



ENGLISH & JOURNALISM DIVISION  
QUICK REFERENCE SHEET  
ACADEMIC YEAR FALL 2018-SPRING 2019

**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. For 8:00 a.m., evening and weekend classes, please call Security (913 469-8500 ext. 4112). They will post the class.
- c. If time permits, an effort will be made to arrange for a substitute.
- d. Please submit a Report of Absence Form promptly. (See sample attached.) The forms are in the document holders on Kelly's cubicle wall.

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

- a. Calendars for Fall 2018 and Spring/Summer 2019 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 Hanyasz 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](mailto:docserv@jccc.edu). You will need a Print Shop Request Form (see attached) available at <https://infoshare.jccc.edu/SearchCenter/Pages/ToolboxResults.aspx?k=document>.

**5. ENGLISH PROGRAM GUIDE (EPG)**

- a. Faculty is in the process of revising and updating the EPG. The current version can be found at: <http://blogs.jccc.edu/english/339-2/>.
- 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](mailto:leave-jccc@list.jccc.edu)
    - i. You must send this request from your Exchange account ([xxx@jccc.edu](mailto: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 2018 is attached. Spring is not available at this time.

## **8. GRADES (This is very important!)**

- a. Faculty must keep grades in Canvas. Grades for individual assignments should be entered into Canvas as the grades are given.
- b. Final Grades must be entered in Banner through MyJCCC by the deadline provided by the registrar's office.
- c. Must enter date of last attendance for all Fs.

## **9. GRADE CHANGE FORMS**

- a. Are available in the division office (CC 305). (Samples forms are online.) The forms are in the document holders on Kelly's cubicle wall.
- b. Grade change forms need to be signed by Larry.

## **10. GRADE "INCOMPLETE" FORMS**

- a. Forms are in the document holders on Kelly's cubicle wall.
- b. Forms need Larry's signature.
- c. Forms should be returned to the Division office at CC 305.
- 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 305
- 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, Global English Institute* 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 Kelly.

## **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**

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### **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 # \_\_\_\_\_

PROGRAM \_\_\_\_\_

**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. This form is filed in the program office.

Indicate each date separately and the class(es) missed.

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Date of Absence	Classes Missed:
_____	_____
_____	_____
_____	_____

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

NAME OF SUBSTITUTE \_\_\_\_\_

OR

CANCEL THE ABOVE CLASS(ES) \_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean - Communications Division

\_\_\_\_\_  
Date

## Attachment C

### Academic Calendar Fall 2018

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

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## 2018 Fall Semester Dates and Deadlines

### March

**15** Fall schedule of classes becomes available on the web.

### April

**9-11 Summer pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, General Sciences, General Studies and non-degree seeking students).

**11 Open enrollment for summer begins on the web at 9 p.m.**

**13** Enrollment for summer CNA courses (AVHO 102) begins at 8 a.m.

**23-25 Fall pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, General Sciences, General Studies and non-degree seeking students).

**25 Open enrollment for fall begins on the web at 9 p.m.**

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

### July

**20** 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

**13** Staff on 9 -month contract return

**13-17** Professional Development Days for faculty.

**14 Payment deadline - 6 p.m.**

All students enrolling prior to this deadline must pay tuition and fees by 6 p.m. or risk being dropped from classes. Enrollment will be closed from 6 to 9 p.m. for drop-for-nonpayment processing. Payment is due on the date of enrollment for students adding classes after 9 p.m. on Aug. 14.

**14** Web enrollment reopens at 9 p.m.

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

**18** Saturday extended hours for enrollment: Success Center will be open 9 a.m.–2 p.m. Testing Center will be open 9 a.m.–1 p.m.

**20 First day of fall semester.**

**20-21 Late registration:** after these dates, students must be enrolled in a course no later than the first day the course meets.

