

**WELCOME TO
THE SCHOOL
OF BUSINESS,
TECHNOLOGY
AND TRADES.**

In this orientation, you will be provided important and helpful information to help you navigate being a new adjunct at VWCC.

We are excited to have you on our team!

PROGRAMS IN THE SCHOOL OF BTT

BUSINESS PROGRAMS:

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREES

- [Accounting*](#)
- [Administrative Management Technology \(AMT\)*](#)
- [AMT: Medical Administrative Management Specialization](#)
- [Culinary Arts](#)
- [Culinary Arts: Baking Specialization](#)
- [Management* \(available online\)](#)
- [Management: Hospitality Management Specialization](#)
- [Paralegal Studies](#)

ASSOCIATE OF SCIENCE (AS) DEGREES

- [Business Administration* \(available online\)](#)

CAREER STUDIES CERTIFICATES (CSC)

- [Business Communications \(Fast-track\)](#)
- [Culinary Arts: Advanced Foodservice \(Fast-track\)](#)
- [Culinary Arts: Baking & Pastry \(Fast-track\)](#)
- [Culinary Arts: Cake Production & Decorating \(Fast-track\)](#)
- [Culinary Arts: Introduction to Foodservice \(Fast-track\)](#)
- [Health Records Coding](#)
- [Hospitality Management \(Fast-track\)](#)
- [Legal Office Assisting \(Fast-track\)](#)
- [Management: Entrepreneurship Plus \(Fast-track\) \(partially available online\)](#)
- [Medical Billing \(Fast-track\)](#)
- [Medical Office Specialist](#)
- [Medical Office Specialist: Advanced](#)

TRADES PROGRAMS:

ASSOCIATE OF APPLIED SCIENCE (AAS)

• [TECHNICAL STUDIES](#)

CAREER STUDIES CERTIFICATES (CSC)

- [Air Conditioning & Refrigeration \(Fast Track\)](#)
- [Automotive Analysis & Repair](#)
- [Building Trades Technology \(Fast Track\)](#)
- [Commercial Heating, Air Conditioning, Ventilation & Refrigeration \(HVAC\) \(Fast Track\)](#)
- [Construction Management \(Fast Track\)](#)
- [Electrical Wiring \(Fast Track\)](#)
- [Horticulture Technology \(Fast Track\)](#)
- [Maintenance Technology \(Fast Track\)](#)
- [Plumbing](#)
- [Welding & Metal Processing \(Fast Track\)](#)

BTT OFFICE STAFF AND INFORMATION

Main Office Phone: 540.857.7272

Hours: Monday – Friday; 8:00 a.m. to 5:00 p.m.

Office Staff: Carrie Roberts- Administrative & Office Specialist III 857.6332 croberts@viriniawestern.edu
Tammy Meador- Administrative & Office Specialist III 857.6402 tmeador@viriniawestern.edu
Jennifer Earley- Administrative & Office Specialist III 857.7674 jeasley@viriniawestern.edu

Dean: Yvonne Campbell 540.857.6829 ycampbell@viriniawestern.edu

Mailing Address: 3098 Colonial Avenue SW, Webber Hall 305, Roanoke, VA 24015

OFFICE HOURS

Adjunct Faculty

- Adjunct faculty will schedule a minimum of 1 hour per week per course as student engagement hours. Each adjunct faculty member shall ensure that all students are informed of their contact details, including location, time, and modality, in the faculty member's syllabus and the LMS.

CAMPUS MAIL AND DROP BOX

Mailbox

- Each Faculty and Adjunct Faculty member has a mailbox located in Webber Hall room W305F.
- Mail you receive or paperwork from the office or your students will be left in your designated box. Please make sure to check this box regularly.
- If you have paperwork for the BTT office staff, please leave it in the box labeled “Business, Technology and Trades Main Office” and send an email to the BTT office staff notifying them that you have left paperwork in the mailroom box along with any additional instructions on how to handle the paperwork.

Office Supplies

- Office supplies are located in the drawers and cabinets in this room.
- Please use what you need to.

