

APPENDIX A

STUDENT FORMS

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DROP/ADD FORM

GREENFIELD COMMUNITY COLLEGE
ADVISOR SIGNATURE REQUIRED FOR PROCESSING

Instructions: Complete all items below, obtain your advisor's signature and submit the form to the Registrar's Office. Please print legibly, with sufficient pressure for two copies, and deliver the form in person.

Student # or Social Security #	Last Name	First Name	Middle Name
Permanent Street Address		City/Town	State Zip Code

Semester: Fall ____ Spring ____ Summer ____ Year: ____

Courses to be dropped:			Courses to be added:			Comments:
Course Code	Section	Credits	Course Code	Section	Credits	
Total Credits Dropped:			Total Credits Added:			Total Credits After Change:

Student's Signature	Advisor's Signature	Processor's Signature
Date	Date	Date

White: Registrar's Office Canary: Business Office

Greenfield Community College
Office of the Registrar
One College Drive, Greenfield, MA 01301

To: Registrar **Date:** ____/____/____

From: _____
(please print)

Subject: Grade Change

Student's Name: _____ Number: _____
(please print)

Course Code: _____ Section: _____ Semester: Fall Summer
 Spring Year: ____

Current Grade: _____ New Grade: _____

Reason for Change:

Instructor's Signaturr

Greenfield Community College
NEXT STEPS FOR ADMITTED STUDENTS

- Read carefully all of the materials in your admission packet
- Access your **GCC email account** that you received with your acceptance letter to GCC
- Contact the **Admission Office** at (413) 775-1801, if you:
 - Want to schedule a campus tour or classroom visit
- Contact the **Financial Aid Office** at (413) 775-1109 to:
 - Request a GGC Financial Aid Application
 - Ask questions about completing a Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.org
 - Obtain general information about the college's financial aid programs
 - Make an appointment to meet with a financial aid staff member if you have questions
- Complete and submit the financial aid application forms (the FAFSA may be completed online)
- Send an official copy/copies of your academic transcript(s) to the Admission Office if you have attended college(s) previously at other institution(s)
- Contact the **Testing Center** at (413) 775-1821 or (413) 775-1147 to:
 - Make an appointment to take the reading, writing and mathematics placement test
 - Obtain additional information about how to prepare for the test
- Contact the **Academic Advising Center** at (413) 775-1339 to:
 - Make an appointment to register for courses
 - Discuss academic majors, education and career goals
- Visit the **Bursar's Office (N220)**, if you:
 - Want to pay your bill
 - Have a question about your bill
 - Want to waive the MassPIRG fee
 - Want to waive the health insurance fee
- Go to Class! ☺
- Ask for help sooner than later by:
 - Visiting the **Learning Center (N421)**
 - Visiting the **Math Studio (E124A), Social Sciences Studio (E115), Business Studio (E132) and/or Science Studio (4th floor, south wing)**
 - Visiting the **Disabilities Services Office (N409)**
 - Visiting the **Women's Resource Center (E114)**
- Visit the **Transfer Office (N213)**, if you:
 - Plan to transfer to another college or university
 - Do not know what you are going to do when you finish at GCC

Greenfield Community College
NEXT STEPS FOR CONTINUING STUDENTS

- Visit the **Academic Advising Center** (N211) or call 413-775-1339, if you:
 - Need to change your major
 - Need to change your advisor
 - Need to withdraw from the college
 - Can not find your advisor
 - Would like information about an academic major
 - Would like information about a career or occupation
 - Would like to refine your interviewing skills
 - Need to develop a résumé or cover letter
 - Need assistance in finding a job while in school, for the summer, or after graduation

- Schedule an appointment to **meet with your advisor** to:
 - Drop or add courses or discuss withdrawal from the college
 - Review your degree status and find out what you need to graduate
 - Select courses for the next term and register for classes
 - Discuss other services available to you on campus

- Ask for help sooner than later by:
 - Visiting the **Learning Center** (N421)
 - Visiting the **Math Studio (E124A), Social Sciences Studio (E115), Business Studio (E132) and/or Science Studio (4th floor, south wing)**
 - Visiting the **Disabilities Services Office** (N409)
 - Visiting the **Women's Resource Center** (E114)

- Visit the **Health Services Office** (North Module) to ensure that your immunization records are complete, so that you'll avoid delays in registration or transcript processing

- Visit the **Bursar's Office** (N220), if you:
 - Want to pay your bill
 - Have a question about your bill
 - Want to waive the MassPIRG fee
 - Want to waive the health insurance fee

- Visit the **Transfer Office** (N213), if you:
 - Want help with reviewing majors, programs and schools
 - Plan to transfer to another college or university
 - Want information about transfer scholarships or articulation agreements

- Visit the **Financial Aid Office** (N202B), if you:
 - Plan to apply for financial aid at GCC for the next academic year
 - Plan to transfer and apply for financial aid at another institution
 - Plan to apply for private outside scholarships

- Visit the **Enrollment Services Office** (N219), if you:
 - Change your name
 - Change your address
 - Change your telephone number
 - Need to have your student status verified for health insurance or other purposes
 - Need to order official or unofficial transcripts
 - Want to apply for graduation
 - Want to find out how to contact a faculty or staff member

Greenfield Community College
Next Steps for a Successful Return to GCC!

