



ENGLISH & JOURNALISM DIVISION
QUICK REFERENCE SHEET
ACADEMIC YEAR FALL 2015-SPRING 2015

1. ABSENCE GUIDELINES (Attachments A & B)

- a. Please notify office by phone (ext. 3659) and e-mail in a timely manner so class can be posted. Students appreciate e-mail notification from the instructor.
- b. If voicemail picks up—indicating there is no one in the office—please leave a message with the Writing Center, ext. 3439, as well.
- c. For 8:00 a.m., evening and weekend classes, please call Security (0). They will post the class.
- d. If time permits, an effort will be made to arrange for a substitute.
- e. Please submit a Report of Absence Form promptly. (See sample attached.) Forms are available in the top drawer of the filing cabinet outside Kelly’s office or online,
<http://www.jccc.edu/files/pdf/human-resources/report-of-absence.pdf>.

2. ACADEMIC CALENDARS (Attachments C, D & E)

- a. Calendars for Fall 2014 and Spring/Summer 2015 are attached.
- b. Calendars are also available online, <http://www.jccc.edu/calendars/>.

3. ATTENDANCE REPORTING (Attachment F)

- a. A timely reporting of student attendance is extremely important.
- b. The Registrar sends out reminders of due dates at the beginning of each semester. For assistance with attendance reporting, please contact Sherri Hanysz at ext. 3704.
- c. Instructions are attached.

4. DOCUMENT SERVICES (Attachment G)

- a. Account numbers to use:
 - i. English & EAP: 1104
 - ii. Journalism: 1102
- b. Requests can be submitted via e-mail to docserv@jccc.edu. You will need a Document Services Request Form (see attached) available at <https://infoshare.jccc.edu/communities/toolbox/Desk%20Reference%20Manual/Document%20Services.aspx>.

5. ENGLISH PROGRAM GUIDE (EPG)

- a. Faculty is in the process of revising and updating the EPG.
- b. If using the guide as a reference, please double-check information with your adjunct facilitator or Larry—especially anything relating to instruction.

6. E-MAIL

- a. Please use only JCCC e-mail for communication with students and department.
- b. To unsubscribe from the JCCC list, send e-mail to: leave-jccc@list.jccc.edu
 - i. You must send this request from your Exchange account (xxx@jccc.edu). Doing so from your stumail (Pipeline) account will result in an error message.

7. FINAL EXAM SCHEDULE (Attachments H & I)

- a. Final Exam Schedules for Fall 2014 and Spring 2015 are attached.

8. GRADES (This is very important!)

- a. Must be turned in to department office on due date.
- b. Must show letter grades—no percentages.
- c. Must have date of last attendance for all Fs and some Ws—if student is reinstated.
- d. Must include instructor name and semester on cover page and grading rationale inside.
- e. Must include copy of Final Grade Worksheet.
- f. Old grade books will be returned to instructors after one year—unless you want yours shredded. If so, please let Kelly know.

9. GRADE CHANGE FORMS

- a. Are available in the office. (Samples forms are online.) The forms are in the top drawer of the filing cabinet outside Kelly's office.
- b. Grade change forms need to be signed by Larry.

10. GRADE "INCOMPLETE" FORMS

- a. Forms are in the top drawer of the filing cabinet outside Kelly's office.
- b. Forms need Larry's signature.
- c. Forms should be returned to the Division office at CC221.
- d. If student does not complete work in time, grade will automatically change to an "F."
- e. Extensions for Contract Incomplete forms are also available. These do need Larry's signature.

11. INFOSHARE (or SHAREPOINT) (Attachments J)

- a. See Quick Reference Tutorial
- b. For assistance, please call the Help Desk or see Kelly.

12. HELP DESK (Attachment K)

- a. Assistance with technical issues is available at ext. 4357.
- b. <https://infoshare.jccc.edu/communities/emptrain/helpdesk/default.aspx>.

13. MAILBOX LOCATION & ADDRESS

- a. Box 80, CC 221
- b. Document Services delivers to this address only.
- c. Please check and empty mailbox at regular intervals.

14. SYLLABUS FOR ENGLISH & JOURNALISM DIVISION

- a. Please remove all references to *Liberal Arts, Communications or Writing, Literature & Media Comm.* The former no longer exist or are not part of our division.
- b. Please list JCCC e- and voicemail only (no personal phone numbers or e-mail addresses.)
- c. Please send electronic copy of syllabus to Kelly at the beginning of each semester (Word or PDF format only).
- d. Upon request, Document Services will convert a paper copy to electronic format and forward it to me.

15. VOICEMAIL

- a. Your v/m is the only phone number we give to students.
- b. We recommend recording a message for students.
- c. Voicemail should be checked on a regular basis.

To log on to voicemail from outside

- Dial the main phone number at 913-469-2511 or your own extension
 - Press the *key when voicemail answers
 - Enter your ID, and then press the # key.
 - Enter your password, and then press the # key.
- d. V/M will become inactive if not accessed on a regular basis.

Attachment A

Adjunct Faculty Absence Guidelines

Adjunct Absences

Whenever the faculty member assigned to teach a particular class is absent, there is some disruption to the learning process, even if a substitute covers the class. Nevertheless, some absences are unavoidable, and it is the intent of this policy to avoid penalizing faculty when circumstances beyond their control make it necessary for them to miss class.

