

WHAT TO DO IF...QUICK ANSWERS

This section contains a brief overview of the information that you need to get off to a quick start. Details on some topics are provided in later sections of the document—in particular refer to the sections on *Student Attendance and Class Rolls* and *Grades and Exams*.

- **Running Late**
See your department policy.
- **Not able to meet a class**
Notify the department office so they can make arrangements to cover your class. This may involve some or all of the following.
 - Proctor for exams
 - Assignments, class work
 - Note on classroom door
 - Note: Department Offices are closed after 5pm (Math Department closes at 7:30pm). See your department policy for procedures to follow after 5pm.
- **Have a Classroom emergency**
Call Security at 2000 or (407) 277-0332 after hours.
- **Have problem with computers or software during class times**
All classrooms in Building 8 and some other rooms around the campus have been designated as “SMART” or “BRIGHT” classrooms. These rooms have a teacher station, DVD, remote-operated projector, etc. The equipment for the instructor station is inside a cabinet, and all faculty must attend training (which only takes a few minutes) before a key can be issued to this cabinet. Any faculty with classes in Building 8, or any other classroom like this, should contact Art Ward (407-582-2606) or Migdalia Otero-Olan (407-582-2472) to schedule the training.
- **Have a student with a disability**
It is the student’s responsibility to provide you with paperwork defining their needs. If the student does not have the paperwork, ask them to secure it before you can make adjustments for the student. The student’s needs may consist of some or all of the following:
 - note-taker, “extra time requirements”, quiet room in testing center

If the student’s request involves special hardware or software, please notify the department office immediately. The office will need to know the nature of the special need, the time of the class, classroom number, and workstation number. Obtaining, installing, and configuring the necessary items to meet the needs of disabled students will be a priority concern for the department staff. For additional information, see the section on Students with Disabilities.

If the student needs extra time for hands-on computer tests, there is now a testing center located in 8-102 which provides facilities with computers. Check their website at <http://east.valencia.cc.fl.us/departments/ctc/index.html>.
- **Have a student with a grade problem**
The Valencia Catalog outlines the procedure for a student with a grade grievance. Most problems can be avoided by outlining the specific requirements in your syllabus. Refer to the syllabus discussion and the Valencia Policies Section.

- **Need word processing**
Word Processing is located in Building 1-255. They provide a number of services to adjuncts. Some of the services are listed below and in a separate section in this document..
 - On-line info (email in document, have copies delivered to mail box or pickup)
 - Special Hours for adjuncts (5-7pm, emergency copying for adjuncts)
 - Mail back feature (tests should be picked up)
 - Scantrons, grading scantrons
 - Typing from handwritten notes
 - Available in 1-255.
 - There is a copy machine in the department office for emergency use when less than 5 copies of a document are needed. This machine operates on a code. If you would like a code for the machine, contact Joe Lynn Look.

- **Need office supplies**
Stop by your Department Office or the Word Processing Center, Rm. 1-255 if you need office supplies.

- **Classroom is locked**
Call Security at extension 2000 (407) 277-0332 after hours) or contact lab in Bldg 2-304 (x 2121). The lab assistants will notify someone in your building to open the door.

- **Student Asks to be Added to Class**
In some rare instances where a mistake in the student registration has been made on the part of the college, an instructor may be asked if a student may be added after that first meeting. This will only be done if there was a problem with the registration, and will not be done for students who are attempting to register late. No student will be added to a class without the consent of the instructor. Instructors should not tell students that they can join a class after it has begun, as this is a violation of the college's "start-right" procedure.

- **Assign a "WP" or "WF" Grade in Atlas**
Assigning a "WP" or a "WF" for a final grade requires that you first enter a "W" grade in the Midterm Grade Report. After entering the "W", you must wait for it to be processed, which may be 30 minutes or more depending on the backlog. To give yourself enough time, try to enter any withdrawals early in the last week of classes so that you will be able to enter the final "WF" or "WP". For additional information on grades, see the section entitled Grades and Exams in this document.

- **Have Trouble Submitting Grades in Atlas**
Faculty attempting to submit grades from a work or home computer may be blocked by their firewalls from inputting grades into Atlas. Try early in the term to determine if you can use your home or office computer to submit grades; the Midterm Grade report is a good place to start!

It is imperative that grades be entered by the deadline. Please contact Atlas Help or department dean if problems arise.

- **Student is incorrectly Withdrawn**
If a student accidentally withdraws himself/herself, or you withdraw a student and then decide to reinstate, please email the student name, VID and course

reference number to the dean. Reinstatements will not be done on student request unless verified by the instructor.