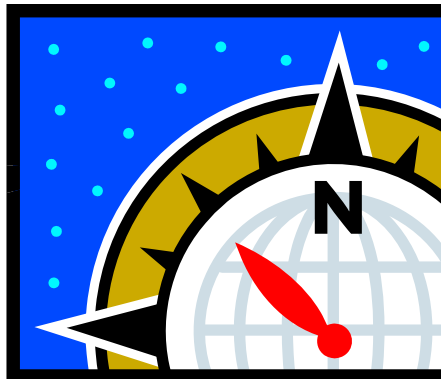




31 College Drive, Concord NH 03301-7412
Phone 603-271-NHTI (6484)
Fax 603-271-7734
TDD Access: Relay NH 1-800-735-2964
www.nhti.edu

ADJUNCT FACULTY MANUAL



Academic Affairs 603-271-6957
Admissions 603-271-7134
Bursar's Office 603-271-6309

Community Education 603-271-7122
Financial Aid 603-271-7137
President's Office 603-271-7738

Registrar's Office 603-271-7142
Student Affairs 603-271-6981
Business Training Center
603-271-6663

Visit our web site: www.nhti.edu ~ Accredited by the New England Association of Schools and Colleges ~ EOE/AA

Revised 8/09

TABLE OF CONTENTS



WELCOME

Welcome from the Adjunct Team	1
NHTI Jargon	2
Buildings on Campus	4
Academic Calendar	5

BEFORE THE TERM BEGINS - PREPARE FOR THE SEMESTER

Organizing Your Course

Curricula	6
Text Book Selection	6
Syllabus	6
Bookstore	7
BlackBoard Academic Suite™	7

Guide to a Smooth Semester

Secretarial Assistance	8
Copying	8
Office Supplies	9
Media Services	9
Multimedia Equipment and Services List	10
NHTI Identification Cards	11
Library	11
Instructor Pay and Contract	11
Building/Room Access	12
Room Usage	12
Mailboxes	13
Office Space for Adjunct Faculty	13
Parking	14
Banner™	14

ONCE THE TERM BEGINS - NECESSARY PAPERWORK

Class Rosters	15
Auditing Classes	16
Add/Drop Procedures	16
Attendance Policy	17
Checklist for First Class Meeting	19

Helping Students Through the Semester

Disabilities Services	20
Learning Center	20
English Speakers of Other Languages (ESOL) Education	21
Student Work, Progress	21
Progress Reports	22
Make-up Exams/Tests	22
Canceling Classes	22

GETTING TO KNOW THE CAMPUS COMMUNITY

Administration and Staff at NHTI	24
Department Heads	24
Campus Activity Board (CAB)	25
Department Meetings	25
Performance Evaluations	25

THE END OF THE SEMESTER

Right to Privacy for Students	26
Final Exam Policy	26
Final Exam Make-up	27
Course Evaluation	27
Grading System	28
Submitting Grades	29
Grade Books	29
Grade Appeals/Grade Changes	30

FREQUENTLY ASKED QUESTIONS

Classroom Issues	32
Student Matters	33
Instruction Details	34
Faculty Needs	35

APPENDICES

37

2009/2010 Academic Calendar	
Campus Telephone Directory	
Department Directory	
Student Course Evaluation (sample)	
Academic Affairs Notices	
Syllabus Core	
Student Print Policy	
Maps - Campus	
- Buildings	

Brochure: Get Connected to NHTI - email, BlackBoard Academic Suite™, and SIS Information

Revised 8/09

WELCOME FROM THE ADJUNCT TEAM

The Adjunct Team is pleased to present you with this manual to help you become acquainted with the college. If you are receiving this, CONGRATULATIONS! You have become a member of the NHTI family. Please enjoy the facilities, faculty, and staff, but most of all the students! You will find teaching to be both energizing and exhausting but most of all rewarding.

NHTI, Concord's Community College ... What's in a Name?

In keeping with the movement of the Postsecondary System to the Community College System of New Hampshire (CCSNH), and upon recommendation of our accrediting body NEASC (New England Association of Schools and Colleges), all seven colleges were charged with changing their names to reflect the move to community college status.

The following indicates the previous names and current names of the seven colleges within the CCSNH:

Previous

Nashua Community Technical College
Manchester Community Technical College
Claremont Community Technical College
New Hampshire Technical Institute
Laconia Community Technical College
Stratham Community Technical College
Berlin Community Technical College

Current

Nashua Community College
Manchester Community College
River Valley Community College
NHTI, Concord's Community College
Lakes Region Community College
Great Bay Community College
White Mountains Community College

After surveying all stakeholders of the college (students, faculty, staff, board members, and the community), New Hampshire Technical Institute remained committed to the NHTI acronym, which has long represented quality education and enjoys a positive image in the community. As a result, the college kept the NHTI acronym and added the tag: Concord's Community College. We are NHTI, Concord's Community College.

This adjunct manual can be used as a reference for all adjunct faculty, new or experienced, and is meant to provide an overview of what you should know as a part-time faculty member ~ but it is by no means comprehensive! Throughout the manual you will be directed to the person, office, manual, catalog, or website which would be able to provide complete information. We hope you find this helpful!

The sequence of topics is chronological, beginning with preparation for the semester, and ending with submitting grades. Also included is a section of Frequently Asked Questions and Appendices of current information.

If you have any questions or comments about this manual or are interested in joining our team, please contact any of our members:

Joyce Myles, Assoc. V.P. Academic Affairs & Team Sponsor	271-7732
Debbi Remillard, Professor CIS Dept. & Team Leader	271-6925
Ruth Heath, Learning Center	271-7722
Tom Foulkes, V.P. of DCE	271-7123
Linda Schmidt, Institute Counselor. DCE	271-7124

This manual will be updated on an annual basis and changes will be made available in hard copy and on the NHTI website. For additional information and policies please refer to the following documents which can be found on the NHTI website or in hardcopy.

- NHTI Catalog
- NHTI Student Handbook
- NHTI Web site (www.nhti.edu)

In addition, the following documents can be found on the Community College System of New Hampshire website (www.ccsnh.edu):

- New Hampshire Division of Personnel Administrative Rules
- Board of Trustees Policy Manual (i.e., CCSNH policies and procedures)
- New Hampshire State Employee Collective Bargaining Agreement (www.admin.state.nh.us/hr/cba2007/cba2007.html)

NHTI JARGON

As in any community, many names are shortened by using acronyms, nicknames, or previous names (that just won't go away for some reason). The following list is to help adjuncts adjust to the jargon used at NHTI.

Adjunct (or part-time faculty) - Adjunct faculty are contracted separately to teach specific courses semester by semester; are not guaranteed to teach courses for any semester beyond the contract; and are not eligible for employee benefits. Occasionally

full-time faculty teaching additional courses through Community and Corporate Affairs (DCE) are considered adjunct faculty.