1

Do a **self-assessment**

- ✓ Reflect on what caused you to withdraw from the college
- ✓ If needed, make adjustments or changes to allow you to be more successful this time
- ✓ Identify previous obstacles
- ✓ Anticipate possible problems and have a back-up plan

2

Contact the **Admission Office** (413) 775 -1801:

If you have taken a break from college for a semester or more you will need to reapply

- ✓ Download a PDF file of the **Application for Readmission** from the GCC website at www.gcc.mass.edu
- ✓ Request a copy of the **Application for Readmission** be sent to you by calling the Office of Admission
- ✓ Complete and submit the **Application for Readmission**

3

Take care of **holds** on your student account if you have any by:

Admission Application will not be processed until holds are cleared from your student account

- ✓ Paying your bill and parking tickets at the Bursar's Office (413) 775 -1301
- ✓ Submitting your immunization records to Health Services (413) 775 -1430
- ✓ Returning books to the Library (413) 775 -1830
- ✓ Submitting paperwork to process your Financial Aid award (413) 775 -1109

4

Contact the **Financial Aid Office** (413) 775 -1109:

- ✓ Request and submit a GGC Financial Aid Application
- ✓ Complete a Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.org
- ✓ Make an appointment with a financial aid staff member to discuss your financial aid situation
- ✓ If you return in the same academic year in which you withdrew, contact the Financial Aid Office

5

Contact the **Academic Advising Center** at (413) 775 -1339

- ✓ Review your academic record and future coursework
- ✓ Discuss your education and career goals
- ✓ Make an appointment to register for classes
- ✓ Check out GCC's support services before coming back to school

- ✓ Visit www.gcc.mass.edu to learn more about Greenfield Community College

**Greenfield Community College
Who Should I Call for Questions About...**

Office	Contact Person	Phone (775-)	Location
Academic Advising (new students) Day Evening	Julie Shaw-MacDougall Diane O'Hearn	1339 1825	N211 N210
Academic Computing Lab (PCs) Day Evening	Verne Richardson Diane Franklin	1368 or 1369/1367	E139 E139
Academic Standing	Judy Raper	1819	N208
Admission/Readmission	Herb Hentz	1809	N218
My GCC Account	Kathy Mielnikowski	1358	N307
Business Office (Bursar)		1301	N220
Challenge Exams	Testing Center	1821	N253
Changing An Advisor	Julie Shaw-MacDougall	1339	N211
Changing A Major	Laurie Parker	1807	N219
College Store	Alecia Bardwell	1190	N109
Community Education Workshop Registrations	Karen Chastney	1803	E121H
CORI Information	Laura Earl	1816	N206
Counseling: Personal or Academic	Suzanne McGowan	1337	N413
Disability/Accommodations	Anna Berry	1812	N409
Distance Learning Exams	Testing Center	1821	N253
Group Offices:			
Professional Studies	Lori Giamari Nicole Crafts	1621 1440	D216 E123
Community Education	Gail Villeneuve	1609	D104
Enrollment Management	Laura Earl	1816	N206
Humanities	Jan Ross	1220	N328
Social and Natural Sciences, Math, Business, and Technology	Linda Horta	1120	E123
Learning Resources	Evelyn Tillotson	1330	N421
Early Entrant Students	Herb Hentz	1806	N218
Educational Technology Center	Karen Truehart	1842	S314
Educational Transitions Program	Shannon Coskran	1336	N436
Email Accounts (student)	Diane Franklin	1367	E135A
Electronic Studio (Macs)	John Canon	1365	S211
English for Speakers of Other Languages (ESOL)	Kit Carpenter	1226	N325
Financial Aid/Student Loans	Sue Hopkins Beth LaPorte	1102 1104	N202B N202B
Fitness Center	Bob LaPalme	1143	E109
GED Testing	Jean Boucias Holly Lovelace	1147 1821	N253 N253
Grades	Heather Hoyt	1813	N219
Health Occupations Admission	Gail Tease Laura Earl	1802 1816	N219A N206

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Greenfield Community College
Who Should I Call for Questions About... (continued)

Office	Contact Person	Phone (775-)	Location
Health Insurance - waivers/enrollment	Bursar's Office	1301	N220
Health Insurance - general information	Donna Larson Jan Robert	1432 1430	North Mod.
Health Services	Jan Robert	1430	North Mod.
High School Articulation Credit	Herb Hentz	1803	N218
International Student Admission	Herb Hentz	1803	N218
Learning Center	Evelyn Tillotson	1330	N421
Library		1830	North 4th floor
Math Studio	Nicole Crafts	1440	E124A
New Student Orientation	Judy Raper	1819	N208
Non-Academic Problems	David Ram	1811	N203
On-Line Courses	Michelle Barthelemy	1481	N410
Phi Theta Kappa	Bob LaPalme	1143	E109A
Placement Testing	Jean Boucias Holly Lovelace	1147 1821	N253 N253
Public Safety		1212	S110
Science Studio	Linda Horta	1120	E123
Social Science Studio	Linda Horta	1120	E123
Student Activities	Merryl Sackin	1201	S104
Student and Academic Affairs Dean	David Ram	1811	N203
Student Grievance Officer	David Ram	1811	N203
Student VISA Information	Herb Hentz	1809	N218
Study Abroad	Thom Simmons	1482	E132F
Tech Prep	Kate Devlin	1815	N215A
Transcripts (GCC)	Laurie Parker	1807	N219
Transfer Credit (In)	Laura Earl	1816	N206
Transfer (Out)	Kathy Maisto	1207	N213
Tutoring Services	Learning Center	1330	N421
Verifications (for health insurance, etc.)	Enrollment Services	1801	N219
Veterans Benefits	Linda Desjardins Sue Hopkins	1105 1102	N229 N202B
Weather Line		1010	
Women's Resource Center	Rosemarie Freeland	1114	E114
Women in Transition	Suzanne McGowan	1337	N413
Workstudy	Financial Aid	1102	N202B

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APPENDIX B

SERVICE FORMS

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Campus Space Reservation & Event Planning Checklist ..B-1 – B-2
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Campus space reservation & event planning checklist

This checklist is a guide to help you reserve a room and/or organize an event. Please contact individuals or areas to make arrangements. So you get the room and services desired, a **one-month notice** is recommended.