Unavoidable absences include, but are not limited to, illness, emergencies, and bereavement. There are other significant reasons why a faculty member may need to miss class, such as the observance of religious holiday, jury duty, and the opportunity to attend a professional conference directly related to the faculty member's assignment at the college. All absences must be reported to the faculty member's supervisor and on a Report of Absence form. When the need to be absent is known in advance, the Report of Absence form must be submitted to the supervisor in advance of the absence. Otherwise, it must be submitted at the earliest opportunity upon return to the College.

Adjunct faculty may receive two paid hours of absence per contact hour taught in a week during a regular, 15-week semester. The time will be prorated for classes taught over a shorter period of time. If it is necessary for an adjunct faculty member to miss more than the time allowed by this policy, adjunct pay may be reduced by the amount equal to that paid to the substitute/s. The allowance for absences begins anew with each employment contract and does not accumulate from semester to semester.

Attachment B

REPORT OF ABSENCE

NAME _____ JCCC ID # _____ ORG # _____

JOB CATEGORY: HOURLY _____ AMS _____ BARGAINING UNIT _____

INSTRUCTIONS: This form must be completed before an absence occurs, or when that is not possible, immediately upon return to work. The supervisor and/or appropriate branch administrator shall approve the request for leave by their signatures.

For AMS and salaried Bargaining Unit employees, completed Report of Absence forms are to be sent to Human Resources following approval(s). For hourly employees, Report of Absence forms should be retained in the division office following approval(s), and the hours of absence are to be reported on the employee's time card as they occur.

Indicate each date separately, reason code and number of hours absent per date; or indicate consecutive full day absences for the same reason code on one line (see last example). Consult the codes below and indicate, by letter, the type of absence taken. If hours taken fall into two categories, divide the time appropriately.

For detailed information on college leave statements, refer to the "Summary of Benefits & Leaves" Web page, and to appropriate sections of the current Master Agreement.

EXAMPLE:

Date of Absence	Reason Code	Hours Absent Out of Work Day
7/07/97	S	4
7/10/97	V	4
7/14/97	P	8
7/21-7/25/97	V	40

REASON CODE:

S = Sick B = Bereavement (Immediate Family)
 V = Vacation O = Other
 P = Personal (Indicate type of leave under
 F = Floating COMMENTS, e.g., jury duty,
 conference, etc.)

Date of Absence	Reason Code	Hours Absent Out of Work Day	Date of Absence	Reason Code	Hours Absent Out of Work Day
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<p>COMMENTS: (This section should not include any personal health information.)</p> 	SIGNATURES:						
	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Employee _____</td> <td style="border: none;">Date _____</td> </tr> <tr> <td style="border: none;">Supervisor _____</td> <td style="border: none;">Date _____</td> </tr> <tr> <td style="border: none;">Branch Administrator _____</td> <td style="border: none;">Date _____</td> </tr> </table>	Employee _____	Date _____	Supervisor _____	Date _____	Branch Administrator _____	Date _____
	Employee _____	Date _____					
	Supervisor _____	Date _____					
Branch Administrator _____	Date _____						

Attachment C

Academic Calendar Fall 2014

Can also be found at: <http://www.jccc.edu/calendars/index.html>

2014 Fall Semester Dates and Deadlines

March

24 Fall 2014 schedule of classes becomes available on the Web.

April

-- Summer enrollment see the [Summer 2014 Academic Calendar](#).

21-23 Fall pre-enrollment begins at 8 a.m. for students who have applied for fall graduation and for specific career program students (excludes Liberal Arts, General Sciences, General Studies, and non-degree seeking students).

23 Open enrollment begins on the Web at 9 p.m. for fall 2014 classes.

25 Enrollment for fall CNA courses (AVHO 102) begins at 8 a.m.

May

31 Special Hours for Enrollment: Success Center will be open 9 a.m.-2 p.m.

July

25 New and readmit students are encouraged to apply for admission by this date to ensure enrollment by the start of the semester.

August

1 Staff on 10-month contract return.

11 Payment Deadline - 6 p.m. ([more](#))

11 Web enrollment reopens at 9 p.m.

11 Staff on 9-month contract return.

11-15 Professional Development Days for faculty.

12-14 Special Hours for Enrollment: Success Center will be open until 7 p.m.

15 Credit enrollment for students eligible for the 60+ tuition rate begins at 8 a.m.

- 16 **Special Hours for Enrollment:** Success Center will be open 9 a.m.-2 p.m.
- 18 **Enrollment Reminder:** students must be enrolled in a course no later than the first day a course meets.
- 18 **First day of fall 2014 semester.**
- 25 Last day to drop a full semester course and receive a 100 percent refund.

September

- 1 Labor Day holiday. College closed.
- 15 Last day to drop a full semester course without a withdrawal "W" on the student's permanent record. Deadline is 11 p.m. for drops completed on the Web.

October

- 1 Transcripts required from other colleges and schools are due.
- 15 Application deadline for fall graduation.
- Spring enrollment see the [Spring 2015 Academic Calendar](#).

November

- 17 Last day to withdraw from a full semester course with a withdrawal "W" on student's permanent record.
- 17 Last day to request a pass/fail grade option for a full semester course.
- 26 Classes not in session. College offices closed.
- 27-28 Thanksgiving Day holiday. College closed.
- 29 Saturday classes will not meet.
- 30 Sunday classes will not meet.

December

- 1 Deadline for faculty to submit grade changes for "I" grades assigned in spring or summer.
- 6 Saturday classes end.
- 6-12 Final exams.
- 7 Sunday classes end.