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

## September

**3** Labor Day holiday. College closed.

**17** 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.

## November

**15** Last day to request a pass/fail grade option or to withdraw with a "W" from a full-semester course.

**21** Classes not in session. College offices closed.

**22-23** Thanksgiving Day holiday. College closed.

**24** Saturday classes will not meet.

**25** Sunday classes will not meet.

## December

**3** Deadline for faculty to submit grade changes for "I" grades assigned in spring or summer.

**10-16** Final exams. [Exam schedule](#) (PDF)

**15** Saturday classes end.

**16** Sunday classes end.

**16** Last day of fall semester.

**17** Grades entered online by professors by 5 p.m.

**19** Grades available to students by noon on the web.

**22-Jan. 1** Winter break. College closed.

## Attachment D

### Academic Calendar Spring 2019

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

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## 2019 Spring Semester Dates and Deadlines

### September 2018

**17** Spring schedule of classes becomes available on the web.

### October

**22-24 Spring pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, General Sciences, General Studies and non-degree seeking students).

**24 Open enrollment begins on the web at 9 p.m. for spring classes!**

**26** 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.

**22-Jan. 1** Winter break. College closed.

### January 2019

**2** Staff on 10-month contract return.

**15** Staff on 9-month contract return.

**15 Payment deadline – 6 p.m.** All students enrolling prior to this deadline must pay tuition and fees by 6 p.m. or risk being dropped from classes. Enrollment will be closed from 6 to 9 p.m. for drop for nonpayment processing. Payment is due on the date of enrollment for students adding classes after 9 p.m. on Jan. 15.

**15** Web enrollment reopens at 9 p.m.

**15-18** Professional development days for faculty. College offices open.

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

**19 Saturday extended hours for enrollment:** Success Center will be open 9 a.m. to 2 p.m. Testing Center will be open 9 a.m. to 1 p.m.

**21** Martin Luther King Jr. Day. College closed.

**22 First day of spring credit classes.**

**22-23 Late registration:** after these dates, students must be enrolled in a course no later than the first day the course meets.

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

### February

**15** Application deadline to apply for spring graduation.



**18** 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.

## March

**18-24** Spring Break. Classes not in session. College offices open Monday through Friday.

## April

**1** Transcripts required from other colleges or schools are due.

**8-10 Summer pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, General Sciences, General Studies and non-degree seeking students).

**10 Open enrollment begins on the web at 9 p.m. for summer classes.**

**12** Enrollment for summer CNA courses (AVHO 102) begins at 8 a.m.

**15** Last day to request a pass/fail grade option or to withdraw with a “W” from a full semester course.

**22-24 Fall pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, General Sciences, General Studies and non-degree seeking students).

**24 Open enrollment begins on the web at 9 p.m. for fall classes.**

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

## May

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

**18-23** Final exams.

**18** Saturday classes end.

**19** Sunday classes end.

**24** Last day for staff on 9-month contract.

**24** Last day of spring semester.

**24** Commencement.

**27** Memorial Day Holiday. College offices closed.

**28** Last day for staff on 10-month contract.

**28** Grades entered online by professors by 5 p.m.

**30** Grades available to students by noon on the web.

## Attachment E

### Academic Calendar Summer 2019

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

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# 2019 Summer Session Dates and Deadlines

Dates will be added as they become available.

## April

-- Fall enrollment see the Fall 2020 Academic Calendar.

## June

**3** First day of 8-week and first 4-week session of summer school.

**27** Last day of first 4-week session of summer school. Final exams are held on the last day of each class unless otherwise specified by the instructor. Due to the length of the final exam for some courses, students may be required to attend class on the Friday following the last day of the session to take their final exam.

## July

**1** First day of second 4-week session of summer school.

**4** Independence Day holiday. Classes not in session. College closed.

**15** Last day to request a pass/fail grade option or to withdraw with a "W" from a full semester course. **25** Last day of 8-week and second 4-week sessions of summer school. Final exams are held on the last day of each class unless otherwise specified by the instructor. Due to the length of the final exam for some courses, students may be required to attend class on the Friday following the last day of the session to take their final exam.

