

**MISSISSIPPI GULF COAST COMMUNITY COLLEGE  
FACULTY HANDBOOK**



**Last revised August 25, 2017**

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“In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability.”

Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by

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# MISSISSIPPI GULF COAST COMMUNITY COLLEGE

*Making a positive difference...*

## MISSION

The mission of Mississippi Gulf Coast Community College is to meet the educational and community needs in George, Harrison, Jackson, and Stone counties by providing superior instruction through traditional and technological formats to offer workforce pathways, certificates, diplomas, and associate transfer and applied degrees. The college embraces lifelong learning, productive citizenship, service learning, and leadership development in a dynamic and innovative learning environment.

## VISION

Mississippi Gulf Coast Community College will be a globally competitive learning community with an entrepreneurial spirit that cultivates student success.

## CORE VALUES

**Accountability:** An acceptance of responsibility for appropriate actions, obligations, and duties.

**Collaboration:** A process that facilitates transfer of knowledge, skills and attainment of common goals.

**Excellence:** A motivation where the highest standards are viewed as benchmarks to surpass.

**Integrity:** A commitment to honesty and ethical behavior in all situations.

**Leadership:** A process of directing groups of people toward a common goal.

**Respect:** A feeling of esteem or regard for the unique qualities of all individuals.

**Service:** An action performed for others without the desire for personal gain.

# Academic Freedom

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Mississippi Gulf Coast Community College considers the principles of academic freedom essential in distinguishing the institution as one of higher learning. Academic freedom not only allows instructors to develop curricula which includes diverse intellectual perspectives, but creates an atmosphere in which students may acquire the learning they need to contribute to society.

Academic freedom allows faculty members to select controversial topics, explore differing perspectives, and engage in classroom discussions and activities which promote critical inquiry. More importantly, instructors may use academic freedom to provide a safe environment for students to express their own views and opinions.

While the institution recognizes and protects the academic freedom of faculty and students, the college also requires instructors to have the sound judgment to select course matter and discussions which adhere to the educational responsibility of achieving course learning outcomes.

Any faculty member who believes that his or her academic freedom has been violated can file a grievance following the procedures outlined in the Policy and Procedures Statement No. 242, Due Process for Employees.

## **Statement of Academic Freedom**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. The faculty member must fulfill his or her responsibility to society and to the teaching profession by manifesting academic competence, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper effort to evaluate the work of each faculty member.

## **MGCCC Network and Internet Acceptable Use**

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The Mississippi Gulf Coast Community College (MGCCC) Network and Internet Access provides students, faculty, staff, and administrators a wide variety of communication and informational resources. All users (employees and students) will abide by policies and procedures which require users to be identified and to follow a set of practical guidelines when utilizing the college's information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities. These policies and procedures define appropriate use of e-mail and other network services.

The college Policies and Procedures Statement No. 306, MGCCC Network and Internet Acceptable Use Policy is located in the College Policies and Procedures manual at:

[http://www.mgccc.edu/?wpfb\\_dl=2476](http://www.mgccc.edu/?wpfb_dl=2476)

# Intellectual Property

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This statement provides guidelines for the management of intellectual property resources produced by Mississippi Gulf Coast Community College faculty, administration, staff, students, or anyone utilizing college facilities or engaged under the direction of college personnel.

## Definitions of Terms

1. **Intellectual Property:** Intellectual property refers to works that are typically eligible for copyright or patent protection, created when something new has been conceived or when a non-obvious result which can be applied for some useful purpose has been discovered using existing knowledge. Such works include, but are not limited to, literary, dramatic, musical, and artistic works, computer software, multimedia presentations, teaching materials, online course “shells,” and inventions.
2. **Creator:** The inventor, developer, author, or creator of a copyrightable work or patentable invention.
3. **Work for Hire:** Work prepared by an employee or student within the scope of his/her stated job description or work specifically ordered or commissioned to be created by the employee or student.
4. **Nominal Use of Resources:** Nominal use of college resources refers to use of tools, materials, and other resources that are generally available to all college personnel in the performance of normal job responsibilities. This includes office space, office equipment, library resources, and network resources.
5. **Substantial Use of Resources:** Substantial use of college resources refers to use of tools, materials, and other resources that are qualitatively and/or quantitatively beyond those which are normally provided to all college personnel in the performance of normal job responsibilities.

## Ownership of Intellectual Property

1. **Externally Sponsored Projects:** Mississippi Gulf Coast Community College may negotiate grants and contracts with external sponsors such as business and industry, government agencies, and foundations that specify the ownership of intellectual property created as a result of the sponsored activity. Employees and students working on sponsored projects will be notified in advance of any terms of ownership specified in the grant or contract.
2. **College Sponsored Projects:** The College will own intellectual property created by employees and students who were assigned or employed (“work for hire”) specifically to create the intellectual property, or when the creation of the intellectual property required substantial use of college resources. This includes, but is not limited to, uniform courses of study (uniform syllabi), handbooks, college web pages, computer programs, artwork



or electronic media created for the college, and online course “shells.” The college retains ownership of materials created for college publications.

3. **Teaching and Classroom Materials:** The creator will retain intellectual property rights to teaching and classroom materials, such as problem sets, lecture notes and hand-outs, laboratory manuals, and study guides, not subject to the above restrictions. When the creator is an employee or student of the college, the college will be granted a non-exclusive, non-transferable, royalty-free, perpetual license to use, display, copy, and prepare derivative works of such materials for its internal use.
4. **Student-Created Materials:** The College will retain ownership of student projects, displays, artwork, electronic media, and other intellectual property created using college-provided supplies, facilities, and equipment. The student will retain ownership of papers and essays, as well as other forms of intellectual property created at their own expense, except in such cases where ownership is transferred to the college for purposes of publication or where the student voluntarily transfers ownership to the college.
5. **Independent Projects:** Intellectual property created by a college employee that is not part of the creator’s employment responsibilities and that is produced on the employee’s own time without making more than nominal use of college resources shall be owned by the creator.
6. **Joint Works:** When a work involves multiple creators including individuals who are not college employees, the guidelines described above will be used to determine the college’s interest in the resulting intellectual property.
7. **Logos, Trademarks, and College Name:** Mississippi Gulf Coast Community College owns all trademarks and service marks related to goods and services distributed by the college. Identifying marks include, but are not limited to, the name “Mississippi Gulf Coast Community College,” “MGCCC,” the official college seal, the college logo and derivative designs, and all future trademarks, service marks, and logos used by the College.
8. **Use of the College Name:** Employees are permitted to identify themselves using the name of Mississippi Gulf Coast Community College in connection with activities outside the college environment that are consistent with the College’s mission, vision and values. In using the college’s name in this fashion, employees must ensure that the college’s name is used in an appropriate context and in a manner that does not imply endorsement of a particular activity, product, service, or organization.

## **Administration of Intellectual Property**

1. **Use of Copyrighted Works:** It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material.
2. **Disclosure:** Any employee who plans to create intellectual property developed nominally or substantially with college equipment, materials, facilities, or other resources during working hours, and who intends to copyright, patent, or otherwise merchandise the products of that work will make written disclosure to their immediate supervisor, who will

transmit the disclosure through the established chain of authority to the President. For faculty, this would normally be the Department Chair, Instructional Dean, Campus Vice President, Vice President for Instruction, Student Services & Related Technologies, and President.

3. Compensation for Commercial Development: In cases where commercial development results from intellectual property that has been developed making substantial use of college resources but is not a “work for hire,” the President will assign a special committee to work with the creator(s) of the work to determine reasonable compensation for the work. In such cases, the College will endeavor to recover its costs (materials, equipment, facilities, and time) associated with the work before assigning special compensation to the creator.
4. Textbooks and Teaching Materials Produced for Commercial Distribution: College personnel who author textbooks or other materials for commercial distribution must not use their position within the college for personal gain by requiring purchase of the materials by students or the college.
5. Dispute Resolution: Any dispute involving an employee and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 242. Any dispute involving a student and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 718.

## **STUDENT GRIEVANCE PROCEDURES**

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### **Policy for Student Appeals**

The college Policies and Procedures Statement No. 718, Student Grievance is located in the College Policies and Procedures manual at:

[http://www.mgccc.edu/?wpfb\\_dl=2476](http://www.mgccc.edu/?wpfb_dl=2476)

### **Forms for Student Appeals**

All forms for student appeals are located on the forms repository website. The site may be accessed at the link below.

<http://www.mgccc.edu/Forms/>

## **EMPLOYEE GRIEVANCE PROCEDURES**

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### **Due Process Procedures for Employees**

The college Policies and Procedures Statement No. 242, Due Process for Employees is located in the College Policies and Procedures manual at:

[http://www.mgccc.edu/?wpfb\\_dl=2476](http://www.mgccc.edu/?wpfb_dl=2476)

## **FACULTY EVALUATION PROCEDURES**

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### **Policy for Faculty Evaluations**

The college Policies and Procedures Statement No. 505, Faculty Evaluation Procedures is located in the College Policies and Procedures manual at:

[http://www.mgccc.edu/?wpfb\\_dl=2476](http://www.mgccc.edu/?wpfb_dl=2476)

### **Forms for Faculty Evaluations**

All forms for faculty evaluations are located on the forms repository website in the Faculty Evaluation Forms folder. The site may be accessed at the link below.

<http://www.mgccc.edu/Forms/>

## Promoting Health & Wellness

The College is committed to fulfilling its health and wellness initiatives of providing a tobacco-free environment, litter-free grounds, and promoting healthy lifestyle choices. The initiatives were created to ensure a better future by improving the health of the community through education and evidence-based research. Therefore, intentional and unintentional violations at any college location will not be tolerated.

### A. Tobacco Free

The College has an obligation to provide a safe and healthy learning and work environment. Every student, employee, and visitor has the right to breathe clean air and not to be exposed to the effects of smoke and tobacco. Mississippi Gulf Coast Community College, therefore, establishes the following tobacco free policy. *Smoking and use of tobacco products will not be permitted anywhere on the campus; including centers, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.*

The Tobacco Free policy is part of the College's commitment to creating a healthy environment for all members of our college community, and is designed to be positive and health directed. Individuals noticing violations of the policy should strive to be non-confrontational and respectful to tobacco users when communicating our policy. Additionally, tobacco users are expected to adhere to the policy and likewise be respectful to former tobacco and non-tobacco users. Enforcement of the policy will be achieved through education, awareness and a spirit of cooperation; however, employees who repeatedly violate the policy will be disciplined according to statement 212.4.1. Students found in violation will face conduct charges applicable to Statement 717.

Penalty for Violating Tobacco Free Policy - Students will be charged \$25 for the first violation. This fine will increase \$25 per violation. A third violation will result in conduct charges applicable to Statement 717.

### B. Litter Free

The college is committed to maintaining a litter free environment to protect public health, safety, and welfare. Intentional and unintentional littering at any college location will not be tolerated. Mississippi State Code Section 97-15-29 prohibits littering; therefore, Campus Police will issue a county citation to visitors, students, and employees who violate this law. In addition, employees and students will be fined \$50 by the college. Repeated violations by

students will result in conduct charges.

**Healthy Living**

The college is committed to encouraging engagement in healthy lifestyle choices for physical, social and behavioral well-being. Students are strongly encouraged to take ownership in developing a safe and healthy living environment. Each college campus is equipped with wellness facilities available free of charge to students and employees.

# FACULTY GUIDE TO ADVISING STUDENTS



## General Statements about Faculty Advisors

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As an advisor, you will play an important role in the student's educational experience at Mississippi Gulf Coast Community College. You can help the student avoid such problems as being "ready" to graduate but lacking a required course or courses, remaining in a program that is ill-suited to his/her interests and abilities, or not succeeding in courses because he/she does not make use of available help, such as a much-needed study skills course or tutorial help.

*The advisor's role is to:*

- Help the student decide if the educational program he/she has chosen is consistent with their interests and abilities.
- Acquaint the student with program and college requirements and assist in the development of a plan to meet his/her educational objective.
- Assist the student with course selections for each semester based on his/her educational plan and grades in preceding courses. Inform the student of eLearning and alternative scheduling opportunities.
- Give the student career information as it pertains to his/her intended degree or program of study.
- Give the student information about transferring to other colleges or universities.
- Give the student information about non-traditional credit.
- Refer the student to other services of the College such as Developmental Studies, Learning Skills Lab, Counseling, Enrollment Services or Financial Aid.
- Assist the student who requests accommodations or refer him/her to Student Services.

The advisor, in short, assists the student in making the best possible use of the opportunities available at Mississippi Gulf Coast Community College. Your familiarity with all the programs and services of the College will help you in this task. Proper advising can be as valuable to the student as is excellent teaching, and it is hoped that this handbook will be helpful to you in this process.



# Faculty Advisor Tasks

## To assist advisees in selecting the proper courses for their majors

1. Provide any available handouts to students or direct students to proper catalog outlines related to their program of study.
2. Advise students who plan to transfer to obtain a catalog or articulation agreement from the college/university of their choice and follow course recommendations to facilitate transfer of credits.

*Note:* Advisors also will find that personal copies of current university catalogs will be valuable tools for effective advisement. The catalogs may be obtained from the Student Services Department and the IHL articulation agreement can be found at <http://matttransfertool.com/about/default.aspx>

*Note:* Students that graduate with an Associate of Arts degree from a Mississippi community/junior college and complete the 30 IHL Board core curriculum (Board Policy Section 512 "Core Curriculum") with a grade of "C" or better in each core course will satisfy the IHL Core curriculum requirement at each IHL institution. General education requirements for baccalaureate programs at the receiving institutions may exceed the minimum IHL core curriculum. In such cases, transfer students may need to take additional courses to satisfy these requirements.

3. Help develop a degree plan. Provide a copy (new or existing) of a four-semester sequence of courses to the student who plans to transfer and keep one copy for the advisor's departmental file. Use the degree plan resources (Appendix A). A student grade report can be accessed through Argos. The advisor copy of the student grade report provides the advisor a cumulative record of previous coursework and each student's progress in meeting degree requirements.
4. Assist students with course selection for the upcoming semester, including summer sessions. Provide information about alternative scheduled courses and courses offered through eLearning.
5. Provide students with a Registration Permit, which includes their Alternate Pin Number used to access Web Registration. Advisors approve each student's schedule by signing the Registration Permit. The Registration Permit can be printed through Argos or by the advisor by accessing <http://inb.mgccc.edu/> and clicking on the MGCCC Menu Faculty link.
6. Inform students that it is critical to read the course descriptions for each course that will be taken.
7. Give the student information about non-traditional credit such as CLEP, Advanced Placement (AP), and Military credit.

\* See list of College Codes by Major in the college catalog or on the college's website at [www.mgccc.edu](http://www.mgccc.edu).

## Scheduling courses offered in other departments

1. **Please check for course prerequisites.** Check the catalog for all courses to determine whether there are prerequisites. If so, determine if the prerequisites have been successfully completed. If you have any questions concerning the courses or prerequisites, call the appropriate Department Chairperson.
2. **Lab courses.** If an advisee wishes to take a course which requires a lab, be sure to schedule both the lab and the lecture; if both the lecture and lab are not taken, the student will not receive credit for the course. Some campuses assign the lab to the same course number as the lecture but has different section numbers. (Courses that require a lab are most often in science or technical programs of study.)
3. **Science courses.** The prerequisites for advanced science courses identified by an asterisk (\*) in the College Catalog are the completion of one of the following: a) minimum ACT composite of 21 on the science component, b) completion of three high school science courses (biology or chemistry) with no grade lower than a "C" or c) credit for BIO 1134.
4. **Social Science courses.** PSY 1513 is a prerequisite to EPY 2513. Other prerequisites may be found for this department in the specific departmental course description of the current catalog. History (HIS) courses can be taken out of sequence.
5. **Math, English, and Reading courses.** It is very important that the student be scheduled into the proper course and/or sequence. Use the College Criteria for the Placement of Students in English, Math, and Reading in Appendix A.
6. **Developmental Studies.** Before admission to any curriculum, entering freshmen must submit ACT scores or take basic skills tests in reading, writing and mathematics. If there is evidence of academic deficiency in any of these areas, students will be required to take developmental studies courses. The courses offered in Developmental Studies are not designed for transfer credit (these courses include MAT 0111 , MAT 0121 , MAT 0131 , MAT 0123 , MAT 1233 , ENG 0111 , ENG 0121 , ENG 0131 , ENG 0114 , and ENG 0124). Developmental courses are not considered in calculating GPA and semester hours to meet graduation requirements.  
  
**Any waivers of developmental courses must be approved in writing by the appropriate campus officials, beginning with the Developmental Studies department chairperson.**
7. **Web Registration.** The web registration process has built in "blocks" to prevent students from enrolling in a class; 1) where they do not meet the prerequisite requirement; 2) registering for a course without registering for the required lab or vice versa; 3) registering for two classes at the same meeting time, etc.
8. **Course Fees.** Students need to be aware that science, art and career/technical programs may have a course fee associated with those courses.

## Questions about transfer credit

1. Emphasize the importance of advanced planning for transfer purposes. Direct contact with the department of the student's major at the proposed university or college is recommended for evaluation of community college course work.
2. Inform the student of the difference between transferability and applicability of course work. Generally, transferability means that another college or university will accept credit earned at MGCCC. Applicability means that course work taken at MGCCC meets specific degree requirements in a given degree program at the transfer institution. Both transferability and applicability are determined by the transfer institution.
3. The senior institution often lists the corresponding community/junior college course numbers in the catalogs course description section.

*Example:* MAT 101 College Algebra. 3 hrs. Polynomials, factoring, functions and graphs, linear and quadratic equations and inequalities. (JC1313)

4. Any student who was not eligible for regular admission to a Mississippi University system institution should be advised that he/she must attain a "C" average in the following 24 semester hours at the community college or obtain an earned associate degree (or its equivalent).

English Composition	6 semester hours
College Algebra	3 semester hours
**Laboratory Science	*6 semester hours
Transferable Electives	9 semester hours
<b>TOTAL</b>	<b>24 semester hours</b>

*\*Equivalent courses at MGCCC are 8 semester hours.*

*\*\*Consult the appropriate articulation agreement for applicable courses.*

### **Special advisement of personal development**

LLS 1413 (Improvement of Study) places emphasis on developing skills in listening, memorizing, career planning, time management, note taking, spelling, and preparing for and taking examinations.

### **Advising and Pre-registration process**

1. Encourage advisees to make appointments with you for advisement prior to pre--registration.
2. Post bulletins and call attention to announcements-within individual classes prior to deadlines.

### **Withdrawal from a course or from the College**

1. Remind the student that he/she has until the end of the tenth week to withdraw from a course and receive a "W" grade or change to audit status. Please refer to the calendar in the current college catalog to obtain the exact dates.
2. If a student is withdrawing from a course or from the College, direct him/her to the Student Services Department to obtain the proper procedure. This will ensure better follow-up and will also prevent the possibility of "holds" being placed on the student's record.

# **Advisement Phase I: Pre-Enrollment**

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The pre-enrollment period is divided into four steps which are initial contact; on-campus contact; orientation, assessment, and pre-registration; and final registration.

## **Initial Contact**

The initial contact step is that point at which a prospective student comes in contact with the College or actually inquires about enrollment. This contact may be through any member of the campus faculty, staff or administration, current or former student, phone calls or e-mail directed to secretaries, business office personnel, or any other staff member or contact via our website. Therefore, it will be very important for the first contact with the prospective student to be a positive experience.

## **On-Campus Contact**

Initial inquiries will be directed to on-campus contact personnel in order for the correct information on enrollment procedures to be given to the prospect. The Student Services Department is the primary on-campus contact area. A student should be directed to the Enrollment Services Center for initial information. From that point, individual referrals may be made to the Financial Aid Department, Military Services, Department Chairs, individual instructors or other areas needed or requested.

## **Orientation, Assessment, and Pre-Registration Programs**

After the on-campus contact has been accomplished, the next step in this process is the orientation, assessment, and pre-registration program. At this time the student is invited to a required general orientation program. A student who has not provided scores on the American College Test (ACT) may be administered the College placement exam, currently ACCUPLACER. A student who has extensive experience in a field related to his/her major should be given information about nontraditional credit (CLEP, AP, Military, etc.). In addition the student will be referred to advising personnel to make a schedule, be assigned an advisor, have schedule and other data entered into the computer, and be routed to the Business Office to pay fees. If not, he/she will be given a time to return to pay fees, to obtain books, etc. At the end of this orientation session, the student may have accomplished everything toward enrollment and should return for the first day of classes.

An additional aspect of the orientation program would be the process of helping a student who has an undeclared major to choose a META major cluster before registering, with the goal of choosing a major by the end of their first semester of college study. An advisor for this student would be knowledgeable of services available in the Enrollment Services Centers. Opportunities are offered throughout the school year to assist a student in deciding on a major. A student should be directed to the Enrollment Services Center for assistance.

