Ybor City Campus

2009/2010 Adjunct Faculty Handbook

Celebrating the Past, Creating the Future
Dear Ybor City Campus Faculty:

Welcome to the 2009-2010 Academic Year!!! I’m looking forward to this new year being one worth celebrating. Last year, many wonderful things took place in and out of the classroom. From increased enrollment and student achievement to the expansion of resources at the campus, the signs of our growth and success are everywhere. And without doubt, your efforts in the classroom are critical to the success of our students, our college, and our campus. Students don’t come to HCC for the administrators; they come for the quality of learning that the instructors deliver. Keep doing the great things you are doing in the classroom and keep looking for new ways to make the learning experience for our students the best it can be.

What can you expect from the Ybor City Campus? Expect an increase in the number of opportunities to share your great ideas with your colleagues and your suggestions for ways to make things better at the campus. Be ready to work with the large numbers of students who truly need the opportunities and second chances that only community colleges can offer. Be ready to promote high expectations for our students and for ourselves in all we do.

Remember that as a learning leader, learning starts on the first day of class, and every minute must be a learning minute. All of our students deserve the best, so let’s continue to give them the best by using each moment together wisely and efficiently. Let our First Week Learning Principles be part of what guides the experiences of our students rather than hand-holding and excuses.

Never settle for less than excellence. I look forward to a great year in which a focus on student learning, student empowerment, teaching excellence, campus and college pride, and camaraderie is what will take the Ybor City Campus to the next level.

Welcome Back!

Dr. Shawn H. Robinson
Ybor City Campus President
Ybor City Campus First Week Principles

⇒ Learning begins on the first day of class.
⇒ Learning takes place in and out of class.
⇒ Every moment is a learning moment.
⇒ Each minute that the class is scheduled is a learning minute.
⇒ Students design their schedules so that each class meeting is important and designed to maximize their learning and not miss learning moments.
⇒ Faculty design their learning environments so that each moment is a learning moment.
⇒ As a learning leaders, faculty, staff, and administrators, are all involved in making sure the campus is a place of learning, in and out of the classroom.
⇒ Administrators support students, advisors, faculty, and others in maintaining the integrity of the learning environment and the development and reinforcement of policies, procedures, and systems that are learning-centered.
⇒ Learning leaders will support college policies and procedures regarding deadlines and dates for the start of terms, end of terms, withdrawals, and the end of drop/add.
⇒ Learning leaders will use Datatel and Hawknet to support student awareness of college, campus, program, and instructor expectations, guidelines, policies, and procedures prior to registration and the first class meeting, where appropriate.
⇒ An override is neither a right nor a privilege; it is an exception to make up for a college error.
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### Quick Reference Numbers

<table>
<thead>
<tr>
<th>Problem / Department</th>
<th>Contact</th>
<th>Phone</th>
</tr>
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<tr>
<td>If you miss a class</td>
<td>AA Classes – Cassandra McCoy or Elizabeth Valdes</td>
<td>253-7976</td>
</tr>
<tr>
<td>If you need supplies</td>
<td>AS Classes – Gina Yaquinto</td>
<td>259-6423</td>
</tr>
<tr>
<td>Office Hours, Syllabi</td>
<td>Evening/Weekend Campus Coordinator – Carlton Williams</td>
<td>253-7718</td>
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<td>Emergency Situation, Locked Rooms</td>
<td>Ybor Dept. of Public Safety HCC Main Security</td>
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<td>Help Desk</td>
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<td>AS Classes – Linda Cunningham</td>
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<td>Del Broadnax-Taylor</td>
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<td>Margaret Petway</td>
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<td>Audio Visual Services</td>
<td>Chuck Bowen</td>
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<td>Bookstore</td>
<td>Maida Bello</td>
<td>253-7615</td>
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<td>Career Resources</td>
<td>Alisa Keaton</td>
<td>253-6096</td>
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<td>Computer Labs</td>
<td>Rose Ramsey</td>
<td>253-7616</td>
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<td>Facilities/Maintenance/Room Reservations</td>
<td>Cecilia Pham</td>
<td>253-7977</td>
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<td>Financial Aid</td>
<td>TBA</td>
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<td>Human Resources Job Line</td>
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<td>Library</td>
<td>Jeneice Sorrentino, Alicia Ellison</td>
<td>253-7645</td>
</tr>
<tr>
<td>Mail Room / Duplicating</td>
<td>Sharon Finklea</td>
<td>253-7637</td>
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<tr>
<td>Professional Development</td>
<td>Celeste Fenton</td>
<td>253-7338</td>
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<td>Public Service Technology Bldg</td>
<td>Benita Cabrera</td>
<td>253-7676</td>
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<td>Students with Disabilities Coordinator</td>
<td>Jeanette Stark</td>
<td>253-7757</td>
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<td>Test Center</td>
<td>TBA</td>
<td>253-7733</td>
</tr>
<tr>
<td>Tutoring/Writing Center</td>
<td>TBA</td>
<td>253-7691</td>
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</table>

| Campus Leadership Team                       |                                                                        |         |
|----------------------------------------------|                                                                        |         |
| Dr. Shawn Robinson                           | Ybor City Campus President                                             | 253-7755 |
| Dr. Emery Alford                             | Dean of Academic Affairs                                               | 253-7685 |
| Dean Jack Evans                              | Dean of Associate of Science and Technical Programs                    | 253-7604 |
| Dr. Linda Herlocker                          | Dean of Student Services                                               | 253-7680 |
| Judith Nolasco                               | Academic Assistant to the Campus President                             | 253-7572 |
| Mindy Neal                                   | Campus Advisory                                                       |          |
| Chuck Holmes                                 | Council Chair                                                         | 253-7571 |
| Christina Ring-Hillard                       | Student Activity Advisor                                               | 253-7657 |
| Ralph Waithe                                 | Facilities Manager                                                    | 253-7636 |
| Carlton Williams                             | Evening/Weekend Coordinator                                           | 253-7718 |
| Debra Magwood                                | Public Safety Lead Officer                                            | 253-7627 |
CAMPUS SERVICES

**Duplicating** – Located in the Administration Building on the corner of 15th Street and Palm Avenue.

Monday – Thursday 7:30 a.m. – 7:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.

