

.edyou™

Winter 2020

On-Boarding

Faculty Success Center ^{KV}
Kalamazoo**VALLEY**™
community college

New Adjunct Faculty On-boarding

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Key:

- TTC – Texas Township Campus
- ATC – Advanced Technology Center
- AWH – Anna Whitten Hall
- ACC – Arcadia Commons Campus (both AWH and CNM faculty)
- BHLC – Bronson Healthy Living Campus
- CAH – Marilyn J. Schlack Culinary and Allied Health Building
- CNM – Center for New Media
- KVM – Kalamazoo Valley Museum
- FIC – Food Innovation Center
- FSC – Faculty Success Center
- My Valley – Valley Information Portal
- NAC – New Account Code

For information specific to a single location, see the following:

TTC

Information for Texas Township Campus (TTC)

ACC

Information for Anna Whitten Hall (AWH)/Center for New Media (CNM)

BHLC

Information for Marilyn J. Schlack Culinary and Allied Health (CAH)/Food Innovation Center (FIC)

Access

To gain access to the KVCC network, email, MyValley (Valley Information Portal) etc., all paperwork for Human Resources (HR) must be completed and turned in: signed application, official transcripts, two letters of professional reference, W4s, and required personal identification. To get your ID card, keys (if applicable), and parking permit, follow the directions below.

A unique New Account Code (NAC) will then be assigned and shared in a new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, the employee will be forced to change their password to meet the "password complexity" requirements: a minimum length of eight characters and at least three different kinds of characters, including upper case, lower case, digits, and special characters.

ID Card

ID cards are used instead of keys to open classroom doors, office doors, the mailroom, work area, to check out Library materials, access the Fitness Center, etc.

- All KVCC employees and students are issued one ID card at no charge.
- You will need to present a Driver's License or State ID as proof of identity.
- Replacement cost for a damaged, lost, or stolen ID is \$10.00. Immediately notify Greg Pestun in Facility Services at (269) 488-4391 or at gpestun@kvcc.edu to deactivate the card.
- If for some reason you cannot access a room for which you are authorized, please contact Greg Pestun at gpestun@kvcc.edu or at (269) 488-4391. These rooms include computer classrooms, science labs, technology labs, and other labs. Have a list of rooms required (including offices) to make sure your access is accurate.
- If you lock yourself out of the office or need to unlock your classroom, call Public Safety at TTC (269) 488-4575 or use a red phone (located on each floor).

To obtain an ID card:

TTC

- Go to the Student Services Center in the lobby inside the main entrance (near the flag poles), (269) 488-4100. Present a Driver's License or State ID as proof of identity. A staff member will take your picture and issue your ID card.
- If you are having trouble with or need help with your ID card, contact Greg Pestun in Facility Services, TTC 5154, (269) 488-4391, or email at gpestun@kvcc.edu.
- An activated card will allow you to gain access to the faculty work area.
- In addition to Public Safety, if you lock yourself out of your office, the Faculty Receptionist, TTC 7300, may also be able to assist you.

ACC/BHLC

- Go to the Student Services Office at AWH 109, (269) 373-7800. Present a Driver's License or State ID as proof of identity. A staff member will take your picture and issue your ID card.
- If you are having trouble with or need help with your ID card, contact a Student Services Office staff member.

Keys

TTC

- Some offices (primarily Full-time Faculty Offices) do not have ID card access, and you will need keys. These are ordered by your Dean's Administrative Assistant and you can pick them up at Facility Services, TTC 5150.

Parking

TTC

- A parking permit is required for reserved areas. Each fall you will need to obtain a current parking permit from Human Resources, TTC 3230, (269) 488-4228.
- Hang permit from your rear view mirror while parked at KVCC or you will be ticketed.
- Replacement cost for a lost or stolen permit is \$10.00.

The reserved areas for Faculty/Staff that require a parking permit are:

- East side of campus (near faculty offices, Faculty Reception Area, and Redwood)
- South side, between the gym and the Advanced Technology Center (until 5 pm)
- West side, near the Student Success Services entrance

ACC

Parking is provided by the college for ACC faculty on designated ramps.

- Park in Ramp #4 located on Eleanor and Rose Streets. The entrance is on Eleanor St.
- Take a ticket as you enter the ramp, bring it to the AWH Student Services Office or CNM reception desk for validation ticket.
- You will need to receive your validation ticket from the Student Services Office staff before 6 pm.

BHLC

Parking for BHLC faculty is available in a number of locations.

- Epic Ramp #3 located on South Street. Take a ticket as you enter the ramp, then bring it to the CAH Welcome Desk to be "validated". You will need to have the Welcome Desk staff validate your parking ramp ticket before 6 pm.
- A parking permit is required for the reserved area on the East side of the CAH (Near CARSTAR). Each fall you will need to obtain a current parking permit from the First Floor Receptionist at the CAH or Human Resources, TTC 3230, (269) 488-4228. Hang permit from your rear view mirror while parked at CAH or you will be ticketed. Replacement cost for a lost or stolen permit is \$10.00.
- Limited parking in the gated lot north of CAH may also be available. A gate access card is required.
- Parking for FIC faculty is in the lot adjacent to the building.

Note: Parking permits are good for one year: fall/winter/summer semesters.

Building Access

When the College is closed, the campus buildings are also closed. Should you find it absolutely necessary to access a building, you must notify Public Safety of your entering and leaving campus.

