New Faculty Survival Handbook

EL Paso Community College Mentoring Program

El Paso Community College does not discriminate on the basis of race, color, national origin, religion, gender, age, or disability.
WELCOME!

On behalf of the Mentoring Program, we would like to welcome you to the El Paso Community College. We trust you will enjoy a rewarding and successful teaching career!

Although the first semester of teaching is exciting, it can be overwhelming. The Mentoring Program is here to help. Our goal is to provide you with a support network now and in the years to come. This handbook is the first step in alleviating some of the stress typical of the first semester of teaching. It is the result of a collaborative effort of EPCC faculty who want to provide you with the basic “survival” information any new EPCC instructor needs to know. Please refer to your EPCC Faculty Handbook for more detailed information.

Mentoring Program Mission Statement:
The mission of the Mentoring Program is to provide a support network for new faculty as they begin their teaching careers.

Mentoring Program Vision Statement:
The Mentoring Program shall increase retention of new fulltime and adjunct faculty, provide activities that encourage collegiality among all faculty, and foster a more professional and nurturing teaching environment.

The mentoring coordinators are always attempting to improve this publication. If you see items that would improve the handbook for future instructors, please let us know.
EPCC MISSION STATEMENT, VISION STATEMENT AND CORE VALUES

• Mission
  – The mission of El Paso County Community College District is to provide educational opportunities and support services that prepare individuals to improve their personal quality of life and to contribute to their economically and culturally diverse community.

• Vision
  – The El Paso County Community College District Shall be the progressive leader in high-quality, innovative, educational opportunities in response to our border community.

• Core Values
  – Communication
  – Competence
  – Integrity
  – Personal Growth
  – Respect
  – Student Success
  – Trust
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"Start with a plan"

WHAT SHOULD I DO BEFORE CLASSES BEGIN?

"Be organized from the first day!"

"Partner with a mentor"
WHERE AND HOW DO I GET AN ID CARD, KEYS TO MY OFFICE, A PARKING STICKER AND MY PAYCHECKS?

• **ID Card**
  - Pay for your ID card ($5) at the campus cashier window first, then take your receipt to the campus police department.
    • Your ID card will serve as your library card at all EPCC campuses. To check out books at UTEP, go to any EPCC library and apply for a TexShare card.
    • If you are full time, or have special permission, your ID card will open doors after hours.
  - **Campus Cashiers and Police Department locations are listed on the back cover.**

• **Key Request**
  - If you are assigned an office, you will need to fill out a key request form. These forms are located at the campus Police Department.
  - **Police Department locations are listed on the back cover.**

• **Parking Decal**
  - Pay your parking fee ($5 per semester) at the campus cashier window first, then take your receipt to the traffic office.
  - **Traffic Office locations are listed on the back cover.**

• **Paychecks**
  - You have three options for where your paychecks will be sent. The form for all of these options is available at any campus cashier window:
    • **Campus Pick-UP**
    • **Mailed to your home**
    • **Direct Deposit**
      - Allow a couple of weeks for this to be processed. You might have to pick up your first paycheck at the campus cashier
  - **Cashier locations are listed on the back cover.**
WHERE AND HOW DO I GET A MAILBOX, AND SYLLABUS INFORMATION?

• Course Syllabus
  - There is one standard course syllabus format for all disciplines. Some courses have a structured syllabus. Both of these are available from your division office.
  - Most division offices keep copies of old syllabi of the classes offered in your division. These are helpful but not mandatory guides for how you might organize your calendar, course requirements, policies, etc.
  - Remember that the syllabus is a contract between you and your students!
  - How do I get copies of my syllabi?
    • Copies can be made at any campus Instructor Services Center (ISC)
    • Please allow 24 hours for copy requests
    • ISC locations are listed on the back cover.

• All faculty need to complete a mailbox or mail folder request. These are located at each campus ISC.
• It is recommended that you check your mailbox or folder often or mail will be forwarded to your division dean.
• ISC locations are listed on the back cover.
WHAT WORKSHOPS AND MEETINGS MUST I ATTEND DURING FACULTY DEVELOPMENT WEEK?

