



ADJUNCT FACULTY HANDBOOK

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BOARD OF TRUSTEES

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Thomas Townsend, Vice-Chairperson

Joseph Gentry II, Treasurer

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Susan Stender, Trustee

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CHIEF ADMINISTRATIVE OFFICERS

Dr. Don MacMaster, President

Paige Gordier, Vice President of Instruction

Nicholas Brege, Vice President for Administration and Finance

Nancy Seguin, Dean of Students

DEPARTMENT CHAIRPERSONS

DEPARTMENT	CHAIRPERSON	PHONE	EMAIL
Industrial Technology	Tim Onstwedder	989.358.7460	onstwedt@alpenacc.edu
Language, Arts & Humanities	Sven Pearsall	989.358.7306	pearsals@alpenacc.edu
Math & Science	Scott Ratz	989.358.7303	ratzs@alpenacc.edu
Professional Occupations	Rob Mills	989.358.7208	millsr@alpenacc.edu
Social Sciences	Amanda Campbell	989.358.7267	campbela@alpenacc.edu

INTRODUCTION

WELCOME ALPENA COMMUNITY COLLEGE FACULTY! *We are pleased to have you as a member of our part-time faculty staff.*

ACC is committed to delivering high quality education to our students and we rely on our part-time teaching staff to help fulfill this commitment. You have been selected to be a part of ACC because of your skills and expertise in your field. We would like to assist you by providing this handbook of employment policies and procedures, instructional guidelines, and the ACC community in general.

If you have a question or concern that is not addressed in the handbook, please refer to the current college catalog, student handbook, or feel free to contact your department chairperson or the Vice President of Instruction.

ACC FACTS

The College first opened its doors in 1952 and is one of Michigan's 28 community colleges. In 1967 ACC opened a branch campus in Oscoda, now known as the Oscoda Campus of Alpena Community College. The Alpena Campus serves residents of the college district, which includes Alpena County and Krakow and Presque Isle townships in southeast Presque Isle County, as well as a broader service area encompassing Presque Isle, Montmorency, Alcona, and Iosco counties. At the Oscoda Campus, the counties served are Alcona, Iosco, and Arenac.

ENROLLMENT

Approximately 2,133 credit and non-credit students are enrolled each semester.

STUDENTS

Almost half of ACC's students attend classes part-time, while the rest are enrolled full-time with 12 or more hours during a semester. Many attend at least one evening class. Students are diverse in age, ranging from 15-76, with the average age being 20 years old. There is little diversity in race, economic, or cultural characteristics. Most students receive financial assistance.

CAMPUS

The 700-acre central campus is located in Alpena and the Oscoda Campus is located 50 miles south in Oscoda. Presently, nine buildings comprise the Alpena Campus.

CURRICULUM

ACC offers a full range of undergraduate credit courses that form the first two years of most college curricula. There are more than 50 liberal arts, transfer, career, and technical programs designed to help students further their education or enter the job market, with many courses offered online. ACC offers a Bachelor of Science degree in Electrical Systems Technology.

COSTS

Tuition and fees are \$165 per contact hour for in-district students, \$262 for in-state/out-of-state students, and \$325 for baccalaureate level courses, with a \$7 per contact hour Student Services fee, a \$6 per contact hour Facilities Maintenance fee, a \$7 per contact hour Technology fee, a \$30 registration fee per semester, and an online course fee of \$30 per contact hour.

ATHLETICS

Men and women participate in nine intercollegiate sports. Men compete in basketball, cross-country, baseball, and soccer; while women compete in basketball, cross-country, soccer, volleyball, and softball. The campus has health and fitness facilities for aerobic and weight training.

FACULTY AND STAFF

The College has a full-time faculty and staff of approximately 100, with 70 more working part-time. Most faculty have Master's degrees, and many have or are earning doctorates. ACC faculty have won various awards and are recognized as among the best in Michigan.

GOVERNANCE

The Board of Trustees at ACC is composed of seven members who are residents of the college district and are elected at large to six-year terms. Every other year, two to three seats on the board become available. The Board governs the College and sets the budget. Local control is important to the continued well-being of the College and the citizens of the service district.

UNIVERSITY CENTER

The Madeline Briggs University Center at Alpena Community College provides space for the Association of Lifelong Learners.

MISSION, VISION, VALUES, AND GOALS OF ALPENA COMMUNITY COLLEGE

COLLEGE MISSION

The mission of Alpena Community College is to create a culture of educational excellence and service to the community.

COLLEGE VISION

To be recognized in our local and global communities as the premier resource and first choice for exceptional, affordable, and innovative education.

COLLEGE VALUES

- We demonstrate **accountability** to all our stakeholders, students, staff, business partners, industry alliances, and taxpayers.
- We act with **integrity**, placing fairness and honesty at the center of all our actions.
- We aspire to **excellence** in all our endeavors.
- We show **respect** for diversity, individual contributions, and educational partnerships.

COLLEGE GOALS

CAMPUS/CULTURE

Offer a welcoming, safe, and adaptable culture that inspires diversity.

LEARNING/EDUCATION

Motivate continuous exploration of diverse opportunities and knowledge acquisition through a flexible learning environment.

COMMUNITY

Stimulate community collaboration, which fosters comprehensive economic, cultural, and community development.

VALUE

Exercise sustainable value that supports career pathways and fiscal responsibility.

EMPLOYMENT INFORMATION

EMPLOYMENT RECORDS

As a condition of employment, all part-time faculty are required to have on file with the Human Resources Office the following forms:

- Employment Application (completed and signed)
- Employee Information Form
- I-9 Employment Eligibility form with copies of identification
- W-4 Federal
- W-4 State
- State of Michigan New Hire Reporting Form
- Criminal Background Check Authorization
- Direct Deposit
- MPERS Enrollment Instructions
- Emergency Safety Information
- Employee Handbook Sign-Off
- IT User Agreement/Email Contract
- Official Transcripts

COMPENSATION

The compensation rate for part-time faculty is outlined below. A part-time instructor is defined as anyone who teaches a total of eight (8) or less contact hours per semester. There is no premium for class size.

CONTACT HOUR RATE	SEMESTERS
\$710	1-10
\$742	11-20
\$772	21-30
\$802	31 and up

Payroll amounts are calculated by dividing the total semester compensation by eight equal payments for full semester courses. Courses that are shorter than the full semester length will have different payroll dates dependent upon the start and end dates for the course and the number of pay dates the class spans. The final payment for all courses is contingent upon the part-time faculty member having completed his/her obligation to the College including, but not necessarily limited to, the following:

- Teaching each class as scheduled
- Completing the personnel file
- Submitting student evaluations
- Turning in any items that are college property and have been issued to the faculty member, such as keys, books, audio-visual materials or equipment
- Turning in final grades no later than the designated date and time

Example:

Instructor A is teaching one course with 3.0 contact hours. This instructor is currently teaching their 10th semester at ACC.

