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WELCOME TO LRCC

All of us at Lakes Region Community College welcome you to our college family. Whether you are teaching one course or a number of courses, we hope you will find your experience with us enjoyable as well as rewarding and educationally inspiring.

This handbook is designed to provide you with a reference for procedures and policies as well as Frequently Asked Questions and where to go for additional information. Although it is our intent to keep this document updated annually, the following documents on our website should be referred to for the most current information as well as additional information about the College and its policies.

Lakes Region Community College Catalog
Lakes Region Community College Student Handbook
Lakes Region Community College Website www.lrcc.edu

Additionally, the following documents are available on the CCSNH System web page at www.ccsnh.edu.

New Hampshire Division of Personnel Administrative Rules
Board of Trustees Policy Manual
New Hampshire State Employee Collective Bargaining Agreement

If you have any questions about the content of this handbook, the policies or procedures within or have any suggestions for improvement, please contact the Academic Affairs Office at 524-3207.

Sincerely,
Thomas Goulette, Vice President of Academic Affairs t goulette@ccsnh.edu, ext. 6716
Teresa Hughes, Administrative Secretary for Day thughes@ccsnh.edu, ext. 6742
Andrée Thibault, Program Assistant for Evening, LNA and Workforce Development athibault@ccsnh.edu, ext. 6740
Kathy Mather, Secretary for Academic Affairs’ Day Division kmather@ccsnh.edu, ext. 6792
Holly Danby, Secretary for Academic Affairs – CAT Building hdanby@ccsnh.edu, ext. 6868
General Information

College Mission Statement

The mission of Lakes Region Community College is to serve all students seeking a high-quality education, emphasizing active learning and personal attention, whether their goal is to transfer to a four-year college or university, enter immediately into employment in a technical or professional field, or simply improve their current skills and knowledge. We prepare students to meet their personal goals as well as the needs of business, industry, and the community; and we support the community through our involvement in educational, social, cultural and economic development activities.

System Mission Statement

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses and communities.

Academic Philosophy

At LRCC, students are exposed to various methods of instruction. While some courses are lecture-based, others subscribe to a performance-based, student-directed learning philosophy. Performance-based learning is a systematic, organized approach to education and training that specifies the knowledge and skills required for graduates to perform competently and confidently in a rapidly changing economy and society. Programs and courses are structured within a competency-based framework. By defining competencies (knowledge, skills, and attitudes) in each course, educators and learners work together to maximize the potential of each individual in the learning process. Intellectual, interpersonal, and physical-manual competencies are assessed continuously to assist learners in improving their performance. The college continually strives to provide a physical, intellectual and social environment that supports the unique learning styles, backgrounds and needs of each individual.
**COLLEGE OPERATING HOURS**

<table>
<thead>
<tr>
<th>Department</th>
<th>Monday - Thursday</th>
<th>Monday - Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>8:00 a.m. to 6:00 p.m.</td>
<td>8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Division</td>
<td>10:00 a.m. to 6:00 p.m.</td>
<td>8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Admissions</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Bennett Library</td>
<td>7:30 a.m. to 8:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Bookstore*</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>President’s Office</td>
<td>8:00 a.m. to 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Student Services**</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>The Teaching, Learning &amp; Career Center</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Technical Support</td>
<td>8:00 a.m. to 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. to 4:00 p.m.</td>
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</tbody>
</table>

* Bookstore hours are extended during the first week of classes. Call 524-3207 or 524-0697 for more information.

** Student Services includes the Business, Financial Aid, and Registrar’s Office.

The above list provides normal hours of operation for most of the year. Some departments have coverage that varies. Please call the respective department at 524-3207 for assistance.

**ACADEMIC TERMS**

Academic Affairs: This division of the college is responsible for the academic departments and the day and evening schedule of classes. All full-time faculty, day and evening Adjunct, and department chairpersons work under Academic Affairs (AA). Academic Affairs has a Day Division and an Evening Division. The Division of Community Education was formerly a separate entity; it is now a part of Academic Affairs. DCE was known as the evening division of the college, and is responsible for evening, weekend, one-week, distance learning (online), Winterim, and summer courses. The Academic Affairs Office is located in the front office of the Main Building.
Accuplacer: Accuplacer is a computerized placement test consisting of four parts: reading comprehension, sentence skills, math, and writing sample. The goal of the assessment is to identify areas of strength and weakness used to assist advisors in placing students in the appropriate level of math, English, and computer courses if applicable. Students must take the Accuplacer test before registering for any math, English, or computer course.

Adjunct: Adjunct faculty appointments and assignments are made on a semester by semester basis to teach specific credit-bearing courses for day and/or evening. Some full-time faculty may be approved to teach additional courses over their load for the evening division and would receive an adjunct contract for the summer semesters only. As of September 25, 2013, a Collective Bargaining Unit was formed for Adjunct Faculty. The Collective Bargaining Agreement for Adjunct Faculty is effective September 25, 2013 to June 30, 2016. Adjunct faculty are not guaranteed to teach for any semester beyond the semester appointment and are not eligible for employee benefits. Adjunct must meet all teaching credentials required for the discipline and must be approved by the Vice President of Academic Affairs. The 2013 to 2016 Collective Bargaining Agreement is available on LRCC’s website: http://www.lrcc.edu/academics/faculty-resources. Scroll down to Faculty and Staff Directory under the Directory and Resources heading, and then click on Adjunct Faculty.

Alternative Delivery: Any courses that are offered in the non-traditional format are referred to as alternative delivery. These include 100% Online, hybrids, and condensed formats, i.e. meeting less than a 15 week semester.

Banner: Banner is the database used by the seven colleges to track curricula, student records, and faculty records. Banner is where college history is stored electronically.

Banner Web: Banner Web, via the Student Information System, allows faculty to view their schedules, class rosters, and enter grades online.

Blackboard: Blackboard is an online platform used for teaching 100% online courses, hybrid courses, or enhancing the traditional class. Instructors are required to use Blackboard for posting syllabi, class announcements,
course materials, and assignments as well as discussion questions, email, web links, group work, quizzes, and tests. All new faculty are required to attend training and learn the basic components of Blackboard.

CCSNH: Community College System of New Hampshire is the postsecondary system. There are seven colleges in the system, located in Berlin, Claremont, Concord, Laconia, Manchester, Nashua, and Portsmouth. The System Office is located on the NHTI campus in Concord.

Distance Learning: 100% online courses and those using video conferencing or a combination of the two are referred to as distance learning.

Hybrid: The hybrid format class is taught typically in a 15-week or 8-week semester meeting half time in the classroom and half time online using Blackboard. Schedules vary by course. Always refer to the course schedule.

Matriculated: Students become matriculated once they have been formally accepted into a certificate, professional certificate, or degree program. A non-matriculated student is one who has not applied and/or has not been accepted into a program.

Running Start: Running Start is a State of NH initiative that brings local high schools and the community colleges together to offer college credit. Each community college has a Running Start Coordinator located on campus. These courses are taken at the high schools for college credit at a reduced rate. Adjunct and full-time faculty are encouraged to contact the RS Coordinator for more information.

SIS: The Student Information System (SIS) allows current faculty and students to access their college information online on the LRCC website at www.lrcc.edu. Faculty can access their rosters, schedules, student contact information, etc.

The Teaching, Learning & Career Center: The Teaching, Learning & Career Center is a branch of the Academic Office that supports students, staff, and faculty. The TLC provides peer tutoring, master tutoring, services for learners with special needs, workshops, and more. You are encouraged to visit the Teaching, Learning & Career Center to discuss services. The TLC Office is located on the second floor of the Turner Building in Room 216/217.
Preparing for the Semester

CURRICULA
Course content is determined by the full-time faculty of each department, with the approval of the Department Chair, the Vice President of Academic Affairs (VPAA), and the Curriculum Committee. All evening division courses will follow the same course competencies and textbooks as the day division courses. See your department chair for course descriptions, sample syllabi, and supplemental course materials.

SYLLABUS AND SYLLABUS TEMPLATE
All syllabi are kept in electronic file format in the Academic Affairs Office. Contact your chair or the Academic Affairs Office for a copy of the latest approved syllabus for your course. All syllabi must be formatted using the syllabus template found on the LRCC website at www.lrcc.edu under Academics>Faculty & Staff Resources>Forms. The syllabus template has been adopted by the college for format and content. A copy of the template will be sent to you in your semester information packet, and you can download it electronically from the College webpage. Once you have completed your syllabus, it must be e-mailed to the respective secretary for the Academic Affairs Office’s Day or Evening Division. You are responsible for providing and reviewing your syllabus with every student on the first day of class.

ACADEMIC AFFAIRS NOTICE
Along with your syllabus, you must also provide a copy of the Academic Affairs Notice which may also be found under Academics>Faculty & Staff Resources>Forms on the College website. This handout provides students with important classroom and college policies such as attendance, refund policy, classroom etiquette, Civil Rights/Equity Issues, Plagiarism/Cheating Policy, cancellation/delayed start of classes, and grade reports. Resources for students, including the Teaching, Learning & Career Center, Disabilities Services, and the Bennett Library are also introduced. If you have any questions about the template or the Academic Affairs Notice, please feel free to contact the Academic Affairs Office. If you have any questions about developing your course, please contact your department chair, program coordinator, or the Vice President of Academic Affairs.
TEXT BOOKS AND SUPPLEMENTAL MATERIALS

Text books and supplemental materials are selected and approved by the department chair and faculty in the department. Changes in text books must be pre-approved by the department chair in plenty of time for review and ordering. Your department chair will order your desk copy and ancillaries.

Many publishers now provide Blackboard cartridges for some of their textbooks. These cartridges can be easily uploaded to your course, providing you with electronic test banks, chapter outlines, PowerPoint presentations, practice quizzes, and more. Contact the publisher or visit Blackboard at http://lrcc.blackboard.com/webapps/login/ and login. Click on Course Cartridges under Weblinks.

ACADEMIC CALENDAR

An academic calendar will be provided to you from the day or evening division with your Semester Welcome Packet and contract for planning your course. Please make note of the first day of class, the number of weeks your class will meet, holidays and breaks, the last day to drop a class, and the end of the semester. The calendar is also posted on the College web page at www.lrcc.edu. The college is closed and does not hold classes on State Holidays.

BLACKBOARD

Blackboard is the online platform used by the Community College System of New Hampshire for teaching 100% online courses, hybrid courses, and enhancing the traditional class. This is an excellent tool designed to provide a variety of benefits to you and your students. Every course has a Blackboard shell for keeping course work and files organized.

Additional benefits include:

- 24/7 access to course materials for students and instructors.
- Organized areas to post your syllabi, class announcements, course materials, and weekly assignments, web links and resources, group work, quizzes, and tests.
- An online discussion board to encourage student participation and improve collaboration.
- A variety of email options for emailing the entire class, an individual, or by groups.
- A grade book for posting student grades.
- Options for creating practice quizzes and tests that offer students immediate feedback.
- Course copy features that allow you to copy the entire course or sections of your course from semester to semester.
Blackboard course shells are normally available 2-4 weeks before each semester begins, and training is offered in scheduled workshops or by contacting the Academic Affairs Office.

Because we believe in the value of Blackboard as a teaching tool, the Academic Department Chairs have voted to require that faculty learn the basic components of Blackboard. Training is ongoing; contact the Academic Affairs Office for the next available workshop or to schedule individualized training.

**CLASS ROSTER**

You will not receive your official class roster from the Registrar’s Office until your first day of class. However, you can review your class roster, the number of students registered in your class, your schedule, etc. via the Student Information System (SIS). It is a good idea to make sure you are prepared for the number of students registered in each section of your class. You may need to check with the bookstore on the number of books or make extra copies of handouts.