- 12 Last day of fall semester.
- 12 Last day for staff on 9-month contract.
- 15 Grades entered online by professors by 5 p.m.
- 17 Grades available to students by noon on the Web.
- 19 Last day for staff on 10-month contract.
- 24-Jan. 2 Winter break. College closed.

Attachment D

Academic Calendar Spring 2015

Can also be found at: <http://www.jccc.edu/calendars/index.html>

2015 Spring Semester Dates and Deadlines

September 2014

29 Spring schedule of classes becomes available on the Web.

October

20-22 Spring pre-enrollment begins at 8 a.m. for students who have applied for spring graduation and for specific career program students (excludes Liberal Arts, General Sciences, General Studies, and non-degree seeking students).

22 Open enrollment begins on the Web at 9 p.m. for spring classes

24 Enrollment for spring CNA courses (AVHO 102) begins at 8 a.m.

December

5 New and readmitted students are encouraged to apply by this date to ensure enrollment by the start of the spring semester.

24-Jan.2 Winter break. College closed.

January 2015

5 Staff on 10-month contract return.

13 Payment Deadline - 6 p.m. ([more](#))

13 Web enrollment reopens at 9 p.m.

13 Staff on 9-month contract return.

13-16 Professional Development Days for faculty. College offices open.

16 Credit enrollment for students eligible for the 60+ tuition rate begins at 8 a.m.

19 Martin Luther King Jr.'s birthday. College closed.

20 Enrollment Reminder: students must be enrolled in a course no later than the first day the course meets.

20 First day of spring 2015 credit classes.

27 Last day to drop a full semester course and receive a 100-percent refund.

February

16 Last day to drop a full semester course without a withdrawal "W" on the student's permanent record. Deadline is 11 p.m. for drops completed on the Web.

16 Application deadline to apply for spring graduation.

March

16-22 Spring Break. Classes not in session. College offices open Monday through Friday.

21 Saturday classes will not meet.

22 Sunday classes will not meet.

April

-- Summer enrollment see the [Summer 2015 Academic Calendar](#).

-- Fall enrollment see the Fall 2015 Academic Calendar.

1 Transcripts required from other colleges or schools are due.

15 Last day to request a pass/fail grade option or to withdrawal "W" from a full semester course.

May

1 Deadline for faculty to submit grade changes for "I" grades assigned in the fall semester.

16 Saturday classes end.

16-22 Final Exams ([schedule .pdf](#))

17 Sunday classes end.

22 Last day of spring semester.

22 Commencement.

22 Last day for staff on 9-month contract.

25 Memorial Day Holiday. College closed.

26 Grades entered online by professors by 5 p.m.

28 Grades available to students by noon on the Web.

28 Last day for staff on 10-month contract.

Attachment E

Academic Calendar Summer 2015

Can also be found at: <http://www.jccc.edu/calendars/index.html>

2015 Summer Semester Dates and Deadlines

Dates will be added as they become available.

April

- 6-8 Summer pre-enrollment begins at 8 a.m. for students who have applied for graduation and for specific career program students (excludes Liberal Arts, General Sciences, General Studies, and non-degree seeking students).
- 8 Open enrollment begins on the Web at 9 p.m. for summer classes.
- 10 Enrollment for summer CNA courses (AVHO 102) begins at 8 a.m.

June

- 1 First day of 8-week and first 4-week session of summer school.
- 25 Last day of first 4-week session of summer school.
Final exams are held on the last day of each course unless otherwise specified by the instructor.
([more](#))
- 29 First day of second 4-week session.

July

- 3 Independence Day holiday. Classes not in session. College closed.
- 23 Last day of summer session. Final exams are held on the last day of each course unless otherwise specified by the instructor. ([more](#))
- 27 Grades entered online by professors by 5 p.m.

Attachment F

Attendance Reporting

Using MyJCCC to Input Attendance

Attendance entries must be submitted within one week following the timeframe listed below.

<u>Class Length</u>	<u>Student Must Attend Once In</u>
9-16 weeks	First 2 weeks
8 weeks	First week
4-7 weeks	First 2 calendar days
Less than 4 weeks	First day of class

Select **ATTEND** if the student has attended at least once during the time period designated above.

Select **NOATTE** if the student has not attended your class at least once during the designated time noted above. The student will receive a letter indicating they were dropped from class.

If any student is attending your class and their name does not appear on the roster, send the student to the Success Center, 2nd floor. Until the student shows you a printout of their current class schedule, do not allow the student to attend the class.

To Submit Attendance Records:

1. Go to www.jccc.edu and click on the MyJCCC link
2. Enter your username and password to login
3. Click EASI
4. Click Faculty
5. Click Attendance Roster
6. Select the current credit term and Submit
7. Select CRN and Submit
8. In the Grade column, use the pull-down menu to change the **NONE** status to either **ATTEND** (for yes the student has attended) or **NOATTE** (for no the student has not attended)
9. Click “submit” frequently (after every 4 or 5 students) to avoid being “timed out” of the system. When you have entered attendance for all students, click “submit” one last time.

You may print a copy for your records by clicking on the print icon on the top browser taskbar. It is a good idea to log out and log back in to ensure that all of your attendance entries were saved. Be sure to log out when all of your attendance entries are complete.

