



BEAUFORT COUNTY COMMUNITY COLLEGE
DIVISION OF CONTINUING EDUCATION
5337 US Hwy. 264 East, Washington, NC 27889
252-946-6194 • www.beaufortccc.edu



Instructor Handbook

2016-2017

About this Guide

This guide provides Continuing Education instructors with information that supports the facilitation and instruction of continuing education courses at Beaufort County Community College (BCCC). This guide covers policies and procedures but is not intended to be all inclusive. Policies and procedures may change during the course of an academic year. It is the responsibility of college employees to be aware of all policies and procedures posted at our website: <https://livebeaufortccc-public.sharepoint.com/Pages/Policies-and-Procedures.aspx>

Importantly, this guide provides directives on how to handle emergencies that could arise while on campus.

A verification statement that you have read this guide and will abide by its directives must be completed and submitted to your program director, prior to the first day of class or at contract-signing.

Employee Conduct and Professionalism Policy

Certain rules and regulations regarding employee behavior are necessary for the operation of the College and for the benefit and safety of all visitors, students and employees. All College employees are expected to contribute to a productive and cooperative effort to conduct the business of the College and to serve the students and the general public. Further, College employees have a responsibility to the College and the community to conduct themselves at the highest level of ethical, moral, and professional standards.

College and Career Readiness Instructor Manual

College and Career Readiness (CCR) instructors will be provided with an additional guide that incorporates rules, regulations, procedures, and policies related to CCR programs. It will be provided to CCR instructors by the Director of College and Career Readiness.



***Thank you for teaching at
Beaufort County Community
College!***

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July 1, 2016

Dear Colleagues:

The Division of Continuing Education at Beaufort County Community College welcomes you to the 2016-2017 year! July marks the start of another exciting fiscal year in Continuing Education. We continue to build and maintain our partnerships with the public school systems, agencies, businesses and area citizens to deliver superior training required for employment, college readiness, training of incumbent workers, as well as opportunities for lifelong learners to grow and learn through personal enrichment courses. The service that we provide to our service area is an important one. As instructors, you are an integral part of our program, and we thank you for the commitment, creativity, and enthusiasm you bring to our students and campus community.

Please take time to carefully review this handbook. Contact your program director if you have any questions or concerns. Also, please feel free to stop by my office in Building 8, Room 808A, to discuss any suggestions you may have or concerns that need to be addressed. I have an open door policy and **always** welcome the opportunity to chat with any stakeholder of our continuing education programs.

Sincerely,

Stacey Gerard
Vice President of Continuing Education
252-940-6241
Stacey.gerard@beaufortccc.edu



Beaufort County Community College Mission Statement

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

Vision Statement

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Strategic Directions

Provide courses and support services for personal enrichment and lifelong learning centered around the community's civic, economic, and cultural needs.

Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved student populations.

Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.

Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.

Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.

Prepare students to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.

Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.

Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.

Contact Information & Hours of Operation

Hours of Operation

Monday-Thursday 8am-5pm

Friday 8am-4pm

If approved by the BCCC Board of Trustees, during the summer term BCCC campus will be open Monday through Thursday from 7:30am-5:30pm and closed on Fridays.

General Contact Numbers

Campus Switchboard (day/evening)	252-946-6194
Continuing Education Information/Reception	252-940-6375
Continuing Education Fax	252-946-5416
Vice President of Continuing Education	252-940-6241
Continuing Education Scholarships	Sara Watson, 252-940-6311

College and Career Readiness

Director	Heather Collins, 252-940-6298
Minor (Age 16-17) Enrollment	Penelope Radcliffe, 252-940-6325
Assessment/Orientation	Penelope Radcliffe, 252-940-6325
HSE Testing/Transcripts	Bobbie Lewis, 252-940-6209

Business & Industry

Small Business Center	Lentz Stowe, 252-940-6306
NCWorks Customized Training	Sara Watson, 252-940-6311

Personal Enrichment Initiatives

Defensive Driving	Clay Carter, 252-940-6357
Personal Enrichment	Clay Carter, 252-940-6357

