Adjunct Faculty Handbook

Helena College University of Montana

Revised
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Introduction to the Adjunct Faculty Handbook

The purpose of this handbook is to provide Adjunct Faculty members of Helena College University of Montana (Helena College) with a guide to both the academic and personnel policies and benefits that have been affirmed through past practices and/or currently negotiated agreements between the College and its faculty in order to foster clear communications, amiable work relationships, and consistency in personnel administration.

In addition, the handbook will serve to apprise personnel of applicable College, Board of Regents, State of Montana, and/or federal policies that have a bearing on them as faculty but may not be directly associated with terms of employment, benefits, and responsibilities that are a part of current negotiated agreements.

This handbook is not intended to pre-empt or circumvent current negotiated agreements, Board of Regents, and/or State of Montana policies or to serve as an employment contract. Rather it is anticipated that the handbook will be a useful resource in regard to matters of employment and relevant information about Helena College, its mission, philosophy, goals, and objectives.

This handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to Division chairs, or the Office of the Associate Dean for Academic Affairs.

In the event that any portion of the handbook conflicts with current negotiated agreements, Board of Regents, State of Montana and/or federal policies, the aforementioned policies shall govern.

Welcome from the Associate Dean of Academic Affairs

Welcome to our campus. It is my pleasure to provide you with this information regarding your service at Helena College. You will be joining a group of dedicated and knowledgeable faculty supported by a wonderful and helpful team of staff members. The students you will get to know come to us from many different places, with a variety of academic preparations, experiences and goals. You will be challenged as an educator, but supported and encouraged to grow in all areas of faculty life. As questions arise, please do not hesitate to ask your division chair or myself. We are here to help. I also encourage each of you to get involved; the College depends on your service, just as it depends upon your excellence in teaching and professional development. We are pleased that you are part of our team, and I wish you every success.

Denise Runge, Associate Dean of Academic Affairs
Welcome from Executive Committee of the Senate (ECOS)

Welcome to Helena College University of Montana. As an adjunct faculty member, you are now a valued colleague and we are pleased to have you join our instructional ranks. An active Senate is crucial in the shared governance of Helena College. The purpose of the Faculty Senate is to serve as the official voice of the faculty in governance of the College and in creation and maintenance of the academic programs. The articles of organization and bylaws appear on the College’s website. Should you have any questions about college governance issues please feel free to contact us.

Understanding Two-Year Education

Helena College University of Montana provides educational opportunities to its community as a two-year college. Two-year education is different than four-year education, with a different focus and a different mission. In the state of Montana, two-year education has the following attributes:

- Community Focused - programs at Helena College are in direct response to our regional needs and typically do not focus on preparing individuals to work outside of our region.
- Lifelong Learning - Helena College is committed to providing opportunities to individuals throughout the age spectrum, beginning with high school programs all through retirement age.
- Accessibility - Helena College provides open entry to any individual interested in pursuing educational opportunities with a minimum level of requirements. We provide developmental courses to assist folks in skill development who may not be ready for college-level work, as well as provide a variety of access points to classes including evenings, weekends and on-line.
- Workforce and Economic Development - Helena College is a vital contributor to the economy by working with local business and industry to ensure a skilled and ready workforce.
- Transfer Education - Helena College offers courses in its Associate of Arts and Associate of Science programs that are geared to transfer to a four-year institution. Courses include math, communication, fine arts, social sciences, and natural sciences. Technical and Vocational Education - Helena College offers a variety of credentials and courses that are specifically tailored to provide skills used in technical professions. The Associate of Applied Science and Certificate of Applied Science credentials package courses in a variety of technical areas for employment purposes.
About Helena College

Mission Statement
Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

Vision Statement
Helena College will be recognized as a responsive regional provider of comprehensive educational opportunities, as a partner in economic and community development, and as a diverse and accessible community of learners. Helena College will promote excellence in education, maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

Core Themes
Through an inclusive campus and community-wide discussion of Helena College’s purpose and goals, three core themes have been identified as key aspects defining the College’s mission:

- Provide access and support; high quality educational activities and programs important to achieving student success.
- Demonstrate academic excellence; a high degree of integrity, quality and reliability in all academic and non-academic programming.
- Strengthen the community; meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to additional educational attainment through advanced degrees, and serving as a facilitator for cultural enrichment.

