



Faculty
Handbook
&
Resource
Guide
2025- 2026
(Updated 1/22/26)

The handbook is available on [Helena College's Website](#) and is updated as needed.

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2025-2026 Institutional Calendar Fall 2025



Date	
July 28	Priority Application Deadline
August 15	Final Application Deadline
August 15	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
August 20	Fall Orientation - Donaldson Campus
August 22	Fall Orientation - Airport Campus
August 25	Fall Semester Classes Begin
August 27	Last day to add classes without instructor permission
September 1	Labor Day - College Closed
September 4	Last day to add classes (instructor permission required)
September 15	Last day to drop without record and receive a partial refund
September 15	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
September 20	First Deferred Payment Due
October 15	Mid-term grades due & available on MyHC for full semester classes
October 20	Second deferred payment due
November 3	Registration begins for current degree-seeking students
November 10	Registration begins for current non-degree students
November 11	Veteren's Day - College Closed
November 17	Registration begins for new students
November 19	Last day to drop classes

Fall 2025 - Continued



November 19	Last day to drop classes
November 20	Final deferred payment due
November 26	Thanksgiving Break - No Classes, College Open
November 27-28	Thanksgiving Break - College Closed
December 1	Graduation applications are due for Spring/Summer 2026 Graduates
December 12	Last Day of Fall Semester Classes
December 13	Fall Graduation
December 16	Grades Due
December 19	Grades Posted to MyHC
December 25	Christmas Day - College Closed

2025-2026 Institutional Calendar Spring 2026



Date	
December 12	Priority Application Deadline
January 1	New Year's Day - College Closed
January 2	Student's registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied
January 2	Final Application Deadline
January 12	Spring Semester Classes Begin
January 19	Martin Luther King Day - College Closed
January 14	Last day to add classes without instructor permission
January 22	Last day to add classes (instructor permission required)
February 2	Last day to drop without record and receive a partial refund
February 2	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
February 16	President's Day - College Closed
February 17	Student Break - No classes, College open
February 20	First deferred payment due
March 6	Mid Term Grades Due & available on MyHC for full semester classes
March 16	Registration begins for current degree-seeking students
March 20	Second deferred payment due
March 23	Registration begins for current non-degree students
March 25-27	Spring Break - No classes, College Open
April 13	Last day to drop classes

Spring 2026 – Continued



April 13	Last day to drop classes
April 20	Final deferred payment due
April 27	Graduation applications are due for Fall 2026 Graduates
May 1	Last Day of Spring Semester Classes
May 1-2	Graduation
May 4	Registration begins for new students
May 5	Grades Due
May 8	Grades Posted to MyHC

2025-2026 Institutional Calendar Summer 2026



May 11	Beginning of 13-week Summer Session
May 18	Beginning of first 5-week session and 10-week session.
May 19	Last day to add first 5-week session classes without instructor permission
May 20	Last day to add 10-week session classes without instructor permission
May 21	Last day to add first 5-week session classes (<i>instructor permission required</i>)
May 22	Last day to add 10-week session classes (<i>instructor permission required</i>)
May 22	Last day to drop first 5-week session classes without record and receive partial refund
May 25	Memorial Day - College Closed
May 28	Last day to drop first 13-week session classes without record and receive partial refund
June 1	Last day to drop 10-week session classes without record and receive partial refund
June 12	Last day to drop first 5-week session classes
June 15	Beginning of 6-week session
June 16	Last day to add 6-week session classes without instructor permission
June 18	Last day to add 6-week session classes (<i>instructor permission required</i>)
June 19	End of first 5-week session
June 22	Beginning of second 5-week session
June 22	Last day to drop 6-week session classes without record and receive partial refund

Summer 2026 – Continued



June 22	Beginning of second 5-week session
June 22	Last day to drop 6-week session classes without record and receive partial refund
June 23	Last day to add second 5-week session classes without <i>instructor permission</i>
June 25	Last day to add second 5-week session classes (instructor permission required)
June 26	Last day to drop second 5-week session classes without record and receive partial refund
July 3	Independence Day observed - College Closed
July 13	Last day to drop 10-week session classes
July 17	Last day to drop second 6-week session classes
July 20	Last day to drop second 5-week session classes
July 22	Last day to drop 13-week session classes
July 24	End of 10-week, second 5-week, and 6-week sessions
August 7	End of 13-week Summer Session

Welcome to Our Campus

Welcome to Helena College! We are so happy that you are joining our family. This is a group of dedicated and knowledgeable faculty members supported by a wonderful and helpful team of staff members. We are here to help, so please don't hesitate to reach out to ask questions if you have any!

The purpose of this handbook is to provide Faculty members of Helena College with a guide. The handbook will be a useful resource in regards to matters of employment and relevant information about Helena College and its mission. You will be guided with step-by-step written instructions and visual aids on a variety of different topics and tools. There are also other contacts in here that might be helpful based on what you are looking for or working on.

This handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to the General Education Division Manager.

Academic Freedom

Academic freedom is important to the fulfillment of the purposes of the Montana University System and Helena College. The welfare and strength of The College and of society at large depend upon the free search for truth and its free expression. To this end The College shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and, for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or reprisal. This right extends to other facets of campus life to include the right of a faculty member to speak on general educational questions or about the administration and operation of The University of Montana, Helena College, and the Montana University System. The right of academic freedom shall be the right of every faculty member whether tenured or untenured. Each faculty member is also a citizen and a member of a learned profession, as well as an employee of an educational institution. When the faculty member speaks or writes as a citizen, the faculty member shall be free from institutional censorship or discipline. When acting as a private citizen, in writing, speech, or actions, the faculty member has an obligation to make it clear that the action, speech, or writing is as an individual and not as a representative of The University of Montana, Helena College, or the Montana University System.

Office of eLearning & Faculty Development

The eLearning and Faculty Development department is dedicated to supporting faculty, contributing to teaching excellence, and enhancing student success through: professional development, exemplary instructional design, effective application and integration of instructional technologies, interactive digital media development, administration and enhancement of the college's learning management system (currently **Canvas**), and the deployment of innovative emerging technologies. In addition, it expands and complements the programs at Helena College by offering a variety of online and hybrid learning experiences for our diverse student community.

Courses that are fully online or hyflex are expected to use the College's learning management system, **Canvas**, for instruction and content delivery. Use of an alternative learning platform requires approval from the Division Executive Directors.

In order to locate your class in **Canvas**. Choose "Portals" (top right), then "Employee Portal" [<https://helenacollege.edu/>]:

- Click on the Canvas icon.
- Click on 'NetID Login'.
- Enter your NetID and Password.

For **Canvas Resources** and **Training**, visit the following webpages:

- **Canvas LMS** [<https://helenacollege.edu/online/canvas.aspx>]
- **Canvas Training** [<https://helenacollege.edu/online/canvas-training.aspx>]

For **Canvas Assistance**, please contact **Canvas 24/7 Vendor Support** [<https://helenacollege.edu/online/canvas-support.pdf>].

For **other eLearning Assistance**, please contact eLearning@HelenaCollege.edu

Delivery methods using **Canvas** include the following as outlined in **BOR Policy 303.7** [<https://mus.edu/borpol/bor300/303-7.pdf>].

- Program Modality Definitions (see also **BOR Policy 940.20** [<https://mus.edu/borpol/bor900/940-20.pdf>])
 - Online Program: Any academic degree or certificate program in which all of the required coursework can be completed through online delivery.
 - Blended Program: Any academic degree or certificate program in which 80% or more of the required coursework (but not all) can be completed through online delivery.
- Course Modality Definitions
 - Internet or Online delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructors and students**.
 - Video Conferencing is characterized by a course section offered through scheduled (synchronous) interactive video, including desktop conferencing.
 - Blended delivery is designed specifically to be delivered partially online in an asynchronous format and partially through face-to-face (F2F) interaction, typically in the classroom. Both online and F2F interactions are required for the course. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit classroom course.
 - Hybrid-Flexible or 'Hyflex' delivery is any class section where students may choose to attend either in an assigned face-to-face environment or in an online environment, synchronously or asynchronously.

- o Other Distance delivery includes courses other than internet/online and interactive video, and may include correspondence courses, tape/DVD delivery, etc.

***Some online classes may require synchronous (e.g. chat rooms, online meetings, webinars, etc.) and/or onsite learning events (e.g. field trips, testing sites, etc.). Contact the instructor for more details on a specific class.*

Canvas Studio [<https://helenacollege.edu/online/canvas-studio.aspx>] is our video education and management platform for teaching and learning.

Microsoft Teams [<https://helenacollege.edu/online/microsoftteams.aspx>] is the College's designated video conferencing platform for conducting virtual meetings with students.

SMART Technologies [<https://helenacollege.edu/online/smart-technologies-resources.aspx>] help modernize for digital learning experiences and distance learning in our classrooms.

YuJa Panorama [<https://helenacollege.edu/online/yuja-panorama.aspx>] is an Accessibility Design Tool which helps instructors ensure their course materials meet accessibility compliance standards. Panorama automatically assesses course content, offers suggestions to address accessibility issues, and provides alternative formats to accommodate diverse learning needs.

Quality Matters [<https://www.qualitymatters.org/>] is a nationally recognized program, which provides online delivery training to instructors. Through the rigorous Quality Matters process, instructors can enhance their skills on the course design and learning outcomes. All instructors (especially those teaching online courses) are encouraged to take these online training workshops. Their workshops are usually two weeks.

SMART Technologies help modernize for digital learning experiences and distance learning in our classrooms:
SMART Technologies Resources

If you need any assistance with eLearning & Faculty Development, please contact:

The Office of eLearning & Faculty Development

elearning@helenacollege.edu

406-447-6364

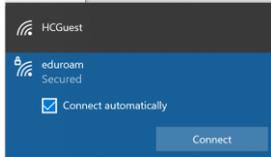
Wireless Access Instructions

Helena College Employee Wireless Access Instructions

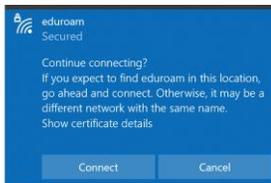
Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

1. Select the **Eduroam** wireless network from the list of available networks.

You can check the box to connect automatically if you wish



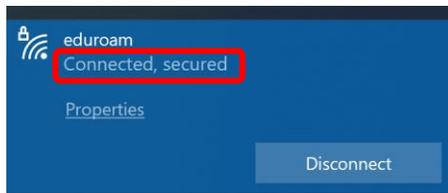
2. Select Connect at the next screen



3. At the next screen, enter your NETID (HCF#####) NETID@helenacollege.edu and your NetID Password. DO NOT select the "Use my Windows Account"; you may get another "Connect Anyway" screen, just select Connect again.



4. Once connected, you will get a confirmation screen. You can disconnect from here if you wish.



You should now be connected to the Internet and the Helena College network

If you need further assistance, please bring your device to the IT office, Room 115, Donaldson Campus.

Smartphone Instructions

Employee Smartphone Instructions

Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

1. Select the Eduroam wireless network from the list of available networks.
2. Android Phones may ask for a CA certificate. Select it and choose "Don't validate."
3. iPhone will show a certificate and you just need to accept it.
4. For your Identity, enter your NETID@helenacollege.edu and then your NetID Password.
5. Select Connect and you should now be connected to the Internet and the Helena College network

If you need further assistance, please bring your device to the IT office, Room 115, Donaldson Campus.

Accessing email on Smart device

1. On your device, open either the Play Store or Apple Store and search for “outlook”. The one you want to load has the blue  icon
2. After loading, open the app and go through the welcome screens.
3. Add an account. When prompted, enter your **HCF#####@helenacollege.edu**
4. If you are prompted for the account type, select Office 365 with this  icon:
5. You will be taken to the Helena College login screen. Login with your HCE number and password.



 For your security, please close your web browser when not in use.

NetID

[Look up my NetID](#)

Password

[I don't know my password](#)



6. There may be more informational screens that you can skip if you wish.
7. Once loaded, your email will show up.

IT Support Request

IT utilizes Help Desk Ticket software to better serve Helena College faculty and staff. Please email IT Help if you need assistance.

Email request: <mailto:ITHelp@HelenaCollege.edu>

Directions for 2-Step Verification



⚠ For your security, please close your web browser when not in use.

NetID
 [Look up my NetID](#)

Password
 [I don't know my password](#)

Sign In

When logging into Outlook, Canvas, Teams, Banner, Assessment Database, and anything that takes you to this page requires a two-step verification before you can fully log in.

The easiest way to get this set up is to download the mobile app on your phone: **Authenticator**. This is available in the App store or any device that you have.



1. After the app is downloaded, it will have you log into your Outlook account in the app
2. When logging onto your account on your laptop, a notification will pop up on your mobile device.
3. Open this to activate the two-step verification.
4. Your laptop will then fully open and access Outlook, Banner or whatever platform you are needing to open.



⚠ For your security, please close your web browser when not in use.

NetID
 [What is my NetID?](#)

Password
 [I don't know my password!](#)

Sign In



eis-prod.ec.umt.edu

An authentic NetID account is required for member services.

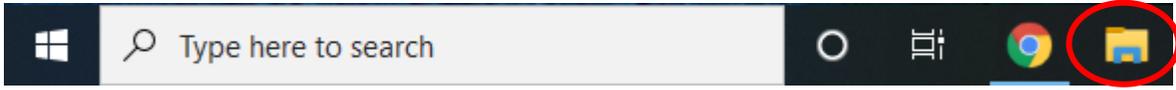
If you are needing access to anything related to the University of Montana website, for example CyberBear, then they have a different two-step verification app. This is the same if you are using VPN access as well.

UM has steps for this located [here](#).

