Adjunct Commons / Fletcher Faculty Development Center - The Adjunct Commons and Fletcher Faculty Development Center are located in room 106 of the Behavioral Sciences and Humanities Building. You may contact:

- Linda Cornwell (Fletcher Center) at ljcornwell@hagerstowncc.edu or 240-500-2230
- Sally Matthis (Adjunct Commons) at sjmatthis@hagerstowncc.edu or 240-500-2494

Academic Testing Center - Online instructors will be required to utilize the Academic Testing Center a minimum of one time for their classes. This assists with verifying student identification.

Campus E-Mail - Please check your campus e-mail regularly so that you do not miss important due date reminders. Use your HCC e-mail address when communicating by e-mail to HCC students, faculty, or staff. New Adjuncts: Once your new HCC e-mail account is activated, your password and login will be given to your division chair/director. You may access your campus e-mail from any computer connected to the Internet. Open HCC’s Web site at www.hagerstowncc.edu, and then click on “Faculty/Staff” and “Outlook WebAccess.” You will be able to continue log-in after your account is open. If your e-mail is not working, please call the Help Desk at 240-500-2457.

Rosters - You may view and print your real-time roster by accessing the Faculty link from within WebAdvisor. Choose the Roster link, enter your term, and select your course from a list. If you have difficulty accessing your roster(s), please call Chris Davis (240-500-2287). Check the Faculty Calendar for corrected roster due dates.

Final Grades - The Records Office will e-mail a reminder notice and online instructions at least one week prior to the due date. These dates can also be found on the Faculty Calendar.

Parking - Parking hang tags are issued to adjunct faculty for one calendar year (January 1-December 31). If you need a parking hang tag for 2015, please contact Sally Matthis (sjmatthis@hagerstowncc.edu). You will need to know your license tag number in order to complete the registration form and receive your hang tag, and this needs to be done in person.

ID Card - Your faculty photo identification card is an important document that identifies you as HCC faculty and serves as your HCC library card. The faculty identification number on the card doubles as your personal code to operate any of the photocopiers on campus.

- New Adjunct Faculty: Be sure to have your ID number with you when you are ready to have your ID card made. Stop by the Information Desk in the Student Center: Monday-Thursday, 8:30 a.m. to 6:30 p.m. or Friday, 8:30 am to 4:30 pm. Identify yourself as a faculty member. If you would like to schedule an appointment, please call Heather Barnhart at 240-500-2225.

- Returning Adjunct Faculty: If you need a card, please arrange to have one made. Your ID number is listed on your pay advice, but if you cannot locate it, please call Louise Bird at 240-500-2231. You will need to take your ID number with you to have your card made.

Food Services - The Hilltop Grill is located in the Student Center and the Valley Eatery is located in the Career Programs Building.
**Student Handbook** - Be sure to review the Grade Appeal Procedure located in *the HCC College Guide: A Handbook Planner for Students*. You may request a copy from your division chair/director.

**Course Guide/Syllabus** - Syllabi are due on the first day of class. All faculty are expected to follow the official format. After you complete the syllabus form, please e-mail it to your division office associate:

- Behavioral & Social Sciences/Business----------------Jackie Taylor / jataylor@hagerstowncc.edu
- Developmental Education/Adult Literacy Services-----Cassie Taylor / cwataylor@hagerstowncc.edu
- English & Humanities-------------------------------Rita Arch / raarch@hagerstowncc.edu
- Health Sciences -----------------------------------Helen Sweeney / hgsweeney@hagerstowncc.edu
- Mathematics & Science-----------------------------Robin Thomas / rethomas@hagerstowncc.edu
- Nursing -------------------------------------------Jan McLaughlin / jmmclaughlin@hagerstowncc.edu
- Physical Education & Leisure Studies--------------Jane Duff / jlduff@hagerstowncc.edu
- Technology & Computer Studies-------------------Sherry Plank / slplank@hagerstowncc.edu

Please include the following information in every syllabus:

- The instructor reserves the right to modify the course content and/or the evaluation (testing) procedures as deemed necessary.

- Attendance Policy: Students are expected to attend all classes. In the case of absence because of emergency or participation in official College functions, it is the student's responsibility to confer with the instructor about the absence and missed course work. Further, it is the student's responsibility to withdraw officially from any class that s/he ceases to attend. Failure to do so will result in the recording of an "F" grade. Students absent from an announced test or examination, unless authorized, may be given an equivalent exam at a later date at the discretion of the instructor.

- In addition, it would be helpful to your students if you would include in the syllabus the last day to drop and receive a 100% refund as well as the last day to withdraw without penalty.

**Field Trips** - Instructors are permitted to take students on field trips. Please contact your office associate or Louise Bird to obtain a copy of the "trip permission" form so that you can gain the required approval signatures at least 2 weeks in advance of a field trip. Should your trip include an activity level such as white water rafting or involve the use of a college vehicle, each student must also sign a Waiver of Liability form, and this form is available from Carolyn Hoover (240-500-2330).

**Mileage** - Read the following to determine whether or not you are eligible to request mileage reimbursement for teaching off campus:

- If you are teaching off campus only, the off campus site is considered your "base," and mileage is not reimbursable in this circumstance.

- If you are teaching the majority of your classes on the HCC campus and also teaching off campus, then the campus would be your "base." Base mileage is defined as the round trip mileage between your home and your base (main site). You will only be reimbursed for mileage in excess of your base mileage.

The electronic "Mileage Log and Reimbursement Form" is on the College's website for your convenience. Once you enter the information, the reimbursable amounts will automatically be calculated using the FY15 rate of $.51 a mile. If you are eligible for mileage reimbursement, please submit your form monthly to your division chair/director. Remember to enter your base miles in the Base Miles column or the form will be returned to you for correction.