## **Registration**

The final registration step is accomplished during the first two days of the opening of school for those students not already pre-registered and paid.



## Advisement Phase II: Enrollment

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The enrollment for the student becomes a reality when the student has a class schedule. This class schedule will be entered into the computer by the student or by a College employee and a printout provided by the Business Office stating that fees have been paid and the student is ready to attend class.

After the registration period, the faculty advisor will be given a list of advisees by majors. This list is compiled by Student Services, the department chairperson of each individual department or by a designated individual during the registration process.

### Initial Meeting with Faculty Advisor

Prior to registration, meetings will be scheduled at a given time and day for each advisor to meet with assigned advisees. The purpose of this first meeting is to make contact with the student, provide information on curriculum and major, core courses, transfer credit, and to discuss any problems which the student may have. Registration permits may be provided at this meeting. The permit contains the alternate PIN number used by students during web registration.

### Mid-Term Grades

Mid-term grades can be accessed by students through web services which is located on the college's website [www.mgccc.edu](http://www.mgccc.edu)

### Pre-Registration Meeting

Students will meet with advisors in accordance with a schedule provided by each campus of Mississippi Gulf Coast Community College in order to arrange classes for the next semester. The following is a schedule of tentative months for pre-registration throughout the district for the upcoming semester:

**Fall Semester**

*April*

**Spring Semester**

*November*

**Summer Semester**

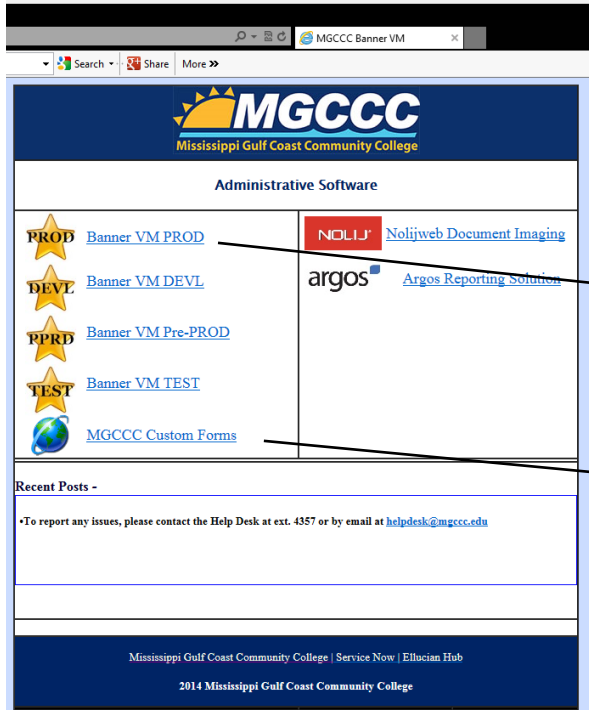
*April, May, June*

# Faculty Database Access

---

## Logging into Banner

### STEP 1



\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

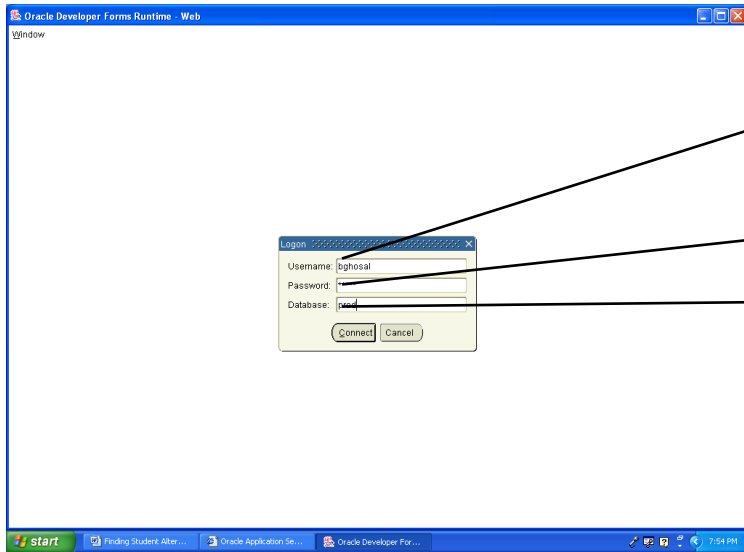
\*\*Click on Banner PROD to log on to BANNER (e.g., finding student's contact information or to setup electronic gradebook)

**OR,**

Click on MGCCC Menu to log on to the supplemental BANNER functions (e.g., printing class rosters or accessing electronic attendance)

### STEP 2





**\*\*Type in your Username**

**\*\*Type in your Password**

**\*\*Type "prod" in the database field and click "Connect"**

Contact your immediate supervisor if you do not know your username/password

# Accessing Individual Student Registration Permit through Banner

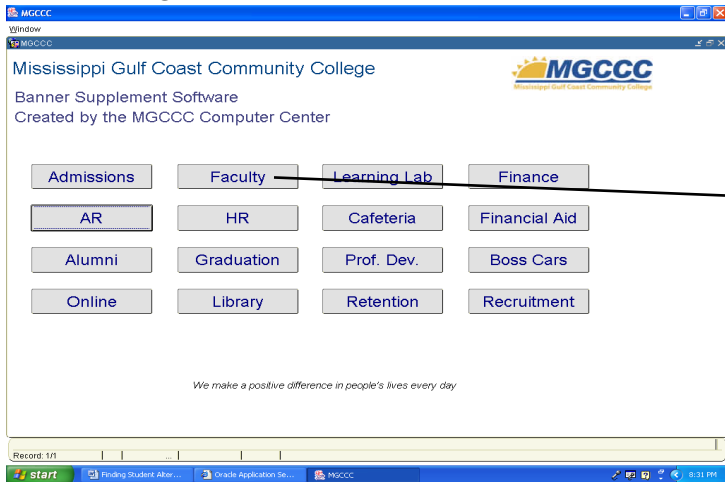
## STEP 1



\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

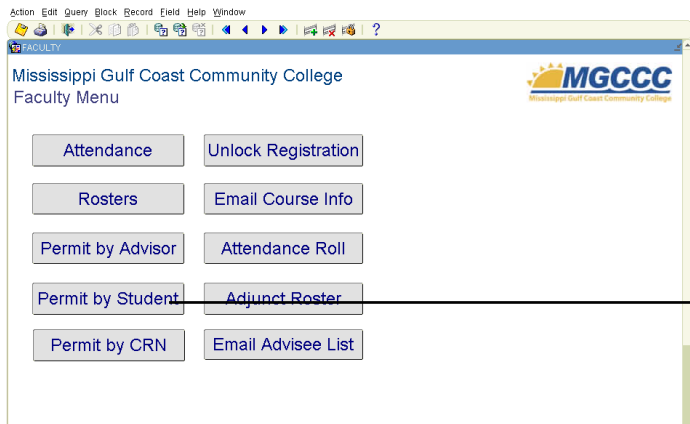
\*\*Click on MGCCC Custom Forms and Log on using your username, password and "prod" in the database field

## STEP 2



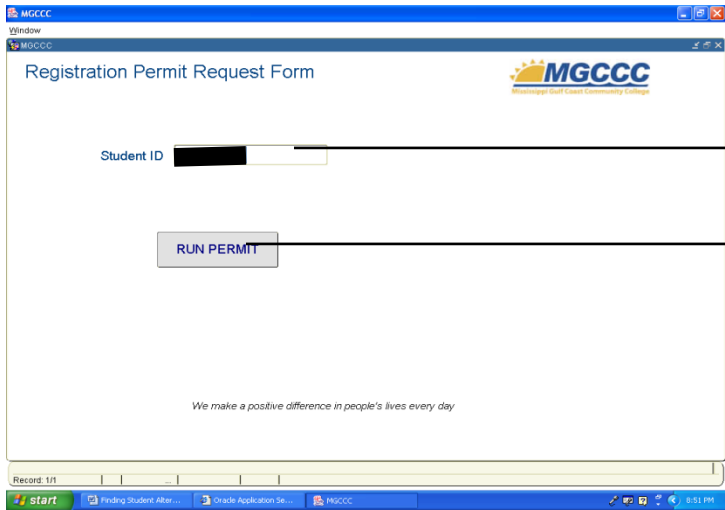
Click on "Faculty"

## STEP 3



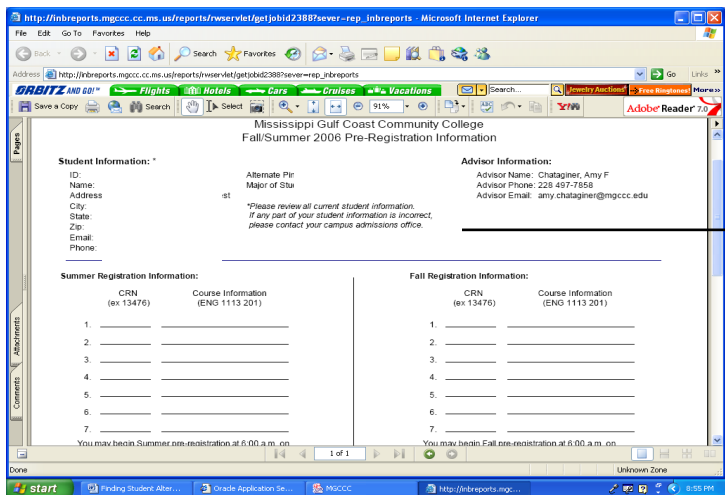
Click on "Permit by Student" to print individual Permits

**STEP 4**



\*\*Enter Student's GCID  
\*\*Click Run Permit

**STEP 5**



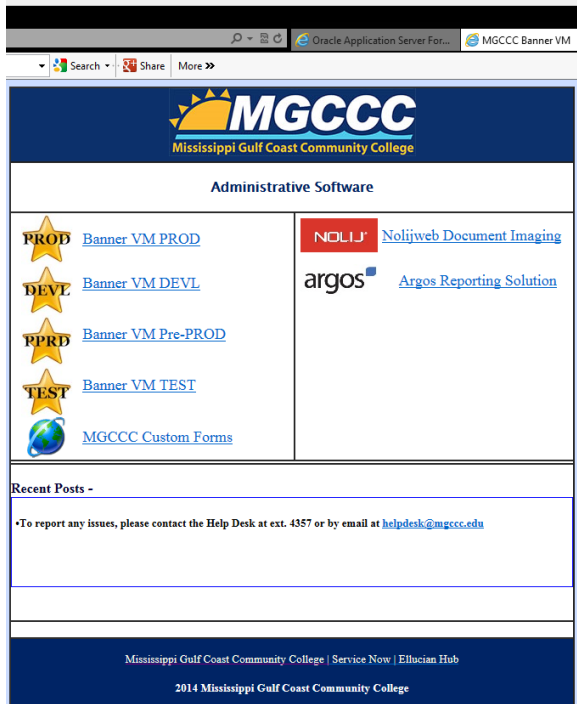
Print the registration permit and provide to the student

## Accessing Individual Student Registration Permit through Argos

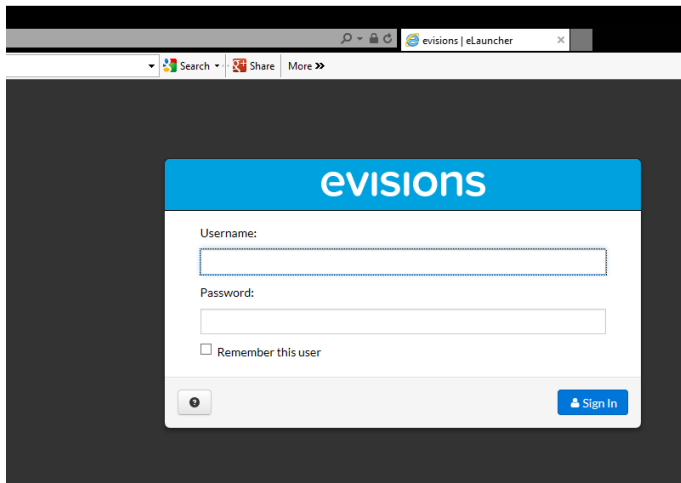
The advisor checklist allows advisors to perform the following functions:

- A. Obtain a list of advisees with contact information and declared major.
- B. View, save, or print the pre-registration permits for advisees.

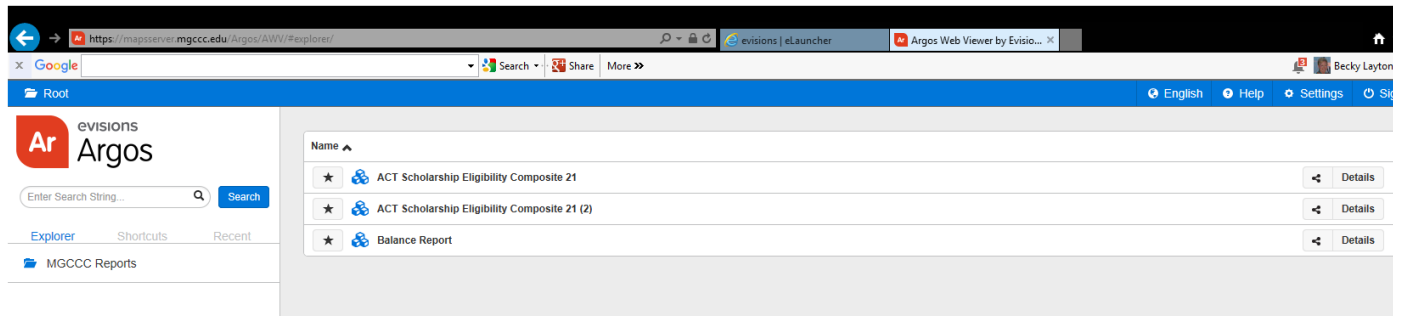
1. Open your internet browser (Internet Explorer/Firefox)
2. In the address bar, type: <http://inb.mgccc.edu>
3. Click the “**Argos**” button



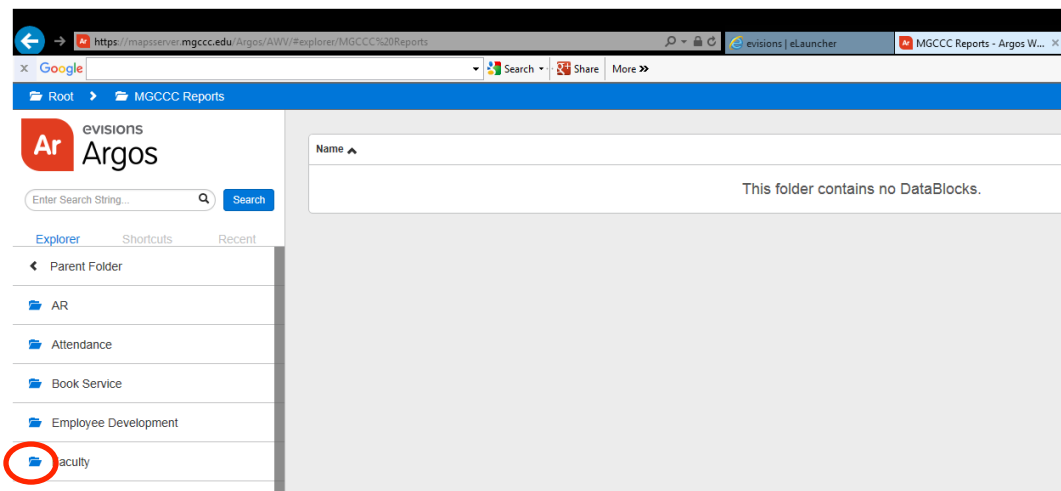
4. When the login box appears, enter your **firstname.lastname** (ex: cory.walters)
5. Then enter the password that you use to login to your computer each day
6. Click **Sign In**



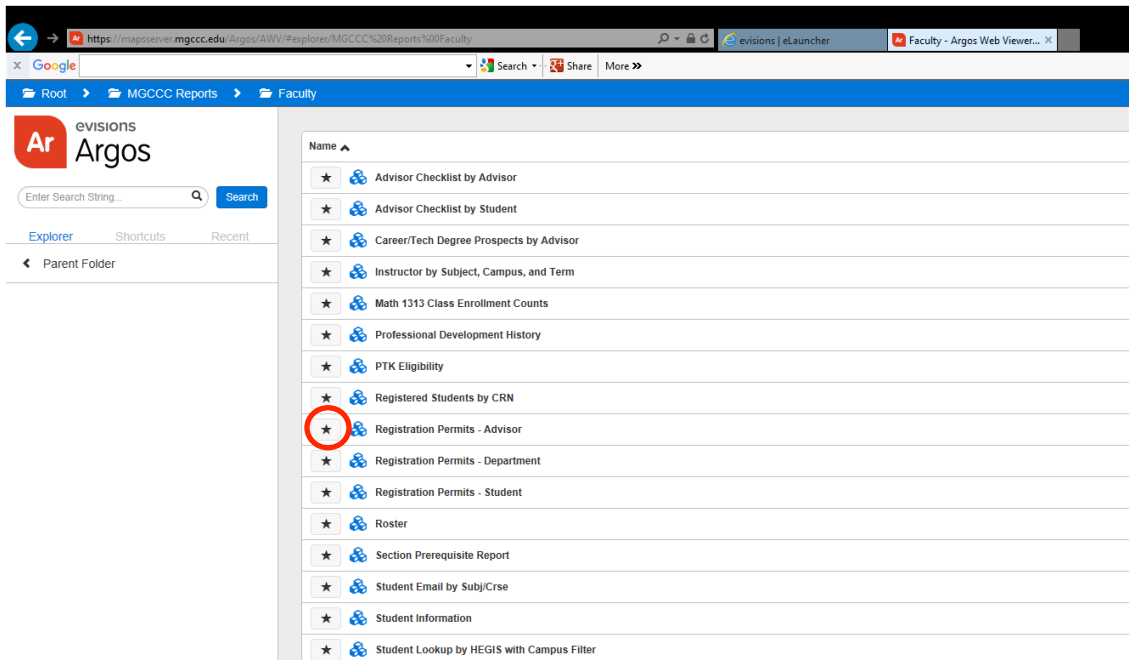
7. When Argos opens, click the folder next to the **MGCCC Reports** folder



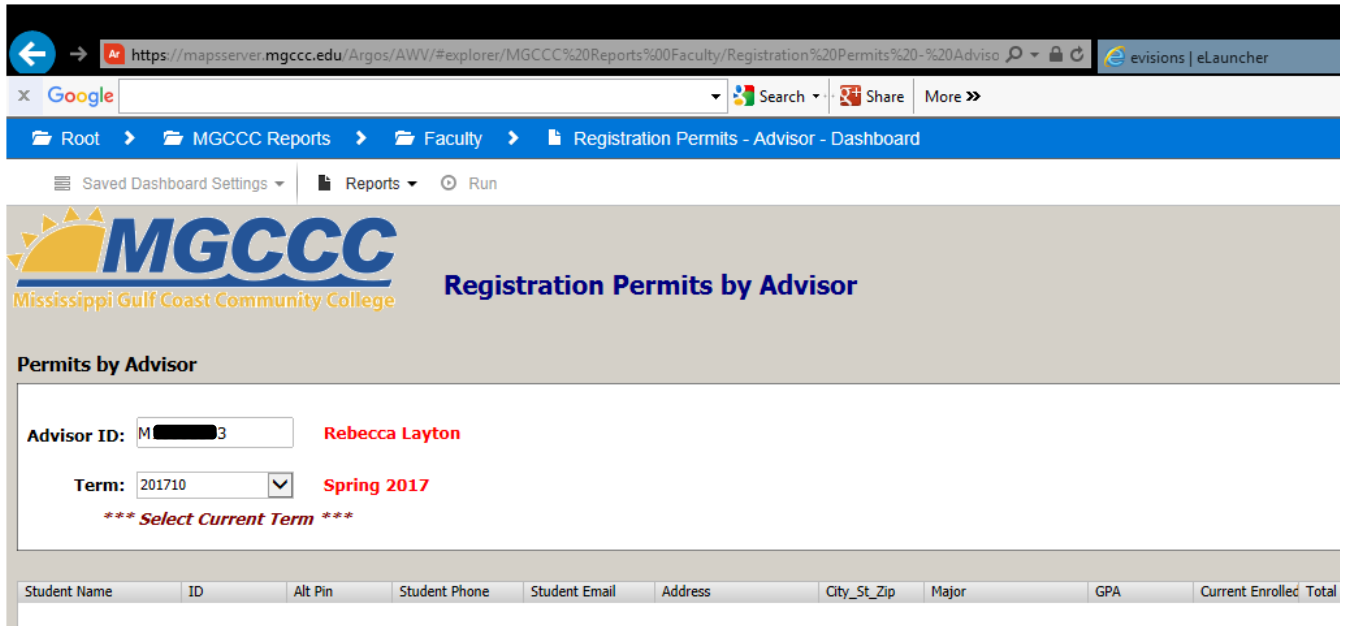
8. Click the folder next to the **Faculty**