Public Safety Programs

Fire Training	Johnny Williams, 252-940-6363
Law Enforcement	Todd Alligood, 252-940-6405
EMS	Billy Respass, Director 252-940-6468
EMS	Larry Gales, Coordinator 252-940-6297

Registration and Records

Registration and Records Clerk	Eva Peartree, 252-940-6375
Records Specialist	Kendra Harrison, 252-940-6349

Workforce Continuing Education

Occupational Extension	Justin Rose, 252-940-6262
Workforce Initiatives	Lou Stout, 252-940-6307
Healthcare Programs	Crystal Reason-Harrell, 252-940-6263

Contact Information & Hours of Operation

Washington County Center

100 NC Hwy 32 North

Roper, NC 27970

Customer Service Clerk

Kitty Hedgepeth, 252-741-9090

Hours of Operation: Monday-Thursday from 9am to 2pm

Davis Center for Hyde County

33478 US Highway 264

Engelhard, NC 27824

Tyrrell Hall for Tyrrell County

906 US-64

Columbia, NC 27925

Instructor Folder

Instructors will be provided with an Instructor Folder and are expected to have this in class with them at all times; every night of class. Each instructor will be provided one folder. The Instructor Folder contains the Course Signature Roster, Attendance Sheet, Syllabus, as well as any other pertinent information or forms relating to the class.

Course Syllabus

Your program director or coordinator will provide you with a course syllabus or will assist you in creating a course syllabus using the approved BCCC syllabus template. This template can be downloaded on the Forms page of the BCCC website.

<http://www.beaufortccc.edu/repository/forms/> The syllabus includes an outline of course topics, objectives, student learning outcomes, attendance requirements, and any specific information relevant to course administration and expectations. The syllabus should be distributed to students on the first night of class and a copy maintained in the Class Folder.

Course Roster

Students may register either by walk-in, mail, or phone. The decision to cancel a class with low enrollment will be considered one week prior to the first class meeting, so students are encouraged to register at least one week before the class begins.

Instructors are responsible for ensuring that all students are listed on the course roster. Any student whose name does not appear on the course roster should be sent to the Continuing Education Registration and Records Office. Instructors should not add names to the roster unless the student brings a signed form authorizing placement in the class.

Attendance Sheet

Instructors are required to take attendance for all meeting dates of the course using the approved Continuing Education Attendance Sheet. A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Students who do not attend one or more classes prior to or on the census date of the class may be dropped from the class.

Absences may be considered legitimate and eligible for makeup at the discretion of the instructor. The student is responsible for seeing the instructor, providing the reason and relevant documentation of the absence, and requesting a make-up date and/or make-up assignment.

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. A student who leaves class early may be counted absent for that date.

Some classes may have more restrictive attendance procedures which will be noted in the class syllabus. Attendance procedures described in syllabi will be the official procedures for that class. Continuing education certification classes governed by a state

or federal accrediting agency may have attendance procedures that supersede the College's procedures.

Attendance for online students is calculated according to required assignments and a specified level of contact as determined by the instructor. Online students have a valid entry to an online class through a written assignment submitted prior to the census date.

Grading

Final grades will be issued at the end of each course by the Continuing Education Instructor on the final Attendance Sheet. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the Continuing Education Attendance Sheet Form. Continuing Education directors are responsible for ensuring that grading procedures are consistent in all courses.

Letter

- S Passed the Course
- NA* Never Attended
- I Incomplete
- W* Withdrawn
- AU* Audit the Course

*Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criteria, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Grades earned in continuing education courses are not included in GPA calculations.

Continuing Education Units (CEUs) Policy

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. A permanent transcript will be established for each non-credit student and updated each time the student completes a non-credit course. One CEU will be awarded for every 10 hours of non-credit instruction; for example, a 66-hour non-credit course earns 6.6 CEUs. CEUs are awarded to students upon earning an S grade as reported by the lead instructor on the Continuing Education Attendance Sheet Form.

The Southern Association of Colleges and Schools (SACSCOC) became the first regional accrediting agency to require that all member institutions use the CEU to document non-credit special activities.