- You must present your Valley ID card and be logged into the building.
- Upon leaving the building, you must notify the Public Safety Officer on duty of your departure.

TTC

- Faculty and staff must access the building via the main (flagpole) entrance.
- Use the blue emergency phone or call Public Safety at (269) 488-4575 and they will meet you.
- No students, lab techs, etc., are allowed into the building without prior approval during a campus closure with the exception of student athletes with scheduled practices.

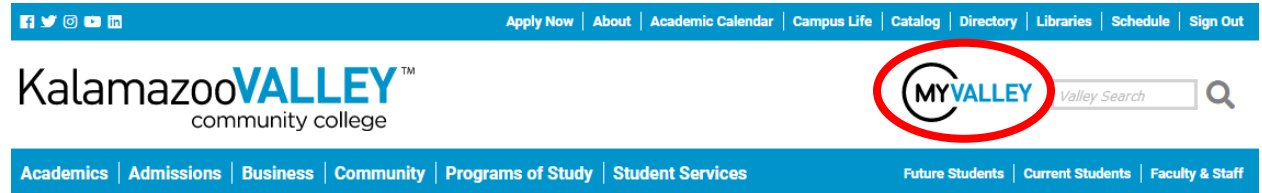
ACC/BHLC

- When the ACC or BHLC campuses are closed, there are no Public Safety Officers on duty. If the KVM is open a Public Safety Officer is on duty and you can gain building access from the call boxes or by calling (269) 488-4575. Access to ACC and BHLC is not available when the campus and the KVM are closed.

Communication

The College’s Information Portal: My Valley

Using an up-to-date version of your web browser (Firefox or Chrome is recommended) go to: kvcc.edu/myvalley.



Enter your User Name and Password in the Login box. (See Login Information below)

	User Name	Password
Faculty	<p>First letter of first name then last name (maximum 11 letter last name) Example: cmiller If the User Name already exists a numeric character will be added to the end (cmiller1)</p>	<p>You will be assigned a unique New Account Code (NAC). The NAC information will be shared in a new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, the employee will be forced to change their password to meet the "password complexity" requirements mentioned below.</p>
Students	<p>First letter of first name then last name then last 4 digits of Valley ID number (maximum 10 letter last name with no punctuation or spaces) Example: mscott4567</p>	<p>A New Account Code (NAC) will be issued to every new student applicant. The NAC information will be shared in the new student admission letter. The NAC is a one-time usage code new students will use to gain access to our network. Once the code is used, the student will be forced to change their password to meet the "password complexity" requirements mentioned below.</p>

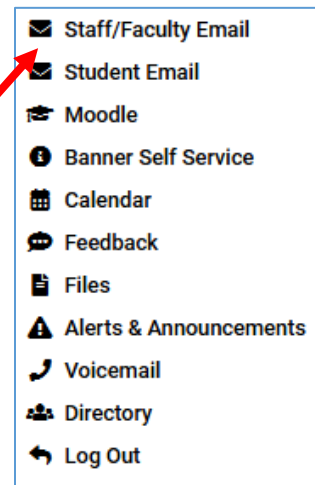
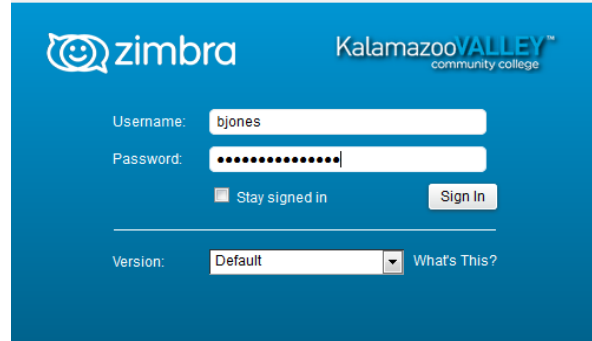
Password Complexity Requirements are: at least eight characters in length of which at least three are different kinds of characters, including upper case, lower case, digits, and special characters.

Additional Information

- If there is no activity in My Valley for 15 minutes, you will be logged out of My Valley.
- Remember to log out after you complete your My Valley session.
- To change your Kalamazoo Valley password log in to **My Valley>My Links>Change Your Password**.
- If you are a staff member who is also an adjunct faculty member, you will access all of your faculty information through your staff My Valley account.
- Need help? Call (269) 488-4451.

Email

- The staff and faculty email system is called Zimbra. It can be accessed on or off campus from inside My Valley or directly by browsing to webmail.kvcc.edu.
- If in My Valley, click the email icon on the left portion of the screen.
- Your email (opened or unopened) is deleted automatically after 150 days.
- Your Zimbra email address: **UserID@kvcc.edu**
(Example: **pjohnson@kvcc.edu**.)
- Please note the student email address differs from faculty: UserID@mail.kvcc.edu (jdoe1234@mail.kvcc.edu).