To log on to the Student Information System and see your class roster, you may set up EasyLogin. EasyLogin allows you to access your Faculty Email, Blackboard, SIS, and Library Resources. You must access the Student Information System first using your Faculty ID that begins with the “@” symbol. In the future, your ID may change to begin with the letter “A.” You will then set up your Email. Your Email User Name and Password will be used to set up EasyLogin:

- Once you have set up your faculty e-mail using [http://owa.ccsnh.edu](http://owa.ccsnh.edu) (see p. 27), go to [www.lrcc.edu](http://www.lrcc.edu) and click on the EasyLogin logo at the top of the page.
- Click **Activate and Manage your EasyLogin under Faculty and Staff**.
- Use your email username, i.e., jsmith and your email password
- Once you have set up your EasyLogin, you may access the SIS system to see your class roster. Log in to SIS.
- Click on Faculty & Advisors>Term Selection>CRN Selection>Summary Class List.

**CONTRACTS AND PAYROLL**

Adjunct faculty are recommended by department chairs, approved and certified by the VPAA, and hired each semester for one or more courses for day and/or evening. Once Adjunct are assigned a schedule, they will receive a packet of information including employment forms and an Appointment/Contract from the Academic Affairs Office. The employment packet must be completed and returned to the Academic Affairs Office before Adjunct are set up for payroll.
Adjunct are certified and ranked according to the CCSNH Adjunct Faculty Appointment Policy by level of education and years of experience to Level I, Level II, or Level III and certified by the Vice President of Academic Affairs. Adjunct should always forward any new certifications, degrees earned, etc. to the Academic Affairs Office for review of appointments. Copies of current professional licenses should be submitted to the Academic Affairs Office for inclusion in the faculty member’s file.

Payroll is paid 1, 2, 4, or 8 times per semester, dependent on the total number of credits being taught in a division. Most contracts are paid 4 times a semester, with the final payment being paid at the end of the semester upon completion of the course and all administrative responsibilities. Adjunct teaching 6 or more credits may receive 8 payments over the semester. Adjunct teaching Winterim and summer semesters can opt for 1 pay or 2 pay only.

Adjunct should refer to their information packet or contact the evening Administrative Secretary to obtain their pay dates. Paychecks that are not picked up by the following Tuesday after pay day will be mailed to the address on the last W-4 on file. Direct Deposit is available for Adjunct. Direct Deposits are set up using the ADP Self Service Portal. Directions on how to access the ADP Portal and the link to the portal are located on our website, www.lrcc.edu.

**GRADE BOOKS**

Grade books are supplied for your use from Stock Control/Receiving Area in the Main Building. Attendance, grades, and the documentation to calculate grades are the property of the college and must be kept for five years. Adjunct faculty may be asked to submit documentation to their department chair or the VPAA at the end of the semester or at any time during the semester.

**LIBRARY SUPPORT**

The Library offers orientation services and instruction on available resources for individual classes. Contact the Librarian to talk about specific research needs or projects for your class, to schedule a class session, or to put materials on reserve. Be sure to pick up your library card for checking out books on our campus and ask how you can check out materials at Plymouth State University and UNH.

**PICK UP SUPPLIES**

Pick up your supplies from the stock control/receiving area and check your room for needs before the semester begins. If there is something you don’t see and need, don’t assume it will be delivered later. If applicable, obtain keys for doors and storage cabinets from your department chair.
STUDENT INFORMATION SYSTEM

The Student Information System allows faculty and advisors to view class schedules, student transcripts, class lists and enrollment, review personal information, and post final grades all online. Go to the college web page at www.lrcc.edu and click on “Student Information System” (SIS).

Schedule and Seat Availability: Students and faculty may access the class schedule and seat availability through the Student Information System without entering the secure area: 1) select Schedule of Classes; 2) select Term and Submit; 3) select All, a specific subject, or Subject and course number; 4) click Class Search; 5) click on the course. If there are no seats remaining, students must choose another course.

To access personal, student, or faculty information, you must Enter Secure Area using your User ID and Personal Identification Number, or EasyLogin if you have set it up.

- If you have not set up using EasyLogin, enter your User ID; this is your system generated number that begins with '@' and is followed by eight digits. Social security numbers were formerly used as the log-in, but have been phased out to comply with Federal regulation regarding the protection of sensitive personal data. If you do not know your user ID, please call the academic affairs office.

- Enter your Personal Identification Number (PIN); If you have never accessed the SIS before, your PIN is your six-digit date of birth (MMDDYY) OR the last six digits of your user ID. Upon login, you will be required to reset your PIN to another number (6-15 digits). You will also need to create a security question. Please protect your privacy - do not share these identifying numbers with anyone else.

- If you have forgotten your PIN, key your user ID and click on “forgot my PIN” and follow the security question prompts to reset your PIN.

- Click on Faculty & Advisors to access the following items:
  - Faculty Detail Schedule – This lists courses and workshops you are teaching including the number of students registered, location, and day and time of class.
  - Faculty Schedule by Day and Time – This is a summary of the courses you are teaching in a weekly grid, with the course names, times, and rooms.
  - Detail Class List – Lists the basic information about the course and a list of the students enrolled with their major, class, credits, date registered, etc.
  - Summary Class List – This is a more condensed list of students, including ID numbers, level, and email address. Click on the student’s name to access address and phone number.
  - Final Grades - All final grades are submitted online. You will receive instructions from the Registrar’s Office. All grades are due 24 hours after your last class meeting.
- Transcripts - Advisors may access course history for his/her advisees to assist in registration and degree audits.

**REMINDER: All student information is to be kept confidential.**
If you have any questions regarding the Student Information System, please contact the Registrar's Office at 524-3207.
Guide to a Smooth Semester

ASSISTANCE
Your department chairperson or your program coordinator is the best person to assist you in preparing your course, locating college resources, ordering supplies, etc. Additionally, feel free to contact the Academic Affairs Office any time.

ACADEMIC DEPARTMENT CHAIRS

<table>
<thead>
<tr>
<th>Name</th>
<th>Department and Specialties</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Pasquali</td>
<td>Nursing, LNA</td>
<td>6745</td>
</tr>
<tr>
<td>John Connell</td>
<td>Fire Technology</td>
<td>6726</td>
</tr>
<tr>
<td>Andy Duncan</td>
<td>Energy Services and Technology</td>
<td>6629</td>
</tr>
<tr>
<td>Keith Fletcher</td>
<td>Electrical Power and Control Technologies, Electrical Systems Installation and Maintenance, Electro-Mechanical Technologies, Advanced Manufacturing</td>
<td>6816</td>
</tr>
<tr>
<td>Kathleen Kenney</td>
<td>Liberal Arts, General Studies</td>
<td>6743</td>
</tr>
<tr>
<td>Sandra Lavallee</td>
<td>Computer Technologies, Culinary Arts, Restaurant Management</td>
<td>6768</td>
</tr>
<tr>
<td>Steven Oliver</td>
<td>Math and Science</td>
<td>6784</td>
</tr>
<tr>
<td>Michael Parker</td>
<td>Automotive Service Education Program (ASEP), Marine Technology, General Automotive</td>
<td>6741</td>
</tr>
<tr>
<td>Carlene Rose</td>
<td>Accounting, Business Management, Office Technology Management</td>
<td>6725</td>
</tr>
<tr>
<td>Dr. Patricia Wild</td>
<td>Fine Arts, Graphic Design, Media Arts and Technology, Early Childhood Education, Teacher Preparation</td>
<td>6734</td>
</tr>
</tbody>
</table>

COPYING/ADJUNCT OFFICE SPACE
Copy machines for faculty and adjunct use are located in the Mail Room of the Main Building and in Departmental Areas of the Center for Arts and Technology Building. A copy machine/printer is provided for adjunct faculty in the Turner Building room 221 on the second floor. The dedicated Adjunct Faculty office space also has computers and laptops that are connected to the network and the internet as well as the printer in that room. The door to the room has a code for you to enter, and which will be provided to you upon request. The computers also have a passcode. A telephone is also provided.

Students should not be sent to the mail room to make copies for their own use, nor should they be given the passcodes for the adjunct office space or computers. Students are to use the copy machine located in the Bennett Library in the Turner Building.
COPYRIGHT GUIDELINES

Faculty is advised that copyright laws forbid copying of certain materials. Copyright infringement carries large fines of up to $150,000 per instance to the individual not the institution; therefore, it is imperative to make sure that the materials you use in class are within the law. You are responsible for adhering to the copyright laws and because they can be so extensive, please feel free to ask for clarification whenever in doubt. The guidelines below are a reference for you; however, if you need any further information or clarification on your rights and responsibilities, please do not hesitate to contact the Resource Director located in the Library.

The College Resource Director will assist you with the following:

- The three copyright laws: Fair Use, Digital Millennium Copyright Act, and the TEACH Act
- Specific answers to what and how much you can copy without obtaining permission
- What copyrights we have purchased
- Movie and video rights for the classroom
- Rights to works online

To be in compliance with copyright laws, an institution must (1) institute policies regarding copyright and (2) provide informational materials to faculty, staff, and students.

This is a summary of three copyright laws: Copyright Fair Use Guidelines, Digital Millennium Copyright Act (DMCA 2001), and the TEACH (Technology Education and Copyright Harmonization) Act (2002)

What is protected?

Any kind of published (and unpublished) printed material or produced media:

- **Materials published prior to December 31, 1922**
  - are in the public domain
- **Materials published from January 1, 1923 to December 31, 1978**
  - are protected for 95 years from the date of publication
- **Materials published after January 1, 1978**
  - are protected 70 years from the author’s death (life of the author + 70 years)

Fair use Guidelines:

When copying course material for students – Limit your copying to

- Single chapters from books - **one time use only**
- Single articles from a journal or newspaper – **one time use only**
- A few charts, graphs or illustrations – **one time use only**
- Library reserves – **one time use only**
- Copying and/or library reserves may not be used to create or replace an anthology or create a course pack without obtaining permission/paying royalties.
You Must:
- Attribute the work to the author
- Include a copyright notice on the original and copies with appropriate citation to the source stating that the copy is “in compliance with Section 108(f)(1) of U.S. copyright laws”

Keys to Fair use Compliance:
Get permission/pay royalties if...
- You copy articles repeatedly (semester to semester)
- You copy a substantial amount of articles
- The copying deprives the author/producer from payment

Four Questions to Ask Regarding Fair Use:

1. **What is the purpose of the use?**
   - **Fair Use:**
     - Nonprofit / educational institution
     - Teaching, Research, Scholarship
     - Access is restricted to your students
   - **Copyright Violation:**
     - Commercial use
     - Profiting from its use
     - Denying credit to the author

2. **What is the nature of the work to be used?**
   - **Fair Use:**
     - A published work
     - Factual or nonfiction
   - **Copyright Violation:**
     - An unpublished work
     - Fiction/creative works (art, music, writings)

3. **How much of the work will you use?**
   - **Fair Use:**
     - Small amount (less than 2,500 words)
     - Not the main part of the work
     - Using it once
   - **Copyright Violation:**
     - More than a small amount
     - Main part of the work
     - Using it semester to semester

4. **What effect would this have on the market for the original or the permissions if the use were widespread?**
   - **Fair Use:**
     - User owns a lawfully acquired copy
     - No significant effect on the market
     - One or a few copies made
     - Lack of licensing mechanism
     - Using part of a work sporadically
     - Library reserves – one time
   - **Copyright Violation:**
     - Use of it could deprive the author of sales
     - Significant market effect
     - Many copies made
     - Could obtain rights but user does not
     - Using part of a work every semester
     - Library reserves semester to semester
Notes:
Limit copying to single articles / chapters – one time use only
Percentage wise – it must be a small part of the course materials
You must possess a legal copy of the work

Punitive Damages:
It is important to note that the copyright infringement is prosecuted on an individual basis.
Publishers will seek damages from the individual – NOT the educational institution as in
certain cases of software improprieties. Penalties are very high.