Requests for duplication must be submitted two working days prior to date materials are needed.

Some areas and departments have copy machines for fewer copies. Please see your program manager or department staff assistant.

**Mailroom**

Main Campus Mailroom – Located in the Administration Building on the corner of 15th Street and Palm Avenue.

Monday – Thursday 7:30 – 7:00 p.m.
Friday 7:30 – 5:00 p.m.

There are also adjunct mail boxes in the Public Services Technology Building. Please see your program manager or department staff assistant for your location.

Please be sure to check your mail every time you are on campus.

**Test Center** - Located in the Faculty Bldg. on the corner of 9th Avenue and 15th Street.

Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.
Saturday 9:00 a.m. – 1:00 pm

**Tutorial/Writing Center** – Located in the Library Bldg. (Second Floor)

Monday – Thursday 9:00 a.m. – 7:00 p.m.
Friday 9:00 a.m. – 7:00 p.m.

**Audio Visual and Computer Equipment**

Most classrooms are 21st Century Classrooms and are equipped with computers, VCR’s, DVD’s, and CD players. If you need assistance, please call Chuck Bowen at 253-7736.
Ybor Open Computer Lab
Location: Ybor-303B

**Hours of operation:** Monday - Thursday
8:00 am to 9:00 pm
Friday - 8:00 am to 4:00 pm

**Lab Policies:**

- The lab is open to all currently registered students.
- Black and white printing is available at no cost. No more than 10 pages printed per student per day.
- Students should save any files on floppy disks, zip disks, or UCB flash drives – NOT on the C: drive of the computer in the lab.
- The printer will be turned off 10 min. before the lab closes

The open lab provides a place for students to complete their assignments or practice different computer skills, (i.e. MyItLab, research, term papers, check e-mail, and internet browsing).

*Note!* Computer labs for EAP, OST, Math and Reading Prep, and LRC have different guidelines. Please check with the lab supervisors or deans for specifics.

**Acceptable Use Policy:** It is expected that the open computer labs will be used efficiently and responsibly in support of the mission of the College as set forth in the HCC Acceptable Use Policy. All other use not consistent with this policy may be considered unauthorized use.
HILLSBOROUGH COMMUNITY COLLEGE
YBOR CITY CAMPUS LIBRARY

Telephone: 253- 7729 (Reference) or 253-7645 (Circulation)
Located on the 2nd floor of the YLRC Building, Rooms 201 and 202

Hours of Operation
Monday – Thursday 8:00 a.m. – 8:00 p.m.*
Friday 8:00 a.m. – 4:30 p.m.
*Hours may vary during the Summer Term

Key Resources and Services

- Internet Access and Online Resources
  Access to over 75 article databases
  Remote access:  http://hccfl.edu/yborlibrary

- Reference and Information
  In person, by telephone or e-mail
  Live virtual reference through “Ask a Librarian” – www.askalibrarian.org, 10 am – Midnight, Sunday through Thursday; a0 am – 5 pm Friday & Saturday

- Library Instruction
  Customized instruction for classes
  Individualized instruction/assistance for students and employees

- Books and Videotapes

- Reserve Materials

- Quiet place to study or relax
  Popular magazines, newspapers and leisure collection
  Televisions and VCR’s

- Interlibrary Loan

- Partnership with Tutorial and Writing Center

- Ybor Special Collection
  Historical materials and artifacts pertaining to Ybor City, Tampa and Florida
  Repository for Tampa Hispanic Heritage, Inc. and Pan American University Women

- Reciprocal borrowing
  Florida community colleges and state universities

- Student Photo Identification Cards
Course Syllabus

All faculty members must distribute a course syllabus and a tentative course calendar to each student before the last day of drop and add: usually the first day of classes. For each assigned course, the faculty member must submit a copy of the syllabus and course calendar to the Program Manager and the Dean’s office no later than one week after the course begins. This syllabus is a binding contract between the student and the faculty member. This document remains on file in the dean’s office for one year.

A syllabus template is available online, and a sample is provided in the back of this handbook. Go to Public Folders under Education and Student Development, click on Forms, click on Karen Griffin-Syllabus Template.

The syllabus should be typed and must include the following sections:

1. **Syllabus Heading:** The syllabus heading should display the following items:
   - Semester
   - Course title
   - Course prefix and number
   - Section number
   - Class days, meeting times, and classroom location
   - Instructor’s name

2. **Textbooks:** The following information should be included for both required and supplemental texts:
   - Title
   - Author
   - Edition
   - Copyright date

3. **Course Description and prerequisites/Co-requisites:** This information can be found in the current HCC Catalog and must be included in the syllabus. You may copy the information directly from the catalog. All students must abide by the prerequisite/co-requisite requirements as stated in the catalog unless otherwise waived by the faculty and approved by the Dean.

