



# Adjunct Faculty Handbook

Academic Year \* 2017–2018



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## GENERAL INFORMATION

### BERGEN I.D. CARD

All staff, faculty, and students are required to obtain an ID card from the Office of Public Safety, L-154, on the Paramus campus or Room 101 at Bergen Community College at the Meadowlands. Everyone is required to have the card in their possession while on campus and to produce it on demand. This card also serves as a library card for checking out books and activates the entrance to the staff parking deck on the Paramus campus. Your employment status as an adjunct must have been verified by the Adjunct Administration Department before an ID card can be obtained.

### BERGEN EMAIL

Email accounts are provided to all members of the College community. If you are a Bergen Community College faculty member, and do not have a College email address, your department may not have completed the Network/Exchange Account Request form for you. You can contact your department or you can access the form at <http://www.bergen.edu/forms>. You can complete it and return it to your department for a signature of approval. Once the account is created an email is sent back to the requesting department, and the email account information will be forwarded to you. *Here is an example of the email you will receive with instructions for accessing your account:*

**Subject:** FW: Incident 99999 has been closed

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**Resolution:**

**Employee Name:** Joe Faculty  
**Bergen Username:** jfaculty  
**Email Address:** [jfaculty@bergen.edu](mailto:jfaculty@bergen.edu)

Initial Password  
The first two (2) letters of your last name, with the first letter UPPERCASE, followed by the last six (6) numbers of your College ID number. (Leave off the first zero) Your College ID number can be found on your Employee ID Card.

For example:  
Last name Smith and College ID# 0123456  
Initial password = Sm123456

Password Requirements  
Your new password must be a minimum of 8 characters long with at least one UPPERCASE letter, one lowercase letter, and a number. Your password cannot be the same as your previous 6 passwords, and cannot contain any part of your name or Bergen username.

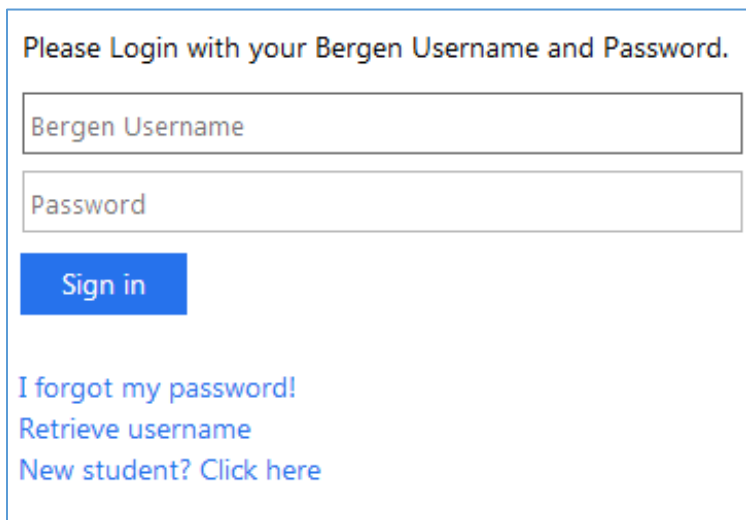
Your Bergen Username and password are used to login to any computer on campus. You can access Email in your office using Microsoft Outlook. You can also access Email, WebAdvisor, and Moodle from the Internet at the Bergen Portal <https://my.bergen.edu/>.

Please contact the ITS Help Desk at (201) 879-7109 or [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu) if you need assistance or have any questions.

Bergen considers email a tool for business purposes, so it is important that it be used in an efficient, effective, ethical, and lawful manner. Email communications should follow the same standards expected in written business communications and public meetings. Your email account will be active as long as you teach at the college. If you have any questions regarding your email or portal account, contact the Help Desk directly at (201) 879-7109 or [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu).

### MY.BERGEN.EDU PORTAL

Go to <https://my.bergen.edu>, and enter your Bergen Username and Password. Click Sign in. You can look up your Bergen Username by clicking “Retrieve username” and following the prompts. If you forget your password, click “I forgot my password!” and follow the prompts to setup a new one.



Please Login with your Bergen Username and Password.

Bergen Username

Password

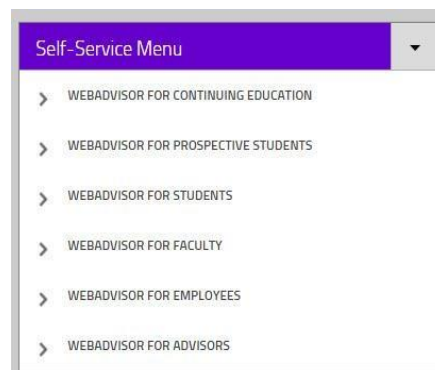
Sign in

[I forgot my password!](#)  
[Retrieve username](#)  
[New student? Click here](#)

### WEBADVISOR VIA MY.BERGEN.EDU

WebAdvisor is a self-service feature providing workflows that allow you to view information stored in the College’s administrative information system wherever you have Internet access.