Strategic Goals
- Partner for student success
- Integrate planning and assessment
- Attain excellence
- Support the community
- Advance the institution
- Develop resources

Individual mission statements, objectives and action plans for these six strategic goals can be found on Helena College’s web site under “About Helena College” and clicking on the “2012-2022 Strategic Plan” or at: Helena College Strategic Plan Final Draft.

Accreditation
For information on Helena College Accreditation, please see “Accreditation” on the Helena College web site.

Helena College is accredited by Northwest Commission on Colleges and Universities. In addition, programs offered at Helena College are approved by the Montana Board of Regents, Montana
State Board of Nursing, Federal Aviation Administration, and the National Automotive Education Foundation.

Assessment is an ongoing process that Helena College uses to improve programs and responsiveness to community needs. Accreditation is how we prove our use of assessments.

**Administrative Organization**

**The Board of Regents**
For information on the Board of Regents, please go to [MUS Board of Regents](#).

The Board of Regents has full power, responsibility, and authority to supervise, coordinate, manage, and control the Montana University System, and supervises and coordinates other public educational institutions assigned by law. The Board consists of seven members appointed by the governor and confirmed by the Senate to seven-year overlapping terms. The Governor, Superintendent of Public Instruction, and Commissioner of Higher Education are ex-officio members of the Board.

**The Office of the Commissioner of Higher Education**
For information on the Office of the Commissioner of Higher Education, please visit [MUS - Office of the Commissioner of Higher Education](#).

The Office of the Commissioner of Higher Education (OCHE) is the central administrative unit of the Montana University System and the Board of Regents. The Commissioner of Higher Education, and his staff, are responsible for providing quality and timely service to the Board of Regents, government entities including the executive and legislative branches, the public and the media, students and staff, and others in the education community when they request information or assistance.

Policies and directives of the Board of Regents are communicated and implemented by the Commissioner and his staff, using the Regents' statutory and constitutional authority in an effective and professional manner.

The Commissioner’s Office works to strengthen the credibility of the Montana University System in order to provide effective advocacy and provides balance between the needs and interests of the campuses and the needs and interests of the State and our students.

**The President of the University of Montana**
Helena College is a vital part of the University of Montana system and as such falls under the direction and authority of the University President, Royce C. Engstrom.
Helena College Organizational Chart

Institution Organizational Chart
December 2013
Helena College Leadership

Dean/CEO – Dr. Daniel Bingham
Executive officer for the college, he is vested with the responsibility of administering the policies of the Board of Regents under the supervision and control of the president of The University of Montana.

Associate Dean/VP of Academic Affairs – Denise Runge
Chief academic officer for the college, she is responsible for faculty and academic issues, including serving as the Institutional Liaison for our accrediting body NWCCU.

Assistant Dean/Fiscal and Plant – Russ Fillner
Chief financial officer for the college, he is responsible for business matters and the facility.

Assistant Dean of Student Affairs – Elizabeth Stearns-Sims
Chief student affairs officer, she is responsible for departments providing support services to students.

Director Human Resources – Kim Worthy
Director of Human Resources, ADA/EEO/OSHA Officer for the college, she is responsible for faculty and staff human resources related issues.

Academic Leadership

Division chairs
General Education and Business Technology - Tia Kelley
Trades - Valerie Martinez
Nursing - Sandy Sacry

Registrar
Sarah Dellwo

Librarian
Della Dubbe

Director of Continuing Education
Mary Lannert
Programs of Study
Helena College’s academic programs of study are organized into three divisions: General Education and Business technology, Nursing, and Technology/Trades. The specific programs of study offered are described in the College’s catalog. The College is approved to grant three types of degrees/credentials: the Certificate of Applied Science, the Associate of Applied Science, and the 2-year transfer degrees (Associate of Arts or Associate of Science). Professional Certificates and Focus of Study Options are also granted, but are not considered official “degrees” and do not require prior approval by the Board of Regents.