Continuing Education Units (CEUs) Procedure

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. The number of CEUs awarded for a course is recorded on the Continuing Education transcript and on the Certificate of Completion. Students are responsible for verifying that their governing agency will provide credit for any CEUs earned through continuing education courses.

Students enrolling in Continuing Education courses will have a permanent transcript on file at the College which lists all non-credit training completed through the College. Please reference the Transcript Procedure.

Certificates of Completion for occupational extension classes are presented on the last night of class or mailed to the student's home. The Certificate of Completion provides the name of the course, instructional hours, number of CEU credits, signature lines for the vice president of continuing education and continuing education staff member, and an embossed seal.

College and Career Readiness, Personal Enrichment, and most self-supporting courses do not award continuing education units.

Scheduling of Breaks

A class is entitled to a 10-minute break for each 60 minutes of instruction. Instructors may decide when to take breaks, but breaks may not be saved or "banked" and used for longer break periods or early class dismissal. Programs typically build-in extended breaks (30 minutes to an hour) for classes running six (6) or more hours in one day; this break time is not configured into the class membership or contact hours.

Class Visitations

Classes are subject to unannounced visits and observation by college personnel as well as state compliance review officers. Instructors should have a current roster and a current course syllabus available for review in the Class Folder.

Instructor and Course Evaluations

At the last class session, instructors should provide students with a letter providing instructions to complete an online instructor and course evaluation to determine their satisfaction with the instructor and the class. Some programs have program-specific evaluations for their students (customized training, small business center, law enforcement, etc.) The online instructor and course evaluation letter will be provided to instructors by the continuing education director.

Student Code of Conduct

Students enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults. Failure to do so may result in expulsion. The campus police will make initial investigations of all breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. All incidents will be referred to the Vice President of Student Services for

review and disposal. Sanctions will be imposed on the student by the Dean of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons,
4. Physical abuse of another person,
5. Abusive language,
6. Theft of another's property, and
7. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.
8. When there is an articulable, imminent, and significant threat to the student or other individuals.
9. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact Rick Anderson, Vice President of Student Services at 252-940-6417.

Request for Instructional Supplies and Materials

Prior to the beginning of a class, instructors should notify their program director or coordinator to obtain the required supplies and materials for the class. Instructors will not be reimbursed for supplies bought without college approval.

Handouts for students can be reproduced using the copiers in the Continuing Education Registration and Records Office or the College and Career Readiness Office. BCCC also has a Print Shop available to print student handbooks or more extensive copy jobs. If you wish to utilize the Print Shop, please contact your continuing education director or coordinator for details.

Textbooks

Textbooks needed for a course will be arranged through the continuing education director or coordinator. Information regarding the Campus Store, including contact numbers and office hours, can be viewed at their website:
<http://www.beaufortccc.edu/Bookstore/book.htm>

Field Trips

Field trips should be educational and provided as economically as possible. Students may be charged fees to cover costs of field trips sponsored by the College. Out-of-state trips require additional approval.

Field trips are permissible when they are designed to enrich the learning experiences of students. A member of the College faculty or staff, designated as the coordinator of the trip, must accompany the group making the trip. The coordinator and dean/director, as well as Administrative Services, are responsible for facilitating the field trip for students.

1. Field trips are to be planned in advance. Allow time for pre-instruction, post-discussion, and evaluation with your class. Orient students in advance concerning the objectives of the trip, hazards, or highlights.
2. Secure permission from the agency in charge of the facilities to be visited.
3. All arrangements are to be made by the coordinator. Inform the students of the field trip at least two (2) weeks prior to the field trip, and plan to review any pertinent material relevant to the trip before the field trip.
4. Estimate the costs of the field trip, develop a budget based on costs, estimate the number of participants, and determine the student charge rounded to the nearest dollar.
5. Secure permission from the CE Director. An approved Continuing Education Field Trip Request Form must be completed and signed by the vice president of continuing education and the director at least five (5) days prior to the field trip.
6. Complete arrangements for class and/or office coverage while on the field trip.
7. Arrange with the dean/director for transportation and for authorization for the students to be absent (if necessary) from classes in order to make the trip. A list of participating students shall be left with the dean/director.
8. Transportation will be arranged by the coordinator.