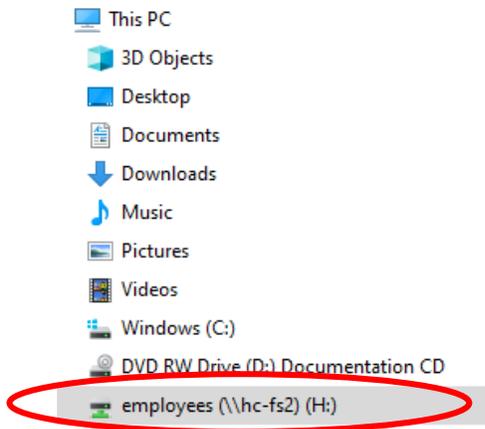
The app that you will want to download on your mobile device is called DUO Mobile. Same steps once you have it set up. A notification will pop up on your mobile device to verify the log-in.

Directions on how to set up email signature in Outlook

1. Select the File Manager at the bottom of the screen.



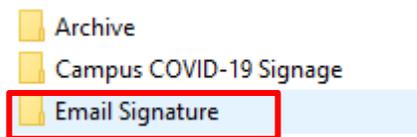
2. On the left side, look for the "Employees" drive:



3. On the right side, double click on the folder named "Marketing Materials"



4. Double click to open the folder "Email Signature"



5. Double click on the Word document named "Email Signature Template"

6. Start in the upper left side of the area you need to copy from and then click and hold your mouse button and drag to the bottom right to highlight the signature block. Either enter Ctrl-C to copy this to the "Clipboard".

Your Name | Your Title
Pronouns:



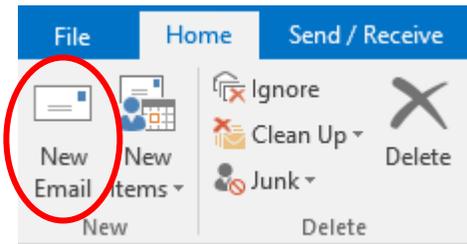
Donaldson Campus 1115 North Roberts, Helena, MT 59601

Airport Campus 2300 Airport Road, Helena, MT 59601

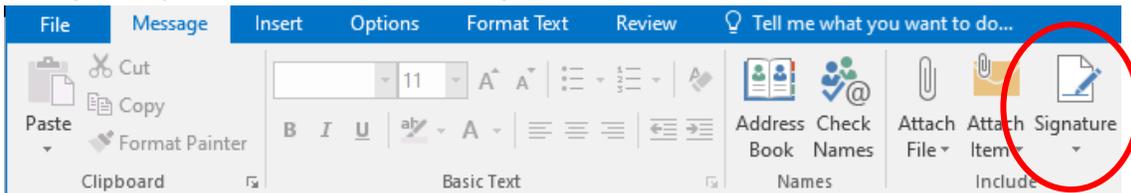
p: 406.447.6900 | www.helenacollege.edu

This message may contain confidential and/or privileged information.
If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein.

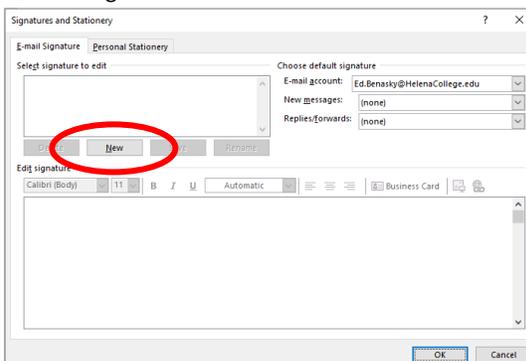
7. Close the Word document.
8. Open Outlook
9. Select New Email
- 10.



11. Along the top of the menu line, select Signature



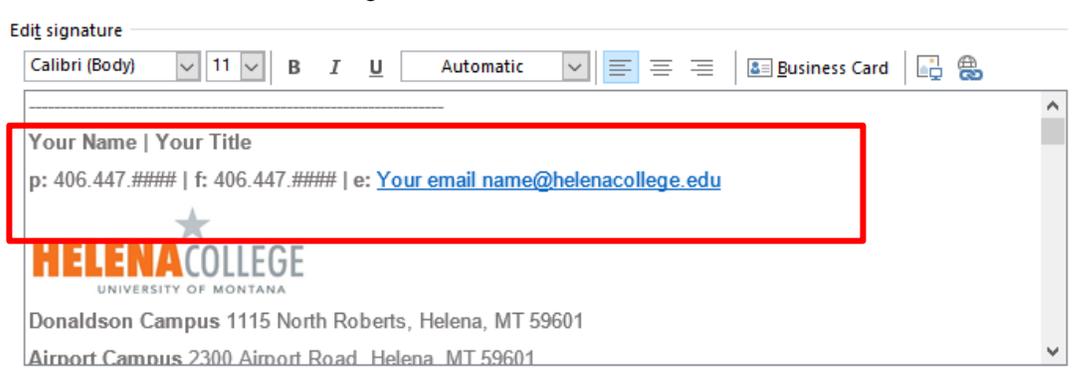
12. On the "Pull Down" select Signatures. This will open the Signatures and Stationery. Select New to create a new signature.



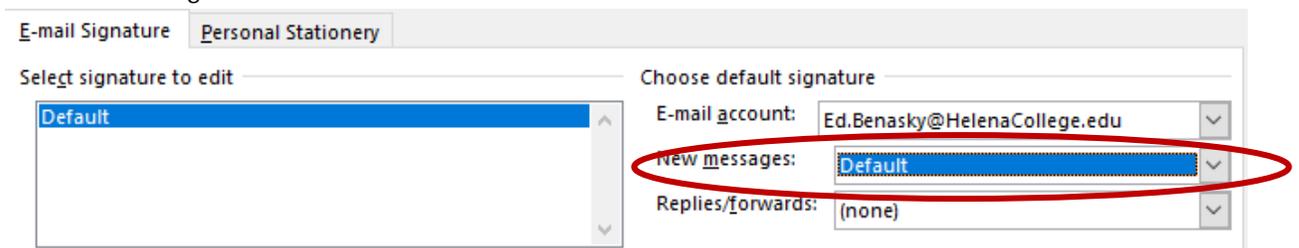
13. Enter a name for the new signature. In this case, I named it "Default" but it can be anything. Select OK



14. On the Signatures and Stationery screen, select the “Edit signature” on the lower part of the screen. Select Ctrl-V to copy the information from the clipboard to this area. If you do not see the information or it is incorrect, you may need to reselect it again per instruction #6.
15. Make the corrections to the signature area as needed.



16. On the upper right side of the Signatures and Stationery, make sure to at least select your signature name for New messages:



17. Select OK to save your signature. Close the blank email that you had opened and do not save it.
18. Open a new email again and your signature will appear at the bottom.

How to use the Microsoft Email Encryption

How to use the Microsoft Email Encryption

The Helena College IT department has found a better solution to the clunky and hard to use ZIXMail encryption program. The replacement is part of the Microsoft email system and is extremely easy to use. The new system is also available to **everyone** without having to load any special software.

1. Create a new email message to an outside recipient.
2. Within the Subject line or body of the message, simply add the word Encrypt or Encryption. It can even be part of the message, i.e.:
 - a. Subject: *encrypt* Information on students
 - b. This message is to have *encryption* on it.
3. Along with the message, all attachments are encrypted as well.
4. That's it! When sending to external sources they will receive an email that indicates that the message is encrypted.

Benasky, Ed (Ed.Benasky@HelenaCollege.edu) has sent you a protected message.



Read the message

7

5. When they click the Read the Message, they get the following. *I sent it to Gmail so it is asking about logging in with Google.*

Sign in to view the message



Sign in with a One-time passcode

[Need Help?](#)

6. Internal messages do not need to be encrypted. The system is already secure. If you send an encrypted message to someone within the college, it should just open automatically but have a note that the message was encrypted and recipients cannot remove that encryption.

If you have any problems or questions, please reach out to the IT department and we will be happy to help.

Human Resources

Web Time Entry

GrizPortal (formerly Cyberbear) is an online tool that will allow you to elect Direct Deposit, update your address, access your paystubs, and W2, you will also be able to see your leave balances.

1. The link to GrizPortal Login is <https://www.umt.edu/grizportal/>.
2. UM NetID's will have an "e" at the end (ab123456e). *[This number is specific to GrizPortal and is not your HC number.]*
3. If you have not signed up with GrizPortal previously, click on the link titled "What's my NetID?"
4. You will need to enter your last name and your birth date to get your NetID.
5. Enter NetID password.
6. If you've never logged in with your NetID, your password is the last six digits of your 790#. -Let HR know if you do not have this!
7. The first time you log in, you will be prompted to change your password and establish a security question and answer.
8. Once you've completed that, you can click on the Employee Dashboard Tile. This tab will show you all your payroll information.

Directions to Enter Time

1. Select the "Open Employee Dashboard" link on the Employee Self-Service card.
2. Click on the "Enter Time" button on the right side of the page.
3. Make sure all of your information is correct [title, pay period], **current pay period dates**
4. Click the "Start Timesheet" radio button
 - a. **NOTE:** If you started this but did not submit it, the new button to click on is: IN PROGRESS
5. Unless you have taken time [sick, annual, floating holiday], all you need to do is:
6. Click "Preview" at the bottom of the timecard.
7. Review the information, and click "submit."
 - a. **NOTE:** There will be no number or hours if you did not take any leave

If you did take personal or sick time, you click on "Add Earn Code" to populate the type of earn code you took [sick, personal].

1. Once you click the type of earn code, add the hours to the box, and click "save."
2. After all of the hours are entered, please click "preview."
3. If everything looks correct, click "Submit."
4. **Any leave or sick time taken, a leave request form still must be filled out, signed by your supervisor, and turned into HR before the end of the pay period.**

Leave Requests

A Leave Request form must be signed by your supervisor and turned into HR at least 5 days in advance of planned personal leave. There is also a line to provide information on the coverage/ plan for your classes that day. Unplanned leave (emergency or sick leave) must be reported to your supervisor immediately. Upon return to work, complete the **Leave Request form** under the payroll section.

The payroll calendar for the current year can be found on the [HR Forms Page](#) under payroll.

Leave Options as per UM Human Resources policies:

Holidays	<p>A legal state holiday as provided in 1-1-216, Montana Code Annotated (MCA) with the exception of Columbus Day (second Monday in October) exchange for the day after Thanksgiving (day following the fourth Thursday in November) as provided in BOR Policy 801.5 – Holiday Exchanges:</p> <ul style="list-style-type: none"> • New Year's Day, January 1; • Martin Luther King Jr. Day, the third Monday in January; • Lincoln's and Washington's Birthdays, the third Monday in February; • Memorial Day, the last Monday in May; • Independence Day, July 4; • Labor Day, the first Monday in September; • Veterans' Day, November 11; • Thanksgiving Day, the fourth Thursday in November, and the following Friday (as per BOR Policy 801.5); • Christmas Day, December 25; • Floating holiday to be taken before December 31 <p>If any of the holidays fall on a Sunday, the Monday following is a holiday. If any of the holidays fall on a Saturday, the Friday preceding is a holiday.</p>
Personal Leave (Faculty)	<p>A leave of absence with pay for the purpose of rest, relaxation, or personal business at the request of the employee and with the concurrence of the employer as provided in 2-18-601 (19), MCA. An employee must be continuously employed for a six (6) calendar-month period to be eligible to use annual leave credits. Accrual rate depends on position and the number of years of service. A full day of leave for a faculty member is 6 hours, and the amount that should be put on your timecard + leave request form.</p>
Sick Leave	<p>A leave of absence with pay for a sickness suffered by an employee or their immediate family or for a permanent employee who is eligible for parental leave under the provisions of 2-18-606, MCA. Includes the following conditions: illness, injury, medical disability, maternity/paternity-related absence including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; care of or attendance to an immediate family member or, at the supervisor's discretion, for another person; death or funeral attendance for an immediate family member or, at the supervisor's discretion, for another person. An employee must be continuously employed for a 90 calendar-day period to be eligible to use sick leave credits. Accrual rate is approximately 8 hours per month.</p>

Juror/Witness Leave	<p>A non-student employee summoned as a juror or subpoenaed as a witness in a court or judicial proceeding must elect to receive leave with pay or personal leave, if eligible. If the employee elects leave with pay, juror or witness fees paid to the employee shall be forwarded by the employee to the office of Human Resource Services within three (3) days of receipt. The fees shall be applied against the amount due the employee from the University. If an employee elects to charge witness or juror leave against annual leave, the employee shall retain juror/witness fees paid by the court.</p>
Military Leave	<p>An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States, and who has been an employee for a period of six (6) continuous months,</p>

	shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training cruises, and similar active duty training programs of the organized militia of the state or the military forces of the United States. Such leave of absence will not be charged against any other leave credit earned by the employee. Military leave shall not be taken for regularly scheduled drills.
Staff Professional Development Leave	A staff member of UM who has served a minimum of five (5) consecutive years of full-time service or its equivalent may apply. Following completion of a leave, the staff member must remain with UM for at least two (2) consecutive years of additional full-time service before becoming eligible to apply for another Staff Professional Development Leave.
Floating Holiday	A floating holiday provides an employee with one personal scheduled day off with pay per calendar year. Thereby, an employee's ability to use floating holiday hours is limited to one scheduled day per calendar year. Floating holiday hours cannot be divided across multiple days. If an employee works two or more positions at Helena College, will still only receive one floating holiday per calendar year. All employees must request for a floating holiday in writing and in advance to their supervisor. Faculty must also provide information on the plan for their classes that day. For more information on the policy for this please look at the 807-1-Floating Holiday Policy .

Campus Information

Books & Supplies

Helena College Retail Services consists of a Campus Store and the Coffee Counter. The Campus Store provides supplies, apparel, some hot food, beverages, and snacks Monday through Friday during the academic year. The Campus Store accepts cash, credit cards (except for American Express), and checks made payable to Helena College for the amount of purchase only. The Donaldson Campus Store also features a full-service Coffee Counter with a wide selection of hot and cold drinks Monday through Friday during the academic year. Course materials can be purchased online at BNC Virtual.

