adjunct Faculty you are eligible for the following benefits:

Professional Growth Funds up to \$500 per year

Tuition waivers up to 6 credit hours per semester

Paid and/or free Continuing Education programs through MCLI

Free college e-mail account and direct college telephone number

Free Computer Commons usage, and copy and media services on your campus

Membership costs only \$15 per year (July 1 to June 30) and may be paid through payroll deduction. Visit <http://www.maricopa.edu/afa/index.shtml> to learn more.

ADJUNCT FACULTY PROFESSIONAL GROWTH

The Maricopa Community Colleges' Adjunct Faculty Professional Growth Program offers funding support to part-time faculty at any of the Maricopa Colleges to attend local and national seminars, conferences, workshops, and professional meetings. The Program does not cover membership fees, college tuition and/or course registration fees, fees for exams/tests towards accreditation or certification, or sightseeing and entertainment fees. Per Diem and mileage are covered only for activities occurring outside Maricopa County.

The Adjunct Faculty Professional Growth Program is administered by the Maricopa Center for Learning and Instruction in the [Academic Affairs Division](#). Refer to the following site for more information: <http://www.mcli.dist.maricopa.edu/afpg/>

AUDITING A COURSE

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly.

BLACKBOARD

This versatile Course Management System (CMS) has many features faculty has enjoyed over the years. Previously archived courses can be reopened so that content can be made available in the most current Blackboard version.

Student rosters in Honors courses can be combined in Blackboard so that faculty can enjoy the utility of one master roster instead of two or more. Have your Division Secretary flag your course for Blackboard at least a week before the course starts so that the college's Blackboard Administrator can make any necessary Blackboard course adjustments according to your needs. Your Blackboard Administrators are Robert Samia (602) 305 5662 and Amy MacPherson (602) 305 5714.

Blackboard Training

Monthly training is available through the Teaching and Learning Center in the Technology Center (Main campus), second floor, Room TC203. Amy MacPherson and Karen Gurney can provide you with the resources to incorporate Blackboard tools in to your online or traditional teaching curriculum. Some of the Blackboard training modules include obtaining a memo account, Blackboard login, archiving, moving content, Gradebook, and others. Amy can be reached at (602) 305 5714 or email Amy.macpherson@smcmail.maricopa.edu and Karen can be reached at (602) 243 8077 or email karen.gurney@smcmail.maricopa.edu

BOOKSTORE

Textbooks, supplemental reading material, school supplies, college apparel and miscellaneous items for students are available at the campus bookstore. The bookstore is located in the Student Services Building. Regular hours during the Fall and Spring semesters are Monday through Thursday 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 2:00 p.m.

Textbook Adoptions - It is critical to adhere to the adoption due dates. This information directly affects the money we pay to students at the end of each semester and the money they save at the start of the next semester. Here are the adoption due dates.

Summer adoptions are due MARCH 1st

Fall adoptions are due APRIL 1st

Spring adoptions are due OCTOBER 1st

Faculty can submit electronic adoption forms via the store's website at www.efollett.com

Refunds - An original receipt is required for all refunds. Textbooks can be returned for a full refund within seven days of the first day of class and within two days from the date of purchase thereafter. Books purchased the last week of classes or during final exams are not eligible for refunds. Textbooks must be returned in the same condition as purchased.

Buy Back - Students can sell their books to the bookstore at the end of each semester. Your textbook adoption form is required in order for the bookstore to buy books at half the current selling price. Your cooperation in submitting this information in a timely manner is critical and greatly appreciated. Questions, comments, and concerns please call (602) 243 8159.

CAMPUS HOURS

During the Fall and Spring semester the SMCC campus will be open Monday through Friday 7:00 a.m. to 10:00 p.m. Saturday hours will be 8:00 a.m. to 4:00 p.m. Only limited services will be available on Saturday. During the Summer session (mid May through mid August) the SMCC campus will be open Monday through Thursday from 7:30 a.m. to 10:00 p.m. If there is a need to be on campus after hours, please notify college safety. This is for your safety and the security of the campus. Failure to notify college safety will be reported to administration for appropriate action.

CAMPUS PARKING

The College Safety Department is charged with the responsibility for managing the flow of traffic as well as issuing citations when violations occur. Questions that involve employee or visitor parking at a specific college should be directed to the College Safety Department (602) 243 8100.

The Online Policy Manual (2.10 Parking and Traffic Regulations) address the following:

- Vehicle Registration
- Parking Regulations
- Permits
- Visitor Parking
- Permit Display
- Removal/Replacement/Exchange Permits
- Traffic Regulations
- Bicycle Regulations
- Parking Fees

Refer to the following online publication for details about the above:

http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_10.htm

CAREER SERVICES CENTER

The Career Services Center provides comprehensive career services through counseling in career planning, providing pertinent world of work information and advising

to placement readiness. A variety of self assessment tools are available to help with career needs including the Discover, an internet based program and the Self-Directed Search. Placement tools include the Maricopa Career Network at www.maricopa.edu/careers , an on-line service to all MCCD students and the Job Vacancy Book. The Career Center is located in SES Building. Please contact Suzanne Hipps, Director of Career Services at (602) 243 8154 or visit <http://www.southmountaincc.edu/Services/Careers/> for more information.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Contact your division secretary who will provide you with the District required form, and ensure that all departments involved are notified. The secretary will keep a copy for the file, submit a copy to College HR and Business Services, as well as fax it to District.