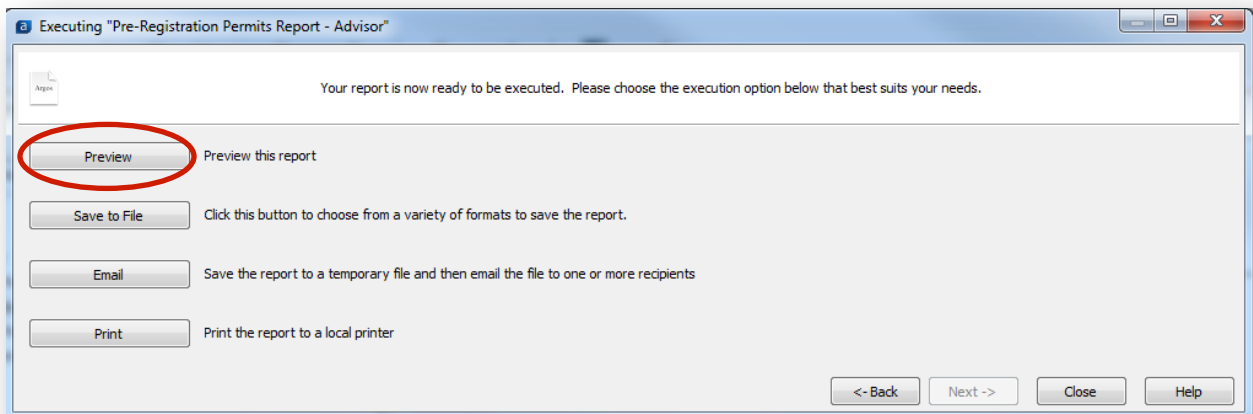
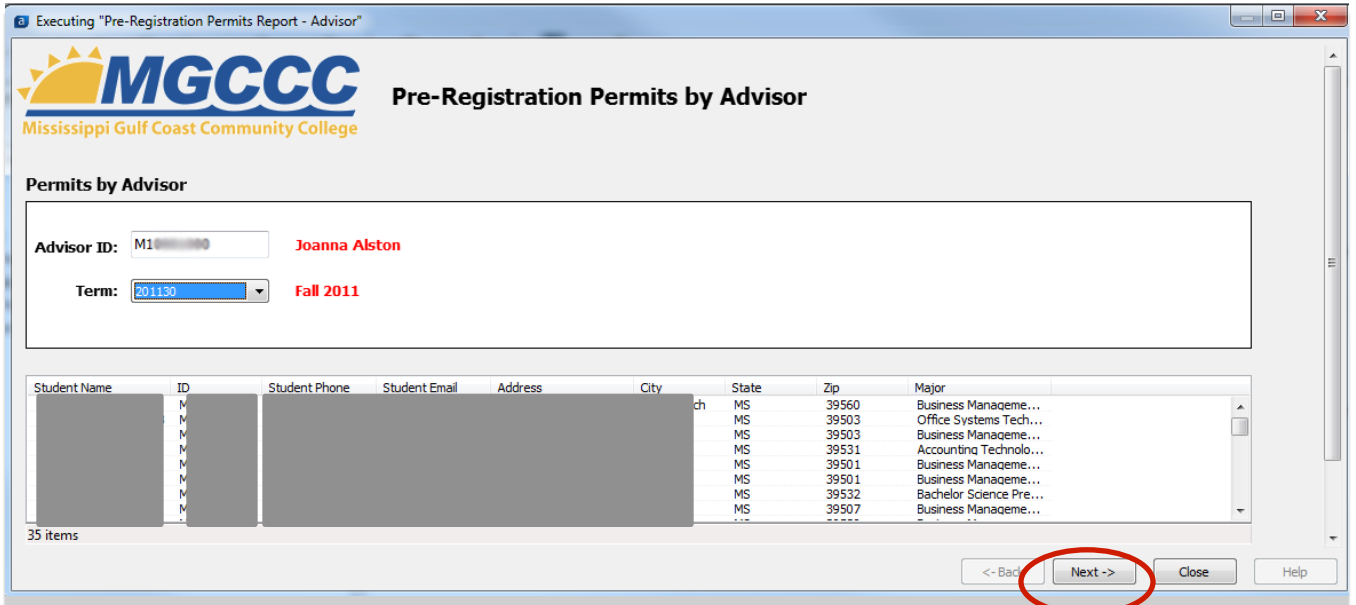
9. Click on the label **Registration Permits- Advisor**



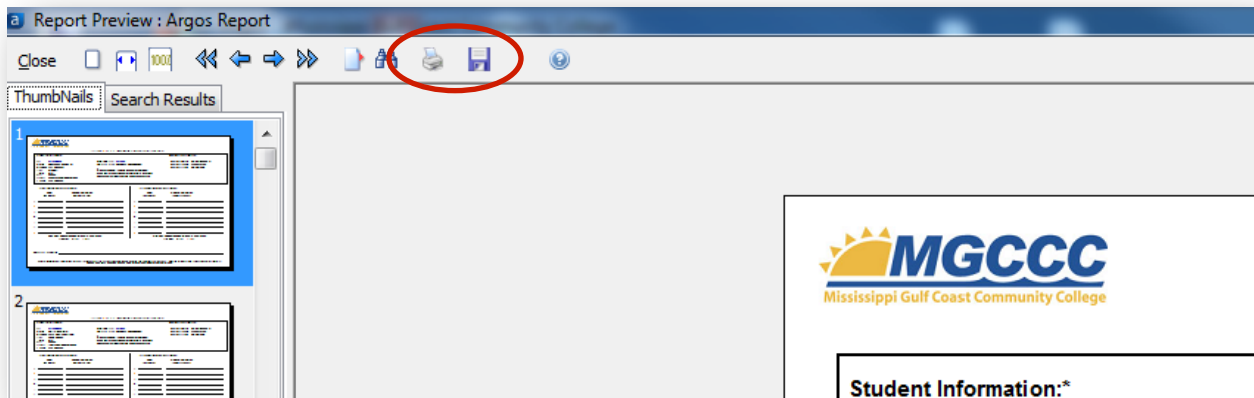
11. Enter Advisor ID (GCID) and select Term



12. Click the Next button in the lower right, once Students have populated in data grid



13. On the next from, Click Preview ( Preview the results of the Pre-Registration Permits)



14. Click either the Disk icon to save to computer, or the printer icon to print



**Summer/Fall 2017 Registration Permit**

<b>Student Information:*</b>		<b>Advisor Information:*</b>	
ID: M10414039	Current Cum GPA: 3.948	Advisor Name: Philippoff, Christy M	
Name: Bailey, Angela D	Current Hrs Enrolled: 7	Advisor Phone: 228 4977783	
Address: 7731 Whites Farm Road	Tot Hrs Completed: 58	Advisor Email: christy.philippo@mgccc.edu	
Lucedale, MS 39452	Tot Hrs Attempted: 58		
Email: ab Bailey5@bulldogs.mgccc.edu	FinAid Elig Status		
Phone: 228 9902314	Prob/ Susp Status Term:		
Registration Pirz: 014429			
Program of Study: Pre-B. S. Nursing			

\*Please review all current student information. If any part of your student information is incorrect, please contact your campus Enrollment Services Center.

Summer Registration Information:		Fall Registration Information:	
CRN (ex 13476)	Course Information (ENG 1113 201)	CRN (ex 13476)	Course Information (ENG 1113 201)
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
5. _____	_____	5. _____	_____
6. _____	_____	6. _____	_____
7. _____	_____	7. _____	_____

You may begin registration at 8:00 a.m. on **Monday, April 3 2017**

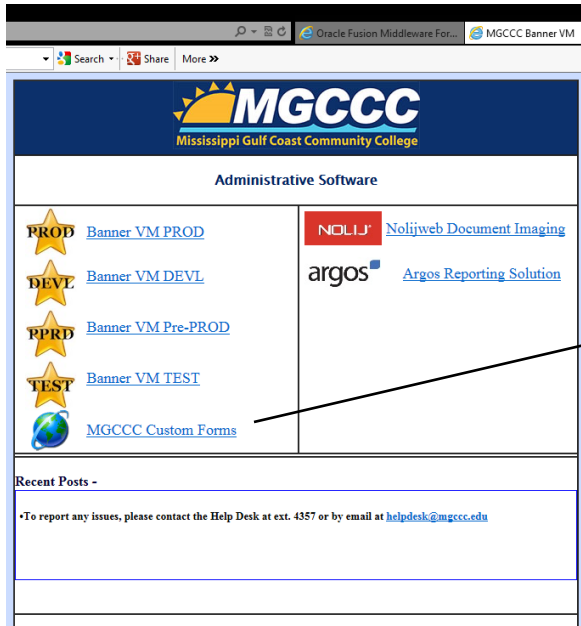
**Prior to registering for class(es), you must sign the "Agreement to Make Payment" form in web services. After registering for class(es), you will start receiving bills electronically through your official college email address.**

Instructor Signature: \_\_\_\_\_  
 Web Registration is located in Web Services at mgccc.edu. Log on to register for classes, make payments, & much more!



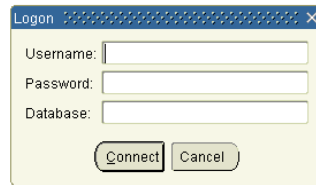
# Accessing Student Registration Permit by Advisor through Banner

## STEP 1

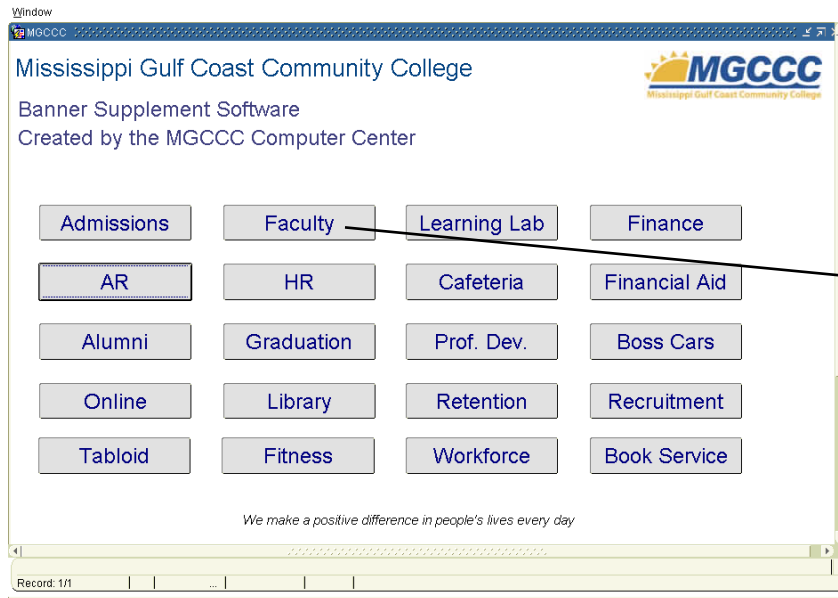


\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

\*\*Click on MGCCC Custom Forms and log on using your username, password and "prod" in the database field

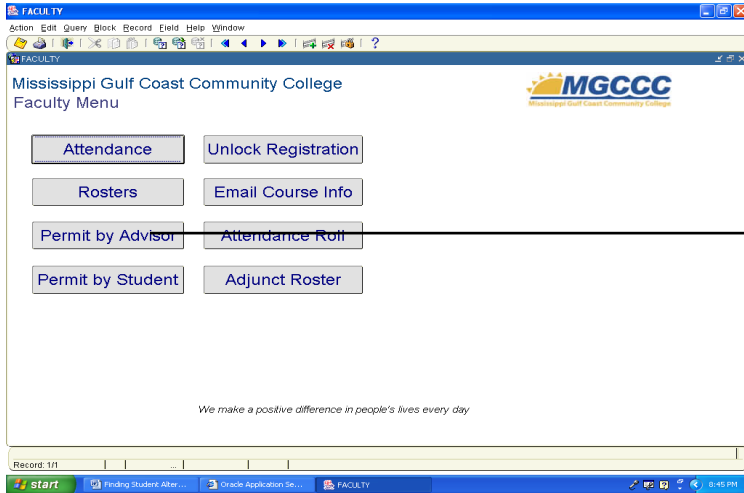


## STEP 2



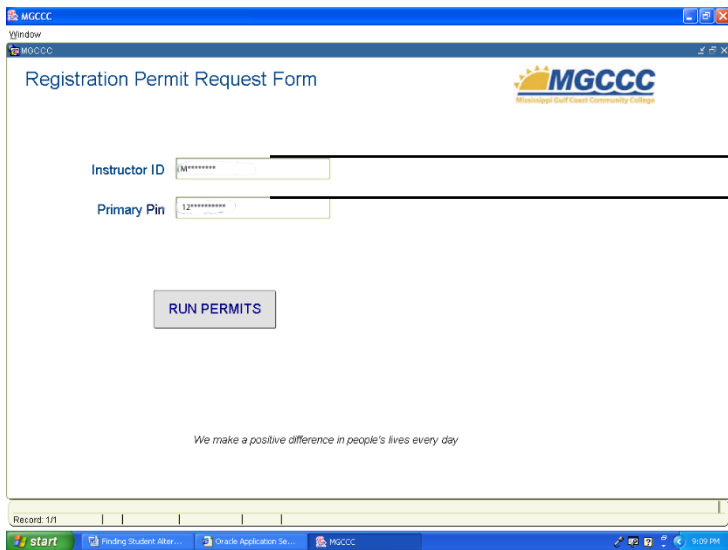
Click on "MGCCC Faculty"

### STEP 3



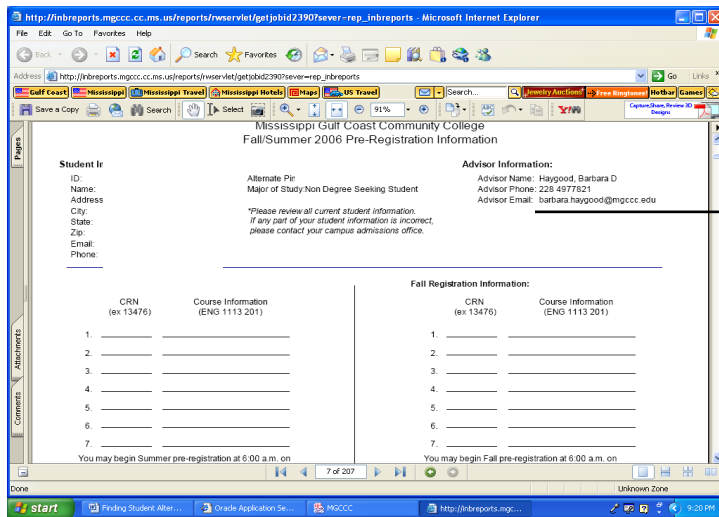
Click on "Permit by Advisor" to print ALL the ADVISEE Permits for an Advisor

### STEP 4



\*\*Enter your (advisor's) GCID  
\*\*Enter your (advisor's) Primary PIN

### STEP 5

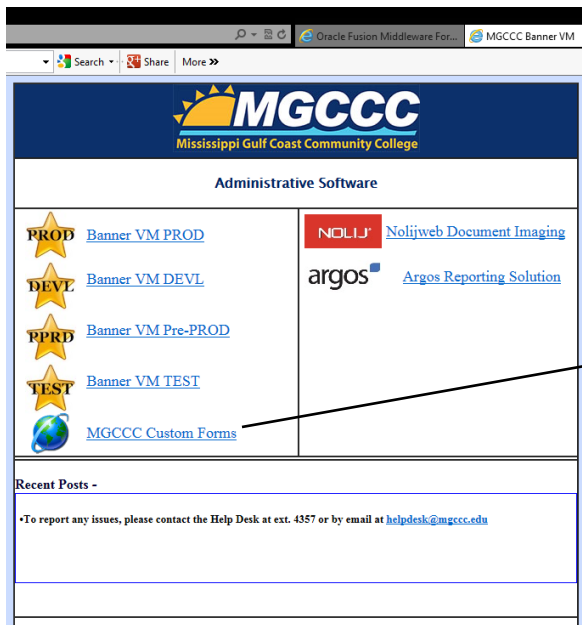


Print any and ALL the Permits as needed  
 (You will be able to print permits for ALL your advisees at one time and distribute as they come meet with you)

**\*\*To save paper and ink, advisors may want to print individual student permits as required.**

# Accessing Class Rosters through Banner

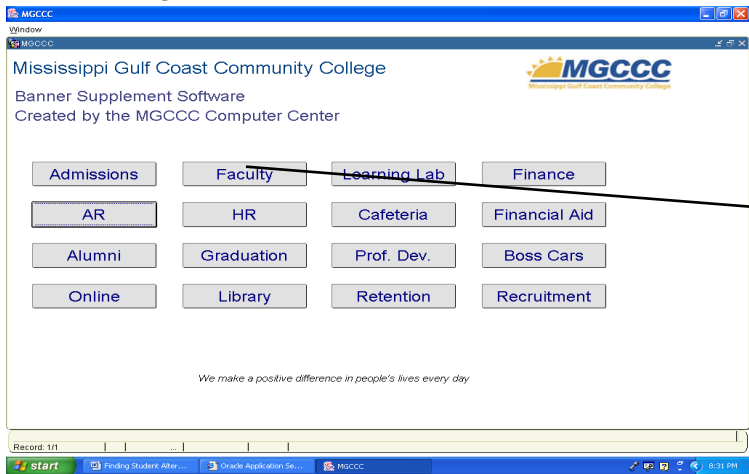
## STEP 1



\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

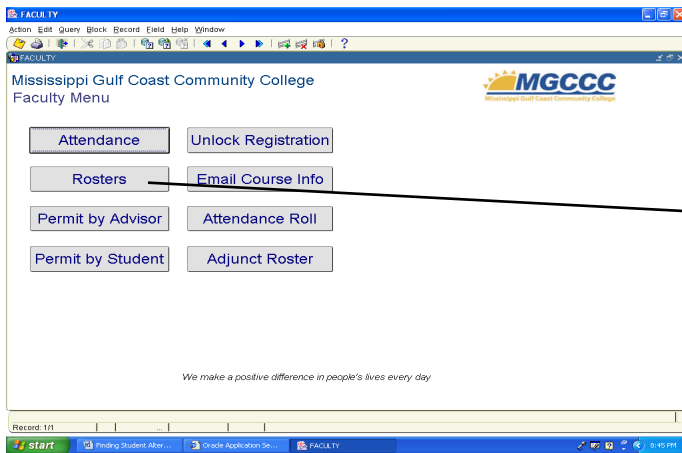
\*\*Click on MGCCC Custom Forms and log on using your username, password and "prod" in the database field

## STEP 2



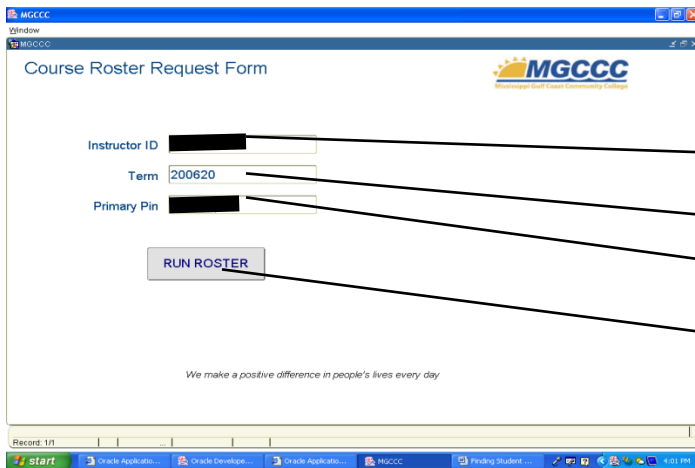
Click on "Faculty"

## STEP 3



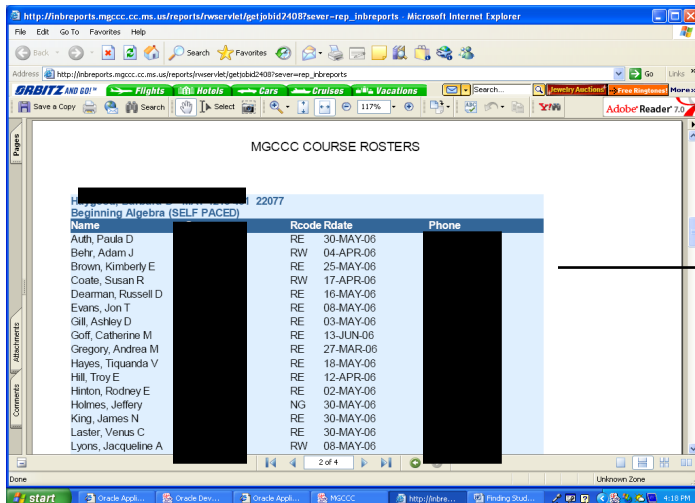
Click on "Rosters"