Academic Affairs - The division of the college which oversees the academic departments. Sometimes referred to as the Day Division, all full-time faculty and Department Heads (DH) are overseen by the Office of Academic Affairs. Members of the Office include:

Pamela Langley, Vice President of Academic Affairs
Joyce Myles, Associate Vice President of Academic Affairs
Beth Blankenstein, Associate Vice President of Academic Affairs
Donna Sewall, Administrative Assistant I
Coreen Herrick, Administrative Secretary
Deb Lovell, Executive Secretary
Gary Gonthier, Statistician II

All adjunct faculty teaching day courses receive contracts from this office. The Administrative offices are located in North Hall and can be contacted at 271-6957.

BTC - Business Training Center. The BTC is part of the Division of Community and Corporate Affairs, a.k.a. DCE, and provides workshops and training for businesses and agencies which are generally located in the Concord area. Faculty may be contracted to lead workshops and training programs. If you are interested in learning more, please contact Kathy Moore in BTC at 271-6663.

Day Adjuncts - Faculty hired to teach day courses and contracted by the Office of Academic Affairs. Classes are scheduled by Academic Affairs and typically meet between 8 am and 5 pm. In some instances, classes overlap with evening classes.

DCE - Department of Continuing Education, also known as the Division of Community and Corporate Affairs, is the division of the college responsible for scheduling and offering evening, weekend, one-week, hybrid, online, and summer-term courses. Academic programs structured in non-traditional formats are offered through DCE. Their office is located in Sweeney Hall (S103) and can be contacted at 271-7129.

Evening Adjuncts - Faculty hired to teach courses (after 5 pm) which are scheduled by DCE. Evening adjuncts receive their contracts from DCE (271-7122). Contact Sue Gatton, 271-7126.

CCSNH - Community College System of New Hampshire refers to the administrative body which oversees the seven community colleges of New Hampshire. The CCSNH administrative offices are located on the NHTI campus. The seven colleges within the system are located in Nashua, Manchester, Concord, Laconia, Claremont, Stratham and Berlin.

Buildings on Campus

Sweeney	Classrooms, auditorium/lecture hall, Admissions, Bursar, DCE, Registrar, Financial Aid, Academic Advising, Cross Cultural/ESOL Education, the Bistro, Wellness Center, gym, and weight room
Student Center	Health Services, Counseling Services, Student Affairs, Student Services, Campus Activities, and home of student clubs and organizations
Library	Library, Bookstore, Learning Center, Disability Services, and Media Services
Farnum	Computer technology classrooms, faculty offices, and Business Training Center (BTC)
MacRury (currently under renovation)	Paramedic, Radiology, and Dental programs; biological science classrooms; faculty offices; and large copier.
Grappone	Nursing program; biological science classrooms; and faculty offices
Little	President's and Administrative offices; Capital Commons (cafeteria); Architectural, Manufacturing, Mechanical, and Computer Engineering programs; and physics and math classrooms; and large copier
North Hall, Strout Hall, and South Hall	Student residence halls
North Hall (West Wing)	Academic Affairs, faculty offices, secretarial support, and large copy machine are located in this building

Child & Family Development Center (CFDC)	Childcare facility and Early Childhood Education training center (lab school)
Community College System of NH (CCSNH) Formerly: New Hampshire Community Technical College System (NHCTCS)	Administrative offices of the Community College System made up of seven colleges located in: Berlin, Claremont, Concord, Laconia, Portsmouth, Manchester, and Nashua (see p. 1)
McAuliffe-Shepard Discovery Center	An educational science center featuring 21 st century interactive exhibits on aviation, astronomy, Earth and space sciences, a world renowned planetarium and a variety of programs

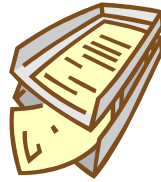
Academic Calendar

The current Academic Calendar is posted on the college's website (www.nhti.edu) and is available in this handbook. An updated calendar containing specific events/days will be available at the start of each academic year. Indicated on the calendar are days class is not in session and (in some cases) classes which are held only in the day or night session e.g., Evening before Thanksgiving. The college offices are closed for the following State Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Civil Rights Day	Veteran's Day
*President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

*Although day classes are not held, evening classes are held on President's Day; please check with the DCE office if you have questions regarding holidays.

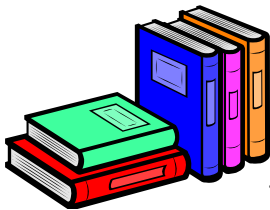
BEFORE THE TERM BEGINS – PREPARE FOR THE SEMESTER!!



ORGANIZING YOUR COURSE

CURRICULA

Course content is determined by program requirements, developed by faculty of each department, and approved by the Vice President of Academic Affairs (VPAA). All evening division courses follow the same course outlines and require the same text books as day classes. Full descriptions of courses and samples of course outlines can be attained by contacting your department head.



TEXT BOOK SELECTION

Textbooks are selected and/or approved by the department head and faculty of each department. The DH will explain any ordering procedures, including how to obtain instructor copies. Contact the bookstore (224-8231) about two weeks before the course begins to verify the correct books are available for your students.

NHTI anticipates that once adopted the required textbooks will remain in use for a minimum of two academic years. Changes in textbooks are required when a new edition is published, technology changes, or faculty review another textbook which better meets student's needs.

SYLLABUS

You may ask to see if there is a syllabus already created for your course. The Academic Affairs office keeps copies of syllabi from each semester, therefore you may want to check with Lynn Tilton (271-2027) to make a copy of previously used syllabi. If there isn't a syllabus already created for your course, a syllabus core with the required elements is provided in the Appendix to use as a guide.

A syllabus is required for all courses. The department head of your teaching discipline can provide you with sample syllabi for the course you are teaching to use as a guide. Course syllabi may be altered for your course as long as all required content is covered. Required

Academic Affairs notices can be obtained from the Office of Academic Affairs, from your DH, or DCE. The current notices and syllabi are provided in the appendix of this manual.

BOOKSTORE

Folletts, Division of Campus Stores is located adjacent to the NHTI Library and is accessible from the main entrance to the Library building. The bookstore carries a variety of NHTI insignia clothing and gifts; calendars and planners; candy, snacks, and beverages; magazines and greeting cards; school and office supplies; Nursing supplies, reference books, and study aids. Employees presenting a valid NHTI identification card (NHTI ID card section on page 11) receive a 10% discount on certain merchandise. Unless otherwise posted, the NHTI Bookstore hours are:

Monday - Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 2:00 pm

The bookstore will have extended hours at the beginning of each semester to allow students to purchase textbooks. **Call 224-8231 for more information.**



BLACKBOARD ACADEMIC SUITE™

BlackBoard Academic Suite™ is an on-line platform that is used for 100% online courses. In addition, many faculty can enhance their courses by using BlackBoard™ in the following ways:

- Posting syllabi and grades.
- Listing assignments and links to web resources for 24/7 access by students.
- Encouraging discussions on the discussion board and in the virtual chat room to improve collaboration and increase student participation.
- Receiving student papers and other work on-line.
- Administering and grading quizzes.