If you have a question or need assistance, please contact Sherri Hanysz at 469-8500, ext. 3704 or email: shanysz@jccc.edu

NOTE: MyJCCC has a 5 minute timeout for inactivity. Click “submit” frequently, after every 4 or 5 students, to avoid being “timed out” of the system. This 5 minute timeout helps keep your attendance reporting secure and confidential.

Attachment G

Document Services

Copying and Printing Through Document Services

Description

Document Services is a full-service document preparation, production and distribution service department located on campus that supports the faculty and staff of Johnson County Community College by providing high-quality educational materials and publications in a timely, courteous manner.

Contact Information

Document Services

Email: docserv@jccc.edu

Ext.: 3293

Mailbox: 59

Location: CSB 161

Part of: Procurement Services, Administrative Services

Hours

Monday-Thursday, 7 a.m.-6 p.m.

Friday, 7 a.m.-5 p.m.

Copies

The copy and digital duplication team located in CSB specializes in quick turnaround time on short-run documents. Standard black and white, collated sets can be easily and efficiently produced. To have photocopies made, use the [Document Services Request](#) form.

Printing

The press and bindery team consists of skilled operators trained in offset printing who can produce a variety of materials ranging from business cards to posters. They are also able to provide a variety of finishing options for any job. To request to have an item printed, use the [Document Services Request](#) form. If your publication is to be used for marketing or promotional purposes, please see [Publications](#).

Production Timelines

Please be aware of production timelines required for your work and plan accordingly. Always allow extra days for production during the start of the fall and spring semesters. The standard production timelines are 2-3 days for copying and 7-10 days for print/bindery. If the project is to be mailed, add another 3-5 days for [Postal Services](#).

Web-based ordering

eDoc is an [online ordering system](#) that JCCC faculty and staff can use to submit documents for design, print, copy and mail. Starting this fall, you will be able to submit basic job requests and orders for standard JCCC supplies and materials 24/7 from any computer. This includes:

- class handouts, tests (B/W and color)
- supply items including paper and toner for Kyocera machines,
- JCCC letterhead/envelopes
- requests for shredding service and pick-up
- business cards, memo pads, etc.



Document Services Request Form

Desk Top Publishing **Test**

Phone #	Cost Ctr. #	First Name	Last Name	Description	Date Ordered	Due Date
# of Pgs Sent	Quantity Desired	Format Desired		Delivery Method	Time Needed	Deliver to Bldg/Room /Box #
		<input type="checkbox"/> Front Only <input type="checkbox"/> Mixed	<input type="checkbox"/> Front/Back	<input checked="" type="checkbox"/> Deliver <input type="checkbox"/> I will pick up <input type="checkbox"/> E-mail	a.m.	/ /
Paper Weight	Paper Color	Finished Size			<input type="checkbox"/> Postal Service	Mail Date
Business Cards						

INSTRUCTIONS TO DOCUMENT SERVICES

<input type="checkbox"/> Collated	<input type="checkbox"/> Uncollated	
<input type="checkbox"/> Staple 1 (upper left)	<input type="checkbox"/> Staple 2 (left side)	<input type="checkbox"/> Landscape
<input type="checkbox"/> 3 Hole Drill		
<input type="checkbox"/> Cut to _____ Size		
<input type="checkbox"/> Fold Letter	<input type="checkbox"/> Fold Special _____ (Describe)	
<input type="checkbox"/> Saddle Stitch	<input type="checkbox"/> Plastic Coil Bind	
<input type="checkbox"/> Shrinkwrap	<input type="checkbox"/> Laminate	
<input type="checkbox"/> Number (Start with # _____)		
<input type="checkbox"/> Pad (# _____ sheets per pad)		
<input type="checkbox"/> Tab (mail)		

Submit via e-mail:

- Fill out the form with your specific instructions
- Attach a copy of the form along with the appropriate files and send to docserv@jccc.edu

Submit via campus mail:

- Fill out the form with your specific instructions and then print
- Attach a copy of the form, along with hard copies of the appropriate files, and mail to BOX 59

Remember to Allow:
 2 days for Desktop Publishing & Proofreading (10 pages or less)
 2 days for Copy and Digital Duplication and Finishing
 7-10 days for Offset Press and Bindery

I certify that I have received the necessary permissions for the use of copyrighted material contained in this publication or that such material falls within the Fair Use Guidelines of the U.S. Copyright statutes.

Signature

Date

Attachment H

FALL 2014

FINAL EXAMINATION SCHEDULE – Table Form

Final Exam Week is Saturday, Dec. 6 – Friday, Dec. 12

There is **NO study day** between the end of regular classes and the start of Finals

Day Class Final Exam Schedule:

MW, MWF, 4-day-a-week or 5-day-a-week classes

If your class begins between:	Your Final Exam will be:		
7:00 - 7:30 a.m.	Monday	December 8	7:00 – 8:50 a.m.
8:00 - 8:30 a.m.	Wednesday	December 10	8:00 – 9:50 a.m.
9:00 - 9:30 a.m.	Friday	December 12	9:00 – 10:50 a.m.
10:00 -10:30 a.m.	Monday	December 8	10:00 – 11:50 a.m.
11:00 -11:30 a.m.	Wednesday	December 10	11 a.m. – 12:50 p.m.
12:00 -12:30 p.m.	Friday	December 12	12:00 – 1:50 p.m.
1:00 – 1:30 p.m.	Monday	December 8	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Wednesday	December 10	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Friday	December 12	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Monday	December 8	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Wednesday	December 10	4:00 – 5:50 p.m.