Advisory Committees
Advisory Committees utilized by each of the educational programs at the College, are comprised of volunteers who have special expertise and knowledge in a career field. Committee members provide Helena College with input and recommendations regarding industry needs in order to assure curriculum correlation with industry standards and to provide insight into student recruitment and placement strategies. Program and department advisory committees meet at least twice a year.

Institutional Committees
The College is governed and organized via its standing committees which formulate and recommend policy to College Leadership. A current list of committees, including their function, meeting schedule, and membership is found on the College website. Current language from the Collective Bargaining Agreement with the full time faculty, affirms the importance of this shared governance structure. Some committees welcome membership from adjunct faculty; if interested, please contact your Division chairperson.

Campus Facilities, Access, and Policies

Access to Campus Facilities
Use of campus facilities is governed by Helena College Policy 600.7. The normal building hours are as follows:

- Monday through Thursday: 7:00 am – 10:00 pm
- Friday: 7:00 am – 6:00 pm
- Saturday: 8:00 am – 4:00 pm
- Sunday: Closed

Adjunct faculty may be issued a key fob for building access according to the process outlined in Policy 600.9.

Mailbox
Each campus has designated mailboxes for adjunct faculty. It is very important that you check your mailbox on a regular basis.
The diagrams below show the locations of the mailboxes on both the Donaldson Campus and the Airport Campus:

**DONALDSON CAMPUS**

**AIRPORT CAMPUS**

**Parking**
All adjunct faculty teaching one or more classes per year are issued one Helena College parking pass. Additional passes may be obtained for a fee. Please refer to and follow Policy 600.5.

**Employment Procedures and Terms of Employment**

**Collective Bargaining Agreement (CBA)**
The full time faculty at Helena College are employed under the terms and agreements specified in a collective bargaining agreement. This agreement has been negotiated in accordance with the Public Employees Collective Bargaining Act and establishes the terms and conditions of employment. A copy of the Collective Bargaining Agreement is available from each union’s campus representative.
The Collective Bargaining Agreement is between the Montana Board of Regents of Higher Education and the Helena Teachers’ Union, MEA-MFT, NEA, AFT, AFL-CIO.

**Maximum Credits Allowable under the MEA-MFT agreement**
The CBA specifically limits the number of credits that adjunct faculty may teach to eight or fewer hours per semester. Adjunct faculty may, however, be offered additional hours as substitute teachers or tutors, within limits established by the Human Resources office. For questions about teaching loads or work hour limits please contact Human Resources.

**Employee Benefits**
Benefits for faculty are administered by the Personnel Specialist at Helena College, with the assistance of the Human Resources Department at The University of Montana. Details about benefits that may be available to adjunct faculty, and related details regarding the compensation package can be found through Human Resources.

For specific questions regarding benefits, please contact the Human Resource Personnel Specialist at 406.447.6925.

**Discrimination/Harassment Complaint Procedures**
Helena College is committed to resolving complaints of discrimination or harassment in a fair and timely manner. A grievance may be filed if parties involved in any dispute are unable to informally resolve the problem (see Article 8 of the CBA).

Please see Policy 400.2 for information regarding non-union grievance procedures.
Please see Policy 400.3 for information regarding sexual discrimination complaints.
Please see Policy 400.5 for information on filing employment discrimination complaints.
Please see Policy 400.6 for information regarding reasonable accommodation and related complaints of non-compliance.

**Grievance Procedures**
Faculty of Helena College who feel that informal problem solving regarding any issue not covered by specific policies noted above has been unsuccessful or that they have been unfairly disciplined or terminated may file a grievance. Policy 400.2 provides grievance procedures for all personnel who are not covered under a Collective Bargaining Agreement, including adjunct faculty.

**Professional Development**
Helena College recognizes the importance of professional development and encourages adjunct faculty to grow in discipline and teaching knowledge through a variety of opportunities. A limited amount of funds to support such activity are available through a competitive award process under the direction of the institutional Professional Development Committee.