**STEP 4**



Enter YOUR GCID  
 Enter the appropriate Term (e.g., 201720)  
 Enter YOUR Primary PIN  
 Click Run Roster

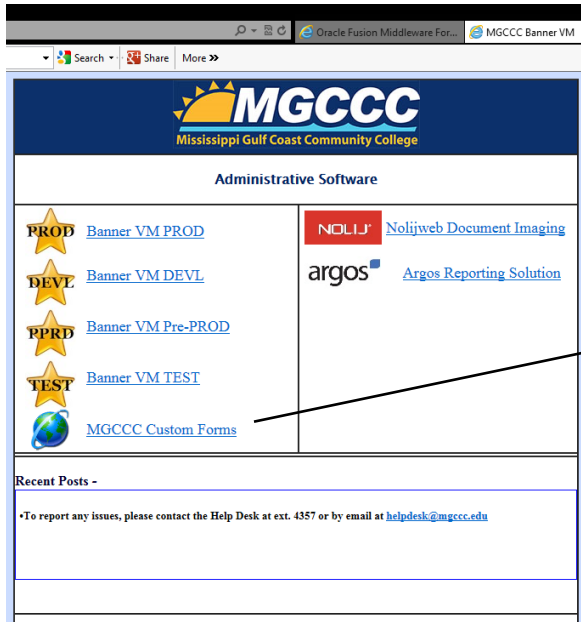
**STEP 5**



**ALL** your class rosters will be generated in this query for a given semester. The Rosters will include student's name, SSN and phone number. View and Print Rosters for your grade book

# Electronic Attendance through Banner

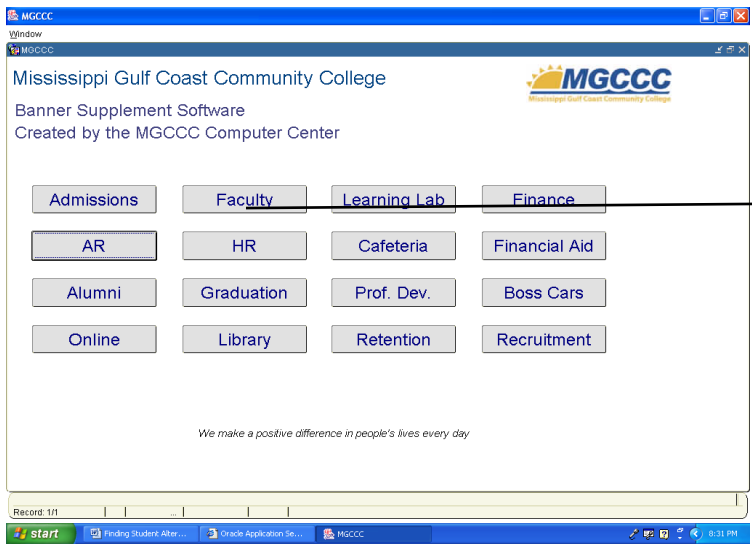
## STEP 1



\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

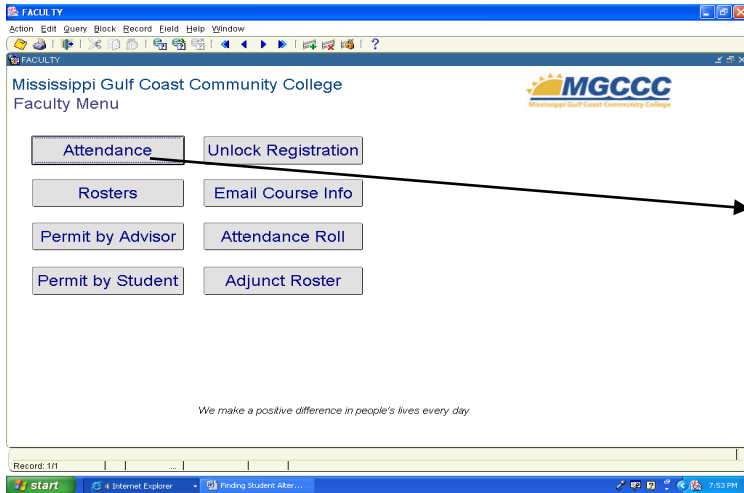
\*\*Click on MGCCC Custom Forms and log on using your username, password and "prod" in the database field

## STEP 2



Click on "Faculty"

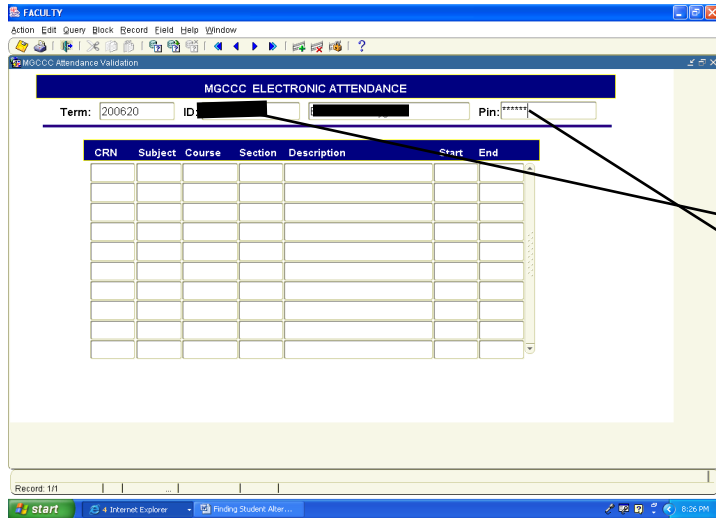
### STEP 3



Click on "Attendance"

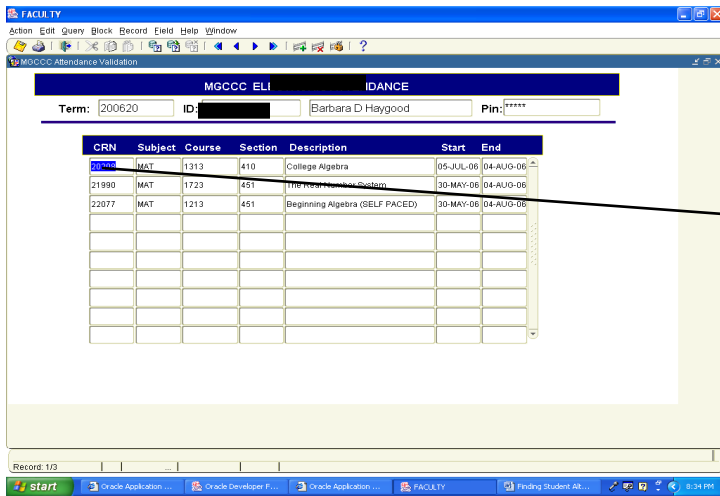
**NOTE:** Absences, withdrawals, and drops should be entered for each class you teach.

### STEP 4



\*\*Enter the appropriate Term (e.g., 201720)  
\*\*Enter ID – Your GCID  
\*\*Enter your Primary PIN  
\*\* Press and Hold the "Ctrl" button and press "Page Down"

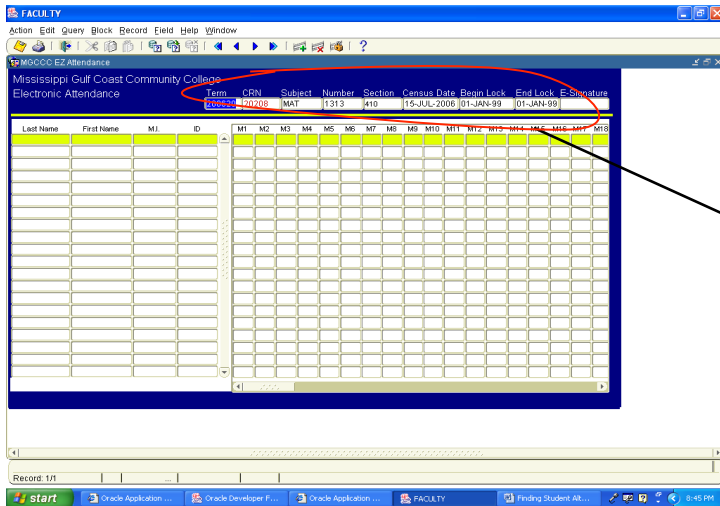
### STEP 5



ALL your classes will be displayed on the screen

**Double Click** on the desired CRN to display the Electronic Attendance Sheet for that class

### STEP 6

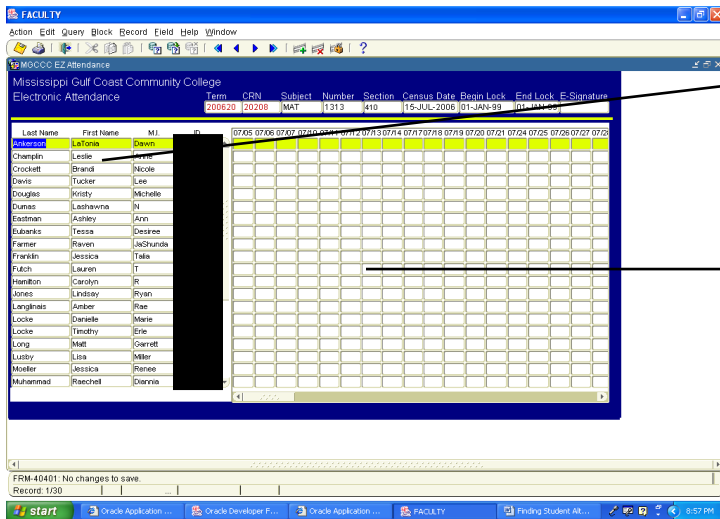


The Desired Class will be displayed

\*\*Press and Hold the "Ctrl" button and press "Page Down"

\*\*Then Press the "Enter" button

### STEP 7



\*\*The Class Roster will be displayed

\*\*Enter the Attendance information for a specific date and Press the F10 button to save the information—You may click on the disk icon on the Tool Bar (on the top left hand corner) to save instead

\*\*Close the form once you have saved the attendance information



### **Legend for Attendance**

**AB ---- Absent**

**EX ---- Excused Absence**

**NG ---- No Grade/Never Attended**

**WD---- Student initiated Withdrawal within the official withdrawal period**

**WP---- Student was dropped by the instructor for noncompliance with the college's attendance policy and completed prescribed work at a passing grade level**

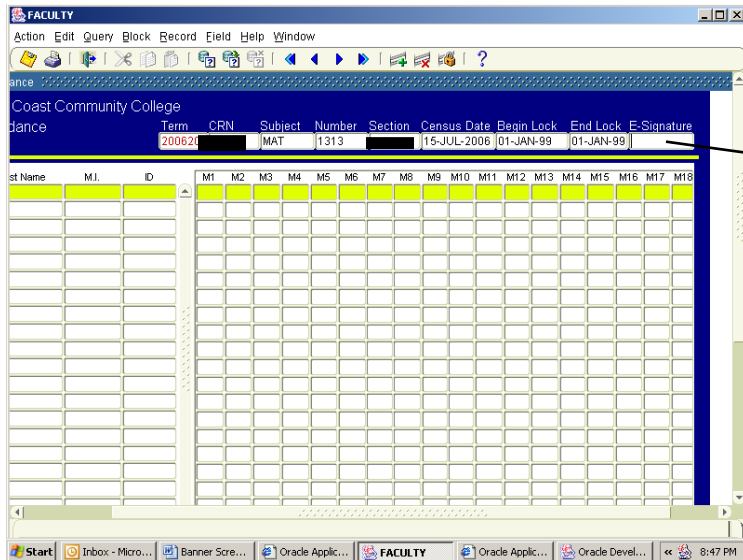
**WF---- Student was dropped by the instructor for noncompliance with the college's attendance policy and completed prescribed work at a failing grade level**

**RI ---- Student is reinstated by the instructor**

**AU---- Student is auditing the class**

**\*\*NG, WD, WP and WF grades must be assigned on the Last Day Attended (LDA) by the student**

## Electronically Signing Your Student Attendance



Once the desired class roster is displayed,  
\*\*click in the E-Signature box and enter  
your E-signature.

\*\*Press and Hold the "Ctrl" button and  
press "Page Down"

\*\*Then Press the "Enter" button to complete  
the process

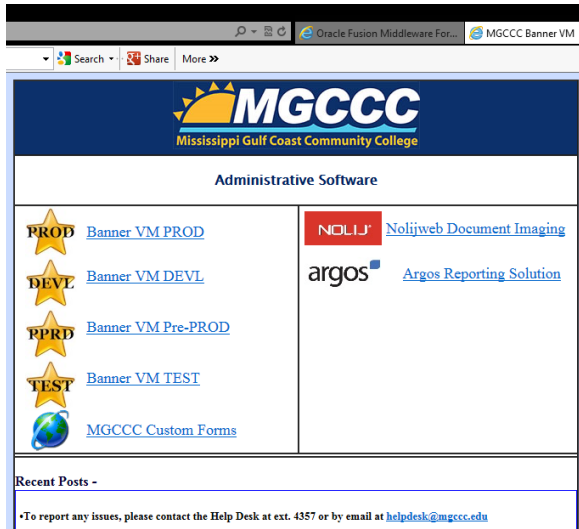
\*\* Your E-signature must be entered in the following format: *filimddyy*  
So, if your name is Bobbie Martin and your date of birth is February 7, 1962,  
your E-signature would be---- **bm020762**

\*\* Please note that your E-signature **MUST** be entered in the system on or around the end  
of the sixth week of classes. The E-signature indicates your confirmation of  
attendance of all students in a specific class and is a very important step in the audit  
process.

## Student Email Account Information

## Locating Student Contact Information

### STEP 1

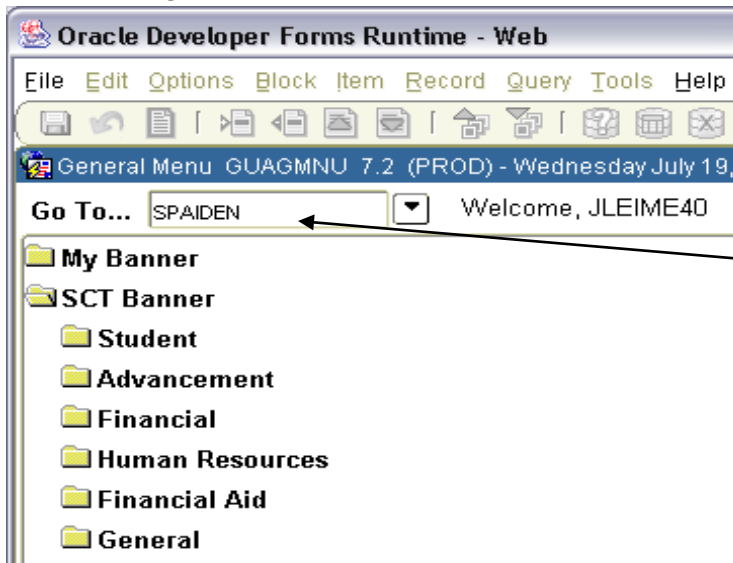


The screenshot shows the MGCCC Banner VM website. The header includes the MGCCC logo and the text "Mississippi Gulf Coast Community College". Below the header, there is a section titled "Administrative Software" with a grid of links. On the left side of the grid, there are five yellow star icons, each with a label: "PROD", "DEVL", "RPRD", "TEST", and a globe icon. Each star icon is followed by a link: "Banner VM PROD", "Banner VM DEVL", "Banner VM Pre-PROD", "Banner VM TEST", and "MGCCC Custom Forms". On the right side of the grid, there are two links: "NOLIJ Nolijweb Document Imaging" and "argos Argos Reporting Solution". Below the grid, there is a "Recent Posts" section with a link to "To report any issues, please contact the Help Desk at ext. 4357 or by email at helpdesk@mgccc.edu".

\*\*Open your Web Browser and go to <http://inb.mgccc.edu/>

\*\*Click on Banner PROD to log on to BANNER

### STEP 2



The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main area shows a "General Menu" with the text "GUAGMNU 7.2 (PROD) - Wednesday July 19, 2011". Below the menu, there is a "Go To..." box with "SPAIDEN" entered and a dropdown arrow. To the right of the box, it says "Welcome, JLEIME40". On the left side, there is a tree view showing folders: "My Banner", "SCT Banner", "Student", "Advancement", "Financial", "Human Resources", "Financial Aid", and "General".

\*\*Type SPAIDEN in the Go To box


\*\*Press Enter

### STEP 3

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.2 (PROD)

ID: 4:\*\*\*\*\* A\*\*\*\*\* E. Generate ID: 

Current Identification Alternate Identification Address Telephone Biographical

ID: \*\*\*\*\* Name Type:

---

**Person**

Last Name: All\*\*\*\*\*

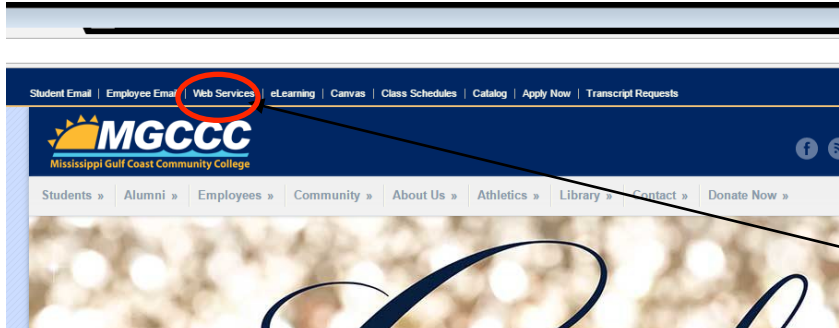
First Name: Ashley

- \*\* Enter the student's GCID
- \*\* Press and hold the Ctrl button then press PgDn
- \*\* Click the tab for the information you are trying to locate

# Web Services

## Logging into Web Services

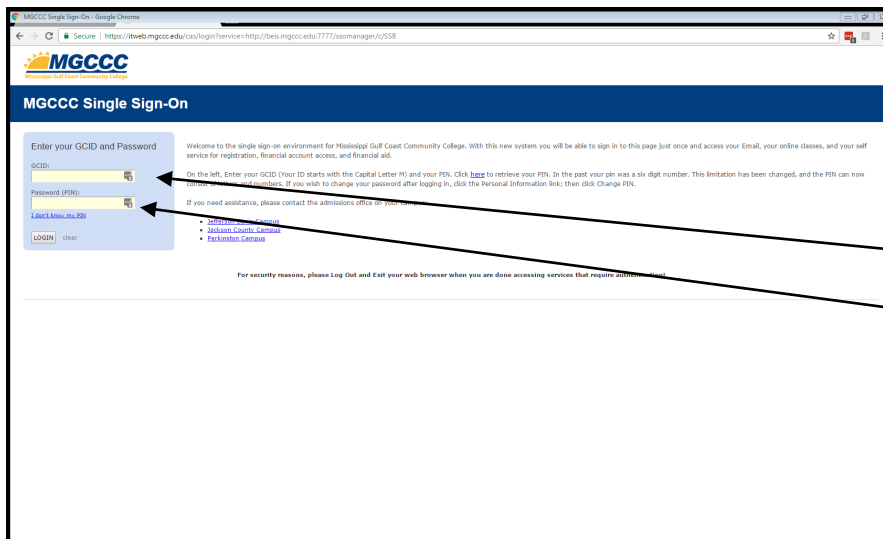
### STEP 1



\*\*Open your web browser and go to <https://www.mgccc.edu>

Click on Web Services

### STEP 2



**Please encourage students to register themselves in web services.**

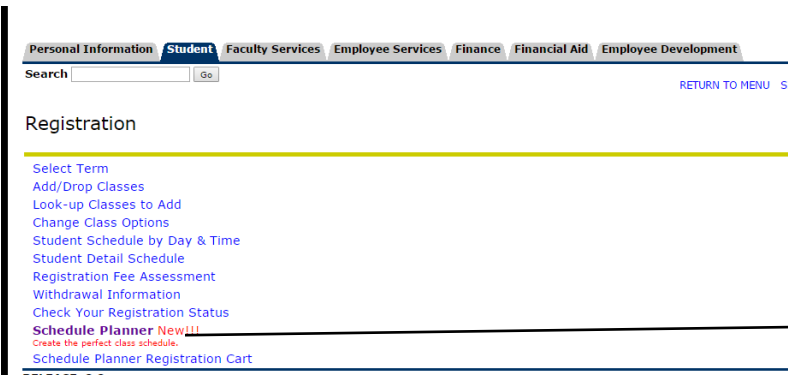
\*\*Enter your GCID

\*\*Enter your Primary PIN and  
\*\*Click *Login*  
(If you don't know your PIN number, click the *I don't know my PIN link*)

Click on *Registration*

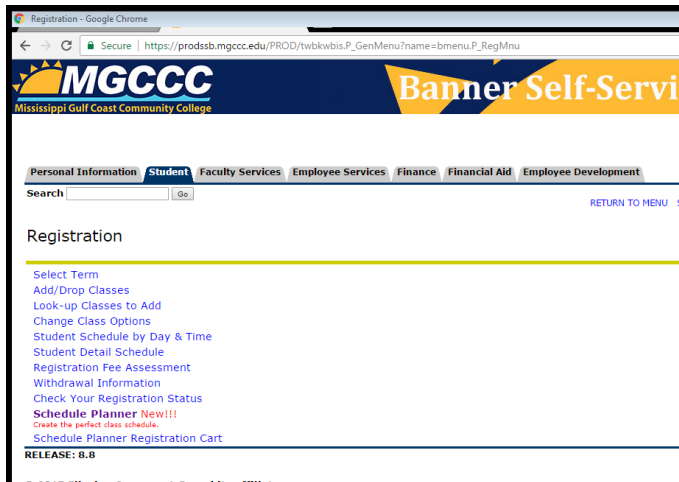
### STEP 3

A new feature in web services is the Schedule Planner tab which can help students plan a schedule to meet their needs.