Books

- If there is a book that is left for you to pick up, you will receive a paper in your mailbox stating you have a pick in the pick-up bin. The pick-up bin is located in the black, two drawer filing cabinet beside the door.

PRINT SERVICES

What to do if you need copies of materials for your classes

- You are encouraged to use Print Services for large jobs. You can enter your request on the VWCC website by completing the Printing Services Request Form. A link to this form can be accessed at [Printing Services Request Form](#). If you submit a Printing Services Request Form, please email the BTT office staff and we can pick them up for you and put them in your mailbox in W305F. **Allow 24-48 hours turnaround time**
- If you have copies you need for your class that you need printed quickly before class, please email the BTT office staff letting us know how many you need printed, and we will print them and put them in your mailbox in W305F.
- There is also a copy machine located in the adjunct office in W105. This office also contains computers for your use.

FACULTY CONTRACTS

Contracts

- Adjunct Faculty contracts will be distributed electronically through encrypted email to the VWCC faculty email address (@virginiawestern.edu). Contracts must be signed and returned by the deadline indicated in the distribution email.
- An initial email will be sent a week prior to contract distribution on how to open encrypted emails.
- Distribution is first Friday of the semester, and signed contracts should be returned ASAP and no later than indicated deadline on the email. Note that if you teach a class that has a lab section, you will receive two contracts. Contracts will be sent as one pdf file. and each contract must be signed. You will need to scroll through the pdf file to see each contract.
- If you would like your contract printed and put in your mailbox located in W305F, please let the office staff know.

Paychecks and Direct Deposit

- As long as all Avature emails are accessed and completed, new adjuncts should receive a paper check on the first pay date as part of the pre-note verification with the employee's banking institution for implementing direct deposit. Direct Deposit should begin on the 2nd paycheck. Advise the office if your direct deposit is not reflected with your bank as of the second pay date so that Payroll may be alerted.
- **You can** access Cardinal to see your pay stubs and W-2s. You will receive an email from the VCCS advising of your state ID (an 11-digit number), your empl ID (a 9-digit number). To access Cardinal, you also need your VCCS email address, which is your **MyVWCC username** followed by **@email.vccs.edu**.

PARKING PERMITS

On Campus:

- Parking permits are required.
- You will need an ID Badge before completing the necessary form at the College Services Building, Campus Police Office.
- You will need to provide your Driver's license number, make and model of your car and license plate number.

Culinary:

- Please contact the BTT office staff.

SECURITY TRAINING

Computer Security Training:

- You will receive an email to your **@VirginiaWestern.edu** email address with a link to complete the mandatory security training.
- It is imperative that you complete this training as soon as possible, but no later than the due date listed on the email you receive.

Supplemental Training:

- If you are teaching in one of our Trades programs, you will be required to complete an additional Lab Safety Training.

COMPUTER APPLICATIONS

Canvas

- Canvas is an online course management system. Canvas has many useful features for both in-class and distance learning faculty.
- Faculty are required to communicate class information through Announcements, post the class syllabus, share Faculty contact information, and post class grades in Canvas.
- Further training on Canvas is available through the College's instructional technology department. They offer group classes and individual training. For more information, please contact Erin Leftwich at (540) 857-6687.

COMPUTER APPLICATIONS CONTINUED

[VirginiaWestern.edu Email Address](#)

This is the email address you must use to communicate with students and Virginia Western employees. This is the email that the office staff will send communications to, including your contracts.

[VCCS/student Email address](#)

A Gmail account is issued to all employees and students. This account is generally used to sign into [computer applications](#). **DO NOT USE THIS EMAIL WHEN COMMUNICATING WITH VWCC STUDENTS.**

[IIWS](#)

The automated instructor-initiated withdrawal system (IIWS) is located under Faculty Resources on the VWCC website. You will use this to submit your No-Show Rosters. You must use your @email.vccs.edu email address and VCCS password to log in.

[MyVWCC](#)

Access to all of the below applications can be accessed through the MyVWCC portal. To access your MyVWCC page, you must use your VCCS Username and password.