**Faculty Evaluations**
All adjunct faculty are evaluated via a classroom observation in their first semester of employment, and then at least annually, by the Division chairperson or another designee of the
Associate Dean of Academic Affairs. Student evaluations of each class are completed in the final weeks of the course each semester. Feedback from both processes will be shared both with the adjunct faculty member and the Division chairperson and Associate Dean.

**Personnel Files**
The College maintains a personnel file for each of its employees. These files are kept in the Human Resources Office.

**Direct Deposit/Deductions**
Direct deposits of paychecks to a financial institution of choice are available to all employees. Direct deposits are allowed for payment to a maximum of two different accounts. For more information, contact the Human Resources Department at 406.447.6924.

**Payroll Cycles**
Compensation will be paid in four equal installments on October 1, 2014, October 31, 2014, December 1, 2014 and December 31, 2014. As the compensation includes expected class preparation, no additional prep-hours will be compensated.

**Compensation**
The compensation plan for new and current Helena College adjunct faculty is $600 per credit hour. Adjuncts may request substitutes when necessary. If a scheduled instruction time is missed, you will need to fill out a monthly timesheet/leave record for the time missed. The form can be found at Timesheet/Leave Record. Missed time will be deducted from your compensation at a rate of $40 per hour. Substitute adjunct faculty will be compensated at a rate of $40 per hour and must be on the approved substitute list located in Human Resources.
Cancellation of Individual Classes
Faculty are expected to meet all classes as scheduled.

When an adjunct faculty member must miss a class due to illness or emergency, s/he is required to notify the Academic Affairs Office as soon as possible by contacting the Administrative Associate to the Academic Dean at 406.447.6929. A call or email to your division chair is also expected, in case students contact him/her for additional information. Upon return to work a timesheet must be submitted as compensation will be reduced on a pro-rata basis.

For classroom absences for approved professional development, faculty must have prior approval from the Division chair and the Academic Dean. The funding request form should be submitted in accordance with the published schedule. Whether funded or not, the timesheet should be approved in advance with detailed information regarding how any missed classes are to be covered. If the professional development activity was approved in advance, the time away is compensated as a regular work day. If the professional development activity was NOT approved, the time away will be uncompensated.

Any other reason for missing a class is to be approved in advance using the timesheet, and will be uncompensated.

Whenever faculty must miss a class for any reason, there are 2 options for ensuring that required student learning is achieved:

1. Faculty members may, in consultation and with prior approval of their division chair, establish “educationally meaningful and appropriate” student learning activities to be completed by the students before the next regular class meeting period. Such activities can be conducted individually, in groups, utilizing the Moodle online learning management system, or via other approved methods. The activities should reasonably approximate the amount of time and effort that would have occurred during a regular class meeting.
2. Faculty members may ask the division chair and Human Resources to select an academically qualified teaching substitute from the approved list to lead the class. In such cases, the faculty member is responsible to provide the substitute with a clear and detailed lesson plan including all required materials and assignments to be conducted.
Academic and Instructional Issues
The following information is based on Board of Regents policy, UM policy, Helena College policy and past practices.

Academic Calendar
An academic calendar committee meets every fall and is made up of representatives from Faculty Senate, Staff Senate, Student Services, Information Technology, Business Office, and Academics. The committee takes input from all areas before recommending the calendar to Leadership. Once approved by Leadership the calendar is send out to the campus.

Faculty representation includes three Faculty members assigned by Faculty Senate. The Faculty Senate president will ask for volunteers to serve on the calendar committee at the beginning of the fall semester.

The current academic calendar may be found on the Helena College website at umhelena.edu under “Academics”.

Academic Freedom
Please refer to the Board of Regents, Policy 302 on Academic Freedom.

Academic Integrity Policy
Helena College has adopted an Academic Integrity policy that is applicable to all members of the Helena College community.

Academic Rigor Core Value Statement
The faculty of Helena College have adopted an Academic Rigor Core Value Statement that affirms the expectations of both faculty and students in creating an environment that contributes to academic rigor. The policy is included on the common syllabus template in order that it might be provided to students on every course syllabus.