Through WebAdvisor, you can check your section enrollment or view and print your schedule or class rosters. You will also enter final grades via Web Advisor. To access the Self-Service WebAdvisor features, login to <https://my.bergen.edu> using your Bergen Username and Password. WebAdvisor is located in the Self-Service Menu on the bottom right of the page.



## INFORMATION TECHNOLOGY SERVICES HELP DESK

The Help Desk provides user technology support onsite at the walk-in location on campus, via phone, and online. We are the front door that connects users to a full spectrum of help and support resources. The Help Desk is the quickest and easiest way to get help and is staffed with representatives who are ready and waiting to take your phone call. ITS has a knowledgeable staff that can help you with the following and much more:

- my.bergen.edu Portal, Bergen Email, Moodle, and WebAdvisor on the Portal at <https://my.bergen.edu>
- Software and Hardware Issues
- Smart Classroom Equipment -- Instructions are located on the desktop of the teacher's workstation in the classroom
- Wireless and Internet Access -- Login to Wi-Fi using your Bergen Username and Password

Many issues can be resolved over the phone or by remote computer access. If your issue cannot be resolved remotely, ITS will dispatch a technician to your classroom – regardless of your location. ITS's goal is to be there as quickly as possible, so please be sure to let them know when you call if you are having a classroom emergency.

To quickly facilitate your request, please provide the following information:

- Your 7-digit College ID# and Bergen Username
- Telephone Number and Location
- A detailed description of the problem
- Exact error messages and steps leading to the problem

<b>How to Reach the Help Desk</b> Location: In the L-Wing across from the Office of Public Safety Phone: (201) 879-7109 Email: <a href="mailto:helpdesk@bergen.edu">helpdesk@bergen.edu</a>	<b>Help Desk Office Hours</b> Monday - Friday: 8:00 am to 8:00 pm Saturday/Sunday: Closed  <b><i>*Open first 3 Saturdays of semester from 8 am - 4 pm</i></b>
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*\* At the Meadowlands the ITS office is Room 217, and Media support is Room 222.*

## **PARKING**

Every vehicle parked on campus must be registered with the Office of Public Safety in Room L154 or in Room 101 at the Meadowlands. After registering the vehicle, you will receive a decal and Motor Vehicle Registration booklet. All vehicles not properly registered or not properly parked will be issued tickets.

- On the Paramus campus, employees are to park in designated spaces in W Lot, F Lot (yellow lines) and the upper level of A Lot. (In case of an emergency, there are emergency phones located in A Lot under parking deck and on the upper level of A lot).
- *The Meadowlands* has limited staff and faculty parking spots, but you can park in any of the spots in the lot adjoining the building or across the road at 1099 Wall Street West in the yellow-lined spaces.
- In *Hackensack*, parking is available behind the Ciarco Learning Center or in an additional lot on the corner of Camden and State Street, one block south of the building. *See a Public Safety officer to obtain your parking decal or pass.*

## **ADJUNCT LOUNGES**

- On the Paramus campus, the Adjunct Faculty Lounge is in C-107 in the Pitkin Education Center. A common faculty lounge is available in Ender Hall in E-166. Each of these lounges is equipped with personal computers and printers.
- At the Meadowlands location, the two lounges are located in Rooms 221 and 427. Both lounges are equipped with copier, computers, a printer, scanner and Scantron machine.
- At the Ciarco Learning Center, the faculty lounge is located on the second floor, Room 226. It contains computer work stations and printers, phones, a microwave, and refrigerator.

## **FOOD AND DINING SERVICES**

- The Cafeteria (Gourmet Dining) is located on the second floor of the Pitkin Education Center in the C-wing. It is open Monday through Thursday until 6:00 p.m. for breakfast, lunch and dinner and on Fridays until 3:00 p.m. Dunkin' Donuts and Bergen Pizza are open Monday through Friday until 8:00 p.m. and on Saturdays until 1:00 p.m. In Ender Hall the Cyber Café is open the same hours as the main Food Court and serves freshly made espresso drinks and a wide variety of Grab & Go items. Vending machines are located throughout the Paramus campus.
- At the Meadowlands location, Gourmet Dining is located on the third floor. It is *open Monday through Friday* serving made to order grill items, salads, sandwiches and daily specials for breakfast, lunch and dinner. Hours of operation vary so please check posted hours.

- In the Ciarco Learning Center, vending machines can be found on the first floor, behind the café area. In addition, on Main Street, you will find a host of food spots, such as Subway, the Farmer's Market and some great multicultural restaurants. Coffee can be purchased at the Colombian Bakery across the street from the Hackensack location.