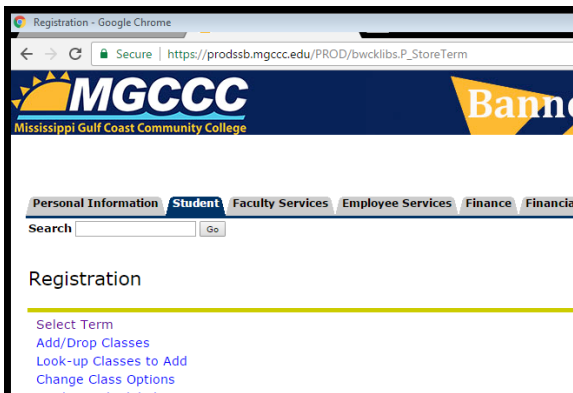


Schedule planner

**STEP 4**

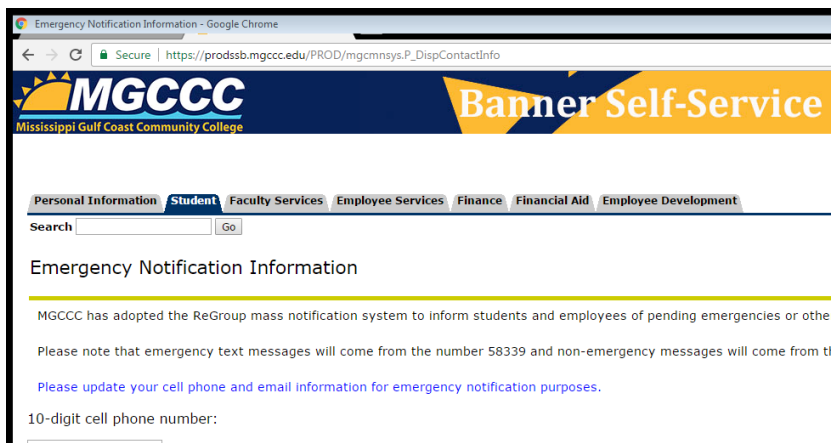


**STEP 5**



**STEP 6**

Update Emergency Notification Information before proceeding.



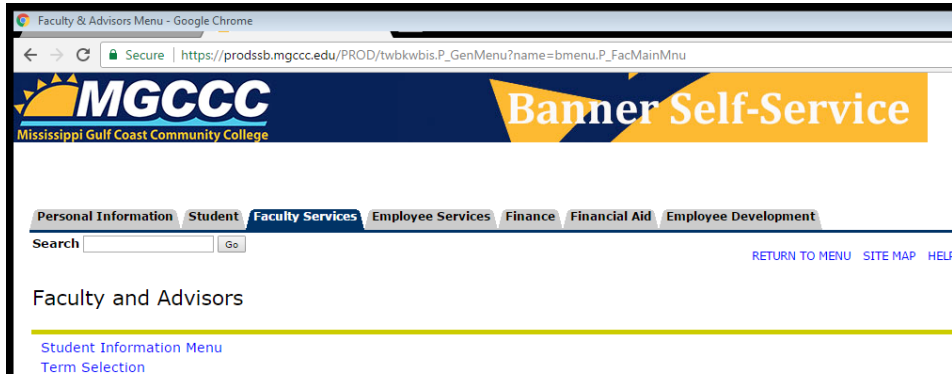
\*\*At the end of Step 2, for new students, you may encounter the issue of expired PIN numbers. Instruct students to provide a new 6-digit PIN number. After this, a PIN hint question and answer would also need to be entered.

\*\*Seek help from Administrators, Dept. Chairs or Counselors regarding Pre-req / Test Score Errors if you need. Also, consult the course descriptions section located in the college catalog for Pre-req information.

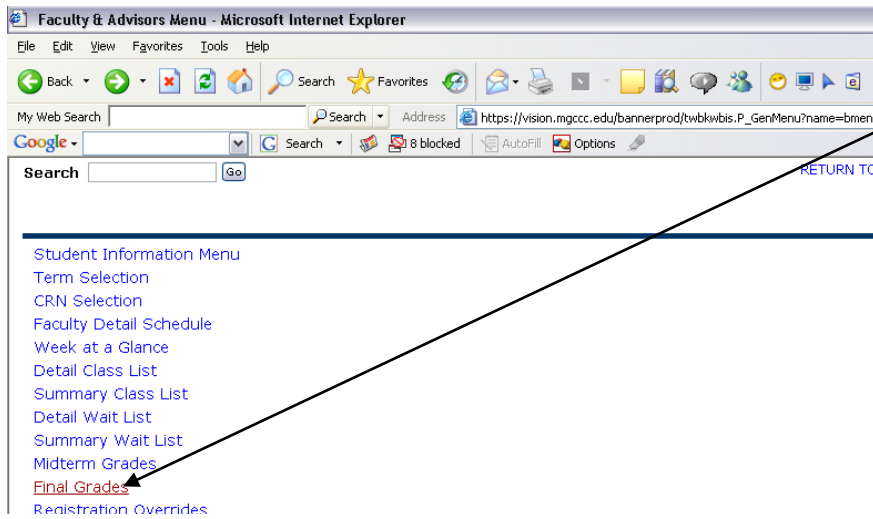


# Entering Grades in Web Services

## STEP 1

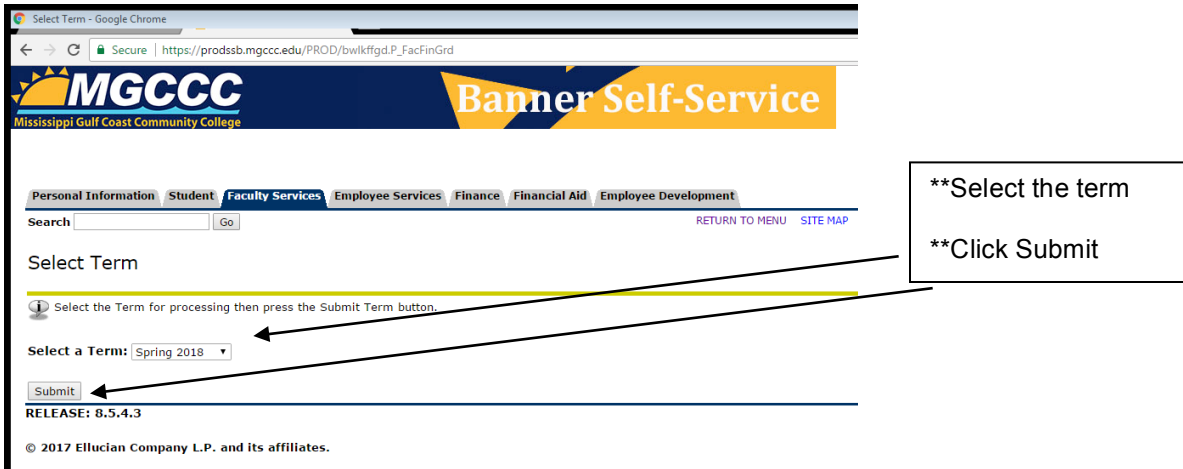


## STEP 2





### STEP 3



Select Term - Google Chrome

Secure | https://prodssb.mgccc.edu/PROD/bwlkffgd.P\_FacFinGrid

**MGCCC** Banner Self-Service  
Mississippi Gulf Coast Community College

Personal Information Student **Faculty Services** Employee Services Finance Financial Aid Employee Development

Search  Go RETURN TO MENU SITE MAP

### Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Spring 2018

Submit

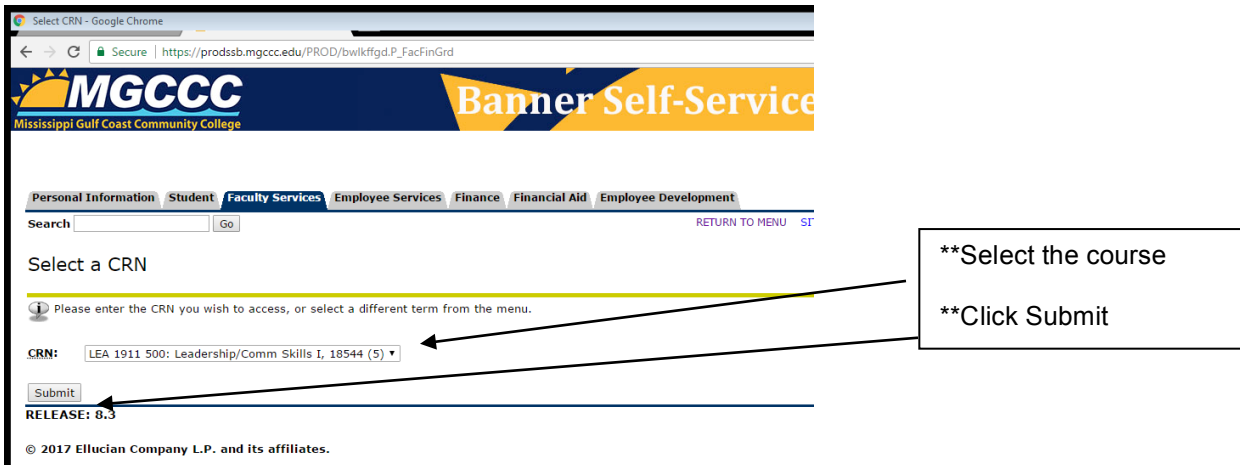
RELEASE: 8.5.4.3

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**\*\*Select the term**

**\*\*Click Submit**

### STEP 4



Select CRN - Google Chrome

Secure | https://prodssb.mgccc.edu/PROD/bwlkffgd.P\_FacFinGrid

**MGCCC** Banner Self-Service  
Mississippi Gulf Coast Community College

Personal Information Student **Faculty Services** Employee Services Finance Financial Aid Employee Development

Search  Go RETURN TO MENU SITE MAP

### Select a CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: LEA 1911 500: Leadership/Comm Skills I, 18544 (5)

Submit

RELEASE: 8.3

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**\*\*Select the course**

**\*\*Click Submit**

## STEP 5

**MGCCC**  
Mississippi Gulf Coast Community College

**Banner Self-Service**

Personal Information | Student | **Faculty Services** | Employee Services | Finance | Financial Aid | Employee Development

Search  Go RETURN TO MENU | SITE MAP | HELP | EXIT

### Final Grades

ⓘ - Enter changes to final grades and attendance hours, then click Submit Grades.  
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.  
 - Click on a student's name to view the student's address(es) and phone(s).

**Course Information**  
**Leadership/Comm Skills I - LEA 1911 500**  
 CRN: 18544  
 Students Registered: 5

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Churchwell, Clara C.		.000	**Registered** Aug 19, 2016	A	Y	None	None	4
2	Cowart, Lauren S.		.000	**Registered** Aug 19, 2016	A	Y	None	None	3
3	Daniel, Lauren M.		.000	**Registered** Aug 23, 2016	A	Y	None	None	5
4	Kennedy, Cain C.		.000	**Registered** Aug 18, 2016	A	Y	None	None	2
5	Lundy, Claire M.		.000	**Registered** Aug 18, 2016	A	Y	None	None	1

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid-Term Grades | Student Menu | Summ

RELEASE: 8.5.2

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**\*\*Select the grade from the drop list  
(Do not use the scroll wheel on your mouse while entering grades as grades may change inadvertently)**

**\*\*Click Submit at the bottom of the page.**

**\*\*Close your browser when you are finished entering grades**



# Resources

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## MISSISSIPPI GULF COAST COMMUNITY COLLEGE

### Major Codes

#### ACADEMIC

0000 Non Degree Seeking Student  
0990 Dual Enrollment High School Sr.  
1000 Bachelor of Arts Preparatory  
1005 B.A. American Studies  
1010 Bach. of Science Preparatory  
1015 Developmental Studies  
1020 Undecided/Undeclared  
1030 AAS Occupational Ed.  
1701 Pre-Associate Degree Nursing  
1702 Pre-Medical Radiologic Tech.  
1703 Pre-Medical Laboratory Tech.  
1707 Pre-Respiratory Care Tech.  
1708 Pre-Pharmacy Technician  
2000 Bus BS Prep  
2010 Business  
3000 Music/Music Education  
3010 Art  
3012 Art Education  
4000 Engineering  
4005 Architecture  
4010 Computer Science  
4020 Mathematics/Math Education  
4030 Industrial Technology  
4040 Industrial/Manufacturing Training  
4042 Workforce Trng/Computer Technology  
4043 Workforce Trng/Construction  
4044 Workforce Training & Development  
4045 Industrial Engineering Technology  
4050 Computer Engineering Technology  
4060 Electronics Engineering Technology  
4070 Health & Physical Education  
5000 Science  
5002 Pre-Meteorology  
5005 Pre-Medicine  
5007 Marine Science  
5010 Pre-Medical Technology  
5015 Pre-Dentistry  
5020 Pre-Pharmacy  
5025 Pre-Occupational Therapy  
5030 Pre-Optometry  
5040 Pre-Physical Therapy  
5045 Pre-B.S. Nursing  
5050 Pre-Medical Record Admin.

5100 Pre-Veterinary Science  
5111 Interior Design  
5120 Criminal Justice / B.S. Prep  
5125 Fire Protection Tech/ B.S. Prep  
6000 Elementary Education  
6010 Special Education  
6015 Secondary Edu./Physical Edu.  
6020 Technical & Occupational Edu.  
6030 History/Secondary Education  
6040 English/Secondary Education  
6050 Outdoor Recreation Leadership

#### TECHNICAL

7000 Associate Degree Nursing  
7010 Human Services  
7015 Early Childhood Education Tech.  
7025 Golf/Recreational Turf Management  
7032 Computer Programming Technology  
7033 Network Security Technology  
7034 Computer Servicing Technology  
7036 Computer Networking Technology  
7040 Bus. & Marketing/Management Tech.  
7041 Fashion Marketing Technology  
7045 Graphic Design Technology  
7048 Respiratory Care Technology  
7050 Drafting & Design Technology  
7060 Electronics Technology  
7063 Instrumentation Electronics Tech.  
7065 EMS/Paramedic  
7070 Database Administration Technology  
7080 Web Development Technology  
7085 Interpreter Training Technology  
7086 Logistics Technology  
7090 Hotel & Restaurant Management  
7092 Travel & Tourism Management  
7115 Construction Management Tech.  
7120 Criminal Justice Technology  
7130 Medical Laboratory Technology  
7131 Medical Office Technology  
7151 Landscape Management Technology  
7165 Office Systems Tech./2 year

5060 Science Education  
5070 Basic Agriculture  
5085 Wildlife and Fisheries  
5090 Forestry  
7207 Process Operations Technology  
7215 Telecommunications Technology  
7220 Teacher Assistant

**CAREER**

8000 Heating & Air Conditioning  
8010 Auto Collision Repair Tech.  
8016 Commercial Truck Driving  
8020 Automotive Technology  
8021 Light Duty Diesel  
8050 Medical Billing and Coding  
8070 Electrical Technology  
8071 Marine Electrical  
8090 Machine Tool Technology  
8094 Mechanical Maintenance  
8098 Surgical Technology  
8110 Commercial/Residential Maintenance  
8120 Pipefitter/Plumber  
8123 Marine Pipefitting  
8124 Pipefitter  
8125 Plumber  
8126 Maritime Shipfitting  
8140 Practical Nursing

7172 Business Management Tech.  
7173 Accounting Technology  
7179 Paralegal Technology  
7200 Radiologic Tech.  
8151 Landscape Management Tech.  
8155 General Drafting Technology  
8190 Office Systems Tech/GC, WHC  
8192 Apprentice Electric Lineman/GC  
8195 Cosmetology  
8220 Welding  
8235 Food Production and Mgmt. Tech.

**APPRENTICESHIP**

8900 Boilermaker/Apprenticeship  
8901 Carpenter/Joiner/Apprenticeship  
8902 Electrical/Apprenticeship  
8903 Machinist/Apprenticeship  
8904 Painter/Apprenticeship  
8905 Pipefitter/Apprenticeship  
8906 Sheetmetal/Apprenticeship  
8907 Hull Welder/Apprenticeship  
8908 Pipewelder/Apprenticeship  
8909 Composite/Apprenticeship  
8910 Pipe Insulator/Apprenticeship

## MGCCC COURSE PLACEMENT GUIDELINES

ENGLISH PLACEMENT	
ACCUPLACER SCORE	COURSE
SS + RC 40 -148	ENG 0114 Beginning English and Reading
SS + RC 149 -174	ENG 0124 Intermediate English and Reading ENG 1114 English Composition I
SS + RC 175 - 240	ENG 1113 English Composition I
ACT SCORE	COURSE
English 1-13	ENG 0114 Beginning English and Reading
English 14-16	ENG 0124 Intermediate English and Reading ENG 1114 English Composition I
English 17- 36	ENG 1113 English Composition I

MATH PLACEMENT	
ACCUPLACER SCORE	COURSE
Elementary Algebra 20-52	MAT 0123 Beginning Algebra
Elementary Algebra 53-72	MAT 1233 Intermediate Algebra MAT 1314 College Algebra
Elementary Algebra 73-120	MAT 1313 College Algebra or Higher
ACT SCORE	COURSE
Math 0 – 15	MAT 0123 Beginning Algebra
Math 16 – 18	MAT 1233 Intermediate Algebra MAT 1314 College Algebra

## Frequently Used Websites for Advisement

### Articulation Agreement

<http://www.sbcjc.cc.ms.us/publication/publ.aspx>

### Mississippi Articulation and Transfer Tool

<http://matttransfertools.com/about/default.aspx>

### Uniform Course Numbering System

<http://www.sbcjc.cc.ms.us/publication/publ.aspx>

### University Catalogs:

Alcorn State University

<http://www.alcorn.edu/Academics/default.aspx?id=5667>

Delta State University Undergraduate Catalog

[http://www.deltastate.edu/docs/acad\\_affairs/2010-2011%20UG%20Catalog%20with%20bookmarks.pdf](http://www.deltastate.edu/docs/acad_affairs/2010-2011%20UG%20Catalog%20with%20bookmarks.pdf)

Graduate Catalog

[http://www.deltastate.edu/docs/acad\\_affairs/2010-2011%20GR%20Catalog%20with%20bookmarks.pdf](http://www.deltastate.edu/docs/acad_affairs/2010-2011%20GR%20Catalog%20with%20bookmarks.pdf)

Jackson State University Undergraduate Catalog

[http://www.jsums.edu/undergraduate\\_catalog20092010.pdf](http://www.jsums.edu/undergraduate_catalog20092010.pdf)

Graduate Catalog

<http://www.jsums.edu/gadmappl/Catalog/Gradcatalog.html>

Mississippi State University

<http://catalog.msstate.edu/>

Engineering & Computer Science majors only

<http://www.bagley.msstate.edu/academics/transfer/TransferMatrix.pdf>

Mississippi University for Women

<http://www.muw.edu/registrar/catalog/>

Mississippi Valley State University

<http://www.mvsu.edu/academics/>

Tulane University

<http://tulane.edu/advising/catalogs.cfm>

University of Mississippi

<https://my.olemiss.edu/irj/portal/anonymouse?NavigationTarget=navurl://a3a79bf8082ded578833dc916e9f996e>

University of South Alabama

<http://www.southalabama.edu/admissions/transfer/ms/mgccc/colleges.html>

University of Southern Mississippi

<http://www.usm.edu/currentstudents/academics/bulletins.php>



## **Graduation Checklists (Degree Planner)**

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### **Academic Checklists (Degree Planner)**

The Associate of Arts Degree graduation checklist (now referred to as the Degree Planner) may be accessed in the online College Catalog under the University Parallel Programs at <http://catalog.mgccc.edu/content.php?catoid=8&navoid=471>

### **Career and Technical Checklists (Degree Planner)**

All current graduation checklist (now referred to as the Degree Planner) for career and technical programs may be accessed in the online College Catalog under Career and Technical Education Programs at <http://catalog.mgccc.edu/content.php?catoid=8&navoid=468>

Archived Graduation Checklist Forms for Career and Technical programs may be accessed at the link below:

<http://www.mgccc.edu/Forms/>

**ONLINE FACULTY INFORMATION**



## **MSVCC Overview**

The Mississippi Virtual Community College (MSVCC) is a consortium of Mississippi's 15 community colleges that makes it possible for these colleges to leverage their eLearning resources -- including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a remote (provider) college, a student enrolls at a local (host) community college. The host college supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The host college awards credit for the course. The remote (provider) college provides the course instruction.