Advising
Advising: Faculty and Staff share advising responsibilities at Helena College. Faculty advisors are experts in their area of study. They answer program questions and assist students in making academic plans and registering for classes. Staff Advisors help students in transition with personal, academic and career needs. More details and specific roles are defined on the website linked above.

New students (zero credits) are initially advised through the Student Support Center. This process is designed to wrap services around students to facilitate success as well as determine course selection. After their first semester, students are then assigned to a faculty advisor. Adjunct
Assessment
Helena College uses assessment for the continual improvement of services, including instruction with assistance from Institutional Research. Adjunct faculty are responsible for assessing individual student performance as well as documenting the overall progress towards the learning outcomes on a course by course basis. Adjunct faculty assist in program assessment as determined by the division chair and/or institutional assessment process.

Text Books and Course Supplies: Adoption, Ordering, Exam Copies
Selecting materials for courses (textbook adoptions, course supplies) should be done in consultation with one’s division chair with consideration given to the item’s availability and price. Some courses may have a common text, while others are at the discretion of the individual instructor. Textbooks and most supplies (excluding tools that students will purchase and utilize in a variety of courses) must be ordered through the college bookstore via an online e-adoption process. Important deadlines apply so that materials can be available prior to the beginning of the term. More information can be found on the bookstore website. Obtaining examination copies of potential new textbooks can be arranged via the book’s publisher; assistance is available from your division chair.

Faculty Support Desk
The faculty support desk, located across from Faculty Office Suite 103 on the Donaldson campus and inside the welcome area of the Airport campus lobby, can provide information, assistance with photocopying, (24 hour advance notice is requested for copying) and assistance with obtaining minor supplies for classes such as whiteboard markers. Additionally, students needing to drop off papers or pick up papers from instructors should visit the Faculty Support Desk on the campus where the course is offered. We refer to this as the “Red Envelope Service.” A photo ID is required to pick up any graded work.

Student Confidentiality/Family Educational Rights and Privacy Act (FERPA)
Detailed information is available in Policy 300.2 on the Helena College website.

Key Points about FERPA protection that all faculty should understand:
• Federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.
• It is intended that students’ rights be broadly defined and applied. Therefore, consider the student as the “owner” of his or her education record, and the institution as the “custodian” of that record.

For specific questions regarding FERPA, please contact the Registrar’s Office at 406.447.6908.
**Course Placement and COMPASS**
Students may be required to show prior knowledge to enter into a course, including meeting prerequisites.

Incoming students must submit Computer-Adaptive College Placement and Support System (COMPASS) test scores to assist with placement in Math and English. A writing sample may be required from students to assist with placement into the appropriate writing course. ACT and SAT scores, the Montana University System Writing Assessment (MUSWA), and transferable college credits may be used in lieu of COMPASS scores in accordance with Board of Regents policies. COMPASS tests may be re-administered. Placement testing results demonstrating a need for developmental coursework preparatory to program requirements may require lengthening a student’s program of study. Placement test scores older than three years from the time of enrollment are not accepted.

**Curriculum**
Curriculum at Helena College is defined as any Degree, Certificate, or course that currently appears or may appear in the college catalog. The purpose of curriculum is to facilitate student learning through an integrated body of knowledge, principles, values and skills. Curriculum provides guidance for learning experiences that enable individuals to function effectively in school, workplace, home, and community. Curriculum reflects the educational goals and the stated mission of the college.

Academic Standards and Curriculum Review Committee (ASCRC) is responsible for reviewing curriculum at Helena College. Please see the college committee section above for information about the committee and its selection. The Curriculum Policy and Procedure Manual describes the process for development and revision of curriculum at Helena College. This manual is currently under revision by the ASCR committee as of March, 2014 and a link to the new manual will be added here when available.

**Syllabus Template**
All instructors of all courses offered by Helena College must provide a syllabus each semester, using the approved Syllabus Template (link it online).