Book Adoptions

Right now, all adoptions should simply be emailed to our Store Manager, Aidan, at 2369mgr@fottett.com and to our Textbook Manager, Michael, at 2369txt@follett.com.

Library Learning Hub

The purpose of the Helena College (College) Library Learning Hub (Library) is to:

- enable student success in the programs and degrees offered at the College;
- prepare students to access, evaluate, and use resources effectively and efficiently to meet their information needs;
- provide materials in varied formats which support independent learning, individual educational needs, personal enjoyment and the courses offered by the College;
- ensure selection of a broad range of materials on controversial issues to support student development of critical analytical skills;
- serve as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment, and;
- encourage collaboration with other educators to develop strategies that meet the needs of students and honor applicable laws and regulations.

Professional librarians will achieve this mission by collaborating with students, faculty, staff, and the community in the selection, purchase, implementation, and creation of information resources and services and by providing information literacy instruction.

Library HUB

The Library has a location on each campus. The Donaldson Campus Library is located in **Room 140**. The Airport Campus Library is located in the **Student Center on the second floor**. These combined locations house over 10,000 print book titles and more than 30 subscriptions to print magazines, newspapers, and journals. The Library can also secure physical materials from academic libraries across the state through participation in the Treasure State Academic Library Services (TRAILS) consortium or internationally through interlibrary loan. In addition to these physical items, the Library Learning Hub OneSearch function on the Library [homepage](#) allows users to locate extensive, fully online access to articles from periodicals, reference sources, and e-books. All electronic resources are available while both on and off campus.

The Library provides laptops for checkout, desktops for onsite use, group and quiet study areas, a multi-function photocopier/printer/scanner, and a color printer. A professional librarian is available during open hours for individual assistance or group instruction at the Donaldson Campus and is available during regular Librarian on duty hours at the Airport Campus. Open hours at the Donaldson Campus Library will be set to maximize availability to students and will be posted on campus and online. The Library offers programming and special events for students, faculty, and the community as noted on the Library's webpage. The webpage provides details

for student and faculty services including general guidance or individual appointments for research and citation help, resume and interview assistance, and tutoring and academic coaching.

Tutoring and Academic Services

Tutoring services and academic coaching are located in the **Library Learning Hub** on the Donaldson Campus. Individualized tutoring is offered without charge to Helena College students and is available for most courses. For more information, contact the Library Learning Hub. For courses not covered by onsite tutors, or for tutoring outside LLH hours, online tutoring is available through Tutor.com. Information about Tutor.com is included in the Course Template in **Canvas**, which you can incorporate into your courses as needed. If you're not using the Course Template, you can direct students to the HC Campus Resources course for access. Academic coaching is available to all students to help them develop the skills they need to achieve their goals by providing individual support in the areas of goal setting, time management and study skills. Appointments may be made for tutoring and academic coaching using the scheduling buttons on the Library **homepage**.

Parking

All employees receive one parking permit free of charge annually and may purchase additional permits for the standard \$15 fee. For more questions, contact the Cashier's Office. Temporary parking permits are available to campus visitors by contacting the Welcome Center receptionist or the Executive Assistant to the Dean/CEO. Moving forward, HC license plates now qualify as a basic campus parking pass. Even if you're not on campus regularly, investing in an HC license plate is a great cause and supports students' scholarships. Get yours at a DMV near you!



Field Trips and Student Travel Forms

Student travel is considered college-sponsored if any travel expenses are being covered by Helena College. Helena College will not assume liability or responsibility for participants of any trip that is not college-sponsored. Students taking trips that are not college-sponsored must be informed of that fact in advance. Faculty or staff who violate policy may be subject to disciplinary action, up to and including termination of employment. All participants in college-sponsored travel must comply with state statute regarding employee travel and Helena College, UM, and BOR policy. The faculty/staff member leading travel should utilize the Student Travel Procedures Checklist to ensure such compliance. For student travel forms and the checklist, please contact the **Division/Program Manager** for more information.

Work Study Positions

Part-time jobs for students with significant financial needs are funded through both federal and state programs. Many students must work to earn money to pay for their educational expenses. Benefits of the Work-Study Program

- Help pay for educational and other related expenses;
- Encourage community service and work related to the student's field of study;
- Gain valuable work experience and build relationships on- and off-campus;
- Improve time management, communication, organizational, and budgeting skills;
- Help to further develop the student's resume and professional experiences;
- Reference or recommendation for future employment; and
- Connect and contribute to College operations, student life, and campus and the local community.

Office Supplies

- Faculty/Academic supplies may be obtained through the **Division/Program Manager**.
- Supplies may be purchased through vendors with signed supervisor approval. For every purchase, a Purchase Order form is required.
- Supplies must be approved as part of the departmental budget by the corresponding department chair/supervisor. A budget modification must be completed and approved for any purchases not already outlined in the department budget.

Auto Generate Syllabus

How to generate a syllabus for your course(s) each semester from the Assessment Database:

Home > Faculty Home > Select Course > Generate Syllabus

1. Log in the Assessment Database from the Employee Portal under Academics
2. Hover over the Home button once in the Database
3. Click on Faculty Home
4. Verify term is correct
5. Select the course (e.g. CSCI292)
6. Select Generate Syllabus
 - a. Within 10 minutes, you will get an email with the selected course syllabus attached.
7. Do this process for each course

Helena College - Faculty Admin Page

Your sections for Fall 2021

CSCI100

CSCI100

CSCI121

CSCI194

CSCI292

CSCI298

CSCI299

Syllabus will be emailed to you within 10 minutes.

Syllabus Template



Each academic year, starting in the Fall, a new syllabus is produced; this syllabus will be used throughout the academic year (fall, spring, summer). Check with your Director for an updated syllabus for your department.

This year, there are two different options to use. One includes the appendix explaining more resources on campus, the policies put in place for plagiarism, accessibility, and more. The other version doesn't have the appendix attached; it is a separate document. You can choose which one you would like to use, but the appendix is still required to be shared with your students via Canvas.

If you do not have the current 2025-2026 Syllabus Templates, please reach out to your Director, or the Program/Division Manager.

Faculty Support Desk

Faculty Support Desk

The faculty support desks, located below the Faculty Office Area, Room 117 on the Donaldson Campus and inside the Welcome Area of the Airport Campus Lobby. They can provide information, assistance with photocopying (**form sample below**), (also located in the **Faculty Hub Canvas Shell**) and assistance with obtaining minor supplies for classes and office supplies such as whiteboard markers, pens, mouse pads, and more. (Just ask if you need something! Can always look or order if needed.)

Additionally, if students need to drop off papers or pick up papers from instructors they should visit the Faculty Support Desk on the campus where the course is offered. We refer to this as the "Envelope Service." A photo ID is required to pick up any graded work.



COPY REQUEST FORM

Date of Request	Date Needed	Requestor	Amount of Copies

Please Check All That Apply	✓	Special Instructions
1 sided – 1 sided copies	<input type="checkbox"/>	
1 sided – 2 sided copies	<input type="checkbox"/>	
2 sided – 1 sided split	<input type="checkbox"/>	
2 sided – 2 sided copies	<input type="checkbox"/>	
Non-Sort / Non-Staple	<input type="checkbox"/>	
Front Staple Sort	<input type="checkbox"/>	
Magazine Sort	<input type="checkbox"/>	
Sort / Non-Staple	<input type="checkbox"/>	
Group	<input type="checkbox"/>	
Double Sort Staple	<input type="checkbox"/>	
Rear Staple Sort	<input type="checkbox"/>	
Hole Punch	<input type="checkbox"/>	

Office Hours Template

Each semester fill out this form to provide guidance for students. (Located on *Faculty Hub Canvas Shell*)

Faculty Name

SEMESTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					
5:00-5:30					
5:30-7:00					
7:00-8:30					

Professional Development

Vector Solutions

You should have received an invitation email from Vector Solutions to ask you to create your own password for your Vector Solutions account.

At HC, we use Vector Solutions to track employee's professional development activities.

Instructions about how to log in to **Vector**.

Vector Solutions is a professional development tracking software, which can help you plan, manage and track professional development activities.

On the **Vector Solutions** platform, you can

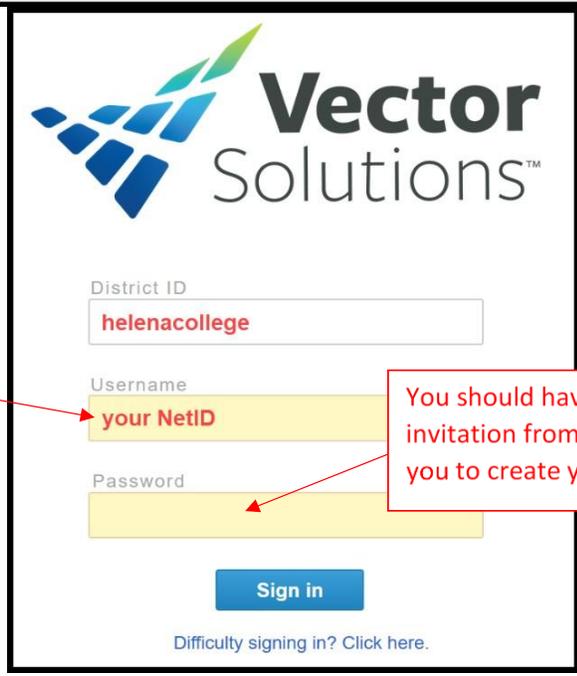
- Record your professional development activities.
- Apply for professional development funding.
- Sign up for professional development events / training.

On the [Employee Portal page](#), scroll down to the “Professional Development” box, click on the “**Vector Solutions Login**” link to sign into your Vector Solutions account.



The District ID is **helenacollege**.
Username is your NetID #.

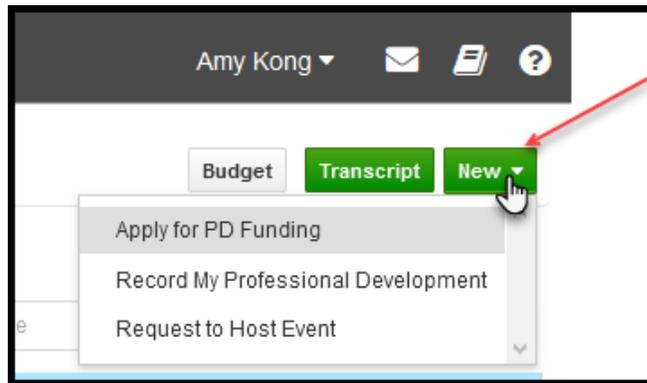
That is, your hcf / hce #.

A screenshot of the Vector Solutions login page. The logo "Vector Solutions" is at the top. Below it are three input fields: "District ID" with the value "helenacollege", "Username" with the value "your NetID", and "Password" which is empty. A blue "Sign in" button is at the bottom. Below the button is the text "Difficulty signing in? Click here." Two red callout boxes with arrows point to the Username and Password fields.

You should have received an email invitation from Vector Solutions to ask you to create your own password.

Once you are successfully logged into your Vector Solutions account, you can choose your options by clicking on the “New” button, which is located on, top right:

(*Only those who have the permission to host events will see the “Request to Host Event” option.)



Record Your Professional Development Activities

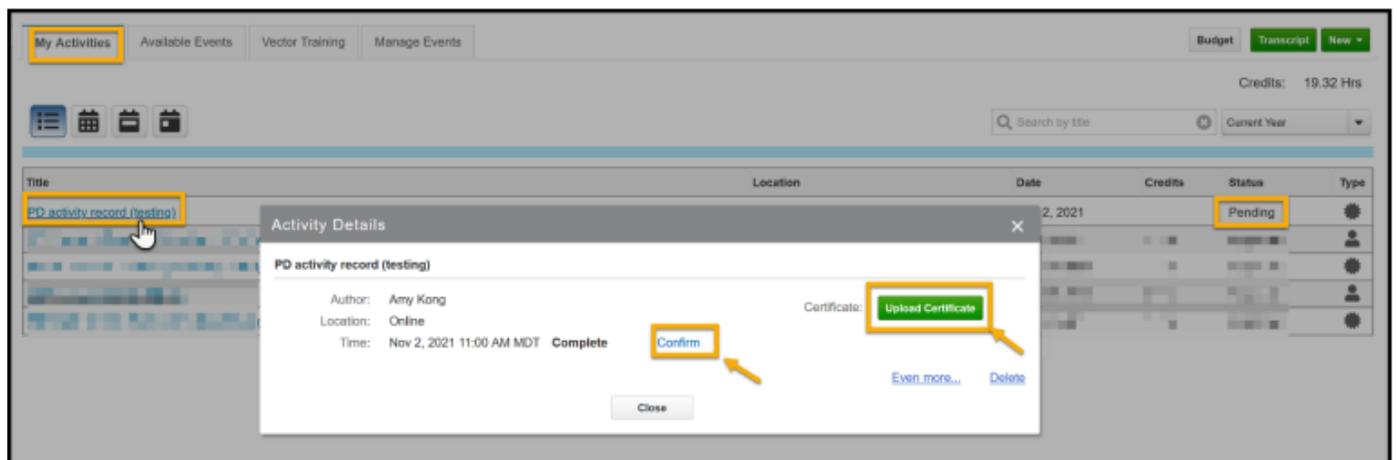
You can record all types of professional development activities which are funded by PD Committee, funded by department, funded externally, sponsored by HR, or free activities (e.g. webinars, etc.).

After filling in the PD activity details, don't forget to click on the **Submit** button.



Once you submit your PD activity record, it will appear in the “My Activities” section.

In order to change the record status from Pending to Approved, you will need to click on the activity record link, then **confirm** the attendance. You can also upload a completion certificate too.