**29** Grades entered online by professors by 5 p.m.

# Attachment F

## Attendance Reporting

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### Using MyJCCC to Input Attendance

Attendance entries must be submitted immediately following the timeframe listed below.

<b><u>Class Length</u></b>	<b><u>Student Must Attend Once In</u></b>
7-16 weeks	First week
6 weeks or less	First 2 calendar days

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 an email indicating they were dropped from the class.

If any student is attending your class and their name does not appear on the roster, send the student to the Success Center, 2<sup>nd</sup> 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 [jccc.edu](http://jccc.edu) click on Login and select MyJCCC
2. Enter your username and password
3. Click on **Faculty** tab
4. Click on **Attendance and Grades** button
5. Click on **Attendance** tab (system automatically defaults to Final Grades tab)
6. **Click** on the **Course** you want to enter attendance for and the student's names will appear on the roster below.
7. In the Attendance column, select from the drop down menu either **ATTEND** (for yes the student has attended) or **NOATTE** (for no the student has never attended)
8. **DO NOT enter anything in the Last Attend Date column**
9. Click **Save** once you have entered attendance for all students. The Course Details window on the right will tell you how many students are completed.

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 at [shanyz@jccc.edu](mailto:shanyz@jccc.edu)

**NOTE: MyJCCC has a 10 minute timeout for inactivity. This 10 minute timeout helps keep your attendance reporting secure and confidential.**

# Attachment G

## Document Services

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### 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](mailto: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 checked="" type="checkbox"/> Deliver <input type="checkbox"/> I will pick up	a.m.	/ /
		<input type="checkbox"/> Front/Back		<input type="checkbox"/> E-mail		
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:**

1. Fill out the form with your specific instructions
2. Attach a copy of the form along with the appropriate files and send to [docserv@jccc.edu](mailto:docserv@jccc.edu)

**Submit via campus mail:**

1. Fill out the form with your specific instructions and then print
2. 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

FALL 2018

**FINAL EXAMINATION SCHEDULE – Table Form**

Final Exam Week is Monday, December 10 to Sunday, December 16

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

Classes that meet Friday only in the daytime will have their final exam Friday, December 7 at the regular time.

**Day Class Final Exam Schedule: MW, MWF, 4-day-a-week or 5-day-a-week classes**

<b>If your class begins between:</b>	<b>Your Final Exam will be:</b>		
7:00 - 7:30 a.m.	Monday	December 10	7:00 – 8:50 a.m.
8:00 - 8:30 a.m.	Wednesday	December 12	8:00 – 9:50 a.m.
9:00 - 9:30 a.m.	Friday	December 14	9:00 – 10:50 a.m.
10:00 -10:30 a.m.	Monday	December 10	10:00 – 11:50 a.m.
11:00 -11:30 a.m.	Wednesday	December 12	11 a.m. – 12:50 p.m.
12:00 -12:30 p.m.	Friday	December 14	12:00 – 1:50 p.m.
1:00 – 1:30 p.m.	Monday	December 10	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Wednesday	December 12	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Friday	December 14	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Monday	December 10	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Wednesday	December 12	4:00 – 5:50 p.m.

**Day Class Final Exam Schedule: TR classes**

<b>If your class begins between:</b>	<b>Your Final Exam will be:</b>		
6:30 - 7:30 a.m.	Thursday	December 13	7:00 – 8:50 a.m.
8:00 - 8:30 a.m.	Tuesday	December 11	8:00 – 9:50 a.m.
9:30 - 10:00 a.m.	Thursday	December 13	9:30 – 11:20 a.m.
11:00 - 11:30 a.m.	Tuesday	December 11	11 a.m.– 12:50 p.m.
12:00 - 12:30 p.m.	Thursday	December 13	12:00 – 1:50 p.m.
1:00 - 1:30 p.m.	Tuesday	December 11	1:00 – 2:50 p.m.
2:00 – 2:30 p.m.	Thursday	December 13	2:00 – 3:50 p.m.
3:00 – 3:30 p.m.	Tuesday	December 11	3:00 – 4:50 p.m.
4:00 – 4:30 p.m.	Thursday	December 13	4:00 – 5:50 p.m.
5:00 – 5:30 p.m.	Tuesday	December 11	5:00 – 6:50 p.m.