### **BOOKSTORE**

Bergen Community College has bookstores on the Paramus campus and at the Meadowlands location. The Bergen Community College Bookstore in Paramus is located on the main floor of the Pitkin Education Center in the C-wing. The Bergen Community College Bookstore at the Meadowlands is located on the main floor. Required texts, supplies, and general merchandise may be purchased at both locations. Students taking courses at the Meadowlands campus are encouraged to purchase their texts at the bookstore there (as some texts are specific to Meadowlands offerings).

### **PHOTOCOPYING**

Department offices can provide you with information about photocopying for class materials. You may need to ask your department for a code to use the machines. There are also machines in the Adjunct Office, C-107, and in Ender Hall, E-166. The faculty rooms in Meadowlands have copiers for faculty use only

For large amounts of printing, 70 copies or more, you are asked to use the Copy Center. Copy Requisition Forms are available in A-307 and B-305. You can send files by e mail directly to the Copy Center. Use [copycenter@bergen.edu](mailto:copycenter@bergen.edu) and provide the following information:

Budget Code: (available from Department Office)  
Name:  
Description:  
Date needed:  
Room Delivered to: (location of your interoffice mail delivery, C-107 or E-166) Number of  
Copies:  
Back to Back:  
Collate:  
Staple:  
Phone Ext:  
Paper Color:

As of spring 2016 the College is implementing pay-for-print for students using printing services in the library and in the free-time computer labs. Faculty members are encouraged to limit the amount of printing required of students and to move as much as possible toward paperless

classrooms. The Center for Innovations in Teaching and Learning will be offering workshops in techniques and practice to lessen the need for printing.

### **PAYROLL INFORMATION**

The adjunct payroll schedule is consistent with the regular payroll periods (semi-monthly). The current payroll schedule can be obtained in adjunct office. As Bergen recognizes the importance of sustainability, all employees are required to set up for direct deposit. In addition, all pay statements can be accessed online via ADP. Login instructions can be obtained via e-mail from [Payrolldepartment@bergen.edu](mailto:Payrolldepartment@bergen.edu) or by visiting the Payroll department at Scoskie Hall in person.

## **EMERGENCY INFORMATION**

### **CLASSROOM EMERGENCY PROCEDURE**

If a student appears extremely ill, (i.e. life-threatening condition), go to the nearest classroom phone and dial “6”; if no College phone is available, call 911. However, if the individual does not appear to be in a life threatening situation, we ask that you dial the number “6,” and alert our Public Safety Office to the issue and your room number. Upon their arrival, Public Safety Officers will assess the situation and decide if outside intervention is necessary.

Two other situations where you should dial “6” or call 911 immediately: if there is a fire, or if there is a crime, especially if it’s in progress.

### **GUIDELINES FOR DEALING WITH DISRUPTIVE STUDENTS**

It is important to provide clear guidelines for acceptable behavior in your syllabus in order to ensure a classroom environment fully conducive to teaching and learning. Problematic behaviors should not be tolerated. Unacceptable behavior should be brought to the attention of the student by the faculty member as soon as possible after it occurs, preferably in a private moment just after the class. Instructors should document and date specific disruptive behaviors. Instructors should not hesitate to send written messages to students about their inappropriate behaviors, keeping a copy for themselves and giving one to their department chair at the time it is sent. Students who cannot comply with reasonable standards of conduct can be removed from the classroom by contacting Public Safety by dialing “6”.

Whenever possible, faculty members should practice progressive discipline with disruptive students, beginning with verbal notification that the behaviors are unacceptable, adding written notification if the behaviors are not change, and moving to the College's formal disciplinary procedures if necessary. If a student's behavior is dangerous, contact Public Safety immediately by dialing "6".

The Office of Student Conduct is the source of policies and processes pertaining to disciplinary matters. For detailed information consult [www.bergen.edu/studentconduct](http://www.bergen.edu/studentconduct).

The Behavioral Intervention Team (BIT) serves as a central network focused on the prevention of disruptive behavior and providing early intervention. The Behavioral Intervention Team is not a crisis emergency response team, rather seeks to implement proactive strategies before an event becomes a crisis. The team will initiate responses and actions for those within the college community who show signs of serious emotional distress, or behaviors that are disruptive/ or harmful to themselves or others. For detailed information and to access the referral form, visit <http://www.bergen.edu/bit>.

### **EMERGENCY EVACUATION RESPONSE**

If the building is to be evacuated, an alarm will sound. You are to lead your class out through the nearest exit (make yourself familiar with the nearest exit and inform your students where it is located). You will lead your class 50 yards away from the building. A representative of the College will inform you when you may reenter. Under no circumstances should you use the elevators.

If you have any students who are non-ambulatory, there are areas of safe refuge next to each elevator on the second and third floor at each campus location. Make yourself and your

students familiar with them. These areas are posted. A representative of the College will check these areas when the building is evacuated. If your classroom is on the main floor, non-ambulatory students should exit the building with you and your class. If your classroom is on the second floor, non-ambulatory students may exit through the cafeteria or to go to a place of safe refuge. On the third floor, they will need to go to an area of safe refuge.