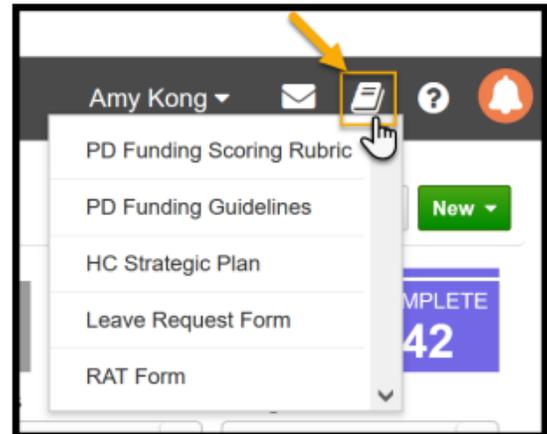


Apply for Professional Development Funding

You can fill in the PD application form and submit the relevant documents under the **“Apply for PD Funding”** option. Vector Solutions will then send the application form to your supervisor for approval automatically. Once approved by supervisor, please notify the PD committee chair (via email or Teams chats) so the PD committee will review the application. You will be notified by email the outcome of the application from the PD committee chair.

If you click on the “Resources” icon located on top right, you can view the **“PD Funding Scoring Rubric”** (that the PD committee uses to evaluate applications), **“PD Funding Guidelines”**, **“HC Strategic Plan”**, **“Leave Request Form”**, and **“RAT Form”**.

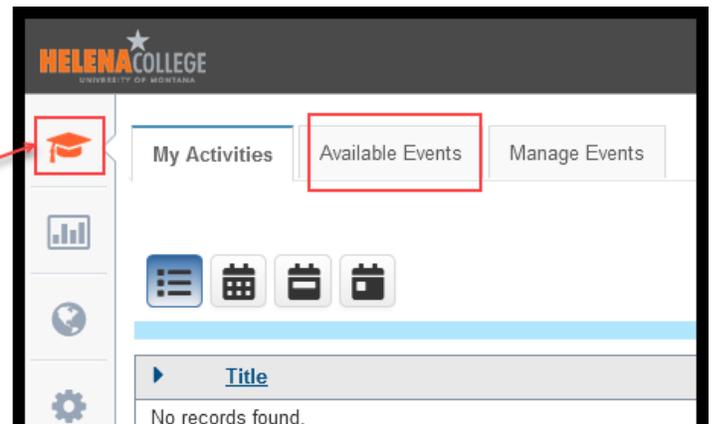
These resources will be helpful for you when filling in the PD application form.



Sign up for Professional Development Events / Training

In the “graduate hat” section on the right, under the **“Available Events”** tab, you can sign up for any PDEvents that are available for you.

You can also view your PD activities under the **“My Activities”** tab.



Generating PD Activity Reports

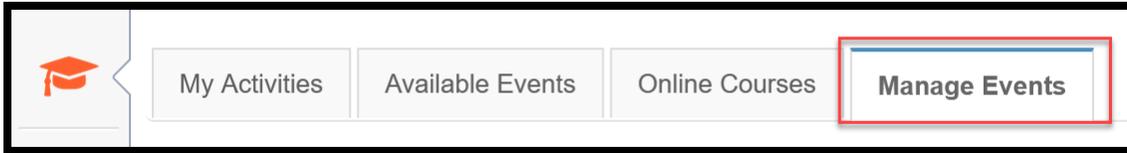
In the “report” section on the right, you can generate PD tracking reports.



For **Supervisors**:

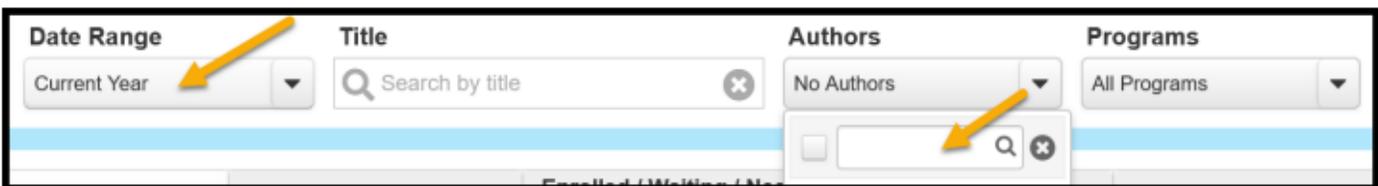
When your direct report submits a PD application request, you will receive an email notification.

The PD application request can be found under the “**Manage Events**” tab, which is located on the top of your Vector Solutions homepage:



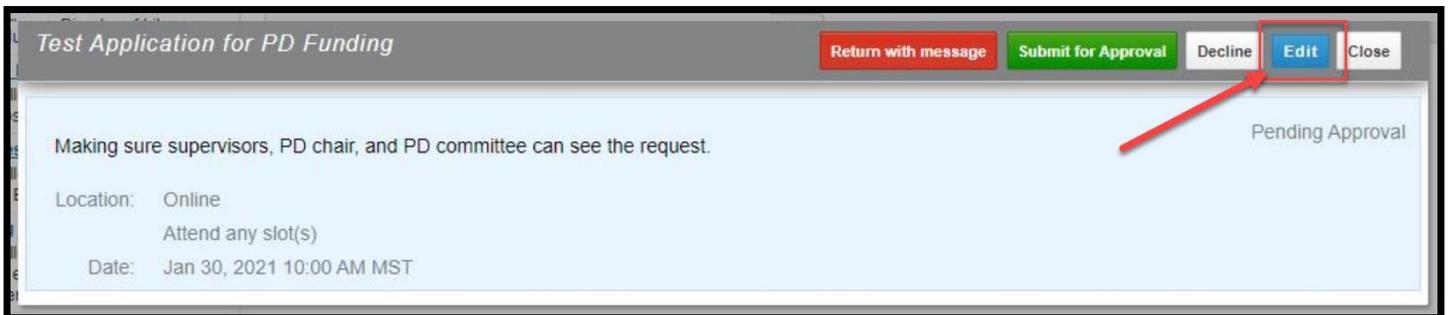
Please choose the appropriate **Date Range** to view the application.

You can also filter applications by entering the applicant’s name in the search box:



By clicking on the application title, you will be provided options for what you can do for the application.

Please click the “**Edit**” button to view the full application.



If you have any questions about Vector Solutions, please contact:

Jessie Pate
Director of Institutional Research
447-6951
jessie.pate@HelenaCollege.edu

Amy Kong
Director of eLearning and Faculty Development
447-6364
amy.kong@HelenaCollege.edu

Contact Information Sheet

This form assists each program with current information per semester. Please make sure to fill it out and return it along with your Letter of Offer/Assignment. If one was not sent with your Offer/Assignment, please ask your director for one to fill out.

Contact information may be used by Helena College for official purposes.

Information **will not be released** to students or others unless **authorized below**.

(Print please)

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): Cell: _____

Home: _____

Work: _____

Authorization to Release information to students:

- Cell
- Home
- Work
- Do not release my phone number(s)

Personal Email Address: _____

Authorization to Release information to students:

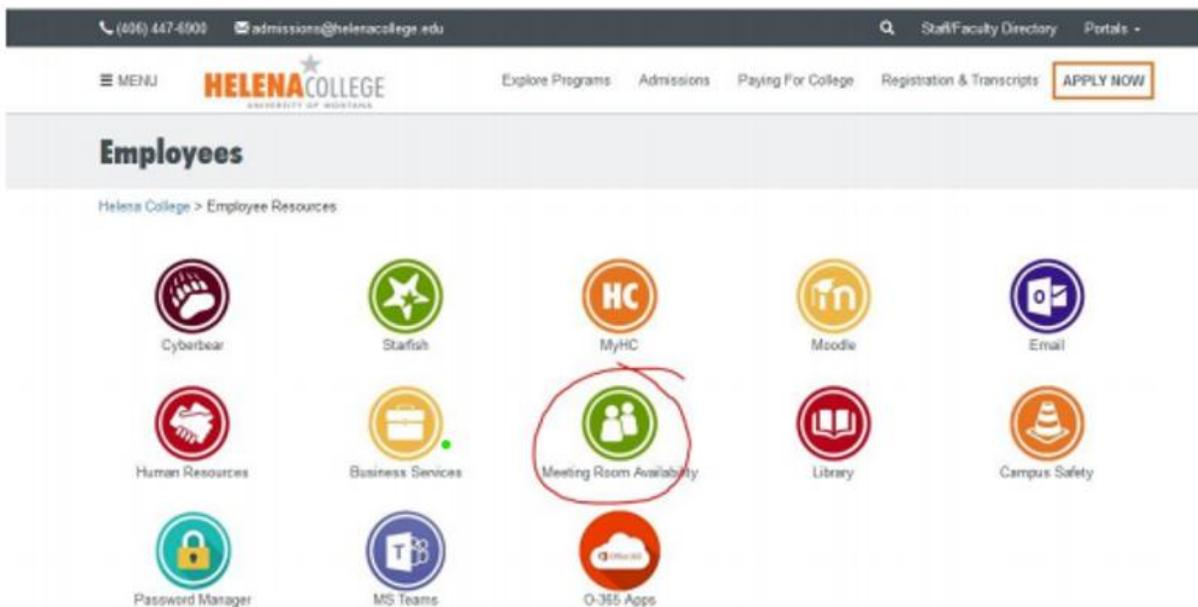
- Personal email address
- Do not release my email address

Room & Equinox Car Reservations on Campus

The following information is helpful if you need to schedule an additional room/time for a meeting, exam, or presentation. Any permanent changes to existing classroom assignments must be made through the office of the Assistant Registrar.

REQUEST MEETING SPACE or CAMPUS VEHICLE

You may schedule your meeting through the **Event Management System (EMS)** portal.

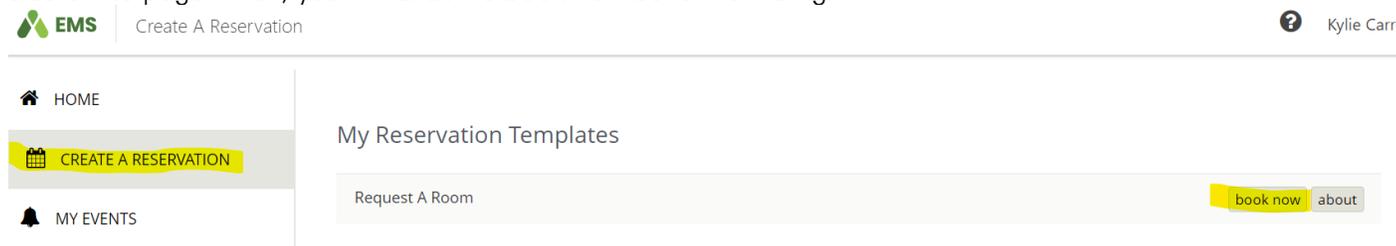


You will need a login specific to EMS in order to use the program. If you use the “request a room” button without logging in, your request does not get flagged as a “priority reservation” and stays in limbo as “pending.”

Please contact the Community Education office CE@HelenaCollege.edu to request an account.

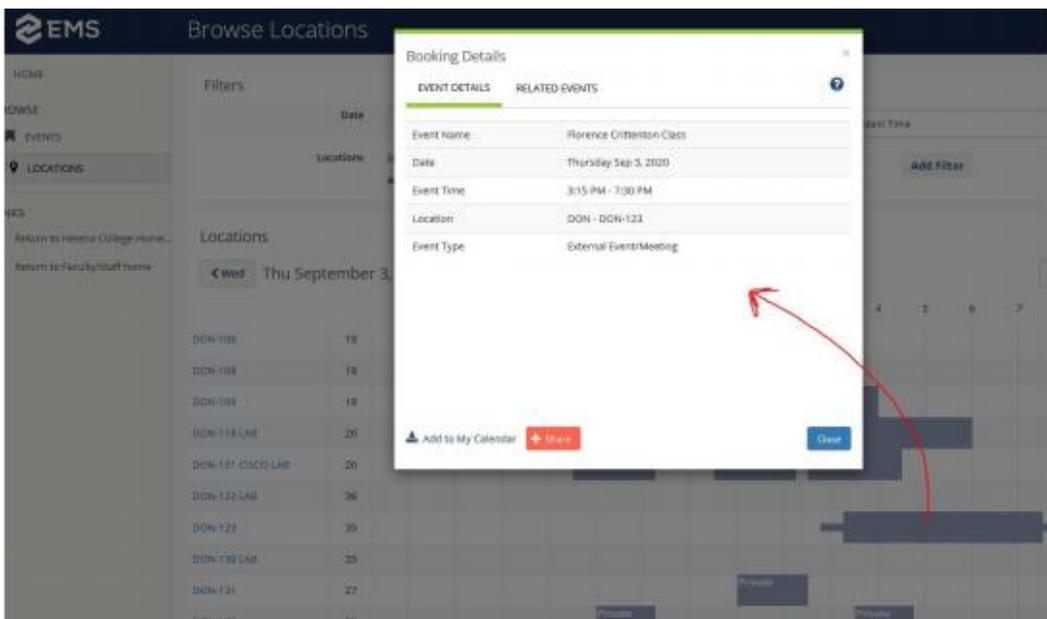
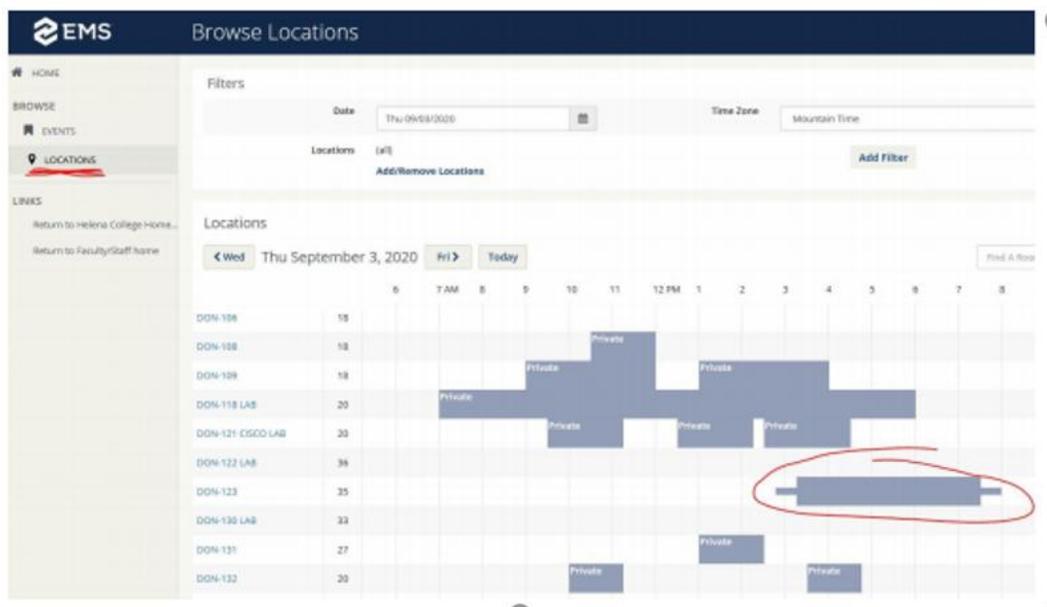
The system will not currently allow you to book a room with less than 24 hours’ notice. To book a space with short notice, please contact the scheduler in Continuing Education (Christy Stergar 406-447-6945).

