

Attendance

Does Blue Ridge have a set attendance policy?

In a word, No. However, the [BRCC Catalog and Student Handbook](#) states that "punctual and regular attendance" by students is required. Students are advised to notify the instructor before absences whenever possible. Also the student is responsible for making up missed study and instruction, regardless of the reason for the absence. Within these College guidelines, faculty members are expected to devise an attendance policy which is appropriate for each course, include it in the course outline, and announce it at the beginning of the course.

One of my students missed several classes and now wants to make up his/her assignments? Do I have to let him/her do this?

This will depend on how you addressed this issue in your course syllabus. The [catalog](#) spells out the policy on students missing classes by stating they must contact their instructor. However, policies on how instructors address absences is left up to the individual faculty member. There is more information located on the Intranet in the [Faculty/Staff handbook](#). You will need to include a statement regarding accepting late assignments and missing classes in your syllabus.

Blackboard

How do I obtain a Blackboard account and use it for instruction?

Miriam Basinger is the Blackboard administrator for BRCC. For every course you teach each semester, a Blackboard account will automatically be created for you. You can choose to use these or not use these each semester. The default for students is for your course to be 'unavailable'; therefore, if you plan to use the Blackboard course you will need to make it available before students are able to see your materials.

If you have any questions about Blackboard simply contact Miriam at ext. 2510 or by email at basingerm@brcc.edu. Miriam also has a detailed support website found at: <http://community.brcc.edu/blackboard/>

For training and help managing Blackboard content, you can contact either Miriam Basinger or Greg Cook (Instructional Technologist) at extension 2368 or by email at cookg@brcc.edu.

Class Rosters

How do I find out who's in my class (my class roster)?

Your current class roster is located in the Student Information System (also referred to as SIS). There are instructions for looking up those rosters on the computing web site at <http://www.brcc.edu/computing/employee/sis/facultySIS89.pdf>. Feel free to print this out or refer to it when looking for your rosters. If you need assistance with this, contact the Dean's Office or Student Services.

You should enter SIS to check your class roster several times during the semester, so that you have accurate knowledge of who has enrolled and paid for the class. Do NOT use the class roster you printed at the beginning of the semester, as it is very likely that some students on the initial roster have dropped the class or have been administratively withdrawn for non-payment of tuition. At a minimum, check the roster during the first week of class, after the last date to withdraw with a tuition refund, after the last date to withdraw without grade penalty, and during the last week of class (these dates are found on the [academic calendar](#)).

What if there's a student in my class that is not on my class roster?

It is EXTREMELY important to check your roster and determine if the students who are attending your class are listed on your official roster in SIS. If a student is attending your class and is NOT on the roster in SIS, please have the student report to Student Services to resolve this issue. Remember, if the student is not on your roster, they will not be able to receive a grade for your course. Therefore, it is very important to catch this early.

What if there are students on my class rosters who have never attended my class?

For some reason there are students that add courses and never manage to attend the class. For those students, you will be asked in the first week or two of class to report them to Mary Wayland. BRCC is required by U.S. financial aid regulations to report all “never-attended” or “ceasing to attend” students. Mary Wayland will send out a memo asking you to report those students directly to her. Again, because of financial aid regulations, it is extremely important to send her this information. If you are teaching a cyber section you will be asked to report any student who has neither logged into the course nor participated in any class activity (assignments, discussion board, etc.).

I have more students on my roster in Blackboard (and in the gradebook) than I do in SIS on my class roster? Which one is correct?

The roster in SIS is always the correct and up-to-date roster of students enrolled in your class. For Blackboard, the roster will be updated based on what’s in SIS. However, this may take up to 24 hours, so if a student has added or dropped within that time period, it may take a few hours to be updated in your Blackboard course. SIS is always the correct roster.

Classroom Management

I have a student that is causing a disturbance and is often rude – how should I handle this?

Classroom management is often the most difficult part of teaching. The Student Handbook under [Student Rights, Responsibilities, Disciplinary, and Grievance](#) does outline the behavioral responsibilities of students. Additionally, the Faculty/Staff handbook has an entire section on Classroom Management. This [handbook](#) can be found on the Intranet.

Steps: (1) Call or email to make an appointment to talk with your Dean. He or she can discuss the situation with you to help you determine if a disciplinary complaint is warranted. (2) If you and your Dean feel the student warrants disciplinary action, you will be asked to make an official complaint against a student in writing. This disciplinary complaint is sent to the Vice President of Instruction and Student Services.

How important is it that I keep the students engaged in instruction and learning for the full length of each class meeting?

Instructors should plan for their classes to meet the full length as scheduled and as outlined on the course syllabus. This reflects to the student good planning and commitment on the part of the instructor. If class is dismissed early, many students will complain and interpret this as a lack of organization and commitment on the part of the instructor.

