Message from the President

Northeast State has become a model for other colleges in the state and the nation on many fronts, and teaching and learning is one of those achievements. A new focus at Northeast State as we continue to improve programs, instruction, and services, is the Complete College Tennessee Act, which raises the bar for improving access and completion. The STEP Program, our QEP (Quality Enhancement Plan), developed as part of our SACS reaffirmation process, is a major strategy in improving retention and completion. The five-year plan is designed for faculty implementation of best practices in instruction and student engagement in the classroom began fall 2009 with a pilot initiative to develop a new Center for Teaching Excellence and then integrate instructional methodologies over the next few years. Our goal is to engage every student in every classroom!

We are very excited about the potential to improve the success of our students through the QEP, but we are also very proud of our successes in the past, as our retention and graduation rates have been above the state mean as well as student performance on the general competencies exam (MAPP), and the success of our students who transfer to four-year universities. A caring faculty and staff have been the major factor in attaining these achievements, and we also recognize the great contributions that our adjunct faculty provide in the success of our students.

In addition to STEP, the faculty and staff have totally redesigned our developmental studies program, now called Learning Support. This new lab-based, mastery-based program is using state of the art technology and tutoring support to enhance student performance and completion of developmental course work so students can progress through their chosen field of study. NeSCC has served as a pilot for the reading courses and will implement this new modality in all developmental courses this fall!

We are also working with city and county leaders across the five-county service area to expand options in Johnson City, Bristol and grow existing sites in Kingsport, Elizabethton, Gray, Erwin, and Mountain City. I strongly believe that if college access is close to students they will participate. Through technology/ITV as well as face to face modalities, we can reach many more students.

All faculty, full-time and adjunct, serve as ambassadors for the College, whether teaching on the main campus, at one of our sites in the five-county region, at the high schools, or through distance education. We appreciate your continued focus on professionalism and gaining knowledge and skills in the teaching discipline. While we want to make it easier for students to access services, enroll, and apply for financial aid, etc., we must maintain high standards in the classroom as we prepare students for work, or for transfer to the university before entering the workforce.

We invite you to participate in any of the campus functions, especially those designed for professional development and the STEP/QEP, but we understand that you may have other commitments. We want you to feel a part of the College family and our goal is to help you succeed, and thus help students succeed. We also invite you to review our web site and publications to explore all the good things happening at NeSCC.

Again, a special thanks for all the work that you do for the College and our students. Please call on me or any other Northeast State team member if you need any assistance. Also, and of equal importance, let us know what the College might do in order to improve the quality of our services as we assist students in meeting their educational goals.

Sincerely,

Janice H. Gilliam, Ed. D.
President
Northeast State Community College
1. **Mailboxes** - All adjunct faculty are assigned a mailbox.

2. **Workrooms** - Each site (Blountville, Elizabethton, Gray, and Kingsport) has an area dedicated as an adjunct faculty workroom.

3. **Copier Codes** - All adjunct faculty will receive a copier code to use according to their division assignment.

4. **D2L Course Management System** - All adjunct faculty are expected to utilize D2L (Desire to Learn) Course Management System. All assigned classes will be available for web enhancement using D2L. Contact the Director of Academic Technology, Tom Wallace, for assistance in setting up your class in D2L. Contact Information: tbwallace@NortheastState.edu, 423.323.3191, extension 3388 or direct line at 423.354.2413.

5. **Banner ID and Account** - A Banner ID will be assigned to you to be used for:
   a. student contact information
   b. posting student attendance verification
   c. posting final semester grades
   d. accessing your employee/direct deposit payroll information

6. **Email Account** - All adjunct faculty are required to have a Northeast State e-mail address and use it rather than an outside e-mail address for students.

7. **Training Sessions** - Adjunct faculty are offered training sessions on different topics that include D2L, Banner, ITV (Interactive Television), Tegrity, Banner Self-Service, etc.

8. **Professional Development** - Professional development opportunities are offered for all faculty members and employees.

9. **Banner Access** - Online services, student registration and Banner access are provided through NorStar at www.NortheastState.edu.

10. **Key Checkout Process** - Adjunct instructors teaching on the main campus may request keys for the classroom and/or labs by completing a Key Request Card. The keys may be obtained from the appropriate division secretary. The keys are issued for one semester, and the key card is retained on file with the appropriate academic administrator. At the end of the term, the keys must be returned to the division office.

11. **Room Assignments** - A room has been assigned for your class(es). Please do not move your class to another location(s) without discussing it with the Office of Evening and Distance Education or the appropriate academic administrator. This is important for two reasons: (1) If an emergency call comes for an instructor or a student, we need to be able to locate that person as quickly as possible; and (2) we have outside requests to use our facilities for meetings. We need to know exactly which rooms are occupied, so we will know whether or not we are able to fill these requests.

12. **After Hours Building Access** - Faculty and staff must report in person or by telephone to the Police and Safety Office when arriving and leaving campus. Upon arrival, all faculty and staff must provide the Campus Police with their name, specific workplace location, and expected time of departure. Upon departure, faculty and staff must notify the Police and Safety Office.

13. **Dismissing Class** - Under general circumstances, do not dismiss your classes early.

14. **Weekend College Instructors** – Weekend College instructors have support through the Office of Evening and Distance Education, Room C2402, provided by a Weekend Site Coordinator. The Weekend Coordinator's hours are 8:00 – 2:00 p.m. on Saturdays.

15. **Final Exam Dates** - Faculty should not go outside the exam period for finals. Any change must be approved by and granted by your Academic Dean or the Vice President for Academic Affairs.
# TABLE OF CONTENTS

**Institutional Policies and Statements** ............................................................... 1-2  
  - Vision and Mission Statements and Guiding Beliefs  
  - Northeast State Policies and Procedures  
  - FERPA (Federal Educational Rights and Privacy Act of 1974/Buckley Amendment)  
  - Accommodations for Students with Disabilities Act  

**Northeast State Catalog** ....................................................................................... 3  
**Northeast State Student Handbook** ...................................................................... 4  
**Northeast State Registration Guide (Final Exam Schedule)** .................................. 4  
**Wayne Basler Library** ........................................................................................... 4  

**Contact Directory** .............................................................................................. 5-9  

**Hours of Operation** ............................................................................................ 10-11  

**Off-Campus Sites** ............................................................................................. 12-14  
  - Northeast State at Elizabethton  
  - Northeast State at Gray  
  - Northeast State at Kingsport  

**Campus Police and Safety** .................................................................................. 15-17  
  - Emergency Procedures in the Event of Illness/Injury  
  - e2Campus Mobile Alerts  
  - Off-Campus Emergency  
  - Responsibilities of Faculty and Staff  
  - Academic and Classroom Misconduct  
  - Parking Regulations  
  - Inclement Weather  
  - Links to Important Information  

**Contract/Payroll Information** .............................................................................. 18-21  
  - Adjunct Faculty Letter of Intent  
  - Adjunct Faculty Contracts  
  - Dual Service Contracts  
  - Adjunct Faculty Absences  
  - Personnel File  
  - Notification of Absence Form  
  - Adjunct Faculty Pay Calendar  

**Adjunct Faculty Communication Methods** ...................................................... 22  
  - Mailboxes, E-mail, D2L, Student Access to Adjunct Faculty  