Rooms(s)

Room reservations »

Most rooms on campus are booked by either Student Life or Community Education.

- Student Life, x1200 (main campus rooms, 7am-4pm weekdays & academic year)
 - Community Education, x1605 (main campus rooms nights, weekends, vacations & intersession; all Downtown Center rooms at all times) – villeneuve@gcc.mass.edu
 - Rooms with separate booking* - N358, Women's Resource Center, Social Sciences Studio, Business Studio, Music Room (S358), TV studio (S311) conference rooms
* see reverse for contact names & numbers for these rooms

Fields or outdoor facilities (anytime) »

- Karen Bross, Administrative Services, x1316; brossk@gcc.mass.edu

Scheduling for credit classes »

- Must be done through your division – see your administrative assistant

Event date

- If you're booking a room with Student Life, they will let you know what else is going on around campus that day. For all other booking, we recommend you check the web calendar for potential conflicts: <http://calendar.gcc.mass.edu>

Publicity

Is your room reservation for an event that you'd like publicized to the campus and/or the community?

- Web »
 - Erica Goleman, x1491
 - Online form: <http://www.gcc.mass.edu/calendar/eventform.html>
- External Affairs for off-campus event publicity »
 - Liz Carroll, x1420; carroll@gcc.mass.edu
- Student Life for *What to Expect* and on-campus publicity – weekly deadline Tuesday noon »
 - Chrissi Menko, x1200; menko@gcc.mass.edu
- Email »
 - Student email - Shane Hammond, x1804; hammonds@gcc.mass.edu
 - Send your own announcement to "all_users" about the event

Tech support

- Audio/visual/information technology »
 - Garry Longe or Karen Truehart, x1842; longe@gcc.mass.edu; truehart@gcc.mass.edu
 - Information Technology, x1350

Set-up

- Set-up, break-down, trash cans, physical arrangements, etc. »
 - Physical Plant, x1702
 - Online work order request: <http://www.gcc.mass.edu/offices/physicalplant/>

Public Safety

- Alert Public Safety about your event »
 - Bill Mayrose, Public Safety Director, x1212; mayroseb@gcc.mass.edu

Food

- While college catering is unavailable, you're on your own
 - Karen Phillips for info about local caterers, x1305; phillips@gcc.mass.edu

Campus space reservation & event planning checklist (continued)

To reserve...	Contact...	Email Room	capacity
Stinchfield Lecture Hall	Student Life or Community Education	Refer to page one of this document	171
Sloan Theatre	Student Life or Community Education	Refer to page one of this document	90
N358	Terry Smith, x1837	smitht@gcc.mass.edu	78
Women's Resource Center	Rosemarie Freeland, x1114	freeland@gcc.mass.edu	25
Social Sciences Studio	Linda Horta, x1120	horta@gcc.mass.edu	65
Social Science Conference Room	Self sign-up on door	NA	10
TV studio (S311)	Garry Longe, x1843	longe@gcc.mass.edu	35 with tables; 60 open
President's conference room	Wendy Gay, x1410	gay@gcc.mass.edu	14
IT conference room	Self sign-up on door	NA	10
Student Affairs conference room	Laura Earl, x1816	earl@gcc.mass.edu	12



Information Literacy Instruction Request

Who

Teaching of instruction sessions is shared by GCC Librarians. To schedule an instruction session, contact one of the following librarians or stop by the Library.

Day and online classes: Ellen Carey at x1834 or careye@gcc.mass.edu
or Eric Poulin at x1836 or pouline@gcc.mass.edu
Evening classes: Jeri Moran at x1837 or moranj@gcc.mass.edu

What

Information literacy encompasses the ability to know when information is needed, and to locate, retrieve, evaluate, analyze, synthesize, and use that information. All Library instruction sessions are aimed at cultivating information literacy in your students.

Where

We can conduct instruction sessions in the Library's Computer Lab or your classroom. We can work with you to create exercises to be delivered through Blackboard.

When

Instructions sessions take place during your usual class time. **When scheduling an instruction session please provide the information requested below at least two weeks in advance**, both to give the librarian time to prepare the session, and to improve the likelihood that your desired time slot is available.

How

To request an instruction session, fill out the form below and drop it off at the Library, submit the online form available at http://www.gcc.mass.edu/library/faculty/instruction_form.html, or contact one of the librarians listed above.

Faculty, Course and Student Information

Name:

Phone:

Email:

Course code (including section):

Course name:

Course schedule and location:

Number of students enrolled:

Estimated level of research experience:

- Novice
- Intermediate
- Advanced

Assignment Information

Please give a brief description of the research assignments required for your class, and the particular assignment students will be working on at the time of the session.