When students are required to use any or all of these features, faculty find the students are more engaged in their work. To have your course set up in BlackBoard™ or to schedule training contact Paul Ambrose at 271-2740 or pambrose@ccsnh.edu.



GUIDE TO A SMOOTH SEMESTER

SECRETARIAL ASSISTANCE

Ask your Department Head who the secretary is for your area. With sufficient lead-time, the secretaries can help you with copying material, typing syllabi and tests, and other needs such as supplies, contacting students, mailing materials to students, etc. If you have any questions, the secretary is a good place to start.

In the Department of Continuing Education, a limited amount of secretarial assistance is available to assist you if you are teaching an evening course. Provided you give an appropriate lead time, the DCE secretary, Sarah Hebert (271-7129), will copy syllabi and/or tests.

COPYING

A. Copyright Laws

Faculty are advised that copyright laws forbid copying of certain materials, including material whose purpose is to create, substitute, or replace a text or an anthology for a course, as well as exercises from workbooks and standardized tests. Faculty using materials which are copyright protected must adhere to the Technology, Education, and Copyright Harmonization (TEACH) Act which was put into effect November 2, 2002. Guidelines for the use of copyright protected material at NHTI may be obtained from your Department Head, or from the staff at DCE. In addition, library personnel can help to determine which material is copyrighted. NHTI subscribes to the Copyright Clearance Center, Inc., an online service that allows all digital content users a way to obtain permission to use material lawfully. The Copyright Clearance Center, Inc. may be accessed through the NHTI website (www.ccsnh.edu/library/). Copyright infringement brings large fines, so make sure the material you are using in class is used within the limits of the law. Questions regarding copyrighted material may be directed to your DH or Anne Wirkkala, Assistant Director of Learning Resources (271-7720) or awirkkala@ccsnh.edu.

B. Locations

For instructors' use, **large** copiers are located on the first floor of North Hall (in the Faculty Wing), the first floor in MacRury Hall, and the campus mailroom in Little Hall. The Little Hall and MacRury copiers are available during day and evening hours. North

Hall is available during the day but locked after 6pm: please arrange with security for access if you need to use that copier after hours. Copier codes, required for the operation of these machines, are available from department secretaries or DHs and should not be shared with students. Your departmental secretary or the DCE secretary can assist you if you need help with copying class materials, or if you are having difficulty with the copier (e.g., jams, etc.).

C. Student Print Policy

Copiers for student use are located in the library and in the lobby of Sweeney Hall outside the Admissions office across from the stairway. These copiers have a charge per copy. NHTI extends free printing privileges in computer labs to students up to 350 pages each semester. In order to access printing privileges, students must log into the system using their NHTI student email. A copy of the brochure giving further information on the print policy is located in the appendix.



OFFICE SUPPLIES

To obtain office supplies you should see your DH, your departmental secretary, or DCE. Examples of supplies that are generally in stock and available from your secretary are: grade books, paper, pens/pencils, white board markers, and transparencies. If an item you need is not in stock, it may be ordered for you.



MEDIA SERVICES

A wide range of multimedia equipment is available for faculty use throughout the campus. Most campus classrooms and lecture halls are permanently equipped with desktop computers, LCD projectors, and connections for laptops and memory cards. For special equipment requests, reservations should be made at least 2 weeks in advance by e-mailing or calling Media Services (nhtimediaservices@ccsnh.edu or 271-7144). Last minute requests cannot be guaranteed, so please plan ahead. TV/VCR carts are available in most buildings which may be signed out by instructors using sign-out sheets. Please remember

the equipment must be returned to the storage area after use so others can use it! Media Services asks that you sign for equipment only when needed.

The Media Services Office is located in the library. Staff will provide instruction in the use of all equipment and will assist faculty in creating multimedia productions, including video productions.

Multimedia Equipment and Services List:

- Audio equipment
- TV/VCRs/DVD players
- Film, slide, and LCD projectors
- Laptops
- Digital and video cameras
- Opaque and overhead projectors
- Easels, tripods, cables, and portable screens
- Filming and videography
- Editing and production
- Digital imaging
- Visual presenters
- Video conferencing
- Conversions and duplications of non-copyrighted materials





NHTI IDENTIFICATION CARDS

See a staff member at the Wellness Center to make an appointment to have your I.D. photo taken. Please note that I.D. cards are needed to:

- check-out any materials from the library
- access North Hall faculty wing between 6pm and 7am
- gain a 10% courtesy discount at the bookstore
- use the Wellness Center facilities

To gain access to the North Hall faculty wing, your request must be cleared through the Security Office and programmed into the security computer. Please call Jason Bishop, Chief Security Officer at 271- 6310 or the Security radio phone 224-3287. If your ID card does not let you into the North Hall faculty wing after hours, you can call the Security radio phone and someone will open the door for you.



LIBRARY

The library provides information resources to both the campus community and the general public. The librarians offer day and evening instruction to faculty and their classes on any aspect of using the library, such as conducting research and accessing resources. The library also offers interlibrary loan, reserve materials, faculty loans, and film rental. Many adjuncts enjoy using the library as a place to do their work. Contact the library (271-7186) or the library web page for hours since they fluctuate. The library building also houses the Learning Center, Media Services, and the Bookstore.

INSTRUCTOR PAY AND CONTRACT

Adjunct faculty are hired for a semester, or term, for day classes by department heads, and for evening classes by DCE. Once adjuncts are assigned a specific schedule, they will receive a packet that includes important information and employment forms. A contract is

generated once these forms are completed and returned. For contract information contact:

Donna Sewall, Administrative Assistant in Academic Affairs (271-6957) - Day courses
Susan Gatton, Administrative Assistant in DCE (271-7126) - Evening courses



BUILDING/ROOM ACCESS

Faculty should contact Campus Security at 224-6310 to gain access to campus buildings during secured times. Keys to classrooms, labs, and exterior doors are provided only on an as-needed basis, upon approval of the Chief Security Officer (Jason Bishop).