**Academic/Student Information** ......................................................................... 23-44  
  - Academic Calendar  
  - Evaluations  
  - Class Syllabus  
  - Testing  
  - Grade Books  
  - Attendance Regulations and Verification Processes  
  - Grading Processes and Policies  
  - Computer Lab Usage  

**End-of-Semester Checkout Process and Forms** ................................................. 45-47
INSTITUTIONAL POLICIES AND STATEMENTS

Vision and Mission Statements and Guiding Beliefs

Northeast State Policies and Procedures

To access Northeast State’s Policies and Procedures, go to the College’s Web site (http://www.NortheastState.edu), and select “For Faculty and Staff,” and then Faculty/Staff Policies and Procedures. Once logged into the CWIS secure server, click on the appropriate policy in the Table of Contents to access the specific policy. Policies include the following as a few examples:

03:01:00 Academic Freedom, Responsibility, and Tenure
   (TBR Policy 5:02:03:00)
05:14:00 Drug-Free Campus/Workplace Policy
05:14:00 Harassment: Sexual, Racial and Other
05:20:00 Minors on Campus
   (TBR Policy 3:02:02:00)
03:21:00 Recording and Removing a Grade of an “I”
04:27:00 Smoking and Tobacco Use in College Facilities
04:30:00 Traffic and Parking Regulations
04:31:00 Use of College Equipment

FERPA Facts for Faculty and Staff

The following two statements summarize the essence of FERPA:

(1) College students must be permitted to inspect their own education records.

(2) School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the Act.

Student’s education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). This information is intended to give general information about FERPA and to acquaint Northeast State faculty and staff with some of the privacy issues surrounding students’ education records.

What is FERPA?

FERPA (the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment) is a federal law that affords students certain rights concerning their education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.
Violations of FERPA
The Family Policy Compliance Office (FPCO) monitors schools for compliance. Students have the right to file complaints with the FPCO alleging non-compliance of an institution with the requirements of the Act. **Failure to comply may result in a loss of the institution’s federal funding for financial aid and educational grants and/or civil litigation.**

What about Parents?
Many questions about FERPA pertain to parents wanting to see a student’s education record. Key points to remember:

- When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.
- Parents may obtain directory information at the discretion of the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) only after it has been determined that the student is legally their dependent and at the discretion of the institution.
- Parents may also have access to non-directory information by obtaining a signed consent from the student.

Guidelines for Faculty/Staff
1. **DO** refer requests for information from the education record of a student to the Office of Admission & Records.
2. **DO NOT** request information from the education record custodian (Admissions & Records) or view information in SIS without a *legitimate educational interest* and the appropriate authority to do so.
3. **DO NOT** share student education record information including grades or GPAs, with other faculty or staff members of the College unless their official responsibilities identify their *legitimate educational interest* in that information for that student.
4. **DO NOT** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers.
5. **DO NOT** put papers, exams, etc., with student names and grades on them in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
6. **DO NOT** share information from student education records, including grades or GPAs, with parents or others outside the institution without written permission from the student. Keep this in mind when writing letters of recommendation for students.

**WHEN IN DOUBT,** err on the side of caution and do not release student information. Contact the Office of Admissions & Records for more information.

Accommodations for Students with Disabilities
In order for the college to make reasonable accommodations for students with disabilities, the student must notify the instructor of any special needs. This notification should take place during the first week of class. The student may notify the instructor by meeting with the instructor privately, either before or after class, or in the instructor’s office. Additional information regarding accommodations can be obtained by contacting the Center for Students with Disabilities in C1102A, Ext. 3276 or on Northeast State’s webpage for **Students with Disabilities**.
The Student Handbook, issued by the Office of the Vice President for Student Affairs, is published as the college’s notification of regulations that affect student life. While every effort is made to provide current and accurate information, these regulations are subject to change at any time by Northeast State Technical Community College or the Tennessee Board of Regents.

Student Affairs
Student Organizations
Student Conduct and Disciplinary Sanctions
Student Right to Know Information
Campus Security Issues
Student Use of Campus Property/Facilities
Guest Speaker Policy
Computer Resource Guidelines
Traffic and Parking Regulations

NORTHEAST STATE 2011-2012 REGISTRATION GUIDE

WAYNE G. BASLER LIBRARY
Northeast State Directory

Vice President for Academic Affairs
Dr. Lana Hamilton ................................................................. 423.279.7632 Ext. 7632
Room P306
arhamilton@NortheastState.edu

Executive Assistant, Vice President for Academic Affairs
Kathy Cox .............................................................................. 423.279.7632 Ext. 7632
Room P305
klcox@NortheastState.edu

Vice President for Business Affairs
Dr. Steve Campbell ............................................................... 423.323.0205 Ext. 3205
P307B
srcampbell@NortheastState.edu

Vice President of Institutional Effectiveness
Dr. Susan Graybeal ............................................................. 423.354.2471 Ext. 3271
Room P317A
segraybeal@NortheastState.edu

Vice President of Student Affairs
Dr. Jon Harr .......................................................................... 423.323.0231 Ext. 3231
P315A
jpharr@NortheastState.edu

Assistant Vice President of Evening and Distance Education
Dr. James C. Lefler ................................................................. 423.354.2425 Ext. 3469
C2402
jclefler@NortheastState.edu

Administrative Assistant, Evening and Distance Education
Gail Puckett ........................................................................... 423.323.0221 Ext. 3221
C2402
vgpuckett@NortheastState.edu

Coordinator, Distance Education Programs and Services
J. Mike Ramey ........................................................................ 423.354.2497 Ext. 3297
C2402
jmramey@NortheastState.edu

Director of Evening Services
Tammy Bartlett ....................................................................... 423.354.2468 Ext. 3468
C2101
tdbartlett@NortheastState.edu

Evening Secretary
Melissa White .......................................................................... 423.354.5109 Ext. 5109
C2101
mkwhite@NortheastState.edu
Director, Northeast State at Elizabethton
Dr. C. Keith Young…………………………………………………………………………………………… 423.279.7651 Ext. 3530
Elizabethton
ckyoung@NortheastState.edu

Administrative Assistant, Northeast State at Elizabethton
Joan Willis……………………………………………………………………………………………………….. 423.547.8450 Ext. 3530
Elizabethton
jfwillis@NortheastState.edu

Evening Secretary, Northeast State at Elizabethton
Faye Fair........................................................................................................................................ 423.547.8450 Ext. 3417
Elizabethton
fwfair@NortheastState.edu

Director, Northeast State at Kingsport (RCAT- Student Services)
Robin Dice ........................................................................................................................................ 423.354.2530 Ext. 2530
RCAT
rldice@NortheastState.edu

Site Coordinator, Northeast State at Gray
Jennifer Thacker ......................................................................................................................... 423.354.5187 Ext. 5187
Gray
jgthacker@NortheastState.edu

Secretary, Northeast State at Gray
Debbie Marsh ............................................................................................................................... 423.354.5141 Ext. 5141
Gray
drmarsh@NortheastState.edu

Director, Kingsport Center for Higher Education
Kathy Thacker .............................................................................................................................. 423.354.5159 Ext. 5159
KCHE Room 104
kothacker@NortheastState.edu