- Syllabus attached
- Assignment attached

GCC Library Information Literacy Instruction Request

Information Literacy Module Menu

Please select the modules you would like included in the instruction session(s), and calculate the amount of time needed to cover these modules:

Title	Time Needed
<input checked="" type="checkbox"/> Session Introduction and Conclusion (required)	10 minutes
<input type="checkbox"/> Getting Your Library Card (recommended for most classes) <i>Students will leave the session with a GCC Library Card.</i>	5 minutes
<input type="checkbox"/> What Can the Library Offer Me? <i>Introduction to Library facilities, equipment, collections, and services.</i>	10 minutes
<input type="checkbox"/> Where Do I Find...? <i>Overview of how resources are organized in the Library and on the Library website. Includes intro to Library of Congress call numbers.</i>	15 minutes
<input type="checkbox"/> When Google and Wikipedia Aren't Enough <i>Evaluating websites and finding quality information online.</i>	30 minutes
<input type="checkbox"/> Finding Books: Using the GCC Library Online Catalog <i>Covers basic searching of GCC and other Western Massachusetts Regional Library System (WMRLS) catalogs, understanding item records, and requesting off-site items.</i>	15 minutes
<input type="checkbox"/> Finding Articles: Using the GCC Library Databases <i>Introduction to locating article citations/abstracts in online databases (Academic Search Premier from EBSCOhost is used as example).</i>	20 minutes
<input type="checkbox"/> Finding Full Text Articles <i>Covers both locating articles from print citations and locating the full text of article citations from database search results.</i>	10 minutes
<input type="checkbox"/> Understanding Citations <i>Covers the basic elements of citations, including how to identify the type of source cited. Does not include creating citations.</i>	10 minutes
<input type="checkbox"/> Citing Your Sources	
<input type="checkbox"/> APA	10 minutes
<input type="checkbox"/> MLA	10 minutes
<input type="checkbox"/> Using Specific Databases (some databases can be combined and taught in less than the total amount of time listed – ask a librarian)	
<input type="checkbox"/> Alt-PressWatch	20 minutes
<input type="checkbox"/> American History Online	20 minutes
<input type="checkbox"/> American Mosaic	20 minutes
<input type="checkbox"/> Biography Resource Center	15 minutes
<input type="checkbox"/> CINAHL (Nursing)	40 minutes
<input type="checkbox"/> Contemporary Literary Criticism	15 minutes
<input type="checkbox"/> CQ Researcher	15 minutes
<input type="checkbox"/> Credo Reference	20 minutes

- | | | |
|--------------------------|---|-----------------|
| <input type="checkbox"/> | Daily Life Online | 20 minutes |
| <input type="checkbox"/> | ERIC (Education) | 30 minutes |
| <input type="checkbox"/> | Europa World Year Book | 15 minutes |
| <input type="checkbox"/> | Fantasy Jazz Catalogue | 20 minutes |
| <input type="checkbox"/> | Ferguson's Career Guidance Center | 15 minutes |
| <input type="checkbox"/> | GenderWatch | 20 minutes |
| <input type="checkbox"/> | Grove Art | 15 minutes |
| <input type="checkbox"/> | Issues: Understanding Controversies and Society | 15 minutes |
| <input type="checkbox"/> | LexisNexis – news | 15 minutes |
| <input type="checkbox"/> | LexisNexis – legal OR business research | 20 minutes |
| <input type="checkbox"/> | NewsBank (Massachusetts newspapers) | 10 minutes |
| <input type="checkbox"/> | PsycINFO and Psychology and Behavioral Sciences Collection | 30 minutes |
| <input type="checkbox"/> | Science Online | 15 minutes |
| <input type="checkbox"/> | Other: (please specify) | Ask a librarian |
| <input type="checkbox"/> | Scholarly vs. Popular Sources
Covers distinguishing between scholarly and popular periodicals, and targeting searches for each. | 15 minutes |
| <input type="checkbox"/> | Keyword vs. Subject Searching
Covers the basics of subject searching including Library of Congress Subject Headings in the library catalog and using subject terms in the online databases (using Academic Search Premier as the example). | 15 minutes |
| <input type="checkbox"/> | Advanced Catalog and/or Database Search Techniques
Covers advanced search techniques, including Boolean operators, truncation and wildcards, and limits. | |
| | <input type="checkbox"/> Catalog | 20 minutes |
| | <input type="checkbox"/> Database (please specify)_____ | 20 minutes |
| <input type="checkbox"/> | Advanced Internet Search Techniques
Includes using Advanced Search in Google to locate materials on educational and/or government websites (an abbreviated version of this module is included in the "When Google..." module). | 10 minutes |
| <input type="checkbox"/> | Research Strategies | |
| | <input type="checkbox"/> Choosing and Refining a Topic | 10 minutes |
| | <input type="checkbox"/> Developing a Search Strategy | 10 minutes |
| | <input type="checkbox"/> Choosing and Evaluating Sources | 10 minutes |
| <input type="checkbox"/> | Academic Honesty
Covers intellectual ownership and avoiding plagiarism. | 45 minutes |
| <input type="checkbox"/> | Practice/Research Time (recommended for most classes) | 10-40 minutes |
| <input type="checkbox"/> | In-Class Assignment
Librarians will work with you to create an assignment designed to develop particular skills. You may also use your own assignment. | Ask a librarian |
| <input type="checkbox"/> | Custom Module
Librarians will work with you to design a module specific to your course or assignment. Please allow for at least 3 weeks prep time. | Ask a librarian |

Total Time Required:

GCC Library Information Literacy Instruction Request

Instruction Session Information

Please note that you must be present during the information literacy instruction session(s).