**FIRST AID**

In Paramus, the RN staff of the Center for Health Wellness and Personal Counseling provides first-aid, emergency medical response, and healthcare maintenance to all members of the campus community. All personalized medical services are offered free-of-charge in a fully accessible setting. For more information contact the Office of Health Services, HS-100, Pitkin Education Center; (201) 447-9257; [healthservices@bergen.edu](mailto:healthservices@bergen.edu) <http://www.bergen.edu/hwpc>.

At the Hackensack and Meadowlands Room 101 locations, please see Public Safety immediately.

**INCLEMENT WEATHER/SCHOOL CLOSINGS**

During the winter season, the College monitors potential storms, and prepares communication plans. When winter storms require closings, delays or other notifications, the College will utilize its [emergency notification system](#); social media ([Facebook](#) and [Twitter](#)); [www.bergen.edu](http://www.bergen.edu); and faculty, staff and student email to advise the College community. Updates are posted to these media immediately after decisions are made; if nothing is posted, the College is operating normally at that time. The College also has an emergency notification system, which can be accessed via <https://bergen.sendwordnow.com/HomePage.aspx>.

**LOST AND FOUND**

Lost and Found is handled by the Public Safety office at all locations. Many items are turned into Public Safety and never claimed. Check with Public Safety at the location where you teach if you lose anything.

## COLLEGE RESOURCES AND SERVICES

**ACADEMIC ADVISEMENT**

The Academic Advising Center provides students the opportunity to walk-in and meet with faculty advisors. The advisors will explain and discuss academic degree requirements, inform students regarding College policies and procedures, help students develop realistic educational plans, and refer students to other campus offices and resources, as necessary.

For more information, visit the Academic Advising Center in A-118, in the Pitkin Education Center or on the web at <http://www.bergen.edu/new-students/getting-started-atbergen/academic-advising>, or call (201) 612-5480 or at the Meadowlands Room 116 – 201-3019699.

## **ADMISSIONS AND RECRUITMENT**

Bergen Community College maintains an open door policy with regard to the admission of applicants. This means that most programs are open to anyone with a high school diploma or the equivalent. While, some Health Professions programs have limited space and specific entrance requirements, the College is committed to the selection of students without regard to color, age, race, creed, sex, sexual orientation, national origin, ancestry, disability, marital or veteran's status as defined by law.

The Office of Admissions and Recruitment is located in the Pitkin Education Center, Room A-115 or Meadowlands, Room 116. Students who seek to apply to the College may do so during regular office hours. For more information, call (201) 447-7200 or visit the website at <http://www.bergen.edu/admissions>.

## **REGISTRATION**

A course schedule is available each semester online at <http://go.bergen.edu> that provides all necessary course information for all locations, the registration calendar, deadlines for add/drop periods, registration forms and policy. Currently enrolled students are given priority over all new students at the start of each registration period. Students who have earned at least 44 credits towards their degree will be invited to register first during Priority Registration. After the Priority

Registration period, all continuing students will be permitted to register. The date for new student registration follows. Students are responsible for referring to the official Registration Calendar and complying with the dates and procedures contained therein. The calendar is available in the most recent registration booklet found on the homepage [www.bergen.edu](http://www.bergen.edu).

## **FINANCIAL AID**

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants and tax incentives.

The College is committed to counseling and aiding current and prospective students with financial need through the Financial Aid Office, which is located in the One Stop Area (A-129), on the College's main campus in Paramus. The office may be reached at (201) 447-7148, or by email at [financial.aid@bergen.edu](mailto:financial.aid@bergen.edu). Students may track the status of their aid application by logging onto their WebAdvisor account. For further information, visit <http://www.bergen.edu/fa>.

## **EDUCATIONAL OPPORTUNITY FUND**

The Educational Opportunity Fund program provides academic support to a specific group of students within the college population. To ensure the success of these students, faculty members are asked to complete an Academic Progress Report for any of these students who are enrolled in their class. This is done once per semester. For further information, visit <http://www.bergen.edu/eof>.

## **OFFICE OF SPECIALIZED SERVICES**

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) including the Amendments Act of 2008 state, "No otherwise qualified individual with disabilities in the United States... shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity receiving Federal financial assistance."

### *Purpose of Office of Specialized Services (OSS)*

- Review and assess student documentation to determine eligibility for accommodations.
- Provide and coordinate services and accommodations to students with disabilities so that they can freely and actively participate in all facets of College life.
- Increase the level of awareness among members of the College so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

### *Student Rights*

- Equal access to programs, services and activities at BCC
- Reasonable accommodations and academic support services
- Confidentiality of disability related documentation.

