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"In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability."

Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by Dr. Billy Stewart, Vice-President for Administration and Finance, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211, email address billy.stewart@mgccc.edu.

MISSION OF MISSISSIPPI GULF COAST COMMUNITY COLLEGE

"We make a positive difference in people's lives every day."

Mississippi Gulf Coast Community College responds to the educational needs of our community, which is defined as the district of George, Harrison, Jackson and Stone counties, by providing an outstanding learning environment supported by excellent instruction and services. We achieve this by creating an atmosphere that fosters life-long learning, responsible citizenship and progressive leadership in a dynamic setting.

VISION

We envision Mississippi Gulf Coast Community College as a world-class educational institution committed to student learning. Using appropriate technologies and showcase facilities we will deliver flexible, market responsive programs of the highest quality. Our vision will be realized through outstanding employees and successful students who adhere to high standards of excellence while working in partnership with our community.

VALUES

- Access:** To provide opportunities for participation in world-class programs and services.
- Collaboration:** To unify our efforts to achieve our mission by forging internal and external partnerships and alliances.
- Compassion:** To exhibit concern for others.
- Diversity:** To foster respect for and responsiveness to the needs of a diverse community.
- Excellence:** To set and meet the highest standards
- Integrity:** To exemplify honesty, trustworthiness and good character as we engage in all programs, services, and partnerships
- Leadership:** To develop and demonstrate leadership skills for our students and our communities
- Learning:** To improve the quality of life by providing knowledge and skills
- Responsibility:** To ensure stewardships of our resources and accountability to our communities
- Service:** To foster a commitment to service and involvement in the community
- Unity:** To operate as one college in purpose, plans, priorities, and processes
- Vision:** To anticipate, welcome, and meet future challenges

COMPLETION REQUIREMENTS

The College provides transfer programs that lead to an Associate of Arts degree and two-year technical programs that lead to an Associate of Applied Science degree. Students who successfully complete career educational programs are awarded diplomas; however, students who complete 36 semester hours in a career program may pursue the Associate of Applied Science in Occupational Education degree. In addition to degree programs, a certificate of completion is awarded to students who successfully complete an adult career education or continuing education course. The degree-granting programs include a common core of general education courses.

MGCCC IDENTIFICATION CODES

MGCCC	Mississippi Gulf Coast Community College
CO and CBO.....	Central Office and Central Business Office
CC	Community Campus
JC or JCC	Jackson County Campus
JD or JDC	Jefferson Davis Campus
PK, PC or PERK	Perkinston Campus
GC or GCC	George County Center
MGCAMTC or AMTC	Mississippi Gulf Coast Advanced Manufacturing and Technology Center
WH or WHCC.....	West Harrison County Center

FACILITY MAPS

All facility maps are located on the college website at the link below and by clicking on the campus/center.

<http://www.mgccc.edu/contacts.php>

COLLEGE CALENDARS AND SEMESTER TESTING SCHEDULE

The college calendars and semester testing schedule is located in the college catalog or online at:

http://www.mgccc.edu/future_students/college_catalogs.php

INITIAL ORIENTATION / FACULTY MEETING

At the beginning of fall semester, campus/center meetings are held for the purpose of familiarizing adjunct faculty with the policies, procedures, guidelines, duties and responsibilities associated with employment at Mississippi Gulf Coast Community College.

Each Department Chairperson meets with the adjunct faculty who will teach in his/her department at which time the following information will be covered.

CHECK-LIST FOR ANNUAL ADJUNCT FACULTY MEETING

The following items are distributed to all adjunct faculty at MGCCC. This information is given during the orientation meetings that are held at each campus each semester. Attendance is mandatory for adjunct faculty and department chairs. Adjunct faculty who teach both semesters during the academic year are required only to attend the fall semester orientation session.

Items distributed

- ✓ Course Syllabi and other class materials
- ✓ Class Schedule
- ✓ College Catalog
- ✓ Adjunct Faculty Handbook
- ✓ Campus Map (located in the Tabloid)
- ✓ Student Information Form
 - Examples of the following forms: request for change of grade, Evening instructor absence report form, student referral (re: Americans with disabilities act)
- ✓ Information from various campus departments (ex: Learning Lab, Library)
- ✓ Information about the evening dean or evening administrator to include name, office location, office hours
- ✓ Instructions concerning obtaining supplies and copies
- ✓ Athletic schedules
- ✓ Information concerning textbooks, class rolls, electronic attendance, grade sheets, and evaluations
- ✓ Information concerning the college e-mail system - how to access
- ✓ Payroll information
- ✓ Campus directory
- ✓ Web Services Directions (for class rosters, and grades)
- ✓ Emergency Procedures Booklet

EMPLOYMENT OF ADJUNCT FACULTY AT MGCCC

MGCCC welcomes applications for adjunct faculty positions. To apply for a part-time instructor position, the following steps must be taken.

- A. A resume and institutional employment application along with copies of all college transcripts are completed by the applicant. **Important note:** Official copies of all college coursework must be on file prior to the first day of employment.
- B. The resume, application, and college transcripts are given by the applicant to the Campus Dean of Instruction at the campus where the applicant would like to teach. If there is no campus preference, these materials should be given by the applicant to the Dean of Instruction at any of the three campuses or to the Vice President of Administration in the Central Office for distribution to all three campuses.
- C. The campus dean will review the information to ensure that the minimum required academic credentials and work experience are met.
- D. Applicant information on those who meet the minimum requirements will be forwarded to the department chair of the discipline in which the applicant wishes to teach.
- E. The department chair will also review the application materials to ensure that minimum requirements are met and will contact the applicant to schedule a personal interview.
- F. The department chair will make a recommendation to the Campus Dean of Instruction on employment of the applicant as an adjunct faculty member.
- G. If recommended for employment by the Campus Vice President, the employment package will be completed at the campus level. The official personnel file, including college application, resume, official college transcripts and the board summary report, will be forwarded to either the Vice President for Academic and General Instruction or the Career/Technical Vice President for approval.
- H. If approved by either the Vice President for Academic and General Instruction or the Career/Technical Vice President, the employment package will be forwarded to the Human Resources Department at the Central Office. If the employment package is not approved, the employment package will be returned to the campus.
- I. The adjunct faculty members will be required to attend an orientation session prior to their first day of teaching.

*This procedure is in the Mississippi Gulf Coast Community College
Policies and Procedures Handbook*

EMPLOYMENT DOCUMENTS REQUIRED*

APPLICATION FOR EMPLOYMENT

A completed application for employment to include a complete resume and official transcripts shall be part of the College hiring procedures. To complete an application for employment go to www.mgccc.edu/, click on the link for Employees and then Human Resources. Original applications are maintained at Central Office according to Policy Statement 212.2.

OFFICIAL TRANSCRIPTS

Complete transcripts (official transcripts required prior to actual employment) and copies of any licenses or certificates required to meet minimum qualifications of the position must be submitted with the application for employment. (Policy Statement 212.2)

EMPLOYEE INFORMATION FORM

The Employee Information Form is completed by a College representative to include personal data, educational data, job data, payroll information, group health insurance, and workman's compensation. The completed form is signed by the employee and the College representative.

FEDERAL TAX FORM W-4

Form W-4 must be completed so that the current amount of federal income tax can be withheld from an employee's pay.

STATE TAX FORM 62-420

Form 62-420 must be completed or the employer must otherwise withhold Mississippi income tax from the full amount of your wages.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF MISSISSIPPI

All full-time employees are required to become members of the retirement system. Adjunct faculty are required to fill out the proper forms if they are already members of the Public Employees' Retirement System.

CONTRACT OF EMPLOYMENT PART-TIME OR SPECIAL CONTRACT

All adjunct instructors sign a part-time or special contract that details the employment agreement between faculty and Mississippi Gulf Coast Community College.

EMPLOYMENT ELIGIBILITY VERIFICATION - FORM I-9

The U.S. Department of Justice Immigration and Naturalization Service requires verification of an individual's eligibility for employment in the United States according to Title 8, United States Code, Section 1324A.

**See Next Page*

Hiring Packet for New Adjunct Employees

Name: _____

SS #: _____

Department: _____

- Employee Information Form
- Contract
- Direct Deposit Authorization w/ Voided Check
- Mississippi Tax Withholding
- Federal Tax W-4
- I-9 for Department of Justice & 2 Forms of ID
 - Non-Covered Employment Acknowledgement Form (if not already contributing to PERS through full-time job)
 - Or-
 - Covered Employee Acknowledgement & Beneficiary Forms (if already contributing to PERS through full-time job)
 - Or-
 - Acknowledgement of Reemployment of Retiree Form
- MGCCC Drug Free Workplace Acknowledgement Form
- Application for Employment and Resume
- Official Transcripts
- COMPLETE

RECORDKEEPING

Accurate recordkeeping is a major responsibility of all faculty members. Information concerning students' academic records must be kept audit at the end of the first six weeks.

CLASS ROLLS

Class rolls for each course and section are printed on individual computers. A preliminary roll at the beginning of classes and a final class roll at the end of the add-drop period are made available to each instructor. Instructors must check carefully the rolls against those students attending class. Any discrepancy should be reported to either the Dean of Student Services or a Dean of Instruction, as appropriate, according to the directions provided.

STUDENT WITHDRAWAL PROCEDURES

Contact the Department Chair or the Dean of Instruction at the campus at which you are teaching for the procedures on student withdrawals.

OFFICIAL GRADE CHANGE REQUEST

Official grade change forms are used to request a change of a grade reported for a previous semester. Grade changes are subject to approval by the Campus Deans of Instruction and Vice President. (Appendix II)

AUDIT PERMIT

Audits must be approved by the Dean of Student Services. Audit grade permits are used to notify instructors that the student is taking a course on an audit basis. Students may register for a course on an audit basis or change from a credit basis to an audit basis before the end of the official

withdrawal period. Instructors should sign the audit permit, and the student should return the permit to the appropriate office. An "AU" grade should be reported on the official grade sheet roster at the end of the grading period.