**Guest Speakers/Classroom Volunteers**
Adjunct faculty are welcomed to invite knowledgeable and qualified guest speakers/lecturers or other forms of volunteers such as panelist or adjudicators into specific class meetings. For safety and security reasons, each such person must complete and submit a Volunteer form at least one day prior to the class visit.

**Testing Center**
The Helena College Testing Center is located in room 208 on the Donaldson campus. Students attending classes at the Airport campus can request testing services at that campus and will be provided a location when the test is scheduled. Students granted approval by their Instructor to take a makeup test or exam must schedule an appointment to do so at least one day in advance.
There is no “drop-in” makeup testing permitted. To schedule your makeup test please send an email to makeuptest@umhelena.edu stating the Instructor name, course, and the day/time you wish to schedule your test. Testing Center staff will respond to you with confirmation; in the event the requested time is unavailable due to lack of free seats in the center, alternative times will be offered. The Testing Center is also available by appointment through Disability Services for accommodative testing, and is sometimes used for other college testing such as placement tests.

**Disability Services**

Services for students with disabilities are provided at Helena College under the guidelines of several federal laws including the Americans with Disabilities Act. Access to the College's programs is provided for all qualified students regardless of ability or disability, and discrimination based on disability against any student is specifically prohibited under these laws.

Students who wish to inquire about disability services should call the Disability Services Coordinator at 406.447.6952 and request a meeting or an application for disability services.

**Other Services**

**Access to Success**

A high school diploma completion program, housed on the Helena College campus but funded by and reporting to the Office of Public Instruction, Access to Success places an emphasis on starting a professional certificate or degree in a high wage, high skill, and high demand career area while also completing high school requirements. Eligibility is limited.

**TRiO**

The TRiO Student Support Services program serves students who are from traditionally underrepresented populations, and who may be considered at some risk to completing a college education. TRiO participants must meet specific eligibility criteria. TRIO services include academic advising and Planning, personal guidance and counseling, financial guidance, tutoring, computer access, as well as needs and skills development.

**Add/Drop Classes**

Information about students dropping or adding individual courses is available in the current Catalog. When a student wishes to drop all of his/her classes, that constitutes withdrawal from the College, and entails a specific set of steps to be followed. Deadlines apply and are published on the current Academic Calendar.

**Waitlisting a Course**

Students may choose to waitlist a course if it is full. This is done through MyHC and is similar to the registration process. For further information please refer to the Policy link on wait listing a class.
Electronic Resources

Creation of Accounts for Adjunct Faculty
Computer Authentication Services (CAS) is a single sign-on for students, staff, and faculty. The CAS server allows faculty with an activated NetID (HCF#) to authenticate once, and stores a session in the web browser which allows access to MyHC, Moodle, StarFish, Email, SkyDrive, and Password Manager. To end a CAS session you must close your web browser.

- To obtain your NetID, go to Computer Authentication Services, “New User” and confirm your identity. Follow instructions on the page.
- Your NetID is the username for everything (i.e., Faculty Toolkit, Email, Moodle, and Computer login).
- Login to the Faculty Toolkit and Moodle and Starfish by clicking CAS Login.
- Your initial password is “adjunct14”. You can change your password by clicking Change Password.
- Your email account will be firstname.lastname@umhelena.edu.
- To access your email account, go to University of Montana Outlook Web App for the username and type helena\"your NetID\", and use the password adjunct14.

Helena College states that all official student email correspondence be sent to a student’s Helena College email address and that that faculty and staff consider email from student’s official only if it originates from a Helena College Student Account. This allows the College to maintain a high degree of confidence in the identity of all individuals and the security of transmitted information.