[SIS- Student Information System](#)

[Faculty can access the most up to date class roster and enter final grades in SIS](#). See step-by-step instructions for accessing rosters and entering grades is available through [MyVWCCHelp](#). You may also call the BTT main office for assistance at 540-857-7272.

[Zoom](#)

Zoom is used by many faculty for meeting synchronously with students for lectures and meetings. For more information on how to use Zoom visit the InfoGuide: [Zoom - Instructional Technology - InfoGuides at Virginia Western Community College](#).

[Cardinal](#)

Access to obtain paycheck stubs and W-2s. You will use your VCCS Username and password.

KEYS

Classroom and Office Keys

Keys will be picked up at the School of BTT main office, W305 of Webber Hall except culinary faculty who will receive their keys from Chef Zeisler or Welding faculty who receive a key from Gary Young.

For faculty that teach on campus, you will receive the following keys:

- **DC1**- This key opens your classroom door
- **BE3**- This key opens the mailroom door and the adjunct office door
- Other keys may be given to specialty closets, lab rooms, or cabinets.

SAFETY

Lab Classrooms

It is mandatory that all Labs be locked at the end of every class.

Classrooms and General Safety Concerns

If you see something that is an immediate safety issue after 5:00 pm, call Campus Police at 540-857-7979.

If you see something that is a safety issue between 8:00 a.m. and 5:00 p.m., please report it to the BTT office and we can inform FMS.

ATTENDANCE

Student Class Attendance

- Student class attendance is addressed at the following link:
<https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-47/>
- Your policy on attendance must be stated in your syllabus. Be specific in outlining your attendance policy and how you define “unexcused absences”.

Faculty Attendance

- If you are unable to hold a class meeting, contact your program head, the dean, and the BTT main office staff and make arrangements for the class to be covered or assign outside work.
- In an emergency situation, call the main office at 540-857-7272 so that students can be called and a sign posted at the classroom door.

Inclement Weather

- Be sure to review the inclement weather policy to know the College closure process, how announcements about closures are made; how to determine when your class will meet on a delayed schedule opening in order to place a statement in your syllabus as to when the class will meet in accordance with a delayed opening, if applicable. Link to policy: - [I-60: Inclement Weather – Academic & Student Affairs Policies – Virginia Western Community College](#)

IMPORTANT DEADLINES

No-Show Rosters

- You will be asked to verify your class roster once during the semester by submitting a No Show Roster. You submit the roster online via IIWS using your MyVWCC login username and password. The IIWS link is available from the home page, click on Faculty & Staff, select IIWS (which is the next to last option) to be directed to the information page, click on the link in second paragraph to be directed to the login (the direct link for saving as a favorite is <https://apps.virginiawestern.edu/vwia/>). Also read the following about no show roster.
 - Link to policy is: <https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-47/>
 - You will complete the No Show roster after the census date (or last day to drop for refund) has passed. Any student who does not attend class or participate at least once is a “no show” and reported as such by placing a check mark by their name on the No Show roster. If you mark a student as a no show, do not allow that student to attend any future class meetings. No refund of tuition is granted to a student who is a no show for class.
 - A student who withdraws after the census date and before the last date to withdraw for the class receives a **W** as a withdrawal. Students should withdraw from a course in SIS. Students who stop attending and who remain on the class roster will earn a grade of F on the final grade roster.
 - Jennifer Earley (jeasley@virginiawestern.edu) from the BTT main office will email reminders on roster opening and due dates. **Do not miss the deadline for submission of the no show roster** as extra work is created for you, the Dean and staff in BTT and Records offices.

Grades

You will receive an email letting you know when grades are due. Please make sure you have entered your grades by the deadline date. The deadline for entry of grades will not be delayed in the event the college is closed for some reason on the deadline date.

- The posting of grades may be completed at an off-campus site by logging in MyVWCC.
- When entering final grades in SIS, please pay particular attention to the following:
 - 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 last date of attendance; if the date cannot be determined, faculty should use 12/31/9999.
 - 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; if the date cannot be determined, faculty should enter 01/01/1900.
 - Placeholder dates for dynamic and short-session classes is the end date of class (see class roster if unknown).
 - 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.