Day Class Final Exam Schedule:

TR classes

If your class begins between:	Your Final Exam will be:		
6:30 - 7:00 a.m.	Thursday	December 11	6:30 – 8:20 a.m.
8:00 - 8:30 a.m.	Tuesday	December 9	8:00 – 9:50 a.m.
9:30 - 10:00 a.m.	Thursday	December 11	9:30 – 11:20 a.m.
11:00 - 11:30 a.m.	Tuesday	December 9	11 a.m.– 12:50 p.m.
12:00 - 12:30 p.m.	Thursday	December 11	12:00 – 1:50 p.m.
1:00 - 1:30 p.m.	Tuesday	December 9	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Thursday	December 11	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Tuesday	December 9	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Thursday	December 11	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Tuesday	December 9	5:00 – 6:50 p.m.

Evening (6:00 p.m. and later) and Weekend Class Final Exam Schedule

If Your Class Meets	And Begins:	Your Final Exam Will Be:		
Monday only	6:00 – 7:00 p.m.	Monday	December 8	7:00 – 8:50 p.m.
Tuesday only	6:00 – 7:00 p.m.	Tuesday	December 9	7:00 – 8:50 p.m.
Wednesday only	6:00 – 7:00 p.m.	Wednesday	December 10	7:00 – 8:50 p.m.
Thursday only	6:00 – 7:00 p.m.	Thursday	December 11	7:00 – 8:50 p.m.
Friday only	6:00 – 7:00 p.m.	Friday	December 12	6:00 – 7:50 p.m.
MW	6:00 – 6:30 p.m.	Monday	December 8	7:00 – 8:50 p.m.
MW	7:00 – 7:30 p.m.	Wednesday	December 10	7:00 – 8:50 p.m.
MW	8:00 – 8:30 p.m.	Monday	December 8	9:00 – 10:50 p.m.
TR	6:00 – 6:30 p.m.	Tuesday	December 9	7:00 – 8:50 p.m.
TR	7:00 – 7:30 p.m.	Thursday	December 11	7:00 – 8:50 p.m.
TR	8:00 – 8:30 p.m.	Tuesday	December 9	9:00 – 10:50 p.m.
Saturday	Before 10 a.m.	Saturday	December 6	8:00 – 9:50 a.m.
Saturday	10:00 – noon	Saturday	December 6	10:00-11:50 a.m.
Saturday	Afternoon	Saturday	December 6	1:00 – 2:50 p.m.
Sunday	Afternoon	Sunday	December 7	1:00 – 2:50 p.m.

FALL 2014

FINAL EXAMINATION SCHEDULE – Calendar Form

NOTE: The calendar below uses “T” to denote a class that meets Tuesday/Thursday. The calendar uses a “W” to denote a class that meets MW, WF, MF, MWF, 4-days-a-week or 5-days-a-week.

Saturday December 6	Sunday December 7	Monday December 8	Tuesday December 9	Wednesday December 10	Thursday December 11	Friday December 12
<u>8:00 a.m.</u> Final Exam for a class that meets Saturday and begins before 10 a.m.		<u>7:00 a.m.</u> Final Exam for a class that meets W and begins 7:00-7:30 a.m.	<u>8:00 a.m.</u> Final Exam for a class that meets T and begins 8:00-8:30 a.m.	<u>8:00 a.m.</u> Final Exam for a class that meets W and begins 8:00-8:30 a.m.	<u>6:30 a.m.</u> Final Exam for a class that meets T and begins 6:30 – 7:00 a.m.	
<u>10:00 a.m.</u> Final Exam for a class that meets Saturday and begins between 10:00 a.m. and noon		<u>10:00 a.m.</u> Final Exam for a class that meets W and begins 10:00-10:30	<u>11:00 a.m.</u> Final Exam for a class that meets T and begins 11:00-11:30 a.m.	<u>11:00 a.m.</u> Final Exam for a class that meets W and begins 11:00-11:30 a.m.	<u>9:30 a.m.</u> Final Exam for a class that meets T and begins 9:30 – 10:00 a.m.	<u>9:00 a.m.</u> Final Exam for a class that meets W and begins 9:00-9:30 a.m.
<u>1:00 p.m.</u> Final Exam for a class that meets Saturday and begins in the afternoon	<u>1:00 p.m.</u> Final Exam for a class that meets Sunday and begins in the afternoon	<u>1:00 p.m.</u> Final Exam for a class that meets W and begins 1:00-1:30 p.m.	<u>1:00 p.m.</u> Final Exam for a class that meets T and begins 1:00-1:30 p.m.	<u>2:00 p.m.</u> Final Exam for a class that meets W and begins 2:00-2:30	<u>12:00 p.m.</u> Final Exam for a class that meets T and begins 12:00 –12:30 p.m.	<u>12:00 p.m.</u> Final Exam for a class that meets W and begins 12:00-12:30 p.m.
		<u>4:00 p.m.</u> Final Exam for a class that meets W and begins 4:00-4:30 p.m.	<u>3:00 p.m.</u> Final Exam for a class that meets T and begins 3:00-3:30	<u>4:00 p.m.</u> Final Exam for a class that meets W and begins 5:00-5:30 p.m.	<u>2:00 p.m.</u> Final Exam for class that meets T and begins 2:00 - 2:30 p.m.	<u>3:00 p.m.</u> Final Exam for a class that meets W and begins 3:00-3:30 p.m.
			<u>5:00 p.m.</u> Final Exam for a class that meets T and begins 5:00-5:30 p.m.		<u>4:00 p.m.</u> Final Exam for class that meets T and begins 4:00-4:30 p.m.	
		<u>7:00 p.m.</u> Final Exam for class that meets M only and begins 6:00 - 7:00 p.m. or MW and begins 6:00-6:30 p.m.	<u>7:00 p.m.</u> Final Exam for a class that meets T only and begins 6:00-7:00 p.m. or TR and begins 6:00-6:30p.m.	<u>7:00 p.m.</u> Final Exam for class that meets W only and begins 6:00-7:00 or meets MW and begins 7:00-7:30p.m.	<u>7:00 p.m.</u> Final Exam for class that meets R only and begins 6:00 -7:00 p.m. or TR and begins 7:00-7:30 p.m.	<u>6:00 p.m.</u> Final Exam for a class that meets Friday only and begins 6:00-7:00 p.m.
		<u>9:00 p.m.</u> Final Exam for a class that meets MW and begins 8:00 – 8:30 p.m.	<u>9:00 p.m.</u> Final Exam for a class that meets TR and begins 8:00 – 8:30 p.m.			