If you have questions or problems please email the IT Department at it@umhelena.edu or via telephone at:
- IT Office Phone 406.447.6960
- Jeff Block 406.439.5058
- Rick Odermann 406.461.0843
- Tim Wunderwald 406.207.1233
- Caroline Scott 406.447.6959

Faculty Resources
1. Wireless Resources
   a. All Faculty have wireless network access via ‘HelenaCollegeStaff’ on the Airport and Donaldson campuses using Helena College owned computers. Wireless access for personal machines is available via the ‘HelenaCollegeGuest’ network.
2. Print/Scan Resources
   a. All Faculty have the ability to print and scan documents. Donaldson Faculty can print black and white documents on ‘FacTosh1’ printer located in room DON103A or ‘FacTosh2’ located in DON103 Faculty Offices. Airport Faculty will print to the Toshiba printer located at the Airport Campus in room AP110. Copier codes are available through the Faculty Support Desk.
Faculty Email
Adjunct faculty can access to their Helena College email through MS Outlook Web Mail while away from campus by expanding the ‘Faculty/Staff’ tab and clicking Outlook Web Access on Helena College’s homepage.

MS Outlook Web Mail
1. Direct URL: Outlook Web App
2. Enter username and password
3. There is limited services when using Outlook Web Mail
4. Users cannot create Personal Folders when using Outlook Web Mail
5. Your email address will be firstname.lastname@umhelena.edu or lastnamefirstinitial@umhelena.edu depending on hire date and whether you worked here in some capacity in the past.

Faculty are encouraged to create a signature in Outlook for outgoing emails. To create a signature, follow the steps below.
1. In Outlook click on Tools/Options/Mail Format
2. At the bottom of the page click on Signature Picker
3. Click on New Button
4. Enter a name for your signature
5. Choose Start with a blank signature and click on Next
6. Type in your signature including your full name, title, Helena College address, Helena College official logo, and email confidentiality agreement.
7. Click on Finish, okay, apply and okay
Outlook Email Policies and Procedures

1. All employees will be given an MS Outlook email account.
2. All email is the property of Helena College and is admissible in any United States court of law.
3. Primary Email Address - Each employee who requires official access to email will receive an assigned address and an official central Helena College email account. Each employee with official access to email must designate the central Helena College email address as the primary email address for all official communication.
4. Use of Helena College Email Accounts - An employee must use only the designated primary Helena College email account for all Helena College official communications by email; an employee may not use a non-Helena College email account for Helena College official business. Violation of this policy will involve sanctions similar to those for any deliberate policy violation. In the event of disruption of internal service, and a need for timely communication, an employee authorized for official email access can use an external provider during the period of the disruption, but must place copies of such communications for archival purposes in the authorized University employee email account.
5. Email to Students – adjunct faculty must use only Helena College assigned student email accounts for all email exchanges with students, since such communication typically involves private student information. Prospective students who do not yet have University addresses and accounts will, of course, use external providers. University employees can communicate with prospects at external addresses, but must place copies of such communications for archival purposes in the authorized University employee email account, explain the security implications, and encourage prospects to use the email address that Helena College provides so as to avoid release of protected information.

If you have any further questions regarding Electronic Resources, please contact the IT staff at IT@umhelena.edu.
Starfish Student Retention System

Starfish is used by the staff and faculty at Helena College to help coordinate efforts to provide support to students and for students to be able to make appoints with staff and faculty. To learn more about StarFish, go to the Helena College web page and click on Login to StarFish.

MyHC

MyHC is used to access your class rosters, turn in midterm/final grades, view your schedule, and access your advisor menu, if you serve as advisor to any students. To access MyHC, log on through the Central Authentication Service (CAS) or click ‘MyHC’ on the top floating banner of the Helena College homepage and click log on. Enter your NetID (HCF#) and Password.

Registrar’s Office

The primary mission and goal of the Registrar’s Office is to maintain the integrity of academic records. The office provides the following core services for students, faculty/adjuncts, and staff:

- Complete and accurate academic histories
- Provide access to rosters and student information
- Requests for transcripts and enrollment verifications
- Effective method of course registration
- Verification and awarding of degrees
- Communication and administration of academic policies, past and present
- Publication of course schedule
- Scheduling of classrooms
- Compliance with Family Educational Rights to Privacy Act (FERPA), which ensures the student’s right to privacy

Midterm/Final Grades

Below are the instructions for accessing your rosters and posting midterm/final grades through MyHC. These instructions, including any possible updates or changes, are provided via email from the Registrar’s Office prior to final grade entry each semester.