## **MSVCC Mission**

The mission of the Mississippi Virtual Community College is to provide educational opportunities to constituencies who live within the various community and junior college districts in Mississippi and to others beyond those boundaries. The mission includes providing access to instructional offerings through advanced technologies for those individuals who currently cannot take advantage of the offerings of the community and junior college through traditional means and to those individuals who are seeking alternative educational delivery systems.

## **MSVCC Rationale**

College instruction has traditionally been offered to those individuals who appear at the door of an institution of higher learning, present some evidence of having met certain criteria for admission, complete the necessary forms, pay their money, meet classes at prescribed times, places, etc. There are many people in Mississippi who cannot attend college for various reasons of finance, travel, family constraints, work schedules, etc. In a number of cases these individuals are capable of improving their capability to earn a livelihood if provided access to higher education opportunities. There is a need to provide educational opportunities for individuals who cannot physically attend classes in accordance with time and place constraints as traditionally applied to the typical institution of higher learning. This need can be met to some level of satisfaction by offering courses and services by various means of eLearning.

## **MGCCC eLearning**

For the most recent information about eLearning at MGCCC, please visit our website at <http://www.mgccc.edu/elearning>.

For answers to most questions about eLearning, click the FAQs (Frequently Asked Questions) link on the left side of the web page under "About eLearning."

## **What is eLearning?**

eLearning is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. eLearning affords learners the opportunity to take a course

anytime and anywhere. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, or computer technologies.

### Goals and Objectives

The MGCCC eLearning department helps fulfill the college's vision of delivering world-class education by:

- Providing accessible, convenient, affordable, and flexible education to fit the busy lifestyles of learners and their families
- Providing learning opportunities for learners unable to attend traditional on-campus courses
- Utilizing appropriate technologies to meet the needs of a diverse community

### Delivery Methods

#### Online

Online courses are courses that are offered through the Mississippi Virtual Community College (MSVCC) consortium. These courses are offered entirely online, usually with no campus component, using the Canvas learning management system. All online courses require at least one proctored exam that will require the learner to go to the campus or to a college approved location that can provide a proctor to take an exam.

#### Hybrid

Hybrid courses are a blending of the traditional face-to-face courses with an online component. In this format, learners complete a portion of the course online using the Canvas platform and then only meet on campus as outlined in the college tabloid.

#### Web Enhanced

Web enhanced classes are classes that meet regularly on campus, like the traditional face-to-face classes, but contain an online component as an additional classroom resource.

### Contacting MGCCC eLearning

eLearning	228-897-3863
eLearning Administrative Assistant	601-928-6956 <a href="mailto:Rochelle.darragh@mgccc.edu">Rochelle.darragh@mgccc.edu</a> Perkinston Campus, Jackson Hall – Room 208
eLearning Student Support Representative	228-897-3955 <a href="mailto:Austin.wellman@mgccc.edu">Austin.wellman@mgccc.edu</a> Jefferson Davis Campus, Learning Resources Ctr Jackson County Campus, Learning Resources Ctr <a href="mailto:Janie.york@mgccc.edu">Janie.york@mgccc.edu</a>
eLearning Coordinator	228-897-3742 <a href="mailto:buffy.matthews@mgccc.edu">buffy.matthews@mgccc.edu</a> Perkinston Campus, Learning Resources Center
Director of eLearning	601-928-6211 <a href="mailto:jennifer.leimer@mgccc.edu">jennifer.leimer@mgccc.edu</a> Perkinston Campus, Jackson Hall – Room 210

## Technical Support

MGCCC IT HELP DESK	EMAIL	helpdesk@mgccc.edu
	PHONE	Call Toll Free: 1-855-343-9165 On Campus: 228-897-4357
CANVAS SUPPORT	CHAT	1. Click the ? Help link in the bottom left of the navigation menu in Canvas. 2. Choose Chat with Canvas Support from the menu that appears. 3. Click the Find Someone to Chat with button on the page to which you are directed.
	PHONE	Call Toll Free: 855-308-2755

## Student Information

*NOTE: The information provided in this section is the information provided to the students through the college catalog and student handbook. This has been provided to you for your information and planning. Some of this information may be relevant to instructors as well.*

### Availability of Online Courses

A complete list of online courses offered through the MSVCC can be found at <https://sbcjweb.sbcjc.cc.ms.us/ET/SelfService/default.aspx> under the “Main Menu” tab. MGCCC students may only enroll in online courses that have counterparts in the MGCCC catalog. All MSVCC courses are not offered by MGCCC, because some courses do not have counterparts in the MGCCC catalog and/or not equivalent to MGCCC courses.

Mississippi Gulf Coast Community College reserves the right to change instructors, change class schedules, and cancel courses due to insufficient enrollment or unforeseen circumstances.

### Student Email Addresses

All MGCCC students will be provided an OFFICIAL email address that is required to be used for online classes. Please note that all college correspondence will be sent to students’ official email accounts. Students should check their college email accounts prior to the start of classes.

### New Users: Retrieve Username and Password

1. New Students and employees should follow the steps below to retrieve their login information:  
Go to [www.mgccc.edu](http://www.mgccc.edu)
  2. Click the Web Services link which is located in the top right corner of the web page
  3. Click the I don't know my PIN link which is located in the blue box on the left under the Password box
  4. Enter your GCID (M#)
  5. Click Enter
  6. Answer the Security Questions
  7. Reset PIN
- \*Students: If you are unable to reset your PIN#, please contact Admissions at the campus where you registered for assistance.

### Login:

1. Open your web browser
2. Go to <http://mail.bulldogs.mgccc.edu/>

3. Enter your login credentials
  - GCID:** M# (Capital M followed by eight numbers)
  - \*Ex: M12345678
  - \*Also called student ID or employee ID number
  - Password:** Your Current Web Services PIN (Primary PIN)
4. Click Login

### **Registration Confirmation**

The eLearning department will send all MGCCC students registered for online classes an email, to their official college email account, confirming registration after the student has been successfully registered in the Mississippi Virtual Community College. Completion of college registration through web services or in the Banner administrative system does not confirm registration in online courses. Students should receive email confirmation of registration within three days of completing MGCCC registration. If a student does not receive confirmation, the student should call eLearning at 228-897-3863.

## Online Calendar

Because of the consortium agreement with MSVCC, online courses follow a slightly different calendar than that of traditional courses. Please visit the eLearning website to view the most current calendar for online courses. [www.mgccc.edu/elearning/calendar](http://www.mgccc.edu/elearning/calendar)

A detailed *instructor view* eLearning calendar can be found in the [Instructor Resources](#) course in Canvas. Please refer to this calendar while preparing for the upcoming semester. **No gradable course activities should take place past the last day of class (typically the last Friday of the term).** Grades and course history must be recorded within two weeks of the end date for the course.

## Online Course Start Date

Students will be able to access their courses on the **first day of the class**. Courses will be taught in Canvas. Please advise students to check their MSVCC student profile prior to the start of class to make sure that they are registered for the correct classes and to locate textbook and instructor information. The student profile can be accessed by visiting <https://sbcjcweb.sbcjc.cc.ms.us/ET/SelfService/Signin.aspx>.

**Remind students that the use of a student's username and password by anyone other than the registered student may be cause for dismissal from the course.**

If a student contacts you prior to the start date of class requesting login/Canvas instructions, provide them with instructions on how to access the Student Resource Course. The Student Resource Course is located on the eLearning web page at <http://www.mgccc.edu/elearning/>, click the Student Resources button on the main eLearning page. Once logged into the course, students need to select "Click here to enroll in the Full Student Resources Course. Students may also contact you for syllabus and calendar information. You are free to provide whatever information you deem as appropriate.

## Textbooks

Online courses use the same officially adopted textbooks as those for traditional courses. If an instructor needs textbook information for a course they are teaching, they should contact the department chair to which they are assigned.

Many textbooks for MGCCC students, who are enrolled in MGCCC provided online courses, are on MGCCC book service. The cost per book is \$40. Additional MGCCC course materials such as CDs and lab manuals may be purchase items available in campus bookstores or online. To determine which textbooks are purchase items, go to <http://www.mgccc.edu/elearning>, select the "MSVCC Course Offerings" link, and then select the course number link for the desired course.

MGCCC students enrolling in online courses provided by other colleges should go to <https://sbcjcweb.sbcjc.cc.ms.us/ET/SelfService/Signin.aspx> and check the student's profile for textbook information for the course. **Textbooks for courses offered by other colleges are purchase items. Please go to <http://www.mgccc.edu/elearning>**

**and click on the Textbook Information link for information on how to obtain purchase item textbooks.**

### **Fees**

There is a **non-refundable online course fee** of \$10 per credit hour for online courses in addition to tuition costs. For example, the fee for a three-hour online course is \$10 x 3 hours or \$30.

### **Technical Assistance**

Students and faculty have access to **24/7/365** Canvas technical support:  
**855.308.2755**

To provide the best service possible and quicker resolution to problems, please provide the information outlined below when contacting technical support:

- First and last name
- Student/Employee ID number (M#)
- The course name and number for which assistance is requested
- A detailed description of the problem

Questions dealing with course content or course assignments should be handled by the course instructor. Questions dealing with other aspects of college life should be referred to the appropriate offices.

### **Resources**

Students can find resources and support materials by self-enrolling in the MGCCC Student Resources course by visiting [www.mgccc.edu/elearning](http://www.mgccc.edu/elearning) and clicking [Student Resources](#).

### **Pre-requisites for Courses**

All students must meet pre-requisite requirements as outlined in the college catalog.

### **Computers for Online Courses**

MGCCC does not provide dedicated computers for students to use to access online courses. The college recommends that students provide their own computers. Please go to <http://www.mgccc.edu/elearning> and click on the “Frequently Asked Questions” link to view the computer hardware/software requirements for taking or teaching online courses. The college is not responsible for technical problems that students may have with computers used to access their online courses.

### **Internet Access**

Students will need to have their own Internet Service Provider to access their course site. The College is not responsible for technical problems that students may experience with their Internet Service provider.

Students should be reminded that system maintenance is scheduled regularly throughout the semester. As soon as we receive notification about an outage, a message is placed in Canvas and a notification is sent to instructors by MGCCC



Helpdesk. When you receive a system outage message, please forward it to your students so that they can plan accordingly.

On rare occasions, there may be an unexpected network or Canvas outage. eLearning will send details of these outages when they occur so that instructors are aware of any downtime their students may have experienced.

Please reinforce to your students the importance of planning ahead and not waiting until the last minute to submit assignments, as some outages cannot be predetermined.

## Instructor Information

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### Online Course Calendar for Instructors

A detailed online course calendar and an online attendance processing guide can be found in the [MGCCC Instructor Resources Course in Canvas](#). These are the ONLY resources online instructors should use for determining dates and deadlines for online courses. MGCCC online instruction is bound by the policies, dates, and practices set by the Mississippi Virtual Community College. Thus, it is imperative that instructors take note of the dates and deadlines provided on the MGCCC Online Course Calendar.

### Resources

Additional support and resources can be found by accessing the “**Instructor Resources**” course in Canvas. Instructors who have not enrolled in the Instructor Resource course, should click the following link <https://mgccc.instructure.com/enroll/YXXCJM> then click enroll. Once enrolled, the course will appear in the Courses Menu and on the Canvas Dashboard.

### Online Key Semester Tasks

Online Instruction Key Semester Tasks		
✓	What to do	Details/Notes
During Training For Online Instruction		
	Enroll in MGCCC Instructor Resources Course	<a href="https://mgccc.instructure.com/enroll/YXXCJM">https://mgccc.instructure.com/enroll/YXXCJM</a>
	Explore MGCCC Instructor Resources Course in Canvas	The instructor resources course contains calendars for online courses, training guides, links to recorded training sessions, handbooks, policy manuals, and other resources. Detailed instructions for all of the tasks listed in this checklist can be found in the Instructor Resources Course. In order to access the resources, you must follow the link above to self-register in the Instructor Resources

Online Instruction Key Semester Tasks		
✓	What to do	Details/Notes
		Course and be logged into Canvas. After you register for the course, it will appear on your courses menu. Click the link in the task above to register.
<b>Prior to Pre-Registration Tasks</b>		
	Add/Verify Enrollment Tool Syllabus	Syllabus and policies should be verified and updated <u>each semester</u> in the MSVCC Enrollment Tool.
	Verify Textbook Information in Enrollment Tool	Textbook and Course Resource information should be verified each semester in the MSVCC Enrollment Tool. Updates should be sent to eLearning.
<b>Prior to Course Start Date Tasks</b>		
	Course Navigation	Modify/Verify course navigation menu to be sure that it matches the recommended navigation structure.
	Course Organization & Quality	Arrange the course content and modules in a fashion that is clear, consistent, organized, and free of errors. Content should be well developed and should meet a variety of learning styles.
	Add Content and Verify Course Due Dates reflect current semester	Course content ( <i>including a detailed printable course calendar with due dates</i> ) should be prepared and added to Canvas prior to the start of the course. Verify that your course activities/assignments/quizzes have the correct due dates for the current term.
	Verify Content Delivery Methods in Course	Content delivery should address a wide variety of learning styles by using multiple learning tools to enhance and facilitate students' learning.
	Add Course Welcome	Add a welcome message to students in the Announcement or Home Page area of your course to introduce yourself and let students know where to go and what they should be doing in the first week of the course.
	Add Instructor Contact Information	Instructors should include their MGCCC email address, a phone number, and any other methods of contact.
	Add Office Hours	Instructors should list office hours for when they are available to help students. Instructors should also include times and instructions for virtual office hours where students can receive live help and instruction.
	Course Policies and Procedures	Course policies and procedures should be complete, clearly defined, easy to locate in the course, and should comply with MSVCC Syllabus and Policy Requirements as well as departmental guidelines.
	Printable Course Calendar	A printable course calendar should be added to the course. The calendar should clearly identify, in detail, progression of course activities with due dates included. Be sure to make note of the proctored exam(s) availability dates and deadline(s).
<b>Beginning of Course Tasks</b>		
	Email students	On the first day of the course, once registration has ended, send students an email (not a Canvas message since their notification preferences may not be set yet) prompting them to login and get started with your course. Email addresses can be retrieved from your MSVCC Enrollment Tool course roster.
	Setup Proctored Exam in Smarter Proctoring	Proctored exam information must be added to SmarterProctoring via your Canvas course shell at the beginning of each semester. MSVCC Policies require at least one proctored exam per course.
	Preliminary Attendance Check	Check course attendance and reach out to students who have not

## Online Instruction Key Semester Tasks

✓	What to do	Details/Notes
		<p>logged in or participated in your course.</p> <p>For the preliminary check, you can click People on the left navigation menu of your course and check for "Last Activity." If it is blank, they have not accessed your course at all, and you need to reach out to them. Their phone numbers are listed on your MSVCC Enrollment Tool course roster.</p>
	Reconcile your Rosters	<p>Check your MSVCC Enrollment Tool Roster against your Canvas and Web Services Rosters.</p> <p><b>NOTE: ALL INSTRUCTORS should complete this assignment, whether confirming that there are no discrepancies or reporting the discrepancies.</b></p> <p>Record any discrepancies on the form or CONFIRM that you have no discrepancies and submit the completed form <u>in the Instructor Resources Course in Canvas</u> on the associated assignment for each course you teach</p> <p><b>NOTE:</b> Away students will not be added to your rosters in Web Services until the third day of class.</p>
	Submit Drops for No-Shows	<p>Students who have not participated in the course by the date no shows are due should be dropped.</p> <p>Do not submit no-shows prior to the due date unless the student has requested to withdraw.</p>
<b>Ongoing Course Management Tasks</b>		
	Monitor Dropout Detective Reports	Dropout detective will show indicators for students who are at risk for failing or withdrawing in a course. Instructors should monitor these reports weekly and reach out to students who are at moderate or high risk.
	Monitor Attendance	Monitor and record attendance every week for the duration of the course.
	Assess Students	Grade and give feedback on learning activities regularly throughout the course.
	Actively Participate in the Course	<p>Instructor presence in courses is mandatory. Instructors should not go more than two to three days without engaging in course activities and with the students.</p> <p><b>NOTE:</b> Due to the condensed timeframe of MSVCC online courses, there are no breaks for holidays. Therefore, course activities and participation should continue during these times.</p>
	Build Rapport	Communicate regularly with students while providing constructive feedback on learning activities.
	Engage Students	The instructor should take an active role in student engagement, interaction, and motivation both individually and as a group throughout the term using communication tools such as discussions, chat, web conferencing, etc.
<b>Mid-Course Tasks</b>		
	Complete Attendance Audit	Reconcile rosters, verify attendance, process drops/withdrawals as needed, and then sign off on attendance audits in the <b>MSVCC Enrollment Tool</b> .
	Post Mid-Term Grades	<p>Online course mid-term grades should be posted in Canvas (or Mylab), Web Services, and the MSVCC Enrollment Tool.</p> <p style="text-align: center;"><b>ALL GRADES ARE DUE BY 9am ON THE DUE DATE.</b></p>

Online Instruction Key Semester Tasks		
✓	What to do	Details/Notes
<b>End of Course Tasks</b>		
	Post Final Grades	<p>Online course final grades should be entered into both the MSVCC Enrollment tool and in Web Services by 9am on the Monday following the last day of the class.</p> <p><b>**Course activities and student submissions should end ON THE DAY CLASSES END.**</b></p> <p style="text-align: center;"><b>ALL GRADES ARE DUE BY 9am ON THE DUE DATE.</b></p>
	Export Grades	<p>Go to Canvas, choose Grades, click Export next to the gear icon on the right side of the page, and click Current. Save the .csv file to your computer or another permanent storage location.</p> <p><b>NOTE: Grades and course history must be recorded within two weeks of the end date for the course.</b> Student enrollments are purged two weeks after each course ends.</p>

### Course Availability

Course shells are built 90 days prior to the start of each term. By default, courses are created in “draft” state and will automatically publish the day before the class begins. While in draft state, students will not be able to see the course or receive notifications sent from inside the course. Instructors will have access to course shells at the time that they are built. Students will be enrolled in online courses the week before classes begin.

### Combining Like Courses

Instructors who teach multiple sections of the same course may choose to combine or “cross-list” their courses after registration has ended. Instructions for completing this task may be found in the Instructor Resources course in Canvas.

## Online Classroom Management

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### Course Information

Prior to the preregistration for the upcoming term, the office of eLearning will send out an email to instructors asking them to verify course information in MSVCC. Instructors should verify the course name, course number, and section number.

#### Verifying course information in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/ETHome.aspx>
2. Select the semester from the drop down menu
3. Click the Courses tab
4. Click on the Course ID (CRN)
5. Verify course name, course number, and section number.

## MSVCC Enrollment Tool Syllabus Information

MSVCC requires that all instructors submit syllabus information into the MSVCC Enrollment Tool. The syllabus is placed within the enrollment tool **prior to preregistration** so that students and away college administrators can verify that the course description and objectives match those listed in the college catalog at the respective institution. The MSVCC posted syllabus is used to verify additional information such as course policy on proctored exams, grading and evaluation methods, and course pre-requisites. It is essential that any special requirements for the course be listed here as well. Contact the office of eLearning if you experience technical difficulty when loading the syllabus.

### Adding/Modifying Syllabus in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/ETHome.aspx>
  2. Select the semester from the drop down menu
  3. Click the Courses tab
  4. Click on the Course ID (CRN)
  5. Click Syllabus
  6. Save your syllabus with the "Name Your File" that is provided for you (example: 2112016199998.pdf) NOTE: The file must match the "name your file" name and must be saved in pdf format.
  7. Click Choose File
  8. Locate the file on your computer
  9. Click Open
  10. Click Upload File
- \*The system will either tell you that the upload was successful or provide you with the reasoning for the file not uploading properly.

