

SEMESTER IMPORTANT NOTICES and REMINDERS

While this document is long, it contains very important information concerning academic policies, procedures, or dates that affect faculty. Please read the entire document, and call the office at 857-7272 if you have any questions. The following is a quick reference to important topics.

Academic Policies and News

Attendance	page 1
College Closings and /Delayed Openings/Inclement Weather	page 2
Class Projects/Distribution of Materials	page 2
Computer Lab and Tutoring	page 2
eLearning and Instructional Technology, Blackboard News	page 3
Entering Final Grades	page 3
Exams	page 3
Faculty Schedule Sheet and Office Hours	page 3
Field Trips	page 4
Graduation (application, deadlines, etc.)	page 4
Incomplete and Incomplete Grade Contract Form	page 4
Instructor Initiated Withdrawal System (Updates)	page 5
No Show and Withdrawal Rosters	page 5
Records Issues	page 4
Retention of Grade and Attendance Rosters, Exams, Tests	page 5
Rosters (Class, No Show and Withdrawal)	page 5
Semester End Requirements	page 6
Syllabi (see also bullet concerning children in labs, classes)	page 7
Syllabus Template	page 16
Adjunct Faculty Pay Dates (under Miscellaneous)	page 9
Course Outline Template	page 17
Faculty Handbooks, College Catalog, and Other Reference Tools	page 7
Important Dates for Spring 2018	page 11
Miscellaneous	page 9
Student Services, Crisis Management Plan and Safety Topics	page 8

Academic Policies and News

- **REVIEW!** Please familiarize yourself with the [College Policies](#) that are available on the web at the following link: <http://www.virginiawestern.edu/about/policies/index.php>. It is very important that faculty also report to the dean any family members who are enrolled in their classes so that a process for grading and reporting the final grade is established pursuant to the [Consensual and Familiar Relations policy](#). Please contact the BTT main office if you have questions.
- The Greenfield Center is no longer an option as a testing center for VWCC students. Please be sure to remove the Greenfield Center as a possible testing location in your spring course syllabus.
- Remind students that course substitutions, advanced standing credit, transfer credits and program/plan change forms must be submitted and processed prior to the last day to add a class, which is January 14. Forms received after January 14 are processed for summer 2018.
- **Attendance Policy!** The college's attendance policy is available at the following link <http://virginiawestern.edu/about/policies/I-47.php>. Key policy requirements are stated below.
 - Faculty should state their attendance policy in each class syllabus and review the policy with students during the first class meeting. Your policy should match the college's policy or it can be more stringent provided that you have stated the policy in the syllabus and reviewed it with your class.

- Class attendance is expected of all students. If a student does not attend at least one class meeting or participate in an online learning class by the “last day to drop with a tuition refund”, faculty should report the student as a “no show” on the no show roster, and the student’s class registration will be administratively deleted. This means that there will be no record of the class or any letter grade on the student’s transcript. Furthermore, the student’s class load will be reduced by the course credits, and this may affect his/her full-time or part-time student status. Tuition will not be refunded.
- When absence from a class is necessary, it is the responsibility of the student to inform the instructor prior to the absence. The policy on attendance and make-up examinations is the prerogative of each instructor.
- **As a guideline, excessive absence is defined as 30 percent absence in a course. The instructor may choose to have an attendance policy that is more stringent than the 30 percent guideline.** Until the last day to withdraw without grade penalty, the student who is administratively withdrawn will receive a grade of W. After that time, the student will receive the grade of F, except under mitigating circumstances.
- It is important that faculty check student attendance at each class meeting, to include seminar instructors, and keep records of attendance for three years. This is particularly important as drops for nonpayment occur at varying times; therefore, students who have not paid may drop off of the SIS class roster from one week to another.
- **College Closings and Delayed Openings Due to Inclement Weather**
 - Access the complete policy on inclement weather closings/delays at the following web link: <http://www.virginiawestern.edu/about/policies/l-60.php>.
 - When the college delays opening until 10 a.m., the college is officially closed prior to 10 a.m. and no one should arrive on campus for work or classes prior to 9:45 a.m.
 - Day classes are identified as classes that start before 5 p.m. Notice of delays or closings will normally occur prior to 6 a.m.
 - Night classes are identified as classes that start after 5 p.m. or later. Notice of delays or closings will normally occur prior to 4 p.m.
 - **NEW! A new chart for determining class start and end times on a delayed opening schedule has been approved.** Simply locate the time for your class under the column titled “regular class schedule” to determine start and end times on a delayed opening. Click [here](#) then scroll to Delayed Opening Class Schedule.
 - Be sure to include a statement in your syllabus as to the exact time that your class will meet according to the delayed schedule. Please do not simply copy the entire delayed schedule into your syllabus; a direct statement as to when each class will meet under the delayed schedule is required. (i.e. “Under a delayed opening, this class will meet at _____.”)
 - Classes that miss more than the equivalent of two weeks due to closings will be made up during the semester. The Dean will advise as to the plan for making up classes.
- **Class Projects/Distribution of Materials**
 - All projects and/or distributions of materials that will in any way have community participation or distribution must be cleared through the Dean.
- **Computer Lab and Tutor Opportunities**
 - Academic Link Lab – Room M302, Business Science Building – Check the [web](#) for open hours as times may change from semester-semester. (*M302 will focus mainly on group work but individual work is welcome. Open tutors will be available to assist students when they come in. Rolling white boards are also available for students that come in to work in groups, such as the Engineering students, as they constantly work in groups. This lab will not be ideal for a student that needs complete silence.*)
 - Tutor Opportunities