Help Contact Numbers:

ACC Faculty: (269) 373-7925
 TTC Faculty: (269) 488-4451
 BHLC Faculty: (269) 373-7925

User ID and Password Information:

- Your User ID is your first initial followed by your last name. The name is your legal name given to the College. The format is 1st initial, maximum 11 letter last name with no punctuation or spaces.
Note: Your UserID may have 1 digit if you are the second with the username or 4 digits if you are also a student.
- Your Zimbra password is synchronized with your My Valley password and are the same.
- New Account Code (NAC) information will be shared in the new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, you will be forced to change your password to meet the "password complexity" requirements of least eight characters in length of which at least three are different kinds of characters, including upper case, lower case, digits, and special characters.
- Change your password: Log into My Valley (kvcc.edu/myvalley). Click the Change Your Password link. This will change your password for My Valley, Microsoft Windows, Zimbra, and Moodle.

Smartphone/iPhone/Tablet Access

- In a web browser enter the URL webmail.kvcc.edu . Enter your Username and Password – then click Sign In. You will be logged into the mobile version of Zimbra. For additional information, you may log into My Valley and check out the information under KVCC Intranet – Working at KVCC – Job Aids – Technology.

Faculty Mailboxes

See [Faculty Manual](#)>SECTION IV: FACULTY>Faculty Mailboxes

TTC

- Mailboxes are located in the Faculty Reception Area, TTC 7328.
- Wellness & Physical Ed. instructor mailboxes are off the Main Gym, TTC 6200.
- HVAC instructor mailboxes are located in the ATC, TTC 5560.
- Your ID will allow access to these rooms if appropriate.

ACC

- At AWH, mailboxes are located in a multi-purpose room in the Student Services Office, AWH 111.
- At CNM, mailboxes are located in the conference room, CNM 206.
- Your ID will allow access to these rooms after office hours if appropriate.

BHLC

- At CAH, mailboxes are located in a work room on the second floor, CAH 217.
- At FIC, mailboxes are located in the main office.
- Your ID will allow access to these rooms if appropriate.

Off-Campus

- For Off-Campus courses, email communication will be used as often as possible. In other instances, postal mail will be used unless otherwise arranged with the Senior Office Specialist in the Student Services Office in AWH.

Campus Service Hours

- Departments that provide services to students and all business offices have core operating hours of 8 am-5 pm for the Fall and Winter semesters. However, many areas that provide services to students also have extended hours in the evening such as the Computer Lab, Library, Tutoring Center, etc. Please check with individual areas for a complete listing of hours.
- Contact departments directly for summer hours.
- A directory of staff and departments is available online at: directory.kvcc.edu/

TTC

- Faculty Reception is generally open between 7:30 am-7 pm Monday–Thursday and 7:30 am-5 pm on Friday.
- Please check individual offices for summer hours.
- Hours vary between semesters.

ACC

- The Student Services Office in AWH is generally open between: 8 am-6 pm Monday, Wednesday, and Thursday; 8 am-7 pm on Tuesday; and 8 am-5 pm on Friday.
- Please check individual offices for summer hours.
- Hours vary between semesters.

Offices and Office Hours

See [Faculty Manual](#)>SECTION IV: FACULTY>Office Hours: Adjunct Faculty

- My Valley>Faculty Resources>Office Hours Form. Click for the current term, enter hours, save, and print a copy for your office door.

OFFICE HOURS FORM

Please enter your office hours, **SAVE** the changes, print and post on your office door. The saved information will be available to faculty support staff and also show as a link on your [information page](#).

SAVE CHANGES
PRINT
PREVIOUS TERM
CURRENT TERM
NEXT TERM

Office Hours for Lynne Hoehle		Office: TTC 7312	Phone: 488.4164	Updated July 5, 2017 12:22 pm by lhoehle	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00-6:00pm					
Fill in Office Hours on this row. Click "Save Changes" when done.					
45 chars left	45 chars left	45 chars left	45 chars left	45 chars left	45 chars left

On Campus Class Information For Fall 2017

BUS205 (crn 10522) 6:00 pm - 8:55 pm 09/05/2017 - 12/18/2017 TTC 2160	Class information is auto-filled on this row.				
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TTC/BHLC

- Your office number will be given to you by the Dean’s Administrative Assistant.
- You need to complete an Office Hours form during the first week of classes.
- The form is online at **My Valley>Faculty Resources>Office Hours Form**.
- Fill it out, save, print one copy to post on your office door.

ACC/AWH

- Adjunct faculty members in AWH keep their office hours in AWH 222. The office has several desks, so pick one desk to use during your office hours (there is a sign-up sheet at each desk.)
- We will post a directory identifying office hours for all faculty outside the office.

CNM

- Adjunct faculty members in CNM keep their office hours in CNM 201 and 202. Call (269) 373-7881, if you require other accommodations.
- All faculty members are required to post their office hours on their office door.

Compensation and Expectations

Paychecks

- Paychecks will not be issued unless you have completed the required personnel forms (*see [Access](#)*). These must be turned in to Human Resources, TTC 3230, (269) 488-4228.
- Pay dates for each semester are listed in My Valley:
My Valley>Faculty Resources>Planned Pay Dates.
- Pay is directly deposited into bank/credit union checking or savings accounts or on a Paycard. Both forms can be found in My Valley:
My Valley>Faculty Resources>Forms>Human Resources Forms.

Planned Pay Dates

The College pays on the 1st and the 15th of the month (unless those days fall on a weekend or holiday.) Log into **My Valley>Faculty Resources>Planned Pay Dates** for the scheduled dates.

New Faculty Checklist

Many times we don't know what we don't know! Ask your Chair, Lead Instructor, Dean's Administrative Assistants, Office Support Manager, FSC Staff, or Senior Office Specialists (at ACC) if you have questions about any of these topics.