ROOM USAGE

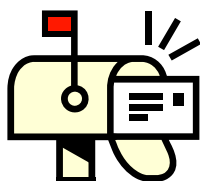
Faculty may NOT change classrooms without receiving the approval of Academic Affairs or DCE. Campus usage is very tight and the classrooms have been carefully assigned to accommodate different start times, sizes of classes, and special instructor or student needs. In addition, there may be occasions, such as emergencies, that you or your students need to be contacted so it is important for you to be in your assigned area. If you wish to use any of the following spaces for a special purpose, contact the following:

- General Computer labs - Terry Lee Covey (271-7733)
- Library rooms- Claudette Welch (271-7188). Rooms available are:
Library living room, L112, L115
- Learning Center Conference room L146- Learning Center and Quiet Study rooms L144 and L145 - (Lois Richard) (271-7725)
- Day classrooms - Terry Lee Covey (271-7733)
- Evening classrooms - Sue Gatton (271-7126)
- Auditorium (S122)- Terry Lee Covey (271-7733)
- Wellness Center/Gym - Deb Smith, Wellness Center Director (271-6428)
- Public space (non-classroom) - Capital Commons, Bistro glass room, video conference room (L135) - Terry Lee Covey (271-7733)
- Student Center and Student Center rooms - Terry Lee Covey (271-7733)
- MacRury dental conference room - Jennifer Riel (271-7162)
- Grappone Hall - Terry Lee Covey (271-7733) - auditorium (G106), lecture hall (G133), and conference rooms
- North Hall Conference Room (N105L) - Deb Lovell (271-0704)

Classes are scheduled with 10 minutes between classes. Please be respectful of this 10-minute block; most classrooms will have someone in the room prior to and after your class

so be sure to end your class on time so others can come begin theirs. Most faculty are respectful of this policy, however, if you have unresolved issues regarding this time constraint please discuss it with your DH or DCE.

Classrooms should be left clean and in order, blackboards and whiteboards should be erased, and desks returned to original configuration.



MAILBOXES

A. Location

Campus mail is a means of communication between adjunct faculty, their departments, and the various administrative offices on campus, as well as a way for students to hand in assignments. **Please know where your mailbox is and check it whenever you come to campus** since important documents, such as class rosters, will be placed in your mailbox for you to complete.

Day adjunct faculty should consult with their respective DHs to determine the location of their campus mailbox. Mailboxes are currently located in North Hall, MacRury Hall, Sweeney Hall, and Little Hall. **Evening** adjunct faculty will find their mailboxes located in the DCE office in Sweeney Hall.

B. Receiving "Mail" from & Sending "Mail" to Students

In each syllabus, you should inform students of the location of your mailbox so they can hand in assignments or leave messages for you on campus. If you need to mail students assignments, return papers, etc., you should get current addresses, which are located in Banner. Resident students' home addresses are located in Banner™. Contact your department secretary to access this information.

OFFICE SPACE FOR ADJUNCT FACULTY

As with classroom space, office space on campus is very limited. There is dedicated adjunct faculty space in White Hall, which has a phone, two computers, one small copy machine, a number of individual desk set ups and some conference space to meet with students. Some departments may have an extra desk in their departmental area for adjuncts to use while on campus; please speak to your Department Head about available adjunct space.

If you need space to meet with a student for conferencing, tutoring, administering a make-up test, etc., your area secretary can help you reserve a room. The Learning Center and Library also have some spaces that adjuncts can use to meet with students. Please call the Learning Center (Lois Richard) 271-7725 or the Library (Claudette Welch) at 271-7188 to check the availability of these rooms.



PARKING

There is no reserved parking; parking is on a first come, first served basis. There are ample handicap spaces located on campus. Please contact Security (271-6310) to obtain a parking sticker.

BANNER™

Banner™ is the database used by the college to keep track of all student and faculty records. The Student Information System (SIS) allows faculty to view their schedules and class rosters, and students to view their schedules, grades, and financial account information. SIS can be accessed through the NHTI website under "Student Information System." To learn more about how to access SIS and to how to obtain your username and password, please contact Computer Services at 271-6847, the NHTI Help Desk at HelpDesk@nhti.edu, or the "Get Connected to NHTI" brochure located in the appendix.

ONCE THE TERM BEGINS!!



NECESSARY PAPERWORK

CLASS ROSTERS

A. Types of Rosters

You will receive 2 rosters from the Registrar's Office:

1. **Prior to First Meeting of Class - Preliminary Rosters**

All faculty members will be provided with a preliminary class roster which does not need to be returned. Updated rosters are available through the Student Information System.

2. **After First Week of Classes - Official Rosters**

At the start of the second week of classes all faculty members will be provided with official class rosters. Faculty are **required** to review rosters and make a notation if a student on the roster has "Never Attended (NA)" and write names in of students who are attending but do not appear on the roster. Whether there are changes or not, **all rosters must be returned** to the Registrar's Office. Faculty who fail to return accurate rosters will be referred to the Vice President of Academic Affairs.

Failure on the part of faculty to return accurate rosters on time may jeopardize a student's financial aid, health insurance, veteran's benefits, and athletic eligibility.

Rosters will be accompanied by a set of clear instructions. If you have questions regarding rosters or entering grades please check with the Registrar's Office (271-7142) for day classes or DCE (271-7126) for evening classes. To review an updated roster throughout the semester, check by using the Student Information System (SIS).

The student's major (if matriculated) is also listed on the roster (under the heading MJR). Knowing his/her major can be important if you would like to speak with the student's department head. The abbreviations and names of the department heads are located on page 24 of this handbook.

NOTE: As of spring 2008, student's received a generated ID number (which begin with @) to replace Social Security numbers, which are no longer used.

B. Reading the Rosters

The STAT (status) column on the rosters indicates the status of the student registration using the following codes:

- RE - officially registered
- RW - Web Registered
- WL - wait listed - to confirm that a student is enrolled in your class, send them to the Registrar's office or DCE for verification.
- AU - auditing

A partial list of policies which may affect your class follows, please review. For a full list of current policies please refer to the NHTI website - www.nhti.edu

AUDITING CLASSES

Students wishing to audit a class must receive approval from the department head of the students' major and the department head of the course in question. Students auditing a course do not receive or submit assignments or tests. Students who audit a course are required to: (1) pay the full tuition for that course; (2) formally register for the course at the start of the semester as an auditing student; and (3) comply with all course requirements for an Audit (see the NHTI catalog or website for the Audit policy). Students do not receive a grade for the course. Classes which contain a clinical component may not be audited.

ADD/DROP/CHANGE PROCEDURES

Adding a course

Students may add a course (in the traditional 15-week semester) prior to the first meeting of the class in the second week of the semester*. After that time, your approval is necessary for a student to add your course. You are not obliged to allow students to enroll after the first meeting of the class in the second week. An official **ADD form** must be completed by the student and signed by you when students are admitted. **Evening students** may add a course prior to the first meeting of the second week of the semester and must also submit a registration form with DCE.