• Full-Time Faculty Requirements
  – Two workshops that provide Professional Development Credit
  – Orientation Session with your Dean & Coordinators
  – The General Session
  – Discipline Meetings
  – Equal Employment Opportunity & Equal Educational Opportunity
    • Includes sexual harassment awareness training
    • Faculty are required to attend this workshop once every two years

• Adjunct Faculty Requirements
  – One workshop that provides Professional Development credit
  – Orientation Session with your Dean & Coordinators
  – Equal Employment Opportunity & Equal Educational Opportunity, which includes sexual harassment training
    • Includes sexual harassment awareness training
    • Faculty are required to attend this workshop once every two years

• Workshops Adjunct Faculty are Encouraged to Attend
  – The General Session
  – Discipline Meetings

All new faculty, fulltime and adjunct, are required to attend the New Faculty Orientation.
"Be flexible!"

WHAT HELPFUL HINTS DO YOU HAVE FOR THE FIRST FEW WEEKS OF THE SEMESTER?

"Ask questions"  

Keep good attendance from the first day.
WHAT SHOULD I KNOW ABOUT EXAMS?

• **Printing Exams**
  – Exams should be placed in a manila envelope to ensure privacy.
  – Exams are kept separately from regular printing requests. When picking up your exams, make sure you always specify to the ISC employee that you are picking up exams.

• **The Testing Center**
  – You can use the Testing Center for any type of exam.
    • Make-ups and retakes
    • Regular scheduled exams
    • Exams for CSD students
    • Essay form, multiple choice, etc.
  – Ask your campus testing center for their hours because they vary by day and campus.
    • There is an after-hours exam drop at each campus
  – Scantron forms are available from the Testing Center.
  – Scantron readers are located at the Testing Center.
  – **Testing Center locations are listed on the back cover.**
WHAT DO I NEED TO KNOW ABOUT CHEATING & PLAGIARISM?

• Recommendations to deter cheating and plagiarism:
  • Include a cheating & plagiarism policy in your class syllabus.
  • Refer students to the code of conduct listed in the Student Planner or the Class Schedules.

• What if I suspect plagiarism?
  – There is an EPCC Plagiarism Committee to help you.
    • Plagiarism Committee members are available to help any instructor who suspects plagiarism.
    • [http://www.epcc.edu/Faculty/joeo/classrooms/plagiarism_page.html](http://www.epcc.edu/Faculty/joeo/classrooms/plagiarism_page.html)
    • [http://www.cshe.unimelb.edu.au/assessinglearning/03/Plag3.html](http://www.cshe.unimelb.edu.au/assessinglearning/03/Plag3.html)
    • Your campus librarians are also skilled at finding the internet source of plagiarized papers.

• What if I find a student has cheated or committed plagiarism?
  • Complete a Plagiarism Form
    – Available from the plagiarism committee, or on website above
  • Stand by your syllabus policy
  • Follow the established college procedure for disciplinary actions.
    – Board Policy 7.05.01, located in your EPCC Faculty Handbook
WHAT SHOULD I DO IF I HAVE A STUDENT WITH A DISABILITY IN MY CLASS?

• What is the Center for Students with Disabilities?
  The Center for Students with Disabilities seeks to facilitate the personal, educational, and career development of persons with disabilities of El Paso County. El Paso Community College, through the Center for Students with Disabilities and its collaboration with other offices, serves students with a range of disabilities: physical, sensory (visual and hearing), mental, and other health related.

• How will I know that my students need extra help?
  – You will receive an official notice from the CSD (Center for Students with Disabilities) if the student needs extra help, i.e. extra time on an exam, note-taker, etc.
    • You must honor any & all requests on the official CSD notice.
    • You may request a copy of any CSD note-taker’s notes to ensure accuracy.
    • You may not question a student about his/her disability.
  – CSD locations are listed on the back cover.

WHAT DO I NEED TO KNOW ABOUT THE CENSUS DATE?

Why should I be concerned about the census date?
The census date is used to determine an enrollment figure that is used to obtain funding by the state.

What do I need to do?
Instructors must take attendance from the first day of class through the census date. Instructors are required to drop those students who have never attended class during this period. The census date varies according to the length of the semester. The registrar’s office will provide you with the census date and directions when you pick up your first class roster.
WHAT SHOULD I KNOW ABOUT THE END OF THE SEMESTER?
WHAT DO I NEED TO KNOW ABOUT STUDENT GRADES?