Computing Resources

Will I be given a college email address or have access to other computer resources?

Yes to both of these. When you are hired, the division assistant will begin this process. If you would like to see a listing of all the accounts/resources you may have access to, check the Institutional Computing Services Internet website at: <http://www.brcc.edu/computing/employee/accounts/Default.htm>. Most faculty utilize a college email account, use SIS to get class rosters and record grades, and Blackboard, which is used to provide course materials, post grades and announcements, and administer assessments to students in your classes. These resources will be explained in much greater detail at the Adjunct Orientation Session offered at the beginning of the fall and spring semester each year. Additionally, individual classes on various computer topics are held throughout the year.

How do I find out what my EMPLID is?

Either call your Academic Dean's administrative assistant OR go to:
<http://www.brcc.edu/computing/employee/accounts/emplid.htm>

What if I would like help using instructional technology in my classes?

BRCC has an instructional technologist who can assist you with numerous aspects of instructional technology, including web sites and Blackboard content. Simply contact Greg Cook at ext 2368 or by email at cookg@brcc.edu. Greg also has a detailed support website found at: <http://www2.brcc.edu/it/default.htm>

How can I store documents on the BRCC server?

BRCC has an academic server (Called K: Drive) where you can store documents that you would like students to access. This public directory is not secure since anyone can access the documents you place in that folder. Using Blackboard course management software is an alternate, more secure method to provide your students with access to documents. We'll have training sessions on how to use Blackboard at both the fall and spring adjunct orientation.

What computer resources are available in the presentation classrooms?

All classrooms at the Weyers Cave campus and several at AMC and Harrisonburg contain, at a minimum, a networked computer and LCD projector. Many of the rooms also have VCR/DVDs, document cameras, and other audio visual equipment. Technical support of the rooms is provided by the audio visual staff, Doris Cline and Ida Griffin, in room E103 or ext. 2275.

Contact from Parents

I had a mother/father contact me regarding their son's/daughter's grade in my class. Should I respond to her/him?

In accordance with the federal law called "FERPA" (Family Educational Rights and Privacy Act), you are not permitted to discuss any academic information with anyone but the student, unless the student gives written permission to the Admissions and Records office for you to do so. The best course of action is to inform the parent of this politely (telling him/her that this is to protect the privacy of our students) and to ask him/her to have the student get in contact with you to discuss his or her grade. Another option is to request the student come see you and tell him/her that they can bring their parent also, if he/she so chooses. If he/she does bring the parent, be sure to structure the discussion so you and the student are having the conversation, with the parent having an opportunity to ask questions at the end. For more specific information, please review the [Quick Facts About FERPA](#) or the [FERPA Tips](#) documents Mary Wayland created.

Copying and mailboxes

Where are the post boxes and duplicating services?

The post boxes are located in the faculty/staff lounge in E107 across from duplicating. Duplicating is located in E103. If you are teaching a class at the AMC or Harrisonburg center (only), a post box will be located in the office at that location. Additionally, duplicating can be accomplished at either of those centers.

Disability Services

What do I do if a student tells me they have a disability and need special arrangements or exceptions to complete assigned work or examinations? What if I suspect a student has a disability?

If the student has completed the process with the Coordinator of Disability Services, the student will provide you with the Classroom Accommodation form that identifies his or her needs. If a student has not met with the coordinator, you do not have to provide any special accommodations. If the student requests an accommodation, please refer him or her to Krista Gisler in Student Services. More detailed information about the process can be found on the Disability web site at: <http://www.brcc.edu/services/disability/default.htm>.

It is unlawful to directly ask a student if they have a disability. However, if the student discloses to you that they have been diagnosed or even suspect they have a disability, please refer the student to Krista Gisler in Student Services.

Email

Do I have an email account? Do students have email accounts? Is it important that I use my email?

You are given a VCCS email account as soon as you become a BRCC employee. Your email address and instructions on how to access your MyBRCC accounts (including email, SIS, etc) will be mailed as soon as you are hired. Additionally, a session for how to use these accounts is offered at both the fall and spring adjunct orientation session.

Yes, students also all have email accounts. If you are using Blackboard for your course, all students along with their email accounts will be listed in your course section. You can use this to send email to your students. For more information about student email, please see the [email page](#) on the Student Computing site.

It is very important that you use your VCCS email account and only respond to student question from their VCCS email account.

How do I access my email from home?

You can access your email account, SIS, or your Blackboard courses by way of MyBRCC. Instructions for getting [logged into MyBRCC](#) are found on the computing website.

What is Computer Security Training (MOAT)?