ACTIVITY FORMS

Activity forms are used to request approval for various campus activities, either instructional or extra-curricular. Forms are available on-line and are submitted to the department chair who then transmits them to the Dean of Instruction or the Dean of Student Services for approval.

VETERANS AND/OR DEPENDENTS

Students receiving financial benefits through the Veterans Affairs Office are required to verify regular attendance to remain eligible for benefits. Each Campus Veteran's Coordinator has developed procedures that ensure accurate recordkeeping. Instructors must immediately report students who are dropped from a class because of absences. Other campuses/centers verify attendance by monitoring withdrawal slips.

ACCOMMODATIONS FOR STUDENTS

Auxiliary aids and services may be made available for students with qualified disabilities. Students who request special accommodations that are not immediately available to the instructor should be referred to the Dean of Student Services. These referrals should be documented and on file.

CONDUCTING CLASSES

STUDENT ACCESS TO ADJUNCT INSTRUCTORS

Adjunct faculty will ensure student access for conferences and counseling at least 15 minutes before and after each class session. Additional sessions may be arranged by appointment. Students may contact the instructor or the department chairperson.

TEXTBOOKS

The Department Chairperson provides the adjunct faculty with textbooks and other materials, all of which must be returned at the end of the semester. Mississippi Gulf Coast Community College operates a textbook rental system whereby students pay a book fee. Items that are not on book service are purchased by the student.

COURSE SYLLABI

The Department Chairperson supplies adjunct faculty with the course syllabus/syllabi, which must be followed to ensure that day and evening courses follow the same plan of instruction. Full-time day instructors meet with adjunct faculty to cover the detailed specifics for teaching the course.

DUPLICATING/COPYING

Handouts and tests may be duplicated for distribution to classes. Any materials to be duplicated must be given to the Department Chairperson or assigned persons approximately one week prior to the time actually needed.

SUPPLIES

Supplies may be secured from the Department Chairperson or other designated persons. Additionally, any special need or requirement for the teaching of course(s) should be brought to the attention of the Department Chairperson.

SUPERVISION

Supervision of adjunct faculty members at all campuses for any instructional matter is the responsibility of the department chair. Adjunct faculty are provided with home and office telephone numbers and e-mail addresses of department chairs for after-hours contact. For such needs as equipment, facilities, and room assignment changes, and matters requiring immediate administrative attention, Assistant Deans of Instruction or other designated person are assigned extended hours and are available on campus.

TESTING

Tests should be administered in conjunction with the testing schedule, the course syllabus, and difficulty level of full-time day instructors' tests and final examination.

FACULTY ABSENTEE POLICY

Adjunct instructors must meet all classes for the total time scheduled for the course. In the event the instructor must be absent from the class, the Departmental Chairperson must be notified in advance.

If a substitute is not scheduled to meet the class, the instructor must notify each student that the class will not meet and then must arrange a make-up class meeting that does not conflict with the campus schedule nor the students' other classes.

EVALUATION

Every semester students evaluate every adjunct faculty member for each class taught at all campuses and sites. Results of the student evaluation are returned to department chairs who review the information with all adjunct faculty in their discipline. If necessary, an action plan for improvement of instruction is developed, implemented, and evaluated by the department chair and the adjunct faculty member.

EMERGENCY PROCEDURES

Emergency evacuation procedures are posted in every building and published in the Student Handbook. In the event of an emergency, instructors should follow procedures.

Should other emergencies occur, contact the Campus Administrator on duty or call the emergency number on the back cover of this publication.

ACADEMIC FREEDOM

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. The faculty member must fulfill his or her responsibility to society and to the teaching profession by manifesting academic competence, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each faculty member.

MGCCC NETWORK AND INTERNET ACCEPTABLE USE

The Mississippi Gulf Coast Community College (MGCCC) Network and Internet Access provides students, faculty, staff, and administrators a wide variety of communication and informational resources. All users (employees and students) will abide by policies and procedures which require users to be identified and to follow a set of practical guidelines when utilizing the college's information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities. These policies and procedures define appropriate use of e-mail and other network services.

The college Policies and Procedures Statement No. 306, MGCCC Network and Internet Acceptable Use Policy is located in the College Policies and Procedures manual at:

http://www.mgccc.edu/Documents/MGCCC_PP.pdf

INTELLECTUAL PROPERTY

This statement provides guidelines for the management of intellectual property resources produced by Mississippi Gulf Coast Community College faculty, administration, staff, students, or anyone utilizing college facilities or engaged under the direction of college personnel.

Definitions of Terms

1. **Intellectual Property:** Intellectual property refers to works that are typically eligible for copyright or patent protection, created when something new has been conceived or when a non-obvious result which can be applied for some useful purpose has been discovered using existing knowledge. Such works include, but are not limited to, literary, dramatic, musical, and artistic works, computer software, multimedia presentations, teaching materials, online course “shells,” and inventions.
2. **Creator:** The inventor, developer, author, or creator of a copyrightable work or patentable invention.
3. **Work for Hire:** Work prepared by an employee or student within the scope of his/her stated job description or work specifically ordered or commissioned to be created by the employee or student.
4. **Nominal Use of Resources:** Nominal use of college resources refers to use of tools, materials, and other resources that are generally available to all college personnel in the performance of normal job responsibilities. This includes office space, office equipment, library resources, and network resources.
5. **Substantial Use of Resources:** Substantial use of college resources refers to use of tools, materials, and other resources that are qualitatively and/or quantitatively beyond those which are normally provided to all college personnel in the performance of normal job responsibilities.

Ownership of Intellectual Property

1. **Externally Sponsored Projects:** Mississippi Gulf Coast Community College may negotiate grants and contracts with external sponsors such as business and industry, government agencies, and foundations that specify the ownership of intellectual property created as a result of the sponsored activity. Employees and students working on sponsored projects will be notified in advance of any terms of ownership specified in the grant or contract.
2. **College Sponsored Projects:** The College will own intellectual property created by employees and students who were assigned or employed (“work for hire”) specifically to create the intellectual property, or when the creation of the intellectual property required substantial use of college resources. This includes, but is not limited to, uniform courses of study (uniform syllabi), handbooks, college web pages, computer programs, artwork or electronic media created for the college, and online course “shells.” The college retains ownership of materials created for college publications.
3. **Teaching and Classroom Materials:** The creator will retain intellectual property rights to teaching and classroom materials, such as problem sets, lecture notes and hand-outs,

laboratory manuals, and study guides, not subject to the above restrictions. When the creator is an employee or student of the college, the college will be granted a non-exclusive, non-transferable, royalty-free, perpetual license to use, display, copy, and prepare derivative works of such materials for its internal use.

4. **Student-Created Materials:** The College will retain ownership of student projects, displays, artwork, electronic media, and other intellectual property created using college-provided supplies, facilities, and equipment. The student will retain ownership of papers and essays, as well as other forms of intellectual property created at their own expense, except in such cases where ownership is transferred to the college for purposes of publication or where the student voluntarily transfers ownership to the college.
5. **Independent Projects:** Intellectual property created by a college employee that is not part of the creator's employment responsibilities and that is produced on the employee's own time without making more than nominal use of college resources shall be owned by the creator.
6. **Joint Works:** When a work involves multiple creators including individuals who are not college employees, the guidelines described above will be used to determine the college's interest in the resulting intellectual property.
7. **Logos, Trademarks, and College Name:** Mississippi Gulf Coast Community College owns all trademarks and service marks related to goods and services distributed by the college. Identifying marks include, but are not limited to, the name "Mississippi Gulf Coast Community College," "MGCCC," the official college seal, the college logo and derivative designs, and all future trademarks, service marks, and logos used by the College.
8. **Use of the College Name:** Employees are permitted to identify themselves using the name of Mississippi Gulf Coast Community College in connection with activities outside the college environment that are consistent with the College's mission, vision and values. In using the college's name in this fashion, employees must ensure that the college's name is used in an appropriate context and in a manner that does not imply endorsement of a particular activity, product, service, or organization.

Administration of Intellectual Property

1. **Use of Copyrighted Works:** It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material.
2. **Disclosure:** Any employee who plans to create intellectual property developed nominally or substantially with college equipment, materials, facilities, or other resources during working hours, and who intends to copyright, patent, or otherwise merchandise the products of that work will make written disclosure to their immediate supervisor, who will transmit the disclosure through the established chain of authority to the President. For faculty, this would normally be the Department Chair, Instructional Dean, Campus Vice President, Vice President for Instruction and Student Services, and President.
3. **Compensation for Commercial Development:** In cases where commercial development results from intellectual property that has been developed making substantial use of

college resources but is not a “work for hire,” the President will assign a special committee to work with the creator(s) of the work to determine reasonable compensation for the work. In such cases, the College will endeavor to recover its costs (materials, equipment, facilities, and time) associated with the work before assigning special compensation to the creator.

4. Textbooks and Teaching Materials Produced for Commercial Distribution: College personnel who author textbooks or other materials for commercial distribution must not use their position within the college for personal gain by requiring purchase of the materials by students or the college.
5. Dispute Resolution: Any dispute involving an employee and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 242. Any dispute involving a student and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 718.

MISCELLANEOUS

PAYROLL

Contract employees are paid on the 15th and the last working day of each month. If payroll dates are on a weekend or holiday, checks are distributed the nearest week-day prior to that date. Effective July 1, 2006, all adjunct faculty are required to participate in the direct deposit program.

CAMPUS SECURITY

Each Campus maintains security officers who may be contacted through the switchboard or other designated area on each Campus. When the switchboard closes, instructors may reach the security personnel at the Security Office. Emergency and security numbers are on the back cover of this publication.