• **Grade Sheets**
  – The Registrar’s Office will supply you with a standard grade sheet. However, computer generated grade sheets are also acceptable. Please use the following directions:
    • Dark blue or black ink only
    • 12 Font (or larger) only
    • No shading or highlighting
    • Include student names and social security numbers
    • Include instructor’s name, course name and number (Ex: Math 0300-21237) and semester.

• **Student Drops**
  – The last day to drop students varies according to the amount of weeks in the semester. The registrar’s office will mail you a notice of these dates.
  – If a student drops a class, he/she cannot be reinstated. If an instructor drops a student, the instructor may reinstate the student. When reinstating a student, the paperwork must be picked up by the instructor, not the student.
  – Instructors for Remedial Courses are the only ones that may drop students at the end of the semester.
  – Check with your division dean about your division’s drop policy.

• **Recording the Final Grades**
  – Grades must be submitted electronically (using the Banner System). In addition, a hard copy of grades must be submitted to any campus registrar.
    • **A Note About Banner**
      – The Banner System is accessed through the EPCC website [www.epcc.edu](http://www.epcc.edu). This system also allows you to view your most up-to-date class rosters. Contact IT to make sure a Banner account has been set up for you.
      – Banner training is available through the Faculty Resource Center.
      – It is recommended that you keep your own copies of class grade records for future use.

• **The Registrar’s Office locations are listed on the back cover.**
WHAT SHOULD I KNOW ABOUT INCOMPLETE GRADES AND DO I NEED TO ATTEND THE GRADUATION CEREMONY?

• What do I do if a student requests an incomplete grade?
  – There are many reasons you might consider giving a student a grade of Incomplete. Some of these include illness, family problems, military leave, etc.
  – Check with your division dean for your division’s policy on grades of Incomplete.

• How do I give the incomplete grade?
  – You and your student must fill out a Request for Assignment of Incomplete Grade form.
  – The student has 4 months from the end of the semester for which he/she received the Incomplete to complete the required assignments.

• Request for Assignment of Incomplete Grade forms are available from the Registrars Office.

• The Graduation Ceremony
  – Full-time instructors are required, and adjunct faculty are encouraged to attend one graduation ceremony a year.
  – You may sign-up for the graduation ceremony at your division office.
    • There is limited space available for the Fall Graduation Ceremony. Sign up early to reserve your space.
    • Although space is not limited for the Spring Graduation Ceremony, make sure you sign up to receive credit.
WHAT ARE SOME OF THE SERVICES AND ORGANIZATIONS THAT EPCC PROVIDES FOR ME AND MY STUDENTS?
HOW CAN THE MENTORING PROGRAM HELP ME?

In addition to this handbook, the Mentoring Program has other activities that we invite you to participate in:

- **Cyber Lounge**
  - The Cyber Lounge is a threaded discussion area.
  - A place to share teaching tips and ask teaching related questions.
  - Contact the Mentoring Program if you are interested in participating.

- **Mentoring Partnerships**
  - New faculty are paired with experienced faculty for one semester.
  - The mentoring partnerships are intended to provide new faculty with an experienced helping hand and stimulate collegiality with the more experienced partner.

- **Website**
  - More information about the Mentoring Program is available on the EPCC website [www.epcc.edu](http://www.epcc.edu).

- **The Mind Co-Op**
  - This portable teaching module is a multi-disciplinary, power point, lesson exchange program created by and for EPCC faculty.
  - Available in the Faculty Resource Center or from the Mentoring Program
  - Contact the Mentoring Program if you are interested in contributing to the Mind Co-op.

- **Workshops**
  - **New Faculty Orientation Information Expo**
    - The Mentoring Program and the Office of Faculty Development will host a networking fair before New Faculty Orientation begins.
    - Representatives from various EPCC programs and organizations will be there to answer your questions and provide basic information.
    - Look for announcements for other mentoring workshops in the monthly Faculty Newsletter.

- **Mentoring Program Coordinators**
  - Stacy Zeller-Mayo 831-2153, stacym@epcc.edu
  - Dan McGlasson drefm@elp.rr.com
  - Office of Faculty Development 831-2201
WHAT ELSE IS AVAILABLE FROM THE OFFICE OF FACULTY DEVELOPMENT?