- Accounting tutors in ACC 211 and 212 are available in the Learning Technology Center
- M302 - Lab assistants are available for general help during open hours. Walk-in tutoring hours are posted on the door.
- **eLearning, Instructional Technology (eLIT) and Blackboard News**
 - The following link may provide helpful information to new DL students:
<http://viriniawestern.edu/learning/elit/orientation.php>
 - Course outlines and syllabi must be posted in Blackboard by 8 a.m. on the first day of classes. This is an administrative policy.
 - If you have questions concerning Blackboard, please contact eLearning at 857-6202. Click [here](#) to be directed to the eLIT Webpage for helpful questions/answers for your reference.
- **Entering Final Grades**
 - Final grades for all spring classes that have ended on or prior to May 7 must be entered and saved in the APPROVED status in VCCS SIS9 by **May 7 at 9:30 a.m.** NOTE: The deadline for entry of grades will not be delayed in the event the school is closed for some reason on May 7 as the posting of grades may be completed at an off-campus site by logging in MyVWCC.
 - When entering final grades in PeopleSoft, please pay particular attention to the following:
 - If an “I” (for Incomplete) already appears on a final grade roster, the student has a financial obligation to the College. **Do not change the incomplete**, and no final grade will be entered at this time. You will be contacted once the obligation has been paid so that the actual final grade may be reported.
 - If a student receives an “F” or a non-passing grade, remember that you must enter a placeholder date in the Last Date of Attendance Field that will appear to the right of the grade field.
 - If the student completed the entire course and earned a failing grade, the placeholder date should be the end date for the session as shown on the SIS class roster.
 - If the student stopped attending before the course end date, the placeholder date should be the student’s actual last date of attendance or participation in class OR 01/01/1900 (use only if you cannot determine the last attendance date).
 - The placeholder date requirement affects the college’s ability to receive financial aid funding. Call the office if you are unsure as to which date to use.
 - Make sure to click the “save” button after entering students’ grades, then change the Approval Status to “APPROVED”, and click on the “save” button once again.
 - Faculty are not required to submit a copy of the grade roster to the BTT main office.
- **Exams**
 - Faculty must give an exam or have a meaningful learning activity in each class.
 - Faculty teaching regular session and late start 12 week classes should give the exam in accordance with the exam schedule; click [here](#) to access the exam schedule. Exams for 8-week classes are given during the last class meeting.
- **Faculty Schedule Sheet and Office Hours (Continue to use Outlook)**
 - **Full-time Faculty**
 - Full-time faculty must submit their semester schedule showing classes and office hours through Outlook calendar by January 15. See instructions posted on the school’s shared J drive within the folder titled “Instructions F T Fac Office Hours”.
 - Office hours should total 10 hours per week during fall and spring semesters scheduled over a minimum of three days per week and at a minimum in 30 minute increments
 - 1 office hour will be granted for participation in the Activity Hour (Tuesdays 2-3) or other scheduled Governance Committee
 - 5 office hours will be face-to-face
 - 1 office hour for e-mail correspondence
 - 3 office hours that will be flexible - i.e. virtual, face-to-face or a combination