* Refer to DCE policies regarding Add/Drop course which are offered in non-traditional formats (e.g., on-line, hybrid, 1-week, and accelerated).

Dropping a course

- **Student Initiated:** In order for a student to receive a 100% refund, a course must be dropped by notifying the Registrar's Office (for day students) or DCE (for evening students) prior to the first meeting of the class in the second week of the semester.

After 60% completion, a student must submit a **DROP form** to the Registrar's Office even though no refund is granted. The instructor's signature is not needed for a student to drop the course. **Merely ceasing to attend classes does not constitute an official drop or withdrawal on the part of the student.** Officially dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a student must complete a drop form and request your signature. At that time instructors will be asked to issue a grade of "WP" (withdraw passing) or "WF" (withdraw failing), depending on the student's standing in the class at the time of the drop.

- **Instructor or Administrator Initiated Withdrawal:** an Administrative Failure (AF) grade can be issued at any time for reasons other than poor grade performance - e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Conduct Code, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as evaluated by a faculty member or agency supervisor in accordance with department criteria and procedure. An AF is calculated in the student's GPA as an F.

Table of Student Withdrawal Options

	<i>Prior to 60% of course completion (approx. 10th week)*</i>	<i>After 60% of course completion</i>
<i>Student Initiated**</i>	Withdrawal (W)	Withdrawal Passing (WP) or Withdrawal Failing (WF)
<i>Instructor Initiated</i>	Administrative Failure (AF)	Administrative Failure (AF)

*For courses in non 15-week formats, the above deadlines will be prorated accordingly.

**Can be initiated by instructor for extenuating circumstances (refer to grading or withdrawal policy)

Any student who has been suspended or dropped from a course under this policy may appeal following the procedures outlined in the Grade Appeal/Grade Change policy, which may be found on the NHTI website.

ATTENDANCE POLICY

Faculty must play an active role in tracking attendance and informing DCE (for evening courses) and Registrar's office (for day courses) when students have stopped attending a class. Financial Aid regulations now require institutions to track attendance of Financial Aid recipients, and the federal government may subject the institution to fines if it is not able to verify class attendance.

Registration for any course offered in any format presupposes that the student will participate in all scheduled activities. In addition to academic issues relative to attendance, veterans and students receiving financial aid from some sources are expected to be in regular attendance as a condition of receiving such aid.

While occasional circumstances over which the student has no control may necessitate absence, the content missed by the student is a segment of a broad base of information being taught. For any course offered in any format there is a limit to the amount of time and content a student can miss without compromising the integrity of the learning experience and the credit award. If illness, accident, emergency, or an NHTI-sponsored activity prevents a student from meeting attendance, it is the responsibility of the student to inform faculty in a timely manner to discuss either the requirements for continued enrollment in the course, or the options for withdrawal from the course.

Instructors may include an assessment of attendance behaviors (absence and tardiness) into their overall grading structure for the course. Such assessment strategies will be published in the course syllabus distributed at the start of the course. A faculty member may issue a grade of AF at any point in the semester at which he/she feels a student's absence record precludes the reasonable possibility of meeting course objectives based on published attendance expectations. *(See also Withdrawal Policy and Add/Drop/Change Procedure).*

Any student who has been suspended or dropped from a course for failure to meet published course attendance requirements, may appeal following the procedures outlined in the *Grade Appeal/Grade Change Policy*.



CHECKLIST FOR FIRST CLASS MEETING

The table below will help remind you of some of the "administrative" items to cover during your first class meeting.

To Do:	Day classes	Evening classes
Getting class rosters	Check campus mailbox	DCE office
Arrange copying of class materials	See area secretary	DCE office
Dropping off a copy of your syllabus	Lynn Tilton's office in North Hall - N110	DCE office
Return signed contracts	Donna Sewall's office in North Hall - N102	Sue Gatton's office in DCE
Checking student's prerequisites for course	Seek assistance of DH	Seek assistance of DCE
Campus announcements	Read announcements that may be found in your assigned campus mailbox	Read announcements that may be found in your assigned campus or DCE mailbox
Letting students know how they can reach you	Students can call NHTI receptionist (271-7197), message will be delivered or put in instructor's campus mailbox or phone #, email address in syllabi	Students can call DCE (271-7122), message will be put in DCE mailbox
If student is not in attendance the first class	Notify Registrar's office and indicate student as "never attended" (NA) on roster	Notify Registrar's office and indicate student as "never attended" (NA) on roster

HELPING STUDENTS THROUGH THE SEMESTER

DISABILITIES SERVICES

It is the mission of CCSNH Disabilities Services to provide equal education access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

NHTI is in compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students with disabilities are not discriminated against in terms of program admission and/or opportunities for academic success. Information regarding students' disabilities is kept confidential according to law. Students who wish to receive academic accommodations must provide documentation of the disability to the Coordinator of Disabilities Services. Reasonable accommodations for students with disabilities are based upon documentation and individual needs, with reference to course objectives and the health, character, and technical standards of specific programs of study. Various assistive technology options, including software that magnifies text, reads text displayed on the screen, and writes text dictated by students, are available for students with disabilities. Students with disabilities who choose not to disclose a disability are not eligible for Disabilities Services.

Students who are granted accommodations may present you with a Reasonable Accommodation Plan (RAP), signed by the Coordinator of Disabilities Services, specifying the accommodations that are appropriate for your class. Faculty should not provide accommodations to students who do not present their NHTI-approved RAP in advance. You should set up a time to discuss these accommodations privately with the student. Questions about those accommodations should be directed to the Coordinator of Disabilities Services at 271-7723. Also refer to the *Policies and Procedures Manual for Services Available for Students with Disabilities for Faculty, Staff, and Students at NHTI* available through your department head or DCE. Contact the Coordinator of Disabilities Services if in doubt regarding services.

LEARNING CENTER

The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The LC offers peer tutoring in most subjects; professional drop-in tutoring in writing, math, study skills & critical reading, and A&P/biological sciences; Disabilities Services; and a computer learning lab.

For more information, call 271-7725 or check the LC website.

ESOL EDUCATION (English for Speakers of Other Languages)

NHTI has an ever increasing cross cultural population. Dawn Higgins, Director of ESOL Services (271-8928), and her staff can help students adjust to a new environment. Services available through ESOL (English for Speakers of Other Languages) include tutoring, mentoring, and answering questions about social, academic, and linguistic differences cross cultural students face.

ESOL, through the Division of Community and Corporate Affairs and Academic Affairs; initiates, develops, and coordinates programs and services to meet the growing needs for educational diversity on campus and in the community.