Administrative Assistant, Kingsport Center for Higher Education
Cindy Christian, Administrative Assistant..................................................................................... 423.354.5151 Ext. 5151
KCHE Room 103
cschristian@NortheastState.edu

Evening Coordinator, Kingsport Center for Higher Education
Jonathan Benton............................................................................................................................. 423.354.5541 Ext. 5541
KCHE Room 113
jdbenton@NortheastState.edu

Evening Secretary, Kingsport Center for Higher Education
Shawna Shafer.............................................................................................................................. 423.354.5521 Ext. 5521
KCHE Reception Area
skshafer@NortheastState.edu

Secretary, Regional Center for Advanced Manufacturing
Diana Harrison.............................................................................................................................. 423.354.5149 Ext. 5149
RCAM Room 103
dlharrison@NortheastState.edu

Academic Dean, Behavioral and Social Sciences
Dr. Xiaoping Wang...................................................................................................................... 423.354.2552 Ext. 3352
Room H232
xpwang@NortheastState.edu
Division Secretary, Behavioral and Social Sciences
Glenna Cullop............................................................... 423.354.2457 Ext. 3457
Room H229
gmcullop@NortheastState.edu

Academic Dean, Health-Related Professions
Donald Coleman......................................................... 423.354.2533 Ext. 3333
RCHP Room 110
dcoleman@NortheastState.edu

Division Secretary, Health-Related Professions
Sherry Talley............................................................ 423.279.7653 Ext. 7653
RCHP Room 111
sdtalley@NortheastState.edu

Academic Dean, Nursing
Dr. Melessia Webb.................................................... 423.354.5106 Ext. 5106
RCHP Room 209
mdwebb@NortheastState.edu

Division Secretary, Nursing
Misty Jones............................................................ 423.354.5108 Ext. 5108
RCHP Room 208
mkjones@NortheastState.edu

Academic Dean, Humanities
William Wilson......................................................... 423.354.2541 Ext. 3341
Room H132
wrwilson@NortheastState.edu

Division Secretary, Humanities
Linda Kincaid.......................................................... 423.354.2494 Ext. 3294
Room H129
lbkincaid@NortheastState.edu

Academic Dean, Mathematics
Nancy Forrester....................................................... 423.354.2521 Ext. 3515
F234
nfforrester@NortheastState.edu

Division Secretary, Mathematics
Joyce Sweeney......................................................... 423.323.0219 Ext. 3219
Room F234
bjswiney@NortheastState.edu

Academic Dean, Sciences
Dr. Carolyn McCracken.............................................. 423.354.2509 Ext. 3503
Room B104C
cgmccracken@NortheastState.edu

Division Secretary, Sciences
Angela Shrum......................................................... 423.354.2508 Ext. 3508
Room B104
adhuddle@NortheastState.edu

Interim Academic Dean, Business Technologies
Danny Lawson......................................................... 423.323.0234 Ext. 3234
Room F211
dlawson@NortheastState.edu
Division Secretary, Business Technologies
Linda McNutt......................................................................................................................... 423.354.2420 Ext. 2420
Room F211
lemcnutt@NortheastState.edu

Interim Academic Dean, Advanced Technologies
Samuel Rowell......................................................................................................................... 423.354.2582 Ext. 3382
Room A216
ssrowell@NortheastState.edu

Division Secretary, Advanced Technologies
Bernice Hagaman..................................................................................................................... 423.279.7639 Ext. 7639
Room A216
bdhagaman@NortheastState.edu

Bookstore
Donna Monroe, Manager
Room A218............................................................................................................................... 423.279.3340 Ext. 3314
donna.monroe@validisresources.com

Computer Services, Computer Systems Analyst
Steve Nickols............................................................................................................................. 423.354.2492 Ext. 3547
Room P218D
msnickols@NortheastState.edu

Coordinator, Students with Disabilities
Betty Mask............................................................................................................................... 423.354.2476 Ext. 3276
Room C1102A
memask@NortheastState.edu

Dean of Admission and Records
Jennifer Starling....................................................................................................................... 423.279.7635 Ext. 7635
Room P205A
jgstarling@NortheastState.edu

Director, Academic/Instructional Technology
Dr. Tom Wallace....................................................................................................................... 423.354.2413 Ext. 3388
Room H134
tbwallace@NortheastState.edu

Director, Campus Police and Safety
John Edens............................................................................................................................... 423.279.7655 Ext. 3355
Room C2401
jeedens@NortheastState.edu

Director, Financial Aid
Cruzie Lucero.......................................................................................................................... 423.323.0233 Ext. 3233
Room F102B
cmlucero@NortheastState.edu

Secretary, Financial Aid
LeAnn Barnes .......................................................................................................................... 423.354.5150 Ext. 5150
Room F104
labarnes@NortheastState.edu
Library................................................................................................................................................. 423.354.2429 Ext. 3429
http://www.NortheastState.edu/library

Director, Student Success Center
Kathy Coleman........................................................................................................................................... 423.354.2414 Ext. 3414
Room C2410
kwcolemannortheastState.edu
HOURS OF OPERATION

Campus Offices, Off-Campus, and Bookstore

Admissions and Records
Monday – Thursday................................................................. 7:30 a.m. – 6:00 p.m.
Friday........................................................................................ 7:30 a.m. – 5:00 p.m.
Admissions and Records will close at 5:00 p.m. each day that classes are not in session.

Student Success Center
Monday – Friday........................................................................ 8:00 a.m. – 4:30 p.m.

Business Office
Monday – Thursday.................................................................... 8:00 a.m. – 6:00 p.m.
Friday...................................................................................... 8:00 a.m. – 4:30 p.m.
The Business Office will close at 4:30 p.m. each day that classes are not in session.

Business and Industry Services
Monday – Friday........................................................................ 8:00 a.m. – 4:30 p.m.

Campus Information
Monday – Friday........................................................................ 8:00 a.m. – 4:30 p.m.

College Readiness and WIA
Monday – Friday..................................................................... 8:00 a.m. – 4:30 p.m.

Enrollment Services
Monday – Friday........................................................................ 8:00 a.m. – 4:30 p.m.

Evening and Distance Education
Monday – Thursday................................................................. 8:00 a.m. – 9:30 p.m.
Friday................................................................................... 8:00 a.m. – 4:30 p.m.
Saturday.................................................................................. 8:00 a.m. – 2:00 p.m.
The Office of Evening and Distance Education will close at 4:30 p.m. each day that classes are not in session. Evening Services office closes at 8:30 p.m. during summer semester term.

Financial Aid Office
Monday – Thursday ................................................................. 8:00 a.m. – 6:00 p.m.
Friday.................................................................................... 8:00 a.m. – 4:30 p.m.

Library
Monday – Thursday.................................................................... 7:30 a.m. – 8:30 p.m.
Friday...................................................................................... 7:30 a.m. – 4:30 p.m.
Saturday...................................................................................... 9:00 a.m. – 5:00 p.m.

Northeast State at Elizabethton
Monday – Thursday................................................................. 8:00 a.m. – 9:30 p.m.
Friday................................................................................... 8:00 a.m. – 4:30 p.m.