\$710	Rate for 10 th semester
<u>x 3.0</u>	Total Contact Hours (Load)
\$2,130.00	Total Semester Compensation

$\$2,130.00 \div 8 \text{ payments} = \$266.25 \text{ per pay amount}$
(See Semester Start-Up Information Memo for payroll schedule/dates)

PAYROLL SCHEDULE/DISTRIBUTION

Your individual stipend information can be accessed in Self-Service® under the Employee menu. Payroll is bi-weekly on Fridays and will begin on the first or second pay date after the drop/add deadline (determined by ACC payroll schedule). Payroll will be directly deposited to your bank account or pay card. Any payroll questions may be directed to the Business Office.

DIRECT DEPOSIT

Alpena Community College payroll is paid by Direct Deposit or Chemical Bank Payroll Card. Direct Deposit is free and available to all employees and is the recommended method of payment. Pay advices (check stub information) are available in Self-Service. If you need to change your Direct Deposit account, you will need to complete a new Direct Deposit form which is available on the college forms website at <http://myalpenacc.sharepoint.com>.

MILEAGE

As an adjunct faculty member, you are eligible for mileage paid at the federal mileage rate for teaching a course(s) during the Fall, Spring, or Summer semester when your commute from home of residence exceeds 15 miles one way to your teaching site (e.g., Alpena Main Campus, Oscoda Campus, or any off-campus site). This means that each mile beyond the reasonable commuting distance of 15 miles, or 30 miles round trip, will count for mileage pay. Mileage pay is considered taxable income and will be included in your regular pay check.

Implemented August 24, 2009

Updated for clarification December 8, 2009

Mileage will be paid following the end of the semester upon submission of a completed Mileage Log to the Office of Academic and Student Affairs, Van Lare Hall 109. The Mileage Log is available on the college forms website, <https://myalpenacc.sharepoint.com/SitePages/Home.aspx> or from the Office of Academic and Student Affairs. If you would like the form sent to your campus mailbox or ACC email, please contact Jackie Witter at 989.358.7219 or witterj@alpenacc.edu. Questions regarding eligibility for mileage should be directed to the Office of Academic and Student Affairs.

EMPLOYEE INFORMATION CHANGES

If you need to change your address, name, or phone number; update your emergency contact information; or change your marital status, you will need to submit a new Employee Information form to the Human Resources office. This form, as well as other college forms, is available on the college forms website: <https://myalpenacc.sharepoint.com/SitePages/Home.aspx>. The Office of Retirement Services offers beneficiary change forms and name and address change forms on their website: michigan.gov/ors.

TERMINATION OF EMPLOYMENT

If you resign or will no longer be teaching at Alpena Community College for any reason, please contact the Human Resources office to arrange an exit interview. An exit interview is a powerful tool that allows our institution to gain an understanding of why employees leave and what they liked and did not like during their tenure. In addition, the exit interview will cover a number of items such as final payroll information, return of keys and/or college equipment, retirement options, etc. We value the ability to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly. Exit Interviews can help us pinpoint potential action opportunities that can encourage reduction in turnover rates and improve employee morale.

BENEFITS

Following is a summary of benefits afforded part-time faculty members at Alpena Community College. For more information regarding the benefits listed below, please contact the Human Resources Office.

RETIREMENT

As an employee of Alpena Community College, you will be enrolled in Michigan's Public School Employees Retirement System. Alpena Community College will submit employer contributions on your behalf and will submit your employee contributions based on the plan you are enrolled in. You will receive a "welcome letter" from MPERS shortly after receiving your first payroll from the college. In the meantime, we encourage you to take a look at the MPERS website at michigan.gov/ors, which offers a vast array of information and tools about the different retirement plans. This website explains how and what percentage of employee contributions will be deducted from your compensation, how and when you will qualify for the benefit and how it will be calculated. It includes forms for submitting a beneficiary or address change and so on. You'll also find the information you'll need if you leave public school employment, as well as an overview of the plan's disability protection, insurance, and survivor benefits.

PART-TIME FACULTY TUITION WAIVER

1. Part-time faculty earn 0.5 contact hour tuition waiver for each one (1) contact hour taught, not to exceed a maximum of eight (8) contact hours per academic year. The academic year is determined to begin with the fall semester and end after the summer session.
2. A part-time faculty member may use this benefit for him/herself, a spouse, or an unmarried dependent child, as defined by the IRS for personal income tax reporting, at a total of no more than eight (8) contact hours.
3. The part-time faculty member can use this benefit after employment of one (1) academic year with ACC. This tuition waiver benefit is earned in the year prior to the year it is used. The part-time faculty member cannot accumulate this no-cost tuition benefit beyond the subsequent academic year after the year earned.

WELLNESS CENTER MEMBERSHIP

As a member of the ACC Staff, part-time faculty may become members at the Alpena Community College Wellness Center free of charge in the current semester you are teaching. Spouses and dependent children (junior in high school or older) may join for only \$35.00 per semester in the semester you are teaching as well. Registration is required through the Registrar's Office located in Van Lare Hall, Room 108. If you discontinue as a part-time employee, the current Wellness Center rates will apply to you and your family. Please contact the Wellness Center for further information and hours of operation.

BOOKSTORE DISCOUNT

Part-time faculty members may purchase clothing and supplies at the Alpena Community College Bookstore at the staff discount of 10%, which does not include textbooks. Part-time faculty members should identify themselves as such to bookstore personnel prior to purchase to receive this discount.

OFFICE 365

Through ACC's participation in Microsoft's volume licensing program, faculty and staff have free access to Office 365 with Word, Excel, OneNote, Outlook and PowerPoint, plus:

- Cloud-based Outlook E-mail, Calendar including 1 TB of OneDrive storage per user
- 5 Office Desktop version downloads including both PC and Mac

Login at: **portal.office.com**

STAFF DEVELOPMENT

As a part-time faculty member at Alpena Community College, you have access to annual staff development offerings and individuals may request Staff Development funds for professional development opportunities. Such requests will be evaluated by the Vice President of Instruction. The application for staff development funds can be found on the College's internal website at <https://myalpenacc.sharepoint.com/SitePages/Home.aspx> under Staff/General. This form should be filled out in its entirety, along with a travel form, and submitted to your Department Chair for an account number and signature, then forwarded to the office of the Vice President of Instruction.

ABSENCES

CLASS CANCELLATIONS DUE TO INSTRUCTOR ABSENCE

If you are ill or if an emergency arises which will prevent you from being at your assigned class, contact the Human Resources office (989.358.7351 or 989.358.7211) as early as possible so students can be notified via SchoolMessenger®. When you report an absence, your department chairperson should also be notified.

Instructors must not secure substitute teachers for their class(es) without first receiving approval from the appropriate authority. If a substitute cannot be secured for the class, make up the class at a day and time determined by you and your students. It is imperative that lost days be made up; exceptions to this policy must be approved by the Vice President of Instruction or the Director of the Oscoda Campus.

CLASS CANCELLATIONS

If an instructor's unavoidable absence requires cancellation of a class, the College will notify students utilizing the following methods of communication:

- SchoolMessenger – Receive a text message and/or email when you opt into the SchoolMessenger system. To sign up for the service, text OPTIN to 68453. It is necessary to verify that your phone number and email are correct in Self-Service and your Phone type must be listed as "Cell Phone" to receive text message updates via SchoolMessenger. Find more detailed information on the College website under the "Current Student" tab, SchoolMessenger.
- ACC Website – under "Current Students" tab, Closure Information.