Copyright Clearance Center:
The CCC in Danvers, Massachusetts, authorizes extended copying through payment of
royalties to publishers.

The Twenty-first Century Distance Learning Enhancement Act – June, 2001
(Digital Millennium Copyright Act)
This new law is intended only for college mediated instructional activities transmitted via digital
networks (i.e., ‘Blackboard’).
The new law pertains to any type of media normally shown in class related to teaching content
– it gives permission to use it on a limited basis.

Faculty, staff and students may incorporate published or unpublished works (including
videotapes, DVDs, CD-ROMs, CDs, all audio recording formats, etc) into online coursework
(over digital networks) in connection with or the creation of:

- Class assignments
- Curriculum materials
- Remote instruction
- Examinations
- Student portfolios
- Professional symposia

Keys:
- Be conservative in using a published work
- Transmission using Blackboard is analogous to display in class
- It does not refer to textbooks, course packs, or other media purchased by students
- The College or the faculty member must possess a legal copy of the work
- Faculty may use it for scholarship and use it at peer conferences

It must meet these conditions:
- Limited transmission to students enrolled in the course
- Students must have login and password.
- Class session is limited in time (normally a semester’s duration).
- Materials are not retained for longer than the course session.
The use is terminated at the end of the semester.

Other conditions:
- Ask the question: Is it already available in digital format?
- If yes – point to it, purchase it, or otherwise license it
- If no – digitize it (scan or capture)
- Make it available to students registered – only for the duration of the class
- Periodically review the situation to see if it has been made available in a digital format
- Students may download, transmit, and print images for personal study or use in an academic course.

**TEACH ACT – 2002 Technology, Education, and Copyright Harmonization Act**
Applies only to “accredited nonprofit educational institutions” – the intent of the law is to clarify copyright issues specifically for distance learning. It allows faculty to use limited amounts of copyright protected materials without permission from the copyright owner and without payment of royalties.

The law requires the institution to take an active role in disseminating information.

Educators cannot comply by accident or by well-meaning intention.

Conditions:
1. Students will access each “session” within a prescribed finite time period (semester) and by specifically created accounts with logins and passwords.
2. Faculty can include portions of copyrighted materials analogous to conventional teaching. This law is not intended to permit digital transmissions of full or lengthy works.
3. The institution must impose restrictions on access, develop a new copyright policy, and disseminate copyright information.

The new version of Section 110(2) offers these explicit improvements:
1. Expanded range of allowed works – The new law permits the display and performance of nearly all types of works.
2. Expanded receiving locations – The law applies to distance education anywhere.
3. Storage of transmitted content – Institutions can record and retain copies of the distance education transmission, even if it includes copyrighted content owned by others. The law also explicitly allows retention of the content and student access for a brief period of time, and it permits copying and storage necessary for the network system.

More information is available in the Library.

**Equipment and Supplies**

*Audio Visual Equipment*
Each classroom is equipped with a TV/VCR or DVD, screens, and digital projectors. Many rooms are equipped with computers, and the campus provides wireless internet access. Equipment stored in the classroom is assigned to rooms/departments and should remain in that room.
The Bennett Library offers additional media equipment that you can reserve on a first come, first served basis for your class. A reservation calendar is available in the library office, or contact the library for assistance. If you find equipment that is broken or lamps that are burned out, please let the Scott Bryant know immediately so that it can be repaired.

**Audio Visual Equipment List**

- LCD projectors
- Projection screens
- Digital video camera
- Laptop computer
- Videos
- Video Conference (schedule with the campus computer technicians or Academic Affairs)

**Classroom Supplies**

If you need supplies such as pencils, paper clips, tape, pens, or items that are in-stock, stop by the Receiving/Stock Control area located in the Main Building, ask your department chair, or see if the receptionist can assist you. These items are not charged to the individual departments’ budgets. If you need large quantities, items specific to your discipline, or items not in stock, contact your department chair or your program coordinator. He or she will need to complete and submit an In-House Requisition which may take some time. It is important to plan ahead for the semester or year if applicable.

**Building Access**

The building is open during normal hours of operation: Monday through Thursday from 6:30 a.m. to 10:00 p.m. and Fridays from 6:30 a.m. to 4:00 p.m. Saturdays may have scheduled events, workshops, or classes at varying times throughout the year, but the building is not generally open to the public during those times.

**Room Access and Assignment**

All classes are carefully scheduled in rooms to accommodate class size, specific lab requirements, and special equipment needs for the instructor or students. If your classroom requires a lock, please see your chair for access to a key or contact the front desk for maintenance to open the room for you. The CAT building rooms will have an electronic pass key which you will be assigned each semester according to the rooms you are assigned and will be included on the back of your faculty ID. If you are assigned to a room in the CAT building, you may need to obtain a new faculty ID for each semester. If such is the case, you will be notified.

**Under no circumstances should you change your schedule or your room assignment without prior approval from the VPAA.** For emergency purposes, we need to know where you and your
students are located, and it is very possible that an open room may have something scheduled in it. If you need a change in your room assignment or have a special request, please contact Academic Affairs, preferably before the semester begins to allow sufficient time to process the request.

All classrooms should be left neat and orderly for the next class. Please be considerate and erase the boards and leave the desks and chairs set up neatly. Borrowed equipment must be returned or arrangements made with the front desk to return the library’s equipment, DVDs, or videos after class ends (if the library is closed). Lastly, the cost of computers and other equipment as well as safety issues make it imperative that you monitor food or drinks in computer labs.

**Campus Security**

All of us at LRCC are committed to the safety and well-being of everyone on campus. Therefore, it is up to all of us to be proactive in regard to safety. If you have any questions or would like to report an incident, please contact the front office at extension 6701, or if it is after 4:00 p.m., contact the Security Officer on their cell phone at (603) 545-4392. As always, if you have an emergency, please dial 911 for immediate assistance and notify the front desk. (Please Note: You need to dial 9 to get an outside line.) Refer to the Student Handbook for the complete policy and procedures on Campus Security. The following are some crime prevention tips you should exercise:

1. Secure your valuables at all times, especially wallets and pocketbooks.
2. Keep your car locked.
3. At night, use the “buddy system” when going to your car or walking outside the building.
4. Check the back seat of your car before getting in.
5. Report all suspicious persons or activities to the Front Office or to the President at extension 6714 immediately.

**CLASS CANCELLATION POLICY**

**Inclement Weather Class Cancellations:** The College President or his/her designee has the authority to cancel classes and close the College to students due to inclement weather. If classes are cancelled by the College due to inclement weather or an emergency situation at the College, announcements will be made by 6:30 a.m. for day classes and 3:00 p.m. for evening classes via LRCC ALERTS, over WMUR-TV Channel 9 as well as the listed radio stations. If the College cancels a class, the instructor has the option of assigning an alternative assignment via Blackboard or rescheduling the class meeting.
LRCC ALERTS:

What is LRCC ALERTS?

LRCC ALERTS is Lakes Region Community College’s emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The LRCC ALERT system is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency situation or weather closure/delay occur on the LRCC campus.

LRCC Students are automatically registered to receive alerts via college email, but will need to register (opt-in) and provide their emergency contact information using the Registration links on the LRCC web page to receive alerts via phone, email, and/or text messaging. **Note:** Students should have their CCSNH Student email (or Personal Email Account on file with the college) and student ID number handy - they will need this information to register. If for some reason they do not have this information, they should contact the LRCC Registrar’s Office.

LRCC Faculty and staff are automatically registered by the Human Resources department upon submission of the LRCC ALERTS Emergency Notification System Form. (The SIS Emergency Notification System page is intended for student use only.) Faculty and staff should keep Human Resources updated their latest contact information.

Why should I register for LRCC ALERTS?

Students should register for LRCC ALERTS to receive the latest information on campus emergencies delivered to their cell phone (voice or text message) and email account. **Note:** There is not a guarantee of delivery due to situations which are outside of the CCSNH or Connect-ED control. Please read the disclaimer in the ALERTS section of www.lrcc.edu.

LRCC ALERTS is just one method the College will use to communicate information during an emergency. The campus will continue to use a variety of other notification methods as appropriate.

**Class Cancellation Notices:** If you must cancel a class at the last minute due to bad weather, illness or other emergency, it is your responsibility to telephone your students and inform them that their class has been cancelled. If you are a day or evening instructor, you must also notify the Academic Affairs Office of your decision. To facilitate your notifications, we recommend you keep a roster of your students’ phone numbers at home and at your place of work. Your roster is also available on the Student Information System at www.lrcc.edu. **Classes that are cancelled by the instructor must be made up.**
**Makeup Class:** Day and Evening instructors must submit, in writing, the way in which a missed class is to be made up to Thomas Goulette, Vice President of Academic Affairs, for approval. This includes an e-mail notification. Please contact the Academic Affairs Office to schedule a room for your make up class.

**School cancellation** is published on the College website [www.lrcc.edu](http://www.lrcc.edu), WMUR Channel 9 and the following radio stations:

- Laconia: WLNH 98.3 FM
- Laconia: WLKZ 104.9 FM
- Laconia: WEMJ 1490 AM
- Concord: WJYY 105.5 FM
- Concord: WXLL 1450 AM
- Concord: WEVO 89.1 FM
- Franklin: WFTN 94.1 FM
- Moultonborough: WSCY 106.9 FM
- Plymouth: WPNH 100.1 FM
- Dover: WBYY 98.7 FM
- Dover: WOKQ 97.5 FM
- Rochester: WTSN 1270 AM
- Wolfeboro: WASR 1420 AM
- Manchester: WGIR 101.1 FM
CLASSROOM/LAB SAFETY

The College is committed to safety in the classroom/lab environment, and faculty must take an active role in implementation and enforcement of safe practices. Proper safety glasses must be worn at all times in all science and technology laboratories when participating in activities where eye injuries might occur. Certain technical labs may require safety shoes/boots or other safety gear. Please publish and review safety rules with your students at the beginning of the semester. This college does NOT provide emergency medical/nursing staff. In the event of an accident, call 911 if assistance is needed, then notify the Front Office immediately. When accidents occur, an accident form must be completed and filed with the Human Resources Director, Karen Kurz.

Students will be allowed to work in shops and labs in their free time or after classes at the discretion of the instructor. The instructor must be present whenever students are working in a lab environment. Instructors must be present in their classrooms/labs at all times when classes are in session. They must be present whenever students are involved in potentially dangerous learning activities such as working with chemicals or equipment that may cause personal injury.

FIELD TRIPS

Adjunct are encouraged to supplement their class experience with off campus activities. However, the faculty person must complete and submit a Field Trip Authorization form prior to any field trip. Forms should be submitted at least one week prior to the date of the trip. Also, the faculty member responsible for any field trip involving the absence of students from classes will, prior to the scheduled trip, coordinate the absence of students with other faculty. Field Trip Authorization forms are located in the Academic Office, and on the College web page at www.lrcc.edu under Academics> Faculty & Staff Resources>Forms.

MAIL BOXES

Adjunct will have a mailbox on campus for communications from other faculty, administration, and students. The adjunct mailboxes are located in the mail room in the Main Building across from the copy machine. Please visit your mail box regularly because some communications may be time-sensitive as well as important. Exceptions to this are 100% online instructors and instructors who teach off campus (i.e., Nursing or LNA Clinicals), who will not need to have a mailbox set up.