STUDENT WORK, PROGRESS

AVOIDING PLAGIARISM/CHEATING

During the semester students may be required to produce work based on research. First year students at NHTI are taught appropriate methods of documentation in their English Composition courses. Currently, the college teaches and adheres to the American Psychological Association (APA) style documentation. This book, written and compiled by English faculty, offers methods, suggestions, and samples of correct APA format. The handbook is on the NHTI website (<http://www.nhti.edu/library/research.htm>).

Plagiarism may be unintentional or intentional, so review with your students methods for avoiding plagiarism. Following are some points to consider:

- Advise students to keep drafts at various stages of completion.
- Encourage students to maintain a system of organizing sources as they are used, rather than pasting or copying on a computer directly into a draft.
- Require your students to submit drafts and notes with their final research.
- Evaluate research papers for accurate documentation which includes citations within the text and a references page.
- Help students avoid the temptations of online papers. Consider setting up long term projects with incremental due dates; this will help students avoid pulling an "all-nighter" when desperation may replace sound judgment.
- Place the responsibility of avoiding plagiarism with students. There is assistance available at the Writing Center for research and writing assignments in all disciplines.

- Know your students and their writing. Plagiarism is a serious issue and may result in academic failure. Please refer to Plagiarism/Cheating Policy and Procedure, found in the NHTI catalog or website.

If you believe a paper is plagiarized from the internet, use the tools that the student may have used to find a source online. Any search engine (like Google, Excite, etc.) will help you find an online paper by typing in a few key words.

If you suspect a student of plagiarism or cheating, begin by talking to the student about this matter. Remember, this may have been an innocent, inadvertent oversight on the part of the student. If a meeting with the student does not resolve the problem, see your department head or the Vice President of Academic Affairs.

For further information on the judicial process at NHTI concerning plagiarism and cheating you may access the policy as listed in the NHTI catalog or student handbook online at:

<http://www.nhti.edu/studenthandbook>

PROGRESS REPORTS

Students who are indicated as AGS* (read AGS star) students on your roster are in General Studies working on several academic requirements to meet program standards. These students are followed by advisors and you will be asked to complete a mid-semester progress report. Contact Melanie Martel (271-7196) with any questions or concerns. General Studies majors (indicated as AGS - without *) are students matriculated as General Studies majors.

Students involved in athletics may also require a midterm evaluation for their coaches.

MAKE-UP EXAMS/TESTS

Check departmental policies regarding missed exams/tests. Should a student miss an exam, he/she must arrange with the instructor a time to make up the exam. Please be sure your policy is stated clearly in your syllabus. If you are not available to meet with the student, ask your DH about alternative arrangements for the student to make up missed work. Evening adjuncts should make arrangements through DCE.

CANCELING CLASSES

In the rare instance that you need to cancel a class for illness or emergency, call as early as possible. Day instructors **MUST** call the receptionist at 271-7197 or Academic Affairs 271-6957 to post a notice of class cancellation. Evening instructors call 271-7122.

Cancellations due to inclement weather will be announced on the NHTI website (www.nhti.edu) as well as on most local radio and TV stations. You will need to Reload or Refresh the website often for updated information.



**GETTING TO KNOW THE
ADMINISTRATION AND STAFF
AT NHTI**

Lynn Kilchenstein
President of NHTI

Pam Langley
V.P. of Academic Affairs

Steve Caccia
V.P. of Student Affairs

Tom Foulkes
V.P. of Continuing and Corporate Education

Joyce Myles
Associate V.P. of Academic Affairs

Beth Blankenstein
Associate V.P. of Academic Affairs

Department Heads

Accounting (ACC)	Lynn Hedge
Architectural Engineering (AET)	Liaquat Khan
Biology & Chemistry (BIO, CH)	Nathan Strong
Business (MGT, MKT, SPM)	Martha Hunt
Criminal Justice (CJ)	James Rowe, Mike Raymond
Dental Auxiliaries (DA)	Donna Clougherty
Early Childhood Ed. (ECE)	Gale Hall
Education (ED)	Kelly Dunn
Engineering Technologies (CPET, EET, AGGP)	Sterling Hough
English (ENG)	Diana Levine
General Studies (AGS, AGS*, AA, AHS)	Debby Holland
Hospitality & Tourism Management (HTM)	Maryanne Adams
Human Services (HS)	Kathy Curran
Information Technology (IT)	Tom Laurie
Landscape Design (LD)	Susanne Smith Meyer
Math/Physics (MT)	Matt Wood
Mechanical/Manufacturing Engineering (MET, MFT)	Bob Arredondo
Nursing (NU)	Anita Pavlidis
Paramedic (PMS)	Nancy Brubaker
Radiologic Technologies (RT)	Kevin Barry
Paralegal (PL)	Stacey Peters
Social Sciences (SO, PY)	Eileen Fitzsimmons
Teacher Education Conversion Program (TECP)	Kelly Dunn
Visual Arts (VARTS)	Susan Haas

For a comprehensive list, please see phone list.



CAMPUS ACTIVITIES BOARD (CAB)

There are many student clubs on campus. The Campus Activities Board publishes a calendar of the many events scheduled throughout the year, which is also available on the NHTI website. We welcome you to volunteer and encourage your students to participate in college organizations and events. For more information, contact Chuck Lloyd at 271-8905.

DEPARTMENT MEETINGS

Day and evening adjuncts are considered participating members of the department in which they teach. You may be invited to attend departmental meetings but attendance is not mandatory for part-time faculty, as it is for full-time faculty. Check with your DH about attending departmental meetings.

PERFORMANCE EVALUATIONS

All faculty are evaluated through a combination of faculty observations and student course evaluations. Standardized student course evaluations and faculty evaluations (appendix) are given to students at the completion of the classes. Students are asked to complete and return the evaluations to Academic Affairs (Gary Gonthier) for day courses and DCE for evening courses. It is through this method by which the college can assure excellent instruction, so please encourage students to complete the evaluations. Once evaluations are tabulated, they are returned to your DH who then shares the results with the faculty teaching the course. This is an opportunity for instructors to learn what they do well, and in some cases how they might improve their instruction. If as an adjunct faculty member you have concerns regarding your evaluations, please speak to your DH or contact either Academic Affairs or DCE.



THE END OF THE SEMESTER

RIGHT TO PRIVACY FOR STUDENTS

NHTI follows the guidelines as established under the Family Education Rights and Privacy Act (FERPA), sometimes called the Buckley Amendment. In general, no information about students can be given out to anyone without written permission of that student. *To avoid violations of FERPA rules:*

- Do not leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Do not circulate a printed class list with student name and ID number or grade on an attendance roster.
- **Do not discuss** the progress of any student with **anyone** other than the student (**including parents or spouse**) without the consent of the student. Student consent to give parent information is tracked through Banner™, so check with the Registrar (271-7142) to determine if the student has given their consent. Faculty is prohibited from making comments about a student's progress to anyone, including other faculty.
- Do not provide anyone with lists of names of students enrolled in your classes for any purpose.
- Do not provide anyone, other than NHTI employees, with student schedules or assist in locating a student on campus.
- Do not share student personal email addresses with anyone.