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

<b>If Your Class Meets</b>	<b>And Begins:</b>	<b>Your Final Exam Will Be:</b>		
Monday only	6:00 – 7:00 p.m.	Monday	December 10	7:00 – 8:50 p.m.
Tuesday only	6:00 – 7:00 p.m.	Tuesday	December 11	7:00 – 8:50 p.m.
Wednesday only	6:00 – 7:00 p.m.	Wednesday	December 12	7:00 – 8:50 p.m.
Thursday only	6:00 – 7:00 p.m.	Thursday	December 13	7:00 – 8:50 p.m.
Friday only	6:00 – 7:00 p.m.	Friday	December 14	6:00 – 7:50 p.m.
MW	6:00 – 6:30 p.m.	Monday	December 10	7:00 – 8:50 p.m.
MW	7:00 – 7:30 p.m.	Wednesday	December 12	7:00 – 8:50 p.m.
MW	8:00 – 8:30 p.m.	Monday	December 10	9:00 – 10:50 p.m.
TR	6:00 – 6:30 p.m.	Tuesday	December 11	7:00 – 8:50 p.m.
TR	7:00 – 7:30 p.m.	Thursday	December 13	7:00 – 8:50 p.m.
TR	8:00 – 8:30 p.m.	Tuesday	December 11	9:00 – 10:50 p.m.
Saturday	Before 10 a.m.	Saturday	December 15	8:00 – 9:50 a.m.
Saturday	10:00 – noon	Saturday	December 15	10:00-11:50 a.m.
Saturday	Afternoon	Saturday	December 15	1:00 – 2:50 p.m.
Sunday	Afternoon	Sunday	December 16	1:00 – 2:50 p.m.

**FALL  
2018**

**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.

<b>Monday December 10</b>	<b>Tuesday December 11</b>	<b>Wednesday December 12</b>	<b>Thursday December 13</b>	<b>Friday December 14</b>	<b>Saturday December 15</b>	<b>Sunday December 16</b>
<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>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>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>10:00 a.m.</u> Final Exam for a class that meets Saturday and begins between 10:00 a.m. and noon	
<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>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>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 <b>only</b> 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 <b>only</b> 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 <b>only</b> 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 <b>only</b> 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 3 – Dec. 7. 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.*

**EXAMS FOR CLASSES IN NON-STANDARD MEETING PATTERNS OR ANY OTHER EXCEPTIONS TO THIS EXAM SCHEDULE MUST BE APPROVED BY THE APPROPRIATE DEAN.**



**Attachment I**

**SPRING 2019**  
**FINAL EXAMINATION SCHEDULE**

**NOT YET AVAILABLE**

# Attachment J InfoShare

## Navigation

The screenshot shows the Johnson County Community College InfoShare home page. Key elements are highlighted with numbered callouts:

- 3:** The 'Folder tool' in the upper left-hand corner, which displays the path taken to the current page.
- 4:** The user's login name 'Keith Krieger' in the upper right-hand corner, which provides access to a drop-down menu for site navigation.
- 2:** The 'Online Requests' section on the left side of the page, which lists various services like 'Campus Services', 'Help Desk Ticket', and 'Office Move'.
- 1:** The 'Toolbox' section in the center, which contains various tools like 'FORMS', 'GUIDELINES', 'SERVICES', 'BUDGET ADMINISTRATOR', 'FACULTY', and 'SUPERVISOR'.
- 6:** The 'My Links' section on the right side of the page, which provides quick access to various resources like 'CAIT', 'Continuing Ed', and 'Employee Training and Support'.
- 5:** The 'I Like It and Tags and Notes' section in the upper right-hand corner, which allows users to tag pages they find helpful.