E-MAIL ACCOUNTS

Faculty will need to have an e-mail account through the Community College System of New Hampshire. A CCSNH User Request Form must be on file, and is included with the Adjunct
Application Packet. Once the system office receives the User Request Form, a password is generated and sent to LRCC’s IT Director, Chris Crowley. You may call or e-mail Chris (ccrowley@ccsnh.edu) to obtain the password, which you can change to a password you can remember.

Your ‘ccsnh.edu’ e-mail address will be published on your syllabus and on our web site on the online schedule (SIS).

You can access your CCSNH e-mail from home using Outlook Web Access; the directions on how to do this are on the following page.
E-MAIL THROUGH OUTLOOK WEB ACCESS

Instructions to check your CCSNH e-mail account from the Internet:

1. Access the following website:
   http://owa.ccsnh.edu

2. Enter your User Name. Your user name is the first initial of your first name followed by your complete last name. (Instances may occur where the first initial and last name already exist in the system. If this is the case, your middle initial may also be used as your user name).
   Example for Jane Smith: jsmith

3. Enter your Password. You may obtain your password from IT (Chris Crowley or Kristina Guignard).

4. Click OK.

It will bring you into the Inbox and any NEW messages will be downloaded from the email server. If you delete a message from Outlook Web, you will not get that message on your computer at work, but if you leave it there, you will receive a copy at work as well.

If you have any problems, please call or e-mail Chris Crowley at 630-3593 or ccrowley@ccsnh.edu or Kristina Guignard at 630-2422 or kguignard@ccsnh.edu.
PARKING
Parking is open except for designated areas marked handicapped or visitor, or at times when CDL or Motorcycle Training is scheduled. Those areas will be marked “Parking Prohibited” for those time frames. Overnight and weekend parking is not permitted without prior approval from the VPAA or VPSA.

PARKING DECALS
Faculty, Adjunct, staff, and students should obtain parking decals for their vehicles. At the beginning of the semester, you will receive notification regarding the time and place for ordering and picking up your decal. Adjunct will obtain a photo ID badge from the Student Affairs office.

SMOKING POLICY
State law prohibits smoking inside or within 50 feet of a public building and in any state vehicle. College policy further restricts smoking to the interior of our gazebos or in a private vehicle. All students, faculty, staff, and guests must adhere to this policy. We ask our Adjunct to help set a clear example, and if you see someone who is not adhering to our policy, please take the time to politely inform him/her of the policy and ask him/her to comply or notify the front desk.

TELEPHONES
Each office in the MAIN building has a telephone, and the offices and classrooms in the CAT building have telephones. For internal use, dial the four-digit extension you want to reach. For outside access, you will need to dial 9. Note: Classroom phones in the CAT building do not connect to outside lines.

STATEMENT ON CONSENSUAL RELATIONSHIPS
Whereas, Lakes Region Community College is best served in an academic environment characterized by professional ethical behavior on the part of each member of the campus community, the College, while respecting individual rights, recognizes its responsibility to communicate to the campus community the professional risks associated with consensual romantic and/or sexual relationships between its employees and its students.

An employee who chooses to enter into a consensual romantic and/or sexual relationship with a student should consider the following:

1) Codes of ethics for most professional associations forbid professional-client sexual relationships. The College regards employee/student relationships to be analogous to the professional-client relationship. Particularly sensitive are those relationships in which there is an overt power differential – e.g., a faculty member who will be grading a student’s
performance, an athletic coach who determines players on a team, or an administrator with access to student records.

2) If an employee enters into such a relationship, and a subsequent complaint of sexual harassment is made, the individual in the relationship with the greater power (i.e., the employee) generally bears the burden of accountability, and it is difficult to use mutual consent as a defense in such cases.

3) In some cases, the Attorney General’s Office may determine that the State of New Hampshire will not provide legal representation to an employee who has voluntarily entered into a consensual relationship that results in a sexual harassment suit.

Therefore, the administration of Lakes Region Community College strongly advises its employees to refrain from entering into romantic and/or sexual relationships with students.
Starting the Semester

Attendance Policy

Attendance is one of the characteristics of a successful college student. Most failures, dropped courses, and poor grades are directly related to poor attendance. The College has designed a schedule of time for each course that is necessary for the average college student to complete the course. Each instructor may elect to have his/her own attendance policy which must be published on the syllabus.

The student should in all cases notify and consult with the instructor on all absences. In some cases students may be required to keep their own attendance records because their financial sponsor requires this for their own use in advising and recommending students to employers. Instructors will make every effort to accept advance notices of absences due to College events and/or emergencies. It is, however, ultimately the student’s responsibility to make arrangements for missed assignments, tests, lectures, deadlines, and other academic activities associated with the lack of attendance.

Attendance is strongly encouraged in class for several reasons:

- There is a strong correlation between attending classes and academic success.
- Material may be available in class that is not in the textbook.
- Class time has been assigned to each student and that is his/her time to receive instructor assistance which is important to the successful completion of the course requirements.
- Much learning takes place between faculty and students during class. This time is also a chance for students to think, question, and clarify ideas and information.
- Each individual is expected to make satisfactory progress in his/her classes. Students who are not making satisfactory progress should DROP the course.

For the above reasons, regular attendance is essential to success at the College.

Attendance Record Keeping

The Community College System of New Hampshire colleges are not attendance-reporting institutions. However, it is required that faculty keep a record of attendance for registration verification, never attended status, grade appeals, Administrative Failure, and a last date of attendance for financial aid or veterans benefits, when applicable. The Academic Affairs Office’s Day and Evening Divisions will provide you with a folder for each of your courses that will include a class attendance sheet for your use. The exception is if you teach primarily off campus or 100% Online.

LRCC ADJUNCT FACULTY HANDBOOK 2014-2015  Page 30
**Adjunct Folders**

Adjunct folders are provided for each class taught in the day and the evening divisions. Adjunct should pick up their folders in the front office/reception area of the Turner building before the class begins and return it to the drop box located outside the office after class is over. Communications, handouts, and your class attendance sheet will be kept in this folder. Please note that the adjunct folder does not eliminate the need to check your mailbox on a regular basis. If you are an evening adjunct and the Academic Affairs Office is closed when your class ends, there is a wooden box, located on the right side of the Academic Affairs Office’s doors, into which you may deposit your folder.

**Class Rosters**

Official rosters will be placed in your mailbox by the Registrar the first few weeks of the semester. Please pay close attention to the instructions and return rosters as instructed. Official rosters must be returned to the Registrar’s Office to comply with Federal Financial Aid laws, Veteran’s Administration regulations, etc. If you have any questions, contact the Registrar’s Office. **Students cannot be attending your class if they are not listed on the roster.**

**Add/Drop Procedures**

**Adding a Course**

Students may add a class up to and including the 7th day of the semester (prorated for alternative semester length), if space is available. Online courses may be added up to the first day of the semester. Students must have instructor approval to add a course after the official “Add” period.

Students may drop a course with no academic penalty within the first 60% of the semester. However, this may affect students’ financial aid or other benefits.

1. If a student drops within the refund period, a tuition refund is processed and no grade will be given.
2. If a student drops after the refund period and within the 60% timeframe, a grade of “W” is recorded for the course and no refund is available.
3. If a student wishes to drop a course after the 60% timeframe, a Withdraw Passing/Withdraw Failure form must be completed and a WP (does not affect GPA) or WF (Calculates as an F in GPA) will be reflected on the transcript.

Add/Drop forms are available online, in the Main Office, and also in the Registrar’s Office.

**Dropping a Course**

The student should discuss the decision to drop a course(s) with his/her advisor. Add/Drop forms are available through the Registrar’s Office and online at www.lrcc.edu.
Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students who fail to file an official drop form to drop a course for which they are not attending will receive an AF – Administrative Failure for such courses on their transcripts.

NOTE: Classes may be added or dropped online via the Student Information System (SIS) until 10 days before the start of the semester.

**COMPUTER USE POLICY**

The College publishes an Acceptable Computer Use policy in the faculty/staff handbook, the student handbook, and on the college web page which offers examples of acceptable and prohibited computer use. This policy is also posted in locations where there are computers for student use, such as the Library, the Teaching, Learning & Career Center, computer labs, etc.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Educational records are kept by LRCC offices to facilitate the educational development of students. Faculty and staff members also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records.

To avoid violations of FERPA rules, please follow the guidelines below.

Quick Reference Guidelines for Faculty and Staff

- **DO** refer requests for information from the educational records of a student to the Registrar’s Office.
- **DO** keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member’s own use are not part of the student’s educational records.
• **DO** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person.

• **DO** change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student’s work, expressed in grades and/or evaluations, is not within the purview of students’ right to challenge their educational records.

• **DO NOT** display student scores or grades publicly in association with names, social security numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. Even a partial social security number should not be used. In no case should the list be posted in alphabetic sequence by student name.

• **DO NOT** put papers, graded exams, or lab reports containing student names and grades 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.

• **DO NOT** share student educational record information, including grades or grade point averages, with other faculty or staff members of the college unless their official responsibilities identify their “legitimate educational interest” in that information for that student.

• **DO NOT** share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters of recommendation, without written permission from the student.

• **WHEN IN DOUBT**, please do not release student educational information. Contact the Registrar Office for guidance.

**Faculty Evaluation and Summary of Class Observations**

All adjunct faculty will be evaluated on at least an annual basis by their department chair. The purpose of the evaluation is to provide continuous support and assessment of instruction. Classroom visits, review of instructional materials, and student evaluations will all be included in the process.
Services for You and Your Students

**ACADEMIC ADVISORS**

All matriculated students have an academic advisor who serves as a critical contact/mentor for the students during their time at the college. The academic advisor helps students register for courses and must approve all registration decisions, including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, conducts graduation audits, and helps students select and choose various program options. Advisors help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship will be.

If you have a student with academic or career concerns, please encourage the student to see his/her advisor, the college counselor, or the Vice President of Academic Affairs.

**LIBRARY**

Bennett Library supports and enhances on-campus and distance learning for LRCC students with a wide variety of print, electronic, and multimedia resources. Reference and interlibrary loan services assist with research and informational needs. The Bennett Library webpage (http://www.lrcc.edu/library/index.html) provides 24/7 access to the online catalog, Ebscohost and ProQuest databases, Ebrary and netLibrary electronic book databases, and web links to other information resources.

The Library staff collaborates with faculty to provide materials that support the programs and mission of the College and to provide instruction to students in learning how to find, evaluate and use information – a life-long skill. The Library Computer Lab offers internet access and Microsoft Office software applications for research and for class projects. Wireless access is also available. The Library is open year round with abbreviated hours during the summer and holidays.

Please stop by to see the Librarian and discuss the resources and services the Library has to offer you and your classes.

**MAKE-UP EXAMS/TESTS**

It is up to the instructor to determine policies on late or missed work. Please be sure to have these policies in writing on your syllabus and to review them with your students. Students should contact you to make arrangements, if applicable, for missed work. If you are not able to meet with the student, the Teaching, Learning & Career Center or the Library staff may be able
to provide a proctor. The instructor should contact the Library or the Teaching, Learning & Career Center to make those arrangements.

**Student Status Reports**

Students who are not performing well in a class should be given a mid-term progress report or Student Status Report. This report should identify problem areas and make recommendations for remediation. This report is intended to provide early intervention in order to improve the student’s potential for success in the class. However, if an instructor feels that a student will be unable to complete the course successfully, the student should be advised to drop the class before the 60% drop date of the course.

**Services for Students with Disabilities**

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, LRCC does not discriminate against students with disabilities in the admission process or in accessing opportunities for academic success. Students with documented disabilities are encouraged to contact the Director of the Teaching, Learning & Career Center to disclose their disabilities in order to see if they qualify for reasonable classroom accommodations. (Please see the Appendix.)