It is the student's responsibility to update their contact information in order to be notified of class cancellations. Contact information can be updated in Self-Service or by completing a Student Information Change form available in the Registrar's office in VLH 108 or at the Oscoda Campus office.

CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 a.m. whenever possible.

ANNOUNCEMENTS AND DEFINITIONS

In the instances when the College deviates from its regular schedule, one of the following options is selected:

Classes are cancelled:	Classes for the whole day are cancelled. College offices remain open.
Delayed opening:	Classes starting before the announced time are cancelled; classes start at or after the announced time meet as scheduled. Offices open at the announced time.
College is closed:	All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 a.m. and 3:00 p.m. each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations:

Classes are cancelled:	All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m.
College closing early:	All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

FACTORS CONSIDERED WHEN EVALUATING CANCELLATION/CLOSURE

Designated staff members including the President, the Vice President of Finance and Administration and the Director of Facilities Maintenance consider the following factors when formulating a decision to cancel classes or close the College:

- Road conditions on U.S. 23 North, U.S. 23 South, M-32, and Werth Road
- Weather forecasts
- Travel advisories from law enforcement officials

DETERMINING THE ADVISABILITY OF TRAVEL WHEN THE COLLEGE IS OPEN

GUIDELINES FOR STAFF

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

GUIDELINES FOR STUDENTS

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student miss class because of inclement weather, the student must notify the faculty member at the earliest possible time — preferably within 24 hours.

Excused absence due to inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook.

The Director of the Oscoda Campus makes the decision to cancel Oscoda classes or close offices. When a decision is made to alter normal operations, the Oscoda Campus director contacts the Dean of Students and the Director of Public Information and Marketing. Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

HOLIDAYS

Classes will not be held on the following days: Labor Day, Orientation/Advising Day, Fall Break, Thanksgiving, the Friday following Thanksgiving, Spring Break Week, and Easter Break.

EVALUATION OF FACULTY

Each part-time faculty member will be evaluated during the first semester of employment. This evaluation will include: 1) a classroom observation by the Department Chair, b) a written evaluation submitted to the Vice President of Instruction by the Department Chair, and c) a student evaluation administered according to institutional policy. All part-time faculty are required to administer student evaluations each semester. The forms and instructions will be made available to you in your mailbox after the 10th week of the semester.

STUDENT/LEARNING OUTCOMES

Alpena Community College is developing a comprehensive assessment program that includes a curriculum-embedded assessment process. This process will be used to assess achievement of general education outcomes as an institution. Curriculum-, or course-embedded, means the task is included in the course and may be an existing assignment, test, class exercise, project, lab report, etc.

SUPERVISION AND COORDINATION OF INSTRUCTION

The Vice President of Instruction, Department Chairs, and Program Directors supervise part-time faculty. Your Department Chair or Program Director will attend a session of your class for purposes of assistance and evaluation. A full-time instructor from your discipline may be assigned as a mentor to assist you in your orientation to ACC and to coordinate your instructional approach with that of your department. Mentors are compensated and should be consulted for information and guidance as needed.

CLASS RECORDS

SYLLABUS

Your course syllabus should be distributed to your students the first week of class and must be distributed by the second week. Simple Syllabus® software is available and directly implemented in Blackboard to assist you with creating your syllabus. For an introduction to the software, contact the Learning Technology Department at 989.358.7279. Simple Syllabus will automatically meet accessibility requirements.

ROSTER

A copy of your class roster is available online at the college website through Self-Service® at selfservice.alpenacc.edu. You will need to contact the Office of Information Technology to have a Self-Service account created at 989.358.7374 or tech-support@alpenacc.edu. Instructions for accessing your class roster in Self-Service will be emailed to you.

STUDENT DROP/ADD PERIOD

The last day students may enroll in classes is the end of the first 5 days of the semester (for a 16-week course). During the second week of the semester, no registrations for in-session courses will be allowed with the exception of course level changes (ex. MTH 121 to MTH 113) and lateral course changes (ex. ENG 111 to another section of ENG 111) with approval of the course instructor(s). After these dates, you should review your class roster to note any discrepancies (e.g., a student attending who is not on the class roster, or a student on the roster but not attending) and report any discrepancy to the Registrar at 989.358.7353 or accreg@alpenacc.edu.

A student may withdraw from a course any time through the 10th week of the semester (for a 16-week course). Late withdrawals, beyond 2/3 of the course, will only be considered under extenuating circumstance which require a written request, proof of the circumstances, and the approval of the Vice President of Instruction. Students are strongly encouraged to talk to their instructor(s) during weeks 2-10 before dropping a course. After the first 10 days of the semester (or 1/10 of the semester for accelerated courses) a grade of W (Withdrew) is assigned for courses dropped during the withdrawal period, or if a student completely withdraws from college prior to the end of the semester, no later than the last instructional day prior to final exams. Prior to the 10th day of the semester (or 1/10 of the semester for accelerated courses), a dropped course is not reflected on the student record.

GRADES

A record of grades given by semester should be maintained for five years by each faculty member.

SAFETY POLICIES AND PROCEDURES

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php), designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)
- The Violence Against Women Reauthorization Act of 2013, also known as Campus SaVE Act (Sexual Violence Elimination Act)
- The Drug-Free Schools and Campus Regulations of U.S. Department of Education

More information about these laws is available at alpenacc.edu under Safety, Safety Resources & Links.

ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies.

SUPPORT SERVICES

TEXTBOOKS AND SUPPLIES

The Bookstore is located in the Besser Technical Center. Normal operating hours are from 9:00 am to 4:00 pm, Monday through Thursday, and 9:00 am to 1:00 pm on Friday. During semester start-up and rental book check in, the Bookstore maintains extended hours. Summer hours are Monday through Thursday. For more information, call the Bookstore at 989.358.7259.

The Bookstore offers new and used textbooks, supplies, ACC clothing, gifts, and snacks.

Faculty are responsible for informing the Bookstore of what books are to be used in their courses. They are also responsible for securing an instructor copy directly from the publisher. The Bookstore does not supply instructor copies.

Faculty and staff at ACC receive a 10% discount on general merchandise. There is no discount on textbooks.

STUDENT SUCCESS RESOURCE CENTER

The Alpena Campus Student Success Resource Center is located in CTR 111 and the Oscoda Campus Student Success Center is located in room 307B. Hours may vary and are posted at the beginning of each semester on the ACC Website at alpenacc.edu.

TUTORING

Tutoring and instructor-reserved materials are available. Schedule an appointment in Alpena at 989.358.7270 or Oscoda at 989.358.7445.

COMPUTER LABS

Computers are available for student use.

LIBRARY SERVICES

Reserve Materials: Faculty members can have library and/or their own materials placed on reserve. Reserve materials are kept behind the library desk for controlled use by designated classes. The instructor determines any restrictions to be placed on materials, which may include books, articles, pictures, DVDs, etc.

Library Orientations: The library offers class orientations on information literacy and research. Schedule at 989.358.7249 or 989.358.7252.

Interlibrary Loan: Books and periodicals can be borrowed from other libraries. Allow 3-4 weeks for delivery.

Materials Requests: Faculty can request the purchase of books or other materials to be placed in the library collection.

Facsimile Machine: A FAX is available for college-related business. Sending of non-college business is available at a minimal cost.