- Administrative hours for special assignment should be shown according to the following schedule:
 - .5 cr = 1 hour per week
 - 1 cr = 1.75 hours per week
 - 1.5 cr = 2.5 hours per week
 - 2 cr = 3.5 hours per week
 - 3 cr = 5 hours per week
 - 7.5 cr = 13 hours per week
- **Adjunct faculty** should hold an office hour of one hour for each class taught during the semester. Faculty should complete a schedule card showing both classes and office hours; use the card available at the following link: <http://www.virginiawestern.edu/facstaff/schedules.php>, then select Template (xls) under Business, Technology and Trades. Submit the card to sshelton@virginiawestern.edu by January 15. Classrooms should be reserved via the online calendar for office hours held in a classroom versus an adjunct office.
- **Field Trip Release Forms**
 - Faculty must file a Field Trip Authorization and student Assumption of Risk Forms prior to the trip.
 - The Assumption of Risk forms, Field Trip Authorization, and a faculty checklist are available at the following link - <http://www.virginiawestern.edu/facstaff/docs/FieldTripChecklist.pdf>. Failure to submit documents may result in job termination. (See Faculty Handbook)
- **Records Issues**
 - *Administrative Withdrawal* – Must be processed between the last day to withdraw without grade penalty and the end of the semester. The Dean’s signature is not required.
 - *Audit* – Audit Approval Forms must be completed by the “last day to drop and receive refund” for each session. Students will not receive a refund. Forms are available in the office or on the web at <http://www.virginiawestern.edu/records/docs/AuditApprovalForm.pdf>.
 - *Grade Changes* – Absolutely no grade changes after one year, and faculty should not accept work from students. Grades may never be lowered after posted. Grade change form is available in the BTT main office or online at <http://www.virginiawestern.edu/records/docs/GradeChangeForm.pdf>
 - *Graduation applications* - The application for graduation should be submitted in SIS (MyVWCC login/SIS/Student Center/Apply for Graduation). Although students are encouraged to meet with faculty advisors prior to submitting the application, students are no longer required to do so. School deans will no longer be required to sign off on graduation applications. Problems detected with applications will be referred to the student’s academic advisor who will then take necessary action. Graduation applications are not accepted late. Other key information follows:
 - Online graduation application for spring is available from January 8 until March 26.
 - Please announce in all classes that students must apply for graduation. Unfortunately, there are still students who miss the fact that application for graduation is required.
 - Summer graduates who plan to participate in the spring 2018 graduation ceremony must complete the application online by March 26.
 - Summer graduates who are not participating in the spring 2018 ceremony should submit the online graduation application on May 21.
 - **There is no fee for applying for graduation; however, students will pay for caps and gowns online through Oak Hall. Last day to order cap and gown online is March 26.**
 - *Incompletes*
 - To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than **60% of the course requirements and attendance** and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. The form is available in