Children on Campus

Children under age sixteen (16), unless enrolled as BCCC students, must not be left unattended on campus at any time unless they are either enrolled in a college-sponsored program or are in the constant company of a parent or legal guardian.

Volunteers

Current and former students, as well as members of the community may volunteer their time and services to the College upon the permission of the Senior Administrator for the area in which they will volunteer. Volunteers are not employees of the College and receive no compensation or employee benefits of any type in exchange for their services or work. Volunteers must be at least 18 years of age. Volunteers will not be allowed to perform any work that would violate the NC State Board of Community Colleges Code or federal and state labor laws.

Volunteers will abide by all college policies and procedures and volunteer based on the needs of the College, with no term of service expressed or implied. Volunteers are

required to sign any forms the College deems necessary including a Code of Ethics/Release of Liability form and Volunteer Application Form. Volunteers for certain College events may not be required to complete the above mentioned paperwork.

The supervisor of the volunteer is responsible for providing all necessary training and instructions for the assigned work. Supervisors must comply with all OSHA and safety standards regarding the volunteer's environment and limit their risk as much as possible. In the event of any accident or policy violation involving the volunteer, the supervisor should report all details to the Human Resources Office immediately.

Volunteer assignments will not include any work that requires access to the College's administrative computer system, employee and payroll records, or is not in compliance with federal or state student privacy laws including the Family Education Rights and Privacy Act (FERPA).

Guest Lecturers: The College has individuals that volunteer their services to the institution for short periods of time as guest lecturers to serve as an outside resource for specific blocks of instruction within a given course. The College encourages this participation because of the benefit to the instructional process and these individuals are not subject to the Volunteer Policy. Guest lecturers must adhere to the same rules, regulations, and policies required of all paid employees because of the liability assumed by the institution during their brief role in the instructional process. It shall be the responsibility of the regular instructor, Dean and Vice President of Academics to ensure that guest lecturers comply with the College's policies.

All inquiries related to the BCCC Volunteer Policy should be directed to the Human Resources Office.

Campus Security and Safety Policy

The Beaufort County Community College Board of Trustees recognize the need to ensure safety and security on campus and at College owned or operated venues. To provide safety and security the Board authorizes the BCCC Campus Police Department to ban people who are deemed to be a threat to the safety and security of the campus.

BCCC Campus Police Department Staffing/Hours

The BCCC Campus Police Department has officers on duty from 7am-10pm Monday through Friday unless otherwise notified by email.

Emergency: 9-1-1

Non-Emergency, Officer on Duty: (252) 943-8721

BCCC Campus Police Department, Administrative Office: (252) 940-6444

Comprehensive Emergency Management Plan

On the Handbooks and Manuals webpage, there is a link to the Comprehensive Emergency Management Plan with the procedures in place for responding to emergencies on the Beaufort County Community College website. The plan can be viewed at: http://www.beaufortccc.edu/repository/handbooks_manuals/

Reporting an Emergency to the Division of Continuing Education

1. Make Contact

Instructor must make contact with their Continuing Education Director in the aftermath of an emergency; contact each in the following order until you speak in person to the staff member by phone. Be sure to leave a detailed voicemail message for anyone you do not reach.

Continuing Education Director at their office phone and/or cell phone
Front Desk, Continuing Education 252-940-6375 or 252-940-6349
Vice President of Continuing Education 252-940-6241

2. Complete Student Incident Report Form

If a student sustains an injury during class or a college sponsored activity, the following steps should be taken: 1) The employee should complete a Student Incident Report; 2) The employee should provide a copy of this incident report to their supervisor as well as the vice president of their division. The appropriate vice president should notify the President of the incident; and 3) In order to file an insurance claim under the Student Accident Insurance Coverage policy, the student must submit a copy of the Student Incident Report to the vice president of student services in Building 1 within two business days. If eligible, the vice president of student services will provide the student with a claim form to complete. 4) Students have 30 days from the time of the accident to file a claim with the College's insurance servicing agent.