Contact the library at 989.358.7249 or 989.358.7252.

SMART ROOMS

ACC has many smart rooms to enhance classroom instruction. Smart rooms have a computer, document camera, amplifier, speakers, and projector or large TV. This equipment gives the user the ability to project websites, computer programs, documents, and pictures to the audience.

VIDEO CONFERENCING

ACC also has equipped many classrooms with Cisco® Video Conferencing systems. These systems provide the instructor the capability of remote teaching in multiple locations at the same time. It also allows for guest lectures, delivering instruction to a remote site. Any questions concerning information technology should be directed to the Office of Information Technology at 989.358.7374.

BLACKBOARD ACCESS

The online learning content management tool, Blackboard®, is available for part-time and full-time faculty to use to either support and enhance classroom instruction or deliver instruction online. Blackboard includes tools for delivering lecture notes, handouts, illustrations and photos, presentations, announcements, online assessments, collaborative communication tools, and includes an online gradebook. All distance learning instructors shall add appropriate course content, including a course syllabus, to the Blackboard course shell and use the Blackboard grade book. While the use of Blackboard by faculty who are teaching in a traditional classroom is not mandatory, it is encouraged as it better prepares students for transfer to four-year institutions, enhances and takes learning beyond the classroom, and prepares students for the information technology environment typically found in most careers. Blackboard is supported and managed by ACC's Director of Learning Technology, Crystal Vogt. Faculty may contact Crystal to learn more about Blackboard and the benefits it creates for students and learning at 989.358.7279 or vogtc@alpenacc.edu.

ADVISING

As a member of the part-time faculty, you have no assigned advising responsibilities.

SELF-SERVICE

Self-Service gives students, staff, alumni, and guests levels of access to Alpena Community College's information systems. Part-time faculty will need to contact the Office of Information Technology at 989.358.7374 or helpdesk@alpenacc.edu to have a Self-Service account created. Some of the services available to part-time faculty in Self-Service are:

1. Search for sections
2. View your class schedule
3. View your class roster
4. View a student profile
5. Submit grades
6. View your Earnings Statements & Tax Information
7. View your stipends

For more information about Self-Service or for assistance, please visit:

https://discover.alpenacc.edu/admissions/current_students/self-service/staff.php.

You may also contact the Self-Service help desk at tech-support@alpenacc.edu.

FINANCIAL AID

The Financial Aid office is located in Van Lare Hall 107. Students receive assistance with procurement of grants, loans, scholarships, and college work-study.

DISABILITY SERVICES

The Dean of Students coordinates disability services for all students with identified and documented disabilities. Disability service eligibility decisions and service plans are made on an individual basis. Documentation is required before accommodation services can be provided. Students applying for accommodation services are urged to make the request early in the registration process. Adequate time is necessary to arrange for specific services.

1. Students should contact the Dean of Students (CTR 111A) to obtain paperwork to complete the disability services intake process at 989.358.7212 or sequinn@alpenacc.edu.
2. Students must provide documentation of disability from an appropriate licensed professional to the Dean of Students. All disability documentation will be maintained by the Dean of Students.
3. Students should make an appointment to meet with the Dean of Students.
4. A decision regarding reasonable disability accommodation services is made by the Dean of Students and the student based on the documentation. Arrangements will be made to contact instructors regarding disability accommodation services, if appropriate. Students are encouraged to contact their instructors personally to discuss course expectations early in the semester.

STUDENT ACTIVITIES

- Inter-collegiate athletic sports. Alpena Community College is one of nine members of the Eastern Conference of the Michigan Community College Athletic Association. Students have the opportunity to participate in men's basketball, cross-country, soccer, baseball; women's basketball, cross-country, soccer, volleyball, and softball.
- Publications. Publications at Alpena Community College include the weekly news bulletin, "The Splinter," which can be found on the College's website at alpenacc.edu.
- Student organizations. Social clubs, service clubs, and academically-oriented groups are among the many organizations for ACC students, such as the Student Ambassadors, Phi Theta Kappa, and Student Nurse Association.
- The Student Leadership Commission. The Student Leadership Commission coordinates use of student funds through its board and committees, expresses students' opinions, and coordinates activities of special groups and clubs. All student appointments to College committees and boards are made by this body.

STUDENT EMPLOYMENT

Students seeking on-campus employment through the work study program should contact the Financial Aid Office in VLH 107, or the Student Success Center Technician at the Oscoda Campus in Room 307B. Students must make a formal application and be interviewed for open positions.

OFFICE SPACE

There is office space available in BTC 109E for part-time faculty to meet with students. Keys may be checked out from Gwen Spence in Facilities Management (BTC 101) for BTC 109E. At the Oscoda Campus, a faculty lounge is available in Room 211B.

TESTING

Testing Centers are available on the Alpena Main Campus in VLH 101D and on the Oscoda Campus in room 307. Test proctoring services can be arranged by contacting the appropriate Testing Center for available days and times. All online and paper/pencil testing is referred directly to the Testing Centers. Contact the Alpena Testing Coordinator at 989.358.7209 or the Oscoda Testing Coordinator at 989.358.7445.

PARKING

Parking permits are required to park on the Alpena Main Campus. They may be obtained in BTC 101, Parking Patrol Office. Faculty permits on the Alpena Main Campus allow you to park in all lots except those designated as handicap parking. At the Oscoda Campus, stop by the office to obtain an application for an Instructor Pass.

KEYS AND SECURITY

It is college policy that a part-time faculty member not be given classroom keys unless they are working in a classroom normally kept locked. A Maintenance/Custodial Request Form is used to request keys should a key be required for a room, and it is submitted to the Vice President of Instruction for approval before being routed to the Director of Facilities Management. If you experience repeated instances of locked classrooms, please notify your department chair (on the Alpena Main Campus) or the Oscoda Campus office.

MAILBOXES AND E-MAIL

It is a requirement that you utilize an ACC e-mail account. Contact Shelly Clarke in the Office of Information Technology in CTR 108 or at 989.358.7374 for assistance in establishing an account. College staff and offices will communicate with you via your ACC email, please check it regularly.

It is also important that you maintain a mailbox in the building you teach your course(s). Please check the mailbox before every class session for documents from students, messages from the switchboard, packages, etc. Part-time faculty teaching off-campus should check with their department chair concerning a location for a mailbox to check periodically. Oscoda Campus part-time faculty members receive mail in the Oscoda Campus office. Outgoing mail can be deposited in the designated basket located in the mail area.

MAINTENANCE/ROOM USE

Damaged college property should be reported to maintenance at 989.358.7202 or maint-support@alpenacc.edu. If you are unable to contact someone in Facilities Management, please report the damage to the Vice President of Instruction at 989.358.7458. Damage of property in classrooms at the Oscoda Campus should be reported to the Director at 989.358.7442.

To request a room other than the classroom assigned, contact your department chairperson. Your cooperation in keeping classrooms clean and orderly, both on- and off-campus, is appreciated. If you remove items (e.g., chairs, maps, or AV equipment) from the classrooms, please return them immediately after use. If you are teaching in a computer lab and experience problems with any of the computers or related equipment, contact the Office of Information Technology at 989.358.7374.