To book the Helena College owned *Vehicle* – the Equinox, click on create a reservation button on the left-hand side of the page. Then, you will click the book now button to the right.



In here, you will be able to set your reservation for the date/s needed and times. Once you have put in your reservation date/s and times, you will then scroll down to the **Let Me Search For A Room** section. Click the search button, and from here you can see all the reservations occurring. Scroll down to **Equinox** (below the Student Center in the Donaldson section). The shaded areas are the reservations already made. If you click on it, a box will appear explaining the details of the reservation.

Note: The ones shaded and shown as private are academic courses in session during that time period.



To see event listings for the day or month, go to Meeting Room Availability in the Employee portal.

The default screen is the "Browse by LOCATIONS" screen.

Cisco Phone System

1. Phone Screen
2. Video Camera
3. Lens Cover Button
4. Softkey Buttons
5. Navigation Pad and Select Button
6. Conference Button
7. Hold Button
8. Transfer Button
9. Redial Button
10. Keypad
11. Speakerphone Button
12. Video Mute Button
13. Mute Button
14. Headset Button
15. Volume Button
16. Messages Button
17. Applications Button
18. Contacts Button
19. Phone Speaker
20. Line Buttons
21. Handset Rest



LED indicators:

- Flashing Amber—Incoming Call
- Solid Green—Your Call
- Flashing Green—Call on Hold
- Solid Red—Line in use by another user
- Flashing Red—Line on hold by another user

Cisco Phone System - Phone Call Instructions

Lift the handset, press the **SPEAKER** button, press a **LINE** button, or press the **CALL** softkey to place the call. You may dial the number before lifting the handset.

- Dial the 4-digit extension for other Helena College phone numbers
- **Dial 8 to get an outside line, then the 7- or 10-digit phone number**
- Emergency 911 or 8911

Call History/Missed Call

- Select **CALL HISTORY** and **APPLICATIONS** to view the last 150 calls.
- When there are missed calls on the phone, an indicator for missed call info will appear next to the line info. View **CALL HISTORY**, then tab over to **MISSED CALLS** to clear the indicator.

Placing a Call on Hold

- Press the **HOLD** button
- Press **RESUME** softkey to return to a call. If multiple calls are on hold, press line button of desired call.
- If you have two calls on one key, use the navigation bar and highlight call to return to and press **RESUME**.

Transferring a Call

- During a call, press the **TRANSFER** button. This places the call on hold.
- Dial extension number of person you wish to transfer caller to.
- When ringing begins, press **TRANSFER** again, or wait for party to answer then press **TRANSFER**.
- To cancel the transfer, press **END CALL**, then **RESUME** softkey, or extension key where call is held.

Transferring a Call to Voicemail

- Press **DIVERT** softkey while a call is ringing, on hold or active.
- To transfer direct to voicemail, press the **TRANSFER** button, Press ***#**, Dial the **4-digit extension** number, *QUICKLY* press the **TRANSFER** button.

Cisco Phone System - Enrolling / Initializing Voicemail

To access your voicemail, you will first need to initialize/enroll your mailbox (record your name, record a greeting, and change your password). Contact IT Support for your temporary password. Your new password must be 4-15 digits in length.

Accessing Voicemail

- To access voicemail, press the **MESSAGES** button or dial voicemail extension 6996. Enter your password followed by the **#** key when prompted.
- **Press 1**, to listen to new messages
- **Press 2**, to send a message
- **Press 3**, to review old messages
- **Press 4**, for setup options
 - **Press 1**, to change greeting
 - **Press 2**, for message settings
 - **Press 3**, for preferences
 - **Press 4**, for transfer settings
 - **Press 0**, for help
 - **Press ***, to exit
- **Press ***, to exit
- **Press 0**, for help

Voicemail Tips:

- Limit background noise
- Be unique
- Smile—a smile is a great way to make your greeting have a pleasant tone.
- Rehearse
- Identify yourself and the college
- Update greeting frequently

Voicemail Examples:

- "Hello, this is _____. I'm sorry, I'm not available to take your call. If you will a detailed message, I will get back to you as soon as possible."
- "This is _____ and I am not available to answer your call right now. You may leave a message after the tone."

Voicemail Remote Access

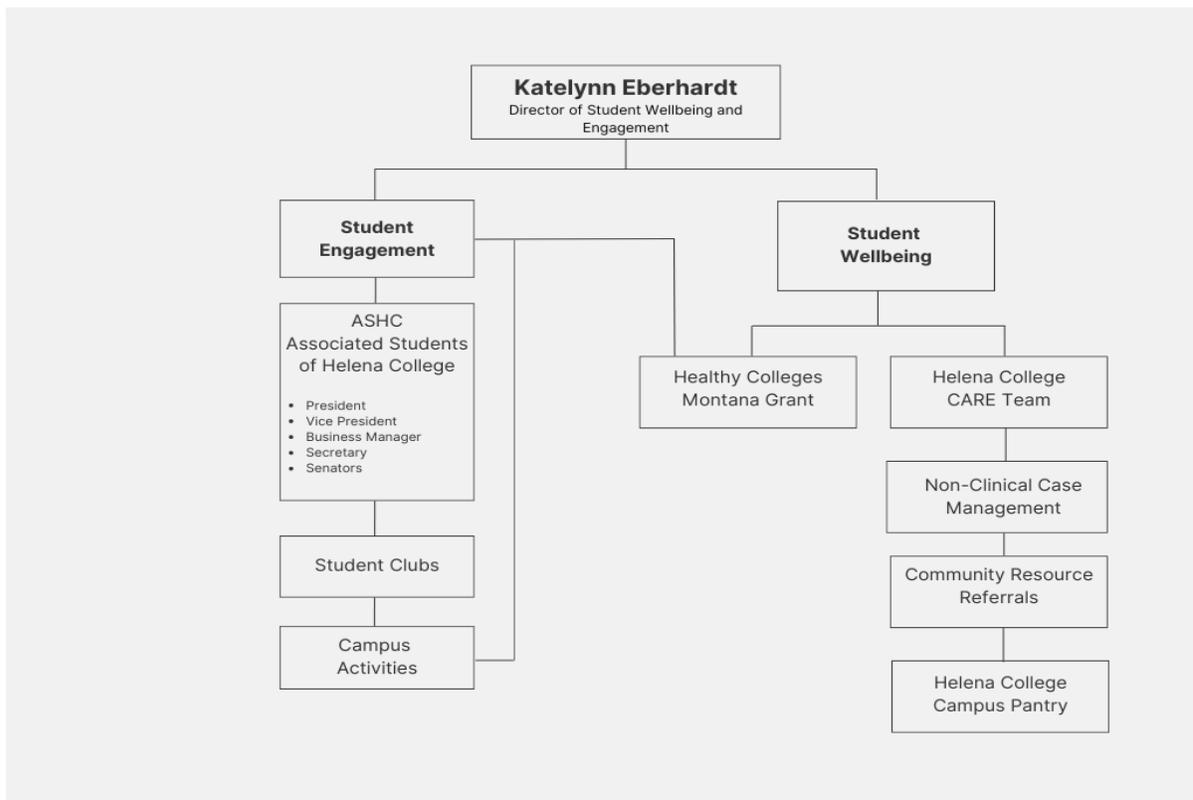
- Dial 406-447-6996.
- When voice mail answers, press ***** key.
- Enter your **4-digit mailbox ID** (your extension) number followed by the **#** key.
Enter your **password** followed by the **#** key.

Student Wellbeing & Engagement

Student Wellbeing and Engagement

Student Wellbeing and Engagement at Helena College includes the Associated Students of Helena College (ASHC student government), student clubs, campus activities, HC campus pantry, and the HC CARE Team. Through non-clinical case management, the Director of Student Wellbeing and Engagement connects students with additional needs to outside resources and community partners. As educators, we know that students who are connected to campus maintain better grades and higher completion rates. Student Wellbeing and Engagement provides a physical and conceptual space for Helena College to connect with students and care for them while fostering the development of important skills they will use in their personal and professional lives.

Together we can co-construct opportunities for your students that make sense for your program and offer valuable experiential learning. Faculty are encouraged to attend campus events, serve as a club advisor, or engage with student senate through workshops and service. Learn more about connecting your classroom goals to co-curricular activities by emailing Katelynn.eberhardt@helenacollege.edu or visiting me in my office located in 104 H, Donaldson Campus.



Student Wellbeing

The Office of Student Engagement and Wellbeing provides wellness coaching and community referral services to registered Helena College students. The office also provides outreach and educational programming to the campus community in the context of health and wellness, sexual violence prevention, and suicide prevention initiatives.

Helena College partners with the Helena Food Share, hosting a pop-up pantry on each campus. Students will find grab-and-go items, hygiene items, lunch, dinner and breakfast items, and canned goods on our campus pantry shelves. Items are free, no sign-in is required, and the shelves are replenished as needed. Pantry shelves are located in the student life hallway on the Donaldson Campus, and down the hallway off the Lecture Hall at the Airport Campus. For access to fresh fruits and vegetables, dairy items, eggs, and other fresh or refrigerated items,

students should visit the formal Helena Food Share locations. Find more information about the [Helena Food Share](#) or call (406) 443-3663.

We also partner with Healthy Colleges Montana (HCM) Coalition, a grant funded as part of NASPA. HCM supports collegiate prevention and health promotion efforts by providing technical assistance, creating statewide professional development opportunities, and advancing an online resource sharing platform. The HCM grant is managed at Helena College by the Director of Student Wellbeing and Engagement, Katelynn Eberhardt. The grant funds our health and wellness programming and chronic disease prevention efforts on campus.

Emergency Services

We list the following emergency services in the student handbook; if you require emergency services please call 911 or see assistance at the following facilities & emergency rooms:

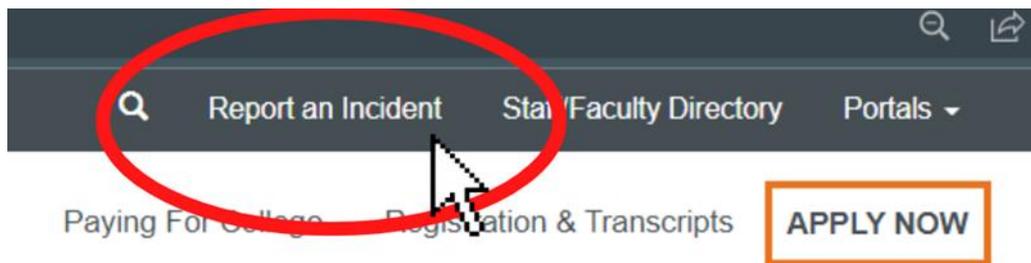
PureView Health Center 1930 9 th Ave. 406-457-0000	Suicide Prevention Lifeline Available 24/7 988 Or text "MT" to 741741	St. Peter's Hospital Emergency Room 2475 Broadway Ave. 406-444-2150
St. Peter's Urgent Care 2475 Broadway Ave. 406-447-2770	St. Peter's Urgent Care - North 3330 Ptarmigan Lane 406-443-5354	

Report a Student to the CARE Team

The Helena College CARE Team (Crisis Assessment Risk Evaluation) is a multidisciplinary team strategically selected to evaluate reports of concerning student behavior on campus. Our CARE Team is chaired by Katelynn Eberhardt, Director of Student Wellbeing and Engagement; membership includes advising staff, disability resources, and student conduct, among others.

The goal of the CARE Team is to proactively address concerning behavior and appropriately intervene as early as possible to connect the student to appropriate resources. Faculty are encouraged to "see something, say something." Concerning behavior may look like social isolation, a noticeable change in student behavior in class, depression or anxiety, inappropriate classroom behavior, concerning or violent written course material.