Active Shooter

Quickly determine the most reasonable way to protect your own life. Students are likely to follow the lead of faculty and staff during an active shooter situation.

1. Run
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
2. Hide
 - Hide in an area out of the active shooter's view
 - Block entry to your hiding place and lock the doors
3. Fight
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the active shooter

- Act with physical aggression and throw items at the active shooter

Medical Emergencies

The BCCC Police Department are not medical technicians. Any medical emergency should be reported by calling 911. Instructors must complete an Incident Report documenting the medical emergency and submit to their supervisor.

Weapons on College Property Policy

With the passage of amendments to NCGS 14-269.2, it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only. The amendment does not apply to any other weapon or firearm.
2. The person must have a valid concealed handgun permit issued in accordance with Article 54B of Chapter 14 of the North Carolina General Statutes or a permit considered valid under NCGS 14-415.24.
3. The handgun must be in a closed compartment or container within that person's locked vehicle.
4. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

Alcohol Controlled Substance Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of alcohol and illegal use of controlled substances on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 23 NCAC 02C.0210.

Therefore, Beaufort County Community College has set the following campus policies, to be implemented effective immediately:

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;

Use of alcohol is prohibited by students:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored conferences, meetings, activities, cultural events, or trips.

Inclement Weather Policy

In case of inclement weather, the president or authorized representative may close, delay operations, or abbreviate operations on campus or other sites. Announcement of College or campus closings, delayed starting times, early dismissals, etc. will be announced on local radio and television stations, the College website, social media, text messaging, and College phone system (252-946-6194). In the absence of such an announcement, the College will operate as usual.

In situations involving inclement weather, natural disasters, or other events that result in the cancellation of curriculum or continuing education classes, the College will implement a plan for rescheduling, making-up or adjusting instruction.

An announcement concerning the cancellation of night classes will be made in a timely manner. Cancellation of day classes will not mean that night classes are also canceled. A separate cancellation announcement will be made unless the early morning announcement specifically states that night classes are canceled. In the absence of a cancellation announcement, night classes will be held as scheduled.

Text Message Alerts

Cell phone registration is voluntary. There is no charge from BCCC for this service; however, if your cell phone plan includes a fee for receiving text messages you agree to incur this charge by registering. No advertising is sent through the BCCC Alert System. Once registered, you may discontinue the BCCC Text Alert service at any time by replying "STOP" to a text message. <https://local.nixle.com/signup/widget/g/1700>

Parking

All faculty, staff, and students are required to obtain a parking permit from the BCCC Police Department. Each person is required to provide a valid registration card for the vehicle they wish to register. Students are also required to provide a current student schedule displaying their student ID number. The cost of parking permits is included in tuition, however there will be a \$5.00 fee for the replacement of a lost parking permit.

Long term visitors and/or Continuing Education students will be required to obtain a temporary parking permit from the appropriate department.

All vehicles should be parked in designated areas and/or appropriately marked spaces. A campus map detailing parking areas can be found under the Maps of Campus link on

the BCCC website. BCCC employees and/or students shall not park in spaces that are designated for visitors or areas that have been reserved.

The following is a list of traffic offenses that are considered violations of BCCC's policy and North Carolina General Statutes.

1. Exceeding posted speed limit.
2. Failure to stop at stop sign.
3. Reckless driving.
4. Seat belt violations.
5. Failure to remain at scene of accident.
6. Driving without a license.
7. Expired vehicle registration.
8. Moving barricades or other traffic control devices.
9. Blocking or impeding traffic.
10. Loud music from vehicle.

The fine for each BCCC moving violation is \$15.00 unless charged on a NC State Citation.

Please be aware that this list is not all inclusive and they are the most commonly charged offenses. A full list of laws regarding traffic violations can be found in Chapter 20 of the North Carolina General Statutes.

The following is a list of parking offenses that are considered violations of BCCC's policy.