4. **Gordon Rule:** The HCC Catalog designates Gordon Rule requirements. If you have questions, please consult your Program Manager.

5. **Course Objectives or Intended Learning Outcomes:** Each cluster publishes a list of course objectives for all courses offered within its division. If you need a list of course objectives, please see your Program Manager.

6. **Instructional Methods:** Lectures, films, computers, field trips, active learning activities, etc.

7. **Office Hours:** The following information should be included:
   - Office hours
   - Office location
• Email – Upon hire, all faculty are given a Network Account to enter grades and retrieve rosters, and all are given an HCC email account.

8. **Grading Policy:** Each component (quizzes, homework, tests, exams, etc.) that will be used to calculate the student’s final grade should be outlined on the syllabus.

9. **Attendance Policy:** Students are required to attend class regularly and punctually; however, faculty members set their own attendance policies. The faculty member must keep accurate attendance records to comply with federal laws regarding student financial aid. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.

10. **Academic Dishonesty Policy:** Faculty members are at liberty to establish consequences for plagiarism and cheating, but the policy should be stated explicitly.

11. **Course Calendar:** Each syllabus should have a course calendar which outlines a tentative class-by-class schedule. The calendar should include the date, lecture topic, text reference, exam dates, and deadlines for assignments.

12. **Withdrawal Dates:** The syllabus should state two important dates published each semester in the online Schedule of Classes:
   a. Last day of Drop/Add
   b. Last day to withdraw without a grade

13. **Please consider adding the following important statement regarding financial aid in your syllabus...**

   Students who have received financial aid this semester should not drop or withdraw from this class without first talking with someone in the financial aid department. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.
SYLLABUS
Course Number/Prefix
Course Title
Term

Instructor’s Name:

Telephone Number:

Email Address(es)/Other Contact Information:

Office Hours (Day, Time, Location):

Class Schedule:

Course Description:

Course Objectives:

Textbook and Materials:

   Required:

   Supplemental:

Grading System:

Academic Dishonesty Policy:

Attendance Policy:

Instructional Methods (Including Examination Policies):
Request for Accommodations:

If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in YFAC 109. You may also reach the office by telephone at (813) 253-7757 (voice line); 813-253-7788 (TTD).

Assignments:
ENTERING STUDENT GRADES

Grades are due 48 hours after a course ends.

A link to the tutorial for grade input via HawkNet is: http://pds.hccfl.edu/pds/tutorials/webAdvisor/Adding%20Grades.pdf. Please note that grades can only be entered via HawkNet. If you are teaching a course via Campus Cruiser, the interface for grades is not connected. Grades are loaded to the student transcripts after midnight each night. You may make changes to your grade roster until that time. Once a grade is transcripted, a Change of Grade form must be submitted.

Incomplete grades are awarded only when requested by the students, approved by instructors and confirmed by the appropriate academic deans. “I” grades are given only when unforeseen circumstances prevent students from completing course requirements during the regular term. An “I” contract is agreed upon and signed by both students and instructors. Contracts include a list of course requirements students must complete and the deadline by which the work must be completed. To be eligible for an “I,” students must have satisfactorily completed at least two-thirds of the course requirements. “I” grades must be removed before the end of the eighth week of the following term (excluding summer term) or they will be changed to “F” grades on the students’ permanent record. Students should refer to the student services Important Calendar for Students. It is the faculty responsibility to provide this information to the academic dean.

If you experience technical difficulty or have forgotten your password, please contact the HELPDESK at 253-7000, Ext. 4357.

If you have students who have been sitting in your class but are not on the grade roster, please contact the assistant dean in ARR at your campus. I have provided their names and phone numbers below. All WN grades for non-attendance should have been posted to the student record at the beginning of your class. W grades (withdrawals initiated by the student) are for students who dropped the course on or before the published withdrawal date and should already be posted to your grade roster. These students should not be attending your class. If you have a question about these students, talk to the assistant dean.

Assistant Deans of Admissions, Registration and Records (ARR):

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maribel Garret</td>
<td>Dale Mabry</td>
<td>x7319</td>
</tr>
<tr>
<td>Del Broadnax-Taylor</td>
<td>Ybor City</td>
<td>x7772</td>
</tr>
<tr>
<td>Kellie Geary</td>
<td>Brandon</td>
<td>x7946</td>
</tr>
<tr>
<td>Minnie Burrows</td>
<td>Plant City</td>
<td>x2117</td>
</tr>
<tr>
<td>Steve Stancil</td>
<td>South Shore</td>
<td>x5186</td>
</tr>
</tbody>
</table>
HCC HawkNet

Contact Help Desk: 813-253-7000 Ext. 4357

HawkNet is a term used to describe the Web-based resources for students, faculty, and staff at Hillsborough Community College. There are three main tools within HawkNet; WebAdvisor, Campus Cruiser, and Wireless Internet access.

Choose from a link below to either access a HawkNet resource or to manage your password.