INSTRUCTION

- class syllabus
- master syllabi
- office hour - posting
- instructor evaluation
- instructional techniques of department
- Scantron machine operation
- textbook approval process
- texts/supplements
- final exam dates
- what to do if you must be absent

PAPERWORK

- grade books/class recordkeeping
- grade changes
- grades - submitting
- grading system
- incompletes
- withdrawals
- authorization for registration exception
- drops/adds
- taking attendance
- financial aid reporting

STUDENT AND CLASSROOM ISSUES

See **Faculty Instructional Manual** online:
home.kvcc.edu/hr/handbooks-manuals-policies/manuals_faculty_instructional.pdf

- student appeal process
- support for student
- support for instructor
- attendance
- classroom discipline
- student grievances
- academic dishonesty

See **Student Handbook** online:
www.kvcc.edu/services/students/pdf/KV_StudentHandbook.pdf

RESOURCES AND SUPPORT

- Faculty Reception
- Office Support (word processing, etc.)
- Faculty Success Center Tech. Lab
- Library
- Media Services

CAMPUS PROCEDURES

- parking
- ID cards
- locks/keys
- office supplies
- mail box
- Public Safety (phones, emergencies, etc.)
- voicemail
- email
- obtaining classroom equipment - AV
- printing services
- My Valley
- Banner

STUDENT SERVICES

See **Student Handbook** online:
www.kvcc.edu/services/students/pdf/KV_StudentHandbook.pdf

- Student Handbook
- Student Success Connection
- Student Success Services
- Learning and Testing Center
- students with disabilities
- student rights and responsibilities
- student records

DEPARTMENT PROCEDURES

- meetings
- how information is disseminated
- when to contact the department chair
- role of division secretary
- department exams

OTHER HELPFUL PUBLICATIONS

- Faculty Instructional Manual
- Faculty Success Center web site
- KVCC Program of Study Booklet
- KVCC class schedule
- department websites
- FERPA tutorial in My Valley

TTC - End of Semester Checklist

We know things get hectic as the semester winds down.

This checklist is designed as a guide to assist you in “closing out” the semester.

Ask your Chair, Lead Instructor, or Dean’s Administrative Assistant, FSC Support Staff, or Senior Office Specialist if you have questions about any of these topics.

GRADES

- ___ Submit grades on My Valley **within 2.5 days** of when your class modules end
- ___ Upload electronic grade book (Excel spreadsheet or Moodle) as directed
- ___ Process any needed paperwork for Incompletes
- ___ Save records to a removable storage device (K and O drive files are deleted at the end of each semester)

PROCEDURES

- ___ Empty physical mailbox (unless returning for the next semester)
- ___ Check and delete remaining phone mail messages
- ___ Change voicemail message to advise callers where they can reach you, or if returning the next semester, when you will be back on campus.
- ___ Respond to and delete remaining email messages
- ___ Clear pick-up file with Faculty Reception (TTC campus only)
- ___ Turn in keys to Facility Services, TTC 5150
- ___ Check with Testing Center for tests left on file
- ___ Return any software to Computer Lab
- ___ Return library media to Library
- ___ Return computer cart key to Media Services
- ___ Return wireless on wheels computer cart key to Media Services
- ___ Return equipment on loan to Media Services
- ___ Recommend outstanding students for hire as tutors to the Learning Center
- ___ Remove office hours sign on door
- ___ Tidy office area

IF TEACHING NEXT SEMESTER

- ___ Turn in first few weeks of printing requests to Printing Services
- ___ Contact the Faculty Success Center Technology Lab for assistance in copying Moodle course material to next semester
- ___ Schedule reserve materials, DVDs/videos, and “using the library” for classes with the Library
- ___ Continue to check for messages in voicemail, physical mailbox, and your KVCC email account
- ___ Attend Seminar Days before the semester begins

ACC/BHLC - End of Semester Checklist

Questions regarding this information can be directed to Barbara Taraskiewicz, Assistant Dean

GRADES

- Submit grades on My Valley by the due date
- You are required to submit your Moodle grade book into the Moodle archiving system or Excel by the due date
- Process any needed paperwork for Incompletes

PROCEDURES

- Empty physical mailbox
- Check and delete remaining phone mail messages
- Change voicemail message to advise callers how to reach you
- Respond to and delete remaining email messages
- Save records to removable storage device (O drive files are deleted at the end of each semester)
- Check with Testing Center for tests left on file
- Return any software to the Computer Lab
- Return library media to the Library
- Return computer cart key to the Computer Lab
- Tidy desk area

Instructional

Faculty Instructional Manual

- My Valley>Faculty Resources>Faculty Manual
- Or
- kvcc.edu/about/working/guides/facultymanual.pdf

Master Syllabus and Class Syllabus

See [Faculty Manual](#)>SECTION IV FACULTY>Master Syllabi

See [Faculty Manual](#)>SECTION IV FACULTY>Preparing Your Class Assignment Schedule/Class Syllabus

- A **master syllabus** is an official college document that has been approved by the faculty, Academic Dean, and Vice-President. It contains the course identification information (course name and number, strategy, number of contact hours), course purpose and description, specific student learning outcomes, and prerequisites/corequisites. There is only one master syllabus for each course taught at the college.
- A **class syllabus**, know at KVCC as a **class assignment schedule (C.A.S.)**, is a document prepared by individual instructors for distribution to students. It contains information about the course (such as course name and number, class meeting days, times, and place); information about the instructor (name, office number and office hours, office phone, voicemail number, email); policies specific to the class (attendance, how grades will be calculated, academic dishonesty, behavior, etc.); general learning objectives for the course; student outcomes; and a calendar of learning activities, assignments, and exams.
- Within the first week of your class, upload your C.A.S. to the link located on the class roster main page located at **My Valley>Faculty Resources>Class Roster>Class Assignment Schedule Upload**>and locate the correct semester and upload.