SMOKING, EATING, AND DRINKING POLICY

In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco products. To report violations, an incident report form should be filed with either the President (BTC 125), the Vice President of Administration and Finance (VLH 104), or the Vice President of Instruction (VLH 109) at the Alpena Main Campus and Room 211 at the Oscoda Campus. Eating and drinking are prohibited in all computer labs. Snack areas are maintained for use prior to class or during breaks.

FIRE EVACUATION POLICY

In the event a fire alarm sounds while classes are in session, students and staff are to evacuate the building following the evacuation plan posted in your classroom. Proceed in an orderly manner to the nearest exit and withdraw a minimum of 100 feet from the building. Fire extinguishers are located throughout all buildings. Please familiarize yourself with their location.

CLASSROOM PROCEDURES

ACADEMIC FREEDOM

Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to instructors, and no special limitations will be placed upon study, investigation, presentation, and interpretation of facts and ideas. When the instructor makes a presentation outside the classroom setting and is not officially representing the College, but is identified as a college employee, he/she will indicate that he/she is speaking as a private citizen.

GRADING PROCEDURES

The student receives one grade in each course taken. This grade combines the results of class work, tests, and final examinations. Grades are indicated by letters, each of which is assigned a certain numerical value in honor points per hours of credit as follows:

A Excellent.....	4.0	C Fair.....	2.0
A-	3.7	C-.....	1.7
B+	3.3	D+.....	1.3
B Good.....	3.0	D Poor	1.0
B-	2.7	D-.....	0.7
C+	2.3	E Failure	0.0

Other marks used on student records include: I (Incomplete), S/U (Satisfactory/Unsatisfactory), W (Withdraw).

I-Incomplete: The grade of I (Incomplete) is given only when a student is unable to complete a segment of the course because of circumstances beyond his/her control. The I grade must be removed by completing the required work before the deadlines set by the instructor (but in no case later than the end of the next regular semester) or a grade of E (Failure) will be recorded.

W-Withdrew: The grade W (Withdraw) is given in a course if a student processes a drop form for the course after the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams.

S/U-Satisfactory/Unsatisfactory. The satisfactory/unsatisfactory option gives students an opportunity to enroll in enrichment courses without the grade being used in the computation of the grade point average. The student either receives an S (satisfactory work) or a U (unsatisfactory work). This option may not be elected for courses required for graduation.

GRADING SYSTEM REQUIREMENTS

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

1. Is understandable by students—All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
2. Is relevant to the course—All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.
3. Uses a variety of evaluation methods—The grading system must employ more than one method of evaluating student performance.
4. Provides feedback to students—The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
5. Treats students consistently and fairly—Students with identical results on each component of the grading system must receive the same course grade.

NOTE: Your grading policy must be included in your course syllabus.

Grades are to be submitted electronically in Self-Service by the instructor of record. If you don't know the dates specific to the semester you are teaching, please contact Sheila Rupp, Registrar, at 989.358.7353 or rupps@alpenacc.edu.

SELF-SERVICE GRADE ENTRY INSTRUCTIONS

Grade rosters are available in Self-Service. Grades are due by 12:00 noon the first Monday after the course ends, and are submitted online. Any questions about this process may be directed to the Registrar, Sheila Rupp, at 989.358.7353 or rupps@alpenacc.edu. A grade reminder will be distributed prior to final exam week.

Recently agreed upon academic calendar dates give the Registrar's office very little turn-around time to process submitted grades. As such, **it is imperative that your grades be turned in on time**. If you have any questions concerning your teaching assignment, please contact your department chairperson or the Vice-President of Instruction, Paige Gordier, at 989.358.7458 or gordierp@alpenacc.edu.

 Faculty Here you can view your active classes and submit grades and waivers for students.	Sign into Self-Service and click the Faculty button on the homepage.										
Manage your courses by selecting a section below Fall Semester 2021 <table border="1"><thead><tr><th>Section</th><th>Times</th><th>Locations</th><th>Availability </th></tr></thead><tbody><tr><td>CIS-120-1488: Intro to Microcomputers</td><td>M/W 1:00 PM - 2:40 PM 8/30/2021 - 12/16/2021</td><td>Besser Technical Center, 117 Lecture</td><td>18 / 24 / 0</td></tr></tbody></table>	Section	Times	Locations	Availability 	CIS-120-1488: Intro to Microcomputers	M/W 1:00 PM - 2:40 PM 8/30/2021 - 12/16/2021	Besser Technical Center, 117 Lecture	18 / 24 / 0	You will see a list of courses that you are teaching. Click the section of the course you are entering grades for.		
Section	Times	Locations	Availability 								
CIS-120-1488: Intro to Microcomputers	M/W 1:00 PM - 2:40 PM 8/30/2021 - 12/16/2021	Besser Technical Center, 117 Lecture	18 / 24 / 0								
Section Details < Back to Courses CIS-120-1488: Intro to Microcomputers Fall Semester 2021 Alpena Main Campus M/W 1:00 PM - 2:40 PM 8/30/2021 - 12/16/2021 Besser Technical Center, 117 Lecture Seats Available 18 of 24 Deadline Dates Waitlisted 0 Roster Attendance Census Grading Books Permissions Waitlist	You should now see your course details. Click the Grading tab to enter grades.										
Roster Attendance Census Grading Books Permissions Waitlist Overview Final Grade <table border="1"><thead><tr><th>Student Name</th><th>Student ID</th><th>Never Attended</th><th>Last Date of Attendance</th><th>Final Grade</th></tr></thead><tbody><tr><td></td><td></td><td>☐</td><td>M/d/yyyy</td><td>Select Grade</td></tr></tbody></table>	Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade			☐	M/d/yyyy	Select Grade	Next, click the Final Grade tab . You will then see where you can enter Last Date of Attendance and the student's Final Grade in the corresponding columns. When you select a grade, it will automatically save.
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade							
		☐	M/d/yyyy	Select Grade							

For grading questions, call Sheila Rupp at 989.358.7353 or rupps@alpenacc.edu.

For technical questions or problems, call Tech Support at 989.358.7374 or tech-support@alpenacc.edu.

FINAL EXAMINATIONS

The ACC calendar normally provides for a 15-week semester plus days designated as exam week which are scheduled differently from the regular class schedule, but during the summer session, the final exam is held during the scheduled time period. If instructors want to utilize a take home final exam, regular classroom instruction activities should be conducted during the scheduled two-hour final exam period.

As a part-time faculty member, you may find that the designated exam day/time is different from your normal class schedule. If it is not possible for you to proctor your final exam, contact your Department Chair (or the Director of Oscoda Campus).

NEVER ATTENDED MEMO

By the third (3rd) week of classes, instructors will receive an email notification from the VP of Instruction with instructions to submit non-attending/rarely-attending students to the Director of Financial Aid. Faculty assistance helps prevent the College from incurring financial liability for those students.

EARLY WARNING SYSTEM

By the fifth (5th) week of classes, instructors will receive an email notification from the Dean of Students with instructions to submit Early Warning Referral notifications. The instructor must indicate in Self-Service any students who are failing or in danger of failing the class. The Office of Academic and Student Affairs (VLH 109) will then send notification to identified students via email; this correspondence will recommend steps they can take to improve their standing in the class and promote successful completion.