Northeast State at Gray
Monday – Friday........................................................................ 8:00 a.m. – 4:30 p.m.
**Kingsport Center for Higher Education at Kingsport (KCHE)**
Monday – Thursday ................................................................. 7:30 a.m. – 10:00 p.m.
Friday .................................................................................. 8:00 a.m. – 4:30 p.m.
Saturday .............................................................................. 7:00 a.m. – 3:00 p.m.

**Regional Center for Advanced Manufacturing at Kingsport (RCAM)**
Monday – Friday ...................................................................... 8:00 a.m. – 4:30 p.m.

**Regional Center for Health Related Professions at Kingsport (RCHP)**
Monday – Friday ...................................................................... 8:00 a.m. – 4:30 p.m.

**Regional Center for Applied Technology at Kingsport (RCAT)**
Monday – Friday ...................................................................... 8:00 a.m. – 4:30 p.m.

**Switchboard**
Monday – Friday ...................................................................... 8:00 a.m. – 4:30 p.m.

**Bookstore**
The Northeast State Bookstore is located on the second floor of the Student Services Building.

The Bookstore’s regular hours of operation for the fall, spring and summer are:
Monday – Tuesday ..................................................................... 8:00 a.m. – 6:00 p.m.
Wednesday - Thursday .............................................................. 8:00 a.m. – 4:00 p.m.
Friday ................................................................................... 8:00 a.m. – 2:00 p.m.

The Bookstore has **extended hours** during the first two weeks of fall and spring semester. The Bookstore is open the **first Saturday** of the fall and spring semesters 8:00 a.m. – 12:00 p.m.
**Northeast State at Elizabethton**

Northeast State at Elizabethton is located on Highway 91N directly across from the Elizabethton Municipal Airport.

Adjunct faculty teaching at Northeast State at Elizabethton will have access to an adjunct faculty workroom. This area provides a campus mailbox, computer and copier access. Other pertinent teaching/administrative items will be provided. The staff at Northeast State at Elizabethton will assist you and answer any questions.

*Director, Northeast State at Elizabethton*
Dr. C. Keith Young .......................................................... 423.279.7651 Ext. 3530
Elizabethton
ckyoung@NortheastState.edu

*Administrative Assistant, Northeast State at Elizabethton*
Joan Willis .......................................................... 423.547.8450 Ext. 3530
Elizabethton
jfwillis@NortheastState.edu

*Evening Secretary, Northeast State at Elizabethton*
Faye Fair .......................................................... 423.547.8450 Ext. 3417
Elizabethton
fwfair@NortheastState.edu

**Directions and Map to Northeast State at Elizabethton**

**Northeast State at Gray**

Northeast State at Gray is located 2 miles off of the I-26 Suncrest/Gray exit. Resources available to adjunct faculty include computers, adjunct mailboxes, and assistance from the coordinator. Each classroom is media equipped with a TV/VCR, overhead projector, and white boards.

*Site Coordinator, Northeast State at Gray*
Jennifer Thacker .......................................................... 423.354.5187 Ext. 5187
Gray
jgthacker@NortheastState.edu

*Secretary, Northeast State at Gray*
Debbie Marsh .......................................................... 423.354.5141 Ext. 5141
Gray
drmarsh@NortheastState.edu

**Unicoi County ITV Site**

Located at Unicoi County High School, Erwin, TN
Call 423.354.2497 for more information.
Mountain City ITV Site

Call 423.354.2497 for more information.

Northeast State at Kingsport (RCAT)

Student Services, Located at 222 W. Main Street in downtown Kingsport
423.354.2525

Kingsport Center for Higher Education (KCHE)

Located at 320 W. Market Street in downtown Kingsport
Directions to Kingsport Center for Higher Education
423.354.5521

Adjunct faculty teaching at the KCHE will have access to a faculty workroom. This area
provides a campus mailbox, computer and copier access. Other pertinent
teaching/administrative items will be provided. The staff at the KCHE will assist you and
answer any questions.

Director, Kingsport Center for Higher Education
Kathy Thacker ................................................................. 423.354.5151 Ext. 5151
KCHE Room 104
kothacker@NortheastState.edu

Administrative Assistant, Kingsport Center for Higher Education
Cindy Christian ................................................................. 423.354.5159 Ext. 5159
KCHE Room 103
cschristian@NortheastState.edu

Evening Coordinator, Kingsport Center for Higher Education
Jonathan Benton ................................................................. 423.354.5541 Ext. 5541
KCHE Room 113
jdbenton@NortheastState.edu

Evening Secretary, Kingsport Center for Higher Education
Shawna Shafer ................................................................. 423.354.5521 Ext. 5521
KCHE Reception Area
skshafer@NortheastState.edu

Regional Center for Health Related Professions (RCHP)

Located at 300 W. Main Street in downtown Kingsport
423.323.0238

Dean of Health-Related Professions
Donald S. Coleman ................................................................. 423.354.2533 Ext. 3333
RCHP Room 110
dscaleman@NortheastState.edu
Division Secretary
Barbara Brown ................................................................. 423.323.0238 Ext. 3238
RCHP Room 109
babrown@NortheastState.edu

Division Secretary
Sherry Talley ................................................................. 423.279.7653 Ext. 7653
RCHP Room 111
sdtalley@NortheastState.edu

Secretary
Teresa Mullins ............................................................... 423.323.0248 Ext. 3248
RCHP
trmullins@NortheastState.edu

NURSING

Dean of Nursing
Melessia Webb .............................................................. 423.354.5106 Ext. 5106
RCHP Room 209
mdwebb@NortheastState.edu

Division Secretary
Misty Jones ................................................................. 423.354.5108 Ext. 5108
RCHP Room 208
mkjones@NortheastState.edu

Regional Center for Advanced Manufacturing (RCAM)

Located at 305 W. Main Street in downtown Kingsport

Director of Training and Development
Jeff Frazier ................................................................. 423.354.5544 Ext. 5544
RCAM Room 103B
jffrazier@NortheastState.edu

Secretary
Diana Harrison .......................................................... 423.354.5149 Ext. 5149
RCAM Room 103
dlharrison@NortheastState.edu

Technical Clerk
Glenna Parker .......................................................... 423.354.2438 Ext. 2438
RCAM
gkparker@NortheastState.edu
Emergency Procedures in the Event of Illness/Injury

In the event of illness or injury to an employee, student, or visitor, the Office of Police and Safety should be contacted immediately. Police officers will manage all emergency situations involving illness or injury. Depending upon the nature and seriousness of the illness/injury, the Office of Police and Safety will contact an external agency which provides emergency medical care. If an external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service.

Sign up for e2Campus Mobile Alerts
Northeast State has contracted with a company called e2Campus to implement a campus alert system that allows students, faculty, and staff to receive updates and campus-wide emergency alerts on their cell phones, PDAs, and email. A number of other universities and colleges, including the University of Tennessee and Emory and Henry College, have implemented the same system over the past several months. For more information and to sign up for the service, please go to the link

Off-Campus Emergency
If an accident or injury should occur in an off-campus class, please take the following action:

1. Security, if no answer
2. Personnel in charge
3. Office of Evening and Distance Education or division office

If the injury is deemed as non emergency, notify the Office of Evening and Distance Education and the campus police. Obtain a written account of the incident from the student and witness(es) on the Personal Injury/Accident Report. Report the information as quickly and completely as possible. The instructor should stay with the injured person(s) to oversee and manage the situation until relieved by Northeast State Campus Police.