Semester Action Dates – Winter 2020

My Valley>Faculty Resources>Semester Action Dates. If you have questions, please call x4357 or x4423, email us at arr@kvcc.edu, or come to the Admissions, Registration and Records Office, TTC 9140, or the Student Services Office in AWH 109.

Helpful information and instructions are on KVCC's intranet, <http://home.kvcc.edu/> under General Resources, Faculty Info/How-To. Additional help is available through the Faculty Success Center Technology Lab, room TTC 7312. If you have questions, please call us at x4816 or x4423, email us at arr@kvcc.edu, or come to the Admissions, Registration and Records Office, room TTC 9140.

Part of Term:	1: 15 week	2: 14 week	3: 1 st 12 week
Class rosters available as students register	Mon Oct 7	Mon Oct 7	Mon Oct 7
Classes begin	Mon Jan 6	Sat Jan 11	Mon Jan 6
Last day to drop/add	Fri Jan 10	Mon Jan 13	Fri Jan 10
Review class roster to verify enrollment	Sat Jan 11	Tue Jan 14	Sat Jan 11
Last day for a 100% refund/ Census 1 date	Fri Jan 17	Fri Jan 17	Wed Jan 15
Withdrawal period begins	Sat Jan 18	Sat Jan 18	Thu Jan 16
Last day to withdraw	Fri Apr 10	Fri Apr 10	Fri Mar 20
Grade rosters available on web	Fri Apr 17	Fri Apr 17	Fri Mar 27
Classes end	Mon Apr 27	Sun Apr 26	Mon Apr 6
Grades due on web by Noon	Thu Apr 30	Thu Apr 30	Thu Apr 9
Grades rolled and available on web	Fri May 1	Fri May 1	Fri Apr 10
Part of Term:	4: 2 nd 12 week	5: 1 st 8 week	6: 2 nd 8 week
Class rosters available as students register	Mon Oct 7	Mon Oct 7	Mon Oct 7
Classes begin	Mon Jan 27	Mon Jan 6	Thu Feb 27
Last day to drop/add	Fri Jan 31	Fri Jan 10	Mon Mar 9
Review class roster to verify enrollment	Sat Feb 1	Sat Jan 11	Tue Mar 10
Last day for a 100% refund/ Census 1 date	Tue Feb 4	Mon Jan 13	Mon Mar 9
Withdrawal period begins	Wed Feb 5	Tue Jan 14	Tue Mar 10
Last day to withdraw	Fri Apr 10	Fri Feb 7	Fri Apr 10
Grade rosters available on web	Fri Apr 17	Fri Feb 14	Fri Apr 17
Classes end	Fri Apr 24	Wed Feb 26	Mon Apr 27
Grades due on web by Noon, 5pm for 1st 8 week	Thu Apr 30	Fri Feb 28	Thu Apr 30
Grades rolled and available on web	Fri May 1	Mon Mar 2	Fri May 1
Part of Term:	7: 1 st 7 week	8: 2 nd 7 week	
Class rosters available as students register	Mon Oct 7	Mon Oct 7	
Classes begin	Sat Jan 11	Sat Feb 29	
Last day to drop/add	Mon Jan 13	Mon Mar 9	
Review class roster to verify enrollment	Tue Jan 14	Tue Mar 10	
Last day for a 100% refund/ Census 1 date	Wed Jan 15	Mon Mar 9	
Withdrawal period begins	Thu Jan 16	Tue Mar 10	
Last day to withdraw	Fri Feb 7	Fri Apr 10	
Grade rosters available on web	Fri Feb 14	Fri Apr 17	
Classes end	Sun Feb 23	Sun Apr 26	
Grades due on web by Noon	Wed Feb 26	Thu Apr 30	
Grades rolled and available on web	Thu Feb 27	Fri May 1	

Academic Calendar

2020 Winter Semester

Registration begins week of: **Monday, October 7**

Semester begins: **Monday, January 6**

MLK Jr. Recess: **Monday, January 20**

Spring Recess: **Monday, March 2 - Sunday, March 8**

Recess: **Saturday, April 11 - Sunday, April 12**

Commencement: **Sunday, April 26**

Semester Ends: **Monday, April 27**

Support

Our friendly staff have a wealth of knowledge and are eager to assist you.

Regular hours TTC: Monday-Friday from 8 am-5 pm. Summer hours: 7:30 am-5 pm.

Regular hours AWH: Monday-Friday from 8 am-6:15 pm.