CLASS ROSTERS

Class rosters are available through Self-Service. Please call 989.358.7353 or email rupps@alpenacc.edu if you have questions concerning class rosters. For technical questions or problems, please contact Self-Service support at tech-support@alpenacc.edu or call 989.358.7374.

ATTENDANCE

At ACC, regular class attendance is considered an essential part of the student's educational experience. However, since some absenteeism may be unavoidable, standards are established by each instructor for his/her own class(es). Absenteeism will be a matter to be resolved between the student and the instructor. Absences may not be used as criteria for lowering a student's grade. However, students may be rewarded for regular attendance.

CLASS CHANGES

Changes in location, meeting time, etc., require approval by the Vice President of Instruction at the Alpena Campus or the Director at the Oscoda Campus.

CLASS LENGTH

Classes should start promptly at the scheduled time and end promptly. It is critical that classes be held for the prescribed amount of time and not abbreviated.

CHILDREN IN CLASS

Minor children may not be present in classrooms, laboratories, or other instructional or work areas during class sessions or during work hours unless authorized in an organized group.

FIELD TRIPS

An instructor who wants to take his/her class on a field trip must notify the Vice President of Instruction and their Department Chair in advance. A travel request form, field trip request, and list of students participating must be submitted.

STUDENT ACADEMIC COMPLAINT PROCEDURES

Complaints About College Operation: Students with complaints about college operations should be referred to the Dean of Students, CTR 111A, who will then refer the student to the appropriate supervisor. The supervisor will handle the initial informal discussion with the intent to solve the problem. Please refer to the Student Handbook for complete guidelines.

Complaints About Grading/Instruction: Student evaluation of instructors is provided for under the terms of the faculty contract. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation. Student requests to change/appeal a grade earned in a course must be made no later than the end of the next semester (including the summer session) in which the course grade was earned. Steps for the appeal process include verbal, meeting, and written. Please refer to the Student Handbook for complete guidelines.

Complaints About Inappropriate Behavior of Faculty/Staff: Students with complaints about inappropriate behavior of ACC faculty or staff members should contact the Dean of Students. For the purpose of this policy, inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment. Please refer to the Student Handbook for complete guidelines on the verbal and written steps.

DISCIPLINE

Discipline problems are rare. Difficulties arising in this category are those unexpected occurrences for which no procedures have been established. You have the right to ask a student to leave the class if he/she becomes disruptive. You must summarize the incident in memorandum form and submit it to the Dean of Students on the main campus or the Director of the Oscoda Campus. Normally, a hearing will be conducted before the student is re-admitted to class.

CHEATING AND PLAGIARISM

Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another's work and submitting it as one's own; intentionally falsifying information; or taking another's ideas with the intention of passing them in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice. A few examples would include (but are not limited to): 1) work copied verbatim from an original author, 2) work copied practically verbatim with only a few words altered from the original without proper credit being given, 3) copying answers from another's test paper, 4) evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, or 5) falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices will be determined by the course instructor. Minimum penalties will be: 1) the first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc., on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, etc.; however, the grade will remain as "E," 2) the second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred, and 3) any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the college for one full academic semester. The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the Vice President of Instruction, at the same time informing the chairperson of the department in which the course is offered as soon as possible.

GENERAL COLLEGE INFORMATION THAT WILL BE INCLUDED IN YOUR SYLLABI

ASSISTANCE AVAILABLE:

Should a student encounter difficulty with any of the concepts covered in this course or otherwise require outside resources, assistance is available from the following:

STUDENT SUCCESS RESOURCE CENTER, CENTER BUILDING 111 AND OSCODA 307B:

Free services available to all students includes tutoring, access to computers and printers. Remote tutoring options may be available.

Contact: 989.358.7270 (Alpena), 989.358.7445 (Oscoda).

Free workshops are provided throughout the semester to support students with topics such as test-taking strategies, time management, and APA/MLA formatting.

Contact: 989.358.7270.

STEPHEN H. FLETCHER LIBRARY, CENTER BUILDING 111:

Located on the Alpena Campus, students will find a full range of library services, including check-out privileges, inter-library loans, copies, and computers for word processing.

Contact: 989.358.7252 or 989.358.7249.

TESTING CENTER, VAN LARE HALL 101D AND OSCODA 307:

Students may be asked to take make-up tests in the ACC Testing Center. All students must provide Testing Center staff with a photo I.D. prior to testing. Please anticipate your testing needs and allow enough time for testing. Call the appropriate Testing Center to make an appointment.

Contact: 989.358.7209 (Alpena), 989.358.7445 (Oscoda)

MENTAL HEALTH COUNSELING SERVICES:

Mental Health Counseling Services are free, professional, and confidential through a partnership with Carey M. Schiller, LMSW. With funding provided by the Strengthening Institutions Program (SIP) grant, Alpena Community College is able to provide mental health counseling services to our students. For more information, go to [Mental Health Counseling Services](#).

CLASS CANCELLATIONS:

If the college alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system. When possible, the message is included on the college's homepage at www.alpenacc.edu.

Students & staff will receive a text message and/or email if they have opted in to the SchoolMessenger system. To sign up for this service, text OPTIN to the number 68453. In addition, you must verify that your phone number and email are correct in Self-Service. Your Phone Type must be listed as "Cell Phone" in order to receive text message updates via SchoolMessenger. SchoolMessenger brochures are available in the Registrar's Office for further information.

AMERICANS WITH DISABILITIES ACT:

It is the policy of Alpena Community College to comply with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. ACC is committed to affording equal opportunity to persons with disabilities by providing access to its programs, activities, and services.

It is the responsibility of the student to contact the Dean of Students to make arrangements for services at 989.358.7212 or sequinn@alpenacc.edu.

COPYRIGHT AND FAIR USE LAWS

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or photo records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which

the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work. The safest course is to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission. When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation. The Copyright Office can neither determine whether a particular use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

E-MAIL ACCOUNTS:

(myacc.alpenacc.edu) E-mail accounts are provided to every student. Official correspondence from the College will be sent to this account. Students are responsible for the information received and will need to monitor their account on a regular basis. Contact: 989.358.7374 or tech-support@alpenacc.edu.

OFFICE 365:

Office 365 is free for all ACC students. Download it from the College's website, www.alpenacc.edu.

BLACKBOARD:

Blackboard is free for all ACC students. Contact 989.358.7279

CAMPUS SAFETY POLICIES AND PROCEDURES:

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php) designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:

- I. The Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)
- II. The Violence Against Women Reauthorization Act of 2016, also known as Campus SAVE Act (Sexual Violence Elimination Act)
 - a. Alpena Community College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault, stalking, and sexual exploitation, which are collectively referred to as 'Sexual

Misconduct.' All students should refer to the College's Sexual Misconduct Policy – 7009 for complete definitions, policy provisions, and procedures. Policy 7009 and other important resources can be found on the College website at

http://discover.alpenacc.edu/safety/sexual_misconduct.php.

Students who experience or have information regarding Sexual Misconduct are encouraged, but not required, to report it to the Title IX Coordinator (989.358.7211) or the Dean of Students (989.358.7212).