Preferred dates and times:

Session 1:
Session 2:
Additional sessions:

Second choice:

Session 1:
Session 2:
Additional sessions:

Third choice:

Session 1:
Session 2:
Additional sessions:

Preferred location

- Library
- Classroom
- Other (please specify) _____

APPENDIX C

EVALUATION FORMS

Please refer to the following websites for faculty evaluation forms:

- Day Unit Agreement for Full-time faculty evaluation forms at <http://www.mccc-union.org/daycontract.htm>
- DCE Unit Agreement for Adjunct faculty evaluations forms at <http://www.mccc-union.org/dcecontract.htm>
- Distance Education Agreement for distance education evaluations forms at <http://www.mccc-union.org/distanceedagreement.htm>

APPENDIX D

REFERENCE INFORMATION

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GREENFIELD COMMUNITY COLLEGE
Office of the President
2009 – 2010 Academic Calendar

FALL SEMESTER 2009

Thu	Aug	27	Open Registration
Thu	Aug	27	New Staff and Faculty Orientation
Mon	Aug	31	New Student Orientation
Tue	Sep	1	Opening Day for faculty and staff
Wed	Sep	2	Day and Evening classes begin
Mon	Sep	7	Labor Day - <i>no day or evening classes</i>
Wed	Sep	9	Day classes follow a Monday schedule; Evening classes follow a Wednesday schedule
Wed	Sep	9	Last day to add day and evening classes
Wed	Sep	16	Last day to drop/withdraw from credit courses/partial tuition refund
Wed	Sep	30	Incomplete ("IN") grades converted to "F"
Wed	Oct	7	Last day to drop/withdraw - No Record
Mon	Oct	12	Columbus Day - <i>no day classes; evening classes meet as scheduled</i>
Thu	Oct	15	Early Progress Reports due in Registrar's Office
Tue	Oct	27	Advising Day - <i>no day classes; evening classes meet as scheduled</i>
Mon	Nov	2	Spring registration for current students begins
Wed	Nov	11	Veterans' Day - <i>no day classes; evening classes meet as scheduled</i>
Fri	Nov	13	Last day to drop/withdraw with a grade of "W"
Wed	Nov	25	No evening classes
Thu-Fri	Nov	26-27	Thanksgiving Recess - <i>no day or evening classes</i>
Mon	Dec	14	Last day of Evening classes
Wed	Dec	16	Last day of Day classes
Thu-Tue	Dec	17,18,21,22	Final Exams
Wed	Dec	23	Reserved for final exam make-up due to snow cancellation
Fri-Sun	Dec 25-Jan 3		College closed
Tue	Jan	5	Final grades due to the Registrar's Office by 10:00 a.m.

JANUARY INTERSESSION 2010

Tue	Jan	5	Classes begin
Wed	Jan	6	Last day to add classes
Thu	Jan	7	Last day to drop/withdraw from credit courses/50% tuition refund
Mon	Jan	11	Last day to drop/withdraw - No Record
Tue	Jan	12	Early Progress Reports due in Registrar's Office
Mon	Jan	18	Martin Luther King, Jr. Day - <i>no classes</i>
Tue	Jan	19	Last day to drop/withdraw with a grade of "W"
Mon	Jan	25	Last day of classes/Final Exams
Tue	Jan	26	Reserved for class/Final Exam make-up due to snow cancellation
Fri	Jan	29	Final grades due to the Registrar's Office by 10:00 a.m.

SPRING SEMESTER 2010

Mon	Jan	25	Open Registration
Mon	Jan	25	New Staff and Faculty Orientation
Tue	Jan	26	New Student Orientation
Wed	Jan	27	Day and Evening classes begin
Tue	Feb	2	Last day to add day and evening classes
Wed	Feb	3	Day classes follow a Monday schedule; Evening classes follow a Wednesday schedule
Fri	Feb	5	Applications for graduation due in Student Life Office
Tue	Feb	9	Last day to drop/withdraw from credit courses/partial tuition refund
Mon	Feb	15	Presidents' Day - <i>no day classes; evening classes meet as scheduled</i>
Tue	Feb	23	Incomplete ("IN") grades converted to "F"
Thu	Feb	25	Advising Day - <i>no day classes; evening classes meet as scheduled</i>
Tue	Mar	2	Last day to drop/withdraw - No Record
Wed	Mar	10	Early Progress Reports due in Registrar's Office
Wed	Mar	17	Evacuation Day
Mon-Fri	Mar	15-19	Spring Recess - <i>no day or evening classes</i>
Mon	Apr	5	Fall registration for current students begins
Tue	Apr	13	Last day to drop/withdraw with a grade of "W"
Mon	Apr	19	Patriot's Day - <i>no day classes; evening classes meet as scheduled</i>
Fri	Apr	30	Staff Development Day - <i>no day classes; evening classes meet as scheduled</i>
Tue	May	11	Last day of Evening classes
Mon	May	17	Last day of Day classes
Tue-Fri	May	18-21	Final Exams
Tue	May	25	Final grades due to the Registrar's Office by 10:00 a.m.
Sun	Jun	6	Commencement

Please note: Dates listed on academic calendars relate to full semester classes only. Calendars for classes with a modified schedule, e.g. extended weeks, reduced weeks, etc., are available in the Registrar's Office.