If ever in doubt, do not release any student information. Refer the request to the Registrar's office (271-7142).

FINAL EXAM POLICY

Some measure of student progress at the end of the semester is mandatory. Final exams are a traditional assessment tool. If, however, an instructor has an alternative method such as a presentation, portfolio review, or take home final, he/she must have it reviewed and approved by the DH.

Day class finals

Final exam week is the last week of classes, as indicated on the academic calendar. You will be asked several weeks into the semester to submit any final exam requests to the office of Academic Affairs after which a final exam schedule will be completed and made available to faculty.

Note: final exam place, day, and time may not be when the class normally meets. Check with your DH regarding specific final exam policies.

Evening class finals

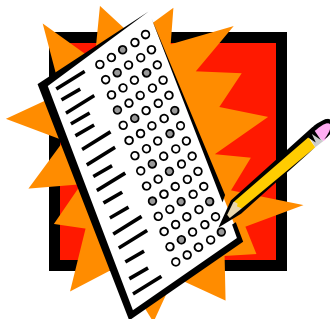
Finals are given during the last class meeting.

FINAL EXAM MAKE-UP

If a student misses a final exam or project deadline, they may be given an incomplete (I) if it is probable that the student has a reasonable chance of passing. Incomplete courses must be completed by the end of the third week of the subsequent semester (fall and spring) and three weeks of the earliest start date of the summer semester. Incomplete grades which are unresolved will revert to an "F". Please refer to the complete policy available in the NHTI catalog and/or the NHTI website. Grades are due by noon on the Friday of finals week.

COURSE EVALUATION

Student course evaluations are conducted at the end of every semester (see performance evaluation section and appendix). Packets with instructions are distributed to faculty mailboxes. A summary of the results will be given to your DH, which can be reviewed by you after grades have been submitted to the Registrar's office. If you have any questions regarding the evaluation process please speak to your DH or someone in Academic Affairs.





GRADING SYSTEM

NHTI - Concord's Community College has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives. All final grades are submitted on-line via the Student Information System (SIS). Your DH can guide you in submitting grades and determining grading system parameters for your course. Refer to the *Grading Policy*, a summary of which follows, published in the NHTI Catalog.

Letter Grade	Definition
A	An honor grade representing achievement of a level of understanding and ability which is excellent and distinctive.
A-	
B+	Represents achievement of a level of understanding and ability of consistently high quality.
B	
B-	
C+	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field.
C	
C-	
D+	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field.
D	
D-	Represents negligible academic achievement. A student who receives an "F" grade in a course which is a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
F	

Pass/No Pass - *used only in grading clinical performance and is not calculated in the GPA (Grade Point Average).*

P	Pass
PP	Provisional pass; warning
NP	No pass; unsatisfactory

Incomplete Grades ("I" grade)

Incomplete grades may affect a student's *Grade Point Average (GPA)* and/or financial aid status, therefore it is important for adjunct faculty to consult their department head or DCE regarding "I" grades. However, all work must be completed by the end of the third week of the subsequent semester. Please consult the *Incomplete Grade Policy* when considering giving an Incomplete to a student.

W/WP/WF grades

These grades indicate that a student has withdrawn from class as indicated in the table below. W/WP/WF grades are not to be submitted as final grades; they will appear however, on the on-line grade roster next to the student's name.

	<i>Prior to 60% of course completed (approx. 10th week)*</i>	<i>After 60% of course completed</i>
<i>Student Initiated*</i>	Withdrawal (W)	Withdrawal Passing (WP) or Withdrawal Failing (WF)
<i>Instructor Initiated</i>	Administrative Failure (AF)	Failure (F) or grade reflecting performance at the end of the term

* can be initiated by instructor for extenuating circumstances (refer to *Grading or Withdrawal Policy*)

AF

Instructor or administration initiated withdrawal at any time for reasons other than poor grade performance.

Audits

"AU" designates an "Audit" (no credit, no grade). A course taken for an "AU" grade does not earn credits and cannot count towards graduation.

SUBMITTING GRADES

Faculty members are required to submit final grades electronically by noon of the due date. Your DH for day classes and DCE for evening classes will review the process of grade submission. Please contact your DH, DCE, or the Registrar's office (271-7142) for questions regarding grade submission.

GRADE BOOKS

Grade Books may be obtained from the academic department secretaries. Attendance, grades, and the documentation used to calculate them are a product of work, and

therefore are the property of the college and must be kept for 5 years. Adjunct faculty may be asked to submit such documentation to the DH at the end of each semester.

GRADE APPEALS/GRADE CHANGES

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. Only in a case of obvious computational error or blatant abuse of the grading prerogative, can the VPAA, the only other individual on campus empowered to change a grade, alter a student's grade.

Students who believe they have valid grounds for a grade appeal will use the following process to resolve the issue:

1) *Meet with the instructor*

The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.

2) *Meet with the Program Director/Department Head*

If the issue was not resolved in Step 1 above, the student has three (3) work days from the date of the faculty member's decision to file a written appeal with the faculty member's Program Director or Department Head, or with the Vice President of Academic Affairs if the faculty member is also the Department Head or Program Director. Within three (3) work days the Department Head will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.

3) *Meet with the VPAA*

If the issue is not resolved in Step 2 above, the student has three (3) work days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three (3) work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

Note: During the summer, when faculty are not on campus, students may begin the grade appeal process with the Office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

Any change of grade must be processed by the instructor through the Registrar's office using the appropriate form.

For a grade appeal based on an alleged incident of cheating or plagiarism, please consult the Office of Academic Affairs or the online Student Handbook at www.nhti.edu.



FREQUENTLY ASKED QUESTIONS

Classroom Issues

- *How do I locate my classroom and roster on the first day/evening of class?*
 - Day adjuncts -- check your mailbox for class roster which indicates location.
 - Evening adjuncts - check at the main receptionist desk in Sweeney Hall.
- *Who do I see if there is inadequate seating for the number of students I have?*
 - Day adjuncts -- call Academic Affairs (271-6957) in North Hall.
 - Evening adjuncts - contact DCE (271-7122).
- *Can I move my class to another room if the room is empty?*
 - Not without asking! A room that appears empty may have already been assigned:
 - Day classes -- check first with Academic Affairs (271-6957) or Registrar (271-7142).
 - Evening classes - check with Sue Gatton (271-7122) in DCE.
- *Is there a cap for the number of students in a class?*
 - Yes, there is a class size limit established by the Department Head (DH) and the Academic Affairs (AA) office. This cap is determined by many variables and should not be exceeded without consulting with your DH.
- *How can I find out the maximum number of students in my class?*
 - You can access the Student Information System (SIS) online, Banner Web, check with your Department Head or Academic Affairs.
- *What should I need to do if a student requires physical accommodation needs in my class? (Wheelchair access, for example).*
 - You may ask the student if he/she has contacted NHTI's Disabilities Coordinator (Beverly Boggess, 271-7723) located in the Learning Center.