It's important to make sure your updates and changes are processed correctly so you can continue to receive your paycheck, W2, and other important communication.

CHILDREN IN THE CLASSROOM/CAMPUS

Children (younger than 18) may not attend any class unless they are officially registered for the class. Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

CLASS TIME AND BREAKS

Credit courses are set up to meet the required "contact hours" or "seat time" designated by curriculum policy. It is left to the discretion of the faculty whether a class will have a break; as long as the contact hours are met in addition to the break time. Contact hours should not be shortened to accommodate breaks. Please work with your division chair to ensure an accurate meeting pattern.

COLLEGE BUSINESS SERVICES/ CASHIER'S OFFICE

The Cashier's Office handles all financial transactions such as tuition and fee payment, refunds, financial aid checks, payroll, time cards, and petty cash for the college. Any questions regarding tuition & fee payments should be directed to this office. During the Fall and Spring semesters the office will be open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday, 8:00 a.m. to 4:00 p.m. During the Summer Semester office hours will be Monday through Thursday 7:30 a.m. to 7:00 p.m. For further information please call (602) 243 8125 or visit <http://students.southmountaincc.edu/Resources/CashiersOffice/>

COLLEGE TECHNOLOGY SERVICES

To discuss classroom technology service & support, checking out technology equipment, or any technology related issues and questions, whether in the classroom or in your office contact the CTS Helpdesk at (602) 243 8324 ("3TECH") or via the web <https://helpdesk.riosalado.edu/desk/default.asp>

COMMENCEMENT

Adjunct faculty is not required to attend the Commencement Ceremony but you are welcome to come if you desire.

COMPUTER COMMONS

The Computer Commons is our student's access to computing resources. Academic Technology Services (ATS) conducts [Computer Commons](#) orientations for students and community users at the beginning and throughout the semester. Classes can receive orientations by faculty making arrangements with Robert Samia, Commons Manager, at (602) 305 5662. The Commons' computers have Microsoft Office applications of Word, Excel, Photoshop, and other software. Color printing is available too. During the Fall and

Spring semesters, the Commons is open Monday – Thursday 7:00 a.m. -10:00 p.m., Fridays from 7:00 a.m. – 5:00 p.m., and Saturdays from 8:00 a.m. – 4:00 p.m. (Computer Commons opens at 7:30 a.m. beginning August 16). Summer semester hours are 7:00 a.m. – 10:00 p.m. Monday – Thursday. Computer access is also available in the Library and SS 103.

COMPUTING RESOURCE STANDARDS

The following is prohibited conduct in the use of Maricopa's computing resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website through the use of Maricopa's computing resources without the use of "maricopa.edu" in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a "maricopa.edu" domain and not host web pages directly.
6. Use of computing resources for non-Maricopa commercial purposes.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including (but not limited to) Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

Refer to online Computing Resource Standards handbook for Faculty, Staff and Student Website Standards at: <http://www.maricopa.edu/legal/dp/inbrief/compstandards.htm>

CONVOCATION

Adjunct faculty is not required to attend the Convocation event but you are welcome to come if you desire.

COPY CENTER SERVICES

- High Speed B&W Copying
- Faxes
- Personal Copying

- Full Intercampus & U.S. Mail Services
- Full Color Copies
- Transparency
- Electronic Request
- Pick-up & Delivery
- Full Range of Color Paper
- Cutting, Folding, 3hole punching, & Binding
- Convenience Copier Support
- Additional Services Off-Site

Daily Copy & Mail Runs

- Monday - Thursday: 9:00 AM, 1:00 PM & 3:30 PM
- Friday: 9:00 AM & 1:00 PM

For customer convenience, the copy center provide daily copy and mail pick-up and deliveries **Monday-Thursday 9:00 AM, 1:00 PM & 3:30 PM and Friday 9:00 AM and 1:00 PM**. These designated pick-up areas are throughout the main campus. Special delivery is available upon request. A variety of requesting methods are available for customer convenience. Copy requests can be submitted placing your duplicating requests in the designated pick-up locations with an attached job ticket; and of course walk-up service in the copy center is always welcome.

For questions on using these additional services, please contact your copy center representative at (602) 243 8171.

Personal Copying

South Mountain and IKON offer the convenience of personal copying to the Faculty, Staff, Students, and Community. Ask a copy center representative for information on your next personal project or call at (602) 243 8171.

COPYRIGHT ACT COMPLIANCE

Staff and students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. To assist students in complying with the copyright law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials. You can find more information at <http://www.dist.maricopa.edu/legal/ip/index.htm>

COUNSELING SERVICES

South Mountain Community College Counselors are available to help reduce anxieties, assist in personal and career decisions, and provide life coaching, coping strategies, and crisis intervention. Counseling services are confidential, and counselors assist in goal setting, personal and social relationships, and other life challenges. Counselors are service faculty members trained in counseling who work with students individually and in groups. They also teach personal development classes and facilitate programs for student success. For more information call (602) 305 5608 or visit <http://students.southmountaincc.edu/Services/Counseling/>

DISABILITY RESOURCES & SERVICES

The Disability Resources & Services Office (DRS) coordinates the provision of reasonable accommodation for qualified students with disabilities. All accommodations are provided on a case by case basis. Any student requesting accommodation must begin the process by informing the institution of any accommodation needs within a reasonable time frame, and presenting appropriate documentation of disability.