1. Within MyHC, select Faculty Services then click either ‘Mid Term Grades’ or ‘Final Grades.’
2. You will be prompted to select the CRN name of the class then click submit. Note that midterm and final grade worksheets are unavailable outside of the midterm or final grading window.
3. All currently enrolled students will be displayed in the grading worksheet. Select a grade in the pull down midterm/final grade column.
4. Do not leave a grade blank. If you are unsure what to put in after looking through the options please consult the Registrar.
5. If a student earned a grade of "F", through coursework or by not attending, you must put the last date of attendance. The last date of attendance must be entered as MM/DD/YYYY for the system to recognize it. Financial Aid uses this date to determine if the student needs
to pay back some of their financial aid. Veterans Benefits also needs this date for their reporting.

6. **If a student never attended the class, a grade of "NF" should be assigned.** If the student has ever been to class, even just the first day, please use process outlined in 5.

7. **If somebody is not on your roster, but they have attended class, please inform the Registrar with their grade.** The Registrar will contact them and let them know what they need to do to earn credit for the course.

**Grade Changes**

Grade Changes may occur a semester after the original grade was given. In order to change a grade, an instructor must submit documentation to the Registrar. Forms are available in the Registrar’s Office.

**Incompletes**

An incomplete (“I”) grade may be given with the approval of the Registrar’s Office when, in the opinion of the instructor, there is a reasonable probability that students can complete the course within 1 subsequent semester. Incomplete grades may not be given in situations where students would need to retake the class or attend classes to make up missed work. Rather, it may only be used where missing work can be completed independently by the student under the guidance and direction of the faculty member.

Eligibility for an incomplete is determined within the following guidelines:

1. An Incomplete (I) may be assigned to a student when he or she has been in attendance and doing passing work up to three weeks before the end of the course, and for reasons beyond his or her control, he or she has been unable to complete the requirements on time. Negligence, indifference, or excessive absences are not acceptable reasons for students seeking an Incomplete.

2. The instructor will set the conditions for completion of the coursework. When these conditions have been met the instructor will assign a grade based upon an evaluation of the total work done by the student in the course. The instructor will need to contact the Registrar’s Office with updated grade.

3. An incomplete (I) that is not made up during the next regularly scheduled semester will automatically convert to a grade of F.

If you have any further questions or concerns, please contact the Registrar’s Office at 406.447.6908.
Class Rosters
To view class rosters, navigate to Faculty Services in MyHC and select the current semester under “Term Selection” and click “Summary Class List.” You will be prompted to select your course CRN in the pull down menu then submit and the class roster will appear. If you click on any student’s name you will be directed to their contact information on that specific student (you can use your navigational “back” button to return to the roster).

Library
The Helena College Library provides research materials and services in support of the college’s programs and lifelong learning. The Library is an inviting retreat for study or browsing and is open 8:00 am to 6:00 pm Monday through Thursday, and 8:00 am to 5:00 pm on Friday. In addition to its on-site collections of books, DVDs, journals, and magazines, the Library has extensive collections of e-books, online journal databases and reference sources available on or off campus through the Helena College website. The Library provides several specialized services for instructors including a course reserve collection, interlibrary loan of materials, personalized research help through “Book a Librarian”, and library and research instruction in the on-site or online classroom. Faculty members are invited and encouraged to share their expertise in the selection of materials through “Suggest a Purchase.” For more information or to view academic year/summer hours please consult the Helena College Library and select Faculty Services under the “Services” tab.

Student Resources
All faculty are strongly encouraged to read and understand the Helena College Student Handbook, which provides students with basic information about services as well as policies and procedures related to their rights, responsibilities, and conduct as a student and a member of the Helena College campus community. The handbook includes specific sections on the Student Code of Conduct, Student Rights, Misconduct, and Possible Disciplinary Sanctions. Each student is responsible for knowing the information included in the handbook. If more information is needed, contact Elizabeth Stearns-Sims, Assistant Dean of Student Affairs, at 406.447.6903.