**Teaching, Learning & Career Center**

Our staff in the Teaching, Learning & Career Center provide services to students, including master tutoring, peer tutoring, courses in study skills, workshops in academic and personal development, such as note taking, time budgeting, math, writing, computerized learning, assessment testing, and more. Please stop by to visit the Teaching, Learning & Career Center to see what they have to offer. Our Director is always happy to visit your class to discuss the many services they offer.

Information regarding students’ disabilities is kept confidential. The services available to students with disabilities vary according to the students’ individual needs. Students without documentation, but who suspect that they might have a disability, should contact the Director of the Teaching, Learning & Career Center to discuss support service options.

Faculty is responsible for reading and following the guidelines on the Policy for Accommodated Students that is distributed in the hiring packet. Additionally, the Director of the Teaching, Learning & Career Center would be happy to meet with you to discuss this policy. A copy of the policy is also located in the Appendix of this handbook.
End of the Semester

COURSE EVALUATION BY STUDENT

Each semester students are offered the opportunity to conduct a course/faculty evaluation. This is done in an effort to continuously improve the quality of instruction at the College, and to give students the opportunity to comment on their experience in your class. The evaluations will be distributed, along with instructions, to your mailbox and shall be conducted during the last week of classes for that semester. Under no circumstance are faculty members to collect the forms themselves. The evaluation forms will be collected in an envelope and returned by a student to the Academic Affairs Office. A sample can be found on the College web page under Academics>Faculty & Staff Resources>Forms or in the Appendix of this handbook.

FINAL EXAMS

Faculty has the prerogative of administering a final project, presentation, or final exam for any of their courses. Final projects and exams are normally scheduled in the last week of the semester during your normal class meeting. If a final examination is part of the course assessment activities, the percentage of the final grade must be clearly stated on the course syllabus that is given to the students during the first class.

FINAL GRADES

The College has adopted the following uniform grading scale that is published on the syllabus template.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

The following is an explanation of Basic Skills and Administrative Failure through Withdrawal Passing grades.

* Basic Skills: Grades for Basic Skills courses have an asterisk following the course title and are computed in a GPA/CGPA, but cannot be used to satisfy degree requirements.

AF – Administrative Failure: This is an instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance, e.g., failure to meet attendance requirements as published in the instructor’s syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with
department criteria and procedure. It will be calculated in the GPA as an “F”. The AF cannot be used for poor grade performance.

**AU – Audit:** An AU indicates that the course was taken as an audit, does not earn credit, and cannot be used to meet graduation requirements. Permission of the instructor must be granted for auditing a class. Not all courses can be audited.

**CS – Continuing Study:** Continuing Study allows students to re-register for a developmental course if competencies have not been met by the end of the course. This is intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. This grade applies to Basic Skills courses only and does not affect the GPA.

**I – Incomplete:** An Incomplete grade indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The (I) grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F. Please refer to the full Incomplete Course Grade Policy later in this section. Incomplete Contracts can be found in the Registrar’s Office, Academic Affairs, and on the College web page under Academics>Resources>Forms.

**NP – No Pass:** Unsatisfactory (not calculated in the GPA).

**P – Pass:** Satisfactory (not calculated in the GPA).

**W – Withdraw:** This is a student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). This grade does not affect the GPA and can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**WF – Withdrawal Failing:** This is a student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a failing grade at time of drop as determined by the instructor. The WF grade calculates in the GPA as an “F”.

**WP – Withdrawal Passing:** Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a passing grade at time of drop as determined by the instructor. A WP does not affect the GPA and can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**INCOMPLETE COURSE GRADE POLICY**

An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such
as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. An Incomplete Contract must be completed by the instructor, signed by the student and filed with the Registrar’s Office prior to the end of the term.

The work must be completed by the student through arrangement with the instructor no later than:

- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer term;
- three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester;

Should the student fail to complete the work within the designated period, the grade will automatically become an F grade. The Vice President of Academic Affairs may make exceptions to the above deadlines.

Incomplete grades will not be included in the computation of the Grade Point Average until a final grade is posted and/or the grade becomes an F. An “I” grade may affect a student’s financial aid. Students should contact the Financial Aid office for further information.

**Final Grade Submission**

Final grades are submitted online via the Student Information System and are due 24 hours after the completion of the last day of classes. The instructor is responsible for submitting one grade per student in each one of his/her classes. You will receive instructions from the Registrar’s Office on grade submission procedure and deadlines. Please remember that Financial Aid, Academic Standing, and Graduation are dependent on timely grade submission. It is critical that grades are submitted on time.

- If EasyLogin has not been set up, enter your User ID; your user ID is your assigned @ number, i.e., @0004XXXX. With EasyLogin, enter your username. If you have questions, please contact the Registrar.
- Enter your Personal Identification Number (PIN); If you have forgotten your PIN, key your user ID and click on “forgot my PIN” and follow the security question prompts to reset your PIN. With EasyLogin, you simply enter your e-mail password.

To log on to the Student Information System:

1. Go to [www.lrcc.edu](http://www.lrcc.edu) and click on the Student Information System.
2. Click on Enter Secure Area.
3. Use your EasyLogin username and password. If you have not set up EasyLogin, follow steps 4 and 5 below. Otherwise, continue on to Step 6.
4. Enter your User ID; your User ID is your assigned @ number, i.e., @0004XXXX. You will need to include the “@”.

5. Enter your Personal Identification Number (PIN): If you have never accessed the SIS before, your PIN is your six-digit date of birth (MMDDYY) OR the last six digits of your user ID. Upon login, you will be required to reset your PIN and set up a security question. **Your new PIN must be different number (6-15 digits).** Please protect your privacy – do not share these identifying numbers with anyone else.

6. Click on Faculty & Advisors>Term Selection>Final Grades.

7. Choose the correct CRN from the drop down list.

8. Enter a grade for every student and submit (forward an Incomplete contract to the Registrar’s Office for (I) Incomplete grades).

9. Click “Return to Main Menu” to exit or click “CRN Selection” to enter grades for another course.

If you have any questions regarding final grade entry, please do not hesitate to contact the Registrar’s Office.

**GRADE APPEALS**

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor.

Only in a case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic Affairs, the only other individual on campus empowered to change a grade, alter a student’s grade.

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

1. Meet with the instructor: The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five work days.

2. Meet with the Program Coordinator/Department Chairperson: If the issue was not resolved in Step 1 above, the student has three work days from the date of the faculty member’s decision to file a written appeal with the faculty member’s program coordinator or department chairperson, or with the Vice President of Academic Affairs (VPAA) if the faculty member is also the department chairperson or program director. Within three work days the department chairperson, or VPAA, will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.
3. Meet with the Vice President of Academic Affairs (VPAA): If the issue is not resolved in Step 2 above, the student has three work days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

Note: During the summer, when faculty is not on campus, students may begin the grade appeal process with the Office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted at the sole discretion of the VPAA.
Frequently Asked Questions

**CLASSROOM ISSUES**

1. **How do I locate my classroom and roster on the first day/evening of class?**
   Day and Evening Adjunct – Your adjunct folder will contain general information for your first class, including a copy of your roster and your room assignment. Adjunct folders will be ready for you to pick up in the front office each week before class.

2. **What do I do with my folder after class?**
   Return it to the Academic Affairs Office

3. **May I move my class to another room if the room is empty?**
   Not without prior permission from Academic Affairs. The room may be scheduled for other events, meetings, guests, or classes.

4. **Is there a cap for the number of students in a class?**
   Yes, it is determined by the Department Chair and the VP of Academic Affairs depending on a number of factors, for example: lab stations and equipment, the course level, safety and other regulations. Adjunct, with permission of their chair, can give permission to override the enrollment maximum.

5. **How can I find out the maximum number of students in my class?**
   You can access your schedule, number of students in a class, roster, etc., from the Student Information System. You may also contact the Academic Affairs Office.

6. **What is the Student Information System and how do I log on?**
   The Student Information System (SIS) allows faculty, advisors and students to view class schedules, enrollment in a class, email addresses for faculty, and the catalog descriptions. The SIS is on the Laconia web page at www.lrcc.edu and log on information is posted there.
   If you have any trouble with the log in process, please contact the Academic Affairs or Registrar’s Office.

7. **What should I do if I have an emergency situation in class?**
   If there is an emergency in class, do not hesitate to call 911 and notify the front desk immediately at extension 6701. From an internal phone, dial 9 to get an outside line, then 911.
**STUDENT ISSUES**

8. **What do I do if a student stops attending class?**
The instructor should make an effort to contact the student by phone or email if a student has missed two classes in a row. If you cannot reach the student, and you feel the student cannot successfully complete the course due to absences, you may process an Administrative Failure form with the Registrar.

If the student indicates he/she will not be returning, please advise him/her to contact his/her advisor and to process a drop form with the Registrar’s Office.

9. **What do I do if a student is having trouble with the coursework?**
Remind all students that there are peer tutors, master tutors, and other resources available in the Teaching, Learning & Career Center. Students doing especially well may want to consider offering tutoring services at the Teaching, Learning & Career Center.

You are also encouraged to meet with your students individually; email or phone them, or use Student Status Reports. You do not need to wait until mid-semester. Issues or warnings should be addressed as soon as possible in the semester.

10. **What do I do if a parent calls to check on a student’s progress?**
Do NOT discuss student information with a parent, other faculty, or anyone unless there is a signed consent form on file in the Registrar’s Office. **This is the law!** Faculty are encouraged to contact the Registrar’s Office to verify if a consent form is on file, what type of information can be shared, and who it can be shared with.

The only exception is for college officials and teachers within the college who are directly involved in a legitimate, educational matter with the student.

11. **What do I need to do if there is a student with physical needs or a learning disability in my class?**
If the student approaches you with disability inquiries, please refer the student to the Disability Director in the Learning Center. If you are going by your own observations, please contact the Director in the Learning Center (524-3207 X6770) as soon as possible. Please do not approach the student with questions; respecting his/her privacy.

You are also encouraged to contact the Teaching, Learning & Career Center for advice concerning teaching strategies to meet your students’ needs most effectively.
12. **What is a Reasonable Accommodation Plan?**

Any student with a diagnosed condition which interferes with the learning process is eligible to receive reasonable classroom accommodations after the information is reviewed by the Director of Disability Services. The Reasonable Accommodation Plan will have a red confidential stamp as well as the Director's signature in red. The instructor is expected to comply with the reasonable accommodations and can call the Director at any time for clarification or further assistance. Please refer to the Policy for Accommodated Students you received as part of your hiring packet or in the Appendix of this handbook.

**Faculty Issues**

13. **How do I get a copy of my textbook, supplies, and other resources? Who orders my textbooks for the class?**

Your department chair will order your desk copies and instructor manuals. Please contact him/her to pick up your text and to review supply or other classroom needs. Your department chair will work with the Bookstore to process the book order for your students.

14. **Other than the syllabus, what items need to be reviewed with my students on the first day of class?**

There will be a checklist in your folder of reminders for you as well as handouts that include announcements, rules, and important procedures that you must review with your students at the first class meeting.

There may also be handouts for students during other times in the semester so please pay close attention to the contents of your adjunct folder.

15. **Why do I need to keep attendance, and what is an Official Roster?**

The College is responsible for reporting students who never attend, who withdraw from class, or who stop attending during the semester in order to comply with Federal Financial Aid laws and the Veterans Administration, etc. An attendance form will be provided in your adjunct folder for each class for your records. Additionally, the Registrar’s Office will distribute Official Rosters that you will need to return. These are important and timely; please pay close attention to instructions regarding your rosters.