the office or from the following link

<http://www.virginiawestern.edu/records/docs/IncompleteGradeContract.pdf>

- The registrar will not award the incomplete grade for a student if the Incomplete Grade Contract Form is not submitted.
 - Faculty must also identify the default grade the student would have earned had the incomplete not been issued. The default grade equals the student's grade when factoring in zeroes for all missed work. If the missed work is not completed by the end date of the subsequent semester, the student will be awarded the default grade; and this grade will be final. The instructor should not accept the missed work after the end date of the subsequent semester except for mitigating circumstances with the approval of the Chief Academic Officer.
- **Retention of Records' (i.e. Grade and Attendance Rosters, Exams, Tests) Requirements**
 - Faculty must retain class records as follows:
 - Retain attendance and grade records for 3 years after the end of the semester (record as series 101069 on the destruction form)
 - **NEW!** Retain faculty counseling/advising records for 3 years after student graduates or last attends, whichever is greater (record as series 101066 on the destruction form)
 - Retain student tests, quizzes, exams, and other graded papers for 1 year after the end of the semester (record as series 101081 on the form)
 - Faculty must complete the Certificate of Records Destruction form documenting all records submitted for destruction. You may access the form from the following web link: (<http://www.virginiawestern.edu/facstaff/docs/RecordsDestructionForm.pdf>). The series numbers required on the form are shown above.
 - **Rosters (Class Rosters, No Show and Withdrawal Rosters)**
 - It is extremely important that faculty check and keep attendance every class meeting.
 - **Faculty should check class rosters in SIS before every class meeting (includes seminars).** Since a drop for non-payment of tuition occurs at different times until the last day to add a class, students may appear on your roster at the time of the first meeting but then drop off after that time if a "drop for nonpayment" is run.
 - Faculty verify class rosters twice during the semester. The first verification is the No Show Roster, which takes place after the last day students can drop for a refund; and the second is the Withdrawal Roster, which occurs after the last day that students can withdraw without suffering a grade penalty. All rosters are submitted through the online Instructor Initiated Withdrawal System; read below for information.
 - **IIWS FOR NO SHOW AND WITHDRAWAL ROSTERS!** The automated instructor-initiated withdrawal system (IIWS) has been very successful! Please remember the following to assure submission of your no show and withdrawal roster reports by deadlines.
 - **The BTT main office staff cannot submit rosters for faculty through IIWS. Faculty should login to the IIWS system on a roster due date, even when out-of-town or when the college is closed due to weekend, inclement weather, etc. to submit a roster.**
 - **The link to IIWS is available from the web; click on the header FACULTY/STAFF, when the drop down box appears, click on IIWS. At the next screen, click on the second sentence that states, "Login to IIWS to access your rosters."**
 - The quick web link for logging in to IIWS is: <https://apps.virginiawestern.edu/iiws/>.
 - Faculty login to IIWS using MyVWCC login and click GO TO MY ROSTERS.
 - Dynamic-dated classes (only exception is motorcycle) are included in the IIWS roster submission.
 - Information on IIWS along with a schedule for due dates should be posted on the web under header FACULTY/STAFF, then look under column titled Faculty – Teaching & Advising, scroll down to Instructor-Initiated Withdrawal System.

- Rosters for lecture/lab classes will be created for the graded component only (that will be the lecture component for BTT classes).
- **If a roster deadline is missed, an instructor must print their class roster from IIWS, mark no shows or withdrawals, and deliver the roster to the Dean.**
- Shana Roche will continue to email faculty with reminders of approaching roster access and deadlines. Please continue to work with us to beat the deadlines as we should avoid the need for submission of paper rosters.
- **No-Show rosters** for spring semester classes (except for dynamically-dated classes) are due according to the following schedule:

Session	No-Show Roster Opens	No-Show Roster due through IIWS
Regular	January 26	January 30
8 Week 1	January 17	January 21
12 Week	February 20	February 24
8 Week 2	March 21	March 25

- Any student who has not appeared for class at least once must be reported on the No-Show roster. The student will be dropped with no refund of tuition.
- **Extremely Important!** No-Show rosters are directly linked to processing and release of financial aid funds, and **failure to comply with this deadline delays financial aid for all students receiving aid.** Please do not be the person who delays financial aid payments to students.
- **Remember!** If you mark a student as a no show, do not allow that student to attend future classes. The student must be referred to the Enrollment Center immediately.
- **Withdrawal rosters** for spring semester classes (except dynamically-dated classes) are due according to the following schedule.

Session	Withdrawal Roster Link Open	Withdrawal Roster Due through IIWS
Regular	March 23	March 27
8 Week 1	February 10	February 14
12 Week	April 3	April 7
8 Week 2	April 14	April 18

- Faculty must report any student who has stopped attending or participating in the course on the Withdrawal Roster; and students who are reported as stopped attending may not be allowed to attend future classes.
- **Semester End Requirements**
 - Grades for each class must be entered and saved in the APPROVED status in the student information system (also known as SIS, PeopleSoft) by **9:30 a.m. on May 7**. Entering grades in Blackboard is prerogative of the instructor and does not take the place of official grade entry in SIS. **If the college is closed to the public on May 7, grades must still be posted by 5/7/18 by 9:30 a.m.**
 - You must submit a printed copy of the final exam to the office before leaving campus; your submission may be made by sending electronically to sroche@virginiawestern.edu or to tmeador@virginiawestern.edu as an email attachment.

