

**ATHENS TECHNICAL
COLLEGE**



**ADJUNCT FACULTY
HANDBOOK**

FALL 2008

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Welcome

Dear Adjunct Faculty Member,

As you know, it is almost impossible for any college or university to meet the increasing demand for educational programs and services in this day and time without quality, dedicated part-time faculty members. You are important to us, to our students, to their prospective employers, and, ultimately, to the economic well-being of our state. Your success in the classroom is directly linked to our success and reputation as an institution and to our ability to achieve our purpose of workforce development. We want to support, encourage, and celebrate your success in any way we can.

We have prepared this Adjunct Faculty Handbook for your information and use and hope that you will give us feedback on how we can improve it. We offer comprehensive adjunct orientation sessions that we hope you will attend and from which you will surely benefit. You will be provided opportunities for mentoring from full-time faculty members and our adjunct coordinators and chances to receive training and participate in on-campus faculty development sessions. We invite you to participate in our program advisory committee meetings (three per year), during which we discuss the goals and objectives for our curricula with representatives from business and industry who provide us with input on program quality, relevance, and effectiveness. Please take advantage of these opportunities and let us know how we may assist you in obtaining any other information, resources, or training you need to provide the best learning experience possible to our students.

Warmest regards,

Joyce Sansing
Vice President, Academic Affairs

Policies

ATC Catalog and Student Handbook

The Athens Technical College Catalog and Student Handbook is available on the ATC website (www.athenstech.edu) and includes a full discussion of college policies and procedures as applicable to students.

Academic Honesty Policy

The ATC Academic Honesty Policy is included in the 2009 Catalog and Student Handbook. An outline of the process is also included in the Appendix of this handbook.

Academic Freedom and Responsibility

The *Technical College System of Georgia Policy Manual* (document 04-01-01) states the following pertaining to academic freedom:

The Department supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce teaching matters that have no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

The administration adheres to and upholds these principles and assures that the academic freedom of faculty as described above will not be abridged.

Warranty of Graduates

The Technical College System of Georgia warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. This guarantee is in effect for two years after graduation.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (1974) is a federal law that protects the privacy of student education records. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend

education records, and the right to have some control over the disclosure of information from those education records.

In accordance with FERPA, Athens Technical College accords all rights under the law to students who are declared independent. The office of registration and records maintains and safeguards student academic records. Students 18 years of age and older are considered adults. Instructors are **NOT** to discuss a student's grades, performance, or class attendance with a third party, including parents, spouses, and other family members, without the written permission of the student. The only exception to requiring written permission is if the student accompanies the third party and is present during the discussion. See the Appendix of this handbook and Section 6 of the Athens Technical College *Catalog* for further details

Nondiscrimination Policy

Laws prohibit discrimination on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Athens Technical College does not discriminate in its admission policies or in any educational program or activity or in employment policies. The following officials have been designated to handle inquiries regarding the nondiscrimination policies:

Titles VI (Civil Rights) and VII (Employment Applicant Civil Rights)

Director, Human Resources
(706) 583-2818
Room C-211, Athens Campus

Title IX (Sex Equity)

Director, Human Resources
(706) 583-2818
Room C-211, Athens Campus

Section 504 (Persons with Disabilities) and ADA

Director of Student Support Services/Career Development
(706) 355-5081
Room H-748, Athens Campus

Inquiries concerning the application of Title VI, Title VII, Title IX, or Section 504 of the Americans with Disabilities Act as related to the policies and practices of Athens Technical College may be addressed to the officials listed above: Athens Technical College, 800 U.S. Highway 29 North, Athens, Georgia, 30601-1500. Inquiries can also be directed to 1-800-421-3481.

Instructions and procedures for informal and formal complaints applicable to any of the laws prohibiting discrimination and harassment may be obtained from the officials designated above. Retaliation against any complainant is prohibited by law.

Harassment Policies

TCSG and its technical colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status. A copy of the TCSG Harassment Policy is included in both the full-time and adjunct faculty application packets issued at the time of employment.

Unlawful harassment includes unwelcome verbal, electronic, written or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age or disability. Sexual harassment includes unwelcome sexual reference, allusions, "humor," advances, requests for sexual favors, and other verbal, written, electronic, or physical conduct or interactions of a sexual nature as defined by TCSG policy and procedures related to this subject. Employees shall report to the director of human resources all events of

unlawful harassment and unlawful retaliation against themselves or others pursuant to applicable policy and procedures.

TCSG and its technical colleges also prohibit amorous relationships between instructors and the students they teach and strongly discourage amorous relationships between supervisors and their subordinates. For further details, see the Amorous Relations policy in the TCSG Policy Manual online at <http://www.dtae.org/dtaepolicy/menu.html>.

Student Attendance Policy

Athens Technical College requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed.

Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly via the course syllabus or addendum; and to apply the policies fairly and consistently to all enrolled students.

Instructors are solely responsible for determining whether work missed may be made up; any make up work allowed will be scheduled at the discretion of the instructor. Policies for makeup work will also be detailed in the course syllabus or addendum. In case of classes canceled due to inclement weather or emergencies, the college will make every effort to reschedule classroom/lab hours missed.

Workforce Investment Act (WIA) students and students in programs sponsored by the Department of Labor will submit an Attendance/Travel Reimbursement form for the instructor's signature verifying attendance in class or school biweekly. Please sign forms as appropriate.

Makeup Exam Policy

If faculty choose to offer makeup exams and have difficulty scheduling them, they should contact their division deans for assistance. The office of academic affairs will serve as a backup for the deans' offices.

Computer and Internet Use Policies

Athens Technical College computers, network, Internet and e-mail systems are the property of Athens Technical College and the State of Georgia. Employee e-mail and Internet (computer) accounts are designated for, and should only be used for, business purposes and are not considered private. The college reserves the right to monitor every aspect of Internet/computer use and to view employees' e-mail and documents both on e-mail servers and on employee computers.

Athens Technical College and the State of Georgia monitor and log all off-campus locations accessed by the Internet (including web traffic). Files downloaded (programs, pictures, documents, etc.) from the Internet can contain viruses, so downloading should be done with caution (only from known, reliable sources). The downloading of such files is allowed only for official business or educational purposes. The downloading of unlicensed/copyrighted software or files is strictly forbidden (including, but not limited to, software, pictures, music, graphics, text, or documents).

College employees must obtain permission to use the college logo on any personal web page (web pages not on college servers).

Per state policy, Athens Technical College operates under the direction of the State Board Policies and State Procedures. <http://www.dtae.org/dtaepolicy/menu.html>. And as such, employees must follow and abide by TCSG's Acceptable Computer and Internet Use policies, II. C. 4. In addition, all employees must follow and abide by applicable state law, including but not limited to O.C.G.A. 16-9-90 et seq. More detailed information may be found in the Athens Technical College Catalog.

Athens Technical College reserves the right to terminate computer access or take other appropriate action at any time for those violating the above policies

Food/Drinks in Classroom

Neither food nor drink (other than bottled water) is allowed in the classroom or lab areas. Please help us keep our classrooms clean by enforcing this policy.

Smoking Policy

In keeping with Athens Technical College's intent to provide a safe and healthful environment, smoking in all buildings at ATC is prohibited. This is for the benefit of those who do not smoke, as well as the protection of the facilities. This policy applies to all faculty, students, staff members, and visitors.

Drug-Free Workplace

To comply with the provisions of the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226), we distribute to each employee upon hiring and to each student upon admission a statement that outlines the health risks, legal problems, and school sanctions associated with drug use and alcohol abuse. Our student conduct code (see *Catalog and Student Handbook*) explicitly prohibits the possession, sale, or distribution of illegal drugs by students or student groups. As a condition of employment, all employees agree to abide by the terms of policy 03-01-07 in the TCSG *Policy Manual* found at <http://www.dtae.org/dtaepolicy/menu.html>.

Children on Campus

Neither faculty nor students are to bring children to class or to leave children unsupervised on campus while attending class. If a student does not follow this policy, you should ask the student to leave your class and to make provisions for his or her child. If the student refuses to comply, contact your program chair, coordinator, the evening support services coordinator, or the closest administrator. Under no circumstances are you to allow children to stay in your classroom.

Adjunct Faculty Employment

Employment Process*

Application procedures require the submission of a resume, letter of interest, copies of official transcripts from all higher education institutions attended (official transcripts issued to student are not accepted), letters of recommendation (or at minimum, names/addresses/phone numbers of references), and verification of previous employment. Upon accepting employment, the new adjunct faculty member must read and/or complete the required employment paperwork available from the Office of Human Resources.

- Application for Employment
- Worker's compensation Questionnaire
- Drug-free Workplace
- Harassment Policy
- Employment Eligibility Verification I-9
- Georgia Defined Contribution Plan Application/Exemption
- Loyalty Oath
- G-4 and W-4
- Designation of Outstanding Wage Payment
- Policy & Procedures Sign-Off
- Background check authorization
- Selective Service Form (if required)
- Direct deposit Form

The paperwork must be completed and returned to the office of human resources **three (3) days prior to the start date** in order to process the information into the payroll system.

*Human Resources cannot process payroll without an official signed letter of agreement on file.

Contracts (Letters of Agreement)

Adjunct faculty members receive a letter of agreement for each course taught in a given quarter. These letters are to be signed and returned to the division secretary. Contracts are valid only if signed by the president or an official designee and if all paper work has been submitted to the office of human resources. Contracts may be cancelled due to insufficient enrollment in the course as stated in the agreement. Adjuncts should read the letter of agreement carefully to ensure they understand their responsibilities to:

- Provide professional instruction on specified dates and times
- Adhere to an approved master course syllabus and provide students with an addendum outlining contact information, course/testing schedule, and other necessary information
- Make themselves accessible to students outside of class time for individual academic assistance
- Ensure that stated learning outcomes are met
- Abide by the policies set forth in the Technical College System of Georgia Policy Manual (<http://www.technicalcollegesystemofgeorgia.org/>) and in the adjunct faculty handbook or Catalog and Student Handbook
- Participate in required orientation, faculty staff development activities, and Ethics-in-Action training as specified at <http://www.athenstech.edu/AdministrativeServices/HumanResources/>
- Represent Athens Technical College in a professional manner
- Promptly inform supervisor of problems or concerns that may arise
- Prepare and submit student No Show Rosters and course grades by the deadlines established by the Office of Registration and Records
- Accept contracted salary for instructional services provided

ID Cards

Faculty members must have a free Faculty/Staff ID card made. The ID cards are made in the student center in the H-700 building. The ID should be worn on campus at all times. Replacement cards are \$5.

Pay Dates

The division secretary calculates the payroll on the 15th of each month. Normally, at the end of each month a check will be sent out representing 1/3 of the contract amount for the quarter. The exact amount may vary depending on the exact wording of the agreement. Pay day is considered the last business day of the month. Checks will be held at the cashier's window in the H-700 building unless direct deposit is selected.

Dual Employment

Anyone who is employed full-time with another state agency or public college in a NON-exempt position must make special arrangements to be able to teach for Athens Technical College. Please confer with your supervising dean or the director of human resources if you are unsure of your primary place of employment.

Protective Order

If you have been threatened or intimidated by someone in your life and have a protective order in place, please let us know so that we can notify security and provide you as much assistance as possible in your efforts to stay safe.

Adjunct Faculty Evaluation

Like full-time faculty, adjunct faculty members are evaluated by students. The intent of the student evaluation process is to provide instructors the opportunity for improvement and enhancement of learning outcomes based on student feedback.

Near the end of designated academic quarters, students are asked to participate in the evaluation process by completing a 17-item questionnaire that gives them the opportunity to express their views anonymously about their instructors and their courses. Students are directed to rate instructors in the following four categories:

- Subject Matter Knowledge
- Communication Skills
- Testing and Grading Policies
- Overall Effectiveness

As part of the evaluation process, students are also encouraged to write additional comments on blank sheets that are provided.

Your role in this process is to distribute the evaluation instrument and pencils to your class, provide the course reference number (CRN), and designate a student representative to deliver the evaluations to the location designated on the instruction sheet. You should leave the classroom during the evaluation process. For evening or Saturday classes, drop boxes will be located inside the library at the counter for students to drop evaluation packets during the time allotted for classroom evaluations.

Both the results of the survey and the written comments will be shared with you by the appropriate dean, director, or adjunct coordinator after grades have been submitted for that term.

Please be aware that classroom observations and evaluations by peers or supervisors will also be conducted on a regular basis and may be announced or unannounced. The person observing your classroom instruction will provide you with feedback and comments.

Supervisors will use the feedback from both student evaluations and classroom observations in their discussions with adjunct faculty members concerning ways to enhance instruction and improve student learning outcomes.

Ethics in Action

As mandated by the governor, every member of the faculty and staff must complete the *Ethics in Action* program as a condition of employment. The online training is designed to enhance the ability of all TCSG employees to make ethical decisions and maintain the highest standards of ethical behavior. During the first quarter of employment, new adjunct faculty members will receive instructions and access codes to complete the *Ethics in Action* training.

Grievance Procedures

If you encounter any problem, please see your program chair, coordinator, or the division dean. They are here to assist you in any way possible. However, if you do have a grievance, please refer to www.athenstech.edu/AcademicAffairs/FacultyHandbook/facultyinfo.cfm for a complete description of the official procedures.

Workers Compensation

If you are injured on the job, you must report this injury to your supervisor and the office of finance and administration immediately (no later than 24 hours). They will then make the appropriate calls to get the care you need. A case manager will assist you in selecting a physician, scheduling an appointment, or obtaining the appropriate follow-up care.

If, as a result of a work-related injury or illness, you require immediate medical attention, you should proceed to the nearest emergency medical care facility or call 911 for assistance.

Failure to follow appropriate procedures could jeopardize payment of medical bills under Workers' Compensation. If you have any questions, call the office of finance and administration at 706-355-5116. Please be sure to locate the panel of approved physicians located near the office of finance and administration (J-212).

Family Medical Leave Act of 1993

Under federal law, employees are entitled up to 12-weeks of unpaid, job-protected leave for certain family and medical reasons, and up to 26-weeks of unpaid, job-protected leave to care for a family member of the armed services. Employees are eligible for FMLA leave if they have worked for a covered employer for one (1) year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care; or
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job; or
- To use for any "qualifying exigency" arising out of the fact that a National Guard or Reserves member is on federal active duty or called to federal active duty in support of a contingency operation; or
- To care for the employee's spouse, son or daughter, parent, or "next of kin" with a serious illness or injury incurred in the line of duty on active duty.

Military Family Leave: Eligible employees are entitled up to 26 weeks of unpaid, job-protected leave to care for a covered service member with a serious illness or injury incurred in the line of duty. A covered service member is defined as an employee's spouse, son or

daughter, parent, or "next of kin" on federal active duty in the Regular Armed Forces, National Guard, or Reserves.

Qualifying Exigency: Eligible employees are entitled to 12 weeks of unpaid, job-protected leave to use for any "qualifying exigency" when a National Guard or Reserves member is called to federal active duty. A qualifying exigency is defined as (a) short-notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post-deployment activities; and (h) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Advance Notice and Certification: The employee may be required to provide advance notice and medical certification. Leave may be denied if all requirements are not met by the employee. The employee must provide 30 days advance notice or soon as possible when a leave is "foreseeable." If a 30 day advance notice is not provided, the delay may result in time not counted towards FMLA leave. Also, Athens Technical College may require medical certification to support a request for leave because of a serious health condition and may require a second or third opinion (at ATC's expense) and a fitness for duty report to return to work. Contact Human Resources to request leave information.

Job Benefits and Protection: For the duration of the FMLA leave, the employee's health coverage under any group health plan will be maintained as long as the employee contributions are being made. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unpaid Leave: FMLA leave shall be unpaid except where an employee chooses to use available annual or sick leave and/or short-term disability benefits, which shall be included in the FMLA leave period.

Length of Leave: Eligible employees may take up to twelve (12) weeks of FMLA leave in a twelve (12) month period. Athens Technical College measures the twelve (12) weeks using a "rolling" twelve months measured backwards from the date you use any leave under FMLA.

Return from Leave: When an employee has been cleared by his/her physician to return to work from medical leave, he/she must notify Human Resources within one (1) working day. Additionally, a fitness for duty certification must be provided prior to your return to work.

Added December 2008

General Information

Calendar

The college operates on a four-quarter system. The academic year begins with the fall quarter and graduation is held in June. Athens Technical College operates on a 10-week term for fall, winter and spring quarters and an 8-week term for summer quarter.

Fall Quarter – Late September through December

Winter Quarter – January through March

Spring Quarter – April through June

Summer Term – July through early September

A copy of the current academic calendar can be found on the ATC website.

Holidays

Ordinarily, classes will not meet on holidays observed by the college. See the *Academic Calendar* for these dates. Advise the students of any and all holidays that will be observed. The college will work with faculty and students to make accommodations for the observance of religious holidays.

Campus Maps

Maps and contact information for the Athens, Elberton, Greene, and Walton County campuses are included in the Appendix for your convenience.

Bookstore

The bookstore is located in the student center in the H-700 building. The bookstore is contracted out to Follett Higher Education Group to provide textbooks, school and lab supplies, and other miscellaneous items for students. The regular operating hours are Monday through Thursday, 8 a.m. – 4 p.m. and Friday from 8 a.m. – 12:00 noon. The bookstore is closed on Fridays, except for the first two weeks of the quarter when it is open from 8:00 a.m. – 12:00 noon. Hours of operation are extended at the beginning of each quarter for the convenience of students and the faculty. Major credit cards are accepted for purchase payment.

Although students are expected to secure the textbooks required for a course, they are not required to purchase textbooks and supplies from Follett on the Athens campus.

Instructors experiencing problems with the bookstore must work with the bookstore personnel to resolve issues. If issues are not handled satisfactorily, matters should be referred to the vice president of finance and administration located in room J-316.

Library Resources and Services

The main library is located on the first floor of the administration/library building on the north side of the Athens campus. Faculty members should make students aware of the many services and resources available in the library. Library orientations may be scheduled by faculty for students to learn how to access the 140+ databases available via GALILEO, search for and evaluate internet resources, find materials in WebCat, the library's online catalog, and access other resource materials available in the library and online. An information desk is centrally located and staffed to provide assistance to both faculty members and students. Requests for new books, DVDs, video and audio recordings, and periodicals that will meet instructional needs are routinely solicited from the faculty. Faculty should also be aware of services made available especially to them, such as placing research materials on reserve for student use, obtaining materials through inter-library loan, and providing photocopying services. Faculty are advised to become familiar with the law regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what

purposes. GALILEO stands for Georgia Library Learning Online, and is a group of databases, which includes all sorts of information sources, such as indexes to, and abstracts or full-text of periodical articles. GALILEO is now available to all Georgia residents. You may obtain a password from the library. All of these services are available at the branch libraries, except faculty photocopying services.