TTC 7516

Dean's Administrative Assistant	Bonnie McGee	(269) 488-4213
Dean's Administrative Assistant	Anella Koneru	(269) 488-4371

TTC Faculty Reception

Faculty Receptionist		(269) 488-4383
Office Manager	Mary Morehouse	(269) 488-4349
Absence Hotline		(269) 488-4158

AWH 109

Senior Office Specialist	Kim Campbell	(269) 373-7808
Senior Office Specialist	Lisa Peet	(269) 373-7802
Reception	Student Services Office Staff	(269) 373-7800
Office Manager	Meredith Vanderhill	(269) 373-7809

CAH 211 – Bronson Healthy Living Campus

Receptionist	CAH	(269) 548-3200
Services Assistant	Terri Zirkle McDonald	(269) 548-3205
Office Manager for Culinary and Brewing	Faith Bentley	(269) 548-3251

CNM

Center for New Media Secretary	Cindy Parks	(269) 373-7881
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FIC

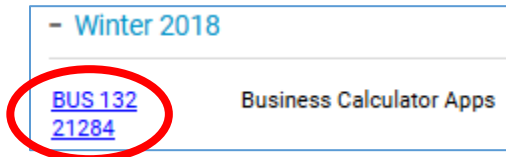
Office Specialist-Parapro	Cheryl Jones	(269) 548-3304
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Students, Grades, and Record Keeping

Class Rosters

- Class rosters can be viewed or downloaded, go to **My Valley>Faculty Resources>Student Support Portal**. It is critical that your class roster is reviewed regularly to determine active enrollment.

How to View or Print a Class Roster:



- Under My Classes look for the current semester
- Click the name of the course** on the left.
- The page opens in a new window. Select what option you wish: Show Printable version; Download Excel; Download Tab-delimited; or Download CSV. Close window to return to My Valley or to change class.
- To change class... simply click the **name of the course** to select a different class.
- You can customize the following options by selecting the checkboxes on the left: student photos, address, phone number, email address, My Valley ID, Compass scores, fitness center hours, etc.
- Log off system - To ensure security you should always logoff when finished. Click Logout at top of screen and close the browser window.

Student Information Sheets

- You may want to use a “Student Information Sheet” to keep up-to-date contact information for your students.
- These preprinted forms are available in the Faculty Workroom, TTC 7329, Student Services Office at AWH, and **My Valley>Faculty Resources** if you wish to use them to obtain helpful information about the students in your class.

STUDENT INFORMATION SHEET	
Please Print _____	DATE _____
COURSE _____	SECTION NO _____
NAME _____	HOME E-MAIL _____
STREET _____	
CITY _____	ZIP _____
PHONE # _____	
Are you presently employed? _____	Hours/Week _____
Name of Employer _____	Job Title _____
Can you receive calls at work? _____	Phone _____
Have you seen a program counselor? _____	
Do you have, in writing, a program plan? _____	
Are you working for a(n) _____	
_____ Associate Degree _____ Certificate _____ None	
In what area? _____	
Why did you select this course?	
_____ Job related _____ Part of a program	
_____ Personal interest _____ Other _____	
Are you aware of the prerequisites for this course? (Y) (N) (circle one)	
Have you taken any courses in preparation for this one? (Y) (N) (circle one)	
If so, what one(s)? _____	

In order to help you succeed in this class, is there anything else you think I should know about you (personal, health, job-related)? Use back of sheet if more space is needed.	

Recording Grades at the End of the Course

See [Faculty Manual](#)>SECTION IV FACULTY>Grade Books, Course Record Keeping (CMOP 1080)

- KVCC has a numerical grade scale: 0.0, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0.
- To enter students' final grades at the end of the module, go to **My Valley>Faculty Resources>Final Grade Submission**. You will be asked to select the correct term and section(s). Then, enter the numerical grade for each student.
- See the Faculty Program Calendar for workshops on grade entry assistance.



Electronic Gradebooks

- There is an online gradebook within Moodle, KVCC's learning management system, that you and your students can access via the internet from any computer. Contact the Faculty Success Center at (269) 488-4164 for information and instruction.
- Please know that KVCC will switch from Moodle to Canvas in Fall 2020.
- Workshops on Moodle and Canvas are listed on the Faculty Success Center website at facultysuccess.kvcc.edu

Electronic Gradebook Submission/Archiving

- It is **mandatory** that all gradebooks are archived at the end of the semester. Go to **My Valley>Faculty Resources>Electronic Gradebook Submission** to select that you are using Moodle or to upload your Excel file. The deadline for archiving your gradebook is the same as for entering semester grades.

Winter 2018

Your Courses	Your Course Gradebooks	Status
BUS132 21284	 <input checked="" type="radio"/> I used Moodle <input type="radio"/> I used Excel <input type="radio"/> I haven't decided Moodle Course: BUS132-21284-W18 *** BEST MATCH *** <input type="button" value="Save Changes"/>	

Safety

See [Faculty Manual](#)>SECTION II: GUIDELINES, PROCEDURES, POLICIES>Medical and Public Safety Emergency Information

The goal of Institutional Safety is to ensure that every employee of the Institution is employed in a safe and healthful workplace. KVCC employees have a right to expect to be provided with a proper place in which to work, as well as proper equipment and information with which to do the job, and that they will be able to devote their energies on behalf of the College without exposure to undue danger. More information is available at:

- kvcc.edu/services/safety/
- TTC 5120, (269) 488-4575

Visit the New Safety information for Faculty Website: **My Valley>Faculty Resources>Safety Information**

- A brief Safety Orientation sheet for faculty to review with students identifying appropriate responses to various emergency situations.
- A video presenting guidance for responding to an active shooter on campus. This 1/2-hour video is copyrighted and to be shown internally to train staff, faculty or students.
- A written guide sheet for responding to an active shooter on campus.
- A description of ways to access assistance in the classroom, in addition to phones located in each room.

