

## **Evening and Weekend Support Services**

### ***Cancellation of Classes:***

Monday-Thursday: Faculty canceling classes after 5pm should call the AV Department at (407) 582-2419. The AV staff member will post the class cancellation form outside the appropriate classroom. Faculty should alert their dean of the cancellation and follow divisional procedures.

Saturday: AV staff will be available until 1:45pm on Saturdays for class cancellation.

**NOTE:** Faculty should alert their dean of the cancellation and follow divisional procedures

### ***Supplies:***

Monday-Thursday: After regular business hours [5pm to 9:45pm], faculty can obtain supplies at the front desk of the ASC, Bldg. 4, Rm. 109. Supplies can also be obtained in the Word Processing Center in Building 1, Room 255 until 7pm.

Saturday: Supplies can be obtained in the ASC from 10am to 4pm.

### ***Student Paper Drop Off:***

Monday-Thursday: Students dropping off papers/assignments after 5pm., should be instructed to take it to the ASC, Bldg. 4, Rm. 109 until 8:45pm. Students will be required to complete a form and leave it with the person at the front desk.

Saturday: Students can drop off papers in the ASC from 10am to 4pm.

### ***Copies of Class Materials/Op Scan Test Grading:***

Monday-Thursday: Faculty needing copies after 5 p.m. or to access the Op Scan test scanner, should go to the Word Processing Center in Bldg. 1, Rm. 255, which is open M – R until 7pm. If copies are needed after 7pm, an emergency copier and an Op Scan test scanner are located in the ASC, Bldg. 4, Rm. 109 available from 5 to 8:45pm. Instructors can make up to 500 copies per term on the emergency copier. A code for the emergency copier can be obtained at the front desk of the ASC.

Saturday: Copies and Op Scan test grading can be done in the ASC from 10am to 4pm.

### ***East Campus Security After Hours:***

(407) 277-0332

(321) 689-3541

# **STUDENT PAPER/HOMEWORK DROP-OFF at the ASC**

## **TIME OPEN:**

Students may drop off papers/homework at the ASC, Building 4, Room 109 during the following hours:

<b>Monday-Thursday</b>	<b>5PM until 8:45PM</b>
<b>Saturday</b>	<b>10AM until 4PM</b>

## **PROCEDURE:**

1. Students will complete the “Receipt for Student Paper/Homework” form on NCR paper.
2. VCC staff member on duty will sign at the bottom where it states: “Received by.”
3. Attach original white form to the student’s paper, place in inner-school envelope, and mail to the instructor.
4. The bottom pink slip will serve as the receipt and given to the student.
5. The yellow copy will be filed alphabetically by the student’s last name in our “Receipt Box” for our records.