Athens Campus Library hours:

Monday thru Thursday - 7:30 a.m. to 10 p.m.

Friday – 7:30 a.m. to 4:30 p.m.

Saturday - 9 a.m. to 4 p.m.

Between Quarters – 7:30 a.m. to 4:30 p.m.

Elbert County Campus Library hours:

Monday thru Thursday - 7:30 a.m. to 10:00 p.m.

Friday – 7:30 a.m. to 4:00 p.m.

Between Quarters – 8:00 a.m. – 4:30 p.m. Monday – Friday

Greene County Campus Library hours:

Monday thru Thursday – 8:00 a.m. to 9:00 p.m.

Friday – 8:00 a.m. – 4:00 p.m.

Between Quarters – 8:00 a.m. to 4:00 p.m. Monday – Friday

Walton County Campus Library hours:

Monday thru Thursday – 8:00 a.m. to 8:00 p.m.

Friday – 8:00 a.m. to 4:00 p.m.

Between Quarters – 8:00 a.m. to 4:00 p.m. Monday - Friday

Mail

Faculty mail is placed in each faculty member's mail box. Check the mailbox before going to class each time you are on campus. Adjunct faculty should check with the program chair or coordinator for location of mailboxes. For security purposes, faculty should not send students to the mailroom.

Parking

Faculty members are issued a parking permit/hang tag (at no charge) by the office of human resources in room J-211. The permit/hang tag should be displayed on the rear view mirror. Faculty members are asked to park in designated faculty/staff parking lots.

Safety, Security, and Emergency Procedures

Faculty members have the responsibility to familiarize themselves with the safety plan as it pertains not only to general school safety, but classroom safety in particular. In general, faculty are to conscientiously perform their jobs in the classroom or laboratory in a safe manner; follow job safety instructions; and report to their dean in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions. In addition to campus security officers, the college employs uniformed officers from the Athens-Clarke County Police Department. Any incidents (whether of a safety or security nature) must be submitted electronically via the intranet. Intranet >> departmental intranet sites >> safety and security>>Electronic Incident Report Form.

It is each faculty member's responsibility to become familiar with ATC's emergency procedures, emergency action plans, fire alarms, exits, fire extinguishers, physical layout of assigned areas, evacuation routes, and the requirements of the Emergency Action Program outlined in the Athens Technical College Safety Manual available on the Intranet (Departmental Intranet Sites>Safety & Security-forms/procedures/documents>ATC Safety Manual).

In the event of an emergency, all faculty members must follow the specific emergency procedure as described in the Emergency Action Plan (Appendix). Phone usage during an emergency should be limited to official use only. Faculty members are responsible for taking precautions to assure their safety, to follow all emergency procedures, and provide direction and assistance to students. All faculty members should participate in emergency drills. Each classroom and lab contains a posted emergency action plan for fire or hazardous evacuation instruction in case of emergency. The emergency action plan should be reviewed with students the first day of each quarter.

Faculty members teaching evening classes should contact the coordinator of evening support services in the event of an emergency. Mr. J.R. Whitley has a Blackberry and can be reached even if he is out of his office assisting faculty, staff, or students. He can receive emails sent to jrwhitley@athenstech.edu on his office computer and Blackberry simultaneously. He can also be reached by telephone on the Blackberry at 706-340-2765. (Please note that this number is not his new office number; you cannot call the last four digits and reach him. You must dial the entire number to contact him on his Blackberry.) His office number remains 706-355-5197; you can still dial that number (the last four digits) and reach him in his office in Room 402 (academic affairs). Both the security guard and the ACC police officer have ATC cell phones. Their phone numbers are posted on all exterior building doors.

Faculty members teaching Saturday classes should contact David Reynolds in the event of an emergency. He is located in the Academic Support Center and can be reached at 706-583-2520.

First Aid

Since Athens Technical College is nonresidential, students and faculty normally secure medical services through their family physicians.

The following are recommended courses of action to take after an illness/injury:

1. In non-critical situations:
 - a. Administer first aid, to the extent possible.
 - b. Notify security by calling the security guard (706-621-9817) during the day and the evening support services coordinator (706-340-2765) in the evening.
 - c. Complete an incident report and submit to the vice president for information technology. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>Electronic Incident Report Form.
2. In a critical situation:
 - a. Administer first aid, to the extent possible
 - b. Notify security personnel by calling the security guard (706-621-9817) during the day and the evening support services coordinator (706-340-2765) in the evening. Notify 911 if necessary.
 - c. Limit activity in the vicinity of the affected student or staff member.
 - d. Complete an incident report and submit to the vice president for information technology. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>Electronic Incident Report Form.

First aid kits are available in each department. Adjunct instructors should see their program chair or coordinator for locations of first aid kits.

Inclement Weather

The president will make the decision to close the college. This includes canceling both day and evening classes as well as all offices at Athens, Elberton, Greene, and Walton. Information will be posted on the website at www.athenstech.edu or accessed by calling 706-355-5000. The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

Station	City
WGAU – AM 1340.....	Athens
WRFC – AM 960.....	Athens
WSGC – AM 1400.....	Elberton
WDDK – FM 103.9.....	Greensboro
WGMG – FM 102.1.....	Athens
WLVX – FM 105.1.....	Elberton
WNGC – FM 106.1.....	Athens
WPUP – FM 103.7.....	Athens
WSGC – FM 92.1.....	Elberton
WWRK – FM 92.1.....	Elberton
WAGA – Channel 5.....	Atlanta
WGCL – Channel 46.....	Atlanta
WNEG – Channel 32.....	Toccoa
WSB – Channel 2.....	Atlanta
WXIA – Channel 11.....	Atlanta

Since Athens Technical College serves a large geographic area and since conditions may vary on occasion in areas outside of Clarke, Elbert, Greene, or Walton counties, students should use their own judgment regarding travel conditions while on campus. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

Room Changes

No instructor is authorized to change the room in which a class is scheduled without approval from the division dean. Room changes must be entered into the Banner system by the division secretary. If class is to meet in another location (i.e., the ATC library, a computer lab, etc.), leave a sign on the classroom door in case there is an emergency. Instructors are responsible for returning furniture to the original configuration of the room. Instructors should erase the boards and have students place trash in receptacles at the end of the class period.

Adjunct Workrooms

Adjunct workrooms are located in room K-515 in the life science building and in rooms B-1134 and B-2230 in the business and technology building.

Supplies

Please see the program chair or course coordinator if you need instructional supplies. Purchase orders are submitted to the division secretary, and purchasing cards can now be used to make authorized purchases.

Photocopying and Securing Materials for Classrooms

The Library staff handles making copies for instructors in room F-129 in the library building if instructors allow three days for copying. Instructors must fill out a form to charge the copies to the department. The library staff also posts hours for walk-in requests. Color copies, transparencies, and hole-punching cost the division extra when done by the library staff. Do not use those services unless you have been approved by the program chair or coordinator to do so. A self-service copier is also available for faculty. Please secure the key from library staff and fill out the form indicating your name, department, and number of copies to be charged to the department. Each division has small volume copiers available. Please see your program director or coordinator for an ID code and the location of the small volume copier. The library has walk in copying available from 10 a.m. to 12 noon and again from 2 p.m. to 6 p.m. in room F-129. The self copier is available in room F-128 and is open from 7:30 a.m. to 10 p.m.

Audiovisual Aids

Most classrooms are equipped with ceiling mounted projectors that should be turned off at the end of the class period or day. TVs, VCRs, and overhead projectors are available for classroom instruction. TV/VCR equipment is available in the media closet of classrooms in the business and technology building, the adjunct workroom in the 500 building, from the Library, or by contacting your program chair or coordinator. Overhead projectors are available in the Library for classroom instruction. All equipment should be returned to its original location and turned off.

Instructors using the ceiling mounted projectors in rooms other than those in the business and technology building will need to use a laptop computer. Instructors may use their personal laptops or check out laptop computers from the office of academic affairs in room 402.

Videoconferencing technology has been installed on the Athens, Elbert, Greene, and Walton campuses. This technology allows one instructor to deliver instruction to students on other campuses simultaneously.

Although specific AV needs cannot always be accommodated, please make them known to your course coordinator.

ATC E-Mail

All adjunct faculty will be issued ATC e-mail accounts.

To access your account from off campus:

- Go to our homepage at www.athenstech.edu, select faculty/staff, e-mail. At the Ciphertrust login screen:
 - o From the server pull down box select Athens – adjuncts, domain enter athenstech.edu, login enter your login name, for example bsmith – do not enter the @athenstech.edu part, and finally your password.

To access your account from on campus:

- Go to our homepage at www.athenstech.edu, select faculty/staff, e-mail. At the next page, select either Full-time faculty/staff or adjunct faculty. This will direct you to the appropriate server. A login box will pop up. For username enter your complete email address, for example, bsmith@athenstech.edu and finally your password.

Because you don't have permanent assigned computers on campus, you will be able to use any computer on or off campus to access your e-mail. Please note, however, that all your e-mail will reside on our e-mail server and is limited to 30 Meg of mail total. Please be very diligent in deleting old e-mail and please keep your deleted items folder cleaned out. You may also want to periodically clean out your sent items folder. Please also review the internet and e-mail use policies in this handbook. If you need assistance, please submit a trouble ticket from the ATC Intranet.

Computer Resources and Services

The open computer lab on the Athens campus is located in H-753 near the college bookstore and office of student activities. The computer lab has 50 computers available for individual student (or faculty) use from 7:30 a.m. to 10 p.m. Mondays through Thursdays and during daytime hours on Fridays. Computer laboratory technicians are available for assistance and are responsible for maintaining paper and toner supplies and monitoring appropriateness of computer use by students. Some computers are also available in the Athens library for student and faculty use during normal library hours. Adjunct faculty may also use computers located in adjunct workrooms located in the business and technology building and in the life sciences building.

The office of information technology provides support and direction for all campus computing and network activities. Services include PC hardware and software maintenance and support, network services, server and systems maintenance, Email system support, Banner technical support, maintenance of the campus web site, Angel technical support, and network security. Adjuncts should report computer problems to the division secretary, program chair,

coordinator or lab tech. The lab techs maintain paper in the printers for all classrooms in the Business and Technology building, the library, and the open computer lab for your convenience. Computer problems not resolved by the lab techs will be forwarded to computer services staff via the ATC Intranet.

ATC Intranet

The college Intranet provides faculty members with useful tools to perform their jobs. Adjunct faculty may request an Intranet account by going to the college web site, clicking *Faculty/Staff*, and then clicking *Request Intranet Account*. The Intranet site contains the following tools:

- **Advisor Handbook** – This site contains most of the materials needed to assist students in the development of their educational plans. (catalog, Banner, FAQs, contacts, testing and placement information, admission guidelines, program information, transfer course equivalents, and financial aid information)
- **FacFusion Home** – This site contains a number of different applications to grant easy access to student information in Banner, class roster data, advisor/advisee lists, instructor schedules, course offerings, enrollment information, student academic histories, etc.)
- **Faculty/Staff Development** -- This site contains a listing of available courses, registration capabilities, the faculty member's faculty development history, a suggestion box, the Add Your Own session feature, and course documents (online sessions).
- **Departmental Intranet Sites** – There are departmental sites for administrative services, adult literacy, human resources, institutional effectiveness, the office of registration and records, and security and safety. These sites offer general information, contacts, forms, etc.
- **ATC Requests** – From this site, faculty can select and complete request applications. (Maintenance Requests (Facilities), HelpDesk Request (Computer Services), ~~Blackboard Support (E-Learning)~~, First Aid – Item Replacement Request, and Website Requests (Corrections, Additions, and Suggestions).
- **Other Intranet Applications** – FTP (File Transfer Protocol), selected PowerPoint Presentations, and the Update Your Directory Information option.

Electronic Devices

Instructors and students are not permitted to operate cell phones inside the classrooms, laboratories, libraries, auditoriums, testing facilities, and training rooms. Cell phones and beepers should be placed on silent or vibration mode when class is in session; however, when taking tests, students must turn cell phones and beepers off. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility.

Faculty should model the behavior they expect from students by not using cell phones and other electronic devices in the classroom. Instructors should not allow students to operate portable radios, CD or MP3 players, hand-held electronic games, or other similar devices inside the classroom environment unless its use is a part of the scheduled lesson or you grant permission for a student to record classroom lectures.

GoBack Software

GoBack Software is installed on all computers in the B-1000 building, library, open computer lab, and on adjunct computers in adjunct workrooms. Any files left on these computers by students and faculty will be deleted by the GoBack software once the computer is shut down. Students and faculty should save their work to a floppy disk, a CD RW, or a jump drive before leaving the classroom or adjunct workroom.

Maintenance or Repair Procedures

Please assist us in maintaining our facilities. If you notice something that needs attention, please report it immediately to the program chair, coordinator, or division secretary. Maintenance requests will then be forwarded to the facilities director via the ATC Intranet.

Vending Machines

Vending machines are located just off the courtyard in the room between the J-300 and I-400 buildings and in business and industry building #3 (building M). Drink machines only are located in business and industry building #1 (building N), in the first floor back stairwell of the business and technology building (B), and in the lobby of the K-500 building.

Jittery Joe's

Jittery Joe's is located in the student center in the H-700 building and will be open Monday through Thursday from 7:30 a.m. – 2:00 p.m. but will close at 12:00 noon on Friday. Coffee and other beverages, assorted breakfast items, sandwiches, soups, and chips, etc. are available for purchase.

Southern Diner

Southern Diner is located in the lobby area of the K-500 building. It is open and available for lunch from 10:00 a.m. to 6:00 p.m. Monday – Thursday and closed on Friday.

General Areas of Responsibility

Accessibility to Students

Although adjunct faculty are not required to maintain a schedule of office hours, it is expected that they will accommodate reasonable requests from students for access to the instructor before or after class as stated in the adjunct letter of agreement. These are times during which faculty members make themselves available to students for additional assistance.

Professional Appearance

All faculty members should conduct themselves and should treat students in a professional manner. A neat, well groomed, appropriate, professional appearance is always expected.

Class Schedule

No instructor is authorized to change the hour or day on which a class is scheduled. Classes must meet at the times published for the class. While we recognize that classes will, on occasion, be dismissed early, classes are to meet for the full time indicated in the printed schedule. Classes should also meet on campus unless an official field trip has been approved by the division dean.

Instructor Absences

When a faculty member assumes the responsibility of teaching a class, he or she accepts the obligation to meet that class as scheduled. If for some reason – illness or any other cause – the instructor is unable to do so, it is his/her responsibility to notify the program chair, program coordinator, dean, or the evening support services coordinator (706-340-2765).

Instructional Areas of Responsibility

Master Course Syllabus/Addendum to Syllabus

All instructors must adhere to an approved master course syllabus which includes a course description, the textbook used, student learning outcomes, the grading scale, the grading policy and criteria, and other relevant policies. All master course syllabi are stored as PDF files on the ATC Web site and may be accessed by selecting Current Students from the homepage and then selecting Course Syllabi.

The master course syllabus may not be changed for an individual section of a course. Rather, faculty should prepare an addendum to the master course syllabus to inform students of office hours, contact information, additional course resources, and a calendar which specifies assignment dates and the weights to be used in grading.

Students should be given a master course syllabus with an addendum for every class in which they are enrolled and should have it explained to them on the first day of class. It is especially important to cover the core skills listed on the course syllabus in order to be in compliance with Technical College System of Georgia standards.

We welcome your input in revising and improving course syllabi. Any changes in the syllabus must go through the program chair and the division dean for approval by the vice president for academic affairs.

Textbooks

A desk copy of the textbook, along with any supplementary materials (instructor's manual, test bank, software), and a grade book will be issued at the beginning of each quarter. These items must be returned to the program chair or coordinator after final exams unless the course is being taught the next quarter.

Class Rosters

You are expected to print your own class roster for each class that you teach. Computers are located in the library, in the computer lab in H-753, and in the adjunct workrooms in K-515, B-1134, and B-2230 for your convenience. Because students may amend their class schedules during Drop/Add on the first two days of the quarter, it is important that you **print a new roster at the end of each day the first three days of the quarter**. Please note that instructors should never tell students that they can be added to a class that is full. If a student comes to your class but is not on the most current roster, ask to see his or her drop/add form from the office of the director of registration and records. If the student does not have proof that he or she has added your class, send the student to the director's office to obtain proof. **Never allow a student who is not on your roster to remain in the class.**

Directions for Printing Class Rosters:

1. Connect to Athens Technical College web site at <http://www.athenstech.edu>.
2. Select *Faculty/Staff*.
3. Select *Banner Web*.
4. Select *Enter Secure Area*.
5. Enter your User ID (faculty ID# or social security number) and Password (date of birth *mmddyy* or last six digits of social security number) and click Login.
6. Select *Faculty Services*.
7. Select *Term Selection*.
8. Select the correct quarter and click Submit Term-- (Example: Fall Quarter 2008).
9. Click CRN Selection -- (Course Reference Number).
10. Select course and click Submit -- (Example: Anatomy and Physiology I -- 24414).
11. Select *Summary Class List*.
12. Print roster.

13. Repeat steps 9 through 12 until you have printed rosters for all courses you are teaching.

NOTE: You will need to use Internet Explorer and on some computers you may have to use the print button instead of File, Print.

NOTE:

If you have problems printing your class rosters, please see your program chair or coordinator.

No Show Reporting

Instructors are required to report whether they have any students who are no shows at the end of the first week of class. A **no show** is a student who does not attend class or make any attempt to contact you *during the first full week of the quarter*. Students taking online courses must log onto Angel within the first five days of the start of the academic term and communicate with the course instructors. Otherwise, instructors of online courses will report these students as no shows.

The director of registration and records will remove from your class any student you submit as a no show. Students removed from classes for being no shows will receive a full refund of their tuition and fees. Instructors are not to allow students to begin attending classes during the second or subsequent weeks of the academic term.

Directions for Submitting No Shows:

1. Print a class roster after drop/add has ended.
2. Take attendance every day.
3. At the end of the first week (you will receive an email from the director of registration and records with specific submission deadlines each quarter), go to the **No Show Reporting** webpage www.athenstech.edu/computer_services/noshow/ to submit attendance information.
4. For each class that you are teaching, indicate the names of your no shows or that all students have attended at least one class session, and click the submit button.
5. Print the confirmation page(s) for your records.