“Guide to Emergency Procedures” are posted in every classroom with guidance on how to handle emergency situations.

Classroom Safety

See [Faculty Manual](#)>SECTION IV: FACULTY>Classroom Doors

- In the interest of promoting a safe environment for students and staff, all classroom doors may be closed and locked five minutes after the start of each class period. Please communicate these expectations early in the semester to all students. If the instructor wishes the classroom door to remain propped open, the door must still be kept in the locked mode and must be closed when directed by the emergency alarm system or Public Safety personnel.
- Please advise students of drill/evacuation procedures.
- Any comments or questions regarding this matter should be directed to the appropriate Academic Dean.

Services Available for Faculty

Leaving Materials for Students to Pick Up

See [Faculty Manual](#)>SECTION V: SUPPORT SERVICES>Student Pick-Up File

You can leave papers, documents, letters, etc., for students to pick up with the Faculty Receptionist at TTC or the Receptionist at the Student Services Office of AWH and CNM or the Welcome Desk Receptionist at the CAH.

- All items should contain the date, student's name, course name and section number.
- If more than one item is being left, alphabetize them by students' last names.
- Materials left for pick-up should be 8 ½ x 11 or folded to fit.

TTC

- Give to the faculty receptionist for placement.
- You are not allowed to place items in the folder yourself.
- The pick-up file can't accommodate large or bulky items. See or call the Receptionist, (269) 488-4383, for assistance.
- Materials not picked up by students after two weeks will be returned to the instructor.

ACC

- Give to any Student Services Office staff member for placement.
- Materials not picked up by students after two weeks will be returned to the instructor.

BHLC

- Give to the CAH Welcome Desk Receptionist for placement.
- The pick-up file can't accommodate large or bulky items. See the Receptionist for assistance.
- Materials not picked up by students after two weeks will be returned to the instructor.

Printing Services

See [Faculty Manual](#)>SECTION V: SUPPORT SERVICES>Student Pick-Up File

- At TTC, Printing Services offers a "WALK-UP" service Monday through Friday located at TTC 8160. Walk-up printing is a tremendous cost savings to the College and should be used whenever possible. Check the web site for current "WALK-UP" hours:
<https://www.kvcc.edu/about/insidekvcc/it/media/walkup.php>
- You can request printing online: Go to My Valley>Employee Services>Printing Request. Fill out the proper form and attach your file. File names cannot include spaces and file names may only be used once. For multiple orders using the same file, rename the file by adding a number or letter at the end. Please note if copies are to be delivered to ACC.

Copy Machines

TTC

- Copy machines are available in TTC 7329 and Library for making **minimal quick** copies. Your KVCC ID is required to use the copier in TTC 7329 and your code is required for use of the copier in the Library. Use of these machines is more expensive than Printing Services, **so please use Printing Services whenever possible.**

ACC

- There are copy machines located in the Mailroom at AWH or near the CNM Breakroom, CNM 206 that can be used for print jobs of up to **100 copies**. Your KVCC ID is required to use the copier at AWH. The Senior Office Specialists will give you the code you will need to use for the copier at CNM. Any member of the Student Services Office staff can show you how to use the machine. There is also a 3-hole punch in the Mailroom.
- Use of these machines is more expensive than Printing Services, **so please use the online Printing Services whenever possible.**
- To request printing, which is available through the Senior Office Specialists, complete the Printing Request form, attach your “master” copy, give these materials to the Senior Office Specialists or any Student Services Office staff member. They will submit and track your printing request.

BHLC

- There are copy machines located in the Mailroom and the third floor faculty offices at CAH and the main office at the FIC that can be used for print jobs of up to **50 copies**. Your KVCC ID is required to use the copier. Any member of the Office Support staff can show you how to use the machine. There is also a 3-hole punch in the Mailroom.
- Use of these machines is more expensive than Printing Services, **so please use the online Printing Services whenever possible.**
- To request printing, which is available through the Office Support staff, complete the Printing Request form, attach your “master” copy, give these materials to an Office Support staff member. They will submit and track your printing request.

Audio Visual Equipment

TTC

- A full line of equipment is available for classroom instructional use from the Audio Visual (AV) department.
- You can request delivery of: computers (with internet connection), projectors, audio, digital cameras, visualizers, video camcorders, media cart instructions, etc.
- Reservations for single use or the whole semester may be made on line:
My Valley>Workplace>Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- For current hours and contact info:
<https://www.kvcc.edu/about/insidekvcc/it/media/contact.php>
- If you need assistance with delivered items, stop by the AV office, TTC 8310 or call (269) 488-4216.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the “Req Help” button on the control panel.
- No AV assistance on weekends.

ACC

- Almost every classroom at AWH and CNM has a computer with access to the internet, data projector, and a Blu-ray/DVD player.
- Other available AV equipment includes: VHS tape, CD, and DVD players; digital cameras; and video camcorders that can be requested online.
- Reservations for single use or the whole semester may be made on line:
My Valley>Workplace> Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- If you need assistance with any AV equipment, staff in the Computer Lab at CNM 275, (269) 373-7925 can assist you.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the “Req Help” button on the control panel.