THE DRUG-FREE SCHOOLS AND CAMPUS REGULATIONS OF U.S. DEPARTMENT OF EDUCATION:

More information about these laws is available at www.alpenacc.edu under the Safety Resources & Links tab. ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies. For questions, or information, contact any committee member.

TOBACCO-FREE CAMPUS:

Alpena Community College has adopted a tobacco free environment on the main campus and at the Oscoda campus. Effective August 24, 2009, all tobacco use is prohibited on any Alpena Community College properties.

EMERGENCY PROCEDURES

In the event of an emergency:

EMERGENCY CONTACTS Alpena Community College

If you are a staff member, individual, or group who utilizes the College facilities before or after office hours and need immediate assistance, the College has various contact numbers capable of reaching appropriate personnel. Depending on the nature of the situation, the contacts stated below will be able to assist you with your situation and, if necessary, continue any emergency procedures per our campus emergency plan.

In the event of an **EMERGENCY**:

1. DIAL 911!

2. State the nature of the emergency and remain on the line until instructed to hang up.
3. Do not leave the scene.
4. Immediately report the incident to a member of the emergency management team. Phone numbers are printed below.
5. Remain available until released by emergency personnel and the emergency management team.
6. Follow up by completing an Incident Report form and submitting it to the business office.

ACC EMERGENCY MANAGEMENT TEAM

Director of Facilities Mgt	(C) 989.884.4998	V.P. of Instruction	(C) 906.748.5498
VP of Admin & Finance	(C) 989.464.1184	Campus Housing	(C) 989.358.7394
Dir. of Public Information	(C) 989.464.5566	Dir. of Human Resources	(C) 989.356.9264
Dean of Students	(C) 989.916.6528	Campus Security Officer	(C) 989.884.1988
Dir. of Oscoda Campus	(C) 989.214.0181		
President	(C) 989.464.5396		
Dir. of Information Tech	(C) 989.590.9835		
Director of Nursing	(C) 989.916.6533		

SITUATION	DAY / TIME	CONTACT
EMERGENCY		DIAL 911
Medical emergencies, major disturbances or facility emergencies, such as a violent or criminal behavior, fire, bomb threat, contamination, gas leak, suspicious packages, etc. See the ACC Emergency Procedures Manual for further information and instructions found in each office or on the ACC website.	ANYTIME	THEN CALL 989.884.4998 OR 989.464.1184

NON-EMERGENCY	ALPENA CAMPUS	Mon-Fri 4:30 pm – 10:00 pm Bill 989.766.0162 or Eric 989.590.1410
Unlocking a room that you have reserved or need access to, water leak or spill that requires immediate attention, power outage, etc.	Mon-Fri 6:00 am – 7:30 am Rich 989.766.0202 or Nick 989.766.0161	Sat-Sun – Anytime Kurt 989.884.4998 or Nick 989.464.1184
	Mon-Fri 7:30 am – 8:00 am Switchboard 989.356.9021, then dial 0	OSCODA CAMPUS
	Mon-Fri 8:00 am – 4:30 pm Gwen 989.358.7360, Kurt Konieczny 989.358.7202 or switchboard 989.356.9021	Mon-Fri 9:00 am – 6:00 pm Cora 989.358.7295
		After 6:00 pm Bryan 989.820.4536 or Nick Brege 989.464.1184

MEDICAL EMERGENCY PROCEDURES

At the time the accident/injury occurs, the following action will take place:

I. Administer First Aid

First Aid Kits are located in:

BESSER TECHNICAL CENTER	Automotive Lab, BTC 119 Physics Lab, BTC 120 Welding Lab, BTC 103/105 Maintenance Shop, behind loading dock Dining Services Kitchen, BTC 107 Facilities Management/Parking, BTC 101
CENTER BUILDING	Office of Information Technology, CTR 108 Student Success Resource Center, CTR 111 Wellness Center, CTR 101 Machine Shop, CTR 124
FINE ARTS CENTER	Hallway to Office Suites, FAC 111
NATURAL RESOURCES CENTER	Chemistry Lab, NRC 109 Botany Lab, NRC 110 Microbiology Lab, NRC 108 Anatomy Lab, NRC 112 Classroom, NRC 215
WORLD CTR CONCRETE TECH	Classroom, WCCT 105 Concrete Lab, WCCT 107 Block Plant Restroom, WCCT 111 Custodian, WCCT 101A
ELECTRICAL POWER TECH CTR	Equipment Lab, EPTC 162 Equipment Lab, EPTC 166 Garage, EPTC 175
UNIVERSITY CENTER BUILDING	Hallway near restrooms
VAN LARE HALL	Registrar's Office, VLH 108 Switchboard, VLH Lobby Copy Room, VLH 103 Nursing Office Suite, VLH 126
OSCODA CAMPUS	Main Office, OCSS 211 Nursing Lab, OSCC 203 Science Lab, OSCC 111 Student Success Center, OSCC 307A/B Welding Lab, OSCC 109

II. If further medical attention is necessary: CALL 911

- A. Give 911 operator the location of victim (building, room, etc.) and any information as instructed by the operator.
- B. If possible, send someone to meet and guide the ambulance.
- C. Have someone stay with injured person (should not be left alone) - Call loudly for help if necessary. If unable to obtain help, make the judgment as to whether it is safe to leave victim long enough to get help.

III. If or when no further attention is necessary:

Complete the incident/accident report form and send it to Administrative Services, Room 104, Van Lare Hall, Attention: Nick Brege.

Incident report forms are available in all administrative offices and college laboratories.

At Oscoda Campus:

At the time the incident/accident or injury occurs, take the following action:

I. Administer first aid - first aid kits are located in the following rooms:

211 Oscoda Campus Office

II. If further medical or emergency help is needed:

A. Notification

1. Report emergency to: Public Safety Department – 989.739.9793
2. Provide the department with location and extent of injury or damage
3. Send someone (if possible) to meet and guide emergency personnel
4. Stay with victim (victim should not be left alone). Call loudly for help if necessary

III. Complete the incident/accident report form (available in the Oscoda Campus Administrative Office) and turn it in to the Director of the Oscoda Campus.

TELEPHONE OPERATOR WHO RECEIVES REPORT OF MEDICAL EMERGENCY:

The Operator will:

A. **Call 911**

B. Notify appropriate building personnel (contact the first person listed - if not available, proceed down the list in order indicated):

Van Lare Hall

1. Paige Gordier, ext. 7458
2. Nick Brege, ext. 7368

Besser Technical Center

1. Don MacMaster, ext. 7246
2. Kurt Konieczny, ext. 7202
3. Nancy Seguin, ext. 7212

Natural Resource Center

1. Paige Gordier, ext. 7458
2. Nick Brege, ext. 7368

University Center Building

1. Paige Gordier, ext. 7458

Fine Arts Center

1. Paige Gordier, ext. 7458

OSCODA CAMPUS

1. Marv Pichla ext. 7442
2. Cora Dykes ext. 7295

BUILDING PERSONNEL ANSWERING EMERGENCY CALL:

- A. Proceed immediately to scene of accident/incident
- B. Ask victim which next of kin should be contacted
- C. Contact next of kin as directed
- D. Complete accident/incident report
- E. Send report to Administrative Services – Attn: Nick Brege, Van Lare Hall room 104

FIRST AID PROCEDURES

EYE INJURIES:

Foreign Body: Wash with tepid water: Seek medical attention.
If shattered glass strikes eye, seek medical attention immediately.
Blunt hits - seek medical attention.
Lacerated Cornea - seek medical attention (avoid infection).