### *Student Responsibilities*

- Submit disability documentation to OSS
- Meet with OSS faculty and staff to receive accommodations
- Submit appropriate accommodation forms to your professors as early as possible each semester.
- Be proactive. Meet with professors one on one to discuss how to implement accommodations

- Follow up with OSS regarding any questions or concerns related to the college experience

#### *Faculty Rights*

- To be notified in writing (receipt of student accommodation form) about the student's need for and types of accommodations
- To receive requests for exam accommodations in a timely manner
- To receive support from OSS staff regarding any questions or concerns

#### *Faculty Responsibilities*

- Provide reasonable accommodations to students in a timely manner
- Meet with students who have submitted accommodations forms to discuss and or clarify services being requested.
- Refer students, who disclose a disability but are not receiving accommodations, to the Office of Specialized Services
- Direct any questions regarding accommodations to OSS
- Respect confidentiality. The nature of an individual's disability, as well as the documentation, should not be shared with others

For more information please contact the Office of Specialized Services: Room L-115/ Pitkin Education Center, call 201-612-5269 or visit [www.bergen.edu/oss](http://www.bergen.edu/oss).

### **CENTER FOR INNOVATIONS IN TEACHING AND LEARNING (CITL)**

CITL helps faculty to improve student learning outcomes through the appropriate and productive use of best practices in teaching. CITL engages faculty as leaders, mentors, teachers, support teams, and participants in professional development programs. These professional opportunities help with integrating innovative strategies and techniques for both online and face-to-face classes. CITL provides formal training programs, individual consultation and when workshops are not in session, a place for faculty and staff to work.

#### *Instructional Projects/Consultation*

Any faculty member can get help designing instructional materials for their face-to-face, online, hybrid or web-enhanced courses. The Center also supports one-on-one consultation for the learning management system, Moodle, the online plagiarism prevention service, Turnitin, and other applications.

### *Training Workshops/Webinars*

CITL offers training workshops on College supported software such as Microsoft Office and Datatel Colleague, and on the use of technologies including Tablet PCs, clickers and classroom capture systems. The CITL newsletter which is published twice a year, details the upcoming workshops. CITL also offers live webinars on topics related to teaching and learning. Notification of upcoming webinars is listed on the CITL website under “News and Events.”

### *Faculty and Staff Resource Center*

CITL’s Resource Room C-326 is open to full-time and part-time faculty and staff to work on their projects when workshops are not in session. The room has smart classroom capabilities including a document camera, scanners, printers and DVD/VCR playback equipment. It has state-of-the-art personal computers for designing multimedia projects and has full Internet connectivity. In addition to Microsoft Office, the computers are equipped with software such as the Adobe Suite, Windows Movie Maker, Turning Point for clicker slide creation, Camtasia to record presentations, Snagit for screen captures, Respondus for batch uploading of exams, as well as other software.

### *Moodle and The Web-Enhanced Program (TWEP)*

Bergen Community College provides access to the learning management system Moodle to all faculty. To get started, fill out a course shell request form at [www.bergen.edu/courseshell](http://www.bergen.edu/courseshell).

To access Moodle once your shell is created, login to <https://my.bergen.edu/> using your Bergen Username and Password. Moodle is accessed through the **My Class Sites** menu on the right side of the page.



You may request access to the self-paced online training program the Web Enhanced Program (TWEP) from the course shell request form.

TWEP is a self-paced online program designed to teach faculty how to use the College’s learning management system, Moodle, to enhance face-to-face courses. Faculty learn online

class fundamentals, such as creating web friendly documents and making them available to their students, providing students with links to important websites in their courses and using email in Moodle. TWEPE also is offered as an in-person workshop several times a year. Dates and times can be seen at [www.bergen.edu/citlworkshops](http://www.bergen.edu/citlworkshops).

To report any problem with using Moodle, please contact CITL or send an email to [citl@bergen.edu](mailto:citl@bergen.edu). For technical assistance during business hours, contact the ITS Help Desk at 201-879-7109, Option 1. For technical assistance after business hours, contact the 24/7 Moodle Help Desk at 201-879-7109, Option 2 or 1-877-612-5381. The 24/7 Moodle Help Desk is primarily for student assistance, but they will try to assist you with technical issues after hours.

You may also find answers to questions on the Moodle.org site a discussion board supported by the user community or Visual tutorials put together by the Moodle support group.

### **THE HENRY AND EDITH CERULLO LEARNING ASSISTANCE CENTER**

The Cerullo Learning Assistance Center (CLAC) is comprised of the Tutoring Center, Math & Science Walk-In Center, Writing Center, the English Language Resource Center, and the Testing & Tutoring Center at the Meadowlands Campus. Peer and Professional Tutors are employed in all divisions of the CLAC.