- Incomplete Grade Contract Forms **must** be delivered to the office for any students receiving an Incomplete for the class. If the form is not submitted, then the registrar will not give the Incomplete (“I”) grade. Please do not give the incomplete without completing the appropriate form. You may refer to additional information on Incompletes in the following section titled [Records Issues](#). When an incomplete is given, the completion date may not extend beyond the subsequent semester without written approval of the Chief Academic Officer or his designee. An incomplete will be changed to a “W” only under documented, mitigating circumstances which must be approved
- **Syllabi**
 - Faculty must post the course outline and syllabus in Blackboard for each course by 8 a.m. on the **morning** the semester begins on January 8. The outline and syllabus for late-start and dynamically-dated classes, to include all ITE seminars, must be posted in Blackboard by the morning the class is scheduled to begin.
 - Faculty must forward a copy of the syllabus to their program head who will post the documents on the School’s shared “J” drive for SACS audit and recordkeeping. Hard copies of these documents are no longer required.
 - Syllabi must contain the content items as shown on [page 16](#) of these Notices.
 - The course outline should be provided to you by the program head. See [page 17](#) for the approved course outline template. There should be one course outline for each course; multiple sections of a course should use the same course outline.
 - **Your attendance policy should be stated in your syllabus as well as reviewed during the first class meeting. Be sure to read the section on Attendance Policy on [page 1](#).**
 - You may wish to include a statement in your syllabus concerning issuance of an Incomplete. Your statement should clearly state that it is the student’s responsibility to complete the coursework within the timeframe agreed upon between the instructor and the student, and the Incomplete Grade Contract Form **must** be completed and signed by both the instructor and the student and turned in to the school office before leaving campus. Incompletes will not be given by the registrar if the Incomplete Grade Contract Form is not submitted. Neither the instructor nor the school office has a responsibility to remind or persuade a student to complete the work by the deadline. Please read the additional Incomplete requirements stated in the [“Records Issues”](#) section (page 4) .
 - No children under age 18 should accompany a parent using a lab, testing center or tutoring center. Children are permitted to accompany parents or guardians to classes only in emergencies and only with the permission of the instructor. The policy on children on campus is addressed in both the [Faculty](#) and Student Handbooks.
 - You must include your academic dishonesty policy in your syllabi or refer students to the [academic misconduct policy](#), which is available on the Web.

Faculty Handbooks, College Catalog and Other Reference Tools

- Handbooks, calendars, policies, community resources and a multitude of faculty resources are available from the web **Faculty/Staff Resources** web page; the link is <http://www.viriniawestern.edu/facstaff/index.php>.
 - Be sure to check the [Faculty & Staff Forms Library](#) from the General Resources’ section.
 - Forgot how to look up your class roster, access grade roster in SIS or need help with SAILS? Take a look at [MyVWCC Help](#) from the Technical Help section.