****All no shows must be submitted through the website.** The office of registration and records cannot accept handwritten, printed, or emailed no show rosters.

If you submit a student as a no show in error, send an email to the director of registration and records canagelo@athenstech.edu indicating that student's name, id number, and class crn. If the student has already cashed his or her no show refund check, he or she will be required to repay the money before being allowed to re-enter your class.

Final Examination Schedule

The last two days of each quarter are devoted to final examinations. The examination schedule is published in the Calendar of Events and will be e-mailed to all instructors by the Vice President for Student Affairs. All exams must be given as scheduled. An alternative schedule may be approved for students with extenuating circumstances or exam conflicts. This change must be approved by the division dean or Vice President for Academic Affairs.

Grading

The grading scale is detailed in the Catalog and Student Handbook and listed below for reference. All faculty members are obligated to follow this scale when assigning grades to reflect a given student's performance in the classroom.

Grade	Numerical Equivalent	Grade Point
A/A*	90-100	4
B/B*	80-89	3
C/C*	70-79	2
D/D*	60-69	1
F/F*	0-59	0

Effective Summer Quarter 2006, Athens Technical College replaced the S/U grading system used for learning support classes with an A*-F* grading system. The director of registration and records uses an asterisk (A*, B*, C*, D*, F*, W*, WF*, WP*) to designate learning support course grades on transcripts and grade reports because these grades are not components of the quarterly grade point average.

The college also uses the following:

I – Incomplete. This symbol indicates that students had valid excuses (circumstances beyond their control) for incomplete course work, and their instructors considered the work completed to date as passing. There must be plan agreed upon by both instructor and student for the completion of the work. (Refer to the *Request for a Grade of Incomplete [I] or In Progress5 [IP] Form* in the Appendix). Students must complete the work during the following quarter. Instructors will file a change of grade form in the office of registration and records to update the student's record with the final grade after the incomplete work is completed. If no change of grade form is submitted, the director of registration and records will convert incomplete grades to grades of F after one quarter. Grades of incomplete **must be approved in advance by the division dean**. The Division dean will submit to the director of registration and records a list of students who have received approval for a grade of incomplete each quarter.

IP – In Progress. This symbol indicates that students are making satisfactory progress in courses, but need an extension into the next quarter to complete the course work. **This grade is only assigned when requirements for the course are scheduled beyond the quarter deadline for reporting grades.** Grades of in progress **must be approved in advance by the division dean**. The division dean will submit to the director of registration and records a list of students who have received approval for a grade of incomplete each quarter.

W – Withdrawal. This symbol indicates that students officially withdrew from classes by the midpoint of the quarter as noted in the *Academic Calendar*. Instructors are not required to sign withdrawal forms for grades of W. Students may withdraw from classes until mid-term via their student Banner Web accounts.

WP – Withdrawal Passing. This symbol indicates that students were passing when they officially withdrew from classes after the midpoint of the quarter. Instructors must assign this grade and sign the student's withdrawal form.

WF – Withdrawal Failing. This symbol indicates that students were failing when they officially withdrew from classes after the midpoint of the quarter. Instructors must assign this grade and sign the student's withdrawal form.

Please Note: Instructors are NOT to assign grades of W, WP, or WF during final grade submission. If students have officially withdrawn from the class, the director of registration and records will have entered the appropriate withdrawal grade in Banner and a W, WP, or WF will appear on the final grade roster.

Notification of grades via email is in violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). The public posting of grades by the student's name, student number, or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

Gradebooks

Each faculty member must maintain a grade book or other record on all classes taught. The grade book should reflect a record of the student's absences and tardies so that a work ethics grade may be assigned (see entry on Work Ethics in the Catalog and Student Handbook). It should also reflect a record of the student's course progress as set out in the course syllabus, including the final grade achieved. All hard copy gradebooks and/or Excel gradebook files on CD must be surrendered to the director of registration and records upon termination of employment.

Final Grade Reporting

Banner Web Grade Book is used to enter the final grades.

Directions for Submitting Final Grades:

1. Connect to Athens Technical College web site at <http://www.athenstech.edu>.
2. Select Faculty/Staff.
3. Select BannerWeb.
4. Select Enter Secure Area.
5. Enter your User ID (faculty ID# or social security number) and Password (date of birth mmddyy or last six digits of social security number) and click Login.
6. Select Faculty Services.
7. Select Final Grades.
8. Select Term.
9. Select Course.
10. Enter final grades (Remember for all credit courses to enter grades with a work ethics grade, for example, A2, B3, C1).
11. Print a copy for your records after you click the submit button.

The deadline for submitting grades is normally within three days after the conclusion of final exams. It is listed on the Student Affairs calendar and on the Calendar of Events, and the deadline will be emailed to you by the director of registration and records. **It is imperative that final grades be submitted via Banner Web by the deadline set by the director.**

Grades of W, WP, and WF must be initiated by the student through the office of the director of registration and records. These grades cannot be entered into Banner Gradebook at the end of the quarter. It is the student's responsibility to return all signed withdrawal forms to the office of the director of registration and records. Grades of W, WP, and WF will appear on the final grade roster if students have followed proper procedures for withdrawals. **Students who stop attending classes without formally withdrawing from the course are to be assigned "0" for all of the work missed and the final average calculated as stated on the course syllabus.**

Change of Grade

If it becomes necessary to change a grade after it has been submitted via Banner Web Gradebook, (removal of an incomplete or correction of a factual error, for example) instructors must obtain copies of the Change of Grade Form from the office of registration and records in building H. Please provide your program chair or coordinator with a copy of the completed form submitted to the office of registration and records.

Appeal of Final Course Grade

A student who receives a final course grade that he or she believes is incorrect must first address the matter with the instructor; the instructor will review course grades and calculations and determine if a grade change is warranted. If the student is not satisfied with the instructor's decision, he or she may submit a written request that the vice president for academic affairs review the matter. The vice president will examine the facts to ensure that the grade was determined fairly and according to the criteria stated in the course syllabus and will communicate the results of the review to the student and the instructor. The decision of

the vice president for academic affairs shall be final. Absent extraordinary circumstances, students must file written appeals within two weeks from the date they learned, or reasonably should have learned, of the grades or other actions with which they disagree.

Your role in this process is to follow the master course syllabus, keep detailed coursework records, keep students apprised of grades throughout the quarter so that there are no surprises, maintain your class gradebook, and treat all students equally and fairly. If you are teaching a hybrid or online class, you should make sure that all information on your class website is accurate and up to date.

Work Ethics Grade

To fulfill the responsibility to teach essential workplace ethics, the college evaluates program students on attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. Because students are preparing for employment, it is essential that they become accustomed to standards of behavior in the workplace. At the conclusion of the quarter, faculty members assign separate numerical work ethics grades, which appear beside the course letter grades on both transcripts and grade reports. The work ethics grading scale is as follows: 3 (exceeds expectations), 2 (meets expectations), 1 (needs improvement), and 0 (unacceptable). For more information concerning the work ethics grade, see Section 3 of the Student Handbook.

Online Teaching

Adjuncts interested in teaching online classes should contact their program chairs. The program chair will submit an ANGEL Course Request to the Director of Online Learning on the adjunct's behalf. The steps to use ANGEL for Web-Enhanced, Hybrid, or Fully Online classes are shown below:

1. Attend an ATC Instructor ANGEL Training Course
 - o *ATC Faculty Development*
2. Recommended - Plan Course Using Guidelines
 - o *GVTC Principles of Good Practice: Criteria for Web-based Courses Quality Assurance Checklist*
3. Program Chair/Instructor Requests an ANGEL Course Shell from the Director of Online Learning
4. Develop Course (WE,H,O)
5. Pilot Course One quarter as Web-Enhanced course
6. Recommended - Departmental Approval/Review Prior to Use as Hybrid/Fully Online
7. Course Instructed as Hybrid or Fully Online
8. Post-course Evaluations

For additional information on faculty development ANGEL workshops, check the Faculty Intranet/Faculty Development page. For questions or support on distance learning initiatives or instructional strategies, contact Mary Clare DiGiacomo, Director of Online Learning at (706) 583-2760 or mcdigiacomo@athenstech.edu.

Auditing

Students have the option of auditing classes each quarter. Auditing students must attend classes during the same periods as students who will receive grades and credit for the courses. You should provide auditing students with all course materials except tests. A grade of "AU" should be recorded at the end of the quarter for auditing students.

Field Trips

Instructors should never plan to meet with students off campus unless on an official field trip. Planned field trips, if appropriate, must be approved through the division dean.

Professional Development/Training

The college schedules periodic on-campus workshops and seminars and online offerings to provide training and professional growth opportunities for faculty and staff. The Faculty Development site on the Intranet lists scheduled on-campus workshops and seminars. Adjunct faculty are welcome to participate in sessions unless otherwise noted.

Responsibility for Students

Student Code of Conduct

Instructors are to ensure student compliance with the conduct code and to be familiar with the section on "Student Rights and Responsibilities" stated in the Student Handbook. Rules and policies are to be enforced at all times in a friendly, fair, yet firm manner. Instructors should resolve their own discipline problems whenever possible, realizing that the inability to do so will affect adversely their position of leadership in the classroom and lab. Any serious disciplinary problems should be brought to the attention of the vice president for student affairs.

Only in cases where the student's presence represents a disruption to the learning process or immediate danger to others will an instructor order a student out of class; however, no instructor is to use physical force in removing a student from a classroom or lab. If a student refuses to leave the class or lab when ordered, the president, vice president for student affairs, the vice president for academic affairs, or the dean is to be notified immediately. Any student ordered out should not be allowed back into the class until a conference has been held with the vice president for student affairs and/or the president.

Academic Support Center

Each ATC campus has an Academic Support Center to assist students in achieving their maximum level of performance in all subjects offered by the college. Instructors and peer tutors are available at the centers at various hours to help students on a one-on-one or small group basis. In addition, the centers offer computer-assisted tutorials, videotapes, workbooks, and other reference books. Walk-ins are welcomed; appointments are not necessary. Study groups and review sessions are held on various subjects.

It is the Academic Support Center's goal not only to assist students but also to make instructors' jobs easier by working in unison for student success. When it becomes evident that a student could benefit from assistance outside the classroom, faculty should encourage that student to make use of the center's support services. Instructors are also encouraged to volunteer at the center to tutor all students or to arrange private sessions to tutor their own students.

You are welcome to go to the center at any time to speak with Jane Brown, the academic support coordinator, (706-583-2839 jbrown@athenstech.edu) or David Reynolds, the evening assistant coordinator (706-583-2520 dreynolds@athenstech.edu) on the main campus.

Student Email Accounts and FERPA

The college issues official college email accounts to all enrolled students. When communicating with students via email, faculty should only use the official @student.athenstech.edu email addresses to do so. Please remind students to check their student email accounts on a regular basis.

The Office of Student Affairs does not mail to currently enrolled students through the U.S. Postal Service; students receive all official communications through the students' official @student.athenstech.edu account. Examples of the types of information being sent to students via email include program change approvals, information about the status of their financial aid (by directing them to the secure login for BannerWeb), registration/advisement reminders, and notifications that grades have been posted (but not the actual grades themselves). The student email accounts are also used to post required annual notifications such as the availability of campus crime reports and Family Educational Rights and Privacy Act (FERPA) annual notifications.

FERPA addresses the use of email to communicate with students. 1) FERPA states that the college must be able to authenticate identity of senders. The only possible way to satisfy this requirement is to ensure that the college only communicates with students via official college-provided email addresses. This applies to both faculty and students. 2) **Notification of grades via email is in violation of FERPA.** There is no guarantee of confidentiality on the Internet. The college would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. The public posting of grades by the student's name, student number, or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses. 3) A student's social security number should never be included in an email sent to a student or a third party.

Students with Disabilities

Any student with a documented disability is eligible to receive reasonable academic adjustments and auxiliary aids in the classroom and/or for testing at Athens Technical College, as long as appropriate documentation of the disability has been submitted to the Disability Services office in a timely manner.

By definition, a disability that qualifies a student for accommodations in college is a physical, psychological, or cognitive impairment that substantially limits one or more of the major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. As a post-secondary institution, Athens Technical College cannot use IEPs or 504 Plans from high school to support the provision of academic adjustments.

Once a student has presented documentation to the Disability Services Office in Student Support Services and requested assistance with academic adjustments and/or auxiliary aids, the Coordinator of Disability and Career Services will review that documentation to confirm that it meets the required guidelines. The Coordinator will then furnish that student with an Accommodations Request which the student should then present to each instructor during the first week or two of the quarter.

The Accommodations Request will outline specific academic adjustments or auxiliary aids which the student is eligible to receive. Each instructor is required to sign and return to the Coordinator of Disability and Career Services an attached statement, indicating that the Accommodations Request has been received and understood. This will confirm for us that the instructor will be providing to the student the services outlined on the request.

The office of Disability Services will gladly assist any faculty member in providing reasonable accommodations for students with disabilities. However, it is ultimately the responsibility of each instructor to insure that the requested academic adjustments and auxiliary aids are being offered in an appropriate manner to any student presenting a formal Accommodations Request. If a student does not provide a formal request but instead discloses information about a disability to you, please instruct that student to contact the Disability Services Coordinator at 706-355-5006 for assistance. Please do not offer academic adjustments to a student without confirmation from our office that those adjustments are warranted.

The Student Support Services office does not expect you to change course guidelines or standards for any student, regardless of their disability status. The purpose of academic adjustments and auxiliary aids is to ensure equal educational opportunity. It is the student's responsibility to meet with you as soon as possible to discuss specific needs and the provision of listed accommodations in a manner appropriate to your classroom setting.

Students approved for testing accommodations may utilize available facilities in the testing area of Disability Services. However, due to an increase in the number of students served and limited resources available, we strongly encourage students and instructors to arrange testing accommodations within the classroom whenever possible. **If you choose to have the student test with the Disability Services office, we must have 48 hours notice to**

schedule the test and the Coordinator of Disability and Career Services must receive the test at least 24 hours in advance. Please follow the instructions that will be included in the Accommodations Request presented to you by your student.

If you would like further assistance or have any questions or concerns, please feel free to contact the Coordinator of Disability and Career Services at 706-355-5006 or the Director of Student Support Services at 706-355-5081. Both are located in Building H on the Athens Campus.

Helping a Student in Crisis

The following information is taken from a Faculty-Staff Guide titled *Helping a Student in Crisis*. This brochure is available from the Director of Student Support Services at 706-355-5081 on the Athens Campus. The guidelines below are based on a Memorandum of Understanding (MOU) that Athens Technical College has arranged with Advantage Behavioral Health Systems to provide crisis intervention services to our students as needed, regardless of which campus they attend.

The text of the brochure reads as follows:

* * * * *

HOW TO RESPOND TO A STUDENT IN CRISIS...

From time to time you may come in contact with students who are struggling with issues that extend well beyond the classroom. Some of these students may have psychological or psychiatric conditions for which they are being treated, while other students in crisis may simply be dealing with overwhelming events that are part of life, such as divorce, death of a loved one, legal issues, etc.

Since students may have no where else to turn, they often confide in their teachers or other College staff members. In doing so, they may reveal suicidal thoughts and plans about harming themselves. Students may even disclose feelings of anger or revenge against others that they need help in controlling.

*When you are faced with a situation like the ones described above, help is available to Athens Technical College faculty and staff from two sources. The procedure outlined in this brochure is to help you in assisting any student who is experiencing a mental health crisis and who needs guidance from a trained mental health professional. **If at any time you believe anyone to be in imminent physical danger, call 911 for immediate assistance.***

CRISIS INTERVENTION PROCEDURE

STEP #1

If available, the Director of Student Support Services on the Athens Campus can assist you with crisis intervention, should the need arise. Contact the Director by phone at 706-355-5081 or in person in Room H-749 (Athens), and immediately identify the emergency situation so that a decision can be made as to how it should be handled.

STEP #2

If the Director of Student Support Services is not readily available or if you are located on a campus other than Athens, you can contact the Advantage Behavioral Health Systems Information Line for assistance. The phone number listed is for Athens Technical College faculty-staff use ONLY and for internal agency use by Advantage Behavioral staff members. It is not to be given out to students.

The toll-free number is 1-800-976-7031, and it can be accessed at any time from all ATC campuses.

STEP #3

Any Advantage Behavioral Health staff member who answers their Information Line can help you. Identify yourself as an Athens Technical College employee. Then explain clearly and concisely the situation with the student and wait for instructions about how to best respond to it.

STEP #4

If the Advantage Behavioral Health staff member determines that the student needs to be referred to the community for further care, the following contact information for Advantage Behavioral Health System clinics can be used to assist the student in contacting a therapist. The clinic information below can be shared with students.

Clarke County Mental Health Clinic

250 North Avenue, Athens, GA 30601 - 706-542-8656 Lead Therapist: Iain Halstead

Elbert County Mental Health Clinic

50 Chestnut Street, Elberton, GA 30635 - 706-213-2048 Lead Therapist: Patricia Thomas

Greene County Mental Health Clinic

1040 Silver Road, Greensboro, GA 30642 - 706-453-2301 Lead Therapist: Helen Kabat

Walton County Mental Health Clinic

834 Hwy 11 South, Monroe, GA 30655 - 770-267-8302 Lead Therapist: Tara Ford

STEP #5

As soon as possible, report the incident to the Director of Student Support Services on the Athens Campus at 706-355-5081.

* * * * *

Additional support services for Athens Technical College students are available on a limited basis from members of the Student Support Services staff. Please contact the director at 706-355-5081 for more information.