Responsibilities of Faculty and Staff
All employees of Northeast State should become familiar with the Emergency Preparedness Plan and the procedures this college takes in emergency situations as found in the Building Coordinator/Assistant Building Coordinator Manual. This plan may be reviewed at Northeast State Technical Community College’s office of Police and Safety web page under Emergency Preparedness Plan. Further, at the beginning of every semester, each faculty member teaching a class/es should become familiar with and inform students in the class/es of the nearest exit to be utilized and the route that should be followed to reach the exit.

Faculty members teaching a class/es should react in an appropriate manner to fire alarms, severe weather threats/warnings, unexpected loud noises, or other unexpected disturbance. Building Coordinators, Assistant Building Coordinator or law enforcement personnel will give instruction as to what action/s to take. If unexpected distractions such as loud noises (other than gun fire) or other unordinary disturbances occur, the faculty member should close the door and remain in the classroom with the students until notified by the Building Coordinator, Assistant Building Coordinator, or law enforcement of what actions to take.
In the event of an active shooter or armed intruder on campus, faculty and staff should immediately go into a "lock down" situation. Faculty members are responsible for maintaining control and providing leadership to their students during an emergency situation. Staff and faculty should immediately shut and lock/barricade the door and shut blinds, if possible. All individuals in the room should take cover whether going into a closet, getting behind desks, chairs, or using any other means of protection that is readily available. Occupant(s) inside the room with cell phones should be identified. As the situation dictates, call 9-1-1 and advise law enforcement of your situation. Do not open the door until instructed to do so by law enforcement personnel.

When notification to evacuate a building is received, all activity should cease and evacuation should begin immediately! All faculty and staff members should be familiar with the tornado safe areas and the assembly areas for each building in which they teach or work. Tornado safe areas are found in the Building Coordinator/Assistant Building Coordinator Manual. Assembly area locations are displayed on the Campus Evacuation Maps which are located at or near the entrance/exits of each building.

To ensure that students are informed, please read the following statement to each of your classes. In case of any building evacuation; you are to proceed under the direction of your instructor to the nearest exit in an orderly manner. The nearest exit for this classroom is located __________. To ensure your safety, you will move to (appropriate designated safe area as indicated on the color coded map). No one is allowed to re-enter the building until official notification is given.

**Academic and Classroom Misconduct**

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct volative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality. Specific consequences are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time. They are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student’s serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to disciplinary sanctions which may be imposed through institutional procedures, the instructor has the authority to assign an “F” or a zero for an exercise or examination or to assign an “F” for the final grade of the course.

If the student believes that he/she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

**Motor Vehicle Registration/ Parking Regulations**

All vehicles operated on the Northeast State campus by students, faculty, staff and all other employees must be registered with the institution as required by the Tennessee Board of Regents policy. The campus police office issues a parking hangtag. The cost of the tag is $7. **This amount will be deducted from your first pay check.** Traffic and parking regulations can be found in the Student Handbook.

**Inclement Weather:** Inclement Weather and Cancellation of Classes/ Closing of College

**Additional Links for the Office of Police and Safety**

- Crime Alert
- Illness/Injury Emergency Procedures
- Safety Tips
- Student Conduct and Disciplinary Sanctions
- Traffic and Parking Regulations
- Weapons
- Emergency Preparedness Plan
- Building Coordinator Manual
- Employee Safety Handbook
**Adjunct Faculty Letter of Intent**

An Adjunct Faculty Letter of Intent notifies a prospective adjunct faculty member of the College’s intent to offer employment pending sufficient enrollment and/or other administrative considerations. The decision on the number of courses assigned will be made within seven working days from the published first day of class. After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty employment contract no later than ten working days after the published last day to add a class.

The academic deans are responsible for ensuring that all Letters of Intent are signed and executed prior to the first official class meeting date. Each academic dean has been given authority by the president to extend Letters of Intent to adjunct faculty. Division offices are to forward all completed Letters of Intent to the office of Evening and Distance Education as specified on the Annual Adjunct Faculty Contract/Staffing Timeline.

Due to enrollment or other administrative considerations, a signed Letter of Intent may be changed to reflect actual classes assigned and/or compensation rendered.

**Adjunct Faculty Contract**

After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty employment contract no later than ten working days after the published last day to add a class. It is the responsibility of the adjunct faculty member to sign their contract within the timeframe established by the College.

**Dual Service Contracts**

State law prohibits any regular employee from receiving paychecks from two state agencies. Thus, persons employed by another state agency, on either a full-time or regular part-time basis and employed by Northeast State receive payment for services through a dual service agreement. Prospective adjunct employees should be informed that delays in payment could result from this contractual process. The employer of record issues checks.

**Adjunct Faculty Absences**

As indicated in the contract, the instructor is responsible for meeting all scheduled classes. In the event an absence is unavoidable, the instructor should follow the procedure outlined below:

A. If the absence is known in advance
   1. Make appropriate plans for class coverage
   2. Contact the Academic Dean for approval of the plan
   3. Complete and submit the Adjunct Faculty Absentee Notification Form

B. If the absence is an emergency situation
   1. Contact the Academic Dean, Office of Evening and Distance Education, or Off-Campus Director to make arrangements for class notification and coverage.
   2. Upon return, complete and submit the Adjunct Faculty Absentee Notification Form. Please see the form below.
**Personnel File**
Adjunct faculty personnel files and adjunct faculty contracts are maintained and processed through the Office of Evening Services. Payroll information and various personnel forms (W-4, Direct Deposit forms, etc.) are available in the Office of Evening Services. Changes to address, phone, etc. should be initiated in Evening Services in order to keep your contact information, payroll information and important records up-to-date. **Any required information, documentation, or payroll information must be provided within 3 days of hire to the Office of Evening Services.**

Important Note: Payroll changes must be submitted by the 3rd day of the month in order to become effective on that month’s payroll.

**Banner User ID**
As an adjunct faculty member you will be assigned a Banner (Student Information System) User ID which will be used for accessing your employee payroll records (including your direct deposit allocation). Your Banner ID is important and will be required in order to enter your student attendance verification, student final grades, class rosters and summaries, and student contact information.

**Direct Deposit Allocation Stub**
All employees receive direct deposit and the direct deposit allocation is accessible for viewing by logging into your Banner account and clicking on the Employee tab. Please see the illustration below.
Adjunct Instructor Notification of Absence Form

Semester: _________________

PROCEDURES: This form is to be completed if you must be absent from a scheduled class session. In the event of an emergency, this form should be completed upon your return.

NOTE: In accordance with the Adjunct Faculty Handbook, instructors should make every effort to meet their class(es) at the scheduled time. If an instructor must be absent, it is his/her responsibility to make arrangements to have a qualified, approved substitute cover their class(es) whenever possible.