COMMUNICATIONS

Faculty mailboxes are maintained on each Campus. Faculty are encouraged to regularly check mailboxes.

BUILDING/CLASSROOM SECURITY AND MAINTENANCE

Security is responsible for opening and closing classroom doors for instructors and students. In some instances, instructors are assigned keys by the Department Chairpersons who provide access to specialized equipment or storage areas. Instructors should observe college policies "*prohibiting smoking in College facilities and eating and drinking in classroom areas.*"

Consideration for others requires that trash be placed in proper receptacles and chalkboards erased after each class meeting. Lights should be turned off and doors locked upon departure from the classroom. Instructors will be responsible for the security of equipment within their classrooms.

AUTO HANG TAGS

Adjunct faculty may secure auto hang tags from the appropriate office; there is no charge for this service. Directions for displaying are included on the tag.

ABSENTEE POLICY

Academic/Career/Technical

Students are allowed one hour of absence per semester hour for lecture courses. Two hours of absences are allowed per semester hour for laboratory courses. Three hours of absences are allowed per semester hour for clinical/internship courses. If course objectives require a combination of lecture, lab or clinical/internship time, then the absences will be apportioned according to the limitations stated.

See the Mississippi Gulf Coast Community College Catalog entitled "Absences."

GRIEVANCE POLICY

Student grievance procedures are outlined in detail in the *Student Handbook* (Statement No. 718) or online at http://www.mgccc.edu/current_students/student_handbooks.php and the Policies and Procedures Manual at http://www.mgccc.edu/Documents/MGCCC_PP.pdf.

BOOK SERVICE

The College provides book rental service to students for a book service fee of \$25.00 per book effective fall semester 2006. Fees are payable at registration. Workbooks and dated materials that cannot be reused are purchased by the student.

9 A D @ C M 9 9 ' = 8 D G

All adjunct instructors will need to request an ID badge from their prospective campus.

EMPLOYEE E-MAIL ACCOUNTS

All adjunct faculty may request an e-mail account from their prospective campus.

SAMPLE CLASS ROSTER WITH ATTENDANCE LEGENDS

*Mississippi Gulf Coast Community College
Adjunct Class Roster*

Staff, A HPR 2561 431 22768 Water Aerobics

Student Information:	07/04/07	07/09/07	07/11/07	07/16/07	07/18/07	07/23/07	07/25/07	07/30/07	08/01/07
Allen, Kristina E									
Amonett, Gail P									
Borosky, Leo M									
Borosky, Margaret A									
Criddle, Vivian E									
Culver, Stacey M									
Dahlgren, Carol A									
Daoud, Tayeb									
Davis, Ovide J									
King, Darlene M									
Ladnier, Mona L									
Lawrence, Reginald C									
Lyons, Claudia D									
Mavromihalis, Gladys Z									
McCuller, Tameshia S									
Phelps, Dorothy C									
Ross, Barbara S									
Sawyer, Carolyn L									
Webb, Naomi S									

All withdrawal codes correspond to the s

WP – Instructor Initiated Withdrawal – Passing
 WF – Instructor Initiated Withdrawal – Failing
 RI – Reinstated by Instructor
 NG – Student Never Attended

WD – Student Initiated Withdrawal
 AU – Student in Audit Status
 EX – Excused Absence
 AB – Unexcused Absence

Instructor Signature: _____

Date: _____

LEARNING RESOURCES CENTER

LIBRARY

The Library is designed to provide primary and secondary materials, both informative and recreational, that support the aims and objectives of the College, the courses and teaching methods of the faculty, and the individual needs of the students. Services provided by the Library for students and the local community include the following:

- Reserve book service
- Reference service
- Telephone reference service
- Inter-library loan of books and periodicals
- Membership in the Biomedical Consortium with inter-library loan privileges
- Library orientation tours and/or classroom lectures
- Photocopy machine
- Microform reader/printers
- Group study rooms
- Student typing room
- Vertical file on controversial and timely topics
- Career and vocational materials

Hours of operation for Libraries on individual campuses vary. All are open at least four nights a week.

LEARNING LAB

The Learning Lab is designed to provide assistance to help students achieve success in mathematics, writing, reading/study skills, science, and accounting. Since the lab provides an environment conducive to individual acquisition of skills, students can enter the lab and receive assistance based on individual needs. Thus, the lab is a resource center for students to receive supplemental instruction. Students receive assistance from peer tutors, lab instructors, and/or a variety of audio-visual materials including slides, filmstrips, audio-cassettes, videocassette, computer software, and printed materials. Other services of the lab include making available to students materials placed on reserve by faculty, maintaining records of student use of and progress with materials, providing workshops for students, and assisting disabled students in completing their course work (upon request of instructors). Hours of operation for individual campuses vary.

All are open at least four nights a week.

MEDIA SERVICES

Media Services previews and purchases the Learning Resource Center software collection. This unit also offers audio-visual material such as audio-cassettes, videocassette, computer diskettes, and 35MM slides for utilization in the classroom and in the Learning Lab. Media Services assists faculty desiring to use audio-visual equipment in classrooms and also in renting or securing free-loan software.

Hours of operation for Media Services on the individual campuses vary.

FINANCIAL AID

All financial aid programs are coordinated by the Financial Aid Departments on each campus. Aid is available in the form of scholarships, grants, loans, and employment. A *STUDENT CONSUMER INFORMATION HANDBOOK* is available through each campus department or online at <http://nces.edu.gov/ipeds/cool/>. Students with specific questions should be referred to the Financial Aid Office at their respective Campus. Financial Aid applications and procedures for applying for aid may be obtained from the Financial Aid Office.

COUNSELORS

Counseling and guidance services are provided to students through the Student Services Department on each campus. Emphasis is placed on providing information concerning educational and career opportunities, personal and social development, orientation to college life and decision-making skills. Students who have a need for these services should be directed to the Student Services Department on each campus.

FACULTY PROFESSIONAL DEVELOPMENT

MGCCC values the expertise brought to the classroom/online teaching environment by adjunct faculty. While many adjunct faculty have classroom/online teaching experience, there may be some who have not. To assist adjunct faculty in achieving maximum effectiveness in the classroom, the College provides a number of professional development activities throughout the year. Each campus has a Professional Development Coordinator who plans, with the help of a Campus Development Team, the activities for each year. Recent programs have included an emphasis on critical thinking, wellness, motivating students, computer literacy, financial planning, advising techniques, and drug education. Adjunct faculty are encouraged to attend workshops and seminars sponsored by Professional Development. Please contact Professional Development Coordinators or Deans of Instruction for further information.

HONORS COLLEGE

The Honors College at Mississippi Gulf Coast Community College is dedicated to providing academically gifted students with the opportunity to develop their intellectual potential to the fullest. The Honors College provides academic and financial opportunities to a select number of outstanding students each year. Details concerning eligibility for admission to the Honors College may be obtained from the Directors of Admission, Honors Directors, or various College publications.

COLLEGE RESOURCE MATERIALS AND PUBLICATIONS

ALUMNI NEWSLETTER ACTION

The *ALUMNI NEWSLETTER ACTION* is a quarterly magazine published by the Office of Institutional Relations. This magazine features faculty and student honors, recognitions, accomplishments, letters from Alumni, sports update, and Alumni news.

MGCCC COLLEGE CATALOG

The *MISSISSIPPI GULF COAST COMMUNITY COLLEGE CATALOG*, published annually, provides a source of information concerning the opportunities for educational advancement offered by the College. Two-year university/college parallel programs covering a broad scope of curricula and over 50 technical and career programs are presently offered. The *CATALOG* contains general academic requirements and procedures, student activities curriculum, and course descriptions. Physical descriptions of each of the three campuses and four centers are included, along with faculty, staff, and administrative listings. In addition, financial information for both residential and non-residential students is available in the bulletin. The *CATALOG* is available to all students, faculty, staff, administration, Board of Trustees, and the College community. The *CATALOG* can also be found on the MGCCC college website at http://www.mgccc.edu/future_students/college_catalogs.php.

DRUG AND ALCOHOL AWARENESS PROGRAM AND CAMPUS SAFETY AND SECURITY BROCHURE

In compliance with the Drug Free School and Communities Act 1989 and the Student Right-to-Know and Campus Crime and Security Act as amended 1992, Mississippi Gulf Coast Community College publishes an official *DRUG AND ALCOHOL AWARENESS PROGRAM AND CAMPUS SAFETY AND SECURITY BROCHURE* for students and employees. This brochure outlines the policies and procedures governing drug and alcohol abuse and federal, state, and College sanctions for violations and information regarding campus crime statistics and security precautions. Information regarding referral services and treatment centers has also been included in this publication.

FINANCIAL AID INFORMATION HANDBOOK

The *FINANCIAL AID INFORMATION HANDBOOK* is available to students and/or parents or any interested employee. The basic information regarding financial aid programs offered by Mississippi Gulf Coast Community College is intended to provide assistance to prospective students who are interested in scholarships, grants, loans, or employment. This handbook outlines the requirements for applying and receiving financial aid as well as College resource personnel responsible for admissions, counseling, financial aid, student services, and veteran's affairs. Copies of the handbook are located in the office of the Director of Financial Aid at any of the campus locations.

IN-TOUCH NEWSLETTER

The Mississippi Gulf Coast Community College publishes an in-house newsletter bimonthly for faculty, staff, administration, and Board of Trustees. Monthly activity calendars, personal and professional accomplishments of employees, highlights of Board meetings, and other special events provide a timely source of information for College employees. Special editions are also published to communicate actions or activities of particular significance. Employees are encouraged to submit news items to the Office of Institutional Relations on the Perkinston Campus.