Student Services, Crisis Management Plan, and Safety Topics

- If you cannot meet class due to illness, outside appointment or class cancellation, do not allow students to meet in the classroom to work on projects, classwork without either your presence or faculty in your place.
- Student Academic Misconduct or Student Misconduct
 - See section XV of the *Faculty Handbook* <http://www.virginiawestern.edu/about/policies/I-21.php> for information on responding to disorderly conduct. Student conduct instances are classified as either **misconduct**, which includes behavioral actions, or **academic misconduct**, which includes violations of the academic honesty policy.
 - The *Student Handbook*, section III (vi) addresses misconduct and academic misconduct along with the detailed process and required forms; click [here](#) to be directed. The student grievance procedure is outlined in the *Student Handbook*, section III (vii); click [here](#) to be directed.
- **NOTE!** Separate forms are required for reporting incidents of student misconduct (i.e. behavioral related) or academic misconduct (dishonesty). Forms are accessible from the [Faculty/Staff Forms Library](#) in the section titled **Student Conduct**.
- **Faculty must show the campus safety video during the first meeting of the class. Showing of the campus safety video is a “lawsuit” issue; therefore, faculty must play the video for each class.** Waivers remain an option for students declining to view; please forward any signed waivers to the office for recordkeeping. The video is easily accessible from the web (Faculty/Staff/Faculty-Teaching & Advising-Campus Safety Video; the link is <https://www.youtube.com/watch?v=P18Cpj5W3Rs>).
- Sign up for the VW Alert text messaging system, which can instantly send messages to your cell phone, pager, PDA, blackberry and email accounts. The Web site to enroll in the system is [VW Mass Notification System](#). This system is a free service for all of our students, faculty and staff. Please encourage students to enroll!
 - **Reminder!** Due to a corporate buyout, the college converted to a new emergency system. If you had enrolled in VWAlert prior to October, 2016, it is necessary to enroll in the **NEW VW MNS**.
- The college’s “Crisis Management Plan” is available from the intranet (VWConnect), which is only accessible from an on-campus computer. From the desktop, select VWConnect, click on Crisis Management, and access the Plan or browse the site. Be sure that you understand the “General Responsibilities of Faculty” which are posted on the site.
- Faculty should:
 - First day of class, be sure to:
 - assign buddies for any students with special needs or disabilities
 - review evacuation, lockdown, and shelter in place procedures:
 - evacuation – building fire alarms and emergency alerts may sound; turn off lights and electrical devices if able; close office or classroom doors; exit building according to posted routes; follow directions of building coordinator or teacher; do not use elevators; no one should leave the assembly area or the campus until “all clear” given
 - lockdown – outdoor alarm will sound and alerts over the IP phones; lock the door; barricade the doorway; turn off lights, audio equipment, cell phone ringers and speaker; allow no one to enter or leave the room; do not evacuate the building if the fire alarm is sounded; and remain in place until notified by police of “all clear”
 - shelter-in-place – emergency alerts over the IP phones will sound as well as notice on the TVs; usually weather related; move to posted shelter-in-place areas within your building; refrain from using the elevator so that its use may be restricted to those with disabilities; turn off lights, electrical devices if able; and wait for “all clear”
 - review shelter-in-place locations and evacuation routes which are posted beside the doorway to each classroom
 - Pay attention to alarms and react appropriately.

- Pay attention to the behavior of faculty, staff, students, and visitors and report any suspicious behavior to Campus Police.
- Refer to the Crisis Management Plan (posted in VWConnect) pages C-11 and 12 for Behavioral Examples/Triggers/Warning Signs.
- Refer to the list of Building Emergency Coordinators and Floor Captains for each building (posted on VWConnect).
- **Take class attendance at every meeting in order to provide an accounting for students.** Class attendance should also be checked if your class has been relocated due to evacuation or shelter in place. Get names of any students or other individuals who resist evacuating buildings during drills or emergencies.
- Keep classroom doors closed and locked during class.
- Notify Campus Police (quick dial programmed on each classroom phone or extension 77979) if any student occurrence or behavior seems odd or out of place.
- Financial Aid – **Important Note:** *Any student enrolled in a program of study containing 16 credit hours or more is eligible for financial aid if the student qualifies. There is also a college rule that students cannot receive Federal financial aid for more than two-degree programs (associates, certificate or career studies certificate).*
 - **NEW!** You may recall hearing about the Federal Financial Aid Course Audit which requires that courses must be in a student's program of study in order to have the class paid by financial aid.
- Reporting Accidents or Incidents Involving Students or Non-Employees, First Aid Kits
 - The procedures for reporting accidents or incidents involving students or non-employees and the applicable forms are available at the following link:
<http://www.viriniawestern.edu/facstaff/docs/incidentreportform.pdf>
 - If first aid is needed, call Campus Police at 857-7979.
- Care Team – main focus is intervention and support, if you notice changes in behavior, you hear of problems, etc. report the student to the Care team (c/o Lori Baker) – applicable to students as well as faculty and staff.
- Threat Assessment Team – main focus is dealing with specific threats, actions, or behaviors (trust your instincts; watch for troubling writings or spoken words; sudden changes in attitude, lashing out, detached behavior; financial hardships) – report to Lori Baker.

Miscellaneous

- Adjunct pay dates for spring 2018 are March 2, March 30, April 27 and May 25.
- Adjunct faculty payrolls are now paid along with the wage, bi-weekly payroll. Therefore, the same tax table is used as for those wage employees paid bi-weekly. This will result in a higher amount of taxes withheld from each paycheck. If you wish to adjust your tax withholding exemptions, you must complete and submit new W-4, VA4 forms to the payroll office. Contact Debra Thomas at dthomas@viriniawestern.edu.
- All employees must update personal information (i.e. address, phone, etc. changes); emergency contact information in **HRMS**. The updating of this information is crucial to the college in emergencies. Please login to MyVWCC, select HRMS, select Personal Information under Self Service to view and edit information. It is simple.
- Electronic Classrooms – Be sure that you have turned off the projector before exiting the room.
- Make sure all doors to offices and computer labs are locked and the lights are turned off when leaving the room.
- E-Mail
 - VWCC faculty members receive a faculty email account (usually first initial followed by last name followed by @viriniawestern.edu, ex. sshelton@viriniawestern.edu) which is accessed through Web Outlook and a student email account (@email.vccs.edu). Faculty **must** use their Virginia Western **faculty email** account in all communication with students via email, and

students must use their VCCS student email account. Please be sure to list your VWCC faculty email address on your syllabus. Contact the main office if you are unable to access your email account.