Submit a referral to the CARE Team by accessing the reporting form on the Helena College website. CARE Contact: Katelynn.eberhardt@helenacollege.edu



Report a Student to the CARE Team:

[Report an Incident](#)

Microsoft Bookings

Microsoft Bookings Quick Reference Guide for Faculty and Staff

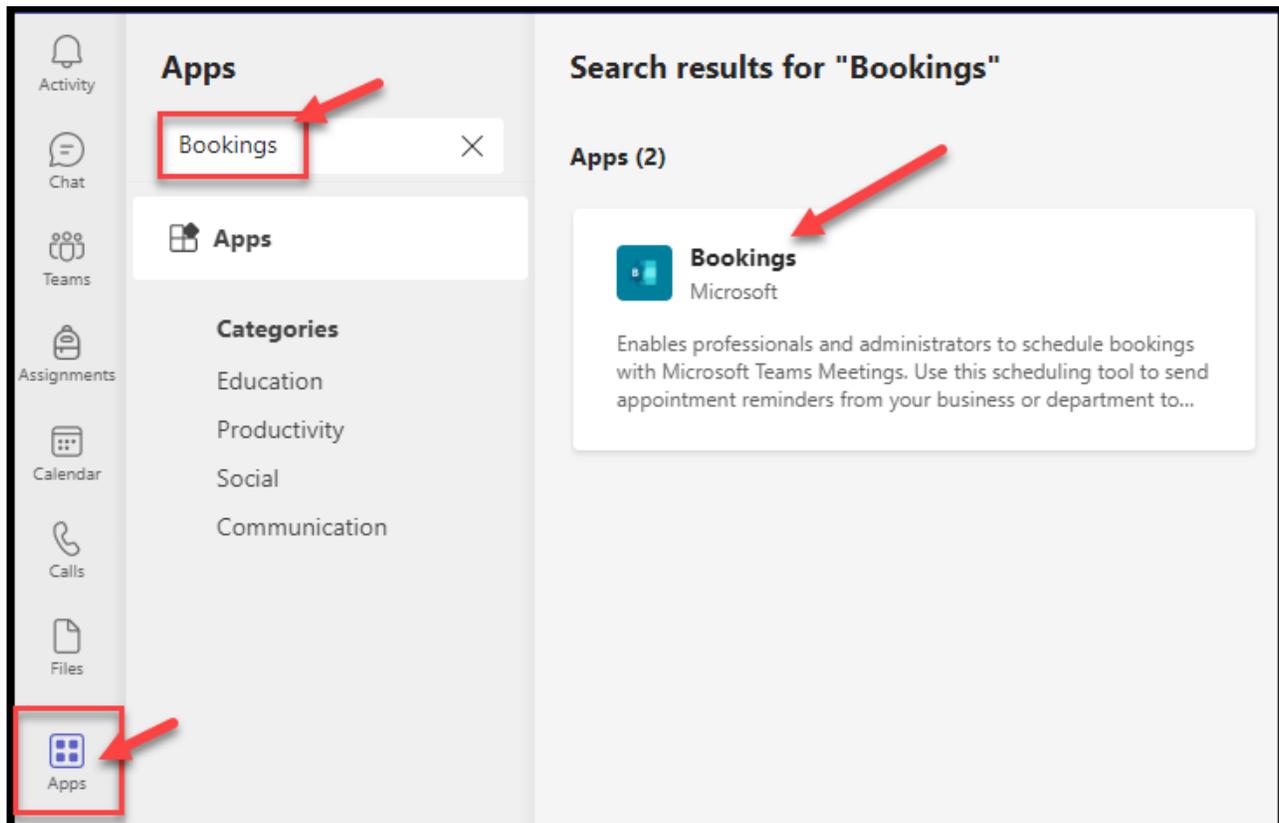
Microsoft Bookings is an online and mobile app designed to allow students and colleagues the ability to schedule appointments with faculty and staff. Using Bookings, you can set student hours or other specific booking times, duration of appointments, acceptable lead and cancellation times, and automatic notifications of booking changes.

How to set up Microsoft Bookings

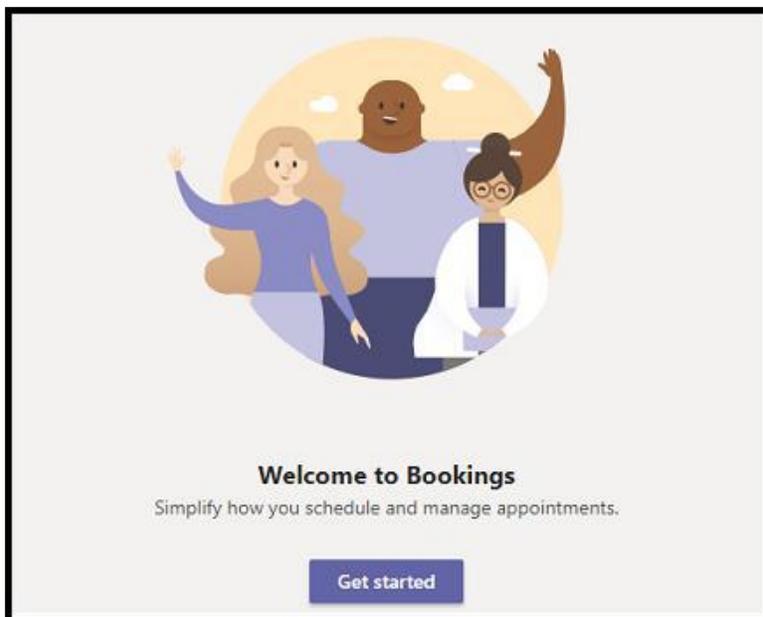
Step 1:

1. Go to **Apps** on the left side of **Microsoft Teams**.

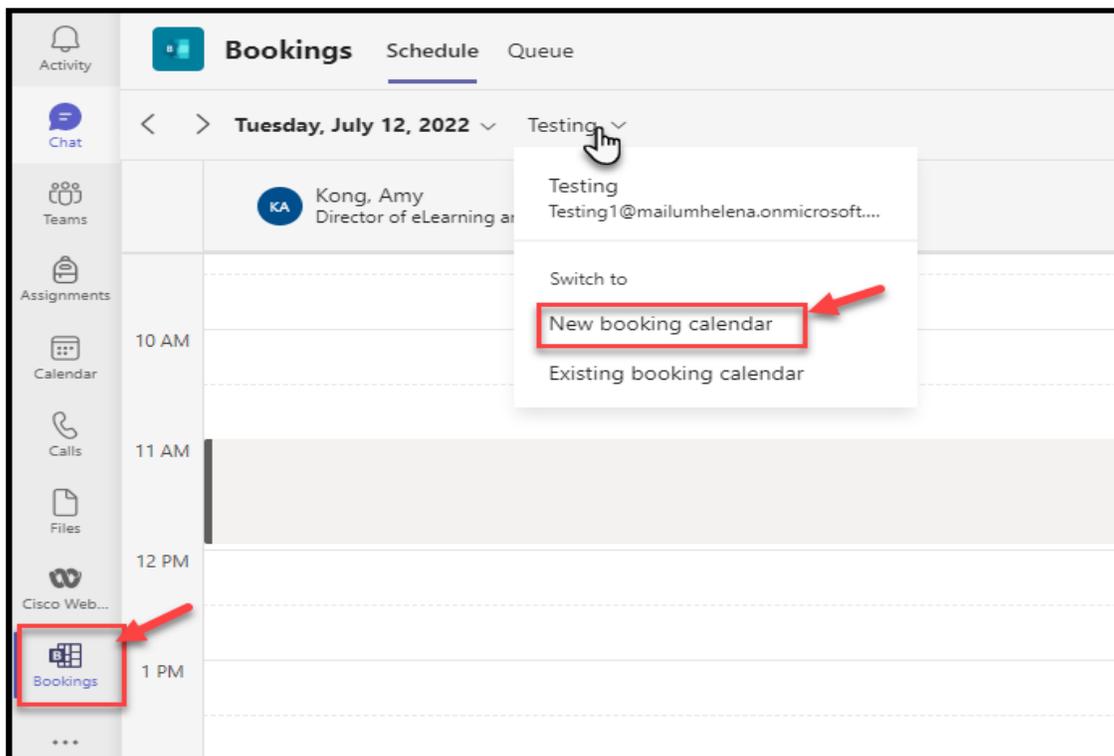
Type **Bookings** in the search box, select it, and hit **Add**.



2. Select **Get started**.



3. Choose Add a **New booking calendar**.



4. Fill out the form. Keep in mind, the info you enter will appear in appointment emails that go to attendees.

Under the "Business name" field, name the Booking calendar.

Examples: "Placement Testing", "Financial Aid Office", "Dual Enrollment Advising",
"Appointments with Dr. John Smith", "HC eLearning & Faculty Development", etc.

Then click on "**Save**".

Add a new booking calendar

The business name you enter will be used to create the email address for sending booking invites (e.g., businessname@domain.com)

Business or department name *

Business type *

Select business type

Send attendee responses to

Business phone number

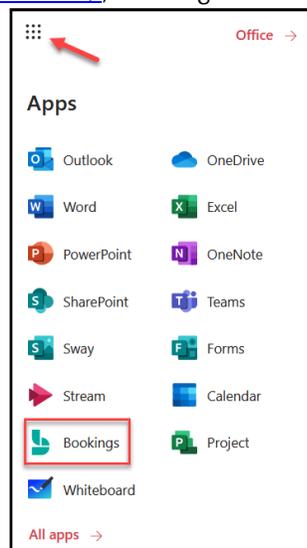
< Back Cancel Save

Step 2:

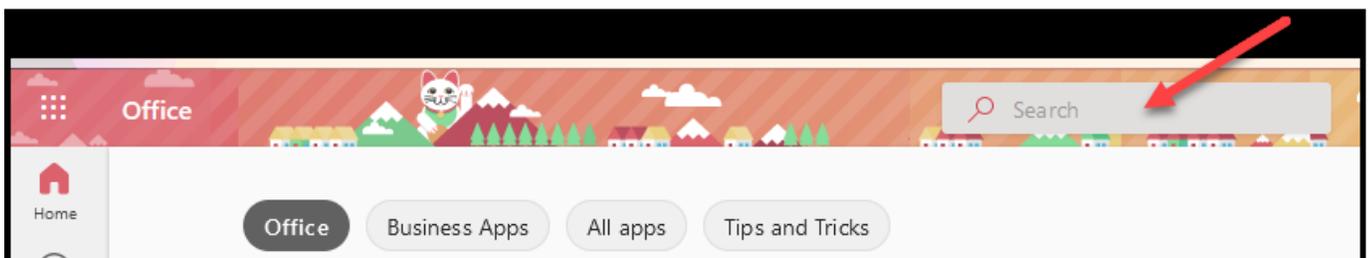
1. Visit the Office 365 website at, <https://www.office.com/>, and log in with your HC NetID credentials (your hcf # or hce #).

2. Click on the 9-dot menu on top left.

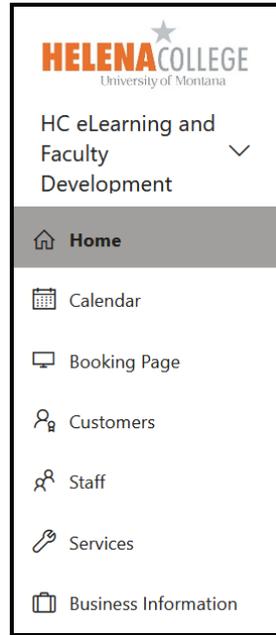
Select and open the Bookings App.



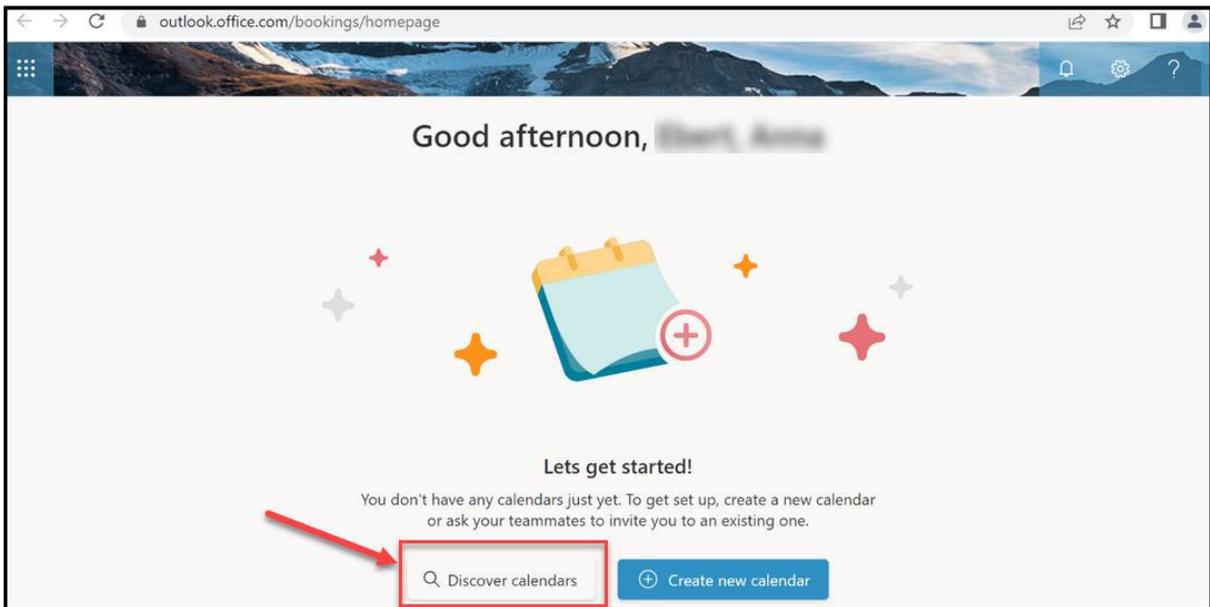
If you don't see the Bookings app in the menu, you can search for it in the **Search** box on the top.



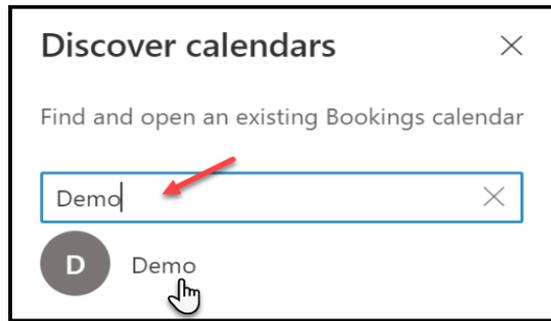
3. You should be directed to your Bookings setup page.



Or, you might see the following page instead. If so, choose "Discover calendars".