<table>
<thead>
<tr>
<th>HawkNet – Campus Cruiser</th>
<th>Click this link to view tutorials on how to use HawkNet: Campus Cruiser Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HawkNet – Campus Cruiser announcements, Cruiser</td>
<td>Click this link to access your Hawkmail account, see view student calendars, and enter your Campus Cruiser course page. Note: Campus Cruiser may be offline on Sundays between 1:00 a.m. and 8:00 a.m. for routine maintenance.</td>
</tr>
<tr>
<td>HawkNet-WebAdvisor</td>
<td>Click this link to search and/or register for classes, view your grades, and access your educational records.</td>
</tr>
<tr>
<td>How to access HCC</td>
<td>Information for devices using Windows Operating System and Internet Wireless Network</td>
</tr>
<tr>
<td>Online@HCC</td>
<td>This is the updated version for Distance Learning and Web-Enhanced courses at HCC.</td>
</tr>
<tr>
<td>Password Management</td>
<td>This link will take you to a page where you can manage your HawkNet password. It is important to note that the same username and password are used to access WebAdvisor, Campus Cruiser, and the HCC wireless internet. This means that if you change your password the password will change for all three systems: WebAdvisor, Campus Cruiser, and HCC wireless internet. The Office of Information Technology strongly suggests that you immediately change your password from your faculty or staff ID number to a personal password. If you need any assistance, please contact the help desk at Ext. 4357.</td>
</tr>
</tbody>
</table>
Logging in to Hawknet Web Advisor

It’s that time of year again! Time to assign grades to your students at the end of a term. Here’s a set of simple instructions that describes how to enter grades for college credit courses.

2. Click on the HawkNet link under the pictures
3. Click the HawkNet – WebAdvisor link to continue.
4. Click the Log-in link at the top of the page.
5. Enter your username and password in the appropriate box, then click Submit.

NOTE: Your username is the first initial and last name, your password is your seven digit employee id number.
Web Advisor 3.0

The first thing you will notice is the new look of the Web Advisor interface. While the look may be quite different, the functionality is the same as the previous version.

1. From the main screen, click on the Faculty link.
2. Click the Grading link in the left side “Faculty Information” area.
3. From the drop-down list, choose the term of the section to which you want to add grades.
4. Click Submit.
5. Choose the class for which you would like to assign grades by placing a check mark in the box to the left of the class.
6. Click the Submit button to continue.
Adding Grades

The following steps will guide you through the process of correctly entering your students’ grades.

1. Notice there are two text entry boxes for each student.
2. Place your cursor in (and click) the box under the one entitled Grade for grade student.
3. Type in the grade you wish to assign.

Grades entered can be any of the following:
- A, B, C, D, or F,
- FX (failure for excessive absences),
- I (Incomplete),
- N (prep courses only).

4. There are spaces for two letters, but enter only one of the grades from those listed above (the only one using two spaces is the FX grade).

5. To move from one grade entry box to the next, you can click the Tab button on your keyboard or place your cursor (and click) directly in the next grading text box.

6. DO NOT ASSIGN A W GRADE! These are entered by the system after a student has dropped a class online or by an admissions office clerk. This student should NOT appear on the grade assignment list at all.

7. ONLY ENTER A “LAST ATTEND DATE” IF YOU ENTER A GRADE OF FX (The FX grade is assigned to a student who stops going to class rather than attending sporadically.)

8. The system will enter the Expiration Date of the “I” grade for you automatically based on end date of the term for the class.

9. Once you have entered all the grades for your students in this class, press the Submit button to actually let the system assign your grades.

10. If everything is done correctly, you will get a confirmation page showing your entered grades.

11. Notice that while the text boxes are gone from the screen and the grades and date you entered for the FX grade have been entered for you.

12. After you have finished reviewing the final grade confirmation page, click OK to return to the term course listing.
Attendance Confirmation

This is the procedure for reporting students who have not attended your class this term. The faculty will be entering grades in the same manner as you do at the end of the term.

Please do the following:

Login to HawkNet-WebAdvisor.

Choose the **Faculty** menu.

![HawkNet Login Screen]

Go to the Faculty Information section and click on **GRADING**
A drop down menu with the term(s) in which you taught is displayed.

Choose the current term and click the submit button.

Click on section check box to select the section for grade entry.

Click press submit button.
Enter a grade of WN for each student who has never attended your class.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>SLS-1501-46820</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>College Success</td>
</tr>
<tr>
<td>Location</td>
<td>Dale Mabry Campus</td>
</tr>
<tr>
<td>Term</td>
<td>Spring Term 2008</td>
</tr>
<tr>
<td>Instructors</td>
<td>Terri Royal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Grade</th>
<th>Credits</th>
<th>CEUs</th>
<th>Expiration Date</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

Enter WN into the Grade textbox

Click the submit button after you have entered a WN for all of the students in the section who have not attended.
A confirmation page will return. If you do not get this page, the grades were not recorded. Print a copy for your records. Contact your dean to determine if you should submit a copy for their files. Inquiries regarding attendance will be referred to you.

Final Grading Confirmation

<table>
<thead>
<tr>
<th>Class Name</th>
<th>SLS-1501-46620</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
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</tr>
<tr>
<td>Location</td>
<td>Dale Mabry Campus</td>
</tr>
<tr>
<td>Term</td>
<td>Spring Term 2006</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Roga</td>
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<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Grade</th>
<th>Credits</th>
<th>CEUs</th>
<th>Expiration Date</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>WN</td>
<td>3.00</td>
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</table>

Follow this procedure for EACH section that you are teaching this term.

A process will be run at night that will move the WN grade to the student's transcript record. Students will be notified by email that the WN grade has been awarded.

REMEMBER: Students who do not appear on your rosters should not be permitted to sit in your class. These students are not registered or were taken out of your class for non-payment. Please do not permit students who are not legitimately registered to be in your class until they can provide proof from the ARR Office that they have a current registration.
What do “WN”, “W”, “FX”, “F” grades mean?