Guidelines for documentation and minimum notification time for any requested accommodation are available through the DRS office. Reasonable accommodation is the provision of an auxiliary aid, device, or modification to the course or program that will allow access to the educational program, material, activity or degree. Contact DRS to obtain a copy and/or for more information. You may also visit the DRS web-site at: <http://students.southmountaincc.edu/Services/DisabilityResources/>

It is also highly recommended that each instructor include in their course's syllabus and announce the following statement at the beginning of each semester/session: "If any of you has a disability, including a learning disability, please contact me and/or our disability services department as soon as possible to discuss any potential accommodation needs."

If you have any questions, feel free to contact the DRS office at (602) 243 8027, fax (602) 243 8226, or TDD (602) 243 8110.

DISASTER RESPONSE

The terrorist attacks of September 11, 2001 have raised concerns among Americans about the safety of their cities, communities, and workplaces, as well as the ability to respond quickly and effectively in the wake of a disaster. Although these events were unprecedented, sooner or later every institution will face some type of unforeseen event that could have a severe impact on its operations, assets, or employees. To survive a catastrophe, preparedness is crucial. Effective disaster response management calls for risk analysis, disaster response planning, crisis management communications, and business recovery strategies.

There is no hard and fast definition of what constitutes a disaster. Sometimes a disaster develops quickly, hitting full-force with little or no warning. Other times, a disaster looms on the horizon for a long period of time until it becomes large enough to become a threat. When disasters occur, emergency response significantly affects the extent of damages and injuries sustained.

Disasters do happen, including injuries to people, fires, explosions, chemical spills, toxic gas releases, vandalism, natural disasters such as floods, and man-made disasters such as terrorist acts. Anticipating disasters and planning our response can greatly lessen the extent of injuries and limit equipment, material, and property damage.

Disaster Response Plans (DRP) are the law. The Occupational Safety and Health Administration (OSHA) requires facilities with more than 10 employees to have a written emergency plan. Top management support and the involvement of every employee are imperative. Please visit [Disaster Response Planning: Expect the Unexpected](#) link to learn more about MCCD Disaster Plan.

DOCK / SUBSTITUTE PAY

It is the responsibility of the instructor to notify division staff if he/she misses teaching a class. The division staff must process a dock on the instructor for missing the class and initiate paperwork to pay the substitute. The substitute instructor must sign a time card to get paid. The instructor who is being docked will lose one day of pay for each day he/she missed. The faculty being paid as a substitute will be compensated \$18 per 25 minutes period.

EARLY CHILDHOOD DEVELOPMENT CENTER (CHILD CARE)

The goal of our Early Childhood Development Center is to provide a safe, stimulating environment designed for children to learn and interact. Teachers at the center facilitate a developmentally creative program. By fostering positive self-esteem and strong logic skills, we ultimately form the building blocks of a lifetime of learning.

The Development Center provides parent, community, and staff training in child education. Opportunities are available for students on campus to interact with the center in order to enhance their classroom learning experience. Parental involvement is highly recommended.

Hours & Fees

The Childcare Center's services are available to SMCC students carrying six or more credit hours class load per semester. The hours of operation are Monday - Friday: 7:30 a.m. - 5:00 p.m. The Center is closed during the summer semesters. Costs are \$2.25 per hour for SMCC college students. Fees include a \$15.00 registration charge per semester per child that is non refundable. Apply early as spaces fill quickly although a "waiting list" is offered.

Accreditation

Our Early Childhood Program is accredited by the National Association for the Education of Young Children. For more information on NAEYC accreditation, please visit the website at <http://www.naeyc.org/>.

E-MAIL ELECTRONIC COMMUNICATIONS

Effective June 30 2004, the Maricopa Community College District has implemented a new process in regard to the distribution of e-mail communication on a District-wide basis.

In order to encourage optimal and effective use of this communication tool which reaches in excess of 10,000 Maricopa employees, use of the DL-Maricopa Announcements and DL Maricopa Business group distribution lists will now be limited to a certain number of designees at each college.

For SMCC, these individuals are Rob Price, Director of Marketing, and Mike Lewis, Director of Information Technology. Any e-mails intended for District-wide distribution must be routed to their attention, and they will process your request as quickly as possible.

Refer to the following link to read a document on the Do's and Don'ts of Using Maricopa's E-Mail Network: <http://www.maricopa.edu/legal/dp/inbrief/email.htm>

EMERGENCY

There are designated evacuation areas posted in all the buildings and classrooms in the event of emergency, fire, bomb, etc. Please be familiar with this information when entering the building or classroom.

Health Emergencies

Whenever you observe or are informed that a student or visitor is ill or injured: Immediately notify the College Safety Department at extension 38100.

Emergency Evacuation of Persons with Disabilities

It is likely that any evacuation will involve individuals with disabilities. This information is

intended to help ensure safe evacuation and communication during an emergency. It is important to use common sense and remember to involve the individual with a disability, as they are the experts on their own disabilities. They usually can tell you how best to move them out of a building in an emergency. Make sure they understand what is happening, and what procedure must be followed. And also remember... many people with disabilities are vulnerable to respiratory complications—remove them from smoke or fumes immediately.

Remember that even people with similar disabilities are unique. Through brief communication and asking questions, evacuating can be quick and safe.

Person with Mobility Impairments

Persons having mobility impairments may or may not use wheelchairs, scooters, crutches, or other devices. On floors above or below ground level, escort the person with mobility impairment to a safe area close to the nearest stairwell, since **elevators become inoperative when the fire alarm sounds**. Immediately notify emergency personnel about the location and condition of the person with mobility impairment so that emergency personnel can safely transport the individual to ground level.