Exceptions to Final Exam Schedule

* **Laboratory/Practical Exams** **MAY** administer their final exams on the last class meeting during the week of Dec. 1 – Dec. 5. Please check with your instructor if you think this applies to you.

If students have more than two final exams on any single day/evening, the student must notify each faculty member who will work together to establish a date and time during the final exam week for the student to take his/her exam.

ANY OTHER EXCEPTIONS TO THIS EXAM SCHEDULE MUST BE APPROVED BY THE APPROPRIATE DEAN.

Attachment I

SPRING 2015

FINAL EXAMINATION SCHEDULE – Table Form

Final Exams begin Friday, May 15 at 6:00 p.m.

Classes that meet Friday only will have their final exam Friday, May 15th at the regular time.

Day Class Final Exam Schedule:

MW, WF, MF, MWF, 4-day-a-week or 5-day-a-week classes

If your class begins between:	Your Final Exam will be:		
7:00 - 7:30 a.m.	Monday	May 18	7:00 – 8:50 a.m.
8:00 - 8:30 a.m.	Wednesday	May 20	8:00 – 9:50 a.m.
9:00 - 9:30 a.m.	Monday	May 18	9:00 – 10:50 a.m.
10:00 -10:30 a.m.	Wednesday	May 20	10:00 – 11:50 a.m.
11:00 -11:30 a.m.	Monday	May 18	11 a.m. – 12:50 p.m.
12:00 -12:30 p.m.	Wednesday	May 20	12:00 – 1:50 p.m.
1:00 – 1:30 p.m.	Monday	May 18	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Wednesday	May 20	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Monday	May 18	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Wednesday	May 20	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Monday	May 18	5:00 – 6:50 p.m.

Day Class Final Exam Schedule:

TR classes

If your class begins between:	Your Final Exam will be:		
6:30 - 7:30 a.m.	Tuesday	May 19	7:00 – 8:50 a.m.
8:00 - 8:30 a.m.	Thursday	May 21	8:00 – 9:50 a.m.
9:30 - 10:00 a.m.	Tuesday	May 19	9:30 – 11:20 a.m.
11:00 - 11:30 a.m.	Thursday	May 21	11 a.m.– 12:50 p.m.
12:00 - 12:30 p.m.	Tuesday	May 19	12:00 – 1:50 p.m.
1:00 - 1:30 p.m.	Thursday	May 21	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Tuesday	May 19	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Thursday	May 21	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Tuesday	May 19	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Thursday	May 21	5:00 – 6:50 p.m.

Evening (6:00 p.m. and later) and Weekend Class Final Exam Schedule

If your class meets:		Your Final Exam will be:		
Day	And begins:			
Monday only	6:00 – 7:00 p.m.	Monday	May 18	7:00 – 8:50 p.m.
Tuesday only	6:00 – 7:00 p.m.	Tuesday	May 19	7:00 – 8:50 p.m.
Wednesday only	6:00 – 7:00 p.m.	Wednesday	May 20	7:00 – 8:50 p.m.
Thursday only	6:00 – 7:00 p.m.	Thursday	May 21	7:00 – 8:50 p.m.
Friday only	6:00 – 7:00 p.m.	Friday	May 15	7:00 – 8:50 p.m.
MW	6:00 – 6:30 p.m.	Monday	May 18	7:00 – 8:50 p.m.
MW	7:00 – 7:30 p.m.	Wednesday	May 20	7:00 – 8:50 p.m.
MW	8:00 – 8:30 p.m.	Monday	May 18	9:00 – 10:50 p.m.
TR	6:00 – 6:30 p.m.	Thursday	May 21	7:00 – 8:50 p.m.
TR	7:00 – 7:30 p.m.	Tuesday	May 19	7:00 – 8:50 p.m.
TR	8:00 – 8:30 p.m.	Tuesday	May 19	9:00 – 10:50 p.m.
Saturday	Before 10 a.m.	Saturday	May 16	8:00 – 9:50 a.m.
Saturday	10:00 – noon	Saturday	May 16	10:00-11:50 a.m.
Saturday	Afternoon	Saturday	May 16	1:00 – 2:50 p.m.
Sunday	Afternoon	Sunday	May 17	1:00 – 2:50 p.m.