*Tutoring Center Services* - [www.bergen.edu/tutoring](http://www.bergen.edu/tutoring)

- One-on-One Appointments
- Drop-In Assistance
- Math & Science Walk-In
- Writing Walk-In
- Reading Comprehension
- Supplemental Instruction (SI)
- In-Class Tutoring
- In-Lab Tutoring
- Study Groups
- Permanent Appointments
- Workshops
- Online Tutoring: SMARTHINKING

*Writing Center (WWIN) – L-125*

Students can receive quick assistance with:

- Writing and Reading Across the Curriculum

- English Basic Skills, Composition, and all Literature courses
- Developing writing, revision techniques, and time management skills
- Becoming familiar with citation guides such as MLA, APA, and Chicago

Math & Science Walk-In Center (MSWIN) – L-125

Students can receive quick assistance with:

- Assignments on MyMathLab, homework, or studying for an exam
- Obtaining practice worksheets or cumulative reviews for finals and proficiency tests
- Reinforcing learned concepts and applying them to solve problems
- Basic Mathematics, Algebra, Pre-Calculus, and Calculus I
- Chemistry, Physics, Biology and Computer Science upon tutor availability

English Language Resource Center (ELRC) – C-212 <http://www.bergen.edu/elrc>

In the ELRC, students who are not native speakers can improve their English through:

- Individual tutoring
- Multimedia computer programs
- A borrowing library of audio CD's and books
- Intercultural Conversation Partners (ICP)
- Conversation groups
- Workshops

Office of Testing & Tutoring at the Meadowlands Campus – LYN-202

The Testing & Tutoring Center at the Meadowlands aims to offer BCC students with a seamless tutorial experience at the Meadowlands Campus through:

- One-on-One Appointments
- Mathematics & Science Walk-In
- Writing & Humanities Walk-In
- Study Groups
- In-Class Tutoring

**TESTING SERVICES**

The Office of Testing Services (OTS) in Room S-127 provides faculty with the service of proctoring make-up tests for students who for compelling reasons such as ill-health, accident, or other extraordinary circumstances, are unable to take scheduled in-class major examinations proctored by the instructor.

*When employing the Office of Testing Services (OTS), you are asked to follow these guidelines:*

- Faculty should present to students a clear and consistent make-up testing policy for each class.
- Require that the student initiate the request for a make-up examination. Please remember that OTS provides make-up testing as a last alternative to students who are unable to take in-class examinations.
- For reasons of security, develop different versions of tests and always note your full name and course name on each page of your tests.
- When depositing make-up tests in OTS for administration, please be sure to complete the Examination Administration Request form available in OTS and submit the form and the exams directly to the OTS staff for prior review to ensure that the request is consistent with these guidelines. OTS does not accept submissions via interoffice mail, email, slipped under our office door during off hours, or via fax for reasons of security. All submissions must be made in person at the reception area in S-127.
- Please do not submit make-up tests for testing an entire class.
- Please be aware that make-up exams are not open-ended. When depositing make-up exams in OTS, explicitly indicate on the request form the last date by which the student must complete the examination. OTS will not accept undated or open-ended make-up tests. The day after the make-up test's deadline, faculty is responsible for picking up their completed examinations at the reception area in S-127.
- When directing students to OTS for their make-up tests, instruct your students to arrive at OTS with valid photo identification, to know their instructor's full name and to allow sufficient time to take and complete their test before the official closing time. OTS will not administer tests to students who do not have proper identification or who do not arrive to allow sufficient time to take their tests; OTS will direct these students back to the instructor. While classes are in session, OTS's regular hours are distributed via email and posted at the S-127 entrance.

For additional information, contact The Office of Testing Services, at (201) 447-7203 or visit the Pitkin Building, Paramus, Room S-127 or visit the website [www.bergen.edu/testing](http://www.bergen.edu/testing)  
Arrangements for testing can be made at the Meadowlands location.



## **SIDNEY SILVERMAN LIBRARY**

### *Library Services for Faculty*

Library Hours: Mon.-Fri.: 7:40 am -10:40 pm; Sat. 9 am-4:30 pm 2nd floor of Pitkin Education Center. Please check the Library Web site [www.bergen.edu/library](http://www.bergen.edu/library) for Library hours at BCC at the Meadowlands.

### *Online, Multimedia, and Print Resources*

E-books, streaming video, journals, newspapers, encyclopedias, and other reference resources are available online for class assignments, 24/7. Find links to all of our databases and a searchable list of all journal holdings on the Library homepage. Authentication is needed for off campus access to subscription databases: use your last name and your seven-digit BCC ID number. The Library also has an extensive print collection and permits semester-long borrowing for most print items.

### *Reference Services*

Reference Librarians are available at the Reference Desk, by phone (201-447-7436) , and email from 8am to 10pm, Monday to Thursday; until 6pm Fridays; and 9am to 4:30pm Saturday. They assist your students in their research assignments, papers, and bibliographies. Ask about the Library 1 on 1 Service too.

### *Library Instruction Classes*

Library instruction is available during all regularly scheduled class hours. To request a class, use our online request form at [www.bergen.edu/library](http://www.bergen.edu/library). Librarians can tailor library instruction to the needs of your students. Requests must be received at least two weeks in advance.