Untrained personnel should not evacuate persons with mobility impairments unless the situation is life-threatening. If there is no immediate danger, consider leaving the student where he/she is, and immediately inform the building, coordinator or Public Safety of the student's location, or call 911 for assistance. In a life-threatening situation where immediate evacuation is necessary, the following options may be exercised:

- Personally assist the student down the stairs, some crutch and cane users may be able to use the stairs and some may not. Ask them.
- Wheelchair users should be carried in the chair only when at least three strong people are available who can control the chair.
- Persons who must be taken out of the wheelchair to be transported can be carried by:
 - Piggyback: Initiate technique at the top of the flight of stairs where the carrier can use the handrail support in lifting.
 - If the student has no arm strength or is less than half the carrier's weight, use the cradle, similar to the technique used when picking up a small child.
 - If emergency transport equipment is available and can be safely and quickly used, it may be a good idea to do so.

Judgment will need to be exercised in certain situations. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if he/she is not moved, as in the case of fire. Use common sense.

Visually Impaired Persons

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

- Explain the nature of the emergency.
- Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
- Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him.

Deaf, Hearing Impaired or Speech Impaired Persons

Communication varies with persons who are deaf, hard of hearing or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening, how and where to proceed. To gain attention, turn light switch on and off, tap her/his shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do. Example: FIRE – out rear door to the right and down. Leave NOW!

EMPLOYEE AUTHORED TEXTBOOKS

According to the Attorney General's Opinion No. 72-25, a school district may purchase materials prepared by one of its employees and published commercially providing the following provisions of ARS 38-503 have been met to avoid a conflict of interest: Full disclosure of the employee's interest in sale must be made to the Governing Board. The purchase must be made pursuant to an award or contract letter after public competitive bidding, if appropriate. You **may not** sell books or other material directly to students. This is a violation our district's cash handling procedures.

ENROLLMENT IRREGULARITIES

This regulation covers all MCCCDC colleges, centers, and offices. Enrollment irregularities are enrollment practices that might reflect falsified enrollment or might reflect nepotism. Examples might include residential or adjunct faculty members enrolling in courses they instruct; employees enrolling in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; employees enrolling in a course taught by a relative; employees enrolling in a course for the sole purpose of making it "go" (i.e., not be canceled). Please visit http://www.maricopa.edu/publicstewardship/governance/adminregs/instruction/3_7.php for more information.

FACILITIES & EVENT RESERVATIONS

South Mountain Community College provides facilities for meetings, workshops and various college functions primarily for use by campus clubs and departments. The facilities are available to outside organizations on a limited basis at rates established by the Maricopa County Community College District. The following facilities are available for request:

- Student Union Rooms 100A, B and C
- Gymnasium
- Amphitheatre
- LRC Patio
- Breezeways
- Parking Lots
- Classrooms
- Performing Arts Center - (Contact barbara.kutnick@smcmail.maricopa.edu via email for tentative approval.)

Outside organizations are required to complete a Facility Use Agreement and obtain public liability and property damage insurance.

Follow these four easy steps to reserve a room. (Please Note: Facility Requests should be submitted four to six weeks prior to event.)

1. Click on the [R-25 scheduling link](#).
2. Save the form to your desktop.
3. Complete all areas of the form that apply to your event and save.
4. Attach your completed Facilities Request Form to an email and send to: barbara.kutnick@smcmail.maricopa.edu

FACULTY CENTER – Refer to the [Faculty Center Reference Guide](#).

FERPA & COLLEGE RECORDS

In 1974, Congress enacted the Family Educational Rights and Privacy Act (FERPA), which places restrictions on any school, college or university receiving federal funds over the release of student records. In this site, you'll find information on MCCC's policies that were adopted to comply with FERPA requirements as well as other pertinent laws regarding access to other forms of official records.

For more information about FERPA and access to the [FERPA Tutorial](#) please visit <http://www.maricopa.edu/legal/ferpa/>

POSTING OF GRADES BY NAME and/or SOCIAL SECURITY NUMBER PROHIBITED

Federal law prohibits posting examination scores or course grades by name, social security number, or any personally identifiable means. Instructors who wish to inform students of such confidential information must use a system to protect student identity.

FIELD TRIPS

The following procedure is designed to protect both faculty members and students during field trip activities. Scheduled field trips should be included as a part of the course syllabus. Field trip activities/events are not authorized to take place until the required forms have been completed, reviewed, and approved by the appropriate division chairs/program managers and all specified requirements satisfied. If a field trip is not recommended to proceed, the decision may be appealed to the Vice President of Instructional Affairs. VPAA approval on all appeals is required before the field trip may take place.