APPENDIX

DIRECTORY

Abell, Twinkle 583-2597
 Abrahamson, Amy 227-7957
 Adkins, Michael 355-5095
 Allen, Doug 355-5032
 Allen, Rebecca 583-2874
 Angelo, Caroline 355-5035
 Arnold, Steve 425-3227
 Ashworth, Dennis 355-5167
 Baker, Doug 355-5052
 Barrow, Jerry 369-5873
 Batts, Brenda 355-5084
 Beall, Dr. Brent 207-5350
 Beam, Carolyn 583-2598
 Beatty, Yvonne 583-2728
 Bennett, Temple 355-5148
 Benson, Jennifer 355-5050
 Benson, Stephanie 355-5112
 Boggs, Donna 583-2529
 Bosworth, Nancy 369-5876
 Bowles, Teresa 355-5089
 Bradley, Carla 369-6095
 Bramblett, Virginia 355-5087
 Brewer, Darrell 355-5175
 Brown, Jane 583-2839
 Burton, Melissa 355-5009
 Campbell, Dianne 355-5048
 Carman, Diana 355-5071
 Carr, Chen 355-5116
 Carter, Kathy 425-3328
 Chambers, Margaret 355-9124
 Crickenberger, Leslie 583-2818
 Cummings, Jerry 355-5070
 Daniel, Andrea 583-2806
 Davidson, Janet 355-5036
 Dean, Chris 369-6095
 Deasy, Kelly 355-5006
 Denero, Dr. Sandy 355-5065
 DiGiacomo, Mary Clare 583-2760
 Downey, Sherry 355-5027
 Eason, Vanessa 355-5007
 Edmonds, Tekesha 369-6095
 Edwards, Marilyn 355-5030
 Ellenberg, Thea 355-5059
 Estes, Diane 583-2813
 Famerese, Dr. Randall 425-3377
 Fang, Qian (Jan) 355-5164
 Faulconer, Catherine 583-2542
 Faulkner, Robert 355-5122
 Faust, Elaine 355-5010
 Favaloro, Mayre 355-5016
 Fenchak, Liz 355-5083
 Ferrell, Christopher 355-5160
 Fields, Janice 355-5021
 Flanigan, Susannah 355-5022
 Floyd, David 355-5062
 Foster, Angie 583-2741
 Fowler, Michael 355-5159
 Gillespie, Anna 355-5045
 Goggin, Mike 583-2799
 Goodwin, Nancy 583-2812
 Grafton, Sheba 355-5020
 Grile, Tina 355-5142
 Hafenbrack, Beverly 355-5028
 Haley, John 355-5042
 Hall, Freeman 369-6095
 Hall, Helen 355-5078
 Harris, Patrick 355-5012
 Harrison, Carol 583-2816
 Hartley, Priscilla 355-5076
 Heil, Alysen 355-5064
 Helms, Kay 355-5141
 Helton, Amy 355-5149
 Heltzel, Dr. Andreas 355-5138
 Henry, Glenn 355-5040

Hill, Amy 369-5608
 Hill, Jeff 355-5098
 Hill, Missy 355-5101
 Hodson, Diane 583-2543
 Holbrook, David 355-5163
 Jackson, Michael 355-5122
 Jackson-Streb, Beth 355-5072
 James, Cindy 583-2800
 Jarrett, Dr. Ken 369-6095
 Johnson, Nakia 355-5018
 Johnstone, Bobbie 369-6095
 Jones, Gay 355-5133
 Kennedy, Jennifer 355-5082
 Kennedy, Dr. Sally 355-5183
 Kerbo, Quincy 355-5038
 Kilgos, Dr. Ellen 355-5182
 King, Debra 355-5122
 Larson, Susan 355-5034
 Lastie, Rhonda 355-5075
 Latimer, Amanda 583-2889
 Latimore, Billy 355-5120
 Latimore, Clint 355-5120
 Latimore, Mary 355-5120
 Latner, Kim 583-2879
 Little, Debra 355-5037
 Lockerman, Dr. Kelly 425-3335
 Major, Rebecca 355-5003
 Manus, LuReese 355-5119
 Mattox, Tawana 425-3327
 May, Katherine 369-6095
 McGhee, Tracie 425-3060
 McKay, Amanda 369-6095
 Michele, Carla 355-5117
 Miller, Dr. Carole 355-5107
 Miller, Sandi 355-5044
 Moody, Brenda 369-5763
 Moody, Pat 355-5066
 Moore, Kim 355-5015
 Morgan, Margaret 369-6095
 Mout, Dr. Michael 355-5177
 Myers, Dr. Carol 355-5080
 Nahar, Vidya 355-5106
 Nicewarner, Metta 355-5019
 O'Keefe, Dr. Ellen 355-5176
 Ott, Dr. Bruce 355-5104
 Parham, Melanie 583-2704
 Payton, Dennis 355-5099
 Perkins, Roxanne 355-5094
 Petee, Michelle 355-5017
 Pierce, Donna 355-5014
 Phillips, Barbara 355-5063
 Pilgrim, Lee 583-2544
 Pomerene, Toni 355-5074
 Powell, Judy 355-5029
 Pyle, Dr. Joe 355-5033
 Quinn, Scott 355-5134
 Randall, Ginger 355-5023
 Rapp, Dr. Jeff 355-5086
 Ravenell, Kathy 355-5079
 Ray, Courtney 227-5435
 Reid, Lenzy 355-5008
 Reynolds, David 583-2520
 Richardson, Phyllis 355-5091
 Ritter, Michelle 355-5051
 Roberts, Ken 355-5068
 Rodgers, Dr. Janie 355-5026
 Rolf, Stuart 355-5073
 Sales, Mike 355-5174
 Sandoval, Marchelle 355-5121
 Sansing, Dr. Joyce 355-5060
 Schara, Christine 425-3127
 Simmons, Cindy 355-5109
 Simmons, Tina 355-5031
 Smith, Daniel 355-5124

Smith, Elizabeth 355-5004
 Sokol, Howard 355-5041
 Sorrow, Amanda 355-5025
 Sosebee, Charlotte 355-5110
 Stamey, Shawn 355-5145
 Stanfield, Carter 355-5099
 Stanley, Ryan 355-5069
 Summers, Donald 583-2693
 Summers, Jimmy 355-5180
 Swaim, Michael 770-725-5228
 Swaim, Michael 583-2842
 Taylor, Celeste 355-5081
 Thomas, Kathryn 355-5100
 Thompson, Tony 583-2829
 Tidwell, Ronnie 355-5120
 Trammell, Loretta 583-2502
 Trapp, Tonya 355-5054
 Turenne, Jill 355-5049
 Tydings, Dr. Flora 355-5111
 Vaughn, Sebrina 583-2698
 Walter, Jim 355-5120
 Wehunt, Terry 355-5077
 Weldon, Dr. Sheila 355-5113
 Welsh, Chef Marshall 425-3059
 Welsh, Chef M. 770-725-5228
 Wheeler, Amy 583-2816
 White, Amanda 369-5763
 White, Dr. Carol 583-2530
 White, John 425-3286
 White, Lisa 227-5360
 Whitley, J.R. 355-5197
 Wiles, John 369-6095
 Wilkes, Mona 355-5097
 Williams, Kevin 355-5120
 Williams, Stephanie 583-2810
 Wilson, Dr. Jackie 583-2749
 Wilson, Sherm 355-5115
 Worthey, Terri 227-5333
 Yuhas, Jane 355-5013
 Yuhas, Robert 355-5056

Elbert County Campus

Andrews, Mark 213-2126
 Bone, Tina 213-2118
 Bookstore 213-2144
 Bowles, Teresa 213-2191
 Bramblett, Virginia 213-2182
 Chestain, Larry 213-2113
 Coleman, Brandi 213-2104
 Copas, Lucy 213-2145
 Cosmetology Lab 213-2194
 Davis, Barbara 213-2100
 Downer, Linda 213-2106
 Durkin, Patrick 213-2112
 Evans, Deborah 213-2100
 Fowler, Michael 213-2123
 Gully, Yancey 213-2103
 Hill, Missy 213-2143
 Hopson, Dr. Bonnie 213-2110
 Kiriakos, Amanda 213-2139
 Loyd, Nathan 213-2119
 Lyon, Tommy 213-2105
 Main Reception Desk 213-2100
 Malanowski, Leslie 213-2124
 Malone, Vicky 213-2107
 Nestor, Donald 213-2127
 Perrin, Andrea 213-2108
 Rousey, Wesley 213-2114
 Siefferman, Dr. Larry 213-2102
 Spinks, Jerry 213-2126
 Stanford, Shawana 213-2109
 Stanley, Carol 213-2116
 Walton, Clark 213-2126
 Whitlow, Michelle 213-2141

Greene County Campus

Career Center 453-0794
 Coile, Tonya 453-7435
 Edington, Dr. Linda 453-0378
 Heimer, Marjorie 453-0536
 Leatherwood, Kristi 453-1932
 Main Reception Desk 453-7435
 FAX 453-2583

Walton County Campus

Barton, Bill 770-207-3128
 Brady, Denise 770-207-3123
 Cosmetology Lab 770-207-3138
 Craven, Quin 770-207-3132
 Ely, Bill 770-207-3135
 Hamby, Nelma 770-207-3131
 Heimer, Marjorie 770-207-3126
 Hendricks, Bill 770-207-3137
 Indus. System Tech. 770-207-3136
 Johnson, Ethel 770-207-3131
 Main Reception Desk 770-207-3130
 Malcom, Dominic 770-207-3127
 Peevey, Mark 770-207-3150
 Reynolds, Jane 770-207-3130
 Vaughn, Lisa 770-207-3139
 FAX 770-207-3129

Adult Education Centers

Clarke County 355-5031
 Elbert County 213-2141
 Greene County 453-1932
 Hart County 856-2655
 Madison County 783-5308
 Oconee County 769-3949
 Oglethorpe County 743-5395
 Taliaferro County 456-2583
 Walton County 770-207-3131
 Wilkes County 678-7647

Office Telephone & Fax Numbers

Academic Affairs 355-5018
 FAX 355-5181
 Admissions 355-5005
 FAX 369-5756
 Adult Education 425-3047
 FAX 355-5172
 ATC Main FAX 369-5753
 Bookstore 355-5125
 Business & Public Service 355-5036
 FAX 355-5139
 Business/Ind. Services 369-5763
 FAX 369-5872
 College Recruitment 355-5148
 Community Education 355-5022
 Cosmetology Appts 355-5136
 Dental Hygiene Appts. 583-2810
 Economic Dev. Services 369-5873
 FAX 355-5172
 Elbert Co. Campus 213-2100
 FAX (Admin) 213-2149
 FAX (Adult Education) 213-2115
 FAX (Bookstore) 213-2207
 Finance & Administration 355-5116
 FAX 369-5753
 FAX (HR) 425-3379
 Financial Aid 355-5009
 FAX 425-3086
 External Affairs 355-5109
 FAX 355-5150
 Gen. Ed./Learning Supt. 355-5034
 FAX 355-5161
 GED Testing 583-2816
 Greene Co. Campus 453-7435

FAX	453-2583	FAX	425-3379
Life Science Division	355-5037	Library	355-5020
FAX	425-3104	Student Affairs	355-5029
Human Resources	355-5115	FAX	369-5756

Technical & Industrial Div.	355-5034	Registration & Records	355-5013
FAX	355-5161	Walton Co. Campus	770-207-3130
President's Office	355-5110	FAX	770-207-3129
FAX	355-5162	WIA Program	355-5015

ACADEMIC AFFAIRS

DiGiacomo, Mary C.	Director, Online Learning	583-2760	J-301A
Johnson, Nakia	Secretary to the Vice President	355-5018	I-402
Kilgos, Dr. Ellen	Director, Instructional Services	355-5182	I-402
Sansing, Dr. Joyce	Vice President	355-5060	I-402

ACADEMIC DEANS

Campbell, Dianne	Business and Public Service	355-5048	B-1106
Larson, Susan	Gen. Ed. / Technical & Indus.	355-5034	J-301
Pyle, Dr. Joe	Life Sciences	355-5033	K-514

ACCOUNTING

Bramblett, Virginia	Program Chair	355-5087	B-1131
Floyd, David	Instructor	355-5062	B-1133

ADMISSIONS

Benson, Jennifer	Specialist	355-5050	H-722
Eason, Vanessa	Assistant	355-5007	H-724
Major, Rebecca	Data Clerk	355-5003	H-725
Randall, Ginger	Coordinator	355-5023	H-719
Reid, Lenzy	Director	355-5008	H-721
Smith, Elizabeth	Assistant	355-5004	H-717

ADULT EDUCATION

Allen, Dr. Katherine	Instructor	456-2583	Taliaferro
Copas, Lucy	Instructor	213-2145	Elbert
Downey, Sherry	Receptionist	355-5027	M-103
Fievet, Polly	Instructor	678-7647	Wilkes
Goggin, Mike	Instructor	583-2799	Bldg. P
Hafenbrack, Beverly	Instructor	355-5028	Bldg. P
Hamby, Nelma	Instructor	770-207-3131	Walton
Hamison, Carol	Chief GED Examiner	583-2816	M-103
Johnson, Ethel	Instructor	770-207-3131	Walton
Leatherwood, Kristi	Instructor	453-1932	Greene
Pfaender, Kathy	Instructor	856-2655	Hart
Reeves, Corky	Instructor	783-5308	Madison
Rodgers, Dr. Janie	Executive Director	355-5026	M-103
Simmons, Tina	Instructional Aid	355-5031	Bldg. P
Turnbull, Nancy	Instructor	769-3949	Oconee
Wheeler, Amy	GED Examiner	583-2816	M-103
Whitlow, Michelle	Instructor	213-2141	Elbert
Vacant	Secretary	425-3047	M-103

AIR CONDITIONING

Ely, Bill	Instructor	770-207-3135	Walton
Payton, Dennis	Instructor	355-5099	J-108
Stanfield, Carter	Program Chair	355-5099	J-108

AUTOMOTIVE COLLISION REPAIR

Yuhos, Robert	Program Chair	355-5056	D-803
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AUTOMOTIVE TECHNOLOGY

Adkins, Mike	Program Chair	355-5095	D-801
Hill, Jeff	Instructor	355-5098	D-801
Hendricks, Bill	Instructor	770-207-3137	Walton

BIOTECHNOLOGY

Abrahamsen, Amy	Lab Manager	227-7957	J-308C
Beall, Dr. Brent	Instructor	227-5350	J-308E
Chambers, Margaret	Instructor	355-9124	J-102C
Heltzel, Dr. Andreas	Instructor	355-5138	J-308B
Lalimer, Amanda	Instructor	583-2889	J-308D
Mouat, Dr. Michael	Instructor	355-5177	J-308A
Rapp, Dr. Jeff	Program Chair	355-5086	J-308A

BOOKSTORE

Main Number	355-5125	Bldg. H
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BUSINESS ADMINISTRATIVE TECHNOLOGY

Abell, Twinkle	Instructor	583-2597	B-2235
Hopson, Dr. Bonnie	Instructor	213-2110	Elbert
Miller, Sandi	Program Chair	355-5044	B-2222

BUSINESS AND PUBLIC SERVICE DIVISION

Abell, Twinkle	Instructor	583-2597	B-2235
Bramblett, Virginia	Program Chair	355-5087	B-1131
Campbell, Dianne	Dean	355-5048	B-1106
Davidson, Janet	Secretary	355-5036	B-1102
Denero, Dr. Sandy	Program Chair	355-5065	I-408
Floyd, David	Instructor	355-5062	B-1133
Haley, John	Instructor	355-5042	B-1128
Hall, Helen	Program Chair	355-5078	B-1139
Hopson, Dr. Bonnie	Instructor	213-2110	Elbert
Lastie, Rhonda	Program Chair	355-5075	B-1127
Miller, Sandi	Program Chair	355-5044	B-2222
Pomerene, Toni	Instructor	355-5074	B-2229
Sales, Mike	Program Chair	355-5174	B-2225
Sokol, Howard	Program Chair	355-5041	B-2227
Swaim, Chef Michael	Instructor	770-725-5228	M-wood
		583-2842	B-1129
Wehunt, Terry	Instructor	355-5077	B-1126
Welsh, Chef Marshall	Culinary Arts	770-725-5228	M-wood
		425-3059	B-1130
White, Lisa	Program Chair	227-5360	B-2221
Wilson, Dr. Jackie	Program Chair	583-2749	B-2223

BUSINESS OFFICE

Carr, Chen	Secretary to the Vice President	355-5116	J-212
Coleman, Brandi	Business Office, Elbert Campus	213-2104	Elbert
Hill, Amy	Student Accounts	369-5608	H-744
Michele, Carla	Purchasing	355-5117	J-212
Manus, LuReese	Accounts Receivable	355-5119	J-212
Sandoval, Marchelle	Cashier	355-5121	H-743
Stanley, Ryan	Accountant	355-5048	J-212
Thomas, Kathryn	Vice President	355-5100	J-212
Vaughn, Sebrina	Accounts Payable	583-2698	J-212
Vacant	Director, Accounting	355-5114	J-212

COLLEGE RECEPTIONIST

Kerbo, Quincy	College Receptionist	355-5038	H-700
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COLLEGE RECRUITMENT

Bennett, Temple	Coordinator	355-5148	F-135
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COMMERCIAL TRUCK DRIVING

Nestor, Don	Program Chair	213-2127	Elbert
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COMPUTER INFORMATION SYSTEMS

Haley, John R.	Instructor	355-5042	B-1128
Hall, Helen	Program Chair	355-5078	B-1139
Wehunt, Terry	Instructor	355-5077	B-1126

COSMETOLOGY

Bowles, Teresa	Program Chair	355-5089	I-411
Vaughn, Lisa	Instructor	770-207-3139	Walton
Wilkes, Mona	Instructor	355-5097	I-411

CRIMINAL JUSTICE TECHNOLOGY

Sales, Mike	Program Chair	355-5174	B-2225
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CULINARY ARTS			
Swaim, Chef Michael	Instructor	583-2842 770-725-5228	B-1129 MHall
Welsh, Chef Marshall	Instructor	425-3059 770-725-5228	B-1130 MHall

DENTAL SERVICES			
Estes, Diane	Instructor	583-2813	K-601D
Goodwin, Nancy	Instructor	583-2812	K-601A
Grile, Tina	Program Chair	355-5142	K-601B
Williams, Stephanie	Receptionist	583-2810	K-602

DIAGNOSTIC MEDICAL SONOGRAPHY			
Schara, Christine	Program Chair	425-3127	K-608C

DRAFTING			
Trapp, Tonya	Program Chair	355-5054	J-104

EARLY CHILDHOOD CARE AND EDUCATION			
White, Lisa	Program Chair	227-5360	B-2221
Malanoski, Leslie	Instructor	213-2124	Elbert

ECONOMIC DEVELOPMENT SERVICES			
Barrow, Jerry	Vice President	369-5873	Bldg. N
Bosworth, Nancy	Microcomputer Academy	369-5876	Bldg. N
Flanigan, Susannah	Director, Community Ed.	355-5022	Bldg. N
Lyon, Tommy	Business and Industry	213-2105	Elbert
Moody, Brenda	Director, Customer Relations	369-5763	Bldg. N
Thompson, Tony	Director, Business & Industry	583-2829	Bldg. N
White, Amanda	Secretary to the Vice President	369-5763	Bldg. N