All employees at BRCC that have email or SIS accounts must complete computer security training (MOAT) at least one time per year. This will be completed online and instructions on how to complete it will be sent to your BRCC email account for full-time faculty and to your VCCS email account for part-time faculty. Instructions on how to complete this will be sent to you when your first contract is issued or at the Adjunct Faculty Orientation. For any questions you have during the training, please contact the Computing Help Desk at 453-2327.

Evaluation

How is my course and instruction evaluated?

Each semester, all faculty at the College are required to administer end-of-course evaluations to students enrolled in his or her classes. Evaluations are to be administered during the last few weeks of the semester. Each term, the Dean's office will notify faculty of information and deadlines for the current semester. We appreciate your cooperation to ensure this important information is collected from students.

There are two options for administering end-of-course evaluations:

1. Faculty using Blackboard can simply make the end-of-course evaluation survey available and ask your students to complete it. PLEASE NOTE: Once students have completed the survey, you must print those results and

submit them to Pam Robertson in the Deans' office. If you choose to use the Blackboard survey feature and have questions regarding this process, please contact Miriam Basinger at basingerm@brcc.edu or 453-2510.

2. Paper copies of the student evaluation forms can be used and are available (along with manila envelopes if you need those) in the duplicating office (E103). We have also placed [a copy of the form](#) on our website if you choose to make your own copies of the form (please copy the form on one sheet of paper, front to back). After students have completed the evaluations, place the completed evaluations in the **RED** envelope provided in your mailbox. Once you have administered all course evaluations, please label them, place in the **RED** envelope, and return to Pam Robertson in the Deans' office.

If you have any questions, please contact your Dean or Pam Robertson at robertsonp@brcc.edu or 453-2383.

Final Exams

When and where do I give my final exams?

The final exam schedule is posted on the college web site on the [Academic Calendar](#). For all semesters, the link for Final Exams will be listed here. This document will outline the time schedule you will follow for administering your exam. The location will be in the same classroom or lab your class was held during the semester.

Grades

I have a student that had something happen during the semester and I want to let him/her finish the class a few weeks late. What are my options?

You as a faculty member have a couple of options; however, some grade must be assigned to the student at the end of the semester.

(1) You can award an Incomplete. The [catalog](#) states that an "I - Incomplete No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) have been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of the spring semester, students will have through the end of subsequent fall semester to complete the requirements." In order to award a grade of "I" - you must complete an [Incomplete Grade Form](#) and have that signed by your Dean. The steps involved with awarding an "I" are located on the form.

(2) You can award a grade, make arrangements with the student to complete the course work, and then submit a [Grade Change Form](#) after the work has been completed. Faculty have up to one year to submit grade change requests. More information can be found in the [Faculty/Staff handbook](#) located on the Intranet.

When and how do I submit my final grades?

The [academic calendar](#) for faculty lists semester breaks, registration dates, when grades are due each semester, etc.

The instructions for submitting final grades are available on our [Academic Division web page](#).

A reminder from Mary Wayland, Dean of Student Services, will be also be emailed to you a couple of weeks before grades are due.

I submitted my final grades in SIS and the screen shows they are approved. Is this correct? Do I receive any type of verification?

Yes, once you have entered all of your grades, clicked the dropdown box and choose Approved, and then hit SAVE. Your grades will be finalized in SIS. You should see a column listing "Grade Input" and another column listing "Official Grade" Review these to be sure they are correct for each student.

In terms of verification, the VCCS requires the College to do a "grade playback" where faculty are asked to verify that the grades that were entered into SIS were indeed the grades that you awarded. A reminder to check your grades will be emailed to you from Mary Wayland. Please verify they are correct, and if so you do not need to do anything.

For instructions on entering grades in SIS, click [here](#).

I have a date box beside the grade field to fill out on my grade roster in SIS. What date do I put in this box?

Any faculty who enters an "F" or a "U" because a student never attended or stopped attending will need to also note a date of last attendance (the date can be approximated—for example, last assignment completed—if the faculty member does not take attendance). If the student attended throughout the semester but earned the F anyway, the faculty member will enter the special date of "12/31/9999" in the date of last attendance field. This special date is mentioned in the grade roster memo that is distributed by email to faculty prior to the end of the semester.

Important Dates

Is there an online location for important dates?

Yes, there are two locations depending on the information you are looking for. The academic calendar for students is maintained on the BRCC Internet site at the following address: http://www.brcc.edu/Student/academic_calendar.htm. We also have a link to this site from our academic division site under [Calendar](#).

The calendar maintained by the Vice President of Instruction and Student Services that lists the in-service days, holidays, dates textbooks orders are due, when course outlines are due, etc. is located under [Calendar](#) on our website.

Library Resources

Do I have and/or How do I get access to library resources?

Yes, all faculty have access to library resources. For more information about how to access those resources, please see the instructions listed on the library's web site at <http://www.brcc.edu/library/services/default.htm>

Can a librarian come speak to my class(es)?