## Course Syllabus Information

MGCCC requires the use of a standardized syllabus among courses. The department chair for the appropriate department will provide the approved course syllabus to adjunct instructors. The syllabus should be listed within the course as the first content item. Each syllabus must include the following information:

- Course Number and Name
- Department/Program
- Instructor Name
- Semester Credit Hours
- Pre-requisite Course
- Course Description
- Course Objectives
- Content Outline/Calendar
- References/Textbooks
- Instructional Materials, Supplies, and Equipment
- Course Specific Attendance Policy
- Course Specific Academic Honesty Policy
- Instructor's Contact Information (email address and phone number are required)
- Office Hours (including virtual office hours)
- Instructional Methods
- Course Evaluation/Grading
- Proctored Exam Information (the number of proctored exams, which tests are proctored, and proctored exam dates)
- Reasonable Accommodation – the following reasonable accommodation statement must be placed on all syllabi:

*“If you have a disability of any kind and will need reasonable accommodations or assistance in this class, please inform your instructor.”*

## **Attendance Policy**

A detailed attendance policy should be included in the course syllabus so that students understand what represents attendance for this specific course and what will cause them to earn an absence. A sample is provided below. Feel free to use it or modify it to meet your needs.

*Attendance is crucial to your success in the class and will be monitored by your instructor on a consistent basis. Regular course access and course participation is essential. Your attendance will be measured based on completion of assignments, tests, and other course activities according to the deadlines established in the course calendar. Absences will be awarded as follows: Each failure to meet a prescribed deadline will result in one absence. (OR) Failure to participate in the course (view course materials, complete activities, participate in discussions, etc.) for a period of seven days, will result in one absence. Students who accumulate three absences will be dropped for lack of participation. Absences are cumulative throughout the semester.*

## **Academic Honesty Policy**

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- a. Plagiarizing from any source
- b. Cheating in any manner on tests, papers, reports, etc.
- c. Turning in work as their own when, in fact, it was not their work
- d. Improperly using technology
- e. Stealing, buying, or selling course materials
- f. Either impersonating another student during a test or having another person assume ones identity during a test
- g. Deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor’s institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

A detailed academic honesty policy should be included in the course syllabus so that students understand what represents cheating, plagiarism, or academic dishonesty for this specific course. Instructors should clearly outline what the penalty is for academic dishonesty.

## **Sample academic honesty policy:**

*Acts of academic dishonesty including, but not limited to, cheating on any test or examination and plagiarism by the representation of previously written, published, or*

*creative work as one's own, will not be tolerated. This includes sharing your homework with your classmates or using a previous classmate's work. If an instance is deemed in violation of this policy, the outcome is a grade of zero for all parties involved on the test or other assignment. Additional violations of this policy will result in an automatic grade of "F" for the course.*

## **Textbook Information**

Online courses will use the officially adopted textbook that has been chosen by the program department chairs and approved by the Vice President for Instruction, Student Services & Related Technologies. Adjunct instructors should contact the department chair to which they are assigned for help with obtaining a textbook. If additional assistance is needed, please contact the office of eLearning.

Prior to the semester start date instructors are required to check course textbook information in MSVCC. Students use this information to pre-order textbooks.

### To verify textbook information in MSVCC:

1. Log into the MSVCC Enrolment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/SelfService/default.aspx>
  2. Select the semester term from the drop down menu
  3. Select Mississippi Gulf Coast Community College from the filter-by-site drop down menu
  4. Select your subject from the drop down menu
  5. Click on your course code (example: BAD 1113 0001)
  6. Verify textbook information (bottom, left-hand corner)
- ❖ If you do not know your textbook information, please contact the department chair to which you are assigned.
  - ❖ If your textbook information is incorrect, please send the Title, Author(s), Edition, ISBN, and Publisher information to Buffy Matthews at [buffy.matthews@mgccc.edu](mailto:buffy.matthews@mgccc.edu).
  - ❖ If you are in the process of selecting a new textbook and know that one will be adopted before next semester, please ensure that "In Adoption" is listed.
  - ❖ If no textbook is used for the course, "None Required" should be listed as the textbook.

## **Instructor Contact Information**

Instructors should provide students with their official MGCCC email address and a telephone number for instructional communication purposes. Instructors who don't have an office phone number or a number that they are willing to share, can create a [Google Voice](#) number to use as an alternate. Each semester, instructors should verify that the correct information is located in the current Canvas course shell. Contact information should be included in the course syllabus (both in Canvas and the ET) and should be placed in a prominent location within the course (ex: Course Home Page, Announcements, Content Item in Modules).

### Items to include:

- Name
  - Include the title by which you wish to be addressed: Dr, Mrs., Ms., Mr.
- Official MGCCC email address
  - All communication with students should be conducted via the official MGCCC instructor email account.

- Any sensitive information (grades etc.) should be sent through Canvas Inbox or to the student's official MGCCC student email account.
- Telephone number
  - Full time instructors should list their office phone number
  - Adjunct instructors may list a work # or a [Google Voice number](#) (see note above)
- Preferred contact method
  - Include details for how you would like the student to contact you and/or leave a message/email.
- Office Hours
  - If you are a full-time instructor, please list the specific times that you have designated as office hours for the semester. Be sure to include the location of your office.
  - DO NOT use the following statement: "Office hours are posted on my door."
- Virtual Office Hours
  - Include the days/times when you will be online and available for live interaction with students. (Instructors determine days and times)
  - Indicate the location, link, method, etc. for the virtual office hours. (ex: Canvas Chat, Web Conferencing, Zoom IM, etc.)

#### Example Contact Information:

**Name:** Dr. eLearning Instructor

**Email Address:** [elearning.instructor@mgccc.edu](mailto:elearning.instructor@mgccc.edu)

**Phone:** 228.897.6211

**NOTE:** Email is the best way to reach me. When leaving a voice message or emailing, please be sure to include your first and last name, the course name and section number, a short message describing the nature of your call, and the best way to contact you in reply.

**Virtual Office Hours:** Tuesdays from 2pm – 3pm and Thursdays from 7:00pm to 8:00pm

**Virtual Office Hours Location:** To participate in office hours, locate and click the link for Web Conferencing on the course navigation menu, and choose Virtual Office Hours.

In addition to providing contact information to students in the Canvas course shell, please provide the department of eLearning with any alternate forms of communication at which you would prefer to be contacted in the event of an emergency.

Please include a non-MGCCC alternate email account, alternate phone number (cell, non-MGCCC work, or home #). This information will only be used in the event that all other official forms of communication have been tried.

#### Course Rosters

In the first week of each online course, instructors should check the MSVCC course roster against the Canvas roster and the Online Withdrawal/ Drop/Reinstate Form in Web Services to verify that all students are enrolled. After at least the third day of the class, report any discrepancies in the Instructor Resources Course in Canvas in the designated area.

#### To check MSVCC course roster:

1. Log into the MSVCC Enrollment Tool (ET) at <https://sbcjweb.sbcjc.cc.ms.us/ET/staff/main.aspx>
2. Select the semester from the drop down menu
3. Click the Courses tab
4. Click on the Course ID (CRN)
5. Click Course Roster



### To check Canvas course roster:

1. Log into Canvas
2. Select the course from the courses menu
3. Click People on the course navigation menu

### To check the Web Services course roster:

1. Login to Web Services
2. Click the Faculty Services Tab
3. Click the Online Withdrawal/Drop/Reinstate link at the bottom of the page
4. Choose the appropriate term and submit
5. Choose the appropriate CRN and submit

## **Reporting No-Shows**

Instructors should attempt to contact students who appear on their roster but have not logged in within the first week to see if they can provide the student with assistance.

**Communication from the instructor during the first two weeks of a course is crucial to the retention of online students.** If a student has not logged in by the end of the second full week of courses, he or she should be considered a no-show and be dropped in Web Services as an “NG-No Show.” Elearning will provide a deadline to complete this task. It is imperative that all no-shows are reported by this date to ensure that students receive proper reimbursement and that the college is not inappropriately charged by MCCB for a student’s enrollment.

Instructors should reconcile rosters prior to reporting no-shows. All no-shows should be processed using the Online Withdrawal/Drop/Reinstate Procedures. Once an instructor has completed these tasks for reporting no-shows, they should **place a check in the No-Show submission task confirmation at the bottom of the Web Services Online Withdrawal/Drop/Reinstate form.**

## **Proctored Exam Information**

MSVCC policy states that all MSVCC courses must require at least one (1) proctored exam and no more than three (3) proctored exams per three-hour course with the exception of four credit hour courses. A maximum of four (4) proctored exams may be required in four credit hour courses.

Proctored exam dates should be posted in your course within the first week of the course. Proctored exams should be limited to two hours and should be allotted at least three to five days to be completed. Please encourage your students to make their appointments for proctored tests early in the semester, as seating may be limited during peak testing times.

Proctored exam password and test information must be added to SmarterProctoring at the beginning of each semester.

This information is available to proctors ONLY. Proctors use the password information to log students into the proper exam. In order to maintain security of exams proctors are

prohibited from sharing password information with students or other college personnel. **Students should never be provided a proctored exam password.** MSVCC recommends that instructors change their proctored exam password each semester.

Instructors are required to add their proctored exam information in SmarterProctoring at the beginning of each semester.

#### Adding proctored exam information into SmarterProctoring:

1. Log into Canvas
2. Click on the class you wish to work in
3. At the bottom left-hand of the screen, click SmarterProctoring
4. The Log in screen will then appear. Click Log in
5. The launch screen will appear, click Launch
6. Click Add Course
7. The last step is to confirm the course information and add a phone number.
8. Once you have completed this step, click Setup This Course
9. The Course Dashboard will then appear.
10. From the Course Dashboard, click Add Exam
11. After clicking the Add Exam button, the Create Exam screen will appear.
12. Click the drop down box for LMS Exams
13. From the drop down box, all exams that have been created in Canvas will be listed.
14. Select the appropriate Exam.
15. Once you have selected the Exam, verify that the exam information is correct.
16. Make sure you scroll down the entire page and enter the appropriate information for this exam.
17. If you have a formula sheet, periodic table, etc. for your students to use on the exam, attach the document under Add Attachment.
18. Once you are finished, click Submit.
19. To notify students that the exam has been added, click Notify
20. Your Exam Dashboard will then appear. This Dashboard shows you the exam status overview.

#### Adding proctored exam information into Canvas:

1. Log into Canvas
2. Select the Course from the Courses menu
3. Click Quizzes on the course navigation menu
4. Click the Pencil icon to the right of the Quiz you wish to add the proctored exam password
5. Click the Settings tab
6. Click Restrict this Quiz
7. Select Require an Access Code
8. Type in the Proctored Exam Password
9. Click Save
10. Publish the Quiz (If the quiz has already been published, click re-publish)

### **Attendance**

The process for measuring attendance for each online course is determined by the course instructor and/or the college hosting the course. However, two basic rules apply: attendance should be measured weekly, and attendance should be based on course participation (not just logins). Your attendance policy should be clearly outlined and placed in a prominent location in your course. Students should be able to easily access the instructor's attendance policy when they log into the course site. As a general rule, students should not be allowed to go more than two weeks with inactivity in a full-term online course. Instructors may use whatever method they like to record attendance. Some instructors add a gradebook item titled "Attendance" or "Class Participation."

Others use the Attendance tool in Canvas to record attendance, and others use external tools like an Excel spreadsheet or paper gradebook to record attendance.

### **Sample Attendance Policy**

A detailed attendance policy should be included in the course syllabus so that students understand what represents attendance for this specific course and what will cause them to earn an absence. As sample is provided below. Feel free to use it or modify it to meet your needs.

*Attendance is crucial to your success in the class and will be monitored by your instructor on a consistent basis. Regular course access and course participation is essential. Your attendance will be measured based on completion of assignments, tests, and other course activities according to the deadlines established in the course calendar. Absences will be awarded as follows: Each failure to meet a prescribed deadline will result in one absence. (OR) Failure to participate in the course (view course materials, complete activities, participate in discussions, etc.) for a period of seven days, will result in one absence.*

*Students who accumulate three absences will be dropped for lack of participation. Absences are cumulative throughout the semester.*

If a student exceeds the allotted absences for your class, (usually one absence per credit hour, so 3 absences for a 3 hour course), the instructor should drop the student with a WP (withdrawal with a passing grade) or WF (withdrawal with a failing grade) in Web Services.

If a student does not wish to continue a class, he or she must email the instructor a request a withdrawal. The instructor will then submit a withdrawal (WD) for the student in Web Services.

### **Processing Withdrawals**

Once it is determined that a student has exceeded the allowed “absences” in your class or a student has requested a withdrawal, you will need to complete two things to process the withdrawal:

1. Make a record of the withdrawing student’s activity in your class.
  - a. Save Student Access Report. (This should be done prior to withdrawing or dropping a student from your course)
    1. Log into Canvas
    2. Go to your course
    3. Click People on the course navigation menu
    4. Click Access Report
    5. Print or Save page
    6. Click the “Back to User Page” button
    7. Click Analytics
    8. Print or Save page

2. Complete the Withdrawal/Drop Form (see instructions below)

### Online Withdrawal/Drop/Reinstate Procedure

2. Login to **MGCCC Web Services**.  
Web Services is the only place instructors should enter withdrawal/drop/reinstatement information for online courses.
  - a. Go to [www.mgccc.edu](http://www.mgccc.edu).
  - b. Click the link for Web Services on the top navigation bar.  
Note: You do not have to be on campus to access Web Services.
3. Enter your **GCID: M#** (Capital M followed by eight numbers)  
\* Ex: M12345678  
\* Also called student ID or employee ID number
4. Enter your **Password**: Your Current Web Services Pin (Primary PIN)
5. Click **Login**  
If you don't know this information, click the "[I don't know my PIN](#)" link below the password box.
6. Go to the Withdrawal/Drop/Reinstate form.
  - a. Click the **Faculty Services** tab.
  - b. Click the **Online Withdrawal/Drop/Reinstate** link at the bottom of the page
  - c. Select the appropriate **Term** from the drop list.
  - d. Click **Submit**
  - e. Select the appropriate **Course** (CRN) from the drop list.
  - f. Click **Submit**
7. Enter **Enrollment Status** and **Last Date of Attendance**.
  - a. Click the Down Arrow in the Enrollment Status Column to choose the appropriate status.
  - b. Click in the date box to choose the correct last date of attendance or reinstate date from the calendar.
8. Click **Submit** at the bottom of the form when all enrollment changes have been recorded.

### Online Attendance Audit

Attendance audits must be completed for each online course. The audit period is the first six weeks of full-term semesters (or the first 1/3 of a term for short-terms). At the end of the audit period the office of eLearning will send a notice to instructors to complete the attendance audit. Instructions for completing the audit are below. Specific dates will be provided each semester.

### Audit Roll Instructions

1. In preparation for the audit, reconcile your Canvas roster with the Enrollment Tool Roster. This should have been done within the first two weeks of the term, but it is important to check it again to be sure you haven't missed anyone.
2. The next and most important step in the audit process is to **verify attendance** in your courses.

Online instructors should monitor and record attendance for their courses weekly (where you record it is up to you). If there are any students who have exceeded the maximum allowed absences for your course, you should complete the Online Withdrawal/Drop/Reinstate Procedures.

- Using the online withdrawal/drop/reinstate procedures is not optional.
- Processing drops/withdrawals/reinstates in EZ is not required for online courses.

- If you have questions about processing withdrawals/drops, look in the Instructor Resources Course in Canvas for additional instructions.

Instructors should have a clear and specific attendance policy posted in each course they teach. Students should not be allowed to go more than two weeks with inactivity in a course.

3. The e-audit cut-off date will be provided by eLearning each semester. It is absolutely imperative that students who stopped attending or who were dropped/withdrawn on or before that date be listed on the audit roll.
4. Once you have properly dropped/withdrawn inactive students and verified that they have been processed in the Enrollment Tool, you will sign off on your Audit Roster in the Enrollment Tool. Please allow at least one business day for drops/withdrawals to be processed by eLearning after submitting them in Web Services. Follow the steps below to accomplish this task.
  - 1) Log into the MSVCC Enrollment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/>
  - 2) Select the semester from the drop down menu
  - 3) Click the Courses tab
  - 4) Click on the Course ID (CRN)
  - 5) Click Audit Roster
  - 6) Once information is verified, enter your first initial, last initial and eight-digit date of birth in the pink bar at the top of the roster (be sure to follow the sample format including the slashes: mm/dd/yy)
  - 7) Hit 'Submit'
  - 8) The process has been completed
5. Continue to monitor attendance regularly and submit drops/withdrawals as needed.

If you require any assistance please contact us at 228-897-3863 or 601-928-6956. **Not submitting audit rolls in a timely fashion is a serious offense.** Please make sure this process is completed in a timely manner.

### **Dropout Detective**

Dropout Detective is located in Canvas on the course navigation menu. Dropout Detective will show indicators for students who are at risk for failing or withdrawing in a course. Instructors should monitor these reports weekly and reach out to students who are at moderate or high risk. Instructions for using Dropout Detective can be found in the Instructor Resources Course in Canvas.

### **Course Evaluation**

MSVCC provides all students the opportunity to complete electronic course evaluations at the end of each semester. Instructors are encouraged to remind students to complete the evaluation. eLearning will notify instructors as soon as the evaluation becomes available to students.

In addition, the office of eLearning will conduct virtual classroom observations that will be submitted to the respective deans and/or department chairs so that-supervisory evaluations can be accomplished. The rubric for evaluation can be found in the Instructor Resource Course. Please examine this rubric prior to the start of each semester so that you will know the criteria required for a top score.

*Online Course Evaluations are not meant to be punitive; rather, they are designed to provide constructive feedback to instructors on how to make their courses the best they can be. Evaluations may be conducted at any time throughout the semester.*

As eLearning grows, and MGCCC strives to be the best provider of online learning, the evaluation rubric may be adjusted to reflect the most current criteria for excellence. Any changes to the rubric will be published in the Instructor Resource Course prior to the start of the term. Instructors should refer to the most current evaluation rubric along with the policies and procedures manual at the beginning of each term to be sure that they remain in compliance.

### **Midterm Grades**

Midterm grades must be posted in both the MSVCC Enrollment Tool and Web Services. Midterm grade due dates are provided on the eLearning Calendar at <http://www.mgccc.edu/elearning/elearning-calendar>.

#### Posting midterm grades in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/staff/main.aspx>
2. Select the semester from the drop down menu
3. Click the Courses tab
4. Click on the Course ID (CRN)
5. Click Grades
6. Click "Submit" – grades will not be submitted in MSVCC until you click "submit"

\*Contact eLearning if you experience technical difficulty

### **Final Grades**

Final grades are due into the MSVCC Enrollment Tool by 9:00a.m. on the Monday following the last day of online classes each semester. All faculty are also required to post grades in Web Services. **No gradable course activities should take place past the last day of class (typically the last Friday of the term).**

#### Posting final grades in MSVCC:

1. Log into the MSVCC Enrollment Tool (ET) at <https://sbcjcweb.sbcjc.cc.ms.us/ET/staff/main.aspx>
1. Select the semester from the drop down menu
2. Click the Courses tab
3. Click on the Course ID (CRN)
4. Click Grades
5. Click "Submit" – grades will not be submitted in MSVCC until you click "submit"

\*Contact eLearning if you experience technical difficulty

### **Recording Course History**

It is the instructor's responsibility to keep a record of course activity for all students each term. Instructors should keep as much information about course activity as possible for

a period of three (3) years. MSVCC purges student data two weeks after the semester end date. Required and recommended tasks are detailed below.

### **CANVAS REQUIRED TASKS**

1. Download a copy of your Gradebook
  1. Log into Canvas
  2. Select the Course from the Courses menu
  3. Click Grades on the course navigation menu
  4. Click the Gear icon dropdown menu
  5. Select Download Scores (.csv)
  6. Click Save As
  7. Save to Your Computer

### **CANVAS RECOMMENDED TASKS**

1. Save Student Analytics
  1. Log into Canvas
  2. Select the Course from the Courses menu
  3. Click People on the course navigation menu
  4. Click the first student's name
  5. Click Analytics on the right-hand side of the screen
  6. Save or Print
  7. Click the forward or back arrows to proceed to the next student
  8. Repeat steps F-G until all student analytics have been saved/printed
  
2. Save Student Access Report
  1. Log into Canvas
  2. Select the Course from the Courses menu
  3. Click People on the course navigation menu
  4. Click the first student's name
  5. Click Access Report on the right-hand side of the screen
  6. Save or Print
  7. Click People on the bread crumb navigation menu
  8. Select Next Student
  9. Repeat Steps D-H until all student's access reports have been saved/printed

## Teaching Guidelines

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### Course Content

Course content should be based on the course objectives identified in the standard syllabus. In some cases, a textbook publisher will provide a course cartridge which includes predesigned lecture notes, presentations, quizzes, etc. Instructors should contact their textbook representative for information on the availability of course cartridges. When no pre-built course content exists, the building of course content will be the responsibility of the instructor who is teaching the course.