MGCCC INSTITUTIONAL SELF-STUDY

The *INSTITUTIONAL SELF-STUDY*, a comprehensive self-examination of the programs and services of the College, is required by the Southern Association of Schools and Colleges (SACS). The 10-year reaccreditation was granted in December 1999 following the 1997-99 Institutional Self Study.

POLICY AND PROCEDURES MANUAL

The *PERSONNEL AND POLICY MANUAL* is designed for both Board of Trustee members and all employees of Mississippi Gulf Coast Community College. College operating policies and the By-Laws of the Board of Trustees provide the guidelines for administrative procedures and the decision-making process. Job descriptions, organizational structure, and governance of the College (campuses and centers) are presented to enhance the understanding of the total operation. Procedures, responsibilities, and general regulations governing the instructional program, student activities, and business affairs complete this College document. The *PERSONNEL AND POLICY MANUAL* is available to all employees and can be found on the MGCCC college website at http://www.mgccc.edu/Documents/MGCCC_PP.pdf.

PRESIDENT'S ANNUAL REPORT

The *PRESIDENT'S ANNUAL REPORT* is published annually to inform the Board of Trustees, Board of Supervisors, other public officials, college employees, and the community of pertinent information and statistical data regarding Mississippi Gulf Coast Community College. The report presents developments and accomplishments of College and campus programs, services, facilities, and personnel.

Enrollment data, financial status, and alumni/foundation activities provide an informative source of information for any reader. Copies are available in the Office of Institutional Relations.

STUDENT HANDBOOK

Each campus publishes a *STUDENT HANDBOOK* annually as a source of information primarily for students. Rules and regulations governing college-wide activities are included in the first section of the handbook as well as a complete listing of Board policies pertaining to students. Specific rules, regulations, and pertinent campus information are provided to students in the second section of each handbook. Both college and campus activity calendars and student government regulations provide a convenient reference in planning and scheduling activities. This publication is located on the MGCCC college website at http://www.mgccc.edu/current_students/student_handbooks.php.

VETERANS ADMINISTRATION EDUCATION BENEFITS HANDBOOK

Each campus has an Office of Veterans Affairs that is staffed with personnel who assist all new veteran students with completing admissions requirements and who certify enrollments of veteran students. The handbook is not intended to provide a complete coverage of Veterans Administration educational benefits; however, the services offered eligibility, entitlement, and other useful information regarding rates of pay and procedures for application are included in the handbook.

HOW TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES

In the event of a criminal act or an emergency, report the incident by calling the number for your location as listed below, or contact in person the campus security or another college employee.

EMERGENCY AND SECURITY TELEPHONE NUMBERS

	Jackson County Campus	Jefferson Davis Campus	Perkinston Campus	George County Center	Keesler Center	Community Campus/Advanced Manufacturing & Technology Center	West Harrison County Center
Campus/Center Switchboard *	(228) 497-9602	(228) 896-3355	(601) 928-5211	(601) 947-4201	(228) 432-7198 or (228) 377-2287	(228) 897-4360	(228) 868-6057
Emergency Number **	9 Æ 911	9 - 911	9 - 911	911	911	9 - 911	911
Campus Security	(228) 497-7690 or (228) 218-0024	(228) 896-2516 or (228) 861-0099	(601) 928-6327 or (601) 928-6220	(601) 947-4201	(228) 377-2450	N/A	(228) 868-6057
Dean of Student Services	(228) 497-7647	(228) 896-2507	(601) 928-6267	N/A	N/A	N/A	N/A
Law Enforcement	(228) 769-3063 or 9 - 911	(228) 868-5959 Gulfport Police Dept.	(601) 928-7251 Stone County Sheriff or 9 - 911	(601) 947-3261 Lucedale Police	911	(228) 865-7060 Harrison County Sheriff or 9 - 911	(228) 865-7060 Harrison County Sheriff (228) 863-7292 Long Beach Police
Fire Department	(228) 497-1656 or 9 Æ 911	(228) 868-5950 or 9 Æ 911	(601) 928-4409 or 9 Æ 911	(601) 947-3406	911	(228) 832-1600 Orange Grove or 9 Æ 911	(228) 863-7292
Rape Crisis Center	(228) 435-1968	(228) 435-1968	(228) 435-1968	(228) 435-1968	(228) 435-1968	(228) 435-1968	(228) 435-1968
Evening Office	(228) 497-7698 or (228) 497-7633	(228) 896-2510	N/A	(601) 766-6434	(228) 432-7198	N/A	(228) 868-6057



**JC CAMPUS
ACTIVITY
REQUEST**

Kh " { qw " e c p e g n " q t " e j c p i g " { q w t " t g s w g u v . " t g u w d o k v "
as possible with changes clearly marked.

Requested by: _____ Date submitted: _____

Type of activity: _____ Date(s) of activity: _____

Number of people: _____ Time: _____ to _____ Building/Room: _____

Audiovisual equipment: _____

Other equipment/supplies needed: _____

Food or Refreshments: _____ Cost: \$ _____ Where: _____

Account #: _____ Valley or other: _____

Department Chair: _____

Appropriate Dean: _____

Vice President: _____

Copy to: Switchboard Student Services
 Security Renea Hurt
 Evening Office Jan Yarber



**JEFFERSON DAVIS CAMPUS
SCHEDULED ACTIVITY
PRELIMINARY APPROVAL**

REQUESTED BY: _____	COORDINATOR OF REQUESTED AREA: _____	DEAN(s) & ASST. DEAN(s): _____ _____
REQUEST DATE: _____	DEPT. CHAIR: _____	DEAN OF BUSINESS SERVICES: _____

ACTIVITY: _____

PARTICIPANTS: _____

NUMBER: _____

DATE(s): _____

TIME(s): _____

BUILDING(s) / ROOM(s): _____

MEDIA SERVICES:

TV/VCR _____

OVERHEAD PROJECTOR _____

PORTABLE SOUND SYSTEM _____

OTHER _____

LOCATION _____

HOUSEKEEPING:

MAINTENANCE:

SECURITY:

OTHER:



PERKINSTON CAMPUS ACTIVITY FORM

ACTIVITY / MEETING ROOM REQUEST

REQUESTED BY:	DATE SUBMITTED:
ACTIVITY:	DATE(s) and TIME(s) NEEDED:
PARTICIPANTS:	NUMBER TO BE ACCOMMODATED:
BUILDING:	ROOM(s):

FOOD ARRANGEMENTS

MEALS: (CONTACT CAFETERIA WITH SPECIFIC ARRANGEMENTS.)	REFRESHMENTS: (CONTACT CAFETERIA WITH SPECIFIC ARRANGEMENTS.)
SERVING TIME:	BUDGET ACCOUNT NUMBER:

FURNITURE NEEDS

_____ NUMBER OF TABLES	<u>ROOM DESIGN</u>
_____ NUMBER OF CHAIRS	<input type="checkbox"/> Classroom Style <input type="checkbox"/> U-Shaped <input type="checkbox"/> Other

EQUIPMENT NEEDS

<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Portable Sound System/Podium	<input type="checkbox"/> Overhead Projector/Screen	<input type="checkbox"/> Flip Chart Stand
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Lap Top	<input type="checkbox"/> Other :	

APPROVAL

COORDINATOR OF REQUESTED AREA _____	DATE _____
SUPERVISOR/DEPARTMENT CHAIR _____	DATE _____
DEAN(s) _____	DATE _____
CAMPUS VICE PRESIDENT _____	DATE _____

OFF-CAMPUS GROUPS -- ONLY

CHARGE : <input type="checkbox"/> Yes <input type="checkbox"/> No Amount :	FACILITIES RELEASE FORM ATTACHED: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

7 C D M H C . . . f l 8 = G H F = 6 I H = C B . 6 M J = 7 9 . D F 9 C

<input type="checkbox"/> DEANS	<input type="checkbox"/> DEPARTMENT CHAIRPERSONS	<input type="checkbox"/> CAMPUS POLICE	<input type="checkbox"/> HVAC
<input type="checkbox"/> MEDIA CENTER	<input type="checkbox"/> HEAD COACHES	<input type="checkbox"/> CAFETERIA	<input type="checkbox"/> ATHLETIC DIRECTOR
<input type="checkbox"/> GROUNDS	<input type="checkbox"/> JANITORIAL	<input type="checkbox"/> MAINTENANCE	<input type="checkbox"/> ASSISTANT DEANS
<input type="checkbox"/> OTHER:			



EVENING INSTRUCTOR ABSENCE REPORT

Semester / Year: _____

Course Number / Section: _____

Room Location: _____

Instructor's Name: _____

Date of Absence: _____

Special Arrangements: _____

Instructor's Signature

Date Submitted

Assistant Dean of Evening College's
Signature

Date Received

INS-ACD-17 (A-7/09)

Campus (check one)

- Jackson County Campus
 Jefferson Davis Campus
 Perkinston Campus
 George County Center
 Keesler Center
 West Harrison Center
 Community Campus/Applied Tech. & Developmental Center

Students registering for audit purposes will be charged regular tuition fees.

When official grades are not desired, audit privileges are available to students for the purpose of review and/or special interest. In order to register for an audit, students first go through the normal registration process and, as part of the process, complete an "Audit Permit" form available from the Records Office. This form is to be completed at the time of registration.

I. THE FOLLOWING APPLY TO STUDENTS WHO REGISTER FOR AUDIT AT THE BEGINNING OF A SEMESTER:

1. A grade of "AU" will be recorded at the end of the semester for students who have filed a properly completed Auditing Permit.
2. A student may choose whether or not he/she takes tests and completes other assignments in the class(es) and must, at the beginning of the term of audit, inform the instructor of his/her choice.
3. When in attendance for any class session, the student must be on time for the class and remain for the entire class period.
4. An instructor is under no obligation to explain subjects which were discussed at a time when the auditing student is not in attendance.
5. Auditing student will adhere to policies (Catalog and Student Handbook) regarding conduct and discipline.
6. Attendance records are not maintained for students who complete an Audit Permit during registration.