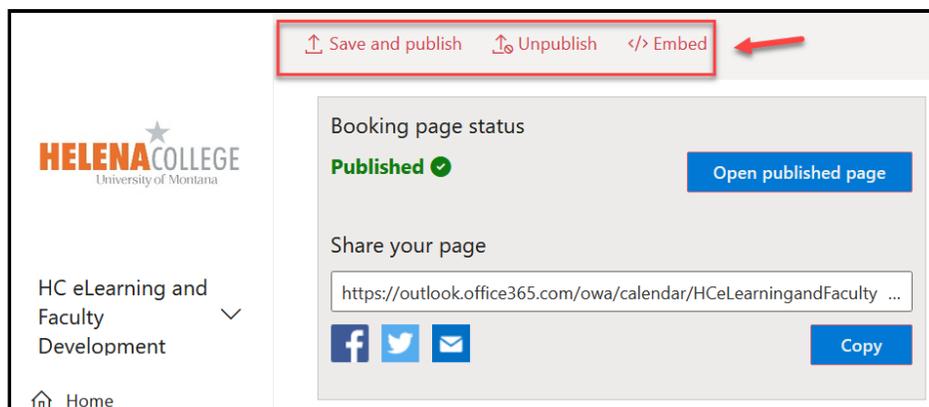
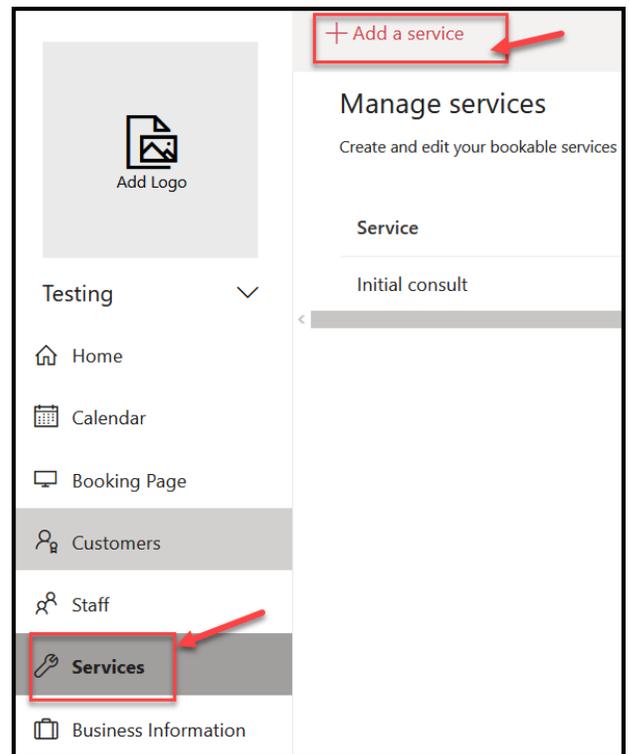


Search for the Bookings calendar you just created. See below for an example:



Step 3:

1. Select “Services” on the navigation bar on the left side of the screen to add one or more services. Examples of service could be “Student Hours”, “Academic Advising”, “Placement Testing”, “Tech Help”, “Tutoring”, etc...
2. Select “Staff” in the left-hand navigation to add/remove faculty, staff, students (e.g. work-study), or anyone who will be holding the meetings.
3. Select “Booking Page” in the navigation bar on the left side of the screen.
4. Set up your booking preferences (See **Setup Overview** on Page 8).
5. Select “Save and Publish” (see picture below).
6. Select “Embed” to obtain the hyperlink to direct students to your respective page (see picture below).
7. Share the hyperlink with students.



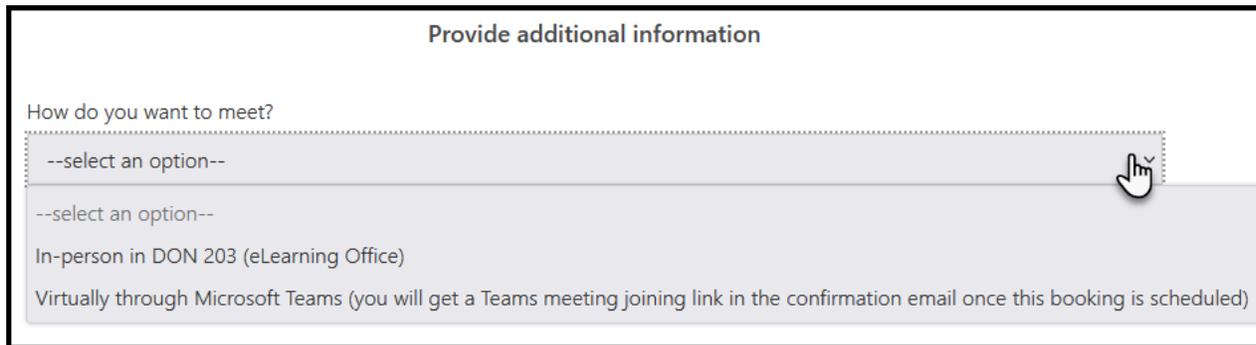
Adding Custom Questions (Recommended)

Our Bookings and Teams apps are connected. Once an appointment is scheduled on Bookings, a Teams meeting link is automatically generated for that appointment too. Sometimes, it is confusing for students if the meeting is going to be in-person or virtually on Teams.

One good question to add onto your Bookings page is:

How do you want to meet? In person or virtually on Teams?

See below for an example:



Provide additional information

How do you want to meet?

--select an option--

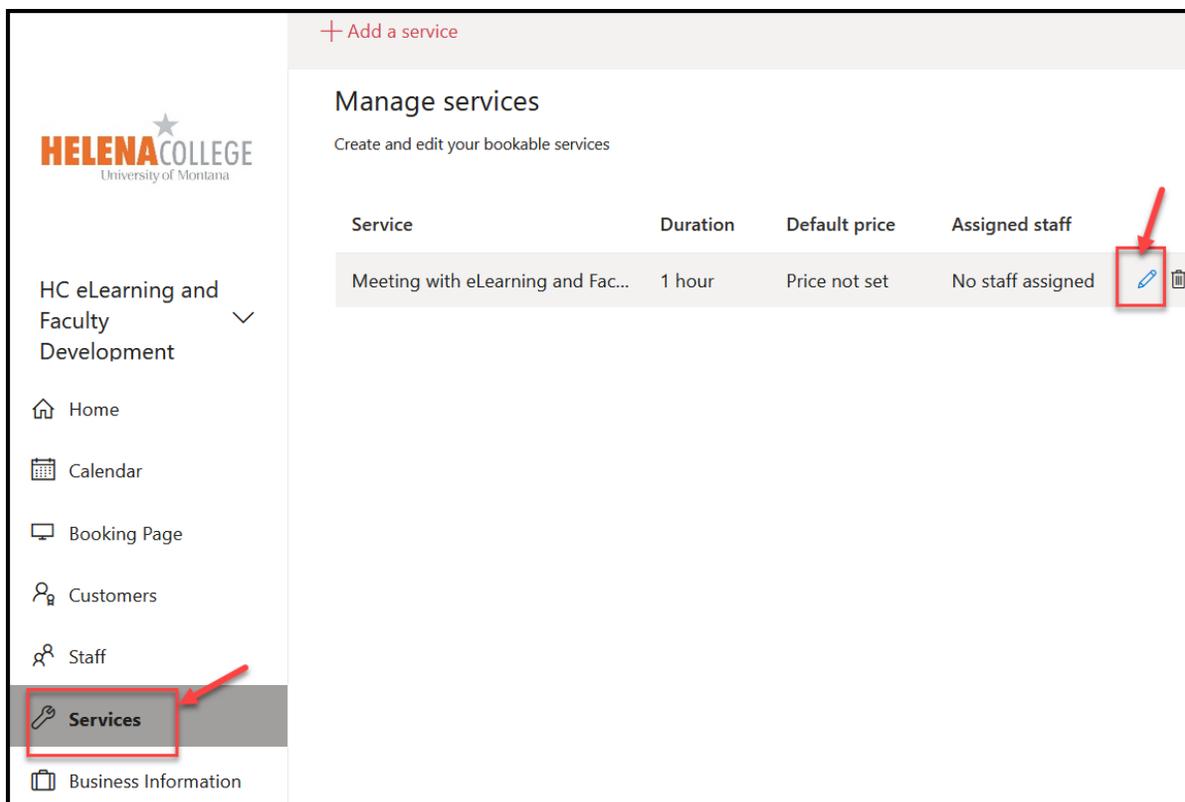
--select an option--

In-person in DON 203 (eLearning Office)

Virtually through Microsoft Teams (you will get a Teams meeting joining link in the confirmation email once this booking is scheduled)

Steps to add custom / required questions onto your Bookings page:

1. Go to **Services** and choose to **edit** an existing service:



+ Add a service

HELENA COLLEGE
University of Montana

HC eLearning and Faculty Development

Home

Calendar

Booking Page

Customers

Staff

Services

Business Information

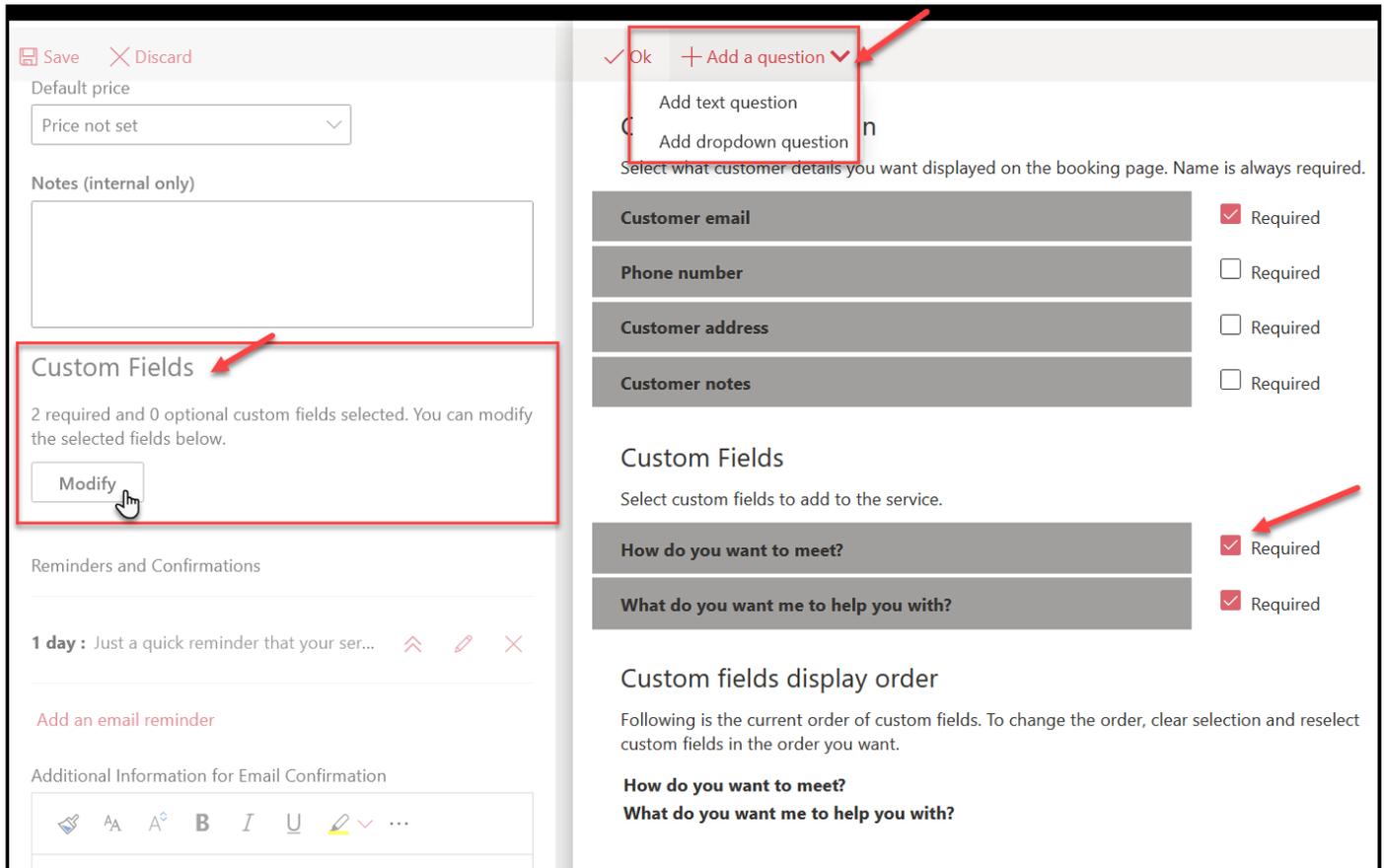
Manage services

Create and edit your bookable services

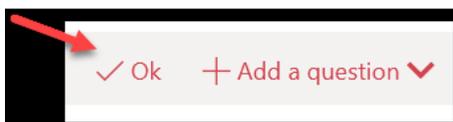
Service	Duration	Default price	Assigned staff
Meeting with eLearning and Fac...	1 hour	Price not set	No staff assigned

2. Scroll down to the **Custom fields** section, and then select **Modify**.

- To create a custom question, select **Add a question** from the top of the panel, write your question, and then select **Save**.
- When the question first shows up in the Custom fields section, it will be turned off. Click on it to make sure the highlighted box around it shows up.
- To make the question required, tick the **Required** checkbox and students won't be able to complete the booking until they've answered the required questions.



- Click **Ok** at the top of the page, and then **Save** the service.