- Be sure to check your VWCC e-mail daily for important notices, deadlines, etc.!
- Faulty Classroom Equipment or Conditions - To report faulty equipment, e-mail the helpdesk at helpdesk@virginiawestern.edu with a copy to either Tammy Meador (tmeador@virginiawestern.edu) or Shana Roche (sroche@virginiawestern.edu). Do not report the equipment by telephone.
- Identification Badges
 - All employees must have an identification badge. You will need a request form signed by Dean Yancey when you appear to have your badge made. Contact the main office if you need a request form.
- Printing Services
 - Plan ahead and have your syllabi, handouts, tests, etc. duplicated by Print Services in order to reduce the college's (and school's) expenses. To reduce costs even more, consider posting your handouts in your Blackboard so that students can access any time.
 - To submit printing requests, simply send an email to Printservices@virginiawestern.edu including the number of copies; features requested such as collating, stapling, printing front and back, etc.; and date needed and attach your document to the email.
 - Tests that are duplicated will be placed in the locked-box unit, which is located to the left of the entrance to Print Services (first floor of Anderson Hall, left side of building, Room A156). Two sets of keys are available at:
 - **Webber Hall W305F** (BTT mailroom) in the top drawer of the 2-drawer box on the top of the counter
 - **Business Science M327** in the black cabinet to the left of the entry door, top drawer in an envelope titled PRINT SERVICES KEY.
 - **Please quickly return the keys to the proper location as others may be looking for the set.**
 - Test scoring is available through IETS Print Services. Call the office for details or access the instructions from <http://www.virginiawestern.edu/printservices/docs/TestScoringInstructions.pdf>
 - Please use and not abuse the copier now in place in W213.
- Faculty must make accommodations for students when textbook supplies run low. Please work with students and do not punish students who may not have purchased the book before the supply was depleted.
- Faculty and Student Meeting Rooms – BTT has two rooms available (Webber W215 and Webber W216) for small group meetings. Until further notice, contact the BTT main office for a reservation.
- Adjunct Faculty Offices – The following offices will be available for adjuncts:
 - Business Science Building
 - Room M314; contains two computers with telephones; prints to M327
 - Room M326; contains one computer with telephone; prints to M327
 - Room M327; contains two computers, printer and two telephones
 - Webber Hall room W213; contains one computer, table with 4 chairs, telephone, printer/copier
 - A refrigerator is available for faculty in Webber room W224, which is accessible with the BE3 key

Spring 2018 Dates to Remember

Key:

Regular session: 16 weeks from 1/8 - 5/5

12W: 2/5 - 5/5

First 8 Weeks (8W1): 1/8 - 3/3

Second 8 Weeks (8W2): 3/12 - 5/5

January

2

- Spring In-Service Begins
 - Faculty submit syllabi and course outlines to program heads
ELECTRONICALLY via email
-

8

- (16W, 8W1) Spring semester classes begin
 - (16W, 8W1) By 8 a.m. -syllabi and course outlines should be posted in Blackboard and class available to students for all regular session and 8-week 1 classes
 - Spring and summer online graduation application opens (closes 3/26)
-

10

- (8W1) Last day to register/add a regular session class (Please remind students)
-

14

- (16W) Last day to add class
-

15

- Full-time faculty should share outlook calendar of classes and office hours with BTT Dean and staff
-

16

- (8W1) Last day to drop for refund or request Audit (Please remind students)
-

17

- (8W1) No show roster opens (deadline to submit in IIWS is 1/21)
-

January continued

19 (approximate)