EAR INJURIES: Seek medical attention, but:

- (a) Outside part of ear, apply ice.
- (b) Bleeding from inside ear: cover ear with gauze pad to soak up blood but:
Do not put anything inside ear.

NOSE:

Nosebleed due to trauma:

- (a) ice pack
- (b) if bleeding lasts more than five minutes, go to Emergency Room
- (c) if blood is gushing, go to Emergency Room immediately
- (d) if high power hit to nose and no bleeding, go to Emergency Room

SPRAINS: seek medical attention.

CUTS, SCRAPES, BRUISES:

Clean with soap and water
Apply Band-Aid
For bruise - apply ice: if under fingernail, may need medical attention

BLISTERS:

Do not break. Cover with a dressing (Band-Aid). If blisters are a result of a burn, or if person is diabetic, advise to seek medical attention.

FAINTING AND DIZZINESS:

Feeling faint: sit down and lower head between legs.

If feeling lasts beyond 1 - 2 minutes, or

If feeling is followed by confusion Call 911

If accompanied by chest pain

Loss of bladder/bowel control

STUBBED TOES, SMASHED FINGERS:

Try ice, rest, elevation, and seek medical attention.

SEIZURES:

Protect person from injury

Clear the area, keep as quiet as possible

Turn on side to prevent person from swallowing tongue

POISON:

Call 911

INSTRUCTION AND STUDENT SERVICES
STANDING COMMITTEES
2026-2027 ACADEMIC YEAR

ACADEMIC STANDARDS COMMITTEE

Nancy Seguin
Sheila Rupp
Joe Bastow
Vicki McCoy
Andrew Paad
Matthew Bedard

CURRICULUM COMMITTEE

Paige Gordier
Marv Pichla
Sven Pearsall
David Cummins
Tim Kuehnlein
Dan Rothe
Rob Mills

DEPARTMENT CHAIRPERSONS

Sven Pearsall (Language, Arts, and Humanities)
Scott Ratz (Math and Science)
Amanda Campbell (Social Sciences)
Rob Mills (Professional Occupations)
Tim Onstwedder (Industrial Technology)

COLLEGIAL CONSULTANTS

NEED TO KNOW ABOUT . . . ,

ASK FOR . . . ,

OR CALL . . . ,

Academic and Student Affairs Office	Paige Gordier, Vice President of Instruction Jackie Witter, Assistant to the VP	VLH 109 358.7458 VLH 109 358.7219
Instructional Support/Student Testing	Nancy Seguin, Dean of Students Monika Ehrlich, Tutor Coordinator Beth Matzke, Testing Coordinator	CTR 111A 358.7212 CTR 111B 358.7270 VLH 101D 358.7209
Admissions/Recruiting	Mike Kollien, Director Bethany Bruski, Assistant to the Director	VLH 111 358.7339 VLH 111 358.7234
Blackboard/Instructional Development	Crystal Vogt, Director of Learning Technology	CTR 108 358.7279
Advertising	Jay Walterreit, Director	BTC 125 358.7215
AV Equipment	Shelly Clarke, OIT Clerical/Operator Assistant	CTR 108 358.7374
Institutional Research	Corey Sarnia, Director of Institutional Research	CTR 108 358.7358
Board of Trustees	Jay Walterreit, Board Secretary	BTC 125 358.7215
Bookstore	Karen Webster, Manager	BTC 104 358.7259
Business Office/Requisitions/Travel/Purchasing/	Nick Brege, V.P. of Admin. & Finance Lyn Kowalewsky, Controller Vicki Goodburne, Assistant Controller Danielle Kollen, Accounts Receivable Brandi Markey, Accounts Payable/Cashier	VLH 104 358.7368 VLH 110 358.7280 VLH 110 358.7235 VLH 110 358.7281 VLH 110 358.7213
Career Planning/Placement	Nancy Seguin, Dean of Students	CTR 111A 358.7212
Facilities/Maintenance	Kurt Konieczny, Director Gwen Spence, Secretary	BTC 101 358.7201 BTC 101 358.7360
Financial Aid/Veterans	Amanda Belusar, Director Alexis Young, Financial Aid Technician Kristen Schnell, Financial Aid Support	VLH 107 358.7229 VLH 107 358.7205 VLH 107 358.7286
Food Service	Ray Bock, Director	BTC 107E 358.7216
Foundation Office	Mary Eagan ACC Foundation Director Kerrie Kamyszek, Assistant to Director	BTC 125 358.7297 BTC 125 358.7359
Honor Societies	Phi Theta Kappa, Rob Mills, Advisor	BTC 109C 358.7208
Oscoda Campus	Marv Pichla, Director Cora Dykes, Secretary Patrice Billiel, Student Success Center	OSCC 211 358.7442 OSCC 211 358.7295 OSCC 206 358.7444
IT (Data Center/Computer Labs/Phone)	Adam Keyes, Director Info Technology Nhia Lee, Telephone, Data Michal Belusar, Computer Technician Jessie Huizenga, Computer Technician Shelly Clarke, Clerical/Operator Assistant	CTR 108 358.7376 CTR 108 358.7266 BTC 111 358.7204 BTC 111 358.7454 CTR 198 358.7374
Library	Grant Shaw, Coordinator Pat Manning, Technician	CTR 111 358.7249 CTR 111 358.7252
Maintenance/Parking/Room Utilization	Gwen Spence, Secretary James Chapman, Parking Attendant	BTC 101 358.7360 BTC 101 358.7323

Nursing/Allied Health	Chanda Zbytowski, Director Lisa Brege, Secretary	VLH 126D 358.7426 VLH 126A 358.7217
Personnel/Benefits	Melissa Guy, Director Jaimie Wilson, Assistant to Director	VLH 102 358.7211 VLH 102 358.7351
Public Relations/Publications/Marketing	Jay Walterreit, Director	BTC 125 358.7215
President	Dr. Don MacMaster	BTC 125 358.7246
Registration/Transcripts	Sheila Rupp, Registrar Patti Fontaine, Assistant to Registrar	VLH 108 358.7353 VLH 108 358.7282
Student Leadership Commission	Cindy DeRocher, Advisor	CPA Office 358.7394
Student Nursing Association	Bonnie Schopfer, Advisor	VLH 126D 358.7426
Student Success Resource Center	Monika Ehrlich, Tutoring	CTR 111B 358.7270
Talent Search	Sarah Prevo, Director Chelsea Leeck-Putkamer, Secretary	BTC 108 358.7283 BTC 106 358.7380
Testing	Beth Matzke, Alpena Patrice Billiel, Oscoda	VLH 101D 358.7209 OSCC 307 358.7445
Tutoring	Monika Ehrlich, Technician Patrice Billiel, Oscoda	CTR 111B 358.7270 OSCC 307 358.7445
Wellness Center	Noel Curtis	CTR 101 358.7391
Workforce Development	Dawn Stone, Director of Workforce Dev.	WCCT108 358.7293