ELECTRICAL CONSTRUCTION AND MAINTENANCE			
Turenne, Jill	Program Chair	355-5049	J-209

ELBERT COUNTY CAMPUS			
Andrews, Mark	Custodian	213-2126	Elbert
Arnold, Steve	Technical Specialist	213-2114	Elbert
Bone, Tina	Student Affairs Clerk	213-2118	Elbert
Bowles, Teresa	Cosmetology	213-2191	Elbert
Bramblett, Virginia	Accounting	213-2182	Elbert
Chastain, Larry	Industrial Systems Technology	213-2113	Elbert
Coleman, Brandi	Business Office Clerk	213-2104	Elbert
Copas, Lucy	Adult Education Instructor	213-2141	Elbert
Davis, Barbara	Evening Receptionist	213-2100	Elbert
Durkin, Patrick	Industrial Systems Technology	213-2112	Elbert
Downer, Linda	Financial Aid Clerk	213-2106	Elbert
Evans, Deborah	Receptionist	213-2100	Elbert
Fowler, Michael	Instructor, Mathematics	213-2123	Elbert
Gulley, Yancey	Director, Student Affairs	213-2103	Elbert
Hill, Missy	Medical Assisting	213-2143	Elbert
Hopson, Dr. Bonnie	Business Admin. Technology	213-2110	Elbert
Kiriakos, Amanda	Secretary to the Vice President	213-2139	Elbert
Loyd, Nathan	Evening Program Coordinator	213-2119	Elbert
Lyon, Tommy	Corporate Customer Relations	213-2105	Elbert
Malanoski, Leslie	Early Childhood Care & Ed.	213-2124	Elbert
Malone, Vicky	Practical Nursing	213-2107	Elbert
Nestor, Donald	Commercial Truck Driving	213-2127	Elbert
Perrin, Andraa	Practical Nursing	213-2108	Elbert
Rousey, Wesley	Technical Support	213-2114	Elbert
Siefferman, Dr. Larry	Vice President	213-2102	Elbert
Spinks, Jerry	Maintenance Supervisor	213-2126	Elbert
Stanford, Shawana	Instructor, English	213-2109	Elbert
Stanley, Carol	Librarian	213-2116	Elbert
Walton, Clark	Custodian	213-2126	Elbert
Whitlow, Michelle	Adult Education Instructor	213-2141	Elbert

ELECTRONICS TECHNOLOGY			
Roberts, Ken	Program Chair	355-5068	J-201

ENROLLMENT MANAGEMENT SYSTEMS			
Harris, Patrick	Director	355-5012	H-773
White, John	Banner Support Specialist	425-3286	H-772

EXTERNAL AFFAIRS			
Allen, Dr. Katherine	Adult Education Instructor	456-2583	Taliaferro
Bennett, Temple	Coordinator of Recruitment	355-5148	F-135
Copas, Lucy	Adult Education Instructor	213-2141	Elbert
Daniel, Andrea	Vice President	583-2806	F-138B
Fievet, Polly	Adult Education Instructor	678-7647	Wilkes
Goggin, Mike	Adult Education Instructor	583-2799	Bldg. P
Hafenbrack, Beverly	Adult Education Instructor	355-5028	Bldg. P
Hamby, Nelma	Adult Education Instructor	770-207-3131	Walton
Hamson, Carol	Chief GED Examiner	583-2816	M-103
Johnson, Ethel	Adult Education Instructor	770-207-3131	Walton
Leatherwood, Kristi	Adult Education Instructor	453-1932	Greene
Pfaender, Kathy	Adult Education Instructor	856-2655	Hart
Reeves, Cres	Adult Education Instructor	783-5308	Madison
Rodgers, Dr. Janie	Executive Director, Adult Ed.	355-5026	M-103
Simmons, Cindy	Marketing Specialist	355-5109	F-138
Simmons, Tina	Instructional Aid	355-5031	Bldg. P
Sorrow, Amanda	Secretary, Inst. Advancement	355-5025	F-136
Tumbull, Nancy	Adult Education Instructor	769-3949	Oconee
Wheeler, Amy	GED Examiner	583-2816	M-103
Whitlow, Michelle	Adult Education Instructor	213-2141	Elbert
Vacant	Director, Inst. Advancement	425-3046	F-139
Vacant	Secretary, Adult Education	425-3047	M-103

FACILITIES			
Andrews, Mark	Custodian	213-2126	Elbert
Faulkner, Robert	Maintenance Technician	355-5120	Bldg. E
Jackson, Michael	Inventory/Receiving	355-5122	Bldg. E
King, Debra	Receiving Clerk	355-5122	Bldg. E
Latimore, Billy	Groundskeeper	355-5120	Bldg. E
Latimore, Clint	Custodian	355-5120	Bldg. E
Latimore, Mary	Custodian	355-5120	Bldg. E
Smith, Bryant	Custodian	355-5120	Bldg. E
Spinks, Jerry	Maintenance Supervisor	213-2126	Elbert
Tidwell, Ronnie	Custodial Supervisor	355-5120	Bldg. E
Walter, Jim	Director	355-5120	Bldg. E
Walton, Clark	Custodian	213-2126	Elbert

FINANCE AND ADMINISTRATION			
Andrews, Mark	Custodian	213-2126	Elbert
Carr, Cheri	Secretary to the Vice President	355-5116	J-212
Coleman, Brandi	Business Office, Elbert Campus	213-2104	Elbert
Crickenberger, Leslie	Director, Human Resources	583-2818	J-211
Faulkner, Robert	Maintenance	355-5120	Bldg. E
Hill, Amy	Student Accounts	369-5608	H-744
Jackson, Michael	Inventory/Receiving	355-5122	Bldg. E
Jones, Walter	Groundskeeper	355-5120	Bldg. E
King, Debra	Receiving Clerk	355-5122	Bldg. E
Latimore, Billy	Groundskeeper	355-5120	Bldg. E
Latimore, Clint	Custodian	355-5120	Bldg. E
Latimore, Mary	Custodian	355-5120	Bldg. E
Manus, LuReese	Accounts Receivable	355-5119	J-212
Michele, Carla	Purchasing	355-5117	J-212
Sandoval, Marchelle	Cashier	355-5121	H-743
Smith, Bryant	Custodian	355-5120	Bldg. E
Spinks, Jerry	Maintenance Supervisor	213-2126	Elbert
Stanley, Ryan	Accountant	355-5048	J-212
Thomas, Kathryn	Vice President	355-5100	J-212
Tidwell, Ronnie	Custodial Supervisor	355-5120	Bldg. E
Vaughn, Sebrina	Accounts Payable	583-2698	J-212
Walter, Jim	Director, Facilities	355-5120	Bldg. E
Walton, Clark	Custodian	213-2126	Elbert
Williams, Kevin	Custodian	355-5122	Bldg. E
Wilson, Sherri	Payroll/Personnel	355-5115	J-211
Vacant	Director, Accounting	355-5114	J-212

FINANCIAL AID			
Burton, Melissa	Receptionist	355-5009	H-704
Downer, Linda	Clerk, Elbert Campus	213-2106	Elbert
Ferrell, Christopher	Director	355-5160	H-705
Helton, Amy	Assistant Counselor	355-5149	H-706
Jones, Gay	Counselor	355-5133	H-712
Stamey, Shawn	Counselor	355-5145	H-707

GENERAL EDUCATION/LEARNING SUPPORT DIVISION

Beam, Carolyn	Secretary	583-2598	J-301
Brown, Jane	Coordinator, Academic Spt.	583-2839	F-132
Edwards, Marilyn L.	Instructor	355-5030	J-306A
Fowler, Michael	Instructor	355-5159	J-307B
		213-2123	Elbert
Heil, Alysen	Coordinator, Mathematics	355-5064	J-307C
Helms, Kay	Instructor	355-5141	I-412
Kennedy, Dr. Sally	Coordinator, Psy/Soc/Eco/Emp	355-5183	J-302C
Larson, Susan	Dean	355-5034	J-301B
Mattox, Tawana	Instructor	425-3327	J-302A
Myers, Dr. Carol	Coordinator, Eng/Spa/Rdg	355-5080	J-306B
Nahar, Vidya	Instructor	355-5106	J-307A
Reynolds, David	Evening Coordinator, Academic Support Center	583-2520	F-132
Ritter, Michelle	Instructor	355-5051	J-306C
Stanford, Shawana	Instructor	213-2109	Elbert
Summers, Jimmy	Instructor	355-5180	J-306D

GREENE COUNTY CAMPUS

Coile, Tonya	Secretary	453-7435	Greene
Edington, Dr. Linda	Director	453-0378	Greene
Heimer, Marjorie	Student Support Services	453-0536	Greene
Leatherwood, Kristi	Adult Education Instructor	453-1932	Greene

HEALTH CARE ASSISTING

Carter, Kathy	Program Chair	425-3328	J-102F
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HIGH SCHOOL COORDINATOR

McGhee, Tracie	Coordinator	425-3060	H-720
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HOTEL, RESTAURANT, AND TOURISM

Latner, Kim	Instructor	583-2879	B-2224
Swaim, Chef Mike	Instructor	770-725-5228	M Hall
		583-2842	B-1129
Welsh, Chef Marshall	Instructor	425-3059	B-1130
		770-725-5228	MI-Hall
Wilson, Dr. Jackie	Program Chair	583-2749	B-2223

HUMAN RESOURCES

Crickenberger, Leslie	Director	583-2818	J-211
Wilson, Sherri	Payroll/Personnel	355-5115	J-211

INDUSTRIAL SYSTEMS TECHNOLOGY

Chastain, Larry	Program Chair	213-2113	Elbert
Durkin, Patrick	Instructor	213-2112	Elbert

INFORMATION TECHNOLOGY

Arnold, Steve	Specialist	425-3227	B-1108
Ashworth, Dennis	Vice President	355-5167	B-1119
Holbrook, David	Specialist	355-5163	B-1107
Pilgrim, Lee	Web Developer	583-2544	B-1112
Quinn, Scott	Specialist	355-5134	B-1150
Rousey, Wesley	Student Lab Tech	213-2114	Elbert

INSTITUTE FOR ONLINE TRAINING & INSTRUCTIONAL SYSTEMS

Bradley, Carla	IOTIS	369-6095	Bldg. O
Dean, Chns	IOTIS	369-6095	Bldg. O
Edmonds, Takesha	IOTIS	369-6095	Bldg. O
Hall, Freeman	IOTIS	369-6095	Bldg. O
Jarrett, Dr. Ken	IOTIS	369-6095	Bldg. O
Johnstone, Bobbi	IOTIS	369-6095	Bldg. O
May, Katherine	IOTIS	369-6095	Bldg. O
McKay, Amanda	IOTIS	369-6095	Bldg. O
Morgan, Margaret	IOTIS	369-6095	Bldg. O
Rhody, Roger	IOTIS	369-6095	Bldg. O
Simmons, Ally	IOTIA	369-6095	Bldg. O
Wiles, John	IOTIS	369-6095	Bldg. O
Winner, Emily	IOTIS	369-6095	Bldg. O

INSTITUTIONAL ADVANCEMENT

Sorrow, Amanda	Secretary	355-5025	F-136
Vacant	Director	425-3046	F-139

INSTITUTIONAL EFFECTIVENESS

Benson, Stephanie	Director, Research and Assessment	355-5112	F-208
James, Cindy	Technical Specialist	583-2800	F-210
Weldon, Dr. Sheila	Vice President	355-5113	F-211
White, Dr. Carol	Grant Writing Coordinator	583-2530	F-207

INTERIOR DESIGN

Ellenberg, Thea	Program Chair	355-5059	J-205B
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LIBRARY SERVICES

Fang, Qian (Jan)	Librarian	355-5164	F-120
Fields, Janice	Secretary	355-5021	F-106
Grafton, Sheba	Assistant Librarian	355-5020	F-125
Nicewarner, Metta	Director	355-5019	F-106
Stanley, Carol	Librarian	213-2116	Elbert

LIFE SCIENCES DIMSION

Abrahamsen, Amy	Lab Manager	227-7957	J-308C
Baker, Doug	Program Chair	355-5070	K-609B
Batts, Brenda	Director, Clinical Ed.	355-5084	K-507E
Beall, Dr. Brent	Instructor	227-5350	K-308E
Carman, Diana	Clinical Coordinator	355-5071	K-507C
Carter, Kathy	Program Chair	425-3328	J-102F
Chambers, Margaret	Microbiology Instructor	355-9124	J-102C
Cummings, Jerry	Instructor	355-5052	K-609A
Estes, Diane	Instructor	583-2813	K-601D
Fameree, Dr. Randall	Instructor	425-3377	I-414
Faulconer, Catherine	Instructor	583-2542	J102-D
Fenchak, Liz	Instructor	355-5083	K-616B
Foster, Angie	Instructor	583-2741	K-616C
Goodwin, Nancy	Instructor	583-2812	K-601A
Grile, Tina	Program Chair	355-5142	K-601B
Hartley, Priscilla	Instructor	355-5076	K-616A
Heltzel, Dr. Andreas	Instructor	355-5138	J-308B
Henry, Glenn	Program Chair	355-5040	J-205
Hill, Missy	Program Chair	355-5101	J-102A
		213-2143	Elbert
Hollett, Elizabeth	Instructor	355-5082	K-616B
Jackson-Streb, Beth	Program Chair	355-5072	K-507B
Kennedy, Jennifer	Instructor	583-2741	K-616D
Lilly, Vicky	Instructor	213-2107	Elbert
Little, Debra	Secretary	355-5037	K-514
Lockerman, Dr. Kelly	Instructor	425-3335	J-102E
Malone, Vicky	Instructor	213-2107	Elbert
Miller, Dr. Carole	Program Chair	355-5107	K-511
Moody, Pat	Instructor	355-5066	J-102B
O'Keefe, Dr. Ellen	Program Chair	355-5176	K-507A
Ott, Dr. Bruce	Program Chair	355-5104	K-507D
Perkins, Roxanne	Instructor	355-5094	K-610
Perrin, Andraa	Program Chair	213-2108	Elbert
Phillips, Barbara	Instructor	355-5063	K-608D
Pyle, Dr. Joe	Dean	355-5033	K-514
Rapp, Dr. Jeff	Program Chair	355-5086	J-308A
Ravenell, Kathy	Instructor	355-5079	K-616
Richardson, Phyllis	Instructor	355-5091	K-616E
Schara, Christine	Program Chair	425-3127	K-608C
Summers, Donald	Clinical Coordinator	583-2693	K-609B
Williams, Stephanie	Receptionist, Dental Services	583-2810	K-602
Worthey, Tern	Instructor	227-5333	K-616B

MACHINE TOOL TECHNOLOGY

Rolf, Stuart	Program Chair	355-5073	J-109
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MANAGEMENT & SUPERVISORY DEVELOPMENT

Denero, Dr. Sandy	Interim Program Chair	355-5065	I-408
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MARKETING MANAGEMENT
 Denero, Dr. Sandy Program Chair 355-5065 I-408

MEDICAL ASSISTING
 Hill, Missy Program Chair 355-5101 J-102A
 213-2143 Elbert
 Moody, Pat Instructor 355-5066 J-102B

NURSING – ASSOCIATE DEGREE
 Boggs, Donna Instructor 583-2529
 Fenchak, Liz Instructor 355-5083 K-616B
 Foster, Angie Instructor 583-2741 K-616C
 Hartley, Priscilla Instructor 355-5076 K-616A
 Hodson, Diane ADN Academic Advisor 583-2543 H-715
 Kennedy, Jennifer Instructor 355-5082 K-616D
 Phillips, Barbara Instructor 355-5063 K-608D
 Ravenell, Kathy Instructor 355-5079 K-608A
 Richardson, Phyllis Instructor 355-5091 K-616E
 Worthey, Terri Instructor 227-5333 K-616B

OFF-CAMPUS OPERATIONS
 Barton, Bill Director 770-207-3128 Walton
 Brady, Denise Student Records Clerk 770-207-3130 Walton
 Coile, Tonya Receptionist 453-7435 Greene
 Craven, Quin Career Center 770-207-3132 Walton
 Davis, Barbara Evening Receptionist 213-2100 Elbert
 Edington, Dr. Linda Director 453-0378 Greene
 Evans, Deborah Receptionist 213-2100 Elbert
 Kinokos, Amanda Secretary to the Vice President 213-2139 Elbert
 Loyd, Nathan Evening Program Coordinator 213-2119 Elbert
 Malcom, Dominic Evening Program Coordinator 770-207-3127 Walton
 Peevy, Mark Walton Career Academy 770-207-3051 Walton
 Reynolds, Jane Receptionist 770-207-3130 Walton
 Siefferman, Dr. Larry Vice President 213-2102 Elbert

PARALEGAL STUDIES
 Pomerene, Toni Instructor 355-5074 B-2229
 Sokol, Howard Program Chair 355-5041 B-2227

PARAMEDIC TECHNOLOGY
 Henry, Glenn Program Chair 355-5040 J-205

PHYSICAL THERAPIST ASSISTANT
 Carman, Diana Instructor 355-5071 K-507C
 O'Keefe, Dr. Ellen Program Chair 355-5176 K-507A

PRACTICAL NURSING
 Malone, Vicky Instructor 213-2107 Elbert
 Perkins, Roxanne Instructor 355-5094 K-610
 Perin, Andraa Program Chair 213-2108 Elbert

PRESIDENT'S OFFICE
 Allen, Rebecca Secretary 583-2874 F-217
 Sosebee, Charlotte Executive Asst. to the President 355-5110 F-215
 Tydings, Dr. Flora President 355-5111 F-214

RADIOGRAPHY
 Baker, Doug Program Chair 355-5052 K-609B
 Cummings, Jerry Instructor 355-5070 K-609A
 Summers, Donald Clinical Coordinator 583-2693 K-609B

REGISTRATION AND RECORDS
 Angelo, Caroline Director 355-5035 H-732
 Pierce, Donna Data Entry Specialist 355-5014 H-729
 Trammell, Loretta Data Entry Specialist 583-2502 H-730
 Yuhas, Jane Receptionist 355-5013 H-728

RESPIRATORY THERAPY
 Batts, Brenda Director, Clinical Education 355-5084 K-507E
 Oll, Dr. Bruce Program Chair 355-5104 K-507D