• **Academy of Instructional Excellence**
  – The Academy for Instructional Excellence provides opportunities for faculty, staff, and students to participate in a wide range of activities designed to address employee professional development needs and to share innovative solutions to teaching and learning challenges. It is a faculty designed initiative that includes a systemic approach to increasing research, awareness, and communication about teaching and learning challenges and successes and the application of practices designed to result in faculty, staff, and student success.

• **Critical Thinking Program**
  – The Critical Thinking Project explores and shares teaching heuristics appropriate to the community college classroom. It targets practices which promote the goal of critical and creative thinking. This criteria opens broadly to a field of teaching/learning strategies and techniques. The Critical Thinking Project believes that good teaching includes critical and creative thinking as part of an approach to learning, and that the ability to think critically and creatively is a desired outcome to the educational experience at El Paso Community College.

• **Faculty Development Week**
  – In-service usually takes place during the week prior to the start of classes. Activities are scheduled throughout the week with Thursday being the day that district-wide workshops are held. A new faculty orientation is held in conjunction with the program.

• **Faculty Newsletter**
  – The Faculty Newsletter informs the faculty about the college, its support services, and general information of interest to faculty. The newsletter is distributed to all faculty monthly. The newsletter contains information on upcoming conferences, seminars, book reviews, teaching tips, announcements, kudos, updates on programs, activities, etc.

• **Faculty Retreat**
  – The Faculty Retreat provides an opportunity for faculty and administrators to participate in an activity which fosters intellectual sharing and creative dialogue. In the process, communication between faculty and administrators produces a heightened degree of camaraderie and a positive attitude toward the College and one's profession.

• **Great Southwest Teaching Seminar**
  – This Seminar is based on the premise that college faculty are a rich resource that needs to be tapped via a format which encourages learning from each other. The Southwest Seminar for Great Teaching takes a participant centered focus that allows those in attendance to determine much of the content. A regional seminar on teaching is held every fall in Taos, New Mexico. The seminar attracts faculty from throughout the southwest. On average around 90-100 faculty from over twenty colleges are in attendance. Award winners and a cross section of faculty are sent to the seminar.
• **Mentoring Program**
  - The Mentoring Program is designed to provide a support network for new faculty as they begin their teaching careers.
  - See page 17 for more details.

• **Mini-Grants**
  - Mini-grants provide funding to support a project that meets one of the following criteria:
    - The educational/professional development of the employee which supports the instructional mission of the El Paso County Community College District
    - The development/implementation of new teaching techniques
    - Addresses educational problems or issues faced by the College District employees, students or the greater community
  - Applications need to be completed and forwarded to the Professional Development Committee through your Dean. Upon committee review, applicants will be notified of the decision regarding their project. Application can be made anywhere from 45 days to a semester in advance of the project.

• **New Faculty Orientation & Information Expo**
  - The New Faculty Orientation mission is to familiarize new faculty with the College, its mission and goals, instructional and student resources, and services available. A series of instructional workshops is also provided. Meetings are held several days prior to the beginning of each semester to acquaint faculty with the College’s facilities, services, and instructional strategies. Follow-up sessions are held as needed.
  - **New Faculty Information Expo**
    - A networking fair where EPCC organizations & programs come together to share information with new faculty.
    - Held the evening of New Faculty Orientation

• **National Institute for Organizational Development (NISOD)**
  - The NISOD mission is to celebrate excellence in teaching; provide publications about teaching strategies and management skills; to provide a conference that brings people together from community colleges across the nation; and to encourage interaction among presidents of community colleges. NISOD’s Teaching Excellence conference and calls for proposals are announced in the Faculty Development newsletter.
• **Spanish Immersion Program**
  
  - The program is designed to promote increased conversational skills through immersion in Spanish so as to have improved ability to communicate with Spanish dominant students. Applicants travel to Mexico for formal training and cultural immersion. Participants are put in situations where they are forced by circumstances to learn and use Spanish.

• **Wellness Program**
  
  - The Wellness Program mission is to discuss health and environmental issues and personal renewal concerns in a relaxed atmosphere; to provide an opportunity for faculty, staff, and administrators to become better acquainted.
  
  - A wellness coordinator works with the faculty development office to plan and implement wellness activities. Activities include guest speakers, hikes, health screenings, fitness activities, etc... In addition, a wellness weekend is held each year.
  