- “WN” – Student never attended class or never signed into an online course. This grade is to be assigned at the beginning of the term (generally, at the end of drop/add, or after the third class meeting). You may not give a student a WN at the end of the term. There is no refund of tuition to the student.
- “W” – Student initiated withdrawal from the course section. No refund of tuition.
- “F” – Student completed course but did not pass due to academic performance.
- “FX” – Student may have gone to at least one class or signed in to an online course but did not continue attending or participating.

What is the purpose of the “FX” grade?

- “FX” is used solely for the purpose of identifying students who have failed because they have stopped attending or participating (online) in the course. This is an internal designator. The student’s transcript will indicate the student received a grade of “F”.

When should an “F” grade be assigned?

- The “F” grade should be used when a student continues to attend a class or participate in online courses but does not earn a passing grade due to academic performance.

Why is it important for faculty to insert the “last date of attendance” for FX grades?

- Any student who receives an “FX” grade and is receiving Federal Financial Aid may have to repay a portion of his or her federal funding. The last date of attendance will assist the Financial Aid Office in processing the repayment calculations within the Department of Education’s required timeframe. The College is also required to document the last date of attendance for those students who are receiving veteran’s benefits and students who are attending HCC on a student visa.

Why is it imperative to input students’ grades within 48 hours of the last day of class?

- Many departments are relying on this information to determine students’ future eligibility for financial aid, graduation, and transcripts. Students are awaiting the grades for future course selection, tuition reimbursement or transfer of coursework to another institution.
FACULTY PROCEDURES

ABSENCE OF AN INSTRUCTOR FROM CLASS

Part-time instructors who miss a class MUST contact the dean’s office and their program manager prior to the class meeting. A prorated portion of the salary will be deducted from the class missed. For example, if your class is scheduled to meet 15 times and you miss one session, 1/15th of your salary will be deducted. Your program manager will try to find an appropriate substitute for you, but you may not engage your own substitute. All substitutes must already work within our system and must be approved by our office. Failure to notify the dean’s office of class dismissal or substitution will be considered an absence without leave and the instructor is subject to dismissal. In the case of an emergency, contact the dean or the program manager by telephone.

OFFICE HOURS

According to Administrative Procedure 4.06:

A. For each ten (10) load points taught, a part-time faculty member will post and maintain twenty minutes of posted office hours per week plus 10 minutes by appointment. Thus, if you teach a three-hour class, you must hold one hour of posted office hours and one hour of availability by appointment. The availability of these office hours shall be made known to the students in writing by the end of the second week of classes. The faculty member must provide his/her academic dean or supervisor with a copy of the office hour schedule as early as possible but not later than the end of the second week of classes.

B. Office hours will be scheduled for the convenience of students during regularly scheduled college hours and will be subject to the approval of the academic dean or supervisor.

C. By the end of the third week of class, academic deans or supervisors will review the submitted office hours and return them if approved or issue a request to change the office hours if they do not comply with sections A and B above. However, prior to receiving an approved office hour schedule, all faculty members will be required to maintain office hours.

D. Faculty members will notify their academic deans or supervisors (in advance when possible) when they will be absent from scheduled office hours.
ADMINISTRATIVE EVALUATIONS

All part-time faculty are evaluated annually by the dean or his/her designee (usually the program manager or assistant to the dean.) According to Administrative Procedure 2.032, the evaluation consists of four parts:

1. Student evaluation (required for at least one class each term during the year.)

2. Classroom observation by the dean, program manager, or designee (at least one a year.) The instructor will sign the final evaluation, and then the dean will co-sign, acknowledging the observation.

3. Review of course syllabi, calendar, and/or outlines, including timeliness of submission.

4. For those classes with departmental final examinations, a view of the results of the exam in relationship with the final grade assigned to each student. Final exam scores should be included in your final grade report.

CHILDREN ON CAMPUS

Children of employees and students are not to be brought on campus. If a child should be brought on campus, the College will not be responsible for any type of injury or incident that may occur. Campus Security or the night campus manager should be called for children left unattended. Children should never be allowed in the classroom during a scheduled class.

INVENTORY CONTROL

Although a complete inventory of all equipment is maintained, each faculty member is responsible for equipment assigned to his/her area.

DAMAGES AND THEFT OF PROPERTY

Damages to and/or theft of College and personal property should be reported to the dean and to the campus security office, ext. 7911.

LOST AND FOUND

Found items should be taken to the security office or the night campus manager, where a record of such items is maintained. Lost items should be reported to the campus security officer.
TEXTBOOKS

Textbooks and supplemental books must be authorized by the program manager or Dean. If your program manager does not have your textbook, the Dean’s Office may obtain one for you from the bookstore, but no faculty member may secure a book from the bookstore without a signed requisition. Program managers will order instructors’ guides and other ancillary materials upon request.

STUDENT ATTENDANCE

You **MUST** take attendance at every class, even if you do not count attendance as part of the grade. Several important federal reports require us to indicate the last date of attendance for our students. This has become especially important since 9/11, since we must report on all foreign students’ attendance. Last date of attendance also has implications for financial aid and funding, so it is important to have accurate records.

When you turn in your grades at the end of the semester, you must also submit your grade book, (a photocopy or computer print out of your grade book is okay), including grades and attendance notations. Students often call us years after the course has ended, requesting information about grades. Having a copy of the grade book is very helpful.

**Students are not to add classes after the end of drop/add or to full classes regardless of actual student attendance.** When you count days a student has missed, you should NOT penalize students for days missed during the drop/add period.