SOCIAL WORK ASSISTANT
 Lastie, Rhonda Program Chair 355-5075 B-1127

STUDENT ACTIVITIES
 Brewer, Darrell Director 355-5175 H-755

STUDENT AFFAIRS
 Angelo, Caroline Director, Reg. and Records 355-5035 H-732
 Beatty, Yvonne Secretary, Student Support 583-2728 H-749
 Benson, Jennifer Admissions Specialist 355-5050 H-722
 Bone, Tina Student Affairs Clerk 213-2118 Elbert
 Brewer, Darrell Director, Student Activities 355-5175 H-755
 Burks, Johnnie WIA Counselor 355-5011 H-736
 Burton, Melissa Financial Aid Receptionist 355-5009 H-704
 Deasy, Kelly Disabilities Coordinator 355-5006 H-716
 Downer, Linda Financial Aid Clerk 213-2106 Elbert
 Eason, Vanessa Admissions Assistant 355-5007 H-724
 Faust, Elaine Special Pop. Coordinator 355-5010 H-713
 Favaloro, Mayre WIA Counselor 355-5016 H-733
 Ferrell, Christopher Director, Financial Aid 355-5160 H-705
 Gillespie, Anna Advisement Coordinator 355-5045 H-731
 Gulley, Yancey Director, Student Affairs 213-2103 Elbert
 Harns, Patrick Director, Enrollment Mgmt. 355-5012 H-773
 Heimer, Marjorie Support Services Coordinator 770-207-3126 Walton
 453-0536 Greene
 Helton, Amy Data Processor, Financial Aid 355-5149 H-706
 Hodson, Diane ADN Advisor 583-2546 H-715
 Kerbo, Quincy College Receptionist 355-5038 H-703
 Jones, Gay Financial Aid Counselor 355-5133 H-712
 Major, Rebecca Data Entry Clerk 355-5003 H-725
 McGhee, Tracie High School Coordinator 425-3060 H-720
 Moore, Kim WIA Counselor Assistant 355-5015 H-743
 Petee, Michelle WIA Counselor 355-5017 H-735
 Pierce, Donna Data Entry Specialist 355-5014 H-729
 Powell, Judy Secretary to the Vice President 355-5029 H-772
 Randall, Ginger Admissions Coordinator 355-5023 H-719
 Ray, Courtney Testing Administrator 227-5435 H-769
 Reid, Lenzy Director, Admissions 355-5008 H-721
 Smith, Daniel Vice President 355-5124 H-774
 Smith, Elizabeth Admissions Assistant 355-5004 H-717
 Stamey, Shawn Financial Aid Counselor 355-5145 H-707
 Taylor, Celeste Director, Student Support 355-5081 H-748
 Trammell, Loretta Data Entry Specialist 583-2502 H-730
 White, John Banner User Support Specialist 425-3286 H-772

STUDENT SUPPORT SERVICES
 Beatty, Yvonne Secretary 583-2728 H-749
 Deasy, Kelly Disabilities Coordinator 355-5006 H-716
 Faust, Elaine Special Populations Coord. 355-5010 H-713
 Favaloro, Mayre WIA Counselor 355-5016 H-733
 Gillespie, Anna Advisement Coordinator 355-5045 H-731
 Heimer, Marjorie Support Services Coord. 770-207-3126 Walton
 453-0536 Greene
 Hodson, Diane ADN Advisor 583-2543 H-715
 Moore, Kim WIA Counselor Assistant 355-5015 H-743
 Petee, Michelle WIA Counselor 355-5017 H-735
 Ray, Courtney Testing Administrator 227-5435 H-769
 Taylor, Celeste Director 355-5081 H-748

SURGICAL TECHNOLOGY
 Jackson-Streb, Beth Program Chair 355-5072 K-507B

TECHNICAL AND INDUSTRIAL DIVISION
 Adkins, Mike Program Chair 355-5095 D-801
 Beam, Carolyn Secretary 583-2598 J-301
 Bowles, Teresa Program Chair 355-5089 I-411
 Chastain, Larry Program Chair 213-2113 Elbert
 Ellenberg, Thea Program Chair 355-5059 J-205B
 Ely, Bill Instructor 770-207-3135 Walton
 Hendricks, Bill Instructor 770-207-3137 Walton
 Hill, Jeff Instructor 355-5098 D-801
 Larson, Susan Dean 355-5034 J-301B
 Nestor, Don Program Chair 213-2127 Elbert

Roberts, Ken	Program Chair	355-5068	J-201
Rolf, Stuart	Program Chair	355-5073	J-109
Stanfield, Carter	Program Chair	355-5099	J-108
Trapp, Tonya	Program Chair	355-5054	J-104
Turenne, Jill	Program Chair	355-5049	J-209
Vaughn, Lisa	Instructor	770-207-3139	Walton
Wilkes, Mona	Instructor	355-5097	I-411
Yuhaz, Robert	Program Chair	355-5056	D-803

TECHNICAL COLLEGE SYSTEM OF GEORGIA

Mitcham, Faye		583-2503	B-1111
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VETERINARY TECHNOLOGY

Lockerman, Dr. Kelly	Instructor	425-3335	K-102E
Miller, Dr. Carole	Program Chair	355-5107	K-511
Parham, Melanie	Instructor	583-2704	K-513

VICE PRESIDENTS

Ashworth, Dennis	Information Technology	355-5167	B-1119
Barrow, Jerry	Economic Development Svcs.	369-5873	Bldg. N
Daniel, Andrea	External Affairs	583-2806	F-138
Sansing, Dr. Joyce	Academic Affairs	355-5060	I-402
Siefferman, Dr. Larry	Off-campus Operations	213-2102	Elbert
Smith, Daniel	Student Affairs	355-5124	H-774
Thomas, Kathryn	Finance and Administration	355-5100	J-316
Weldon, Dr. Sheila	Institutional Effectiveness	355-5113	F-211

WALTON COUNTY CAMPUS

Barton, Bill	Director	770-207-3128	Walton
Brady, Denise	Student Records Clerk	770-207-3123	Walton
Craven, Quin	Instructional Aid	770-207-3132	Walton
Ely, Bill	Air Conditioning Technology	770-207-3135	Walton
Hamby, Nelma	Adult Education	770-207-3131	Walton
Heimer, Marjorie	Student Support Services	770-207-3126	Walton
Hendricks, Bill	Automotive Technology	770-207-3137	Walton
Johnson, Ethel	Adult Education	770-207-3131	Walton
Malcom, Dominic	Evening Program Coordinator	770-207-3127	Walton
Peevy, Mark	Walton Career Academy	770-207-3150	Walton
Reynolds, Jane	Receptionist	770-207-3130	Walton
Vaughn, Lisa	Cosmetology	770-207-3139	Walton

WIA

Favaloro, Mayre	Counselor	355-5016	H-733
Moore, Kim	Counselor Assistant	355-5015	H-743
Petee, Michelle	Counselor	355-5017	H-735

The following numbers are the first 3 digits of the telephone numbers that are local calls from the Athens area:

(706)201, 202, 206, 207, 208, 209, 215, 224, 227, 247, 248, 254, 255, 286, 296, 308, 316, 338, 340, 351, 352, 353, 354, 355, 357, 362, 363, 369, 372, 380, 389, 395, 410, 424, 425, 433, 461, 475, 510, 521, 534, 540, 542, 543, 546, 548, 549, 552, 559, 583, 608, 612, 613, 614, 621, 713, 714, 715, 765, 805, 850, 995

Bogart/Statham - (678) 404, 661, 726, 753, (770) 725
 Carlton - (706) 797
 Colbert - (706) 744, 788, 909
 Comer - (706) 783
 Commerce - (706) 335, 336, 423
 Danielsville - (706) 420, 603, 795
 Ila - (706) 789
 Jefferson - (706) 367, 387, 708
 Lexington - (706) 743
 Madison - (706) 342, 431, 438, 474, 688, 707, 719, 818, 997
 Maxeys - (706) 759
 Monroe - (678) 345, 635, (770) 207, 266, 267, 780
 Nicholson - (706) 757
 Pendergrass - (706) 693, 929, 983
 Watkinsville - (706) 310, 705, 769
 Winterville - (706) 480, 742, 899

Addresses & Telephone Numbers for All Locations

<u>Athens Campus</u>	
800 U.S. Highway 29 North	355-5000
Athens, GA 30601-1500	
<u>Elbert County Campus</u>	
1317 Athens Highway	213-2100
Elberton, GA 30635	
<u>Greene County Campus</u>	
1051 Athens Tech Drive	453-7435
Greensboro, GA 30642	
<u>Hart County Adult Learning Center</u>	
110 Benson Street	856-2655
Hartwell, GA 30643	
<u>Madison County Adult Learning Center</u>	
282 Spring Circle	783-5308
Comer, GA 30629	
<u>Oconee County Adult Learning Center</u>	
1112 Experiment Station Rd.	769-3949
Watkinsville, GA 30677	
<u>Oglethorpe County Adult Learning Center</u>	
109 E. Boggs Street	743-3593
Multi-Purpose Building, Lower Level	
Lexington, GA 30648	
<u>Taliaferro County Adult Learning Center</u>	
116 Monument Street	456-2583
Crawfordville, GA 30631	
<u>Walton County Campus</u>	
212 Bryant Road	770-207-3130
Monroe, GA 30655	
<u>Wilkes County Adult Learning Center</u>	
1024 E. Robert Toombs Ave.	678-7647
Washington, GA 30673	

ATHENS CAMPUS MAP



Academic Affairs - I402
Academic Support Center – F lower level
Adult Literacy – P
Alumni and ATC Foundation – F lower level
Auditorium - F
Automotive - D
Bookstore – H
Business & Industry Services - N
Business & Technology - B
Career Center - H
Cashier - H
Community Education – N
Computer Lab - H
Cosmetology Salon - I411
Dental Clinic - K601
Disability Services – H
Evening Support Services - I402
Finance & Administrative Services – J212

Financial Aid – H
GED Testing - M
Human Resources – J211
Institutional Effectiveness - F upper level
IOTIS - O
Job Quest Center – P
Library – F lower level
Life Sciences Building (proposed) - A
Pest Control Exams - B2211
President's Office - F upper level
Public Relations/Marketing – F138
Recruitment – F135
Registration and Records – H
Shipping and Receiving/Maintenance - E
Student Activities Office & Coffee Shop - H
Student Affairs - H
Vending Machines – between I & J, B and M

Parking
 P1 - staff/student
 P2 - staff/student
 P3 - student
 P4 - staff/student
 P5 - student
 P6 - visitor/staff
 P7 - visitor/staff
 P8 - staff
 P9 - student
 P10 - student
 P11 - student
 P12 - student

ELBERT COUNTY CAMPUS

1317 Athens Highway
Elberton, GA 30635
706-213-2100

Important Numbers

706 213-2139	Larry Siefferman, VP of Off-Campus Operations
706 213-2103	Yancey Gulley, Director of Student Affairs
706 213-2119	Nathan Loyd, Evening Administrator
706 213-2139	Amanda Kiriakos, Secretary to VP of Off-Campus Operations
706 213-2100	Deborah Evans, Receptionist – Student Affairs
706 213-2100	Barbara Davis, Evening Receptionist – Student Affairs
706 213-2104	Brandi Coleman, Business Clerk
706 213-2116	Carol Stanley, Librarian
706 213-2149	Administration Fax Number (go through Room 110)
706 213-2130	Adjunct Faculty Office – Room 309
706 214-2126	Jerry Spinks, Maintenance Supervisor
706-213-2105	Tommy Lyon, Manager, Corporate Customer Relations

Rooms

101	Administrative Suite	123	Industrial Systems Technology Lab
109	Business Clerk	127, 129, 131	Computer Labs
110	Copy Machine/Fax	137	Cosmetology Lab
111	Admissions Suite	140	Lecture Hall
112	Financial Aid	142	Practical Nursing Lab
113	Student Records	308	CTD Program Classroom
114	Evening Administrator	309	Adjunct Faculty Office
115	Director of Student Affairs	314	Academic Support Center
117	Faculty/Staff Break Room	316	Adult Education Center
120	Career Center	403	Maintenance/Custodians
121	Library		

Hours of Operation

Campus Hours

7:30 am – 10:00 pm
Monday – Thursday
7:30 am – 4:00 pm Friday

Academic Support

Bldg. 300, Room 314
9:00 am – 1:00 pm Mon., Wed., Thur.
8:00 am – 4:00 pm Tuesday
8:00 am – Noon Friday

Adult Education Center

Bldg. 300, Room 316
8:00 am – 3:00 pm &
5:00 pm – 8:00 pm
Monday & Wednesday
8:00 am – 1:00 pm
Tuesday & Thursday
8:00 am – 12:00 pm Friday

Book Store

Bldg. 400, Room 401
8:00 am – 4:00 pm Monday & Tuesday
1st Two Weeks of the Quarter
8:00 am – 6:00 pm Monday – Thursday
8:00 am – 12:00 pm Friday

Career Development Room

Bldg. 100, Room 120
Campus Hours

Library

Bldg. 100, Room 121
Monday thru Thursday - 7:30 am to 10:00 pm
Friday – 7:30 am. to 4:00 pm
Between Quarters – 8:00 am – 4:30 pm
Monday thru Friday