16. **Can I grade students based on attendance?**

No; however, you can base part of your grade on participation which cannot be earned without attending class. State your attendance policy clearly on your syllabus and the
percentage of the grade to be earned by participation.

17. **How does someone reach me when I am at school?**
Call the College receptionist at 524-3207. Your messages will be forwarded to your mailbox or Attendance Folder.

18. **Where is my mailbox?**
Mailboxes are located in the TURNER building in the mail/copy room.

19. **Do I need a college e-mail account and how do I access it?**
Yes, you must use a college e-mail account, which will be published on the college web page, the SIS, and your syllabi. You can access your ‘ccsnh.edu’ e-mail via the web at http://owa.ccsnh.edu.

20. **What is Blackboard, and am I required to use Blackboard for my courses?**
Blackboard is an online platform for your course materials. **You will be required** to post your Syllabus and Academic Affairs Notice, a welcome announcement, your contact information, and some basic college and system policies.

21. **What do I do if I need to cancel a class?**
Call the receptionist and Academic Affairs as soon as possible at 524-3207.
We also ask that you keep a roster at home or use the SIS and notify your students. Many of them travel great distances. The Academic Affairs Office will notify your chair and also post a notice on your room. Cancelled classes need to be made up. Please see the Class Cancellation Policy in this handbook.

22. **How do I get paid and where do I pick up my paycheck?**
You will receive payroll dates either with your contract from the Academic Affairs Office’s Evening Division, or they will be e-mailed to your ccsnh.edu account. You may pick up your check from the receptionist in the Academic Affairs Office on pay days. If you do not pick up your check by 4:00 p.m. of the following Monday, your check will be mailed to you. You may also opt to use direct deposit to your bank account by registering for and accessing the ADP Self Service Portal via www.lrcc.edu.

23. **How do I know if my handouts or digital attachments are copyright protected?**
Please contact the Director of Learning Resources in the Bennett Library, who will review copyright laws, answer your questions, and also assist you in getting copyright permissions. Consider having a library instruction session for your students on this
24. **Can I borrow a TV/DVD/VCR from another classroom?**
   Yes, but you must return it to its original room after your class has finished.

25. **When are grades due?**
   Grades must be submitted via the SIS (Student Information System) within 24 hours after your last class meeting of the semester. **No exceptions.** You will receive instructions from the Registrar’s Office.
Appendix

**LRCC FALL 2014 ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>19</td>
<td>Faculty Return</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>Labor Day/Holiday-College Closed</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Fall Day, Evening, 8-Week Hybrid I, and Distance Learning classes begin</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>ASEP Co-Op Session I class begins</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Last day to add a class without Instructor Permission</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>*Last day to drop with refund 8-Week Hybrid I and ASEP Co-Op Session I class</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>*Last day to drop with refund Fall, Day, Evening, and Distance Learning classes</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Last Day to Resolve &quot;F&quot; (Incomplete) from Summer</td>
</tr>
<tr>
<td>October</td>
<td>3</td>
<td>LAST DAY TO DROP 8-WEEK HYBRID I CLASSES WITH A “W” (60%)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>CURRICULUM COMMITTEE DEADLINE FOR SUBMISSION FOR OCTOBER 24 MEETING</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>REGISTRATION FOR ASEP CO-OP SESSION II CLASS</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Columbus Day – All classes will be held as scheduled</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Last day to drop ASEP Co-Op Session I class with a “W” (60%)</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>8-Week Hybrid I classes end</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Curriculum Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>8-Week Hybrid II classes begin</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Symposium – No Day Classes – Evening Classes will meet as scheduled</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>*Last day to drop with refund 8-Week Hybrid II classes</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Last day to drop Day, Evening, and Distance Learning classes with a “W” (60%)</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Veteran’s Day/Holiday-College Closed</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Advance Online Spring Registration for returning students</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Curriculum Committee deadline for submission for December 5 meeting</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>ASEP Co-Op Session I class ends</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>ASEP Co-Op Session II class begins</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>No Evening Classes – Day classes will meet as scheduled</td>
</tr>
<tr>
<td></td>
<td>27-28</td>
<td>Thanksgiving/Holiday-College Closed</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>LAST DAY TO DROP 8-WEEK SESSION II CLASSES WITH A “W” (60%)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>*Last day to drop with refund ASEP Co-Op Session II class</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Registration begins for Spring and Winterim classes</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Curriculum Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Curriculum Committee deadline for submission for January In-Service Week meeting</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Fall Day, Evening, 8-Week Session II, and Distance Learning classes end</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Grades Due 24 hours after last class</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Winter Break Begins</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Last Day of Faculty Responsibility for Fall Semester</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>ASEP Winter Break Begins</td>
</tr>
</tbody>
</table>
### SPRING 2015 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>January</th>
<th>6</th>
<th>Faculty Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-16</td>
<td></td>
<td><strong>WINTERIM</strong></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td><em>WINTERIM SESSION BEGINS – Last day to drop with refund WINTERIM classes</em></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>ASEP Co-Op Session II class resumes</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Last day to drop ASEP Co-Op Session II class with a &quot;W&quot; (60%)</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Registration begins for ASEP Co-Op Session III class</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Winterim Session ends</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td><strong>Martin Luther King Jr. Day/Holiday-College Closed</strong></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Spring Day, Evening, 8-Week Hybrid and Distance Learning classes begin</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td><em>Last day to drop with refund 8-Week Hybrid classes</em></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>Last Day to Add Classes without Instructor Permission</td>
</tr>
<tr>
<td>February</td>
<td>2</td>
<td><em>Last day to drop with refund Spring, Day, Evening, and Distance Learning classes</em></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Last Day to Resolve &quot;I&quot; (Incomplete) Grades from Fall Semester</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Curriculum Committee deadline for submission for February 20 meeting</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td><strong>President’s Day/Holiday-College Closed</strong></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Last day to drop 8-Week Session I classes with a &quot;W&quot; (60%)</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>ASEP Co-Op Session II class ends</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Curriculum Committee Meeting</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>ASEP Co-Op Session III class begins</td>
</tr>
<tr>
<td>March</td>
<td>2</td>
<td><strong>Last day to drop with refund ASEP Co-Op Session III class</strong></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>8-Week Hybrid classes end</td>
</tr>
<tr>
<td>16-20</td>
<td></td>
<td><strong>Spring Break - No Day or Evening Classes</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASEP Co-Op Session III meets through Spring Break</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>7-Week Hybrid classes begin</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Advance Online Summer &amp; Fall Registration for returning students</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Last day to drop Day, Evening, and Distance Learning classes with a &quot;W&quot; (60%)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td><em>Last day to drop with refund 7-Week Hybrid classes</em></td>
</tr>
<tr>
<td>April</td>
<td>10</td>
<td>Curriculum Committee deadline for submission for April 24 meeting</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Registration begins for Summer and Fall day and evening classes</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Last day to drop ASEP Co-Op Session III class with a &quot;W&quot; (60%)</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Last day to drop 7-Week Hybrid classes with a &quot;W&quot; (60%)</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Curriculum Committee Meeting</td>
</tr>
<tr>
<td>May</td>
<td>11</td>
<td>7-Week Hybrid classes ends</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Spring Day, Evening, and Distance Learning classes end <strong>Enter Grades within 24 hrs</strong></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>ASEP Co-Op Session III class ends</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Commencement - 11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td><strong>Last day of Faculty Responsibility for Spring Semester</strong></td>
</tr>
</tbody>
</table>

*Effective Fall 2011 System Drop with refund policy is 14 calendar days (7 calendar days for shorter format terms). If the 7th or 14th calendar day of the term falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday.*
# LAKES REGION COMMUNITY COLLEGE
## CAMPUS REFERRAL DIRECTORY

**T = Turner Building  C = CAT Building**

### PRESIDENT'S OFFICE

<table>
<thead>
<tr>
<th>Contact</th>
<th>Location</th>
<th>Ext.</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Kalicki, President</td>
<td>T-108</td>
<td>6714</td>
<td><a href="mailto:skalicki@ccsnh.edu">skalicki@ccsnh.edu</a></td>
</tr>
<tr>
<td>Tonia Lindquist, Admin.</td>
<td>T-104a</td>
<td>6757</td>
<td><a href="mailto:tlinquist@ccsnh.edu">tlinquist@ccsnh.edu</a></td>
</tr>
</tbody>
</table>

### ACADEMIC AFFAIRS

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thomas Goulette, VP Academic &amp;</td>
<td>T-103</td>
<td>6716</td>
<td><a href="mailto:tgoulette@ccsnh.edu">tgoulette@ccsnh.edu</a></td>
</tr>
<tr>
<td>Community Affairs</td>
<td></td>
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<tr>
<td>Holly Danby, Secretary/CAT Bldng</td>
<td>CAT Lobby</td>
<td>6868</td>
<td><a href="mailto:hdanby@ccsnh.edu">hdanby@ccsnh.edu</a></td>
</tr>
<tr>
<td>Teresa Hughes, Administrative</td>
<td>T-107</td>
<td>6742</td>
<td><a href="mailto:thughes@ccsnh.edu">thughes@ccsnh.edu</a></td>
</tr>
<tr>
<td>Secretary, Day</td>
<td>T-102</td>
<td>6792</td>
<td><a href="mailto:kmather@ccsnh.edu">kmather@ccsnh.edu</a></td>
</tr>
<tr>
<td>Andree Thibault, Program Assistant</td>
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<td>6740</td>
<td><a href="mailto:athibault@ccsnh.edu">athibault@ccsnh.edu</a></td>
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### ATHLETICS

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<tr>
<td>Scott Bryant</td>
<td>T-128</td>
<td>6746</td>
<td><a href="mailto:sbryant@ccsnh.edu">sbryant@ccsnh.edu</a></td>
</tr>
<tr>
<td>Dave Pollak</td>
<td>T-269</td>
<td>6626</td>
<td><a href="mailto:dpollak@ccsnh.edu">dpollak@ccsnh.edu</a></td>
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### BANNER COORDINATOR

<table>
<thead>
<tr>
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<tr>
<td>Marsha Bourdon</td>
<td>T-253</td>
<td>6786</td>
<td><a href="mailto:mbourdon@ccsnh.edu">mbourdon@ccsnh.edu</a></td>
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### BOOKSTORE

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<tr>
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<tr>
<td>Debra Bird</td>
<td>T-162</td>
<td>6702</td>
<td><a href="mailto:dbird@ccsnh.edu">dbird@ccsnh.edu</a></td>
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### FACULTY

#### Advanced Manufacturing

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Don Brough, Coord</td>
<td>C-109</td>
<td>6601</td>
<td><a href="mailto:dbrough@ccsnh.edu">dbrough@ccsnh.edu</a></td>
</tr>
<tr>
<td>Keith Fletcher, Dept. Chair</td>
<td>C-104</td>
<td>6816</td>
<td><a href="mailto:kfletcher@ccsnh.edu">kfletcher@ccsnh.edu</a></td>
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#### Automotive Service Education Program (ASEP)/General Automotive/CDL

<table>
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<tr>
<td>Mike Parker, Chair</td>
<td>T-172</td>
<td>6741</td>
<td><a href="mailto:mparker@ccsnh.edu">mparker@ccsnh.edu</a></td>
</tr>
<tr>
<td>Jamie Decato</td>
<td>T-172</td>
<td>6753</td>
<td><a href="mailto:jdecato@ccsnh.edu">jdecato@ccsnh.edu</a></td>
</tr>
<tr>
<td>Nancy Marcoux, Secretary</td>
<td>T-181</td>
<td>6736</td>
<td><a href="mailto:nmarcoux@ccsnh.edu">nmarcoux@ccsnh.edu</a></td>
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#### Business & Office Technologies