Required Activity/Event Forms – To be completed prior to activity

Off Campus Activity/Event – Day & In-County

- [MCCC General Assumption of Risk Form](#) (Division retains it as official record for 3 years)
- [MCCC Chaperone Responsibilities Form](#) (Division retains as official record for 1 year)
- [MCCC Travel Participation Agreement Form](#) (Division retains as official record for 1 year)
- [SMCC Official Absence Excuse](#) (if applicable)(After instructor signature, student retains for future reference)
- SMCC Student Emergency Information Card (Activity Coordinator retains, then shreds after the activity/event)

Off Campus Activity/Event – Overnight and/or Out of-County

- MCCC Travel Request Form (Fiscal Office retains as official record for 3 years)
- [MCCC Travel Assumption of Risk and Release of Liability](#) (Fiscal Office retains as official record for 3 years)

- [MCCCD Chaperone Responsibilities Form](#) (Division retains as official record for 1 year)
- [MCCCD Travel Participation Agreement Form](#) (Division retains as official record for 1 year)
- [SMCC Official Absence Excuse](#) (if applicable)(After instructor signature, student retains for future reference)
- SMCC Student Emergency Information Card (Activity Coordinator retains, then shreds after the activity/event)
- [Overnight Parking Form](#) (if applicable) (One form per activity, forward to College Safety Office)

Submit completed forms to the office of the Vice President of Instructional Affairs at least one week prior to the trip. Contact with your division's office to check if the field trip approved. Full information on each field trip is needed in order that insurance coverage may be provided. This information is also necessary in the event that a faculty member or student must be contacted while participating in a field trip.

Use of Campus Vehicles

Please refer to the following website <http://www.maricopa.edu/legal/rmi/vehicle.htm> or contact College Safety Office at (602) 243 8100 for information regarding driving and reserving campus vehicle requirements. Students may **not** drive SMCC vehicles and are discouraged from using their personal vehicles for official college business. Students transporting students in personal vehicles for official college business is highly discouraged.

FINAL EXAMINATIONS

Final examinations should be given in each course. Final Exam schedules are available in the Class Schedule, from Division Chair Secretary or on the SMCC web site <http://about.southmountaincc.edu/NewsEvents/AcademicCalendar/FinalExamSchedule.htm>

FINAL GRADES – Refer to the [Faculty Center Reference Guide](#).

FINANCIAL AID

The Financial Aid Office is dedicated to helping prospective students enter and continue their attendance at South Mountain Community College. The office offers and disburses financial aid, provides student financial aid planning assistance, administers federal and state aid programs in a manner that insures compliance and longevity. For minimum requirements or further information stop by the office in the Student Enrollment Services Building, call (602) 243 8300 or visit

<http://enroll.southmountaincc.edu/financialaid/applyforfinancialaid/default.htm>

During the fall and spring semesters, the office will be open Monday through Thursday 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. During summer sessions, the office will be open Monday through Thursday 7:30 a.m. to 7:00 p.m.

FITNESS CENTER

The Fitness Center offers students, faculty and staff personalized and independent Fitness Training. Individualized, exercise programs are developed for you by one of the certified Community College instructors always on duty. Testing can include flexibility, stress, blood pressure, body measurements, fat percentage, strength and computerized fitness tracking.

The fitness center is open to all who are enrolled in PED115 or NC 500.

Center Hours:

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

Fridays 6:00 a.m. - 6:30 p.m.

Saturdays 7:00 a.m. - 12:00 p.m.

For more information call (602) 243 8241 or visit

<http://athletics.southmountaincc.edu/Resources/FitnessWellness/>

45th DAY

The 45th day is a census day for reporting enrollment/FTSE to the state for funding. Enrollment/FTSE is reported by instructor's legal certification of a special roster issued for those class sections, which are included in this enrollment/FTSE census. Only those students who are truly in attendance as of the 45th day may be counted in our enrollment/FTSE census. Reporting enrollment changes is imperative so that the 45th Day Roster properly reflects those students who are truly attending classes. Failure to submit your 45th day roster is a violation of state and district policy.

GRADES

Change of Grade/Incomplete Procedures

Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a *written contract*, how the course will be completed. *The contract will be filed with the Office of Admissions and Records.*

In order for Registration & Records to process an Incomplete Contract or Change of Grade accurately the following procedure has been established:

- An agreement between the student and instructor must be made in order to process an incomplete contract (in writing on the incomplete contract).
- Incomplete contracts must contain the following information; student's name, student ID number, semester enrolled, subject code, section number, due date for completing work and a grade to replace the incomplete if the work is not completed by the due date.
- Change of grades must be submitted to Registration & Records once work is completed.
- Change of grade forms submitted past the time prescribed by MCCD policy will be forwarded to the Division Chair and Vice President of Academic Affairs for review and approval.

Incomplete Contracts and Change of Grade forms can be picked up in the R&R office. Incomplete Contracts and Change of Grade form will not be given to students nor received from students. These forms must be returned to the R & R Office by the instructor of record and/or Division Secretary.

Students must complete the requirements within the time period agreed to - maximum time allowed is seven (7) months from the end of the term in which the grade of incomplete was assigned. Students who do not complete the requirements by seven (7) months will have their grade recorded in accordance with the written contract. The grade listed on the incomplete contract will be posted to the student's account after the incomplete has expired. Students should **NOT** re-register for the course to complete the contract. It is the instructor's and student's responsibility to follow up on any outstanding incompletes.

Change of Grade Option for Credit/No Credit Courses (P/Z)

If students are requesting a different grading option for classes you are teaching, a "Change of Grade Option" form needs to be completed and submitted to R&R office

within 14 days including the first date of the first class meeting. These forms can be obtained from the R&R Office located in the Student Enrollment Services Building (SES).

In courses with standard grading (A-F) the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must immediately notify the Office of Registration and Records within fourteen (14) days including the day of the first class meeting.

In courses with credit/no credit of (P/Z) grading the student may request standard grading (A-F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Office of Registration and Records.”

The above prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly.