Student Center

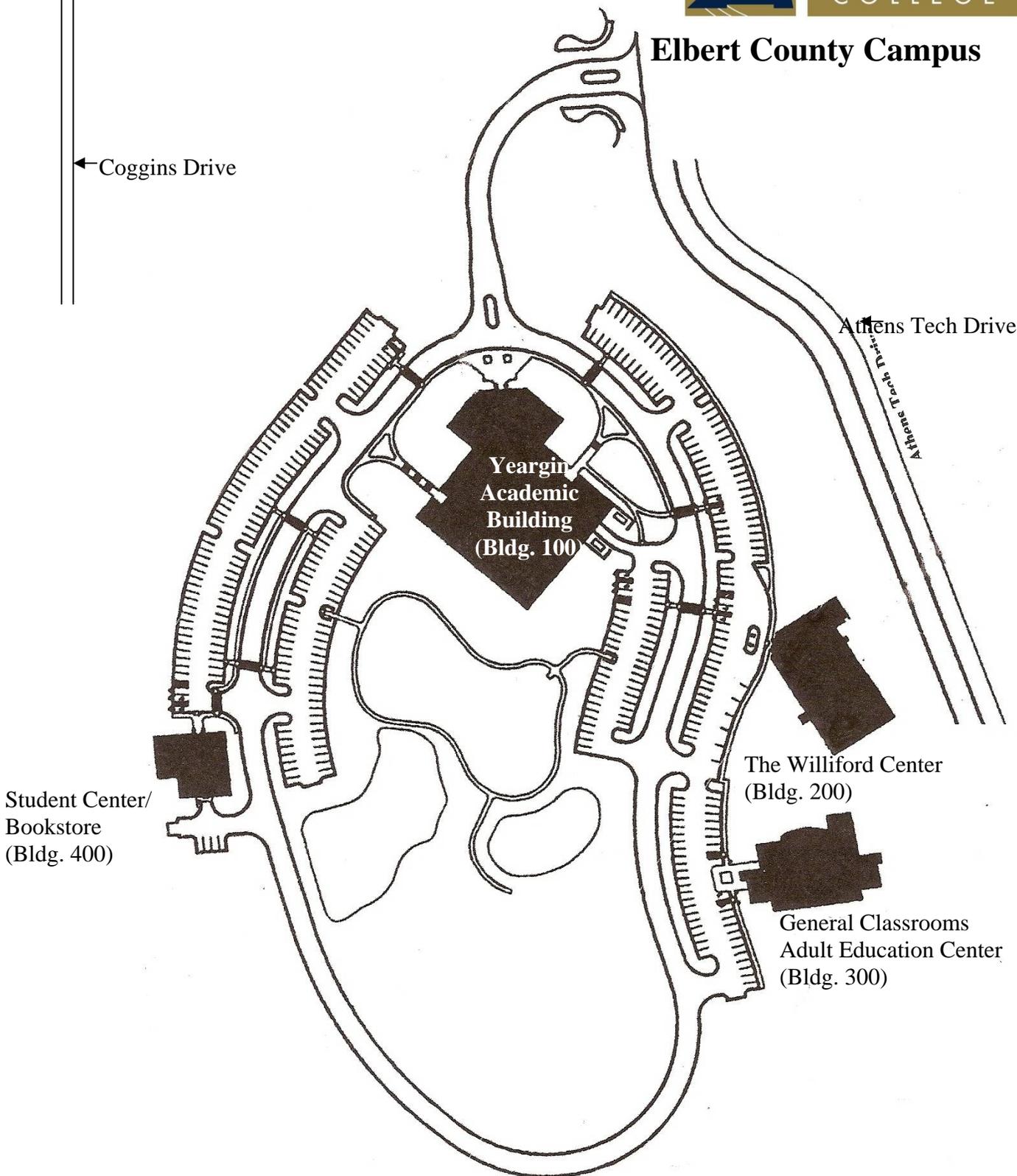
Bldg. 400, Room 402 – Campus Hours

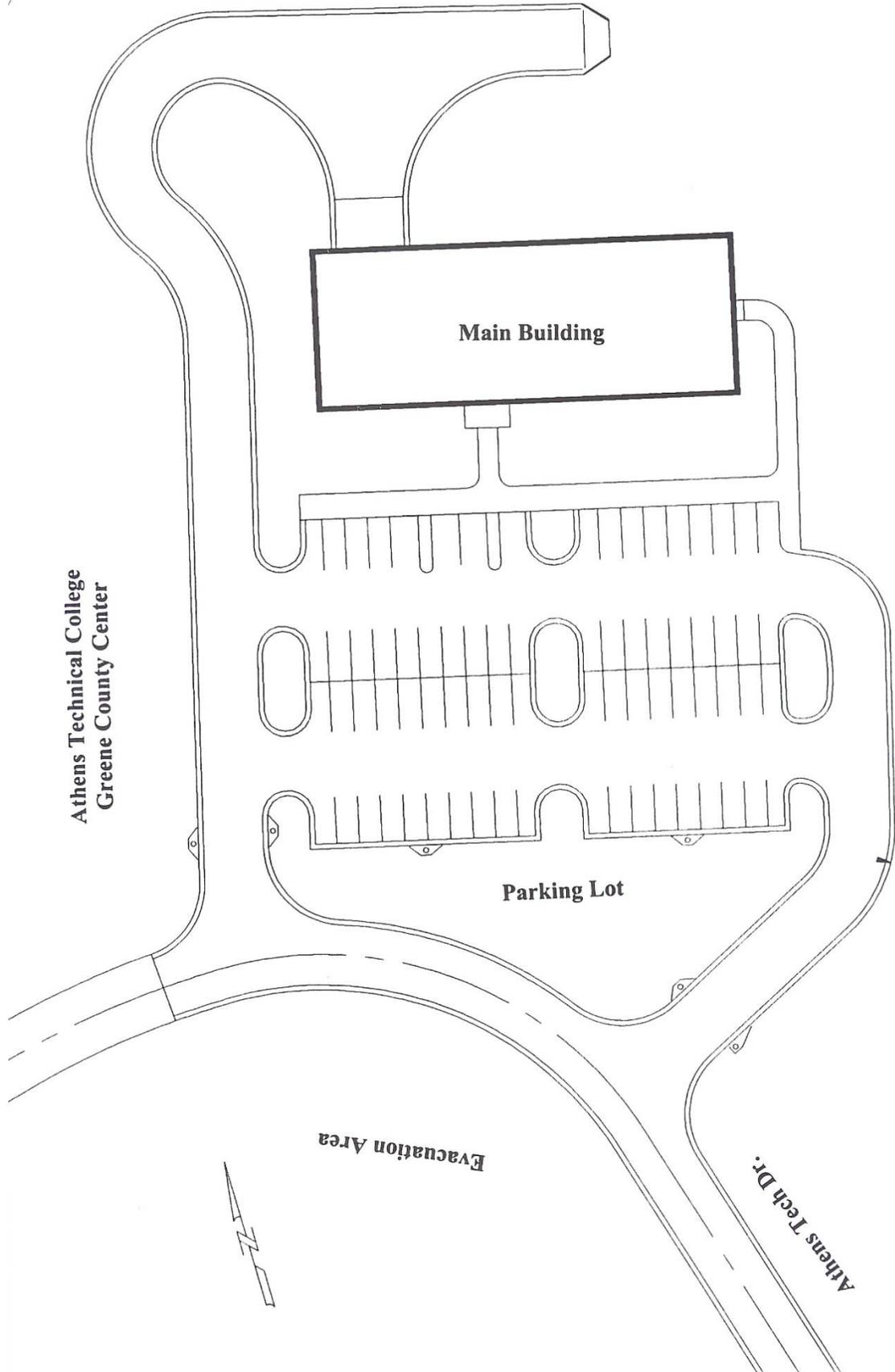
GA Highway 72

Campus located one mile west of
Elberton on Georgia Highway 72



Elbert County Campus





GREENE CAMPUS MAP



WALTON COUNTY CAMPUS

WALTON COUNTY CAMPUS

215 Bryant Road

Monroe, GA 30655

770-207-3130

Important Numbers

770 207-3128 Bill Barton, Director of Walton County Campus

770 207-3130 Jane Reynolds, Receptionist

770 207-3123 Denise Brady, Student Records Clerk

770 207-3126 Marjorie Heimer, Student Support Services Coordinator
(Tuesday & Wednesday from 8:30 am - 7:00 pm)

770-207-3127 Dominic Malcom, Evening Program Coordinator

Rooms

405 Adult Education

409 Medical Assisting

510 Heating & Air Conditioning Lab

512 Industrial Systems Technology Lab

513 Cosmetology Lab

514 Automotive Technology Lab

601 Library

603 Administrative Offices

Hours of Operation

Campus Hours

8:00 am – 9:00 pm Monday - Thursday

8:00 am - 4:00 pm Friday

8:00 am - 4:30 pm When classes are not in session.

Adult Education Center - 405

8:30 am – 3:00 pm Monday - Thursday

5:00 pm – 8:00 pm Tuesday & Thursday

8:30 am – 12:00 pm Friday

Adult Education Center has down-time schedules when college classes are not in session.

Call 770-207-3131 for schedules.

Library – Room 601

(during academic sessions)

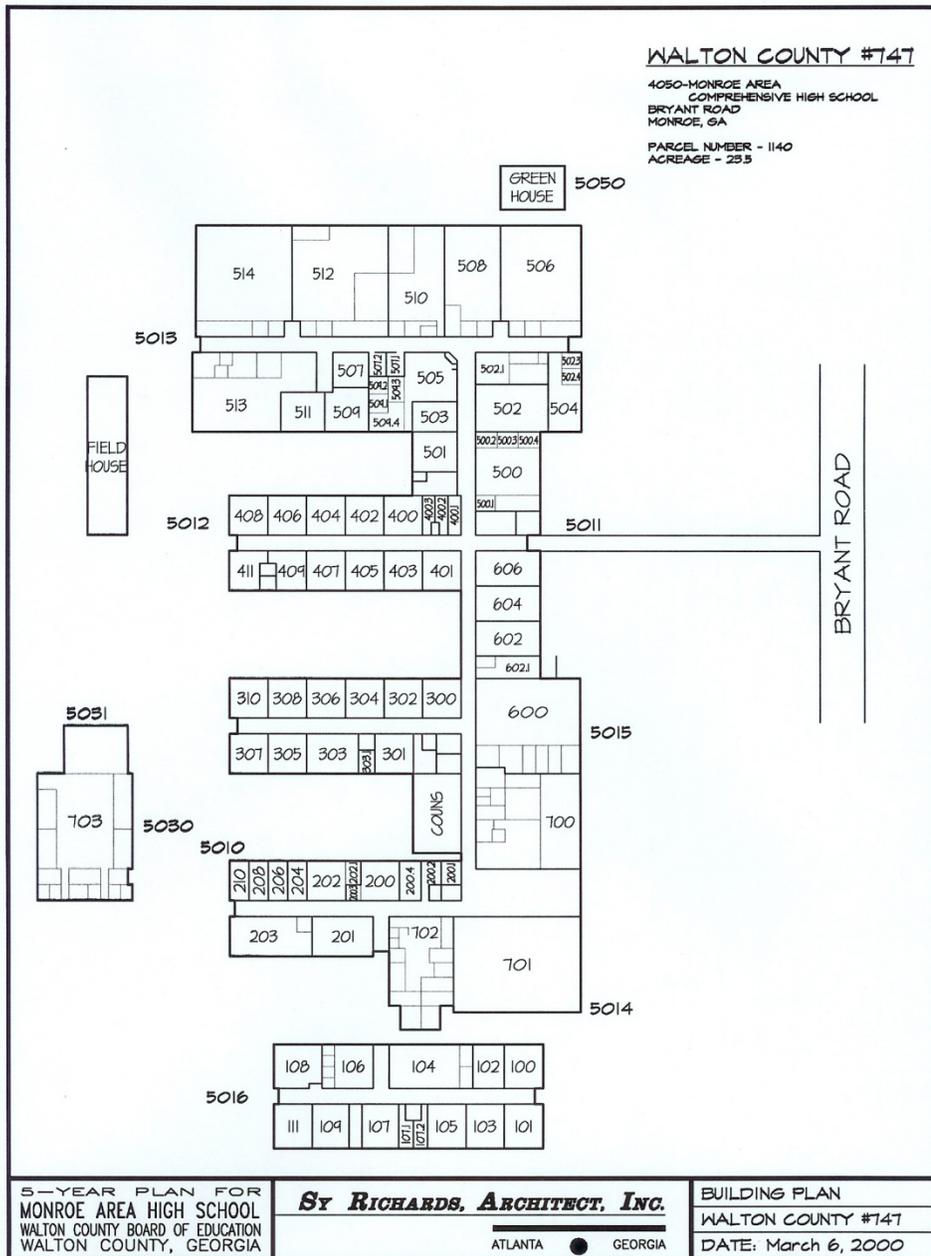
8:00 am - 8:00 pm Monday - Thursday

8:00 am - 4:00 pm Friday

(during quarter breaks)

8:00 am - 4:00 pm Monday - Friday

WALTON CAMPUS MAP



5-YEAR PLAN FOR
 MONROE AREA HIGH SCHOOL
 WALTON COUNTY BOARD OF EDUCATION
 WALTON COUNTY, GEORGIA

Sy RICHARDS, ARCHITECT, INC.
 ATLANTA ● GEORGIA

BUILDING PLAN
 WALTON COUNTY #747
 DATE: March 6, 2000

QUARTERLY TO-DO-TASKS

Quarterly To-Do Tasks – ATC faculty

Faculty – Beginning-of-the-Quarter Tasks

1. _____ Print out **class roster** for your classes on the first two days of the quarter so that you can keep track of who has added and dropped your course (available through ATC → Faculty → Banner Web).
2. _____ **Take attendance daily**. If a student shows up who is not on your roster, send them to the Office of Records and Registration in the 700 building
3. _____ Distribute **official ATC course syllabus** (available through ATC homepage → Current Students; make sure to print out up-to-date syllabus)
4. _____ Distribute **instructor-specific course information/outline** sheet for your classes. Include instructor contact information and class policies. Make sure to specify policies on late work and missed tests.
5. _____ Make sure to print out a **final class roster** after drop-add is over (see ATC calendar; drop/add is usually the first two days of the quarter – (_____ **[date]** _____). Do not let students stay in your classes if they are not on the roster. Send them to the registrar. Very Important!
6. _____ During the first week of the quarter, have students fill out the top part of the **work ethics form** after having explained the work ethics grades to your students. Developmental students do not receive a work ethics grade with their final grade; however, you still need to explain and fill out the work ethics forms for them.
7. _____ Submit **NO SHOWS** for each class by the announced due date (usually in the middle of week two; you will receive an email with a specific date. Go to the following website and follow **directions: http://www.athenstech.edu/computer_services/noshow/** Print out a copy for your own file.

Faculty – Middle-of-the-Quarter Tasks

1. _____ Fill out mid-quarter work ethics grade on **work ethics forms**. Have students sign the form. For students who are no longer attending class, write “no longer attending” on form.
2. _____ After the middle of the quarter (_____ **[date]** _____), assign students who **officially withdraw a WP or WF** depending on their class average; students who withdraw before the middle of the quarter receive a **W** and do not need an instructor’s signature.

Faculty – End-of-the-Quarter Tasks

1. _____ Have students **sign their work ethics forms** after having filled in the final work ethic grades on the work ethics form.
2. _____ Give finals during the official **final exam period** (see ATC quarter calendar and final exam schedule). Exception: English 99 does the final exam during the last days of the quarter in order to allow time for holistic group grading of the finals.
3. _____ **Use departmental final exams**, if applicable.
4. _____ **Enter final grades through BannerWeb** by the announced date for filing final grades each quarter. Print out paper copy of final grades from BannerWeb. (Important: Only deans can approve grades of incomplete (I) or in-progress (IP). Instructors who need to assign an I or IP to **one student** in a class should EMAIL their deans the name of the student, the student’s ID#, and the CRN for the course. The dean will then forward that email to the director of registration and records along with his or her approval. Instructors who need to assign grades of IP to **an entire class** should EMAIL their deans the CRN for the course. The dean will then forward that email to the director of registration and records along with his or her approval.)
5. _____ **File final exams** in adjunct work room. Attach a copy of BannerWeb final grades to your final exams.
6. _____ **File work ethics grade** in adjunct work room.

ACCESSING BANNERWEB

Accessing BannerWeb

1. Go to www.athenstech.edu
2. Go to Faculty/Staff → BannerWeb
3. Enter Secure Area
 - Login _____ social security number or faculty ID#
 - PIN _____ last six digits of ss# or DOB mmddyy
4. Go to Faculty Services
5. Go to Summary Class List (**ROSTER**)
 - Select Term
 - Select Course
 -
6. Enter Final Grades
 - Select Term
 - Select Course
 - Remember to enter grades **WITH** a work ethics grade (A2, B3, C1, etc.) except for with developmental classes.
 - Verify a grade was submitted for each student
 - **Print AFTER submitting grades**
 - Exit

REQUEST FOR A GRADE OF INCOMPLETE (“I”) or IN PROGRESS (“IP”)

REQUEST FOR A GRADE OF INCOMPLETE (“I”)

Quarter: _____ **Date:** _____

Student Name: _____ **SS#** _____

Course Name: _____ **CRN #** _____

Reason for request for “I” (Incomplete) or “IP” (IN PROGRESS):

Grades earned to date in the course:

Work that will be missed:

Work necessary to remove the grade of “I” or “IP”:

Time frame for completion of missed work (the student must complete the work during the next quarter AND the faculty member must complete and submit a Change of Grade form to the Director of Records and Registration; otherwise, the grade of “I” or “IP” will be converted to an “F”):

Method to calculate final average:

Student’s Signature: _____

Instructor’s Signature: _____ **Printed Name:** _____

Program Chair/Coordinator’s Signature: _____ **Printed Name:** _____

Date Change of Grade Form Submitted to Office of Records and Registration: _____

(ATTACH COPY OF CHANGE OF GRADE FORM)

WORK ETHICS EVALUATION FORM A

(For Occupational Courses)

Revised 6/1/02

STUDENT
NAME: _____

SS#: _____
CRN _____

QUARTER: _____
INSTRUCTOR _____

COURSE TITLE: _____

	Mid -Term				End-of-Quarter			
	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE
Grading Scale								
3 = 24 - 30 Total Points - EXCEEDS EXPECTATIONS								
2 = 20 - 23 Total Points - MEETS EXPECTATIONS								
1 = 17 - 19 Total Points - NEEDS IMPROVEMENT								
0 = 0 - 16 Total Points - UNACCEPTABLE								
WORK ETHICS TRAIT	Point Score				Point Score			
	3	2	1	0	3	2	1	0
Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.								
Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.								
Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.								
Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.								
Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.								
Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.								
Organizational Skills: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.								
Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.								
Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.								
Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.								
SUBTOTALS:								
Mid-Term Student Signature: _____	Total Points: MID-TERM GRADE: <input style="width: 50px; height: 20px;" type="text"/>				Total Points: END-OF-QUARTER GRADE: <input style="width: 50px; height: 20px;" type="text"/>			
End-of-Quarter Student Signature: _____								
STUDENT'S FINAL WORK ETHICS GRADE:								
(Average of mid-term and end of quarter grade. Should be 3, 2, 1, or 0.) <input style="width: 150px; height: 20px;" type="text"/>								
EXPLANATION OF WORK ETHICS GRADES								
3 – Exceeds Expectations	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.							
2 – Meets Expectations	All work ethics standards are well met. The quality of student's work ethics performance is that of a good employee in the normal work environment.							
1 – Needs Improvement	Some standards were not met. Additional training in employability skills is recommended.							
0 – Unacceptable	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.							

WORK ETHICS EVALUATION FORM B

(For General Core/General Education/Developmental Studies courses only)

STUDENT NAME: _____ SS#: _____ QUARTER: _____
 COURSE TITLE: _____ CRN: _____ INSTRUCTOR: _____

Mid -Term

End-of-Quarter

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE		EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE	
Grading Scale										
3 = 13 - 15 Total Points - EXCEEDS EXPECTATIONS										
2 = 10 - 12 Total Points - MEETS EXPECTATIONS										
1 = 7 - 9 Total Points - NEEDS IMPROVEMENT										
0 = 0 - 6 Total Points - UNACCEPTABLE										
WORK ETHICS TRAIT	Point Score					Point Score				
	3	2	1	0		3	2	1	0	
Attendance: Attends class; arrives/leaves on time.										
Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.										
Productivity: Spends class time on task, follows directions and procedures; completes and makes up assignments punctually; keeps work area neat and clean.										
Communication: Displays appropriate nonverbal (attire, eye contact, body language) and oral (listening, grammar) skills.										
Cooperation: Maintains appropriate relationship with instructors and peers; appropriately handles criticism, conflicts, and complaints.										
SUBTOTALS:										
Mid-Term Student Signature: _____	Total Points:					Total Points:				
End-of-Quarter Student Signature: _____	MID-TERM GRADE:					END-OF-QUARTER GRADE:				
STUDENT'S FINAL WORK ETHICS GRADE:						(Average of mid-term and end of quarter grade. Should be 3, 2, 1, or 0.)				
EXPLANATION OF WORK ETHICS GRADES										
3 – Exceeds Expectations	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.									
2 – Meets Expectations	All work ethics standards are well met. The quality of student's work ethics performance is that of a good employee in the normal work environment.									
1 – Needs Improvement	Some standards were not met. Additional training in employability skills is recommended.									
0 – Unacceptable	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.									

WORK ETHICS EVALUATION FORM C

STUDENT NAME: _____ SS#: _____ QUARTER: _____
 COURSE TITLE: _____ CRN: _____ INSTRUCTOR: _____
 (For Online courses only) revised 11/20/03

	Mid -Term				End-of-Quarter			
	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE
Grading Scale								
3 = 15 - 18 Total Points - EXCEEDS EXPECTATIONS								
2 = 11 - 14 Total Points - MEETS EXPECTATIONS								
1 = 7 - 10 Total Points - NEEDS IMPROVEMENT								
0 = 0 - 6 Total Points - UNACCEPTABLE								
WORK ETHICS TRAIT	Point Score				Point Score			
	3	2	1	0	3	2	1	0
Communication: Student establishes e-mail communication with instructor no later than the third day of the quarter, regularly checks and responds to instructor e-mail in a timely manner, notifies instructor of any e-mail address change, and participates regularly in online class discussions (if required).								
Respect: Student interacts courteously with instructor and fellow students, observes appropriate netiquette, and shows proper regard for the rights of others.								
Character: Student displays honesty and integrity in interactions with instructor and fellow students and performs assigned work independently.								
Attitude: Student accepts responsibility for addressing and resolving conflicts and problems and works to solve problems in a proactive manner.								
Productivity: Student displays interest in quality and quantity of work; follows instructions; and completes all assignments, tests, and other course requirements as directed.								
Time Management: Student exhibits self-discipline and initiative and demonstrates the organizational skills required to prioritize tasks and participate successfully in online learning.								
SUBTOTALS:								
Mid-Term Student Grade Date: _____	Total Points:				Total Points:			
Confirmation E-mail from Student Date: _____	MID-TERM GRADE:				END-OF-QUARTER GRADE:			
End-of-Quarter Student Grade Date: _____								
Confirmation E-mail from Student Date _____								
STUDENT'S FINAL WORK ETHICS GRADE: (Average of mid-term and end of quarter grade. Should be 3, 2, 1, or 0.)	[]							
EXPLANATION OF WORK ETHICS GRADES								
3 - Exceeds Expectations	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.							
2 - Meets Expectations	All work ethics standards are well met. The quality of student's work ethics performance is that of a good employee in the normal work environment.							
1 - Needs Improvement	Some standards were not met. Additional training in employability skills is recommended.							
0 - Unacceptable	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.							