<table>
<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Max Brown (Business Mgmt)</td>
<td>T-265</td>
<td>6737</td>
<td><a href="mailto:mbrown@ccsnh.edu">mbrown@ccsnh.edu</a></td>
</tr>
<tr>
<td>Carlene Rose (Accounting)</td>
<td>T-230</td>
<td>6725</td>
<td><a href="mailto:crose@ccsnh.edu">crose@ccsnh.edu</a></td>
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#### Computer Technologies

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<tr>
<td>Sandra Lavallee, Dept. Chair</td>
<td>C-205</td>
<td>6768</td>
<td><a href="mailto:slavallee@ccsnh.edu">slavallee@ccsnh.edu</a></td>
</tr>
<tr>
<td>Kurt Webber</td>
<td>C-204</td>
<td>6704</td>
<td><a href="mailto:kwebber@ccsnh.edu">kwebber@ccsnh.edu</a></td>
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#### Culinary Arts & Restaurant Management

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<tbody>
<tr>
<td>Pat Hall</td>
<td>SHKR VIL</td>
<td>267-1155</td>
<td><a href="mailto:techcafe@metrocast.net">techcafe@metrocast.net</a></td>
</tr>
<tr>
<td>William Walsh</td>
<td>SHKR VIL</td>
<td>267-1155</td>
<td><a href="mailto:wwalsh@ccsnh.edu">wwalsh@ccsnh.edu</a></td>
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#### Early Childhood Education

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<tr>
<td>Janet Kibbee</td>
<td>T-208A</td>
<td>6705</td>
<td><a href="mailto:jkibbee@ccsnh.edu">jkibbee@ccsnh.edu</a></td>
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#### Electrical/Electro-Mechanical

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<tr>
<td>Keith Fletcher, Chair</td>
<td>C-104</td>
<td>6816</td>
<td><a href="mailto:kfletcher@ccsnh.edu">kfletcher@ccsnh.edu</a></td>
</tr>
<tr>
<td>Gary Barney (ESIM)</td>
<td>C-123</td>
<td>6606</td>
<td><a href="mailto:gbarney@ccsnh.edu">gbarney@ccsnh.edu</a></td>
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#### Energy Services

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<tr>
<td>Andy Duncan, Chair</td>
<td>C-218</td>
<td>6629</td>
<td><a href="mailto:cdaniels@ccsnh.edu">cdaniels@ccsnh.edu</a></td>
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<tr>
<td>Wesley Golomb</td>
<td>C-208</td>
<td>6763</td>
<td><a href="mailto:wgolomb@ccsnh.edu">wgolomb@ccsnh.edu</a></td>
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LRCC ADJUNCT FACULTY HANDBOOK 2014-2015

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<table>
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<tr>
<td><strong>Fine Arts</strong></td>
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<tr>
<td>Pat Wild, Dept. Chair</td>
<td>C-118A</td>
<td>6734</td>
<td><a href="mailto:pwild@ccsnh.edu">pwild@ccsnh.edu</a></td>
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<tr>
<td><strong>Fire Technologies</strong></td>
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<tr>
<td>John Connell, Dept. Chair</td>
<td>C-148</td>
<td>6726</td>
<td><a href="mailto:jconnell@ccsnh.edu">jconnell@ccsnh.edu</a></td>
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<tr>
<td>Allen Coen</td>
<td>C-149</td>
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<tr>
<td>Gary Courtney</td>
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<td><a href="mailto:gcourtney@ccsnh.edu">gcourtney@ccsnh.edu</a></td>
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<tr>
<td><strong>Graphic Design</strong></td>
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<td>Gail Beane, Advisor</td>
<td>C-220</td>
<td>6607</td>
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<tr>
<td>Mike Place</td>
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<td><a href="mailto:mplace@ccsnh.edu">mplace@ccsnh.edu</a></td>
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<tr>
<td><strong>Human Services</strong></td>
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<tr>
<td>Linda Ferruolo, lead instructor</td>
<td>T-208A</td>
<td>6731</td>
<td><a href="mailto:lferruolo@ccsnh.edu">lferruolo@ccsnh.edu</a></td>
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<tr>
<td>Kathleen Kenney, Dept. Chair</td>
<td>T-254</td>
<td>6743</td>
<td><a href="mailto:kkenney@ccsnh.edu">kkenney@ccsnh.edu</a></td>
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<tr>
<td>Scott Cracraft</td>
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<td>6713</td>
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<tr>
<td>Arthur Deleault</td>
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<td>Jay Plyler</td>
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<td>Steven Oliver, Dept. Chair</td>
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<td><a href="mailto:soliver@ccsnh.edu">soliver@ccsnh.edu</a></td>
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<tr>
<td>Janet Bloom</td>
<td>C-246</td>
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<tr>
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<tr>
<td>Julie Morin</td>
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<td><a href="mailto:jmorin@ccsnh.edu">jmorin@ccsnh.edu</a></td>
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<tr>
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<td><a href="mailto:fseigle@ccsnh.edu">fseigle@ccsnh.edu</a></td>
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<td><strong>Marine Technology</strong></td>
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<tr>
<td>Brian Morgan</td>
<td>T-156</td>
<td>6729</td>
<td><a href="mailto:bmorgan@ccsnh.edu">bmorgan@ccsnh.edu</a></td>
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<tr>
<td>Jake Marsh</td>
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<td>6712</td>
<td><a href="mailto:jmarsh@ccsnh.edu">jmarsh@ccsnh.edu</a></td>
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<td><strong>Nursing</strong></td>
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<tr>
<td>Martha Pasquali, Dept. Chair</td>
<td>C-136</td>
<td>6745</td>
<td><a href="mailto:mpasquali@ccsnh.edu">mpasquali@ccsnh.edu</a></td>
</tr>
<tr>
<td>Debbie Brady</td>
<td>C-137</td>
<td>6797</td>
<td><a href="mailto:dbradys@ccsnh.edu">dbradys@ccsnh.edu</a></td>
</tr>
<tr>
<td>Laura Rodgers</td>
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<td>6709</td>
<td><a href="mailto:lrogers@ccsnh.edu">lrogers@ccsnh.edu</a></td>
</tr>
<tr>
<td>Amy Tremblay</td>
<td>C-138</td>
<td>6744</td>
<td><a href="mailto:atremblay@ccsnh.edu">atremblay@ccsnh.edu</a></td>
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<tr>
<td><strong>Licensed Nursing Assistant</strong></td>
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<td>Cathy Weigel, LNA Coordinator</td>
<td>T-258</td>
<td>6710</td>
<td><a href="mailto:cweigel@ccsnh.edu">cweigel@ccsnh.edu</a></td>
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<td><strong>Running Start</strong></td>
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<td>Kalene Barney, Coordinator</td>
<td>T-253</td>
<td>6772</td>
<td><a href="mailto:kbarney@ccsnh.edu">kbarney@ccsnh.edu</a></td>
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<tr>
<td><strong>GUIDANCE COUNSELING</strong></td>
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<tr>
<td>Brenda Kummerer-Cyr, GENESIS Counselor</td>
<td>T-138A</td>
<td>6700</td>
<td>Mon., 11am-1pm in T-138A Wed., 4 – 6:00 pm in T-151 <a href="mailto:mplyler@ccsnh.edu">mplyler@ccsnh.edu</a></td>
</tr>
<tr>
<td>Melissa Plyler (Varied Office Hours)</td>
<td>T-138A</td>
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<td><strong>HUMAN RESOURCES</strong></td>
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<tr>
<td>Karen Kurz, Human Resources Director</td>
<td>T-106</td>
<td>6717</td>
<td><a href="mailto:kkurz@ccsnh.edu">kkurz@ccsnh.edu</a></td>
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<tr>
<td><strong>THE LEARNING CENTER (TLC)</strong></td>
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<tr>
<td>Maureen Baldwin, Director</td>
<td>T-216</td>
<td>6770</td>
<td><a href="mailto:mbaldwin@ccsnh.edu">mbaldwin@ccsnh.edu</a></td>
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<tr>
<td>Debbie Fifield, Master Tutor</td>
<td>T-216</td>
<td>6764</td>
<td><a href="mailto:dfifield@ccsnh.edu">dfifield@ccsnh.edu</a></td>
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<tr>
<td>Gloria Moulton, Master Tutor</td>
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<td>6764</td>
<td><a href="mailto:gmoulton@ccsnh.edu">gmoulton@ccsnh.edu</a></td>
</tr>
<tr>
<td>Cathy Raymond, Secretary (afternoons)</td>
<td>T-141</td>
<td>6754</td>
<td><a href="mailto:ccraymond@ccsnh.edu">ccraymond@ccsnh.edu</a></td>
</tr>
</tbody>
</table>
LIBRARY
Cyndy Davis, Director
Penny Garrett, Library Technician

MAINTENANCE
Roger Lajoie - Plant Maintenance Engineer
Jack Bernard, Day Maintenance
Dan LeClerc, Day Maint. Mechanic Foreman
Jason Graves, Evening Maint.-CAT Bldg
Jeff Harrison, Day Maint.-Turner Bldg
Lisa Moulton, Evening Maint. Supervisor
Dave Vermillion, Evening Maintenance

PUBLIC RELATIONS
Max Brown

RECEIVING/STOCK CONTROL
Scott Bryant

RECEPTIONIST
Jean MacFarland

SECURITY
Mary Berry (cell: 545-4392)

STUDENT SERVICES
Larissa Baia, VP Student & Corporate Affairs
Randi Provencal, Administrative Secretary

Admissions
Wayne Fraser, Director
Kathryn Plummer, Secretary
Cathy Raymond, Secretary (mornings)
Jessica Dade, Admissions Recruiter

Business Office
John Harrington, CFO
Wendy Parent, Accountant
Carol Dudley, Accounting Technician
Elizabeth Lawton, Acct. Tech. (9 am-2:30 pm)

Financial Aid
Kristen Purrington, Director
Kimberly Bean, Program Assistant
Melissa Daigle, FA Assistant

Registrar
Laura LeMien, Registrar
Jennifer Aiken, Program Assistant
Barbara Dionne, Registrar’s Secretary

TECHNICAL SUPPORT
Chris Crowley
Kristina Guignard

WORKREADY NH
Manuela Bittner-Shuey, Director
Valarie Young, Program Assistant

Location: C = Center for Arts & Technology T = Turner Building

LRCC ADJUNCT FACULTY HANDBOOK 2014-2015
POLICY FOR ACCOMMODATED STUDENTS

- If a student tells you that he/she has learning difficulties and asks you to please accommodate their needs, ask them for the accommodation paper which they would have received from the Teaching, Learning & Career Center. If they do not have the official accommodation paper, refer them to the TLC office.

- Student MUST produce an official accommodation paper with a ‘Confidential’ stamp, as well as the stamped signature of the Disability Director in order to receive formal accommodations.

- Accommodations are NEVER made by the instructor unless the same accommodations are going to be given to the entire class. Any instructor who makes an “accommodation” is actually making an exception and that is not an equitable solution. Instructors are to refer the student to the Teaching, Learning & Career Center in order to avoid a libelous situation and to provide the best opportunity for the student according to ADA compliance rules.

- If a student tells you that they know they have always had a learning problem but they don’t have any test results to prove it, please refer them to the Teaching, Learning & Career Center immediately. If you are a qualified evaluator (certified teacher for academic evaluations) or Specialist in the Assessment of Intellectual Functioning (SAIF) or psychologist, PLEASE DO NOT OFFER to test a student. This type of conversation could have legal ramifications. Again, you need to refer the student to the Teaching, Learning & Career Center.