GRADING

All instructors, both full-time and part-time, will submit final grades online using Hawknet. To make sure your grades were properly submitted, **BE SURE YOU SEE THE CONFIRMATION SCREEN AFTER SUBMITTING YOUR GRADES.** If it does not Appear, your upload didn’t “take.” Print out the confirmation screen, which is actually your roll with the grades, sign and date, and submit to the Dean’s office. **GRADES ARE DUE 48 HOURS AFTER YOUR LAST CLASS MEETING.**
At HCC, students are awarded letter grades as final grades in all courses. The following list shows the grades recognized by the college:

### Used in GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>Attendance Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

### Not used in GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative withdrawal</td>
</tr>
<tr>
<td>N</td>
<td>No credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported by instructor</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal, non attendance</td>
</tr>
</tbody>
</table>

### CLASSROOM ETIQUETTE

Food and drink are NOT permitted in classrooms. This includes students and faculty. If students leave trash in the classroom, please throw it in the wastebasket. If your classroom is frequently dirty, please let the dean’s office know.

**Please erase the boards when you leave the classroom.** It is rude to leave this task to the instructor who follows you.

### EMERGENCY PROCEDURES

**Emergency Phones**

Red emergency phones are now located on the wall in all classrooms. These phones dial directly to HCC security. In case of an emergency, pick up the phone and tell the dispatcher the problem. Please do not try to use these phones to make other calls, as they only go to the security office.

**Fire, Bomb Threats, etc.**

Upon notification of an emergency situation, a faculty member should do the following:

1. Lead a prompt and orderly evacuation of the class. Have students take all personal possessions with them during the evacuation.
2. Supervise and assist in the evacuation of any physically handicapped students.
3. Direct all persons under your supervision to stay at least 100 feet away from the scene of the emergency and remain there until given an indication that all is clear.
4. When departing, make sure that all windows and doors are closed.
CLASSROOM PARTICULARS

CLASS TIME

Classes should begin promptly at the scheduled time. According to College policies and regulations, an instructor is required to meet classes for the full duration of the class in order to fulfill the minimum time requirements for the awarding of academic credit. This includes initial and final sessions. A prorated portion of the salary will be deducted for time missed in class.

You should include a fifteen-minute break approximately halfway through a three-hour block class. You may not eliminate the break, ‘banking’ the time for early dismissal. Please plan your lessons to cover the entire class period. If you dismiss a 7:00-9:45 class at 9:00, you have done the equivalent of eliminating Fridays from a MWF class. Occasionally, early dismissal of a class may be acceptable if the instructor notifies the program manager or the dean’s office prior to the meeting of the class. Please adhere to these policies so that the College can maintain the utmost quality and comply with instructional time requirements.

FIRST CLASS MEETING

During the first class meeting, an instructor should discuss with the students all requirements and grading procedures for the course. These requirements must be printed in the course syllabus/calendar which is to be distributed the first day of class. You should not deviate from these policies during the term unless the change applies to the entire class in a positive manner. To be successful in a grade grievance, students must prove that the instructor deviated from the course syllabus or awarded the grade capriciously or maliciously, so it is especially important to think through your class management rules, advise your students of them, and then follow them.

MATERIALS TO SUBMIT

By the end of the second week of class, you must submit your office schedule to the dean’s office. By the end of the second week of class, you must send copies of your syllabi, course outlines, and assignment calendars to the dean’s office and to your program manager for filing and future reference. Please follow the syllabus template. You must also submit to your program manager any non-departmental final exams.

TEXTBOOKS

Part-time faculty are required to use the textbook(s) designated for each course. Textbook selections are determined by the full-time faculty on a yearly basis. Be certain that you are using the most current textbook selection.
## ADJUNCT FACULTY EVALUATION PERFORMANCE REVIEW

<table>
<thead>
<tr>
<th>Name</th>
<th>ID or SSN</th>
<th>Position Number</th>
<th>HR Processed</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Discipline/Area</th>
<th>Location</th>
<th>Evaluator</th>
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<tr>
<th>Pre-Evaluation Conference Date</th>
<th>Formal Observation Date</th>
<th>Duration</th>
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### Specific Evaluation Criteria: Instructional Skills

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>Some Degree</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The instructor led the ground work for class by reviewing material from the previous class and indicating objectives for this class.</td>
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<tr>
<td>2</td>
<td>The class presentation was well planned and organized.</td>
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<td>3</td>
<td>Important ideas were clearly explained.</td>
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<td>4</td>
<td>The instructor was enthusiastic.</td>
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<td>5</td>
<td>The class proceeded in a logical fashion toward the objectives.</td>
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<td>6</td>
<td>There was an analysis, summation, or conclusion at the end of class.</td>
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<tr>
<td>7</td>
<td>The instructor listened to the students' views.</td>
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<td>8</td>
<td>The instructor's delivery was effective in terms of voice, diction, and modulation for emphasis.</td>
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<td>9</td>
<td>The majority of the students were interested and attentive.</td>
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<td>10</td>
<td>If individual aids were used, they were used effectively.</td>
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<tr>
<td>11</td>
<td>The class appeared orderly and disciplined.</td>
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<td>12</td>
<td>The instructor involved as many students as possible in class.</td>
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<td>13</td>
<td>The instructor probed for sources or misunderstandings.</td>
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<td>14</td>
<td>The instructor made use of the textbook for the session.</td>
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<tr>
<td>15</td>
<td>The instructor started and stopped the class on time.</td>
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<tr>
<td>16</td>
<td>The instructor made good use of time.</td>
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</table>

**Examples of Strength in Narrative Form**
Areas Needing Improvement, if any:

Based upon this evaluation, I consider the faculty member's overall performance to be:

- [ ] Satisfactory
- [ ] Satisfactory, Needs Improvement
- [ ] Unsatisfactory

**Evaluator Signature**

**Date**

**Administrator Signature**

**Date**

I have read the above evaluation. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation and that I may add a rebuttal.