In courses where textbook publisher resources are used, instructors should strive to personalize the course and to add their own supplemental materials. **Students should never be left feeling as if they are teaching themselves the content.** Personal messages, lectures, and instructions from instructors can improve engagement and retention.

Instructors should be in frequent communication with the department chair to **ensure that course objectives, activities, and rigor match as closely as possible to face-to-face offerings of the same course.** Special attention should be given to the varying learning styles of students who are participating in the course. Instructors are encouraged to **use a variety of delivery methods to ensure that students are engaged and to meet the differing learning styles.** Audio and video lectures and messages are encouraged along with interactive course activities.

### Course Calendar

MGCCC eLearning classes operate within the time frames published in the MSVCC calendar. **Self-paced courses are not permitted.** Online instructors should refer to the Online Course Calendar provided by the eLearning department when planning the course calendar. This calendar will be published in the MGCCC Instructor Resources Course in Canvas. Prior to the start of class, instructors should post a **printable course calendar** of events showing when graded items, tests and other coursework should be completed. Be sure to include a note about when your proctored exam(s) will be available.

### Course Evaluation

Online courses are evaluated regularly by the appropriate department chair, instructional dean, and the director of eLearning. In addition, students are asked to complete a course evaluation through MSVCC at the end of each term. (*See the Course Evaluation Section above for more information.*)

### Communication Guidelines

Since instructors who teach online classes typically do not have the opportunity to meet with online students in a face-to-face environment, it is essential that instructors make every effort to communicate frequently with their students. In addition, eLearning instructors must provide various ways for students to communicate with them and with



each other. In addition to the telephone and face-to-face meetings, there are many tools available inside the course management system (Canvas) to communicate with students. Examples of the tools include discussion boards, email, conversations, chat, course announcements etc. Instructions on how to use these tools are provided in the Instructor Resources course in Canvas.

When choosing which communication methods you prefer to use in your class, please keep in mind that keeping documentation of your communication with students is recommended.

**Communication methods used in the course and times of instructor availability should be clearly communicated to students at the beginning of the course.**

### **Response Time**

Instructors should respond to student questions and comments in a timely manner. The office of eLearning defines “timely” as within 24-48 hours. If there is an extenuating circumstance that will prevent your responding within this time frame, please notify students prior to your time of unavailability or as soon as possible when the situation arises.

### **Office Hours**

In addition to other usual course communication, online instructors should make themselves available to students for help at regularly scheduled times throughout the semester that are posted in the course syllabus. During these “**virtual office hours**” instructors should be available to provide immediate feedback to students. Include the days/times when you will be online and available for live interaction with students. Instructors determine days and times, but should consider offering times that are suitable for the majority of the course participants.

Be sure to notify students of the location, link, method, etc. for the virtual office hours. (ex: Canvas Chat, Web Conferencing, Zoom IM, etc.)

### **Instructor Participation**

It is imperative that instructors are very active participants in their online courses. Instructors should be logging into Canvas and actively engaging with students no less than five days a week. Students should never be left feeling as if they are teaching themselves; therefore, instructors should strive to become an active part of the student learning process.

**NOTE:** Because of the condensed calendar, MSVCC online courses do not pause for holidays. Both instructors and students should continue to actively participate for the entirety of the course.

### **Scheduling Online Classes**

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1. Qualified Full-Time Instructors (Contracted Discipline)
  - a. Approval from Campus Department Chair and Instructional Dean
  - b. Seniority Teaching Online College-wide

- c. Seniority Teaching Online Campus
  - d. Normal Class Load
  - e. Overload Classes
2. Qualified Full-Time Instructors (Other than Contracted Discipline)
  - a. Approval from Campus Department Chair and Instructional Dean
  - b. Seniority Teaching Online College-wide
  - c. Seniority Teaching Online Campus
  - d. Overload Classes
3. Qualified Full-Time Non-Instructional Employees
4. Qualified Adjunct instructors
  - a. Approval from Campus Department Chair Where Assigned
  - b. Seniority Teaching Online

**NOTE:** A qualified online instructor is one who has taught online college credit courses or has gone through a minimum of 10 hours of MGCCC employee development related to online instruction.

Full-time instructors that request to teach a class scheduled to be taught by an adjunct instructor follow the same sequence above.

Policies and Procedures Manual, Statements 212.1 II B 5, 303.1, and 303.2 apply. The policies and procedures statements can be accessed by going to [http://www.mgccc.edu/Documents/MGCCC\\_PP.pdf](http://www.mgccc.edu/Documents/MGCCC_PP.pdf).

The Dean of Instruction in coordination with the respective department chair and the Vice President of Teaching and Learning will approve any requests for exceptions to the guidelines provided above.

For information about Policies and Procedures Statement 503 (Academic Preparation and Compensation of Faculty, go to [http://www.mgccc.edu/Documents/MGCCC\\_PP.pdf](http://www.mgccc.edu/Documents/MGCCC_PP.pdf)

# MISSISSIPPI GULF COAST COMMUNITY COLLEGE

## Adjunct Faculty Handbook Addendum

### MGCCC Identification Codes

MGCCC .....	Mississippi Gulf Coast Community College
DO and DBO .....	District Office and District Business Office
CC.....	Community Campus
JC .....	Jackson County Campus
JD .....	Jefferson Davis Campus
PC.....	Perkinston Campus
GCC.....	George County Center
AMTC.....	Advanced Manufacturing and Technology Center
WHCC.....	West Harrison County Center

### Facility Maps

All facility maps are located on the college website at the link below and by clicking on the campus/center. <http://www.mgccc.edu/campus-maps/>

### Initial Orientation / Faculty Meeting

At the beginning of fall semester, campus/center meetings are held for the purpose of familiarizing adjunct faculty with the policies, procedures, guidelines, duties and responsibilities associated with employment at Mississippi Gulf Coast Community College.

Each Department Chairperson meets with the adjunct faculty who will teach in his/her department at which time the following information will be covered.

## Check-List for Annual Adjunct Faculty Meeting

The following items are distributed to all adjunct faculty at MGCCC. This information is given during the orientation meetings that are held at each campus each semester. Attendance is mandatory for adjunct faculty and department chairs. Adjunct faculty who teach both semesters during the academic year are required only to attend the fall semester orientation session.

### Items distributed

- ✓ Course Syllabi and other class materials
- ✓ Class Schedule (on website)
- ✓ College Catalog (on website)
- ✓ Adjunct Faculty Handbook (on website)
- ✓ Campus Map (on website)
- ✓ Student Information Form
  - Examples of the following forms: request for change of grade, Evening instructor absence report form, student referral (re: Americans with Disabilities Act)
- ✓ Information from various campus departments (ex: Learning Lab, Library)
- ✓ Information about the evening dean or evening administrator to include name, office location, office hours
- ✓ Instructions concerning obtaining supplies and copies
- ✓ Athletic schedules
- ✓ Information concerning textbooks, class rolls, electronic attendance, grade sheets, and evaluations
- ✓ Information concerning the college e-mail system - how to access
- ✓ Payroll information
- ✓ Campus directory (on website)
- ✓ Web Services Directions (for class rosters, and grades)
- ✓ Emergency numbers (on website and in the Campus Safety Guide)

## Employment of Adjunct Faculty at MGCCC

MGCCC welcomes applications for adjunct faculty positions. To apply for a part-time instructor position, the following steps must be taken.

- A. A resume and institutional employment application along with copies of all college transcripts are completed by the applicant. **Important note:** Official copies of all college coursework must be on file prior to the first day of employment.
- B. The resume, application, and college transcripts are given by the applicant to the Campus Dean of Instruction at the campus where the applicant would like to teach. If there is no campus preference, these materials should be given by the applicant to the Dean of Instruction at any of the three campuses or to the Vice President of Administration and Finance in the Central Office for distribution to all three campuses.
- C. The campus dean will review the information to ensure that the minimum required academic credentials and work experience are met.
- D. Applicant information on those who meet the minimum requirements will be forwarded to the department chair of the discipline in which the applicant wishes to teach.
- E. The department chair will also review the application materials to ensure that minimum requirements are met and will contact the applicant to schedule a personal interview.
- F. The department chair will make a recommendation to the Campus Dean of Instruction on employment of the applicant as an adjunct faculty member.
- G. If recommended for employment by the Campus Vice President, the employment package will be completed at the campus level. The official personnel file, including college application, resume, official college transcripts and the board summary report, will be forwarded to either the Vice President for Instruction and Student Services or the Career/Technical Vice President for approval.
- H. If approved by either the Vice President for Instruction and Student Services or the Career/Technical Vice President, the employment package will be forwarded to the Human Resources Department at the Central Office. If the employment package is not approved, the employment package will be returned to the campus.
- I. The adjunct faculty members will be required to attend an orientation session prior to their first day of teaching. *This procedure is in the Mississippi Gulf Coast Community College Policies and Procedures Handbook*

## **Employment Documents Required\***

### *Application for Employment*

A completed application for employment to include a complete resume and official transcripts shall be part of the College hiring procedures. To complete an application for employment go to [www.mgccc.edu](http://www.mgccc.edu), click on the link for Employees. The original applications for employment are maintained at District Human Resources Office according to Policy Statement 212.2.

### *Official Transcripts*

Complete transcripts (official transcripts required prior to actual employment) and copies of any licenses or certificates required to meet minimum qualifications of the position must be submitted with the application for employment. (Policy Statement 212.2)

### *Employee Information Form*

The Employee Information Form is completed by a College representative to include personal data, educational data, job data, payroll information, group health insurance, and workman's compensation.

### *FEDERAL TAX FORM W-4*

Form W-4 must be completed so that the current amount of federal income tax can be withheld from an employee's pay.

### *STATE TAX FORM 62-420*

Form 62-420 must be completed or the employer must otherwise withhold Mississippi income tax from the full amount of your wages.

### *PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF MISSISSIPPI*

Adjunct faculty are required to fill out the proper forms if they are already members of the Public Employees' Retirement System. Retirees and non-PERS members complete different forms.

### *CONTRACT OF EMPLOYMENT PART-TIME OR SPECIAL CONTRACT*

All adjunct instructors sign a part-time or special contract that details the employment agreement between faculty and Mississippi Gulf Coast Community College.

### *EMPLOYMENT ELIGIBILITY VERIFICATION - FORM I-9 and E-Verify*

The U.S. Department of Homeland Security (DHS) requires verification of an individual's eligibility for employment in the United States according to Title 8, United States Code, and Section 1324A. Once an employment decision is made, MGCCC will perform this verification

through the DHS' E-Verify program. You may learn more about the E-Verify program at [www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)

## **Recordkeeping**

*Accurate recordkeeping is a major responsibility of all faculty members. Information concerning students' academic records must be kept up to date in order to ensure a precise audit at the end of the first six weeks.*

### ***Class Rolls***

Class rolls for each course and section are printed on individual computers. A preliminary roll at the beginning of classes and a final class roll at the end of the add/drop period are made available to each instructor. Instructors must check carefully the rolls against those students attending class. Any discrepancy should be reported to either the Dean of Student Services or a Dean of Instruction, as appropriate, according to the directions provided.

### ***Student Withdrawal Procedures***

Contact the Department Chair or the Dean of Instruction at the campus at which you are teaching for the procedures on student withdrawals.

### ***Official Grade Change Request***

Official grade change forms are used to request a change of a grade reported for a previous semester. Grade changes are subject to approval by the Campus Deans of Instruction and Vice President.

### ***Activity Forms***

Activity forms are used to request approval for various campus activities, either instructional or extra-curricular. Forms are available on-line and are submitted to the department chair who then transmits them to the Dean of Instruction or the Dean of Student Services for approval.

### ***Military Services***

Students receiving financial benefits through the Military Services Office are required to verify regular attendance to remain eligible for benefits. Each Campus Veteran's Coordinator has developed procedures that ensure accurate recordkeeping. Instructors must immediately report students who are dropped from a class because of absences. <http://www.mgccc.edu/veterans-services/>

### ***Accommodations for Students***

Auxiliary aids and services may be made available for students with qualified disabilities. Students who request special accommodations that are not immediately available to the instructor should be referred to the Student Service Coordinators. These referrals should be documented and on file.



## **Conducting Classes**

### ***Student Access to Adjunct Instructors***

Adjunct faculty will ensure student access for conferences and counseling at least 15 minutes before and after each class session. Additional sessions may be arranged by appointment. Students may contact the instructor or the department chairperson.

### ***Textbooks***

The Department Chairperson provides the adjunct faculty with textbooks and other materials, all of which must be returned at the end of the semester. Mississippi Gulf Coast Community College operates a textbook rental system whereby students pay a book fee. Items that are not on book service are purchased by the student.

### ***Course Syllabi***

The Department Chairperson supplies adjunct faculty with the course syllabus/syllabi, which must be followed to ensure that day and evening courses follow the same plan of instruction. Full-time day instructors meet with adjunct faculty to cover the detailed specifics for teaching the course.

### ***Duplicating/Copying***

Handouts and tests may be duplicated for distribution to classes. Any materials to be duplicated must be given to the Department Chairperson or assigned persons approximately one week prior to the time actually needed.

### ***Supplies***

Supplies may be secured from the Department Chairperson or other designated persons. Additionally, any special need or requirement for the teaching of course(s) should be brought to the attention of the Department Chairperson.

### ***Supervision***

Supervision of adjunct faculty members at all campuses for any instructional matter is the responsibility of the department chair. Adjunct faculty are provided with home and office telephone numbers and e-mail addresses of department chairs for after-hours contact. For such needs as equipment, facilities, and room assignment changes, and matters requiring immediate administrative attention, Assistant Deans of Instruction or other designated person are assigned extended hours and are available on campus.

### ***Testing***

Tests should be administered in conjunction with the testing schedule, the course syllabus, and difficulty level of full-time day instructors' tests and final examination.

### ***Faculty Absentee Policy***

Adjunct instructors must meet all classes for the total time scheduled for the course. In the event the instructor must be absent from the class, the Departmental Chairperson must be notified in advance. Instructor Absence Report should be completed prior to planned absence.

If a substitute is not scheduled to meet the class, the instructor must notify each student that the class will not meet and then must arrange a make-up class meeting that does not conflict with the campus schedule nor the students' other classes.

### ***Evaluation***

Every semester students evaluate every adjunct faculty member for each class taught at all campuses and sites. Results of the student evaluation are returned to department chairs who review the information with all adjunct faculty in their discipline. If necessary, an action plan for improvement of instruction is developed, implemented, and evaluated by the department chair and the adjunct faculty member.

### ***Emergency Procedures***

Emergency evacuation procedures are posted in every building and published in the Student Handbook. In the event of an emergency, instructors should follow procedures.

Should other emergencies occur, contact the Campus Administrator on duty or call the emergency and Police telephone numbers located in this publication.

### ***Academic Freedom***

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. The faculty member must fulfill his or her responsibility to society and to the teaching profession by manifesting academic competence, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each faculty member.

### ***Web Enhancement of Classes***

In an effort to enhance instructional quality, to reach students with different learning styles, and to supplement classroom learning, MGCCC has made a decision to web enhance all classes. Utilizing the Canvas platform, all courses will be provided an online "shell". All Instructors must utilize this "shell" to web enhance each course. Appropriate training will be provided to all instructors.

### ***Adjunct Web Page***

MGCCC has created a web page for adjunct instructors. Valuable information including employee development has been added to this web page. Please visit this webpage at <http://www.mgccc.edu/adjunct-faculty/> .

## **Miscellaneous**

### ***Payroll***

Contract employees are paid on the 15th and the last working day of each month. If payroll dates are on a weekend or holiday, checks are distributed the nearest week-day prior to that date. All adjunct faculty are required to participate in the direct deposit program.

### ***Campus Police***

Each Campus maintains police officers who may be contacted through the switchboard or other designated area on each Campus. When the switchboard closes, instructors may reach the Campus Police in the Police Office. Emergency and police numbers are located in this publication.

### ***Communications***

Faculty mailboxes are maintained on each Campus. Faculty are encouraged to regularly check mailboxes.

### ***Building/Classroom Security and Maintenance***

Campus Police is responsible for opening and closing classroom doors for instructors and students. In some instances, instructors are assigned keys by the Department Chairpersons who provide access to specialized equipment or storage areas. Instructors should observe college policies *"prohibiting smoking in College facilities and eating and drinking in classroom areas."*

Consideration for others requires that trash be placed in proper receptacles and whiteboards erased after each class meeting. Lights should be turned off and doors locked upon departure from the classroom. Instructors will be responsible for the security of equipment within their classrooms.

### ***Auto Hang Tags***

Adjunct faculty must secure auto hang tags from the appropriate office; there is no charge for this service. Directions for displaying are included on the tag.

## **Absentee Policy**

### **Academic/Career/Technical**

Students are allowed one hour of absence per semester hour for lecture courses. Two hours of absences are allowed per semester hour for laboratory courses. Three hours of absences are allowed per semester hour for clinical/internship courses. If course objectives require a combination of lecture, lab or clinical/internship time, then the absences will be apportioned according to the limitations stated.

See the Mississippi Gulf Coast Community College Catalog entitled "Absences."

### ***Grievance Policy***

Student grievance procedures are outlined in detail in the *Student Handbook* (Statement No. 718) or online at <http://catalog.mgccc.edu/index.php> and the Policies and Procedures Manual at [http://www.mgccc.edu/?wpfb\\_dl=2476](http://www.mgccc.edu/?wpfb_dl=2476).

### ***Book Service***

The College provides book rental service to students for a book service fee of \$40.00 per book. Fees are payable at registration. Workbooks and dated materials that cannot be reused are purchased by the student.

### ***Employee ID's***

All adjunct instructors will need to request an ID badge from their prospective campus.

### ***Employee E-mail Accounts***

All adjunct faculty must use a College e-mail account from their respective campus.

## **Learning Resources Center**

### ***Library***

The Library is designed to provide primary and secondary materials, both informative and recreational, that support the aims and objectives of the College, the courses and teaching methods of the faculty, and the individual needs of the students. Services provided by the Library for students and the local community include the following:

Reserve book service

Reference service

Telephone reference service

Inter-library loan of books and periodicals

Library orientation tours and/or classroom lectures

WEPA Printer

Hours of operation for Libraries on individual campuses vary. All are open at least four nights a week (campuses and summer hours vary).

### ***Learning Lab***

The Learning Lab is designed to provide assistance to help students achieve success in mathematics, writing/reading, and science. Since the lab provides an environment conducive to individual acquisition of skills, students can enter the lab and receive assistance based on individual needs. Thus, the lab is a resource center for students to receive supplemental instruction. Students receive assistance from peer tutors, lab instructors, and/or a variety of audio-visual materials and printed materials. Other services of the lab include making available to students materials placed on reserve by faculty, maintaining records of student use of and progress with materials, providing workshops for students, and assisting disabled students in completing their course work (upon request of instructors). Hours of operation for individual campuses vary.

All are open at least four nights a week (summer hours vary).

### ***Media Services***

Media Services previews and purchases the Learning Resource Center media collection. Media Services assists faculty desiring to use various equipment in classrooms.

Hours of operation for Media Services on the individual campuses vary.

### **Financial Aid**

All financial aid programs are coordinated by the Financial Aid Departments on each campus. Aid is available in the form of scholarships, grants, loans, and employment. *STUDENT CONSUMER INFORMATION* is available through each campus department or online at <http://www.mgccc.edu/financial-aid/>. Students with specific questions should be referred to the Financial Aid Office at their respective Campus or to the link above. Financial Aid applications and procedures for applying for aid may be obtained at <http://www.mgccc.edu/financial-aid/>.

### **Enrollment Services**

Enrollment services and career guidance are provided to students through the Student Services Department on each campus. Emphasis is placed on providing information concerning educational and career opportunities, personal and social development, orientation to college life and decision-making skills. Students who have a need for these services should be directed to the Student Services Department on each campus.

### **Employee Development**

MGCCC values the expertise brought to the classroom/online teaching environment by adjunct faculty. While many adjunct faculty have classroom/online teaching experience, there may be some who have not. To assist adjunct faculty in achieving maximum effectiveness in the classroom, the College provides a number of employee development activities throughout the year. Human

Resources offers an Employee Development Coordinator who plans, with the help of an Advisory Team, the activities for each year. Recent programs have included an emphasis on critical thinking, wellness, motivating students, computer literacy, financial planning, advising techniques, and drug education. Adjunct faculty are encouraged to attend workshops and seminars sponsored by Employee Development. Please contact the Employee Development Coordinator or Deans of Instruction for further information.

## **Honors College**

The Honors College at Mississippi Gulf Coast Community College is dedicated to providing academically gifted students with the opportunity to develop their intellectual potential to the fullest. The Honors College provides academic and financial opportunities to a select number of outstanding students each year. Details concerning eligibility for admission to the Honors College may be obtained from the Directors of Admission, Honors Directors, or various College publications.