II. THE FOLLOWING APPLY TO STUDENTS WHO CHANGE THEIR STATUS TO AUDIT DURING THE FIRST 10 WEEKS OF A SEMESTER:

1. The student will take all regularly assigned tests and complete other assignments for the class(es) unless specifically excused from these by the instructor(s).
2. The student will adhere to the same attendance policies as for a regular class, with any exceptions being made by the instructor.
3. Students will officially withdraw from audit classes, following the same regulations as for regular classes.
4. Students who are dropped from class for excessive absences after changing to Audit status after the end of the 10th week will receive grades of "F" as would be the case with regular classes.

Students may change their status from regular credit to audit, with the approval of the instructor(s) in the course(s) to be audited and completion and submission of this form. The deadline for changing to Audit status is the same as the deadline for withdrawing with a grade of "W".

.....

DATE: _____ SEMESTER: _____

NAME: _____ SS #: _____ - _____

I HEREBY REQUEST PERMISSION TO CHANGE MY STATUS FROM CREDIT TO AUDIT IN:

Course, Number and Name

Student's Signature

Instructor's Signature

Financial Aid Office

Veterans' Affairs Office

Approved _____ Not Approved _____
(Dean of Student Services)

ONLINE COURSE INFORMATION



MSVCC Overview

The Mississippi Virtual Community College (MSVCC) is a consortium of Mississippi's 15 community colleges that makes it possible for these colleges to leverage their distance learning resources -- including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a *remote* (**provider**) college, a student enrolls at a *local* (**host**) community college. The host college supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The host college awards credit for the course. The *remote* (provider) college provides the course instruction.

MSVCC Mission

The mission of the Mississippi Virtual Community College is to provide educational opportunities to constituencies who live within the various community and junior college districts in Mississippi and to others beyond those boundaries. The mission includes providing access to instructional offerings through advanced technologies for those individuals who currently cannot take advantage of the offerings of the community and junior college through traditional means and to those individuals who are seeking alternative educational delivery systems.

MSVCC Rationale

College instruction has traditionally been offered to those individuals who appear at the door of an institution of higher learning, present some evidence of having met certain criteria for admission, complete the necessary forms, pay their money, meet classes at prescribed times, places, etc. There are many people in Mississippi who cannot attend college for various reasons of finance, travel, family constraints, work schedules, etc. In a number of cases these individuals are capable of improving their capability to earn a livelihood if provided access to higher education opportunities. There is a need to provide educational opportunities for individuals who cannot physically attend classes in accordance with time and place constraints as traditionally applied to the typical institution of higher learning. This need can be met to some level of satisfaction by offering courses and services by various means of distance learning.

MGCCC Distance Learning

For the most recent information about distance learning at MGCCC, please visit our website at http://www.mgccc.edu/~distance_learning/index.htm.

For answers to most questions about distance learning, click the Frequently Asked Questions link at the top left side of the web page.

What is Distance Learning?

Distance learning is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Distance learning affords learners the opportunity to take a course anytime and anywhere. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, or computer technologies.

Goals and Objectives

The MGCCC Distance Learning department helps fulfill the college's vision of delivering world-class education by:

- Providing accessible, convenient, affordable, and flexible education to fit the busy lifestyles of learners and their families
- Providing learning opportunities for learners unable to attend traditional on-campus courses
- Utilizing appropriate technologies to meet the needs of a diverse community

Delivery Methods

Online

Online courses are courses that are offered through the Mississippi Virtual Community College (MSVCC) consortium. These courses are offered entirely online, usually with no campus component, using the Blackboard and Desire2Learn platforms. All online courses require at least one proctored exam that will require the learner to go to the campus or to a college approved location that can provide a proctor to take an exam.

Hybrid

Hybrid courses are a blending of the traditional face-to-face courses with an online component. In this format, learners complete a portion of the course online using the Desire2Learn platform and then only meet on campus as outlined in the college tabloid.

Web Enhanced

Web enhanced classes are classes that meet regularly on campus, like the traditional face-to-face classes, but contain an online component as an additional classroom resource.

Contacting MGCCC Distance Learning

The office of distance learning is located on the Jefferson Davis Campus in the Computer Center, Room C-23.

Distance Learning Secretary	Mary Alford	mary.alford@mgccc.edu 228-897-3863
Distance Learning Coordinator	Buffy Matthews	buffy.matthews@mgccc.edu 228-897-3742
Director of Distance Learning	Jennifer Leimer	jennifer.leimer@mgccc.edu 601-928-6211
Vice President for Instruction and Student Services	Dr. Joan Haynes	joan.haynes@mgccc.edu 601-928-6233

General Information about Online Courses

NOTE: The information provided in this section is the information provided to the students through the college tabloid. This has been provided to you for your information and planning.

Availability of Online Courses

A complete list of online courses offered through the MSVCC can be found at www.msvcc.org under the "Course Offerings" link. MGCCC students may only enroll in online courses that have counterparts in the MGCCC catalog. All MSVCC courses are not offered by MGCCC, because some courses do not have counterparts in the MGCCC catalog and/or not equivalent to MGCCC courses.

Mississippi Gulf Coast Community College reserves the right to change instructors, change class schedules, and cancel courses due to insufficient enrollment or unforeseen circumstances.

Student Email Addresses

All MGCCC students will be provided an OFFICIAL email address that is required to be used for online classes. Please note that all college correspondence will be sent to students' official email accounts.

Students can obtain their MGCCC email address and password by following the directions below:

1. Click on the Web Services link located at www.mgccc.edu
2. Click on the Log into Secure Area link
3. Enter User ID (Social Security Number or Student ID Number) and PIN
4. Click the Login button
5. Click on the Personal Information link
6. Click on the Retrieve Student Email and Hybrid/Web-Enhanced Logon Information link
7. Record the Email Login and Password information displayed
8. Go to http://www.mgccc.edu/MGCCC_Student_Email.htm and log in using the Email Login and password information you recorded in step 7.

Registration Confirmation

The Distance Learning department will send all MGCCC students registered for online classes an email, to their official college email account, confirming registration after the student has been successfully registered in the Mississippi Virtual Community College. Completion of college registration through web services or in the Banner administrative system does not confirm registration in online courses. Students should receive email confirmation of registration within three days of completing MGCCC registration. If a student does not receive confirmation, the student should email student.techsupport@mgccc.edu for assistance.

Online Course Start Date

Students will not be able to access their courses until the first day of online classes. Courses may be offered in Desire2Learn or Blackboard. Students should check their MSVCC student profile prior to the start of class to determine the platform on which each class is offered. The student profile can be accessed by visiting the Distance Learning website at www.mgccc.edu/~distance_learning/. Use of username and password by anyone other than the registered student may be cause for dismissal from the course.

If a student contacts you prior to the start date of class requesting platform information, provide them with instructions on how to access the virtual tours. The virtual tours are located on the distance learning web page at www.mgccc.edu/~distance_learning/ under "About Distance Learning". Students may also contact you for syllabus and calendar information. You are free to provide whatever information you deem as appropriate.

Textbooks

Many textbooks for MGCCC students, who are enrolled in MGCCC provided online courses, are on MGCCC book service. The cost per book is \$25. Additional MGCCC course materials such as CDs and lab manuals may be purchase items available in campus bookstores or online. To determine which textbooks are purchase items, go to http://www.mgccc.edu/~distance_learning/, select the “MSVCC Course Offerings” link, and then select the course number link for the desired course.

MGCCC students enrolling in online courses provided by other colleges should go to <http://sbcicweb.sbcic.cc.ms.us/msvccvisitor/studentlogin.asp> and check the student’s profile for textbook information for the course. **Textbooks for courses offered by other colleges are purchase items. Please go to http://www.mgccc.edu/~distance_learning/index.htm and click on the Textbook Information link for information on how to obtain purchase item textbooks.**

Fees

There is a **non-refundable online course fee** of \$30 per credit hour for online courses in addition to tuition costs. For example, the fee for a three-hour online course is \$30 x 3 hours or \$90.

Technical Assistance

Students and Faculty can request technical assistance 24 hours a day by visiting the MSVCC Online Support Center at <http://d2.parature.com/ics/support/default.asp?deptid=4523> or by calling **1-866-361-8969**. Questions dealing with course content or course assignments will be referred to the course instructor. Questions dealing with other aspects of college life will be referred to the appropriate offices. To provide the best service possible and quicker resolution to your problem, please provide the information outlined below when contacting your instructor and/or technical support:

- Your first and last name
- The last four digits of your social security number
- The course name and number for which you require assistance
- A detailed description of the problem for which you require assistance

Pre-requisites for Courses

All students must meet pre-requisite requirements as outline in the college catalog.

Computers for Online Courses

MGCCC does not provide dedicated computers for students to use to access online courses. The college recommends that students provide their own computers. Please go to http://www.mgccc.edu/~distance_learning/ and click on the “Frequently Asked Questions” link to view the computer hardware/software requirements for taking online courses. The college is not responsible for technical problems that students may have with computers used to access their online courses.

Internet Access

Students will need to have their own Internet Service Provider to access their course site. The College is not responsible for technical problems that students may experience with their Internet Service provider.


Attendance

The attendance policy for each online course is determined by the course instructor and/or the college hosting the course. The attendance policy should be outlined in each course and can be easily accessed when the student logs into the course site.

One of the methods used by instructors to determine attendance in online courses is by viewing student access in the course. To access a course the student must login to Desire2Learn or Blackboard and click the name of the course in which they are enrolled. **If the student accesses any of their online courses for any reason, they have attended class and will not be eligible for a refund of tuition and fees unless they request the withdrawal during the 90% refund period.** The 90% refund dates can be found on the Distance Learning Calendar. Students are required to email their course instructor a request to withdraw.