Yes, our librarian would love to come speak to your classes. Our librarian can speak for 90, 45 or even just 15 minutes - whatever you have time for. If you're interested, please contact our BRCC library. Some examples of topics our librarian can speak about include:

- Web site evaluation
- Getting articles from the library's 200+ online databases
- What online books the library has
- How to get a library card
- How to look for books on the online catalog
- And all the other wonderful things our library offers

What if I have other questions about library resources or need to contact someone in the library?

The Library also has a FAQ page at <http://www.brcc.edu/library/faq/faqs.html> that will answer a bunch of other questions like:

- how to get a library card
- how to request a book or article thru interlibrary loan

- putting something on Reserve for your students
- educational videos for classroom use
- leisure reading - we have bestsellers and a children's collection
- how to request a book or periodical purchase that you or your students would use

You can find all the library resources on their web site at: <http://www.brcc.edu/library/>

The hours the library is open, including the library phone number, is listed here:
<http://www.brcc.edu/library/hours/libhrs.htm>

Offices

Is there office space available I can use? How do I request this?

Yes, we do have shared office space available that you can use. The adjunct cubicles are located in D hallway. On each door, there is a sign-up sheet in which you can use to reserve time before or after your class. However, due to the limited cubicle space, we ask that each person only sign up for one hour per week the first week of class. After the first week, please check back and feel free to sign up for additional hours if they are available. This will give everyone an opportunity to at least get one hour.

Parking

Do I need a BRCC parking sticker? How and where do I go to obtain one? (this would include parking stickers for guest speakers or visitors as well)

Parking stickers may be obtained from one of the Dean's assistants in the Deans' office (E109). Our hours are 8:00 a.m. until 7:00 p.m. Monday thru Thursday and 8:00 a.m. until 5:00 pm on Friday. Please be sure to check your current sticker for an expiration date. Expired stickers will need to be replaced. You must know the make, model, year and license plate number of your vehicle to obtain a parking sticker. Stickers are now the type that you do not have to scrape off and should be placed in your driver's side rear window.

Visitor passes are currently available at the information counter in Houff Student Center.

Professional Development

As an adjunct instructor, can I take a course at the college for free?

BRCC policy allows employees to take up to 6 credits per semester at Blue Ridge without charge (this does not apply to tuition at other colleges/universities). Details of the new policy are available under the [Forms link](#) on this web site.

As an adjunct instructor, am I eligible to attend professional development workshops, seminars, and conferences?

Yes; workshops, seminars, and peer group meetings sponsored by the College and the VCCS present many opportunities for professional development. You will be informed of these opportunities and we encourage you to plan to participate. When notified, if you are interested in attending, you should contact your Academic Dean.

As an adjunct instructor, am I eligible to submit grant proposals under the VCCS Professional Development Grant Program?

Yes; the Professional Development Committee will consider VCCS Research Grant Proposals from Adjunct Faculty members. If you would like to submit a VCCS Research Grant Proposal, please contact your respective Academic Dean to discuss the process and your proposal.

Syllabi

Is there a standard format for course syllabi? Can the syllabus be changed during the semester? How is the course syllabus used? How and when do I file a copy with my Academic Dean's Office?

The course syllabus is a specific outline of the course description, objectives, expectations, and policies established for your course. The timelines, objectives, and policies not only communicate to students what is expected by their instructor but also have strong implications to students what they can expect of their instructor. If there are any disputes between the student and instructor over grading or completing requirements of the course, the course syllabus will be a primary source in reviewing and settling disagreements; some view the syllabus as a type of contract. All instructors are to use the [standard course syllabus form](#).

Minor changes can be made to the syllabus, with emphasis on minor. Students should be informed immediately of any changes.

Students should receive a copy of the course syllabus and review it with the instructor at the first class meeting. An electronic copy of the course syllabus is to be sent to your respective division administrative assistant by the end of the first week of classes. Please send to Russ Ralston at RalstonR@brcc.edu or Jane Sheets at SheetsJ@brcc.edu or Carolyn Anson at AnsonC@brcc.edu.

Weather

The weather was questionable in some areas but the college did not close. How do I handle students that were not able to come to class? Does the college have a policy?

Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas. In the event that a student must miss a class for weather-related or emergency conditions, the student is obligated to notify the instructor as soon as possible and arrange for appropriate make-up work. This policy is outlined in the college catalog and in the [Student Handbook](#).

When severe weather or emergencies (snow, ice, flooding, power failures) require the College to be closed, notification will be made through announcements by the greeting message on the College main telephone number (540-234-9261) and by local radio and television stations. There is also a notice posted on the college web site at: <http://community.brcc.edu/emergency/>.