Name:_______________________________________________________________________ Banner ID :____________________________

Last    First    Middle

Date(s) Absent: _______________________________________________________________________________________________________

Reason for absence: ____________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Will an approved substitute cover the class?</th>
<th>Instructions to Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructor Name:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructor Name:</td>
<td></td>
</tr>
</tbody>
</table>

PRESENT COMPLETED FORM TO YOUR SUPERVISING ADMINISTRATOR OR THE OFFICE OF EVENING AND DISTANCE EDUCATION. (Humanities: Room H129, Ext. 3294; Behavioral and Social Sciences: Room H229, Ext. 3457; Mathematics: F234, Ext. 3515; Science: B204, Ext. 3508; Business and Advanced Technologies: Room F211, Ext. 2420; Evening & Distance Education: Room C2402 or C2101, Ext. 3221 or 5109). Northeast State Telephone 423.323.3191.

ADJUNCT INSTRUCTOR’S SIGNATURE: ____________________________

Date

ADMINISTRATIVE USE ONLY

Received: ____________________________  ____________________________

Supervisor      Date

Comments: ________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Copy Distribution: White– Divisional Office; Yellow– Evening and Distance Education; Pink– Adjunct Instructor

NSTCC-3 98-018 Rev. 4/08 Printed by Northeast State
ADJUNCT FACULTY PAY CALENDAR
2011-12

As of January 1, 1999 all employees except student workers are required to use direct payroll deposit. A form authorizing direct deposit for all new employees or for existing employees to change information must be submitted by the 3rd day of the month. Failure to do so will delay deposit of your paycheck. Employees who did not teach during the past academic year should submit new forms.

Fall 2011
Pay date No. 1.................................................................September 30, 2011
Pay date No. 2.................................................................October 31, 2011
Pay date No. 3.................................................................November 30, 2011
Pay date No. 4.................................................................December 23, 2011

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

Spring 2012
Pay date No. 1.................................................................February 17, 2012
Pay date No. 2.................................................................March 16, 2012
Pay date No. 3.................................................................April 18, 2012
Pay date No. 4.................................................................May 18, 2012

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

Summer 2012
Intersession.................................................................June 15, 2012

Full Session
Pay date No. 1.................................................................July 20, 2012
Pay date No. 2.................................................................August 23, 2012

Session No. 1.................................................................July 20, 2012
Session No. 2.................................................................August 23, 2012

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

NOTE: All adjunct who have not taught since the 2006-07 academic year should submit a new W-4 and direct deposit form to the Office of Evening Services.
Adjunct faculty mailboxes, email accounts, and Desire to Learn (D2L) are important communication links between you and your students, your division office, and the administrative offices of the College.

**Mailboxes**

Each adjunct faculty member is assigned a mailbox. Adjunct faculty teaching on the main campus will find their mailboxes located in C2106. Adjunct faculty teaching at an off-campus site will be assigned a mailbox at that site. Faculty mailboxes serve as a major communication link for faculty, students, and administration. Information about policies, guidelines, and procedures may be forwarded in this manner. **It is imperative that each faculty member checks his/her mailbox each time he/she is on campus.**

**Email**

Each adjunct faculty member is required to have an email account at Northeast State. If you do not have a computer account you will be asked to fill out the Request for Use of Technology (Computer Account Request) Network Access and E-mail Form. You will be able to access your Northeast State email account away from the campus on any computer that has Internet access. You can access your email by going to the Northeast State home page at [www.NortheastState.edu](http://www.NortheastState.edu). Click on Faculty and Staff and select Outlook Web Access. This will take you to your Outlook mailbox. To reset e-mail accounts, please contact Steve Nickols or Sherry Mott in Computer Services. Your Northeast State e-mail account and your D2L account should be used for communicating with students via e-mail.

Your user name is assigned after the Computer Account Request form has been processed. Instruction forms/ login information will be placed in your mailbox from Computer Services with the information needed to login into your e-mail and Northeast State computers. Please remember that you will need to use the following format to log in to your e-mail account.

Username - nestate/username
Password - ******************

**D2L**

Many students are accustomed to using Desire to Learn (D2L) course management system for retrieving information from their instructors and receiving e-mails regarding their class(es) through D2L. It is important that you utilize D2L. To reset D2L accounts contact Sherry Mott in Computer Services.

A D2L page has been created, Adjunct Faculty Information Center, as a resource for adjunct faculty within your D2L account. Once in your D2L account, change your role from teacher to student to view the content.

**Student Access to Adjunct Faculty**

Each adjunct instructor must provide students with written information regarding their availability outside of class. Methods of accessing adjunct faculty may include campus mail, e-mail, telephone, and conferences. A method of contact should be included in the Instructor Syllabus Attachment/Addendum. The individual instructor has the discretion about disclosing private e-mail addresses and telephone numbers.
Student Evaluations
Each adjunct faculty member will be evaluated by students at least one time annually. All new adjunct faculty will have student evaluations in all classes taught the first semester. After midterm, you will be provided forms and instructions for conducting student evaluations of faculty. Please follow the instructions provided. Instructors cannot be present in the classroom while evaluations are being conducted and the evaluations must be turned into an administrator by a designated student. Other student evaluations of adjunct faculty will be conducted at the discretion of the academic dean.

Supervisor Evaluations/Class Observations
To ensure quality instruction, adjunct faculty members may be observed and evaluated by academic administrators.

Class Syllabus
Full time faculty members have the responsibility for the design and development of the course. The course syllabus describes the instructional objectives, instructional schedule, and the evaluation criteria. It is mandatory for the adjunct instructor to follow the established course syllabus and use any required texts.

The appropriate academic administrator will provide adjunct faculty with a course syllabus for all assigned class(es). Each student must receive a copy of the syllabus. It is the responsibility of the instructor to go over the syllabus with the students to make sure each student understands what will be expected in the course. The course syllabus contains several important sections:

Grading Policy: This section tells the student how grades are determined. Adjunct faculty members are expected to adhere to the established evaluation criteria as described in the course syllabus. Prior approval must be obtained from the appropriate academic dean to use a system that differs from the one on the syllabus. Reviewing grading policies with the students will help prevent a misunderstanding when students receive their final grades.

Prerequisites: To be successful in some courses offered at Northeast State, students must have mastered certain specific skills. Therefore, it is required that certain courses (prerequisites) are completed before students can enroll in more advanced studies. The student is responsible for meeting these prerequisites.

Course Content: Course content is standardized for all classes. It is important that you cover all the material listed on the syllabus.

Course Objectives: The syllabus contains specific objectives the student will attain or be able to perform upon the successful completion of each course.

Text: Any texts listed as required on the syllabus must be obtained by the students and used by the instructor as a primary source of instruction.
Each instructor is required to complete and distribute to students the Course Addendum detailing specific information. Academic Deans will provide the form/format. A copy of this is to be turned in to the division office prior to the start of classes.

**Tests/ Final Examinations**
Students may not exempt any part of the grade requirements listed in the course syllabus. Further, the final exam must be administered on the date established by the college. Any variance from the final exam schedule requires approval from the appropriate academic dean.