1. Failure to display valid BCCC parking permit.
2. Unauthorized handicapped parking or permit display.
3. Parking in designated fire lane or loading zone.
4. Parking on grass or unapproved surface.
5. Double parking.
6. Impeding sidewalk.
7. Backing into a space with adjoining sidewalk.

The fine for each BCCC parking violation is \$5.00 unless otherwise noted on the citation.

Failure to pay fines for a BCCC Citation will result in student and employee accounts being flagged. All NC State Citations are handled at the Beaufort County Court House on the date and time to appear.

BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy

The College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category. The College will provide

all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, visitors, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

Instructors should refer students who may approach them for assistance or information to a BCCC professional counselor at 252-940-6252.

Instructor New Hire HR Paperwork and Tax Forms

New Instructors will be expected to meet with a BCCC Human Resource representative to review and complete new hire HR paperwork and applicable tax forms. This process typically takes approximately 15 minutes. The Continuing Education Director/Coordinator will schedule this 15 minute appointment during the instructor's new hire orientation meeting.

Instructor Contracts & Payroll Checks

All new instructors will receive their first paycheck in the form of a printed check. This check will be available in the BCCC Business Office located upstairs in Building 1. Coordinators/Directors will inform instructors when this check is available, and Instructors must show their photo ID and sign for their first check.

After the first paycheck all instructional hours will be paid by direct deposit. Pay advices and W2's will be posted to individual accounts online at <https://webadvisor.beaufortccc.edu>.

Payroll checks are issued by the Business Office the last working day of the month according to the payment schedule listed on the contract and within a one-month delay cycle (arrears). Example: June class stipend is paid in July. Instructors are required to participate in the BCCC Direct Deposit Program.

Should an instructor find a contract or scheduling error, he/she should notify their program coordinator or director immediately so that a revised contract can be processed. Copies of instructor contracts can be obtained at any time by calling the Continuing Education Registration and Records Clerk 252-940-6375 and/or Registration Specialist at 252-940-6349.

Employee Username and Passwords

Username: First Name + Middle Initial (if any) + last four digits of Employee (Colleague) ID @beaufortccc.edu. Example: FirstnameM4567@beaufortccc.edu.

Passwords are initially set to the first three letters of the birth month, with first letter only capitalized, followed by the sum of the three parts of the Social Security number (SSN).

So, an employee born in January having an SSN of 123-45-6789 would have an initial password of Jan6957 because $123 + 45 + 6789 = 6957$. If you do not have an SSN, simply use a single 0 (zero) - like Jan0. If you have difficulty, try assuming no birthdate and using Xxx instead and/or no SSN and using 0 instead.

Instructions for Viewing Employee Information on WebAdvisor

Logging in to WebAdvisor

1. Access the BCCC Web Advisor Main Menu at <https://webadvisor.beaufortccc.edu>
2. Click on the Log In tab near the top-right of the screen.
3. Enter your WebAdvisor user ID.
4. Enter the password.
5. Click on the Employees bar on the right side of the screen.
6. Information available to you will be listed under “Employee Profile” on the Employees Menu.
7. Click on the information you wish to access and follow the applicable instructions below.

NOTE: For problems related to accessing WebAdvisor, please contact the Systems Administrator ‘sysadmin@beaufortccc.edu.

Pay Advices

1. Select Pay Advices under “Employee Profile”.
2. A selection screen will display a list of your pay advices in chronological order.
3. Select the pay advice you want to view.
4. After viewing, click the Close Window button at the bottom of the screen to return to the selection screen.
5. To view pay advices from previous years, select the year from the “Select Other Year” drop-down menu and click Submit.
6. To exit, click on the Employees Menu, Main Menu or Log Out tab.

W-2 Statements – Coming Soon

1. Select W-2 Statements under “Employee Profile” and select the appropriate Tax Year.
2. Click OK to return to the “WebAdvisor for Employees Menu” or the Log Out tab to exit.

NOTE: You must sign up to receive your statements online using the W-2 Electronic Consent form. (This must be done no later than XXX.) “Opting in” means that you will no longer receive paper copies of your W-2 statements.