**Adjunct Faculty Member Signature**

**Date**
HILLSBOROUGH Community College Ybor City Campus  Faculty Office Hours

Instructor: _____________________________  Academic Term: ____________
Office Location: ________________________  Telephone: ____________
HCC Email Address: ________________________

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class Start</th>
<th>Class End</th>
<th>Bldg</th>
<th>Room</th>
<th>Office Hour Start</th>
<th>Office Hour End</th>
<th>Day</th>
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</thead>
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Due Date:  First Week of Class

__________________________________________  ____________________________
Faculty Member’s Signature  Date  Academic Dean’s Signature
Date
Instructor’s Name____________________________________________________

Course Prefix:_________Course Number:______________Section:____________

Course Name_______________________________________________________

Is this a Distance Learning class? Yes□ No□

Exam Type:_________________________________________________________

Exam Name, if any: (eg. “Quiz #1”)_____________________________________

Number of exam copies provided:_______________________________________
(Note: The test center can only accept exams in hard copy.)

Exam to be administered no sooner than:______Date_______Time

Exam must be completed no later than:________Date_______Time

Time provided to take exam may not exceed:____Hours_____Minutes
(Note: If no time is provided, the default shall be untimed.)

Students are allowed to use which of the following items (check all that apply):

Calculators □ 
Class Notes □ 
Text Book □ 
Scrap Paper □ 
Note Cards □ 
Other: □ Please describe:

If this exam is to be given only to specific students within your section, please provide their names below:

_________________________________________________________________

27
HCC DUPLICATION SERVICES
REQUISITION

Requested By__________________ EXT#________________ Date Requested__________
Department Title________________ Date Needed________________
Campus________________ ORG#________________ PROGRAM#________________

NOTE: REQUEST FOR DUPLICATION SERVICES MUST BE SUBMITTED AT LEAST TWO WORKING DAYS PRIOR TO DATE MATERIALS ARE NEEDED. ANY WORK RECEIVED AFTER 2:00 p.m. WILL HAVE NEXT WORKING DAY’S DATE.

FOR OFFICE USE ONLY
Date Completed____________ Operator____________ Total Rejects____________

CHECK BOXES(ES) NEEDED
COPY
PAPER SIZE
(Other than 8” 1/2” X 11”)
REDUCE
COLLATE
STAPLE
TWO-SIDED
BINDING
COLOR PAPER
(color choice)
COVER STOCK
(color choice)
NCR (circle)
2-Part
3-Part
4-Part
FOLDING
1/2 CUTTING
DRILLING
(3-HOLE ONLY)
TRANSPARENCIES
BOXED TO PICK UP
Off Campus Only
Boxed To Ship
Location:

COPY REQUESTED JOB DESCRIPTION AND SPECIAL INSTRUCTIONS NUMBER OF ORIGINALS

Total Copies________________
Total Amount Charged $______________

COMPLETED WORK RECEIVED BY:________________ DATE:________________

TYPING SERVICES ONLY

INSTRUCTOR’S NAME________________ DATE:________________

NOTE: Requests for typing must be submitted at least FIVE WORKING DAYS prior to date materials are needed or before duplication. Any work received after 2:00 p.m. will have next working day’s date.

Project Description:

______________________________

OUTPUT
( ) Final
( ) Draft

PAPER
( ) Letterhead
( ) Memorandum
( ) Plain Bond
( ) Labels
( ) Envelopes

LINE SPACE
( ) Single
( ) One & 1/2
( ) Double
( ) Triple

FOR OFFICE USE ONLY
DATE TYPING COMPLETED:________________ TYPED/PROOFREAD BY:________________
DATE GIVEN TO DUPLICATING:_______/_______/_______ a.m._______ p.m._______

ORIGINAL- Campus Services CANARY- Operator PINK- Requestor
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
20 U.S.C. ' 1232g

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, regulates access to records by generally providing that students, parents or the students themselves, if they have reached the age of 18 or are attending a postsecondary institution, have access to their records but access by others is limited. FERPA applies to any public or private educational agency or institution which receives funds from any federal program administered by the Department of Education. While FERPA does not expressly prohibit certain conduct regarding student records, it provides that federal education funds will be cut off from institutions which do not comply with the law.

FERPA applies to all education records, defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the school or person acting for the school. The definition includes admissions files, identification information, scholastic records, standardized test scores, disciplinary records, medical health records, and information pertaining to special services provided to the student. The act excludes the following records from this definition: (1) records of instructional, supervisory, administrative, and educational personnel in the sole possession of the maker and not accessible to or revealed to any other person except a substitute; (2) records of the institutional law enforcement unit if those records are used only for law enforcement purposes, if they are not shared with anyone other than law enforcement officials of the same jurisdiction, and if the personnel of the law enforcement unit do not have access to the institution’s education records; (3) employment records of a student employed by the institution, provided the student is not employed as a condition of his/her status; (4) records of an eligible student which are made or maintained by a physician or other recognized medical professional and are used only in connection with the student’s treatment and are not available to anyone else; (5) records of persons after they are no longer students at the institution, such as a report of jobs held by graduates.