Processing Withdrawals

Once it is determined that a student has exceeded the allowed “absences” in your class or a student has requested a withdrawal, you will need to complete two things to complete the withdrawal:

1. Make a record of the withdrawing student’s activity in your class.
 - a. Save Login History for Each Student. (This should be done prior to withdrawing or dropping a student from your course; however, if you are doing this after a student has already been unenrolled from D2L, you can go to the classlist and Add the student back to your course temporarily in order to retrieve this information.)
 1. Log into D2L
 2. Go to your course
 3. Click Classlist on the gray navigation bar
 4. Click the View Progress icon  to the right of the student’s name
 5. A summary of system logins will appear along with accesses to Content (To select other areas of the course in which to view activity, click the drop down arrow next to Tool and choose another area ex: discussions)
 6. Right Click and choose Select All
 7. Right Click again and choose Copy
 8. Minimize D2L and Paste the content into a Word document
 9. Go back to D2L
 10. Click the [\[Select different user\]](#) link in the View User Progress window
 11. Select the next student on your roster
 12. Repeat steps 5-8
2. Complete the Withdrawal/Drop Form (see instructions on next page)

Paperless Withdrawal/Drop/Reinstate Procedure for Online Courses

Withdrawals and drops must be accomplished in a timely manner to ensure our **audit** data is correct. In an attempt to make the withdrawal/drop process for online students more effective, efficient, and timely the following procedures are recommended:

Withdrawals

1. Students will email the course instructor their intent to withdraw.
2. The instructor will counsel the student about possible options.
3. If both parties agree an official withdrawal is the best option, the instructor will complete a Withdrawal/Drop form which can be found inside of Desire2learn and Blackboard or can be accessed directly by going to http://www.mgccc.edu/~distance_learning/withdrawal_form/. The following items will needed to complete the form.
 - a. **Student's name**
 - b. **Course number and section**
 - c. **Last Date of Attendance (LDA)** (The LDA will normally be determined using the Blackboard Course Statistics tool or View User Progress from the Claslist in D2L.)
 - d. **Select **W** for grade**
 - e. **Select **Student Requested** for Type.** (Instructor drops are handled differently. See below.)
4. The instructor will block user access to the course.
5. Full-time instructors will **immediately** enter a "WD" grade into the electronic attendance form (EASY). The electronic attendance form will be updated by the DL office for adjunct instructors.
6. DL personnel will enter the withdrawal in the MSVCC Enrollment Tool.

Instructor Drops

1. The instructor should notify students of their impending removal from class along with an explanation of why they are being dropped.
2. The instructor will complete a Withdrawal/Drop form which can be found inside of Desire2learn and Blackboard or can be accessed directly by going to http://www.mgccc.edu/~distance_learning/withdrawal_form/. The following items will need to be included on the form.
 - a. **Student's name**
 - b. **Course number and section**
 - c. **Last Date of Attendance (LDA)** (The LDA will normally be determined using the Blackboard Course Statistics tool or View User Progress from the Claslist in D2L.)
 - d. **Select **WP** (if student is passing at time of drop) or **WF** (if student is failing at time of drop) for grade**
 - e. **Select **Instructor Drop** for type.**
3. The instructor will block user access to the course.
4. Full-time instructors will **immediately** enter a "WP" or "WF" grade into the electronic attendance form (EASY). The electronic attendance form will be updated by the DL office for adjunct instructors.
 - a. A grade of "**WP**" is used for students that are dropped by the instructor for noncompliance with the college's attendance policy and have completed the prescribed work at a passing grade level.
 - b. A grade of "**WF**" is used for students that are dropped by the instructor for noncompliance with the college's attendance policy and have completed prescribed work at a failing grade level.
5. DL personnel will enter the instructor drop in the MSVCC Enrollment Tool.

Reinstates

1. The instructor will email the DL office the following:
 - a. **Student's name**
 - b. **Course number**
 - c. **Indicate that the action is a Reinstate.**
2. The instructor will enable user access to the course.
3. Full-time instructors will **immediately** enter an "RI" grade into the electronic attendance form (EASY). The electronic attendance form will be updated by the DL office for adjunct instructors.
4. DL personnel will enter the Reinstate in the MSVCC Enrollment Tool.

Online Key Semester Tasks

Prior to Semester Tasks:

1. Verify the course information listed in MSVCC Enrollment Tool (course name, course number, section number, Bb/D2L ID number).
2. Verify that the course shell exists in Bb or D2L and is available for the upcoming semester.
3. Verify syllabus information in MSVCC Enrollment Tool and course shell.
4. Update syllabus and course schedule dates to reflect the upcoming semester.
5. Verify correct textbook data is listed in MSVCC Enrollment Tool.
6. Verify instructor contact information is correct in MSVCC Enrollment Tool.

Beginning of Semester Tasks:

1. Reconcile MSVCC course roster with class roster in Bb/D2L.
2. Semester Add/Drop period (1st two days of online classes).
3. Faculty submit no-shows to the office of distance learning (Distance Learning will provide due date, usually two weeks into the term).
4. Update proctored exam password information in the MSVCC Enrollment Tool.

Mid-Semester Tasks:

1. Complete attendance audit of online courses (Distance Learning will provide due date).
2. Post announcement in class to alert students to complete MSVCC course evaluation (Distance Learning will provide evaluation availability dates).

End of Semester Tasks:

1. Submit final grades into the MSVCC Enrollment Tool by 9:00a.m. on the last day of class – Full-Time faculty will also submit in web services.
2. Record course history prior to the MSVCC purge of student data (Distance Learning will provide MSVCC purge date).

Course Management

Course Information

Prior to the start of the semester the office of distance learning will send out an email to verify course information in MSVCC. Instructors should verify the course name, course number, section number, and Blackboard/Desire2Learn course ID number in MSVCC. Instructors should also verify the platform, that a shell exists in the platform, and that the textbook information listed on the spreadsheet is correct. Students are loaded into each course based on the information listed in MSVCC. If the information is incorrect, students will not be loaded properly.

Verifying course information in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "Course Management" section
4. Click the "List MGCCC Catalog Courses" link under the "Course Management" section
5. Locate your course listing
6. Click on the course link (don't click on the gray radio button)
7. Verify course name, course number, section number, and Bb/D2L course ID number

Verifying D2L course ID number with MSVCC:

1. Log into Desire2Learn
2. Click on the link for Mississippi Gulf Coast Community College under the "Colleges" section
3. Click on the pencil/paper icon to the left of the course link
4. The D2L course ID number is listed next to the course offering code (Ex. 3253)

Verifying Bb course ID number with MSVCC:

1. Log into Blackboard
2. Click the "My Faculty Home" tab
3. Click on the course link
4. Click on the control panel
5. The BB course ID number is listed in the blue bar at the top, just above Content Areas and User Management (ex. 3253)

Syllabus Information

MGCCC requires the use of a standardized syllabus among courses. The office of distance learning in coordination with the department chair for the appropriate department will provide the approved course syllabus to adjunct instructors. The syllabus should be listed within the course as the first content item. Each syllabus must include the following information:

- Course Number and Name
- Department/Program
- Instructor Name
- Semester Credit Hours
- Pre-requisite Course
- Course Description
- Course Objectives
- Content Outline/Calendar
- References/Textbooks
- Instructional Materials, Supplies, and Equipment
- Attendance Policy
- Instructor's Contact Information (email address and phone number are required)
- Instructional Methods
- Course Evaluation/Grading
- Proctored Exam Information (the number of proctored exam, which tests are proctored, and proctored exam dates)
- Reasonable Accommodation – the following reasonable accommodation statement must be placed on all syllabi:
"If you have a disability reasonable accommodations or assistance in this class, please inform your instructor."
- MS-CPAS Testing – the following statement must be placed in all career and technical education courses:
"MGCCC will administer the MS-CPAS (Mississippi Career Planning and Assessment System) prior to program completion. All students completing a career and technical program must take the MS-CPAS. See your advisor for further details."

Recommended syllabus items:

- MSVCC Honesty Policy and/or Course Honesty Policy

MSVCC Honesty Policy

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- a. Plagiarizing from any source
- b. Cheating in any manner on tests, papers, reports, etc.
- c. Turning in work as their own when, in fact, it was not their work
- d. Improperly using technology
- e. Stealing, buying, or selling course materials
- f. Either impersonating another student during a test or having another person assume one's identity during a test
- g. Deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

MSVCC requires that all instructors submit syllabus information into the MSVCC Enrollment Tool. The syllabus posted in the MSVCC Enrollment Tool should be an abbreviated version of the complete syllabus that is located inside of the course. The syllabus is placed within the enrollment tool so that students and away college administrators can verify that the course description and objectives match those listed in the college catalog at the respective institution. The MSVCC posted syllabus is used to verify additional information such as course policy on proctored exams, grading and evaluation methods, and course pre-requisites. Contact the office of distance learning if you experience technical difficulty when loading the syllabus.

Adding/Modifying Syllabus in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "Course Management" section
4. Click the "List MGCCC Catalog Courses" link under the "Course Management"
5. Locate your course listing
6. Click on the course link (don't click on the gray radio button)
7. Click on the "Add Syllabus" link
8. Type and/or copy and paste course syllabus, click "Save/Submit Syllabus"
 - The MSVCC ET syllabus does not accept special characters
 - There is a 7,000 character limit on the MSVCC ET syllabus
9. If a syllabus already exists, click "Modify Course Syllabus"
10. Complete step 8, click "Modify Syllabus"

Textbook Information

Online courses will use the officially adopted textbook that has been chosen by the program department chairs and approved by the Vice President for Instructional Affairs. Adjunct instructors should contact the office of distance learning with help in obtaining a textbook.