Total Compensation Estimate

1. Select Total Compensation Estimate under “Employee Profile”.

2. This statement provides you with a snapshot of the estimated costs which BCCC will incur on your behalf during the year based on your annual salary and the benefit selections you have made, as well as employee costs.
3. To exit, click on the Employees Menu, Main Menu or Log Out tab.

If you have questions or need assistance, please contact:

HR: Emily Woolard – Director of Human Resources (252) 940-6420
Morgan Roberson Bland – Human Resources Specialist (252) 940-6492

Accounting: Cecelia Scott – Director of Accounting (252) 940-6264
Christie Lewis – Accounting Specialist Payroll (252) 940-6225

Email Instructions

All instructors have an email address that can be accessible through the Beaufort County Community College website at www.beaufortccc.edu

Once you enter your User Name and Password, click on Login. You will now be logged onto the BCCC Microsoft Office 365 email.

Passwords can be reset using the BCCC Password Reset program or by calling Network Services at (252) 940-6334.

BCCC Password Reset

BCCC is rolling out a new self-service password management web application - PwReset. In preparation for coming changes to our password policy, we need you to enroll in PwReset as soon as possible.

The brief enrollment process involves providing a few security questions and answers for future use should you need to reset your password. In the future, should your password expire or should you forget it, you can simply return to PwReset from BCCC's home page to "reset" it after correctly answering a random selection of the questions you provided. If you know your password, but would simply like to "change" it, PwReset can do that too.

Please consider the following tips when working with security questions before proceeding to enrollment:

- YOU ARE RESPONSIBLE FOR THE PASSWORD SECURITY OF YOUR ACCOUNT.
- Answers are securely stored so they cannot be viewed/recovered - even by BCCC staff.
- Select questions with answers that do not change and that you will clearly remember.
- Create custom questions if the provided sample questions are not sufficient.
- Answers do not have to be true - false answers are actually more secure. For example...

- Question: What is your mother's maiden name?
 - Answer: ducks & bunnies (word or phrase)
 - Answer: wiyymm (first letter of each word in question)
 - Answer: three (occurrences of the letter a in question)
- Question: What was the year, make and model of your first car?
 - Answer: ducks & bunnies (word or phrase)
 - Answer: wwtymamoyfc (first letter of each word in question)
 - Answer: six (occurrences of the letter a in question)
- These are suggestions - come up with your own approach that you can remember.
- If you do decide to use true answers, please keep in mind the following:
 - Select questions so that no single person would know the answer to more than two.
 - Do not use answers that can be calculated or easily guessed or researched.
 - Bad Question: What is $2 + 2$? (can be calculated – no, no, no...just no;)
 - Bad Question: What is my favorite color? (few options, easily guessed)
 - Bad Question: What is my dog's name? (can be researched – Facebook, etc.)

As we strongly discourage simply trusting e-mail such as this for matters involving your accounts, we are not providing a link to the service in this e-mail. Instead, we ask that you always separately visit the BCCC home page and use the [Manage My Password] link just below the [Email] link at the left - works great on mobile browsers too. This will ensure that you are accessing PwReset correctly and securely. In addition, I also sent an e-mail moments ago from my actual e-mail account alerting you of the arrival of this message. Finally, you should be correctly identified above and see my standard signature block below as further reassurance.

Thanks in advance for your prompt attention to this. We ask that you thoroughly read this and the help provided on the PwReset web site and attempt to complete enrollment on your own before contacting Network services for assistance to help us manage support call volume.

The number of Network Services is (252) 940-6334.

Part-time Timesheets

Any part-time instructor who completes in a New Hire Orientation session, attends approved professional development, or is a secondary instructor for a class will be paid from a part-time timesheet. This form can be found on the Forms page at the BCCC website. The direct url link is

<http://www.beaufortccc.edu/Repository/Forms/CE%20PT%20Timesheet.pdf>.

Instructors should ensure all form fields are completed on the timesheet prior to submitting to supervisor for approval.