- Instructors NEVER diagnose a student with such statements as, “I think you have a learning disability,” or “You appear to be attention deficit.” Please refer students to the Teaching, Learning & Career Center without qualifying their performance.

- After a student declares to the college that he/she has learning difficulties, the Teaching, Learning & Career Center Director determines whether or not accommodations are warranted. If the student receives formal written accommodations they will be stamped Confidential and the student will decide what instructors will receive them.
LAKES REGION COMMUNITY COLLEGE
STUDENT COURSE EVALUATION

The purpose of this evaluation is to provide you with an opportunity to give feedback on the course you have just attended. This evaluation is important because it gives information on how to improve this course.

Please read each statement and fill in the circle with the number that best describes your level of agreement using the following rating system:

1 = Strongly Agree 2 = Agree 3 = Disagree 4 = Strongly Disagree 0 = Does Not Apply

(Completely fill in circle of choice with pen)

1. The course was well organized. Date:
2. Course learning objectives were clearly defined and understandable.
3. The course assignments were directly relevant to the course learning objectives.
4. My instructor chose approaches and activities that enhanced learning.
5. Regular assignments encouraged early and continuous participation in the course.
6. My instructor explained concepts clearly.
7. My instructor used a variety of teaching techniques (projectors, reflections, group work) that integrated theory with practical applications.
8. My instructor provided helpful feedback on my performance.
9. My instructor related to students in a way that encouraged respectful interactions.
10. My instructor was available and accessible.
11. The textbook was useful to my learning.
12. Library resources met my learning needs.

Please answer the following questions.

13. If you could, would you take another course taught by this instructor? Y N
14. What changes would you suggest to improve learning in this course?

Please provide any additional written comments you may have regarding the instructor or the course on the back of this form. Thank You
# COURSE OUTLINE/SYLLABUS SHEET

- **COURSE NO:** (enter Complete Course number per current College catalog, i.e., LART1450)
- **COURSE TITLE:** (enter Complete Course Title per current College catalog)
- **CREDIT HOURS:** (enter number of Credits)
- **SEMESTER:** (enter semester and year: i.e., Fall 2011)
- **INSTRUCTOR NAME:** (enter faculty name)
- **E-MAIL ADDRESS:** (Enter the email address you would prefer students use. Faculty may request a college ccsnh.edu address.)
- **OFFICE LOCATION:** (enter your office room number, if applicable)
- **CONFERENCE HOURS:** (enter conference hours; Adjunct may designate before and after class and by appointment.

(The following statement must be included if you have conference hours): Sometimes additional time or one-on-one assistance is needed. The instructor is normally available during the conference hours listed above, or you may make an appointment with the instructor for other times.
- **PREREQUISITES:** (enter prerequisite as stated in the current College catalog; if no prerequisite, enter None)
- **COURSE DESCRIPTION:** (enter course description per current College catalog)
- **TEXT/INSTRUCTIONAL MATERIALS AND EQUIPMENT NEEDED:** (enter all books and materials that students need to purchase for this course)
- **GRADING:** (enter a breakdown of the course grading structure, including percentages, weights, or total points possible. The words Grading Scale: and the scale itself must be included.)

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>A 93-100</th>
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<th>C 73-76</th>
<th>D 63-66</th>
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<td>B- 80-82</td>
<td>C- 70-72</td>
<td>D- 60-62</td>
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<tr>
<td>B+ 87-89</td>
<td>C+ 77-79</td>
<td>D+ 67-69</td>
<td>F 0-59</td>
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</tbody>
</table>
- **COURSE OUTCOMES/COMPETENCIES:** (List the outcomes of the course as approved by the Department Chair and the Curriculum Committee.)
- **COURSE SCHEDULE:** (List the assignments.)

ANY OTHER INFORMATION THE INSTRUCTOR DEEMS NECESSARY MAY BE INCLUDED.
Refund Policy

Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the term to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day of the term falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Students registered for workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees. STUDENTS WHO HAVE NOT MADE PAYMENT ARRANGEMENTS 10 CALENDAR DAYS PRIOR TO THE START OF THE SEMESTER (OR ALTERNATIVE TERM START DATES) WILL BE DROPPED FROM THE CLASS ROSTER.

Attendance

Regular attendance is expected for all scheduled classes, and enrollment privileges may be withdrawn for excessive absences. In addition to academic expectations involved with attendance, veterans and students receiving financial aid from certain sources may be required to maintain required attendance as a condition for such aid. Individual instructors may have attendance policies which fit the particular requirements of their courses (as well as grading policies based on class participation).

Classroom Etiquette

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that supports effective instruction. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior in the classroom may compromise the learning and performance of all students present. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones, computers (other than for legitimate academic use), iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct, published in the LRCC Student Handbook, and are subject to sanctions as described therein for any violations.

Texting and Cell Phones

Students are not allowed to text or use cell phones in any classroom or lab at LRCC. Please turn cell phones and other personal electronic devices off before you enter the classroom and keep them stored out of sight.

Laptop Computers

At the discretion of the classroom Instructor, laptop computers may be used for educational purposes only, and any violation of appropriate use will lead to the loss of privilege of use.

Information Technology Acceptable Use Policy

Access to CCSNH technology resources is a privilege, not a right. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated in the policy may result in loss of privileges. This policy is available to read or download at: http://www.ccsnh.edu/about-ccsnh/information-technology.
Civil Rights/Equity Issues
(DISCRIMINATION AND HARASSMENT)

Lakes Region Community College does not discriminate in the administration of its admissions, educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status.

The college is sensitive to the fear and/or embarrassment an individual may experience in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Any Lakes Region Community College student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an LRCC-sponsored activity should report such behavior to Larissa Baia, Vice President of Student Services and Enrollment Management and Karen Kurz, Human Resource Coordinator, Lakes Region Community College, 379 Belmont Road, Laconia, NH 03246, (603) 524-3207; to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300; or to the US Department of Education, Office of Civil Rights, J.W. McCormack, Post Office and Courthouse, Room 701, 01-0061, Boston, MA 02109-4557, (617) 223-9662.

NOTICE OF NON-DISCRIMINATION

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1991
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to Larissa Baia, Lakes Region Community College, (603) 524-3207, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

The Teaching, Learning & Career Center

The TLCC provides free academic assistance for all LRCC students who would like to improve their grades. The TLCC offers peer tutoring in writing, math, accounting, computers, biology/Anatomy & Physiology, disabilities services, study skills, and a computer lab. Stop in The Teaching, Learning and Career Center, located in the Admissions Office, or call 524-3207 for more information.

Disabilities Services

It is the mission of Lakes Region Community College’s Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college’s Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not their disabilities. Assistance is provided in a collaborative
way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

**Bennett Library**

The Bennett Library delivers information resources and services to support on-campus and distant student learning. Print, electronic databases and multimedia materials, along with a computer lab, provide students with academic support. Library services including reference, inter-library loan, and library instruction assist students with their studies. For more information, see the Bennett Library Web page at www.lrcc.edu/library/index.html, stop in, or call 524-3207, ext. 6727.

**Plagiarism/Cheating Policy**

Honesty is expected of all LRCC students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating is defined as copying or otherwise using material from others, or using sources not approved by faculty. Plagiarism is defined as using the work (ideas, words, artwork, etc.) of another person as one’s own. The failure to cite sources or the extensive use of others’ work in written material are the most common types of plagiarism. Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other LRCC disciplinary matters.

Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of F, which may in turn lead to delay of graduation. Repeated offenses may lead to dismissal from a program or from the college. Refer to the Academic Honesty Policy in the Student Handbook.

**Cancellation/Delayed Start of Classes**

When the President deems it prudent to cancel all classes at the college, students will be notified via LRCC Alerts through their college e-mail. In order to receive ALERTS via phone and/or text messaging, students need to register (opt in) and provide emergency contact information by going to www.lrcc.edu and clicking on the LRCC Alerts logo. Be sure to have your Student ID and CCSNH email address to register. Please be aware that text messaging fees for your phone plan will apply. The announcement will also be made on WMUR-TV, Channel 9 and listed on the college website at www.lrcc.edu. In addition, the announcement will be made on local radio stations. Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if morning classes are cancelled, students should plan on attending any class that begins at or after noon.

**Grade Reporting**

Final grades are not mailed to students. It is the student’s responsibility to review his/her final grades online via the Student Information System at www.lrcc.edu. Any appeal of a grade must be initiated by the student with instructor before an ensuing semester has elapsed. (See the college catalog for the complete policy on appeal of grade.)
## Meeting/Event Space Reservation Request

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<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Complete this form and submit via email to: <a href="mailto:SPACE@CCSNH.EDU">SPACE@CCSNH.EDU</a></td>
</tr>
<tr>
<td>2.</td>
<td>EVENT:</td>
</tr>
<tr>
<td>3.</td>
<td>CONTACT PERSON: Name: Email Address:</td>
</tr>
<tr>
<td>4.</td>
<td>DATE &amp; DAY OF WEEK:</td>
</tr>
<tr>
<td>5.</td>
<td>TIME EVENT BEGINS/ENDS:</td>
</tr>
<tr>
<td>6.</td>
<td>ROOM REQUESTED &amp; NUMBER OF PEOPLE:</td>
</tr>
</tbody>
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### Two Weeks Required Notice

**Information Technology Support/Media**

1. Is IT setup needed in the room for this event?  YES ☐ NO ☐
2. Equipment reservations: (Laptop, Projector, Remote etc.) contact the Library at (6794) or (6727)
3. If equipment is unavailable and/or you are bringing your own equipment, please notify IT at (6707) or (6756)

**FOOD SERVICE**

1. LRCC CULINARY PROGRAM REQUESTED?  YES ☐ NO ☐

   (Contact Pat Hall at 393-5132)
2. IS OUTSIDE CATERING BEING REQUESTED?  YES ☐ NO ☐

**SETUP TIME:**  CLEANUP TIME:

**ROOM SET-UP:** Describe the desired room layout below:

| How many chairs? |
| How many tables? |
| Is outdoor signage needed? YES ☐ NO ☐ |

If “Yes” Please describe what they need to say (2 weeks before event scheduled)

**CANCELLATIONS:** If your event or meeting is cancelled, please email: SPACE@CCSNH.EDU; as soon as possible so that your space can be used for someone else.

**Office use only:** Emailed confirmation: _______ Emailed cancellation__________
LRCC Meeting/Event Reservation Procedure

In an effort to better coordinate the use of space on campus, our college has implemented the procedure below to reserve space for meetings and events. This will help to avoid conflicts in demands for space and accommodate space requests, while ensuring the campus work gets done as efficiently as possible. (Space is defined as a conference room, cafeteria, parking lot, hallway, lobby etc.)

After space is reserved, the meeting or event will be added to the LRCC Calendar. The LRCC Event/Meeting Calendar can be viewed by all faculty & staff and is located in Blackboard under the "LRCC Meetings & Events tab" (located at the top of the screen).

The procedure to reserve space on campus is as follows:

1. Complete the Meeting/Event Space Reservation Request form and submit via email to SPACE@CCSNH.EDU.

2. Your room or event space will not be booked or added to the LRCC Event/Meeting calendar until your completed form is received and you receive a confirmation email.

3. Cancellations: If your event/meeting is cancelled, please email SPACE@CCSNH.EDU as soon as possible or call Jean (6701), so that the space can be allocated to someone else.

The Meeting/Event Space Reservation Request form and procedure is available on the LRCC website under 'Academics', Faculty/Staff Resources link.

The Library Conference rooms can be reserved by contacting the Library.
The Admissions Conference room can be reserved by contacting the Admissions Department.