SPRING 2015

FINAL EXAMINATION SCHEDULE – Calendar Form

NOTE: The calendar below uses “T” to denote a class that meets Tuesday/Thursday. The calendar uses a “W” to denote a class that meets MW, WF, MF, MWF, 4-days-a-week or 5-days-a-week.

Friday May 15	Saturday May 16	Sunday May 17	Monday May 18	Tuesday May 19	Wednesday May 20	Thursday May 21
			<u>7:00 a.m.</u> Final exam for a class that meets W and begins 7:00-7:30 a.m.	<u>7:00 a.m.</u> Final Exam for a class that meets T and begins 6:30-7:30 a.m.		
	<u>8:00 a.m.</u> Final Exam for a class that meets Saturday and begins before 10 a.m.		<u>9:00 a.m.</u> Final exam for a class that meets W and begins 9:00-9:30 a.m.	<u>9:30 a.m.</u> Final Exam for a class that meets T and begins 9:30-10:00 a.m.	<u>8:00 a.m.</u> Final exam for a class that meets W and begins 8:00-8:30 a.m.	<u>8:00 a.m.</u> Final Exam for a class that meets T and begins 8:00-8:30 a.m.
	<u>10:00 a.m.</u> Final Exam for a class that meets Saturday and begins between 10:00 a.m. and noon		<u>11:00 a.m.</u> Final Exam for a class that meets W and begins 11:00-11:30 a.m.		<u>10:00 a.m.</u> Final exam for a class that meets W and begins 10:00-10:30 a.m.	<u>11:00 a.m.</u> Final Exam for a class that meets T and begins 11:00-11:30
	<u>1:00 p.m.</u> Final Exam for a class that meets Saturday and begins in the afternoon	<u>1:00 p.m.</u> Final Exam for a class that meets Sunday and begins in the afternoon	<u>1:00 p.m.</u> Final exam for a class that meets W and begins 1:00-1:30 p.m.	<u>12:00 p.m.</u> Final Exam for a class that meets T and begins 12:00-12:30 p.m.	<u>12:00 p.m.</u> Final exam for a class that meets W and begins 12:00-12:30 p.m.	<u>1:00 p.m.</u> Final Exam for a class that meets T and begins 1:00-1:30 p.m.
			<u>3:00 p.m.</u> Final exam for a class that meets W and begins 3:00-3:30 p.m.	<u>2:00 p.m.</u> Final Exam for a class that meets T and begins 2:00-2:30 p.m.	<u>2:00 p.m.</u> Final exam for a class that meets W and begins 2:00-2:30 p.m.	<u>3:00 p.m.</u> Final Exam for a class that meets T and begins 3:00-3:30 p.m.
			<u>5:00 p.m.</u> Final exam for a class that meets W and begins 5:00-5:30 p.m.	<u>4:00 p.m.</u> Final Exam for a class that meets T and begins 4:00-4:30	<u>4:00 p.m.</u> Final exam for a class that meets W and begins 4:00-4:30 p.m.	<u>5:00 p.m.</u> Final Exam for a class that meets T and begins 5:00-5:30 p.m.
<u>6:00 p.m.</u> Final Exam for class that meets F only and begins 6:00-7:00			<u>7:00 p.m.</u> Final Exam for class that meets W only and begins 6:00-7:00 or meets MW and begins 7:00-7:30p.m.	<u>7:00 p.m.</u> Final Exam for class that meets R only or TR and begins 6:00-7:00p.m.	<u>7:00 p.m.</u> Final Exam for class that meets M only or MW and begins 6:00-7:00 p.m.	<u>7:00 p.m.</u> Final Exam for a class that meets T only and begins 6:00-7:00 p.m. or TR and begins 7:00-7:30p.m.
			<u>9:00 p.m.</u> Final Exam for a class that meets MW and begins 8:00 – 8:30 p.m.	<u>9:00 p.m.</u> Final Exam for a class that meets TR and begins 8:00 – 8:30 p.m.		

Exceptions to Final Exam Schedule

* **Laboratory/Practical Exams** **MAY** administer their final exams on the last class meeting during the week of May 11 – May 15. Please check with your instructor if you think this applies to you.

NOTE: Friday **only** classes that meet before 5:00 p.m. must administer the final exam on May 15th.

If students have more than two final exams on any single day/evening, the student must notify each faculty member who will work together to establish a date and time during the final exam week for the student to take his/her exam.

ANY OTHER EXCEPTIONS TO THIS EXAM SCHEDULE MUST BE APPROVED BY THE APPROPRIATE DEAN.

Attachment J

InfoShare

Navigation

The screenshot shows the Johnson County Community College InfoShare home page. Numbered callouts indicate the following features:

- 3:** The 'Browse' folder tool in the top left navigation bar.
- 4:** The user's login name 'Keith Krieger' in the top right corner.
- 5:** The 'I Like It' and 'Tags & Notes' icons in the top right corner.
- 2:** The 'Help Desk Ticket' link in the 'Online Requests' sidebar.
- 1:** The 'DAILY NEWS' and 'EVENTS' boxes in the 'News and Events' section.
- 6:** The 'My Links' section on the right side of the page.