  - A wellness weekend is held each year, planned by an ad-hoc wellness committee. Registration includes a minimal fee to cover lodging and group meals. Space is assigned on a first-come basis. Announcements are placed in the Faculty Development Newsletter.
WHAT ARE SOME PROFESSIONAL ORGANIZATIONS FOR EDUCATORS?

• **TCCTA (Texas Community College Teachers Association)**
  - TCCTA promotes excellence in teaching at Texas two-year colleges.
  - Comprised of educators from every teaching discipline, as well as counselors, librarians, and administrators, the Texas Community College Teachers Association’s members come from all public and independent community, junior, and technical colleges in the state of Texas. TCCTA is -- by far -- the largest organization of postsecondary educators in Texas.
  - TCCTA regularly is called upon to provide information and testimony to committees of the Texas Legislature and to agencies of state government, including the Texas Higher Education Coordinating Board, the Texas Workforce Commission, and the Teacher Retirement System of Texas.
  - [www.tccta.org/](http://www.tccta.org/)
  - EPCC Contact
    - MJ Linney  831-2217

• **EPCHE/TFA/NEA (El Paso Council of Higher Education, Texas Faculty Association, National Education Association)**
  - The El Paso Council of Higher Education (EPCHE) is the EPCC local chapter affiliated with TFA/NEA and is dedicated to the academic freedom, collegiality across all faculty ranks, faculty participation in governance, and continued improvement of teaching, scholarship and creativity at El Paso Community College and offers assistance to members with employment-related problems.
  - The Texas Faculty Association (TFA) is the most powerful lobby at the State Capitol in Austin on issues affecting higher education faculty and staff. Membership benefits include assistance with employment related problems from a highly skilled professional staff, a $6 million dollar educator’s liability insurance policy, free legal consultation and discounts on a wide variety of services and products from health insurance to tires to movie tickets.
  - The National Education Association (NEA) headquartered in Washington, D.C. is the largest and most powerful lobby in the U. S. on issues affecting higher education faculty and staff. And offers a huge array of services from scholarship and resource support to educator discounts.
  - EPCC Contacts
    - Michael Coulehan EPCHE President 831-2758
    - Keith Townsend EPCHE Secretary 831-3205
IS EPCC INVOLVED IN A TEXAS STATE COLLABORATIVE?

• Texas State Leadership Consortium for Professional Development
  - Through the collaboration of all publicly supported Texas community and technical colleges, the Consortium seeks to identify, develop and disseminate strategies for excellence in state-wide professional development. The promotion of professional development as a system includes current teaching practices, technology and delivery systems for meeting the needs of faculty and staff in order to provide students with technical skills and relevant occupational skills for entry into the Texas workforce.

• Texas Collaborative for Teaching Excellence
  - The Texas Collaborative for Teaching Excellence has been created to promote a collegial, cooperative approach to professional development statewide and to encourage and provide an infrastructure that enables community and technical colleges to share resources—both electronically and face-to-face—and to avoid duplication. The Collaborative views professional development as a systematic process for renewal that promotes an environment for growth for students, faculty, and institutions. The work of the Collaborative is conducted by a statewide Clearinghouse and five regional centers for teaching excellence that collectively communicate, coordinate, and disseminate professional development resources and activities to community colleges in Texas. The centers, supported by nine partner colleges, work in concert with the Clearinghouse to foster cross-institutional, cross-disciplinary exchanges among faculty and to leverage existing resources.

www.texascollaborative.org  Project Director: Robert Starke 831-2181
WHAT SERVICES AND SUPPLIES ARE AVAILABLE AT THE ISC (INSTRUCTORS SERVICE CENTER) AND THE IMS (INSTRUCTIONAL MEDIA SERVICES)?

• ISC
  – Copies
    • Please allow 24 hours for copy requests
    • Copy requests can also be turned in on diskette, or emailed
      – MDPISC@epcc.edu
      – NWISC@epcc.edu
      – RGISC@epcc.edu
      – TMISC@epcc.edu
      – VVISC@epcc.edu
  – Supplies
    • Faculty is reimbursed for a limited amount of office supplies. Please check with your division secretary for the exact dollar amount.
  – Paper
    • Reams and larger quantities of paper are available at the ISC. There is a different form for this, but you use the same account number you use for copies.
  – Transparencies
    • Except at Valle Verde

• IMS
  – Some of the Technical Equipment Available
    • Movies
    • VCRs
    • Televisions
    • Projectors
    • Laptops computers
    • Film projectors
    • Cassette & CD Players
  – Other Services
    • Acetates
    • Transparencies
    • Lamination

ISC and IMS locations are listed on the back cover.
Where Can I Go To Use A Computer, Receive Computer Skills Training, Or Get Help With My Computer Based Project?