Please supply a copy of the assignment, topics, and course syllabus.

### *Course Reserves — Textbooks & Electronic Reserves*

The reserve collection includes most BCC textbooks. Students may use reserve material in the Library for up to 2 hours. To place other materials on reserve, email [reserves@bergen.edu](mailto:reserves@bergen.edu). To create e-reserves, visit the Service Desk, email [ereserve@bergen.edu](mailto:ereserve@bergen.edu) or contact the E-Reserve Coordinator at 201-447-7982.

### *Media Services*

Media Services provides multimedia materials, equipment and expert assistance for library and classroom use. Equipment for classroom use include: PET stations (combination of laptop, project and DVR), VCRs, TVs, projectors, and audio equipment.

To reserve equipment for use in the Pitkin Education Center or Ender Hall, call 201-447-7972 or use the online request form at [www.bergen.edu/library](http://www.bergen.edu/library). Equipment and materials must be reserved 24 hours in advance. For media requests at the Meadowlands, call Media Technologies at 201-301-1285.

### *Interlibrary Loan*

If the Library does not own the book or article that you need, the staff will make every effort to obtain it from another source. Please use the online Interlibrary Loan form on the Library Web site [www.bergen.edu/library](http://www.bergen.edu/library). Note that DVDs, CDs, and videos cannot be borrowed from other libraries.

### *Collaboration*

BCC librarians are liaisons to all academic departments. They collaborate with faculty and solicit input on Library services and selection of materials. Librarians are available to provide brief individual orientations to Library services along with assistance on research projects. Visit the Library Web site for the list of liaisons.

## ACADEMIC POLICIES AND PROCEDURES

### **ATTENDANCE AND ABSENCE POLICY**

Students are expected to attend all class meetings punctually. However, no uniform collegewide policy on student attendance exists. All instructors must have a clearly stated absence and lateness policy (whether departmental or individual) in their course guides (syllabi), including how attendance will affect final grades. In several cases (e.g., math) a department policy is in place, which instructors in these areas should follow. It is important to have accurate attendance records since assigning an “E” grade requires a notation of “Last Date of Attendance.”

## **CLASS CANCELLATIONS**

If you are unable to meet for a class session, please notify your department AND the Adjunct Administration Office. During your call you must provide your full name, course id and section, course name, scheduled start time, and class location. Cancellation information will be posted in the main lobby of Pitkin Education Center, in the lobby in Ender Hall and across from the elevators in the Meadowlands building. Class cancellations notices can also be accessed online by using <http://ww3.bergen.edu/pages1/pages/cc.aspx> or through the Bergen home page <http://www.bergen.edu/> under Current Student / Student Support Services .

Please note that class cancellations and their subsequent postings can be made by calling the Adjunct Administration Office at (201) 447-7172 from 7:45 - 9:00 a.m. and 4:00 - 7:00 p.m. daily and on Saturdays from 8:00 a.m. - 4:00 p.m. At other times, please call your department secretary. In addition, if you teach in the Meadowlands, please call the Welcome Desk 201447-7920 to let the staff know you are cancelling class.

## **CLASSROOM POLICIES**

Any person attending a class, lab, or workshop must be registered as a student, except for (i) those special guests, speakers, or others granted temporary access to the classroom by the instructor, and (ii) College officials while conducting their official duties.

In addition, children are not allowed in the classroom, as stated in the Bergen Community Policy Manual: "Because of disruption of the teaching and learning process, the College discourages students from bringing children to classes."

Furthermore, Bergen Community College policy discourages students from bringing their children on campus and leaving them without supervision by a responsible adult while they attend classes. Supervision cannot and will not be provided by staff in the library, student center, gymnasium, cafeteria, office, or any other facility. The administration, faculty, and staff of the College are concerned about the safety and well-being of unsupervised children.

For information about the Child Development Center at BCC visit <http://www.bergen.edu/cdc>.

## **CLASS LISTS/ROSTERS**

Rosters are available online as you login into your my.bergen.edu account.

The attendance roster and the semester grade roster must be given to your department at the end of the semester. You are strongly encouraged to photocopy these rosters for your personal records before you hand them in to your department at the end of the semester.

Please regularly check the listing against the names of the students actually attending your section(s). Students who do not appear on your roster that you have a final grade for should be treated as a student not officially registered or paid. If you have a student attending whose name does not appear on the listing for that section, please ask that student to report to the Registration Office Service Window to resolve the problem.