BHLC

- Almost every classroom at CAH and FIC has a computer with access to the internet and data projector.
- Other available AV equipment includes: VHS tape, CD, and DVD players; digital cameras; and video camcorders which can be requested online.
- Reservations for single use or the whole semester may be made online:
My Valley>Workplace> Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- If you need assistance with any AV equipment, staff in the Computer Lab CNM 275, (269) 373-7925 can assist you.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the “Req Help” button on the control panel.

Media Production Services

- Production of materials for instructional and administrative use include brochures, layouts, laminating, video recording and editing, DVD production and multi-copying, audio multi-copying on CD, and media support for activities in the Dale B. Lake Auditorium.
- Contact Media Services, TTC 8240, or (269) 488-4214 for assistance. Check the web site for current information: <https://www.kvcc.edu/about/insidekvcc/it/media/contact.php>.

Information Technologies (IT)

The Information Technologies unit is dedicated to providing technology solutions and outstanding support to our students, faculty and staff. The unit implements and supports computer systems, software systems, phone systems, copier/printing solutions, audio visual and library services. For more information... look them up on the web at:

[kvcc.edu/about/insidekvcc/it/](https://www.kvcc.edu/about/insidekvcc/it/) or for a FAQ at: [kvcc.edu/about/insidekvcc/it/faq/](https://www.kvcc.edu/about/insidekvcc/it/faq/)

The Learning Center – Tutoring

- Fully staffed tutoring services are available to all currently enrolled students at either TTC or AWH. Please encourage students to take advantage of this resource.
- It is not necessary for students to have an appointment to access tutoring in writing and math.
- Tutoring for specific courses is available by appointment only at TTC. Call the Learning Center Coordinator at (269) 488-4397 for more information.

TTC

- The Learning Center at TTC is located in TTC 2220 (across from the student lounge area, outside the main computer lab).
- For specific information on hours please check the web site for current information: <https://www.kvcc.edu/services/tutoring/>
- For more information, call: (269) 488-4397 or email: learningcenter@kvcc.edu.

ACC

- Writing Center at AWH is located in 122. (269) 373-7884.
- For specific information on hours please check the web site for current information: <https://www.kvcc.edu/services/tutoring/>
- Math Center at AWH is located in 123. (269) 373-7861.

The Testing Center

The Testing Center administers and proctors exams for:

- Make-up tests and quizzes
- Courses requiring unit mastery before further progress in the course is permitted
- Web and hybrid classes
- The College's placement exam (Accuplacer/ALEKS)
- TTC also administers standardized tests for prior learning, i.e. CLEP, DSST, PearsonVue/Kryterion/ASE professional certification testing.

Procedures for using the Testing Center:

- When submitting your tests, complete the proper form with all the relevant information. This allows you to dictate the conditions for students taking your tests.
- Each test submitted must have the instructor's name, course name and number, and quiz or test number/name printed on it.

Please note:

- Students must have their KVCC student ID.
- No test will be given out one hour before closing. No exceptions.
- Hours of operation are different on each campus so encourage students to check times in advance.
- Please check the Testing Center web site for current and campus specific information:
<https://www.kvcc.edu/services/testing/>

Contacts for Additional Help

	TTC	ACC	CAH	FIC
Grade entry assistance	Faculty Success Center (269) 488-4164 (269) 488-4107 Admissions, Registration and Records Office (269) 488-4281	ACC Computer Lab (269) 373-7925 (Located in CNM 275)	ACC Computer Lab (269) 373-7925	ACC Computer Lab (269) 373-7925
Class roster questions	Admissions, Registration and Records Office (269) 488-4281	Student Services Office (269) 373-7808 or (269) 373-7802	Student Services Office (269) 373-7808 or (269) 373-7802	Student Services Office (269) 373-7808 or (269) 373-7802
Emergency	x4911	X4911	x4911	X4911
Faculty Receptionist	(269) 488-4383	(269) 373-7800		
Human Resources	(269) 488-4228	(269) 488-4228	(269) 488-4228	(269) 488-4228
Inclement Weather Line	(269) 488-4750	(269) 488-4750	(269) 488-4750	(269) 488-4750
Internet access questions	Computer Help Desk (269) 488-4451	ACC - Computer Lab (269) 373-7925	ACC - Computer Lab (269) 373-7925	ACC - Computer Lab (269) 373-7925
Library	(269) 488-4328	(269) 373-7848	(269) 373-7848	(269) 373-7848
Lost and Found	(269) 488-4575 Public Safety	(269) 488-4575 Public Safety	(269) 488-4575 CAH Public Safety (269) 488-4575 ACC Public Safety	(269) 488-4575 CAH Public Safety (269) 488-4575 ACC Public Safety
Printing Services	(269) 488-4606	(269) 488-4606	(269) 488-4606	(269) 488-4606
Public Safety	(269) 488-4575	(269) 488-4575	(269) 488-4575 CAH Public Safety (269) 488-4575 ACC Public Safety	(269) 488-4575 CAH Public Safety (269) 488-4575 ACC Public Safety
My Valley access	Computer Help Desk (269) 488-4451	ACC - Computer Lab (269) 373-7925	ACC - Computer Lab (269) 373-7925	ACC - Computer Lab (269) 373-7925