Prior to the semester start date instructors are required to check course textbook information in MSVCC. Students use this information to pre-order textbooks.

To add/edit textbook information in MSVCC:

1. Log into the MSVCC Enrolment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "Course Management" section
4. Click the "List MGCCC Catalog Courses" link under the "Course Management" section
5. Locate your course listing
6. Click on the course link (don't click on the gray radio button)
7. If textbook information is listed and it is not correct, click on the "edit" or "delete" option
8. If no textbook information is listed click on the "Add Textbook" option
9. You are required to fill in the following information:
10. *If you do not know your textbook information, please contact buffy.matthews@mgccc.edu.
**If you are in the process of selecting a new textbook and know that one will be adopted before next semester, please make a note in MSVCC that textbook adoption is in-progress.

Instructor Contact Information

Instructors should provide students with an email address and telephone number for communication purposes. This information should be correct in the MSVCC Enrollment Tool and also located on the course syllabus within the course.

Instructor contact information, email and telephone number, are listed in the MSVCC Enrollment Tool and print on student's MSVCC Student Profile list. This data allows students to contact instructors with questions prior to the semester start date and is also used to contact instructors regarding course withdrawals.

To verify contact information in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Click "Faculty Listing" under the "MGCCC Staff Management" section
4. Search for your name
5. Verify contact information
6. If contact information is not correct, please contact buffy.matthews@mgccc.edu with proper information.

Course Rosters

Online instructors should check the MSVCC course roster against the platform roster to verify that all students are enrolled. Report any discrepancies to mary.alford@mgccc.edu. Full-time faculty may also reconcile the platform roster with web services. Please note that away college students will not appear in web services. Those students should appear on the MSVCC and course rosters only.

To check MSVCC course roster:

1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "MSVCC Reporting" section
4. Locate "Roster by Individual Instructor"
5. Select your course from the drop down menu
6. Click on the course link

To check Desire2Learn course roster:

1. Log into Desire2Learn
2. Click on the Mississippi Gulf Coast Community College link under the "Colleges" section
3. Click on the course link
4. Click on the "Classlist" link on the grey navigation tool bar

To check Blackboard course roster:

1. Log into Blackboard
2. Click the "My Faculty Home" tab
3. Click on the course link
4. Click on the control panel
5. Click "List Modify Users" under the "User Management" section
6. Click Search

Add/Drop Period

The MSVCC Add/Drop period ends on the second day of online classes (1st two days). MGCCC will allow students to enter MGCCC courses during the first week of classes ONLY after receiving the instructor's permission. We do not recommend allowing students to enter after the first week of online courses.

Reporting No-Shows

The office of distance learning will send an email at the beginning of the semester notifying all faculty of the date to submit no-shows (never attended). If a student has not logged in by the end of the second full week of courses, they should be considered as a no-show. Instructors should attempt to contact students who appear on their roster but have not logged in within the first week to see if they can provide the student with assistance. Communication from the instructor during the first two weeks of a course is crucial to the retention of online students. It is imperative that all no-shows are reported by this date to ensure students receive proper reimbursement.

Proctored Exam Information

MSVCC policy states that all MSVCC courses must require at least one (1) proctored exam and no more than three (3) proctored exams per course. Proctored exam password information must be added to the MSVCC Enrollment Tool each semester (password information is purged at the end of each term). This information is available to proctors ONLY. Proctors use the password information to log students into the proper exam. In order to maintain security of exams proctors are prohibited from sharing password information with students or other college personnel. Students should never be provided a proctored exam password. MSVCC recommends that instructors change their proctored exam password each semester.

Adding proctored exam information into MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjcweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "Course Management" section
4. Click the "List MGCCC Catalog Courses" link under the "Course Management"
5. Locate your course listing
6. Click on the course link (don't click on the gray radio button)
7. Click "Add Proctored Exam Password"
 - Select the course from the drop down menu
 - Select the type of proctored exam from the drop down menu (Bb, D2L, paper exam, other)
 - Provide the total test time
 - Provide the test ID - **This is the exact name of the exam in either D2L or Bb**
 - Provide start and end dates – Distance Learning recommends that the test be available for 4-5 days to accommodate scheduling through the assessment centers
 - Provide password - **This is the exact password that is built into the exam in D2L or Bb (passwords are case sensitive)**
 - If students are able to use a calculator, textbook, notes, etc for the exam, that should be specified in the "Permitted Materials" section. Proctors will not allow students to use materials if it is not specified in the enrollment tool.

Adding proctored exam information into D2L:

1. Log into Desire2Learn
2. Click on the Mississippi Gulf Coast Community College link under the "Colleges" section
3. Click on the course link
4. Click on "quizzes" link on the grey navigation tool bar
5. Click on the quiz link
6. Click on the "Restrictions" tab (second tab from the left)
7. Locate the "Optional Advanced Restrictions" area
8. If the password area is not visible, click on the down arrow that says "expand optional advanced restrictions"
9. Add password
 - Type (textbook, lab, others)
 - ISBN
 - Author's Name
 - Textbook Title
 - Textbook Publisher
 - Comment Section (if the textbook is a book service item, please make note in the comments section)

Adding proctored exam information into Blackboard:

1. Log into Blackboard
2. Click the "My Faculty Home" tab
3. Click on the course link
4. Go to the section in your course where your tests are deployed
5. Click "modify" to the right of the test
6. Click "modify test options"
7. Add password under the "test availability area"

Online Attendance Audit

Attendance audits must be completed for each online course. The audit period is typically the first six weeks of full-term semesters (or the first 1/3 of a term). At the end of the audit period the office of distance learning will send a notice to instructors to complete the attendance audit. Instructions for completing the audit are below. Specific dates will be provided each semester.

Sample Audit Roll Instructions

Please complete, **electronically sign**, and then email the attached audit rolls to Mary Martha Alford (mary.alford@mqccc.edu) by _____.

NOTE: Audit rolls are processed electronically. Please complete the audit roll following the directions outline below and then electronically sign all pages of your audit roll. **To electronically sign your audit roll you will need to enter your initials and date of birth in the fields at the bottom of the form.** (These fields are in the footer of the audit roll form and will require you to click the **Header and Footer** command from the **View** drop menu in Microsoft Word.

The information you enter on this form is to reflect the **actual status** of all online students during the e-audit cutoff period. (_____). The college is reimbursed by the State for all students that are **registered** and **attending** class on or before the e-audit cutoff date.

All students with a Last Date of Attendance (LDA) that falls on or before the e-audit cutoff date (_____) MUST be listed on the audit roll. Please make every effort to initiate a drop on any student that is not attending class on or before the e-audit cutoff date so we can accurately reflect their status on the audit rolls.

To complete the audit roll please follow the guidance outline below:

Field	Directions
MGCCC Status	Enter: “W” for students that officially withdrew. “WP” for students that are dropped by the instructor for noncompliance with the college’s attendance policy and have completed the prescribed work at a passing grade level. “WF” for students that are dropped by the instructor for noncompliance with the college’s attendance policy and have completed prescribed work at a failing grade level. “NG” for students that never attended the course.
LDA Last Date of Attendance	Enter the last date the student was active in the course as the LDA. If a student never attended, enter “NA” . <i>(This field is only required for students that have been dropped or withdrawn from the course.)</i>
Date Withdrawal/Drop Submitted	Enter the date you submitted the withdrawal/drop to the Distance Learning department or to the student.
Instructor Initials	Enter your initials on all audit roll pages.
Instructor Date of Birth	Enter your date of birth.
Date	Enter the date you completed the audit roll.

If you require any assistance please contact us at 228-897-3863.

Course Evaluation

MSVCC provides all students the opportunity to complete electronic course evaluations at the end of each semester. Instructors are encouraged to remind students to complete the evaluation. Distance Learning will notify instructors as soon as the evaluation becomes available to students.

In addition to the MSVCC course evaluation, the respective deans and/or department chairs are placed within each course so that supervisory evaluations can be accomplished during the semester.

Final Grades

Final grades are due into the MSVCC Enrollment Tool by 9:00a.m. on the last day of online classes each semester. Full-time faculty are also required to post grades in web services. The office of distance learning will post the grades into web services for adjunct faculty. Distance Learning also recommends that faculty post a final grade column within the virtual Gradebook.

Posting final grades in MSVCC:



1. Log into the MSVCC Enrollment Tool (ET) at <http://sbcjweb.sbcjc.cc.ms.us/enrollment/>
2. Select the semester from the drop down menu
3. Locate the "Course Management" section
4. Click the "List MGCCC Catalog Courses" link under the "Course Management"
5. Locate your course listing
6. Click on the course link (don't click on the gray radio button)
7. Click on the "Add Student Grades" link
8. Click "Submit" – grades will not be submitted in MSVCC until you click "submit"

*Contact distance learning if you experience technical difficulty


Recording Course History

It is the instructor's responsibility to keep a record of course activity for all students each term. Instructors should keep as much information about course activity as possible for a period of three (3) years. MSVCC purges student data approximately two weeks after the semester end date. Required and recommended tasks are detailed below.