**Departmental Exams Finals and Pretests**
Some courses have a departmental final exam that must be administered to all sections of that course. In some cases, there is also a departmental pretest, which must be administered the first day of class. When included on the official course syllabus, both the departmental final exam and pretest are requirements for all students in the course. These tests are designed to measure achievement of the course objectives listed in the official course syllabus. In addition, where required, the pretest is used to assess a student’s readiness for the course or to advise placement of the student in a different course. The pretest is generally constructed either by the author of the text used for the course or by departmental faculty familiar with the course prerequisites. The department faculty constructs the final exam using as a guide the objectives set out in the syllabus. All copies of the tests must be returned to the division at the end of the semester.
Roll Book, Attendance and Grading

Roll Book Instructions
Faculty members are **required to** keep accurate daily attendance and evaluation records. All adjunct faculty are expected to keep their records in the following manner.
1. Label all class dates.
2. List student names and ID numbers.
3. Mark student attendance.
4. Label all number grades as tests, quizzes, labs, reports, etc.
5. Include an explanation of the method used to arrive at the final grade. List any exception to this method for deriving final grades. For example, if a student has excessive absences and this affects his/her final grade, include a note explaining this.

Class Rosters
Official class rosters are obtained and available by accessing the Banner Information System. The class rolls are current and up-to-date as changes occur to a student’s schedule. **Do not allow any student whose name does not appear on the class summary/roll to remain in your class. Any student attending class whose name does not appear on this summary should be sent to the Admissions Office. Faculty should check and monitor class rolls periodically throughout the semester using the Banner Student Information System.**

Student Attendance Verification Process
The federal government requires that colleges verify that students receiving monies from student financial aid have attended at least one class meeting for all courses enrolled before financial aid monies are distributed to these students.

Adjunct faculty will input their class attendance using the Banner Information System. Any student whose name is not on the class roster should be sent to admissions to resolve any registration or enrollment issues in order to remain in the class. Attendance is required to be entered immediately after the first class meeting and checked often. Class cancellations and late registration result in students entering classes after the first day of class. The attendance of these students must also be verified and reported. A student may get purged and re-enrolled requiring you to re-verify and update a student’s attendance record to reflect their first time attendance. The Banner attendance system is used to verify a student’s one time attendance for financial aid purposes and instructor’s are to maintain a student’s daily attendance in their roll book for reporting purposes.

Daily attendance is not to be kept or maintained using Banner. It is the responsibility of an adjunct faculty member to follow the student attendance verification process and keep an accurate record of student attendance and grades.

Student Attendance Regulations

Please see the following instructions on how to submit student attendance using Banner.
1. To Begin
   Go to the Northeast State home page.
   www.NortheastState.edu

2. Click Here
   “NORSTAR Online Registration System”
August 22, 2011. Please check NORSTAR for

Questions regarding our online registration system (NORSTAR)? Please click here.

Do you need to change your major, update your name/address or make other Admissions and
Records related changes? If so, please click here.

If you completed an online Application for Admission and are unable to access the signature page,
please click here.

Important Dates to Remember for Fall 2011

August 24 ----------------------------------------------Open Registration
August 25 ---------------------------------------------Last Day for 100% Refund
August 27 ---------------------------------------------Weekend College Classes Begin
August 27 ---------------------------------------------Late Registration/Late Payment
Fee ($10) Begins
August 29 ---------------------------------------------Regular Classes Begin
September 2 -------------------------------------------Last Day to Add a Class
September 5 ------------------------------------------Holiday – Labor Day, College
Closed
September 9 ------------------------------------------Deadline for Application for
Graduation Fall 2011

Enter Secure Area for Students
Enter Secure Area for Faculty and Staff
Apply for Admission
Class Schedule
Course Catalog

Click Here
“Enter Faculty and Employee Services”
4. Enter your Faculty ID or SSN

5. Enter PIN
Enter Birthday (MMDDYY) or your individual PIN if you have changed it.
6. Click Here “Faculty and Advisors”
7. Click Here “Attendance Reporting”
8. Select term for attendance verification.
9. Select CRN/Course from drop-down list.

10. Click “Submit” after course is selected.
11. You will verify each attendance for each student. The system will default the Attendance column to a “Y”; therefore, you will need to change the “Y” to an “N” for each student that did not attend your class. During the first 14 days of the semester, please review this form and monitor students with an “N”. If these students have attended your class you will need to update their attendance to a “Y.” In order to make the change you will need to delete the Last Attend Date and then select the “Y” from the drop-down box. The system will not allow the change if you select the “Y” prior to deleting the LDA. Then, click submit for processing.

***Please Note: students that are purged from your class(es) and reinstated will need to have their attendance verified again.
**GRADING SYSTEM**
A grade is awarded in each credit course. The grade is based on the student’s demonstrated proficiency as determined by the course syllabus and faculty member teaching the course.

**End of Semester Posting of Grades**
At the end of the semester each instructor will enter their final grades on Web for Faculty / Banner Self Service. Please see the following instructions on how to submit student end-of-semester grades using Banner.

1. **To Begin**
   Go to the Northeast State home page.
   www.NortheastState.edu

2. **Click Here**
   “NORSTAR Online Registration System”
Questions regarding our online registration system (NORSTAR)? Please click here.

Do you need to change your major, update your name/address or make other Admissions and Records related changes? If so, please click here.

If you completed an online Application for Admission and are unable to access the signature page, please click here.

Important Dates to Remember for Fall 2011

- August 24: Open Registration
- August 28: Last Day for 100% Refund
- August 27: Weekend College Classes Begin
- August 27: Late Registration/Late Payment Fee ($10) Begins
- August 29: Regular Classes Begin
- September 2: Last Day to Add a Class
- September 5: Holiday - Labor Day, College Closed
- September 9: Deadline for Application for Graduation Fall 2011

Enter Secure Area for Students
Enter Secure Area for Faculty and Staff
Apply for Admission
Class Schedule
Course Catalog
RELEASE 8.2
4. Enter your Faculty ID or SSN

5. Enter PIN
Enter Birthday (MMDDYY) or your individual PIN if you have changed it.
6. Click Here “Faculty and Advisors”
7. Click Here “Final Grades”
8. Select term for grading.
9. Select CRN/Course from drop-down list.

10. Click “Submit” after course is selected.
11. Select grade from drop-down list for each student.

12. Enter Last Date of Attendance (format MM/DD/YYYY) for each “F” grade.
   *Please do not enter a LDA for any other academic grade---only “F” grades.
   **When all grades and LDAs for a class have been entered, please click “Submit.”

Note: Please be sure to click EXIT when you have finished grading your courses. This will log you out of Faculty Self-Service and prevent anyone else from accessing your account.
GRADING SYSTEM

A grade is awarded in each credit course. The grade is based on the student’s demonstrated proficiency as determined by the course syllabus and faculty member teaching the course.

End of Semester Posting of Grades

At the end of the semester each instructor will enter their final grades on Web for Faculty / Banner Self Service. Please see the following instructions on how to submit student end-of-semester grades using Banner.

Final Grade Appeal Procedure
Repeating a Course
Auditing a Course
Academic Dismissal and Retention Standards
Recording and Removal of an “I” Grade

Please refer to Policy 03:21:00 in the Policy and Procedures Manual. Contact your academic dean if you have questions about assigning an Incomplete.