Travel Forms (Mileage Reimbursement)

Supervisors will indicate on the Temporary Instructor Contract in the Special Comments section if mileage is approved. After the class is taught, instructors can request Mileage Reimbursement by completing the Travel Form located on the Forms page of the BCCC website. The direct url link is: <http://www.beaufortccc.edu/repository/forms/#trav> Please click on the Mileage Form only tab of the spreadsheet located in the bottom left corner once you open the spreadsheet file. All form fields should be completed before submitting the form to your supervisor for approval.

Building 8 Mailbox for Night Drops

To assist part-time instructors in submitting all paperwork/documentation related to Continuing Education classes on-time, a mailbox is provided outside the entrance of Building 8 for “night drops.” It is a locked box that is secured to the building. Instructors may use this mailbox to submit any class documentation after office hours. Instructors are asked to notify their supervisor that documentation has been placed in the mailbox either by phone or email.



Instructions for using Security Door Bar



1. Adjust the length to the door size by pressing silver button and moving up or down—up to make it longer or down to make it shorter. **Note—security door bars are already sized to fit classroom doors.



2. Place the forked end of the security door bar under the classroom door lock.



3. Adjust black pivoting ball joint to be flush to the floor with full contact.



Graphics used above as well as an informational video can be found at https://www.youtube.com/watch?v=luC_NnyMB1I

Example of a Completed Course Roster

BEAUFORT COUNTY COMMUNITY COLLEGE
 DIVISION OF CONTINUING EDUCATION
Class Signature Roster

Class Name: BLS CPR Recert Section #: SEF-3001C-PR-27
 Class Date: 05-26-16 Instructor Name: C. Mariner

	First, Middle & Last Name (Please Print)	Last 4 SSN	Signature	Daytime/Cell Number	Date
1					5-26-16
2					5-26-16
3					5/26/16
4					5/26/16
5					5/26/16
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Example of a Completed Attendance Sheet with Grades

4 Hours 11 16 8 16
BEAUFORT COUNTY COMMUNITY COLLEGE ATTENDANCE ROSTER

Class Title	BLS/CPR Recertification
Term	2016CE2
Course/Section Number	BSF-3001CPR-27
Department Code	CE00
Instructor	Marlene Oyebisi
Beginning Date	05/28/16
Ending Date	05/28/16
Course Date	05/28/16
Class Hours	
Class Type	TR

Days	Begin Time	End Time	Bldg. No.	Room No.	Location
S M T W T F S	08:00P	10:00P	012	1212	Main Campus
X					

Codes for Meeting Attendance
 E Date student enrolls class
 X Present
 # Absent
 # Hrs. Multi-entry Class
 D Instructor Drop

Grade
 S Satisfactory
 NA Never Attempted
 I Incomplete
 W Withdrawn

Student's Name/Colleague ID	Date of Class	Hours of Class	HOURS	GRADE
✓1	✓	CONED	4	S
✓2	✓	CONED	4	S
✓3	✓	CONED	4	S
✓4	✓	CONED	4	S
✓5	✓	CONED	4	S
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Instructor's Signature _____ Date _____
 Instructor's Signature _____ Date _____

Online Contact Hours _____ Total Membership Hours _____
 Seated Hours _____ Total Membership Hours _____

Date 5-26-16



BEAUFORT COUNTY COMMUNITY COLLEGE

Instructor Handbook Verification Signature Page

I acknowledge that I have received a copy of the Division of Continuing Education Instructor Guide. I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my temporary instructor contract with Beaufort County Community College. Policies and procedures may change during the course of an academic year. It is the responsibility of college employees to be aware of all policies and procedures posted at our website:

<https://livebeaufortccc-public.sharepoint.com/Pages/Policies-and-Procedures.aspx>

I understand that if I have questions or concerns at any time about the Instructor Guide, I will consult with my immediate supervisor or the Vice President of Continuing Education for clarification. Finally, I understand the contents of the employee handbook may change at any time.

Employee Printed Name

Date

Employee Signature

Continuing Education Supervisor Printed Name

Date

Continuing Education Supervisor Signature