D2L REQUIRED TASKS

1. Download a copy of your Gradebook
 1. Log into D2L
 2. Go to your course
 3. Click "Grades" on the gray navigation bar
 4. Click the "Import/Export" button  located at the top of the Gradebook.
 5. Select the items you wish to save and then click the "Export" button to save the Gradebook to your computer. D2L will generate a .CSV file that can be accessed using Microsoft Excel or any other Spreadsheet program.
2. Archive your course content
 1. Log into D2L
 2. Go to your course
 3. Click Edit Course on the right side of the gray navigation bar
 4. Click  Components on the gray navigation bar
 5. Click Export Components and click Next
 6. Click the checkbox next to Select All Components and click Next
 7. Click Next again
 8. This step may take a few minutes if your course is very large. If your browser times out during this process, you may need to go back to step 6 and try selecting individual components to export.
 9. Click Done
 10. Click the "Click here to download Zip package" link
 11. Click Save on the file download dialog box
 12. Click the drop arrow to the right of Save In to select a location on your computer to save the file.
 13. Change the name to something you will remember
 14. Click Save

D2L RECOMMENDED TASKS

1. Save Login History for Each Student. (This should be done prior to withdrawing a student from your course; however, if you are doing this after a student has already been unenrolled from D2L, you can go to the classlist and Add the student back to your course temporarily in order to retrieve this information.)
 1. Log into D2L
 2. Go to your course
 3. Click Classlist on the gray navigation bar
 4. Click the View Progress icon  to the right of the student's name
 5. A summary of system logins will appear along with accesses to Content (To select other areas of the course in which to view activity, click the drop down arrow next to Tool and choose another area ex: discussions)
 6. Right Click and choose Select All
 7. Right Click again and choose Copy
 8. Minimize D2L and Paste the content into a Word document
 9. Go back to D2L
 10. Click the [\[Select different user\]](#) link in the View User Progress window
 11. Select the next student on your roster
 12. Repeat steps 5-8 for each student on your roster
 13. Save the Word file to your computer
2. Archive EMAIL history. Steps to complete this will vary based on the email program you use. One suggestion, though, is to create a folder in your mailbox for each course and/or semester (Ex: ENG1113su06). You can then move all emails that you've sent or received for a course into that folder. This will make it much easier to retrieve emails if necessary.

BLACKBOARD REQUIRED TASKS

1. Download a copy of your Gradebook.
 1. Log into Blackboard
 2. Go to your course
 3. Go to the Control Panel
 4. Click Gradebook
 5. Click the "Download Grades" button located at the top of the Gradebook
 6. Click the Comma radio button
 7. Click the "Submit" button to save the Gradebook to your computer. Blackboard will generate a .CSV file that can be accessed using Microsoft Excel or any other Spreadsheet program.
2. Download a copy of your Blackboard Course Statistics.
 1. Go to the control panel
 2. Click the "Course Statistics" link
 3. Select the dates for the semester
 4. Click the check boxes for the Start and End dates
 5. Click the "Submit" button
 6. Click on the "Export Data" button located at the top of the Course Statistics page that displays. Blackboard will generate a .CSV file that can be accessed using Microsoft Excel or any other Spreadsheet program.

BLACKBOARD RECOMMENDED TASKS

3. Archive EMAIL history. Steps to complete this will vary based on the email program you use. One suggestion, though, is to create a folder in your mailbox for each course and/or semester (EX: ENG1113su06). You can then move all emails that you've sent or received for a course into that folder. This will make it much easier to retrieve emails if necessary.
4. Archive your course. The archive button in Blackboard 6 allows an instructor to save all data in the course site. All course materials and all student information, including the student's testing information, will be saved.
 1. Click the "Archive Course" link located on the lower left corner of the Control Panel
 2. Click the "Submit" button. If the archive process completes, a new page will be displayed. On this page will be a message indicating that the archive completed, a listing of any errors that may have occurred, and a link to save the archive file to your computer.
 3. Right click on the link provided and choose Save Target As.
 4. When the "Save As" Dialog Box opens, click the drop down arrow next to Save In: at the top.
 5. Select a location on your computer to save the file.
 6. Change the file name (EX: Archive_BAD2323_FA05) Please note that this process may take a while to complete. We have noted that some large courses and course with course cartridges will not archive.
 7. Click Save

5. The last task is to export your course. The export tool differs some from the archive tool. The export tool will save a backup of specific areas of your course. (Content, Course Settings, Discussion Board, Gradebook, Groups, Tests, Surveys, and Pools, etc.) No student data is saved. You may select all or any combination of these options. This task should be accomplish any time you make updates to your course so that you always have a current backup of your data. If you cannot get your course to export you may need to accomplish multiple exports, selecting different information for each export. I suggest you first export your Content, Course Settings, and Discussion Board data and then perform a second export for your Test, Surveys, and Pools data.
 1. Go to the Control Panel
 2. Click the "Export Course" link
 3. Select the options you wish to export
 4. Click the "Submit" button. Like the archive tool, this process could take a while depending on how much content is in your course and the options you chose. When the export has completed a new page will be displayed with a message indicating that the export completed, a listing of any errors that may have occurred, and a link to save the export file to your computer.
 5. Right click on the link provided and choose Save Target As.
 6. When the "Save As" Dialog Box opens, click the drop down arrow next to Save In: at the top.
 7. Select a location on your computer to save the file.
 8. Change the file name (EX: Export_BAD2323_FA05) Please note that this process may take a while to complete. We have noted that some large courses and course with course cartridges will not archive.
 9. Click Save

Teaching Guidelines

Course Content

Course content should be based on the course objectives identified in the standard syllabus. In some cases a textbook publisher will provide a course cartridge which includes predesigned lecture notes, presentations, quizzes, etc. Full-time instructors should contact their textbook representative for information on the availability of course cartridges. When no pre-built course content exists, the building of course content will be the responsibility of the instructor who is teaching the course.

Course Calendar

MGCCC distance learning classes operate within the time frames published in the MSVCC calendar. Self paced courses are not permitted. During the first week of instruction (or prior to the start of class), instructors should post a course calendar of events showing when graded items, tests and other coursework should be completed.

Course Evaluation

Online courses are evaluated regularly by the appropriate department chair, instructional dean, and the director of distance learning. In addition, students are asked to complete a course evaluation through MSVCC at the end of each term.

Communication Guidelines

Since instructors who teach online classes typically do not have the opportunity to meet with online students in a face-to-face environment, it is essential that instructors make every effort to communicate frequently with their students. In addition, distance learning instructors must provide various ways for students to communicate with them and with each other. In addition to the telephone and face-to-face meetings, there are many tools available inside the course management system (D2L and Blackboard) to communicate with students. Examples of the tools include discussion boards, email, instant messaging, chat, course announcements etc. Instructions on how to use these tools are provided in the instructor manuals for each platform which can be found in the MGCCC Instructor Support course in Desire2learn.

When choosing which communication methods you prefer to use in your class, please keep in mind that keeping documentation of your communication with students is recommended.

Communication methods used in the course and times of instructor availability should be clearly communicated to students at the beginning of the course.

Response Time

Instructors should respond to student questions and comments in a timely manner. The office of distance learning defines “timely” as within 24-48 hours. If there is an extenuating circumstance that will prevent your responding within this time frame, please notify students prior to your time of unavailability or as soon as possible when the situation arises.

Office Hours

In addition to other usual course communication, online instructors should make themselves available to students for help at regularly scheduled times that are posted in the course syllabus. During these “virtual office hours” instructors should be available to provide immediate feedback to students.

Employment of Online Adjunct Faculty

MGCCC welcomes applications for adjunct faculty positions. To apply for a part-time online instructor position, the following steps must be taken.

- A. A resume and institutional employment application along with copies of all college transcripts are completed by the applicant. **Important note:** Official copies of all college coursework must be on file prior to the first day of employment.
- B. The resume, application, and college transcripts are given by the applicant to the Director of Distance Learning.
- C. The Director of Distance Learning will review the information to ensure that the minimum required academic credentials and work experience are met.
- D. Applicant information, on those who meet the minimum requirements, will be forwarded to the department chair of the discipline in which the applicant wishes to teach.
- E. The department chair will also review the application materials to ensure that minimum requirements are met.
- F. The department chair will make a recommendation to the Director of Distance Learning on employment of the applicant as an adjunct faculty member.
- G. If recommended for employment by the Director of Distance Learning, the employment package will be completed. The official personnel file, including college application, resume, official college transcripts and the board summary report, will be forwarded to the Vice President for Instruction and Student Services for approval.
- H. If approved by the Vice President for Instruction and Student Services, the employment package will be forwarded to the Human Resources Department at the Central Office. If the employment package is not approved, the employment package will be returned to the Director of Distance Learning.
- I. To be eligible to teach online, applicants must have completed ten (10) hours of applicable training or have online teaching experience.

Payroll

Contract employees are paid on the 15th and the last working day of each month. If payroll dates are on a weekend or holiday, checks are distributed the nearest week-day prior to that date. Effective July 1, 2006, all college employees are required to participate in the direct deposit program.

Adjunct instructor pay-scale is determined by the number of semester credit hours, the number of lecture hours, and the number of lab hours. Typically the pay for a three (3) hour course is \$1800 and \$2700 for a four (4) hour course.

Scheduling Online Classes

1. Qualified Full-Time Instructors (Contracted Discipline)
 - a. Approval from Campus Department Chair and Instructional Dean
 - b. Seniority Teaching Online College-wide
 - c. Seniority Teaching Online Campus
 - d. Normal Class Load
 - e. Overload Classes
2. Qualified Full-Time Instructors (Other than Contracted Discipline)
 - a. Approval from Campus Department Chair and Instructional Dean
 - b. Seniority Teaching Online College-wide
 - c. Seniority Teaching Online Campus
 - d. Overload Classes
3. Qualified Full-Time Non-Instructional Employees
4. Qualified Adjunct instructors
 - a. Approval from Campus Department Chair Where Assigned
 - b. Seniority Teaching Online

NOTE: A qualified online instructor is one who has taught online college credit courses or has gone through a minimum of 10 hours of MGCCC professional development related to online instruction.

Full-time instructors that request to teach a class scheduled to be taught by an adjunct instructor follow the same sequence above.

Administrative Statements 303.1 and 303.2 apply. The administrative statements can be accessed by going to http://www.mgccc.edu/Documents/MGCCC_PP.pdf.

The Dean of Instruction in coordination with the respective department chair and the Vice President for Instructional Affairs will approve any requests for exceptions to the guidelines provided above.