CLASS MEETINGS BY DAY OF THE WEEK FOR FALL & SPRING

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Fall: Day division	14 ¹	14	14 ²	14	14
Evening division	14	14	14	14	14
Spring: Day division	14 ³	14	14 ⁴	14	14
Evening division	14	14	14	14	14

- ¹ Day classes that normally meet only on Mondays during the Fall semester will meet on Wednesday, September 9 to equal 2100 minutes for the semester.
- ² Day classes that normally meet only on Wednesday during the Fall semester will NOT meet on Wednesday, September 9.
- ³ Day classes that normally meet only on Mondays during the Spring semester will meet on Wednesday, February 3 to equal 2100 minutes for the semester.
- ⁴ Day classes that normally meet only on Wednesday during the Spring semester will NOT meet on Wednesday, February 3.

TOTAL CLASS MEETINGS AND MINUTES FOR FALL & SPRING (for typical 3-credit classes)

<u>FALL</u>	<u>Total Meetings</u>	<u>Total Minutes</u>	<u>SPRING</u>	<u>Total Meetings</u>	<u>Total Minutes</u>
MWF classes	42	2100	MWF classes	42	2100
TTh classes	28	2100	TTh classes	28	2100
MF classes	28 ⁵	2100	MF classes	28 ⁷	2100
WF classes	28 ⁶	2100	WF classes	28 ⁸	2100
MW classes	28	2100	MW classes	28	2100

- ⁵ Monday/Friday classes during the Fall semester will meet on Wednesday, September 9 to equal 2100 minutes for the semester.
- ⁶ Wednesday/Friday classes during the Fall semester will NOT meet on Wednesday, September 9.
- ⁷ Monday/Friday classes during the Spring semester will meet on Wednesday, February 3 to equal 2100 minutes for the semester.
- ⁸ Wednesday/Friday classes during the Spring semester will NOT meet on Wednesday, February 3.

FALL & SPRING EVENING CLASS MAKE-UP TIME

Fall semester make-up days for evening classes are available Tuesday, December 15 - Monday, December 21.
Spring semester make-up days for evening classes are available Wednesday, May 12 - Tuesday, May 18.

SUMMER SESSION I – 2010

Mon	May	24	Classes begin
Thu	May	27	Last day to add credit classes
Thu	May	27	Last day to drop/withdraw from credit courses/50% tuition refund
Mon	May	31	Memorial Day – <i>no day or evening classes</i>
Tue	June	8	Last day to drop/withdraw – No Record – credit classes
Tue	June	15	Early Progress Reports due in Registrar’s Office
Thu	June	17	Bunker Hill Day - <i>day and evening classes meet as scheduled</i>
Fri	June	25	Last day to drop/withdraw with a grade of “W” – credit classes
Mon	July	5	Independence Day (observed) - <i>no day or evening classes</i>
Thu	July	8	Last day of Tuesday/Thursday classes
Wed	July	14	Last day of Monday/Wednesday classes
Mon	July	19	Final grades due to the Registrar’s Office by 11:00 a.m.

SUMMER SESSION II – 2010

Thu	July	15	Classes begin
Wed	July	21	Last day to add credit classes
Wed	July	21	Last day to drop/withdraw from credit courses/50% tuition refund
Thu	July	29	Last day to drop/withdraw - No Record - credit classes
Tue	Aug	3	Early Progress Reports due in Registrar’s Office
Mon	Aug	16	Last day to drop/withdraw with a grade of “W” - credit classes
Wed	Sept	1	Last day of classes
Fri	Sept	3	Final grades due to the Registrar’s Office by 11:00 a.m.

Please note: Dates listed on academic calendars relate to full semester classes only. Calendars for classes with a modified schedule, e.g. extended weeks, reduced weeks, etc., are available in the Registrar’s Office.

Final Exam Schedule

(Day Division)

Fall Semester Final Exams – December 17, 18, 21, 22, 2009

If your class meets **FOR LESS THAN ONE HOUR** on **Mon / Wed / Fri**

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
<i>your exam will be held on:</i>	Mon, Dec. 21 at 8:00 am	Fri, Dec. 18 at 8:00 am	Fri, Dec. 18 at 10:30 am	Mon, Dec. 21 at 10:30 am	Mon, Dec. 21 at 1:00 pm	Fri, Dec. 18 at 1:00 pm	Fri, Dec. 18 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed, or Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Mon, Dec. 21 at 8:00 am	Fri, Dec. 18 at 10:30 am	Mon, Dec. 21 at 1:00 pm	Fri, Dec. 18 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Fri, Dec. 18 at 8:00 am	Mon, Dec. 21 at 10:30 am	Fri, Dec. 18 at 1:00 pm	Fri, Dec. 18 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Mon, Dec. 21 at 8:00 am	Fri, Dec. 18 at 10:30 am	Mon, Dec. 21 at 1:00 pm	Fri, Dec. 18 at 3:30 pm

If your class meets **FOR LESS THAN ONE AND ONE-HALF HOURS** on **Tue / Thu**

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
<i>your exam will be held on:</i>	Tue, Dec. 22 at 8:00 am	Thu, Dec. 17 at 10:30 am	Tue, Dec. 22 at 10:30 am	Tue, Dec. 22 at 1:00 pm	Thu, Dec. 17 at 1:00 pm	Fri, Dec. 18 at 3:30 pm