Incomplete Contracts

Incomplete contracts must contain the following information; student’s name, student ID number, semester enrolled, subject code, section number, due date for completing work and a grade to replace the incomplete if the work is not completed by the due date. Change of grades must be submitted to Registration & Records once work is completed. Change of grade forms submitted past the time prescribed by MCCD policy will be forwarded to the Division Chair and Vice President of Academic Affairs for review and approval. Incomplete Contracts and Change of Grade forms can be picked up in the R&R office.

Incomplete Contracts and Change of Grade form **will not** be given to students nor received from students. These forms must be returned to the R & R Office by the instructor of record and/or Division Secretary.

GUEST SPEAKERS

Guest speakers can add new, unique, or special information to class content; when used appropriately. Guest speakers cannot be paid by the college. The instructor must be present for a guest speaker's presentation. The Division Chairperson or the Program Coordinator should be notified one week prior to the speaker's presentation.

HONORS

Honors designated courses provide opportunities for students and faculty to engage in stimulating and challenging intellectual pursuit throughout the semester. Entering high school graduates ranked in the top 15 percent of their class, or who qualify based on placement scores, returning adults, continuing students, and transfer students with a cumulative GPA of at least 3.25 for 12 college level hours may apply. Students enrolled in the Honors Program are required to take at least one Honors designated course each semester. Other students may petition to take Honors designated courses and receive Honors credit. Applications are available in the Honors Office, SS 129, or by contacting the Honors Office at (602) 243 8122.

ID CARDS

Faculty ID cards will be issued by Registration and Records in the SES building. Due to the increase of Identity theft an additional photo ID will be required to obtain an SMCC ID. Student ID cards will be issued by Registration and Records during the registration process. There is no charge for the first ID card. ID replacement cost is \$5.00.

LEARNING ASSISTANCE CENTER (LAC)

LAC help students by providing free study skills assistance, tutoring, tutorial software and videos, study guides, study rooms and a cyber café. Tutoring is free only for registered SMCC and BNFP students. The LAC tutoring program is a peer-tutoring program. Student tutors must be taking six credit hours at SMCC, have an A or B in the class they want to tutor, have a faculty recommendation, and required to complete ten hours of training.

Additionally, several RPS tutors, graduates of college or advanced students attending ASU participate in the tutoring program. The Learning Assistance Center Techs and Director also tutor and provide assistance in their own specialty areas. If you know or have a good candidate for tutoring please contact or refer them to Julie Wechsler, (602) 243 8181.

Instructors are welcome to use the LAC to work with their students. A computer, phone and simple office supplies are available for faculty use.

The Learning Assistance Center (LAC) is located in the Student Services Building, SS-100, and call (602) 243 8189 for more information. During the Fall and Spring semesters while classes are in session the LAC will be open Monday through Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. – 2:00 p.m. Saturday 9:00 a.m. – 2:00 p.m.

LIBRARY

The South Mountain Community College Library is located at the center of the campus in the Learning Resources Center Building (LRC). The SMCC Library serves the educational, informational, recreational, and cultural needs of the students, the staff and faculty, and the multicultural South Phoenix community by providing personnel, equipment, and material resources in a setting that encourages learning. The SMCC Library integrates traditional library services, with access to audio and video materials, electronic databases, computer technology, and multimedia resources in support of the college's instructional program and the South Phoenix community.

The librarians, through consultation with faculty, provide library research and library skills instruction to classes. Classes may be scheduled by contacting the SMC Library Reference Desk at (602) 243 8194. During Fall and Spring semesters the library will be open Monday through Thursday 7:30 a.m. to 9:30 p.m., Friday 7:30 a.m. to 4:30 p.m., and Saturday 8:30 a.m. to 2:30 p.m. During the Summer Session the library will be open Monday through Thursday 7:30 a.m. to 9:00 p.m. For more information call the Reference Desk at (602) 243 8194 or the Circulation Desk at (602) 243 8187.

LOST AND FOUND

College Safety Services maintains a Lost and Found department. Items found on campus or in classrooms should be turned in to Lost and Found promptly.

MAILBOXES

Mailboxes are provided for full-time and adjunct faculty. Check with the Division Secretary for location. To facilitate the timeliness of communication, it is important that mailboxes be checked regularly.

MAKEUP WORK

Class work missed because of official absences may be made up by students. Students shall take the initiative in making up such work. The instructor may permit students to make up work, which has been missed because of unofficial absence, but a faculty is not obligated to do so.

MARKETING / PUBLIC RELATIONS

For all media information requests concerning SMCC and affiliated activities, please contact Rob Price, Director of Marketing at (602) 243 8030. A listing of current and archived SMCC Messenger issues is located online at:

<http://help.southmountaincc.edu/resourcesfor/facultyandstaff/smccmessenger/default.htm>

MEDIA SERVICES

The Media Department of Technology Services helps to create, expand, and implement the use of media. During the Fall and Spring semesters, the Media Department will be open Monday through Thursday 8:00 a.m. to 9:00 p.m., Fridays from 8:00 a.m. to 6:00 p.m., and Saturdays from 8:00 a.m. to 4:00 p.m. The Media Department is located in the northeast corner of the LRC. To reserve media equipment, call (602) 243 8324 or stop by to fill out a reservation form. Equipment will not be reserved from e-mail. Equipment will be checked out on a "first come, first serve" basis. A variety of media equipment and other services is available.