Navigation	Suggestion Box
<b>Navigation</b>	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.
<b>Search /Customization / Help links</b>	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.
<b>Site Actions</b>	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.
<b>Toolbox</b>	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.
<b>Online Requests</b>	In the area marked by number 2, links are shown for resources that have an online request service available.
<b>My Links</b>	My Links, marked with number 6, is now visible on the left on the home page for faster access to your sites.
<b>I Like It and Tags and Notes</b>	As shown on number 5, <i>I Like It and 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 ribbon interface for the 'Page' tab. The tools available are:

- Versions
- Permissions
- Delete Page
- E-mail a Link
- Alert Me
- Share & Track

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:

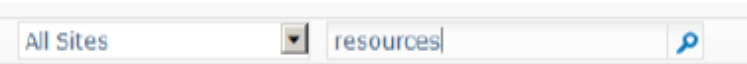
The screenshot shows the ribbon interface for the 'Documents' tab. The tools available are:

- Library Tools
- Documents
- Library

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:

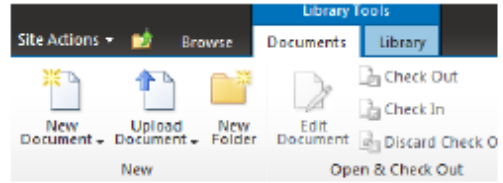


Note that items that were just added to the server will not show up in search results. You need to wait a few minutes in order for the server to index the newly added item.

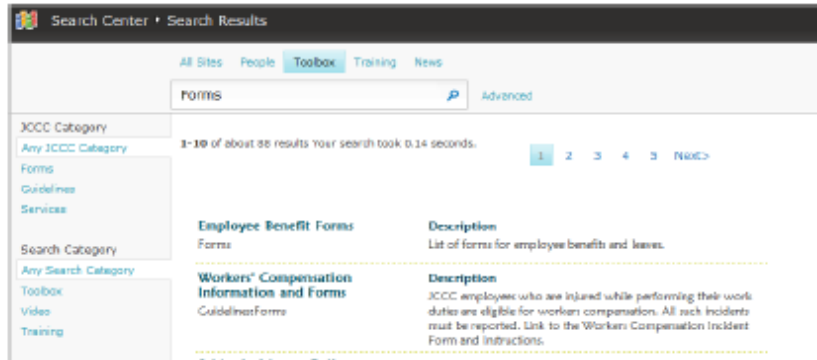
## Uploading Documents

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

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#### 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](#)
- [Office 365 Documentation](#)
- [Security Management and Monitoring](#)
- [Mobile Device Configuration](#)
- [Office Phone Support](#)
- [AV/Multimedia Presentation Technical Support](#)
- [Technical Support for Students](#)
- [Employee Programs and Discounts](#)
- [JCCC Computing Policies, Guidelines and Best Practices](#)

#### Contact Information

##### Help Desk Self Service:

<http://techsupport.jccc.edu>

Phone: 913-469-8500 x 4357 option 1

Toll-free: 8966-896-5893 option 3

Campus Mail: Box 60

Location: RC 271

Dept. Email: [techsupport@jccc.edu](mailto:techsupport@jccc.edu)

Manager: Kim Manifold

913-469-8500 x 4860

[kmanifol@jccc.edu](mailto:kmanifol@jccc.edu)

##### Helpdesk Hours:

Mon.-Fri.: 7:30 am – 7:00 pm

Saturday: 9:00 am – 3:00 pm

Sunday: Closed

#### 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 has implemented a **90-day** network password change process for all JCCC employee network accounts. The link to important instructions about changing your password can be found [here](#)

**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, located in RC 247, offers walk-up support for faculty and staff needing additional assistance with JCCC Outlook calendar settings and mobile devices.

Feel free to contact the Technical Support Center at ext. 4357 or by email: [techsupport@jccc.edu](mailto:techsupport@jccc.edu), or enter a self-service ticket using [techsupport.jccc.edu](http://techsupport.jccc.edu).