- **Faculty Resource Center**
  - The Faculty Resource Center provides services and resources to assist faculty and staff in becoming more effective and creative employees. Individual instruction and assistance is available.
  - The Faculty Resource Center is located only on the Valle Verde Campus (C420) but is available to faculty from any campus. This comfortable place to work is open from 8am to 5pm, Monday thru Friday and arrangements can be made to use the facilities on weekends or evenings. Up-to-date equipment, hi-speed printer, scanners (including a deluxe slide scanner), webcams, and other peripherals make it easy to complete a project. It also has a fax machine, typewriter, and phones. Two professionals are available to provide quick assistance.
  - Workshops are offered throughout the district during each semester on a wide variety of topics. All of the workshops are free to faculty and staff although reservations are highly encouraged. Special arrangements can be made to bring a workshop to your campus.
    - Internet Workshops, including Banner for Grade Input
    - Microsoft Office (Excel, Powerpoint, and Word)
    - Web Page building
    - WEBCT training
    - Groupwise
  - Teleconferences are routinely offered from a variety of sources and offered throughout the district. Most are taped and available for checkout if the time is inconvenient. If a topic is appropriate to your class, arrangements can be made for the class to attend or the tape to be shown.
IS THERE ANY PLACE I CAN GO BETWEEN CLASSES IF I DON’T HAVE AN OFFICE?

- **Adjunct Faculty Office**
  - There are adjunct faculty offices on each campus. Some of these offices have computers, internet access, lockers and telephones.
  - You may schedule office hours and meet with students at the Adjunct Faculty Offices.
  - **Adjunct Faculty offices are listed on the back cover**

- **Faculty Resource Center**
  - The Faculty Resource Center is located on the Valle Verde campus only.
    - C420
  - You may **not** schedule office hours or meet with students at the Faculty Resource Center.
  - See page 23 for more information about what is available from the Faculty Resource Center.
WHAT ARE SOME STUDENT PROGRAMS I SHOULD KNOW ABOUT AND WHAT DO THE STUDENT COMPUTER LABS OFFER MY STUDENTS?

• **The Honors Program**
  – To promote academic excellence and to provide an intellectually stimulating program for exceptionally talented and motivated students.
  – Contact the Honors Program for eligibility requirements.
    • VV 831-2331
    • TM 831-5019

• **Phi Theta Kappa (PTK) Omega Gamma Chapter**
  – The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and services, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."
  – Contact the PTK Program for eligibility requirements.
    • VV 831-2510

• **Service Learning Program**
  – To Promote Student Learning Via Work in Community Settings.
  – Interested faculty are asked to contact the Service Learning Coordinators for information. Materials will be provided which detail how community service can be integrated into one's course and what agencies are part of the local program.
    • VV 831-2331

• **Programs Available at the Student Computer Labs**
  – Access
  – Classrooms with projectors
  – Excel
  – FrontPage
  – Internet
  – Microsoft Office XP & Microsoft Visio
  – PowerPoint
  – Visual Studio.NET
  – Scanners
  – If you need software installed contact:
    • Howard Naylor x2298/241-0353 cell

• **Student Computer Lab locations are located on the back cover**
HOW DO I FIND MY WAY AROUND CAMPUS?
## WHAT ARE SOME PHONE AND ROOM NUMBERS I SHOULD KNOW?

Telephone numbers are in parentheses - all numbers use the 831 prefix

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<th>Faculty Development</th>
<th>Faculty IDs</th>
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<th>Instructional Media Services (IMS)</th>
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WHAT ARE SOME PHONE AND ROOM NUMBERS I SHOULD KNOW?

Telephone numbers are in parentheses - all numbers use the 831 prefix

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<th>Faculty Development</th>
<th>Faculty IDs</th>
<th>Faculty Resource Center</th>
<th>Instructional Media Services (IMS)</th>
<th>Instructional Service Center (ISC)</th>
<th>Parking Decals</th>
<th>Police</th>
<th>Registrar</th>
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