For instruction on using an existing projection system in the classroom contact the Helpdesk at (602) 243 8324. The keys to the projection systems are located in the Media Department. If you experience problems with the projection systems, call the Media Department at (602) 243 8324 directly to assist you better, we will need to ask a couple of questions before coming to help.

MISSING / DAMAGED PROPERTY REPORT

Any property belonging to South Mountain Community College that is damaged or missing should be reported to the College Safety Department.

MOTOR VEHICLE USAGE

Employees of the Maricopa County Community College District who drive district-owned vehicles must complete two requirements, as per Administrative Regulation 4.14:

They must take and pass an **online defensive-driving training course**; and they must submit to an inquiry by a certified College Safety police officer into their Motor Vehicle Record (MVR) driving history that shows a satisfactory driving record by completing the Motor Vehicle Record and Driving History Release Form. Once both requirements are met, the employee will be authorized to drive district vehicles. Employees must successfully complete the online defensive-driving course every three years. For more information call (602) 243 8100 or visit

<http://www.dist.maricopa.edu/legal/rmi/vehicle.htm>

NONDISCRIMINATION POLICY – Refer to Maricopa EEO Policy at the following link:

<http://www.maricopa.edu/legal/eoo/nondiscrim.php>

PERSONAL PROPERTY

Please secure all personal property that you may bring on campus. The district self-insurance will not cover personal property that has been lost, stolen or damaged.

PHI THETA KAPPA

Alpha Eta Delta chapter at South Mountain Community College was chartered in 1982 and has been recognized numerous times as a "Distinguished Chapter" on the regional (state) and international levels. The chapter's activities focus on the four hallmarks of scholarship, leadership, service and fellowship. Members must have completed at least 12 hours of college level (100+) credit (at SMCC) with a minimum grade-point-average of 3.5. Letters of invitation to an orientation are sent from the college president's office

within the first two weeks of the fall and spring semesters. For more information, contact Honors Office at (602) 243 8122 or Amy MacPherson at (602) 305 5714.

PUBLIC SAFETY

The Public Safety staff consists of a diverse group of AZPOST certified police officers, non-certified public safety officers, lead patrol aides, student patrol aides, and other office-support personnel. The department also maintains a cooperative working relationship with the Phoenix Police Department and will request assistance as needed. To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to Public Safety.

To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to Public Safety.

Each Public Safety Officer and Assistants greets students, staff, and visitors with a warm smile and offers courteous and helpful assistance whenever needed. We serve the South Mountain Community College campus with pride and professionalism.

Location: Center of College Campus in the Student Union Building. A campus map may be downloaded [here](#).

Hours of Operation: 24/7

Office Hours: Monday-Friday 6am-10pm, Saturday 8am-3pm

Off-Campus Telephone: (602) 243-8100

On-Campus Telephone: 38100

Email: Safety@smcmail.maricopa.edu

College Public Safety staff will enforce these state and federal laws:

Drugs and Alcohol: It is unlawful for anyone to possess, use, or sell alcoholic beverages or illegal drugs on a Maricopa County Community College District (MCCCD) campus.

Firearms: It is unlawful to bring firearms onto any MCCCD college campus.

Tobacco Products: Smoking (uses of all tobacco) is prohibited in enclosed District/college/center buildings and within twenty-five (25) feet of any building entrance or exit. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.

ROSTER DISSEMINATION

With the exception of the 45th Day Certification Roster, all rosters will be online since we are using the new PeopleSoft SIS. Reference information on R & R procedures to record LAST DATE OF ATTENDANCE, which must be adhered to by all educational institutions according to federal guidelines. This information must be provided on the class roster or drop/add form when submitted to R & R for processing.

Official 45th day rosters will be the only rosters distributed to faculty. **NO CHANGES CAN BE MADE ON THIS ROSTER.** These are the 45th day certification rosters which will be used to report FTSE for State aid. It is **IMPERATIVE** that these rosters reflect correct student attendance and returned to R & R by the due date specified.

ROOM/EQUIPMENT CHANGES

Concerns with an assigned classroom should be reported to the Division Secretary. Room changes must not be made without prior administrative approval. When a class relocates to the Library Resource Center, the Learning Center, or the Computer Commons for a part of the class period, a message should be left on the door of the classroom.

Equipment such as overhead projectors, audiovisual equipment, or other items should not be moved from room to room because equipment has been assigned to a specific area by the Media Department. No equipment may be taken off campus without the permission of the president or designee.

SEXUAL HARASSMENT

The Maricopa County Community College District has long observed a strict policy against sexual harassment of students and employees. This site offers the complete text of that policy, along with useful tools and information to help you recognize--and enforce against--conduct that might be sexual harassment.

Refer to the following documents online at the Office of General Counsel (Legal Department) for the Governing Board Policy, Employee/Student Discrimination Complaint Procedures and forms:

[Governing Board's Policy](#)

[Employee Discrimination Complaint Procedures](#)

[Employee Discrimination Complaint Form](#)

[Student Discrimination Complaint Procedures \(En Español\)](#)

[Student Discrimination Complaint Form \(En Español\)](#)

SMCC WEB SITE - <http://www.southmountaincc.edu/>

SMOKING

Smoking is prohibited in enclosed District/college/center buildings and within twenty-five (25) feet of any building entrance or exit. Smoking is prohibited in any areas where flammable gases, liquids or any other volatile materials are located or stored or in which a fire or safety hazard may exist. Smoking is prohibited in all District/college center vehicles. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.