Navigation	You will always know exactly where you are using the folder tool in the upper left-hand corner, noted by number 3. Click the folder tool, displayed as folder with a green arrow, to display the path taken to the current page, and to move back and forth through that path.
Search/Customization / Help links	In the upper right-hand corner, marked with number 4, you can see your login name. Clicking your name shows a drop-down menu with links to your My Site and Profile, and an area you can use to search the site.
Site Actions	The Site Actions menu is now on the left side of the page for easier access, as shown by number 3. The Site Actions menu shows tasks available to site owners, and on everyone's MySite.
Toolbox	The Toolbox is now on the front page of InfoShare for quicker access, as shown by number 1. Clicking any box will open the content for that area.
Online Requests	In the area marked by number 2, links are shown for resources that have an online request service available.
My Links	My Links, marked with number 6, is now visible on the left on the home page for faster access to your sites.
I Like It and Tags and Notes	As shown on number 5, <i>I Like It</i> and <i>Tags and Notes</i> allow you to tag pages you find helpful and want to easily return to later.

Page and Document Tools

InfoShare now uses a ribbon like Microsoft Office. When available, you'll see tabs at the top left of the page: Clicking the **Page** tab opens the ribbon, with tools to set alerts or email a link to the page being viewed.

The screenshot shows the 'Page' tab ribbon with the following tools:

- Versions
- Permissions
- Delete Page
- E-mail a Link
- Alert Me

When in a Documents Library, a **Documents** tab appears. Clicking the **Documents** reveals a ribbon with tools to manage items in the Documents Library, as seen below:

The screenshot shows the 'Documents' tab ribbon with the following tool:

- Library Tools

Clicking the **Documents** tab reveals tools for uploading and check-in and check-out.

Searching InfoShare

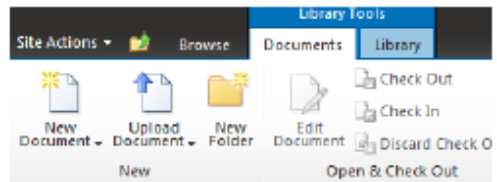
At the top of nearly every page is a search box. Use the search box to look for documents, groups, and users. Type the search term and click the magnifying glass:

Note that items that were just added to the server will not show up in search results. You need to wait a few minutes in order for the server to index the newly added item.

Uploading Documents

In a document library, click the Documents tab, then choose *Upload Document*. Browse to find the document, and click OK to upload. If necessary, check-in the document, as seen in the next section.

To upload multiple documents, click the downward pointing arrow on the *Upload Documents* button in the ribbon.



The Toolbox

Clicking any Toolbox item opens a page in the Search Center, using the Toolbox category for searching, as seen below. You can change the search term, if needed, or click any of the search categories above the search box to change the area to search.

I Like It and Tags and Notes

When you've found a page in InfoShare you want to remember, you can tag it. By clicking the *I Like It* button on the top right-hand corner of the page, the page is tagged with *I Like It*, the *Tags and Notes* button turns pink to note that you've tagged it, and a tag is added to your profile in the *Tags and Notes* section. Clicking the *Tags and Notes* button opens a dialog box to add additional tags, and to see other user's tags, as seen below.

Note that you can add your own tags, separated by semi-colons, and that InfoShare will suggest other tags, depending on the content.

Attachment K

Help Desk Support

Technical Support for Faculty and Staff JCCC Help Desk for Office and Multimedia Support Services

Central Point of Contact for Technical Support

- ITP (Information Technology Planning)
- Account Setup and Maintenance
- Office Hardware and Software Support
- Security Management and Monitoring
- Mobile Device Configuration
- Office Phone Support
- AV/Multimedia Presentation Technical Support
- Technical Support for Students
- Employee Programs and Discounts

Contact Information

Help Desk Self Service:

<http://techsupport.jccc.edu>

Phone: 913-469-8500 x 4357 option 1

Toll-free: 8966-896-5893

Campus Mail: Box 60

Location: RC 247

Dept. Email: helpdesk@jccc.edu

Supervisor: Felix Mercader

913-469-8500 x 4601

fmercade@jccc.edu

Helpdesk Hours:

Mon.-Fri.: 7:30 am – 10:00 pm

Saturday: 8:00 am – 6:00 pm

Sunday: 12:00 pm – 6:00 pm

(Closed on Sunday during the Summer semester)

Important information:

Network Password Change Process:

Due to recent phishing attacks, the college has experienced issues such as an outpouring of spam from certain employee accounts, resulting in unhappy recipients and blocked outbound email. In many cases, this issue has resulted in the college being unable to conduct business. In response to previous audit findings and this latest attack, the college is implementing a **90-day** network password change process for all JCCC employee network accounts starting **Tuesday, February 21, 2012**.

How to update Personal Contact Information:

For home address and personal contact information, print out and complete the **NAME/ADDRESS CHANGE REQUEST** form and send it to HR.

To change your campus contact information, please contact your divisional Administrative Assistant or contact HR.

Support Available for Connecting Mobile Device:

Have you purchased a new mobile device or want to connect your smart phone with your JCCC Outlook account and just didn't know how? If so, give the Help Desk a call and they can provide you with a white paper with the needed settings.

Information Services offers walk-up support for faculty and staff needing additional assistance with JCCC Outlook calendar settings and mobile devices. Staff is available on Tuesdays from 9 -10 a.m. and also on Thursdays from 4:30 to 5:30 p.m. in RC 247.

Please contact the Help Desk at ext. 4357 to request the white paper or stop by during our walk-up support hours for additional assistance.