The college is required to accommodate students with special physical needs, e.g. sight problems, hearing impairments, etc. Contact Dr. Boggess directly for advice on teaching strategies to meet your student's needs most effectively.

- *How do I arrange to have audio/visual equipment in my classroom?*

Will it be delivered to my classroom?

Alex Campoli is NHTI's Media Specialist. You can email him or his staff with your requests at: nhtimediaservices@ccsnh.edu. You can also refer to the Audiovisual Equipment section in this manual.

Student Matters

- *How can I contact a student?*

All students are provided an email address (student first initial, last name, @ccsnh.edu). Example: Mary Smith: msmith357@student.ccsnh.edu

Encourage students to check emails frequently. In addition, student demographic data is available on Banner. Contact your DH or Registrar.

Many faculty use Blackboard as a way to contact students, check with your DH about learning to use this system.

- *To whom should I refer a student that poses a risk to themselves or others?*

If there is an immediate need, please contact NHTI Security at 224-3287 (radio phone) or Gyme Hardy (271-6983) who is the college's full-time counselor. Dr. Hardy is located in Counseling Services which is in the Student Center.

- *What are the procedures if a student stops coming to my class?*

It is recommended that the instructor contact the student by phone or email at the earliest possible convenience. If you cannot reach the student, or the student has indicated that he/she will not be returning, submit an AF grade through the Registrar's Office immediately.

- *What if a student is having difficulty completing coursework at a passing level?*

At the Learning Center, there are tutors, a math lab, reading center, and a writing center available to NHTI students. If tutoring does not raise the student's skill level, you can recommend that they see their academic advisor or their DH.

- *Are midterm warnings the only warning I can issue if a student is in trouble academically?*

You can address a student's performance directly with them, either face-to-face, via email, or phone, whenever there is an issue. You do not need to wait till midterm.

- *If a parent or other concerned adult calls to check on a student's progress, should I reveal that information?*

The privacy law does not allow the college to share student progress information with anyone, unless there is a signed consent form in the Registrar's office. The Registrar's Office or your Department Head can check Banner™ to see if a consent form has been signed.

- *What is a RAP?*

Students who are granted accommodations for disabilities may present you with a Reasonable Accommodation Plan (RAP) specifying the accommodations that are appropriate for your course. You should set up a time to discuss these accommodations privately with the student. Questions about your responsibilities should be directed to the Coordinator of Disabilities Services at 271-7723. Also refer to the Disabilities Services section in this manual.

Instruction Details

- *Who orders the books I will use? Do I choose the text for my class? Can I get an instructor's text?*

Text books are selected and/or approved by the Department Head of each department. They will explain any ordering procedures, including ways to obtain instructor copies.

- *Other than the syllabus, is there anything else I am required to review on the first day/evening of class?*

Refer to the Checklist for First Class section in this manual.

- *What do I do with the rosters from the registrar?*

- **Prior to First Meeting of Class - Preliminary Rosters**

All faculty members will be provided with a preliminary class roster which does not need to be returned. Updated rosters are available through the Student Information System (SIS).

- **After First Week of Classes - Official Rosters**

At the start of the second week of classes all faculty members will be provided with official class rosters. Faculty are **required** to review rosters and make a notation if a student on the roster has "Never Attended (NA)" and write names in of students who are attending but do not appear on the roster. Whether there are changes or not, **all rosters must be returned** to the Registrar's Office. Faculty who fail to return accurate rosters will be referred to the Vice President of Academic Affairs.

Failure on the part of faculty to return accurate rosters on time may jeopardize a student's financial aid, health insurance, Veteran's benefits, and athletic eligibility.

- *What is the schedule for final exams? Do we give these in class or is it scheduled separately?*

Day class finals: Finals week is the last week of the semester indicated as finals week on the academic calendar (exceptions to this, although rare, will be announced in advance). A final exam schedule (**different** from the regular class schedule) will be available after the 11th week of classes.

Evening class finals: Finals are given during the last class meeting.

- *Do I make up the final myself, or is there a final created by the department?*

Check with your Department Head regarding specific final exam policies.

Faculty Needs

- *How does someone reach me when I'm at school?*

Call the NHTI receptionist at 271-7197.

- *What support is available for copying handouts and other materials for class?*

With sufficient lead-time, the secretaries can help you with copying or typing syllabi and tests. Refer to the Secretarial Assistance and Copying sections in this manual.

- *Where is my mailbox?*
Day - check with your Department Head.
 * If you teach both day and evening and there is space available you may have a mailbox in each area, if so you will need to check both mailboxes.
Evening - DCE office.
- *What do I do if I must cancel a class?*
Day - call the NHTI receptionist (271-7197). Notify your department head as soon as possible.
Evening - call DCE (271-7122).
 Refer to the Canceling Classes section in this manual.
- *How do I get paid and where do I pick up my paycheck?*
 Contracts are generated through the department of Academic Affairs for the day classes and through DCE for the evening classes. Dates and information regarding your paychecks will be given to you at that time. If you did not choose to have your paycheck direct deposited, you can pick up your check with the receptionist in the Sweeney Hall Tech Center. You will be asked to show a picture ID. If you do not pick it up by the Monday after the pay date it will be mailed.
- *How do I get in touch with full-time faculty or staff via email?*
 All full-time faculty and staff have an NHTI email account that uses his/her first name initial and last name, ending with @ccsnh.edu (e.g., Jane Smith would be jsmith@ccsnh.edu).
- *How do I know if my handouts (or digital attachments) are copyrighted?*
 Contact either your DH or Anne Wirkkala at the Learning Resource Center. Digital material may be lawfully obtained by accessing the Copyright Clearance Center, Inc. through the NHTI Library homepage (<http://www.nhti.edu/library/>).





APPENDICES

- Academic Calendar
- Campus Telephone Directory
 - Department Directories
- Student Course Evaluation (sample)
 - Academic Affairs Notices
 - Syllabus Core
 - Student Print Policy
 - Building & Campus Maps
- Brochure: Get Connected to NHTI
(email, BlackBoard™, & SIS info)