FERPA gives parents of students under the age of eighteen the right of access to all education records kept about their child. Once the child becomes eighteen or attends an institution of postsecondary education (even if under the age of eighteen), the student becomes eligible to see all of his/her education records except (1) financial records of the parents or (2) confidential letters of recommendation placed in the file before January 1, 1975. The student has a right to see any letters of recommendation placed in her/his file after January 1, 1975, unless the right to see them has been waived. An institution may ask a student to waive the right to see letters of recommendation but must clearly explain that the failure to waive such a right will not result in any negative action by the institution.

1Such an individual is called an “eligible student” under the law.
2The law applies to an institution whose students receive Department of Education funds and, in turn, use those funds at the institution.
3Under this exception, privately maintained teacher notes about students are not covered under the law if the notes are not shared with anyone but a short-term substitute teacher.
4An exception provides that these records may be reviewed by a physician or other appropriate professional of the student’s choice.
The parents of a student under the age of eighteen and an eligible student are the only two classes of persons with the right to examine education records. The act permits institutions to grant the right of access to other persons without the parents’ or the student’s consent. Such individuals include (1) institutional officials who have a legitimate educational interest in seeing the information, (2) institutions at which the student seeks or intends to enroll, (3) parents of a student who has reached the age of eighteen or attends a postsecondary school if they claim the student as their tax dependent, (4) certain federal and state authorities if the records are needed to audit or evaluate a federally funded education program, (5) persons connected with an application for or receipt of financial aid, (6) persons who are conducting studies for the institution to develop or validate predictive tests or to improve instruction, and (7) accrediting organizations in order to carry out their accrediting functions.

An institution may designate certain kinds of information as directory information and make it available to the public without the parents’ or the eligible student’s consent. Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous institution attended, and other similar information. The institution must, however, inform the student’s parents or the eligible student what information will be included as directory information and provide them with the opportunity to object to the release of specific information about that student without their permission.

No records except directory information may be released to persons other than those specifically listed in FERPA without (1) the written consent of the parents or the eligible student, (2) a court order, or (3) a lawfully issued subpoena. For example, the institution may not release education records to prospective employers, local police, the Federal Bureau of Investigation, or persons running credit checks without the parents’ or the student’s consent.

FERPA provides the eligible student or parents with the right to a hearing to challenge the accuracy of records and the right to place with the records a written statement of disagreement with material contained in the records. Institutions must inform eligible students and their parents on an annual basis of their rights under FERPA and what information is to be treated as directory information. They must also inform these individuals that they have the right to complain about violations by the institution to the Department of Education.\(^5\)

Institutions are also required to adopt a written policy implementing FERPA. The policy must include (1) how the institution provides the annual notice of the rights of students and parents, (2) the procedure a parent or eligible student must follow to gain access to the student’s records, (3) whether the institution will make copies of the records for the parent or student and, if so, for what fee, (4) a list of the types and locations of education records kept and the official responsible for them, (5) a definition of who is an institutional official and what is a legitimate educational interest if the institution releases education records to institutional officials, (6) a list of the information classified as directory information, and (7) the procedure a parent or student must follow in order to challenge a record or to place an explanation in the file.

\(^5\)The courts have refused to recognize a private cause of action under FERPA which would permit eligible students to sue an institution for violations of the act. Girardier v. Webster College, 563 F.2d 1267 (8th Cir. 1977).
Why Join?

As long as man has been on earth, the need to be with others with similar interests and the desire to learn have raced through the veins of humankind. It is for those reasons that associations have existed and flourished and continue to be an important part of the world’s fabric.

So it is with FACC. The opportunity to network with those who have similar interests, job responsibilities and geography make this association click. But, there is a lot more to FACC.

Imagine a place where you can turn for professional development, friendship and answers to tough questions. Think of being given the opportunity to not only read and talk about the legislative process, but having the chance to actually impact the results. Consider getting involved in a group that offers you unlimited ways to be a leader, learn new skills and be recognized by your peers for your efforts.

From education to chapter activities, in groups like our commissions to our councils, and with organized and effective advocacy in Tallahassee and the general public, the Florida Association of Community Colleges is the home for every community college professional in the state.

Membership Dues

Retiree Membership Dues: Annual dues for retired members are $10 per year.

Adjunct Faculty Membership Dues: Annual dues for adjunct faculty of community colleges are $10 per year.

Part-time Employee Membership Dues: Annual dues for part-time employees of community colleges and the Division of Community Colleges are $10 per year.

Member Benefits:

- 15% off SeaWorld Orlando and at Busch Gardens Tampa Bay and Adventure Island in Tampa.
  http://commerce.4adventure.com/store/xt_promotion.asp?cond=FLAssocComColl
- 15% tuition grand and members may apply for the FACC/Nova Tuition Scholarship

- FACC Appreciation Days at Wet N’ Wild Orlando.
- One class car upgrade, $10 off a weekly rental or up to $15 off a weekend rental at Hertz Rent a Car.

“FACC is the only organization that represents ALL community college employees.” - Laurie Ragsdale, Hillsborough Community College

How FACC Works For You

FACC leadership and lobbyists monitor all legislation to determine its impact on community colleges and community college employees and then provide information to legislators so they can make informed decisions. FACC works in partnership with the Council of Community College Presidents to increase funding. Our legislative program encourages participation in the political process through a team approach. FACC has become a force in Florida. Your support makes us stronger and more effective.

More Benefits of Belonging:
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OPEN TO FACULTY, STAFF, AND STUDENTS

Bring your voice to our IAC meetings on the first Friday of each month at 1:00 PM. Contact Mindy Neal at 253-7571 for Ybor Campus times and locations.