- Adjunct contracts distributed
-

21

- (8W1) Deadline to submit no show roster in IIWS
-

25

- (16W) Last day to drop for refund or request audit
-

26

- (16W) No show roster opens in IIWS (deadline to submit in IIWS is 1/30)
-

30

- (16W) Deadline to submit no show roster in IIWS
-

February

5

- (12W) First day of classes
-

9

- (8W1) Last day to withdraw to avoid grade penalty
-

10

- (8W1) Withdraw roster opens (deadline to submit in IIWS is 2/14)
-

11

- (12W) Last day to add a class
-

12

- Summer class schedule available on web
-

14

- (8W1) Deadline to submit withdraw roster in IIWS
-

19

- (12W) Last day to drop for refund or request audit
-

20

- (12W) No show roster opens in IIWS (deadline to submit in IIWS is 2/24)
-

24

- (12W) Deadline to submit withdraw roster in IIWS
-

26

- Summer registration opens
-

March

2

- First adjunct pay date
-

3

- (8W1) Last day of classes
-

3-11

- Spring break
-

5

- Summer registration begins
-

12

- (8W2) First day of classes
-

14

- (8W2) Last day to add class
-

15

- Summer book orders due in Follett
-

20

- (8W2) Last day to drop for refund or request audit
-

21

- (8W2) No show roster opens in IIWS (deadline to submit in IIWS is 3/25)
-

22

- (16W) Last day to withdraw without grade penalty
-

23

- (16W) Withdraw roster opens in IIWS (deadline to submit in IIWS is 3/27)
-

25

- (8W2) Deadline to submit no show roster in IIWS
-

26

- Last day to reserve cap and gown for graduation; last day to apply for spring or summer graduation if participating in spring ceremony
 - Fall class schedule available on web (priority registration begins 4/9)
-

27

- (16W) Deadline to submit withdraw roster in IIWS
-

30

- Second adjunct pay date
-

April

2

- Fall class schedule available on web
-

- 3
 - (12W) Last day to withdraw without grade penalty

- 7
 - (12W) Withdraw roster opens in IIWS (deadline to submit roster in IIWS is 4/7)

- 9
 - (12W) Deadline to submit withdraw roster in IIWS

- 11-13
 - Fall registration begins for priority students

- 13
 - New Horizons, Hotel Roanoke

- 14
 - Fall book orders due
 - (8W2) Last day to withdraw without grade penalty

- 14
 - (8W2) Withdrawn roster opens in IIWS (deadline to submit roster in IIWS is 4/18)

- 16
 - Fall registration begins for returning students (open enrollment begins 6/25)

- 18
 - (8W2) Deadline to submit withdraw roster in IIWS

- 27
 - Third Adjunct Faculty Pay Date

- 28
 - (16W, 12W) Last day of classes

- 30
 - Exams start (ending on May 5)

May

- 1
 - Program Heads: Course outlines for fall 2018 must be saved to BTT shared-J drive

- April 30 - May 5
 - (16W, 12W) Final exams

- 5
 - Last day of classes (8W2 exam given the last day class is scheduled to meet)

7

- FINAL GRADES MUST BE ENTERED AND ROSTER SAVED IN APPROVED STATUS IN SIS BY 9:30 A.M. FOR ALL CLASSES ENDING PRIOR TO MAY 7 - NO EXCEPTIONS
-

8-15

- Faculty in-service
-

12

- Graduation ceremony
-

21

- Summer classes begin for 10 weeks and first five-week summer sessions
- Refer to Important Notices and Reminders for Summer for remaining SUMMER dates to remember
 - Summer online graduation application opens for students not participating in spring 18 ceremony
-

25

- Last adjunct spring pay date

Syllabus
ABC XXX – Course Title
Semester Year

Instructor:
Email:

Office:
Phone:

Office Hours:

Contact Methods and Response Time

COURSE POLICIES

Attendance:

Grading:

Make-Up/Late-Work Policy:

Penalties for Academic Honesty Violations:

Inclement Weather Schedule:

Virginia Western Community College
Course Number
Course Title

Prerequisites

Click here to enter text.

Course Description

Copy course description from College Catalog or Master Course File

Semester Credits: # Lecture Hours: # Lab/Clinical/Internship Hours: #

Required Materials

Textbook:

Click here to enter text.

Other Required Materials:

Click here to enter text.

Course Outcomes

At the completion of this course, the student should be able to:

-

Topical Description

- 1.

Notes to Instructors

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