REQUEST TO AUDIT FORM



Request to Audit

Please return to the Office of Registration & Records
Athens Technical College
800 US Hwy 29 N
Athens, GA 30601-1500
FAX: 706.369.5756

Please use a separate form for each course

Name: _____ Please print
Student ID #: _____ SSN if you can't recall your ID

Name of Course to be audited: _____ CRN: _____

- Students who audit courses attend classes without receiving grades or credit. Students must meet all prerequisites for the courses they audit. Students who audit courses must pay the regular tuition, admission, and registration fees. They must attend classes during the same periods as students who will receive grades and credit for the courses. Students who audit courses receive all course materials (except tests) available to credit students. Instructors may provide practice tests for audit students if they deem it appropriate.
- Students may register to audit courses only during the transient student or late student registration periods. Students may not change from credit status to audit status or vice versa once the term starts, including during the official Drop/Add period. The Director of Registration & Records will not change audit grades to credit grades after students complete the course.
- Students who wish to audit classes must receive approval from the appropriate Dean prior to registration. Students must complete and sign this audit form and obtain the Dean's signature before submitting the form to the Office of Registration & Records.
- Students may not use financial aid to pay tuition and fees for courses they audit. Because auditing courses may affect financial aid status, students receiving financial aid must obtain an official's signature before submitting the form to the Office of Registration & Records.

Signatures

Student: _____ Date: _____

Financial Aid: _____ Date: _____

Dean: _____ Date: _____
060807

CONTACTING SECURITY OR POLICE

Contacting Security or Police on ATC Athens Campus

The on site ACC police officer and the security guard have Athens Technical College provided cell phones. They should be called directly when needed. The cell phone numbers are posted on the outside doors on each building.

Walkie-talkies are the preferred method of emergency communication on the Athens campus of Athens Technical College and can be found in the locations listed below. In the event of an emergency, notify security by **proceeding to the location of the nearest walkie-talkie**. When calling security, you should state your location and whom you would like to contact -- *e.g.*, “Front office to Security,” “200 to Security,” “Business Building to Police Officer.” Be aware that each location with a walkie-talkie can hear the emergency transmissions, so it is necessary to be discreet and calm when broadcasting on the walkie-talkies. In the event of an emergency, student names should NEVER be broadcasted.

Walkie-Talkie Locations

1. Facilities Director
2. ACC Police Officer on Campus
3. Security Guard
4. Job Quest Center
5. Business & Industry II (IOTIS)
6. Business & Industry I – (main office)
7. Dean of Manufacturing & Technical Division
8. College Receptionist – (700 entrance)
9. Business Office
10. Academic Affairs office
11. Dean of Life Sciences (division office)
12. 700 Lab Technicians (computer lab)
13. Student Development Services – (VP secretary)
14. President’s Office
15. Library
16. Dean of Business Division – (division secretary)
17. Information Technology – (VP of IT)
18. Automotive instructor office
19. Business & Industry III
20. Admissions

INDIVIDUALS RESPONSIBLE FOR BUILDING EVALUATION

Individuals Responsible for Building Evacuation

In the event of an emergency, the President or her designee is responsible for making the decision to lockdown or evacuate a building. In the event of building lockdown or evacuation, responsibility for notifying individuals and clearing the building falls upon lead administrators in each area. The **evacuation orders** will be **given over the walkie-talkies**, and the administrators listed below are responsible for notifying faculty, staff, and students in their buildings or wings of the evacuation/lockdown orders. The evacuation order will be given by the Facilities Director, the VP of Information Technology, or the VP of Finance and Administration upon direction from the President. If a lead administrator listed below does not acknowledge receipt of the evacuation order via the walkie-talkie, he or she will be contacted by telephone. Lead administrators should radio back to the Facilities Director once their areas are secure. Lead administrators should maintain control of their evacuees and should not allow re-entry to the building until notified by the Facilities Director.

In the event of a **bomb threat**, cordless phones, cellular phones, and walkie-talkies should **not** be used. The **evacuation order will be given by land-line telephones**. Lead administrators should contact the Office of Finance and Administration at 355-5116 once their buildings are secured.

Building/Hall	Person Responsible	Telephone Number	Alternate Responsible	Alternate Telephone
B&I II (IOTIS)	Ken Jarrett	2711	Margaret Morgan	2718
B&I I	Tony Thompson	2829	Susannah Flanigan	5022
B&I III	Doug Allen	5032	GED Office/Amy Wheeler/Carol Harrison	2816
Job Quest Center	Beverly Hafenbrack	5028	Wally Ash	5155
100/200	Kathryn Thomas	5100	Leslie Crickenberger	2818
300	Susan Larson	5034	Susan Larson	5103
400	Joyce Sansing	5060	Ellen Kilgos	5182
500/600	Joe Pyle	5086	Tina Grile	5142
700	Dan Smith	5124	Lenzy Reid	5008
Admin	Sheila Weldon	5113	Andrea Daniel	5109
Library	Metta Nicewarner	5019	Jan Fang	5164
Business/Technology 1000	Dianne Campbell	5048	Dennis Ashworth	5167
Automotive	Mike Adkins	5095	Robert Yuhas	5056
Shipping / Receiving	Jim Walter	5120	Michael Jackson	5122

EMERGENCY ACTION PROGRAM

This Emergency Action Program has been prepared so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and organizational framework outlined in this program are to provide protection for lives, property, and operations through effective use of county, city and community resources. This document has been developed to provide a response framework for management, employees, and other occupants of the Athens Technical College buildings during emergency situations. This program cannot cover every conceivable emergency situation; however, it does provide the basic administrative guidance to cope with most emergencies.

This plan applies to all employees and visitors to Athens Technical College and our various sites and centers. The development and administration of this Emergency Action Program is the responsibility of VP for Information Technology with assistance from the Safety Officer.

Compliance with the Emergency Action Program is the responsibility of all visitors, employees, department heads and managers of departments within the ATC Campus.

1. Employees Responsibility

- a. It is each employee's responsibility to become familiar with the emergency procedures, emergency action plans, fire alarm, exits, fire extinguishers, and physical layout of assigned area, evacuation routes and the requirements of the Emergency Action Program. (See Appendix B for building floor plans).
- b. In the event of emergency, all employees must follow the specific emergency procedure as described in the ATC emergency action plans. Phone usage during an emergency should be limited to official use only.
- c. Employees are responsible for taking precautions to assure their safety and to follow all emergency procedures.
- d. All employees should participate in emergency drills.
- e. Employees should provide direction and assistance to the general public.
- f. Notify your supervisor if you need assistance for evacuations, etc. prior to emergencies.
- g. Employees should assist individuals who need help evacuating to the designated evacuation area(s).

2. Department Heads Responsibility

Each Department Head or designee has the following additional responsibilities prior to and during any emergency:

- a. Provide direction and guidance to building occupants to ensure emergency procedures are followed.
- b. In event of an emergency, ensure employees follow all procedures.
- c. In case of evacuation, direct employees and visitors to evacuate the building and proceed to designated assembly area(s).
- d. Once at the assembly area, determine who is missing by conducting headcount and provide this information to the emergency authorities.
- e. After an emergency, provide feedback and recommendations to the Safety Officer.

Facilities Management Responsibilities

Facilities Management has the following general responsibilities prior to and during any emergency:

- a. In coordination with the Safety Officer, prepare and post Emergency Egress maps.

- b. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program. Recommend changes in the program to the VP for Information Technology.
- c. In coordination with the Safety Officer, prepare a final, post-emergency report and submit to the VP for Information Technology.
- d. In coordination with the Fire Department, schedule evacuation and fire drills.
- e. In coordination with Emergency Management, schedule tornado drills.
- f. Assist building evacuation and security.
- g. Monitor necessary building systems during emergencies.
- h. Coordinate annual fire evacuation drills with the fire department.
- i. Assist emergency personnel as necessary.
- j. Distribute college walkie-talkies to designated personnel (NOTE: DO NOT USE IN CASE OF BOMB THREAT).

Safety Officer Responsibilities

The Safety Officer has the following general responsibilities prior to and during any emergency:

- a. Assist the ATC Emergency Response Team in developing and coordinating the implementation of the Emergency Action Program.
- b. Prepare and post Emergency Egress Maps in coordination with Facilities Management.
- c. Maintain a record of all events and files of all reports and correspondence pertaining to the Emergency Action Program.
- d. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program.
- e. In coordination with Facilities Management, prepare a final, post-emergency report and submit to the VP for Information Technology.
- f. Revise the Emergency Action Program as significant changes occur and review contents at least annually.

Emergency Escape Routes Assignments

- 1. Employees and visitors shall use the nearest escape route during an emergency.
- 2. During an emergency requiring building evacuation, employees should use the escape route assignments as noted on the ATC Emergency Information poster posted in their department.

Emergency Evacuation Safe Areas

- 1. Fires, tornados, severe weather, and other conditions may require employees to seek alternative shelter other than their work area.
- 2. These shelter areas are generally the nearest interior halls away from doors and windows with glass. The shelter areas should be used for tornado, severe weather, and other conditions that require alternative shelter.
- 3. In case of a fire, bomb threat, chemical spill, or any other emergency requiring building evacuation, evacuate to the exterior designated "assembly areas". The exteriors "assembly areas" are at least 100 yards from the buildings. See Appendix A for the specific assembly areas.
- 4. It is extremely important that employees proceed directly to the interior shelter areas or exterior assembly areas when required. Severe injury or death could result if employees and others do not proceed directly to these areas during an emergency.
- 5. Department heads or their designee shall conduct a headcount to ensure all employees have evacuated at once to the shelter or assembly area. If employees are missing from the assembly area, the department head or designee shall report the names of the missing employees to the nearest law enforcement person.

EVACUATION PROCEDURES

An evacuation will be called by a fire alarm or by notification on the Walkie-Talkies.

The following basic steps will be followed when evacuating the school building:

1. Refer to the maps indicating primary and secondary evacuation routes posted in your classroom, office, or lab area.
2. Evacuate students and staff to designated safe areas quickly. Instructors should bring their class rosters with them.
3. Instructors should close the doors or instruct the last student to close the door after exiting their classroom.
4. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
5. The first student in line should be instructed to hold the exit door until all persons in the class have evacuated. (This procedure should be continued until the building is cleared).
6. During evacuation, there should be no running, pushing, or loud talking. Move as quickly and orderly as possible. Remember that the instructor sets the tone for the students. DO NOT PANIC. Remain calm.
7. The assembly areas are marked on Appendix A. The assembly areas are not in parking lots, as to allow unrestricted access for rescue personnel.
8. At the assembly area, roll should be taken to determine who might be missing.
9. Instructors should remain with their class until the Incident Commander gives and "all clear" signal.

ALTERNATE EMERGENCY PROCEDURES

ALTERNATE EMERGENCY PROCEDURES FOR THOSE INDIVIDUALS WITH A DISABILITY OR MEDICAL CONDITION

Employees or students who require assistance in the event of an evacuation should be identified prior to an incident. Instructors should assess their classes at the beginning of each quarter and supervisors should be aware of their employee's limitations so that safe evacuation can be made of all individuals. People with disabilities and limitations are generally in the best position to assess their particular needs. Any medical information shared should be kept confidential and shared only with medical personnel.

The following assistance options are available (not limited to):

1. Buddy system (2 or more buddies per person). Use of the "Buddy System" will help assure the prompt evacuation of any person with disability.
2. Horizontal (same floor) evacuation: Move away from the area of imminent danger to a safe distance (i.e. another wing, an adjoining building, opposite end of a corridor, or outside if on the ground level, through at least one set of fire doors).
3. Vertical (Stairway) evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who use crutches or other devices as walking aids will need to use their own judgment, especially where several flights of stairs are concerned.
4. Stay in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call 911 and give your name, location, and exact reason you are calling. The operator will relay the information to emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

FIRST AID PROCEDURES

CAUTION: Remember to prevent the transmitting of "bloodborne pathogens".
(Reference: ATC Blood and Airborne Pathogens Exposure Control Plan).

Administering First Aid:

1. Minor first aid can be administered by any individual. However, college personnel should not diagnose illness or administer medications of any sort.
2. First aid kits are located in each department. If a first aid kit can not be located during an emergency, security should be contacted to provide a first aid kit.
3. Disburse crowds if an accident is serious, and keep the area as quiet as possible.
4. Stick to basic procedures:
 - a. Call for aid.
 - b. Stop bleeding.
 - c. Treat for shock.
 - d. Mouth-to-mouth resuscitation (if breathing is stopped).
 - e. Coronary Pulmonary Resuscitation (CPR) if required.
5. When the injury is serious, do not attempt to move the student or employee except for first aid procedures until professional medical help arrives.
6. Emergency contacts should be obtained from the student or employee if he/she is conscious. Otherwise, emergency contacts will be obtained from employee files or admissions records.
7. Students are responsible for costs incurred in transporting by ambulance; therefore, in the event of a minor injury, emergency personnel should not be contacted unless the student requests it.

Academic Honesty Policy

Possible Three Step Process

1. Instructor meeting with student¹
 - a. Present the evidence of the violations of the academic honesty policy and inform the student that he/she will receive zero points for all or part of the assignment
 - b. Have student sign a completed copy of *Violation of Academic Honesty Policy* notification form
 - c. Provide copy of signed form to student
 - d. Inform student of right to rescind signed notification form by submitting a written statement to the vice president of student affairs within five business days of the meeting with the instructor
 - e. Send copy of signed form to the vice president of student affairs

2. Mediated discuss
When alleged violations are submitted directly to vice president or when student disputes the charges or punishment
 - a. Will schedule mediate discussion no less than five nor more than fifteen days after the student reasonably should have received notification by certified mail
 - b. Will include only the faculty member, student who was believed to have violated the policy, and the mediator²
 - c. Complete steps c through e in step 1: Instructor meeting with student

3. Student judiciary committee hearing
When mediation does not resolve issue or when student disputes the charges or punishment

Why the forms?

- To formalize academic honesty process
- To track students who violate the provisions of the Academic Honesty Policy
 - First Offense – Grade reduction plus notification of being placed on disciplinary probation for remainder of tenure at Athens Technical College
 - Second Offense – Permanent expulsion with notation on academic transcript

¹ May submit directly to vice president of student affairs for a mediated discussion

² Students with previously documented disabilities may be eligible to have an interpreter, note taker, or other assistance provider in the meeting.

Athens Technical College

Violation of Academic Honesty Policy

Student Name:			
Term:		Course:	
Date:		Instructor:	

Summary of Violation

(Attach copies of supporting evidence to this form.)

Terms of Agreement

I admit that I violated the Academic Honesty Policy of Athens Technical College and do not need to participate in a mediated discussion concerning my act of academic dishonesty.	I acknowledge that my instructor is charging me with violating the Academic Honesty Policy of Athens Technical College; however, I request a mediated discussion through the Office of Student Affairs. I am not admitting guilt.
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Student Signature:		Date:	
Instructor Signature:		Date:	

A student has the right to rescind this agreement by submitting a written statement to this effect to the vice president for student affairs. The student must submit this statement within five business days of receiving this form from his or her instructor. Business days are defined as days in which classes meet. Upon receiving the recondition notice, the vice president will appoint a mediator to schedule and conduct a mediated discussion. The instructor should make copies of the signed for the student. The instructor must also submit a copy of this form to the vice president for student affairs within three days of the meeting with the student to discuss this issue.

FERPA for FACULTY

In accordance with the **Family Educational Rights and Privacy Act of 1974** – also known as the Buckley Amendment – Athens Technical College accords all rights under the law to students who are declared independent. **FERPA grants four specific rights** to a postsecondary student:

1. The right to access educational records kept by the college.
2. The right to amend educational records.
3. The right to demand educational records be disclosed only with student consent.
4. The right to file complaints against the college for disclosing educational records in violation of FERPA with the FERPA Office in Washington.

Students have a right to know about the purpose, content, and location of information kept as part of their educational records. Student information stored in electronic format must be secure and available only to those entitled to access that information. *Students also have a right to expect that information in their educational records will be kept confidential unless they give permission to the college to disclose such information.*

Directory Information is information that **may be disclosed without the written consent of the student – UNLESS student has placed a hold on their educational records thus preventing the release of this information.** At Athens Technical College the following is defined as directory information:

- Student name
- Student address (local, permanent, and email)
- Student telephone listings (local, cell, and permanent)
- Student dates of registered attendance
- Student major program(s) of study
- Dates of diplomas, degrees, and awards received
- Student participation in student organizations and activities

The college may give directory information to an inquirer in person, by mail, or by telephone, and the college may otherwise make directory information public. However, student directory or public information may NOT always be released.

Prior to giving out student information VERIFY that the student does not have a hold on their directory information.

Non-directory Information is any information not considered directory information and **must not be released to anyone**, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information ONLY if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts and grade reports

Regarding Instructional Situations

1. **Do not** use a student social security number or college ID number in a public posting of grades or any other information.
2. **Do not** link the name of a student with that student's college ID number in any public manner.
3. **Do not** leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
4. **Do not** circulate a printed class list with student name and college ID number, photo, or grades as an attendance roster.
5. **Do not** discuss the progress of any student with anyone other than the student (including parents, spouses, and other family members) without the written consent of the student. The only exception to requiring written permission is if the student accompanies the third party and is present during the discussion.
6. **Do not** provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
7. **Do not** provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
8. **Do not** access the records of any student for personal reasons.
9. **Do not** store confidential student information on any computer unless that information is required and secure from intrusion.
10. **DO USE ONLY student ATC EMAIL for correspondence** – all other email accounts are NOT considered official for college business.

Remember that even though faculty members are considered “school officials,” a faculty member will have to demonstrate “legitimate educational interest” (e.g. advising students, retention study, etc.) to receive access to student records beyond their class and grade rosters. Faculty do not have access to student academic records unless their normal job duties specifically require access.

Athens Technical College POLICY: “When communicating with students via email, faculty should **ONLY** use the official @student.athenstech.edu email addresses to do so. FERPA addresses the use of email to communicate with students. (1) FERPA states that the college must be able to authenticate identity of senders. The only possible way to satisfy this requirement is to ensure that the college only communicates with students via official college-provided email addresses. **This applies to both faculty and students.** (2) Notification of grades via email is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The college would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

Good Rule of Thumb: If anyone requests any information about a student from you as a faculty member, it is best to contact the Vice President of Student Affairs or the Director of Registration and Records to determine if you can/should release information.

Faculty signature: _____

Date: _____