If your class meets **FOR ONE AND ONE-HALF HOURS OR MORE** on **Tue / Thu**

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
<i>your exam will be held on:</i>	Tue, Dec. 22 at 8:00 am	Tue, Dec. 22 at 10:30 am	Tue, Dec. 22 at 1:00 pm	Thu, Dec. 17 at 1:00 pm

Fall Multiple Section Exams:

- Business, Thursday, December 17 at 8:00 am
- Mathematics, Thursday, December 17 at 3:30 pm
- Behavioral Sciences, Monday, December 21 at 3:30 pm
- Humanities, Tuesday, December 22 at 3:30 pm

Notes:

- Wednesday, December 23, 2009 is reserved for final exam make-up due to snow cancellation. The schedule will be determined as necessary.
- Final Exams will be held in the regular class meeting room.
 - Exceptions:
 - instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.
 - instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab will use the lecture period time to determine their final exam.

Final Exam Schedule

(Day Division)

Spring Semester Final Exams – May 18, 19, 20, 21, 2010

If your class meets **FOR LESS THAN ONE HOUR** on **Mon / Wed / Fri**

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
<i>your exam will be held on:</i>	Wed, May 20 at 8:00 am	Fri, May 22 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed, or Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Wed, May 20 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Fri, May 22 at 8:00 am	Wed, May 20 at 10:30 am	Fri, May 22 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
<i>your exam will be held on:</i>	Wed, May 20 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets **FOR LESS THAN ONE AND ONE-HALF HOURS** on **Tue / Thu**

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
<i>your exam will be held on:</i>	Tue, May 19 at 8:00 am	Thu, May 21 at 10:30 am	Tue, May 19 at 10:30 am	Tue, May 19 at 1:00 pm	Thu, May 21 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets **FOR ONE AND ONE-HALF HOURS OR MORE** on **Tue / Thu**

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
<i>your exam will be held on:</i>	Tue, May 19 at 8:00 am	Tue, May 19 at 10:30 am	Tue, May 19 at 1:00 pm	Thu, May 21 at 1:00 pm

Spring Multiple Section Exams:

- Humanities, Tuesday, May 18 at 3:30 pm
- Behavioral Sciences, Wednesday, May 19 at 3:30 pm
- Business, Thursday, May 20 at 8:00 am
- Mathematics, Thursday, May 20 at 3:30 pm

Notes:

- Final Exams will be held in the regular class meeting room.
 - Exceptions:
 - instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.
 - instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab will use the lecture period time to determine their final exam.



This document will guide you in managing a variety of situations that might occur when working with students. The reverse side provides important information to consider in such circumstances and information about whom to contact. Additional resources and information for working with students are available in the *GCC Faculty Handbook*.

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Injured/ill Student	Student Concerns	Disruptive Student	Dangerous Student
<ul style="list-style-type: none"> ▪ Find the nearest emergency phone and CALL PUBLIC SAFETY IMMEDIATELY (x1111 or from a cell phone 413/ 775-1111) ▪ Give as much of the following information as possible: <ul style="list-style-type: none"> ▪ Your name ▪ Location of ill or injured person ▪ Type of illness or injury ▪ Condition of injured person. ▪ Remain with the person until emergency personnel arrive and have an opportunity to speak with you. ▪ Always be sure to notify your Associate Dean of the situation. ▪ Illness – Refer the student to the Health Services Office (North Module, x1430) 	<p>This includes students with a problem or problems that may require referral to an office in student affairs.</p> <p>Personal or emotional issue – Refer the student to the Learning Center for counseling services (x1330)</p> <p>Discrimination or harassment – Refer the student to Dean of Student and Academic Affairs at x1811</p> <ul style="list-style-type: none"> ▪ Physical or learning disability – Refer the student to Disability Services in the Learning Center x1330 ▪ Talks about suicide – Contact a counselor in the Learning Center (x1330) or the Health Services Office (x1430) <u>If unable to reach someone</u>, call Public Safety at 1111. <p>In any of these situations, always be sure to notify your Associate Dean.</p>	<p>Disruptive students are those to whom one or more of the following apply:</p> <ul style="list-style-type: none"> ▪ Exhibit inappropriate classroom behavior ▪ Disruptive in class ▪ Breach GCC's <i>Standards of Behavior</i> as contained in the Student Handbook <i>Inappropriate actions aimed at an individual</i> ▪ Drug or alcohol use that affects the classroom <ul style="list-style-type: none"> ▪ If the situation does not call for immediate action, discuss it with your Associate Dean, who will help you decide the best course of action, refer you to the appropriate GCC personnel, and work with you to resolve the situation. ▪ If the situation calls for immediate action – <ul style="list-style-type: none"> ▪ Weekdays when the college is open – <ul style="list-style-type: none"> ▪ Between 9:00 a.m. and 4:00 p.m., contact either your Associate Dean/grouping office, or Public Safety (x1111) ▪ After 5:00, contact Public Safety (x1111) ▪ Evenings, Weekends and when the college is not open – contact Public Safety (x1111) ▪ Always be sure to notify your Associate Dean of the situation 	<ul style="list-style-type: none"> ▪ Immediate threat of danger – <ul style="list-style-type: none"> ▪ CALL Public Safety IMMEDIATELY (x1111 or from a cell phone 413/ 775-1111) ▪ Notify your Associate Dean of the situation ▪ Exhibits potential for dangerous behavior – <ul style="list-style-type: none"> ▪ Contact your Associate Dean, who will refer you to the appropriate GCC personnel and work with you to resolve the situation.