General Admission Information
Drops and Withdrawals
Military Service
Dismissals
Cancellation of Scheduled Classes
**Computer Resource Guidelines**

**Access**
Northeast State maintains two types of computer labs to support its academic programs, instructor-led computer-based teaching labs and open computer labs. Instructor-led computer-based teaching labs are reserved for scheduled courses. A computer lab is designated as an open computer lab, room C2424. This lab is available for student use at posted times. Computers in the open lab and instructor-led computer-based teaching labs are password protected. They are accessible only by logging on with an active Northeast State username and password.

**Student Printing**
A fee-based print management system is installed in the open computer labs for students. **Northeast State Print Conservation System:** Piloting of Northeast State’s new print conservation system will begin this fall semester. The print system is deployed in all academic computer labs and classrooms (on and off-campus). This is with the exception of the main campus database lab (L302) and the main campus open lab (C2424). During the pilot period, printing in those rooms will continue to be subject to the pay-to-print system already established there. Room L302 and Room C2424 printing will be transferred to the new print conservation system at the end of the pilot period. **How the New System Works:** When a user sends a document to be printed a dialog box will appear on the screen. The user will then confirm that they want to print the document by clicking “YES” or decline printing by clicking “NO”. During the pilot period the cost to print is set to $.0 per page and account balances are set to $.0. Along with monetary information, the dialog box also indicates the number of pages being printed, the type of document, and information about the printer. If too much time passes before the user responds, the dialog box will close and another dialog box will appear stating “failed operation” and you will need to resubmit your print job.

**Installed Software**
Software programs needed to support the college’s academic programs (with the exception of cost prohibitive applications such as AutoCAD) are also installed in the open computer lab. Instructor-led computer-based teaching labs are equipped with appropriate software for specific courses taught in each lab. Only authorized college computer services staff may perform software installation in all computer labs.

**Software Copyright**
Software use must conform to the copyright laws and licensing agreements. Copyright law protects software whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to make duplicate copies of a single software product unless authorized to do so by the author or publisher of the software product. Computer users have no right to give or receive duplicates of software without authorization or to install software onto college computing equipment. Violation of this policy is subject to disciplinary action and may result in the loss of computing privileges.

**Special Needs**
Arrangements for computer resources to accommodate special needs are coordinated by the Office of Students with Disabilities.
Technical Assistance
Concerns and comments regarding the use or operation of resources in computer labs should be directed to Patsy Bowers, the Director of Computer User Support Services. Ms. Bowers’ office is in room P216A. Contact email address and telephone numbers are: psbowers@NortheastState.edu, 423.323.3191, extension 3387 or direct line 423.354.2409; contact Sherry Mott, slmott@NortheastState.edu, 423.323.3191, extension 2464 or direct line 423.354.2464. Evening Computer Services Technician can be reached at extension 5181 and is located in Room C2201A.
END-OF-SEMESTER CHECKOUT PROCESS

Before final exams you will receive an End-of-Semester Checkout Packet in your adjunct mailbox from your division secretary. The packet will include the following documents:

1. End of Semester Checkout List
2. Late Date of Attendance Form
3. Course Analysis Form

Once you have posted final grades in Banner you will need to follow the checklist procedures and provide the documentation listed on the checklist form to the appropriate divisions. Please see the example of the following checkout packet for your review. If you have questions regarding the checkout process, please contact your division secretary or the Office of Evening Services for clarification.

End-of-Semester Checkout List - Adjunct Faculty

___ Behavioral and Social Sciences
___ Humanities
___ Math
___ Science
___ Advanced Technologies
___ Business Technologies
___ Health-Related Professions
___ Nursing

INSTRUCTOR: ____________________________________________  Banner ID: ___________________________

COURSE NUMBER & TITLE: ________________________________  Semester: _______________________

1ST CHECK OUT POINT

LIBRARY AND MEDIA CENTER CLEARANCE

1. Library 8:00 am - 8:30 pm                           _______________
2. Media Center 7:30 am - 4:30 pm – L109              _______________

2ND CHECK OUT POINT

OFFICE OF EVENING AND DISTANCE EDUCATION

1. Students' Final Exams/Student Projects               _______________
2. Personnel File Requirements Completed               _______________

3RD CHECK OUT POINT

DIVISIONAL CLEARANCE

1. Textbooks                                         _______________
2. Supplemental Materials                             _______________
3. Grade Book                                        _______________
4. Keys (if applicable)                               _______________
5. Course Analysis Form, Syllabus, Blank Copy of Major Tests, Blank Final Exam
   _______________
   See attached form.
6. Last date of attendance for any student receiving a grade of “F” or “I”.
   _______________
7. Parking Hang Tag                                   _______________
8. Banner Grade Entry                                 _______________

WHERE TO TURN IN MATERIALS

Humanities/Behavioral and Social Sciences – 8:00 am - 4:30 pm – Linda Kincaid – Room H129 – Ext. 3294
Math – 8:00 am - 4:30 pm – Joyce Sweeney – Room F234 – Ext. 3219
Science – 8:00 am - 4:30 pm – Angela Shrum Room B104 – Ext. 3508
Business and Advanced Technologies – 8:00 am - 4:30 pm– Bernice Hagaman – Room A216 – Ext. 7639; Linda McNutt – Room Ext. 3420
Health-Related Professions – 8:00 am - 4:30 pm – Barbara Brown – Regional Center for Health Professions, Room 109 – Ext. 3238
Nursing – 8:00 am - 4:30 pm – Misty Jones – Regional Center for Health Professions, Room 208 – Ext. 5108
Evening and Distance Education – 8:00 am - 9:30 pm – Room C2101 or C2402 – Ext. 3468, 5109, or 3221

* EDE HOURS AFTER FINAL EXAM PERIOD – 8:00 am - 4:30 pm
* ALL STUDENTS’ FINAL EXAMS ARE TO BE TURNED IN TO THE OFFICE OF EVENING AND DISTANCE EDUCATION.
LAST DATE OF ATTENDANCE
Students Receiving Grade of “F” or “I”

COURSE TITLE AND NUMBER ____________________________ SEMESTER ________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

Student Name _____________________________________  Banner ID # ____________________________

Final Grade ____F or I  Last Date of Attendance __________________________
Total Days Absent ________________________________

______________________________________________________________  ______________
Instructor Signature               Date
Course Analysis Form

Course_______________________ Section _____________ Term_________
Instructor_____________________________

Course Evaluation
I. Please rate the following. Ratings of 1 or 2 require an explanation. Comment on others as desired. Use back of page or additional paper if needed.

<table>
<thead>
<tr>
<th>Very Effective</th>
<th>Moderately Effective</th>
<th>Ineffective</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5)</td>
<td>(4)</td>
<td>(3)</td>
</tr>
<tr>
<td>(2)</td>
<td>(1)</td>
<td></td>
</tr>
</tbody>
</table>

1. Course content
   Comments/Recommendations:

2. Text
   Comments/Recommendations:

3. Supplementary Materials
   Comments/Recommendations:

4. Library Resources/Audiovisuals
   Comments/Recommendations:

5. Lab Activities
   Comments/Recommendations:

6. Syllabus
   Comments/Recommendations:

7. Other Course Documents
   Comments/Recommendations:

8. Overall Course Design
   Comments/Recommendations:

9. Other Comments or Recommendations