### **END OF SEMESTER PROCEDURES**

No later than 48 hours after the final class session, you need to submit the following clearances:

- a. Faculty End of Semester Responsibilities Guide & Cover Sheet (signed/dated, make a copy)
- b. Original Attendance Roster (signed/dated, make a copy)
- c. Original Grading Roster (signed/dated, make a copy)
- d. Final Grade Roster printed from WebAdvisor (signed/dated, make a copy)
- e. "N" grade contract for each affected student must accompany each Final Grade Roster on which you have recorded an "N" grade. (signed,dated, make a copy)

The End of Semester Responsibilities Form may be obtained from our web page and in the Adjunct Administration Office (Room C-107) or from your academic department secretary at the end of the semester. This form must be submitted to your Department office when grades are turned in. If you teach in the Meadowlands, you may hand in your End of Semester paperwork to the Meadowlands Administration offices – either Room 430 or Room 319.

### **FINAL GRADES**

Final grades are assigned by instructors at the end of each semester or session. Final grades may be viewed by students through Web Advisor at [go.bergen.edu](http://go.bergen.edu). Students also may request an academic report reflecting their final grades from the Office of Admissions and Registration.

The following are grades that may be assigned by the instructor:

- |    |           |
|----|-----------|
| A  | Excellent |
| B+ | Very Good |
| B  | Good      |

C+	Above Average
C	Average
D	Below Average
E	Unofficial Withdrawal
N	Incomplete
F	Course requirements have not been satisfactorily met; Course must be repeated to earn credit

### **“N” GRADE**

Incomplete grades (“N”) indicate that a portion of required coursework has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach an agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the “N” grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract (which is available in the Registration office) with the exception of missing the final exam due to an emergency. All “N” grades that are not resolved by the deadline in the academic calendar will be converted to grades of “F” Course Failure: Course requirements have not been satisfactorily met.

### **“E” GRADE**

E Grade (Unofficial Withdrawal) *An “E” grade can only be assigned to a student who ceases to attend a course prior to sixty percent (60 %) of the duration of the semester, and fails to officially withdraw from that course.* Students who do not satisfy the two conditions are assigned an earned grade (e.g., A - F). When entering grades on Web Advisor, “E” grades must be accompanied by the last date of attendance, which must be prior to the established date of sixty percent (60 %) of the semester.

The “Semester Academic Calendar” and the Registration Office have the “E” grade dates. Semester Academic Calendars are sent to faculty at the beginning of the term, and can also be obtained in the Office of Adjunct Administration (C-107) and your Department.

Please note that an “E” grade impacts negatively a student’s GPA, and can partially affect a student’s financial aid; therefore, instructors should always encourage the student to officially withdraw if the student indicates he or she can no longer attend class.

## **ENTERING GRADES IN WEB ADVISOR**

- Login onto WebAdvisor Homepage
- Find Self-Service Menu (located at bottom left corner)
- Click on “WebAdvisor for Faculty”
- Click on “Faculty Information”
- Click on “Grading”
- Choose a Term and Submit
- A New Screen will Come Up with the Course(s) Assigned to You
- Select Class Section One at a Time to Enter Grades
- Once Finished Entering Grades, Print the Screen and Click “Submit”

*Digital Grades* are due 48 hours after the Final Class Session- student enrollment, financial aid, graduation and transferring is affected by the timeliness of grade entry.

*Questions:* Samantha Ekizian, *Technical Assistant of the Office of the Registrar* [sekizian@bergen.edu](mailto:sekizian@bergen.edu)

If the grade is an “E”, you must click on the drop down menu in the “Notes” column and choose “Last Date Attended”. You must enter the last date of attendance (00/00/00). You will receive an error message and will be unable to submit the grades until you type in the last date of attendance.

## **CHANGE OF GRADE**

A change of grade can be made only when the change has resulted from a clerical or mathematical error or when a grade of “N” must be resolved. Once a grade is submitted to the Registrar, it becomes part of the student’s permanent college record.

To change a grade, go to Web Advisor for Faculty via <https://my.bergen.edu>. Under Faculty Information, you will find a tab for Change of Grades. You can also ask your department chair or department secretary to show you the process for online grade changes.

## **RECREATIONAL SERVICES**

On the Paramus campus, Bergen Community College has a gym, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball and softball field, and access to the nine-hole county golf course adjacent to the College. In addition, it has a Fitness Centers and Wellness Center. At the Meadowlands the Fitness Center is located in Room 316. Hours of operation are posted and the college usage guidelines are followed.

Employees may use the recreational facilities when accompanied by a workout partner and when classes are not being held. All employees must comply with guidelines for usage of the

Fitness Center. Any employee found misusing the facilities by definition of the College may lose the privilege of doing so and could be subject to disciplinary action.

**ADJUNCT FACULTY DEVELOPMENT PROGRAM – AFDP**

The AFDP permits you to accumulate hours of professional development over the course of an academic year leading to a certificate and a stipend. A first time participant who successfully completes 20 hours of approved instruction will receive a stipend of \$500. For further information go to [www.bergen.edu/afdp](http://www.bergen.edu/afdp) or send e mail to [afdp@bergen.edu](mailto:afdp@bergen.edu).