- Release of Information:.
- With the exception of Directory Information (student's name, major, dates of attendance, graduation date(s), honors conferred), all information about students or staff at GCC is confidential. Do not release information about class schedules, academic progress, telephone number, address, health related issues, or other information to anyone who is not a GCC employee, including parents and family members. All such inquiries should be directed to the Registrar (x1813). In addition, only GCC personnel should deliver emergency messages to students. Never disclose the location of a student on campus..

- Contact Information:**
- In the evening or when classes are not in session, on weekends and at other times when the college is not open, call Public Safety (x1111) if confronted with a situation that must be dealt with immediately.

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Telephone Numbers: (413) 775-			
Public Safety	<i>Director</i>	<i>Campus Police Officer</i>	<i>Emergencies</i>
	<i>x1299</i>	<i>x1212</i>	<i>x1111</i>
Student and Academic Affairs Groupings		<i>Administrator/ Counselor</i>	<i>Administrative Assistant</i>
Community Education		<i>x1606</i>	<i>x1605</i>
Enrollment Management		<i>x1804</i>	<i>x1816</i>
Humanities		<i>x1221</i>	<i>x1220</i>
Social and Natural Sciences, Math, Business and Technology		<i>x1441</i>	<i>x1120</i>
Professional Studies		<i>x1627</i>	<i>x1621, x1440</i>
Learning Resources		<i>x1387</i>	<i>x1386</i>
Dean of Student and Academic Affairs		<i>x1811</i>	<i>x1816</i>
Disability Services Office		<i>x1812</i>	<i>x1330</i>
Health Services Office		<i>x1432</i>	<i>x1430</i>
Counselors		<i>x1337</i>	<i>x1330</i>

DCE SALARY SCHEDULE for Adjunct Faculty

The new adjunct salary schedule, effective Fall 2008, as outlined in the 2005-2008 DCE Collective Bargaining Memorandum of Agreement, is listed below. Along with the increase, pro rata salaries will also change (see page D-8).

DCE Adjunct Faculty Salary Schedule, Effective Fall 2008

Step 1	\$846.00 per credit	\$564.00 per lab hour
Step 2	\$906.00 per credit	\$604.00 per lab hour
Step 3	\$974.00 per credit	\$649.33 per lab hour
Step 4	\$1,023.00 per credit	\$682.00 per lab hour



GREENFIELD COMMUNITY COLLEGE

Office of Academic Affairs
One College Drive
Greenfield, Massachusetts 01301
(413) 775-1206

**GCC PRO RATA POLICY
FOR UNDERENROLLED COURSES
TAUGHT BY DCE ADJUNCT FACULTY**

Policy

In accordance with Article 14 of the DCE 2005-2008 Collective Bargaining Agreement and at the discretion an associate dean, a *pro rata* salary may be offered to an instructor if a class has:

- a. fewer than 10 students enrolled for step 1 and 2 instructors
- b. fewer than 9 students for step 3 and 4 instructors

Exceptions to this policy are:

- 1. sequence courses where there are no alternatives. However, it is agreed that the first semester of a two-semester course will require a minimum of 13 students;
- 2. 3 credit courses with 4 contact hours will require a minimum enrollment of 12;
- 3. 4 credit lab courses will require a minimum enrollment of 13;
- 4. courses with capacity restrictions for which this above criteria do not apply;
- 5. the number of students for which the instructor will be paid will be determined at the end of the add/drop period, provided, however, the number shall not be less than the number enrolled when the decision was made not to cancel the course.

Pro Rated Salary Example: If you are a step 2 instructor teaching a 3 credit class, and agree to teach an underenrolled class of 7 students, your pro rated salary would be 7/10 of \$2,718 or \$1,902.60. This is calculated as follows:

step 2 rate of \$906 per credit x 3 credits x 7 students ÷ 10 students = \$1,902.60

For questions on pro rata salary calculations, please contact your grouping administrative assistant.

**DCE Adjunct Faculty Salary Schedule,
Effective Fall 2008**

Step 1	\$846.00 per credit	\$564.00 per lab hour
Step 2	\$906.00 per credit	\$604.00 per lab hour
Step 3	\$974.00 per credit	\$649.33 per lab hour
Step 4	\$1,023.00 per credit	\$682.00 per lab hour



Greenfield Community College
Office of the Registrar

The Family Education Rights and Privacy Act of 1974
Memorandum to the College Community

The Family Education Rights and Privacy Act of 1974 (FERPA) states that facilities that maintain student educational records have the discretion to classify some information as “directory information” and to release **only** that information upon request.

GCC’s directory information consists of the following:

- Student’s Name
- Student’s Major
- Dates of Attendance
- Graduation Date(s)
- Honors Conferred

Aside from this, written consent must be obtained from the student prior to the release of data that is not identified as directory information. Information such as a student’s address, class attendance record, class schedule, grades and financial status are included in the non-disclosure category.

Additionally, it is the policy of GCC that emergency messages (received by phone or in person) be delivered to students by GCC personnel only. At no time is the location of a student while on campus to be disclosed upon inquiry.

This policy applies to all students who are registered for classes offered by GCC and include workshop participants as well as those students who are enrolled in credit classes.

Requests for student information should be forwarded directly to the Registrar’s office for review and response as appropriate.

If you have questions concerning the above, please contact me at 1813 or Herb Hentz at 1809.

Heather Hoyt
Registrar