STUDENT DISCIPLINARY Standards/Removal from Class – Refer to the Student Handbook or the Common Pages of the Catalog

https://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_5.htm

SUBSTITUTE TEACHERS

Faculty members who anticipate an absence are to work directly with their Division Chair to identify an appropriate substitute teacher for the scheduled absence. If an unexpected absence should occur, the Division Chair will be responsible for finding an appropriate substitute teacher. ALL substitute faculty members must meet minimum hiring qualifications in the field to be taught. (See: [Dock/Substitute Pay](#))

SUMMER PROFESSIONAL GROWTH

Refer to the [Adjunct Faculty Association](#) and [Adjunct Faculty Professional Growth](#) headings for more information.

SUPPLIES, INSTRUCTIONAL

All requests for supplies must be processed through the support staff of the Division Chair or Program Coordinator.

SYLLABUS

Per Administrative Regulations 3.6, the MCCCDC strives to create a productive learning environment for all students. Students must be advised of course content and instructor expectations through a written course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2007
- Course description and/or overview
- Course objectives
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts and materials
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

TEACHING AND LEARNING CENTER

The Teaching and Learning Center (TLC) is designed to encourage faculty and staff to effectively utilize technology in their offices and/or classrooms. In this productive environment, faculty and staff may discover and explore new ideas, acquire new skills, create classroom materials, collaborate on projects - while sharing ideas for teaching and workplace applications.

The center offers a variety of software, training media, and equipment for instructional purposes, as well as for workplace use. Center hours vary. Call Karen Gurney at (602) 243 8077 or Amy MacPherson at (602) 305 5714 for more information.

TELEPHONE

For assistance with telephones or voice mail submit a helpdesk ticket online at <https://helpdesk.riosalado.edu/desk/default.asp> or call (602) 243 8324.

Contact Debra Leibold at (602) 243 8173 for more information.

TESTING

Assessment Services provides Faculty Make up testing for students who missed a classroom test due to illness, emergencies, or an excused absence. Proctored testing for hybrid/online courses is also available. Assessment Services provides testing in a proctored environment and is dedicated to protecting the integrity of exams. Testing staff are trained to administer, monitor and proctor various tests. Their experience will ensure all testing regulations and policies are followed.

Make-up testing is located in the Testing Center in the Student Services Building, room 116. Tests are collected 30 minutes before closing and appointments are highly recommended for computerized testing (as computers are limited). Please call 602.243.8184 for an appointment. Instructions for both students and faculty are available on the web and at the Testing Center. **A valid picture ID is required for testing.**

For more information visit the Make-Up Testing web page:

<http://students.southmountaincc.edu/Services/AssessmentServices/MakeupTest.htm>

TEXTBOOKS – Refer to Division Staff and the Bookstore

TRAVEL

Refer to the Online Policy Manual from the Office of Public Stewardship (Legal):

http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1_15.htm

TUITION WAIVER

Adjunct faculty may use a district tuition waiver to take up to 6 credit hours per semester each fiscal year you're teaching. You may take Summer I classes if you've taught during the academic year. It's your responsibility to verify eligibility prior to enrolling. You need to submit an online declaration whenever you use an employee tuition waiver. Tuition waiver form can be downloaded at

<http://www.maricopa.edu/publicstewardship/resources/AdjunctTuitionWaiverFORM.pdf>

and online declaration can be submitted at <http://www.maricopa.edu/disclosures>. You can find more information about tuition waiver at

<http://www.maricopa.edu/legal/dp/inbrief/adjunctwaiver.htm>

UNIVERSITY TRANSFER – Please refer students to a Program Advisor.

VISITORS

Only students who are officially enrolled in a scheduled class will be allowed in the classroom. No visitors or children are permitted in the classrooms when classes are in session.

VOICE MAIL

Voice mail access codes and virtual voicemail boxes are issued through the district, via the SMCC helpdesk. For assistance with voice mail submit a helpdesk ticket on line at <https://helpdesk.riosalado.edu/desk/default.asp> or call (602) 243 8324. For more information contact Debra Leibold at (602) 243 8173.

WELCOME CENTER AND SWITCH BOARD

The Welcome/Information Center and Switchboard provides quality customer service to students, staff, and faculty by facilitating incoming and outgoing calls to the appropriate department and destinations. Operators also provide current information regarding policies procedures, and daily activities in a one-stop service environment. The campus operator can be reached by dialing "0" from any campus phone. During Fall and Spring

semester the hours will be Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 4:00 p.m. The Summer Hours will be Monday through Thursday 7:30 a.m. to 7:00 p.m.

WITHDRAWAL

To withdraw from a course or courses from the college, students must follow approved procedures. The Admissions and Records Office/Office of Student Enrollment Services provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services. Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

Student Withdrawal Procedures

A. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

1. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
2. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain enrolled in the course.
3. A student has the right to appeal a withdrawal decision according to the approved procedures.

B. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Student Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request. A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

C. Withdrawal of Financial Aid Students

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Policies

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week*. After the 7th week*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

**The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students"*

(www.maricopa.edu/publicstewardship/governance/adminregs/students/print/deadlines.pdf).

Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the Refund Period.

WORK-RELATED INJURY (Industrial Injury)

All work related injuries must be reported immediately to Jim Tharp, Director of Maintenance and Operations at 602.243.8062

Online information for Worker's Compensation Procedures and Supervisor's Report of Industrial Injury form can be found at the following MCCC location:

http://www.maricopa.edu/hrweb/benefits/industrial_injury.htm