Setup Overview

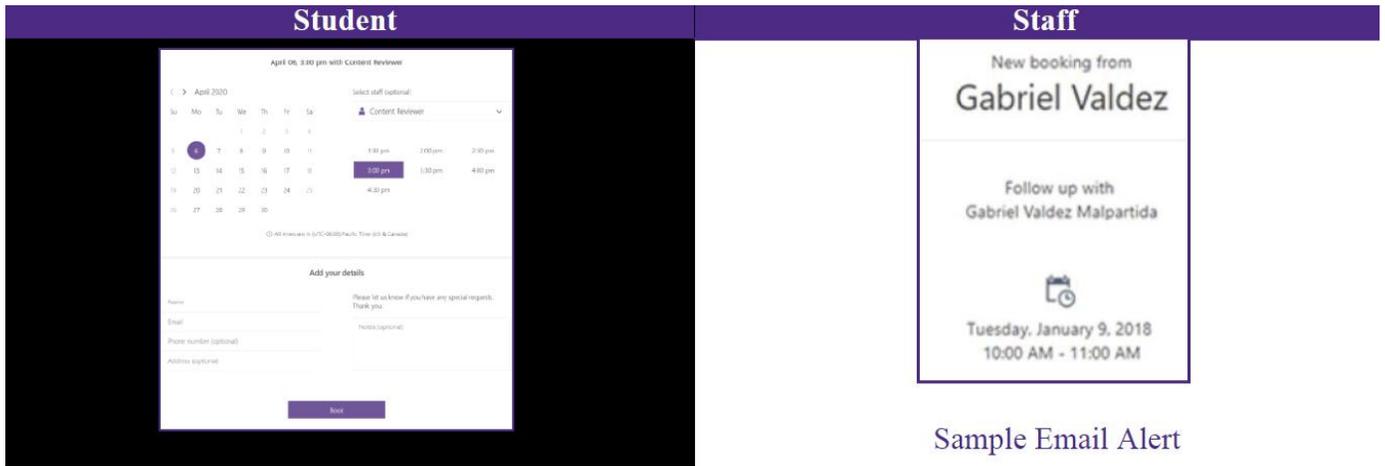
The booking page can be tailored to specific needs and preferences.

The screenshot shows a settings page for a booking system. The interface is divided into several sections, each with a callout box explaining its function:

- Save & Embed:** Located at the top left, it includes options to 'Save and publish', 'Unpublish', and 'Embed'. The callout box states: 'Save your settings or click embed to get a shareable link.'
- Booking page access control:** Includes checkboxes for 'Require an Office 365 account from my organization to book' and 'Disable direct search engine indexing of booking page'. The callout box states: 'Allow all emails to book an appointment & disable search engine indexing.'
- Customer data usage consent:** Includes a checkbox for 'Show a personal data collection and usage consent toggle along with a message on my booking page' and a text area for 'Enter your personal data collection and usage terms here.'
- Scheduling policy:** Includes settings for 'Time increments' (30 minutes), 'Minimum lead time' (24 hours), and 'Maximum lead time' (365 days). The callout box states: 'Set increments for available time slots. Set minimum and maximum lead time for bookings.'
- Email notifications:** Includes checkboxes for 'Notify the business via email when a booking is created or changed' and 'Send a meeting invite to the customer, in addition to the confirmation email.' The callout box states: 'Receive an email notification when a booking is created or changed.'
- Staff:** Includes a checkbox for 'Allow customers to choose a specific person for the booking.'
- Availability:** Includes a 'General availability' dropdown set to 'Custom hours (recurring weekly)' and a table for setting hours for each day of the week. The callout box states: 'Customize availability by selecting the days, times, for the desired date range, including specific dates.'
- Customize your page:** Includes a 'Color theme' selector, a 'Logo' checkbox for 'Display business logo on your booking page', and 'Region and time zone settings' for 'Language' (English (United States)) and 'Current time zone' (UTC-08:00 Pacific Time (US & Canada)). The callout box states: 'Personalize your page with a color theme and business logo.'
- Time Zones:** Includes a checkbox for 'Always show time slots in business time zone'. The callout box states: 'Choose your language and time zone. Click "Always show..." to create consistent time zones.'

Views

Students will be able to book appointments. Staff and students will both receive an email alert, and the appointment will sync with their Outlook calendar. Calendar invites will contain Microsoft Teams online meeting joining link.



The following is an example of a Bookings page of the HC eLearning & Faculty Development Office for students:

Support

If you have technical issues with Bookings, please contact

IT Department
447-6960
IT@helenacollege.edu

If you have questions about how to use Bookings, please contact

Amy Kong
Director of eLearning & Faculty Development
447- 6364
Amy.Kong@helenacollege.edu

Travel Check List

Travel forms can be found on the Helena College Business Services page under Travel:
<https://helenacollege.edu/businessservices/default.aspx>

Travel Check List from Standard Operating Procedures Guide

Prior to making travel arrangements, your Division Director's approval is needed.

- Submit a completed Request and Authorization Travel (RAT) form to the Business Office via the cashier.
- Select the "RAT" tab of the spreadsheet.
- The form must be signed by the employee and their supervisor.
- Include all expense documentation – i.e. Airline tickets, registration fees, hotel estimates, etc.
 - Do not book any of these until your RAT is signed and turned in to the Business Office
- If using Professional Development funding, the request must be approved prior to making travel arrangements (See Section 4.2 Professional Development).

Making travel arrangements:

- You must use a ProCard to purchase:
 - Airline tickets
 - Hotel/Motel rooms
 - Rental cars

If you do not have a ProCard, you will need to either (a) request one 6 weeks in advance of travel or (b) have someone else make the arrangements for you (See Section 5.4 ProCard).

- Reserve a Motor Pool vehicle for all out-of-town car travel (See Section 7.2 Motor Pool).
- Make lodging arrangements (if needed):
 - Request the "State Rate" for in-state lodging (hotels may require your employee ID at check-in).
 - For out-of-state travel, room rate guidelines can be found at:
<http://www.gsa.gov/portal/category/21287>
- Book your airline tickets (if needed):
 - Print your flight confirmation receipt and submit to the Business Office via the cashier with a Purchase Order form.
 - Include a copy of your Request and Authorization to Travel form.

Upon return:

- Complete a Travel Expense Report (TER tab of the spreadsheet) listing the actual costs incurred.
- List all ProCard charges Expense tab. For more information about travel guidelines refer to the UM [Travel Quick Reference Guide for UM Business Travel](#)
- Attach all relevant receipts to the form and submit to the Business Office via the cashier.
 - Hotel/Motel itemized receipts
 - Miscellaneous business expenses; i.e. copies, office supplies, etc.
 - Motor Pool vehicle trip receipt HC Campus-Wide Standard Operating Procedures Last Updated February 17, 2022
 - Copy of the meeting agenda
 - Per diem for meals being claimed (not available when meals are provided as part of the meeting).
- Any amount owed to the employee will be paid via separate check directly to the employee.

ProCard

ProCards enable simplified departmental purchasing by allowing designated UM employees (cardholders) to make appropriate purchases from vendors for the College through a charge card. All lodging, rental cars, and airfare must be purchased using a ProCard. The application must be submitted 6 weeks prior to departure to allow for processing. ProCards may NOT be used in restaurants or to purchase gifts or gift cards/certificates or for personal expenses. For more guidelines, see <http://helenacollege.edu/businessservices/docs/UM%20Procard.pdf>

To obtain a ProCard Read the UM ProCard Purchasing Procedure manual, complete the UM ProCard Quiz, apply by completing the UM ProCard application with your department supervisor and submit to the Business Office via the Cashier. All documents can be found on the UM Business Services ProCard page at:

<http://www.umt.edu/business-services/Employees/Services/Accounts%20Payable/Procard%20Reports.php>

To make ProCard Purchases:

- Complete a Purchase Order for all ProCard purchases
<https://www.helenacollege.edu/businessservices/docs/PurchaseForm.pdf>
- If you are responsible for completing the purchase order, but you are not the cardholder, please clearly indicate the name of the cardholder under the item description.
- Billing address: 32 Campus Drive #2304, Missoula, MT 59812
- Upon receipt of the item, attach the packing slip to the purchase order and original itemized receipt and submit to the Business Office via the Cashier.
- If delivery is not expected within a week of purchase, make and retain a copy of the invoice. Submit the original invoice with a Purchase Order to the Business Office via the Cashier, turning in the copies when the item arrives.

Missing ProCard Receipt

If you do not have a ProCard receipt, complete the ProCard Missing Receipt Declaration form located at

<https://www.umt.edu/business-services/docs/procardmissing.pdf>

This form is for emergency use only if you are unable to obtain a duplicate receipt. If an individual uses this form twice in a 12-month period, their ProCard will be suspended.

Monthly ProCard Statement

A monthly statement will be placed in your mailbox if you have used your ProCard. It will have the stamp below on the statement. You will need to label each item charged and sign on the Employee line. Your supervisor will then need to approve the charges before you return the statement to Laura Gifreda in the Cashier Office.

I have reviewed this statement and all charges are
compliant with University policy

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

COPY

Posting Grades

Grades are submitted through MyHC. If you have any questions about how to turn in grades, please contact the Registrar's Office, 447-6909. If you have questions about how to logon you will need to contact IT, 447-6960. **Please try to log on before the end of the semester to make sure you are able to do so.**

An email similar to the list below will be sent to faculty when the semester is almost over from the registrar's office. It will note when final grades for the semester are due.

Please read the information below before you turn in your grades:

1. **Please, do not leave a grade blank.** If you are unsure what to select after looking through the options, contact the registrar's office or your division chair to decide.
2. **If a student earned a grade of "F", through coursework or by not attending, you must include the last date of attendance.** The system is picky about the format of the last date. It must be entered as MM/DD/YYYY for the system to recognize it. Your grades will not be saved if you put in an F without the last date of attendance. 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.
3. **If a student never attended the class, a grade of "NF" should be assigned.** If the student has ever been to class, even just on the first day, please use option 2.
4. **If somebody is not on your roster, but they have attended class, please send an email to marika.adamek@helenacollege.edu with their grade.**
We will contact the student and work on getting them registered.
5. **If you are assigning an incomplete, the attached Incomplete Form must be signed and submitted to the Registrar's Office.**

Attendance for Online Classes:

If a student has logged into Moodle and done anything, i.e. opened a lesson or completed a discussion forum, they have attended. If you have any students that have not even attended or logged into Moodle, you will flag them as never attended.

If it is asking for last date of attendance, you should be able to pull that from Moodle reports—it should list the last time a student participated in anything Moodle.

Assessment Database

Accessing the Database:

Location route: Helena College website > Employee Portal > Academics (see arrow below) Assessment Database > Curriculum > Course Maintenance > Revise, Inactivate, Create New, Add CHAI, Diversity or Honors Course.

When creating a **New Course** only select Create New Course once, and then use ASCR Home to access the new course for further edits.

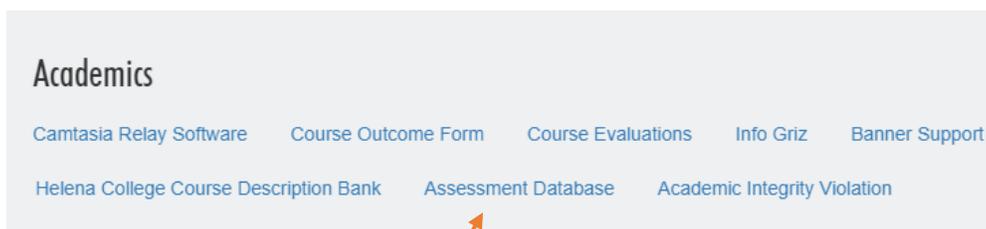
Course maintenance:

Helena College website > Employee Portal > Academics (see arrow below) Assessment Database > Curriculum > Course Maintenance > Select the Course. Make changes or update a course when complete ASCR Submit. Remember to double check the credits for the course.



News & Announcements

No current news



Create Course Modifications

To view in progress course modifications go to ASCR Home: [ASCR Home Page](#)

Instructions
Select Course

Active

- Revise Course
- Inactivate Course
- Create New Course
- Add CHAI Criteria for Course
- Add Diversity Criteria for Course
- Add Honors Criteria for Course

[ASCR Home Page](#)

Links to Course Information:

New Course

<https://www.youtube.com/watch?v=fZF3JRSMvZO>

Course Revision

https://www.youtube.com/watch?v=Y_fWboEV7aU

Course Inactivation

<https://www.youtube.com/watch?v=h4sLBtYpYTQ>

Course Honors

<https://www.youtube.com/watch?v=vKuY2tsnjRA>

Course Diversity

https://www.youtube.com/watch?v=ZZOm44_qRak

Course CHAI

<https://www.youtube.com/watch?v=8LD2tjE91-I>

Outcome Mapping

<https://www.youtube.com/watch?app=desktop&v=FV8niN1cf7o>

Pathways

Academic Pathway for AY 2025-2026

Location route:

HC Website > Academics > Assessment Database > Sign in with NetID & Password > Under Curriculum select ASCR Home > Select a Pathway toward the bottom of the page > Select View Selected Pathway Change button, the view below is what you will see.

Current Status: *Editing* Select Status: *Faculty Editing* (drop down arrow)

Then choose one of the following: 1) Accept as is / 2) Modifications Required / 3) Do not move forward



Pathway Form Business and Accounting Gen Ed Core (CGS) AY2425

Select Number of Terms

Last Revised Date: 3/22/2023

Calculated Total Credits Minimum:6

Calculated Total Credits Maximum:6

Total Credits Text (60 or 62 - 64 or 65.5 - 67.5):

Is Part Time:

Is Jump Start Pathway (Not Junior Status on transfer):

Is transfer to Institution Select Institution

Targeted to Career Field Select Career Field

Editing Select Status

Lead Faculty:

Advising Notes:

The New Pathway Form is needed if it is a new Pathway that did not exist prior. Email Bryon or Melanie for the form, and then send it into Bryon, so he can get the basic information built into the Database. Sample below:

New Pathway Form Information:

Effective Academic Year (e.g. *AY 2024-25*):

Name (e.g. *Business Transfer to MSU (AS) AY2425*):

Short Name (e.g. *BusTransMSUAS AY2425*):

Meta Major: ____ Academic ____ Career Pathway

If Academic what is the Destination - College/University:

Is it a junior status/transfer Pathway: ____ Yes ____ No

List what area the Pathway is in (e.g. *list below*):

1. Arts & Humanities
2. Business & Accounting (updated)
3. Computer Science & Technology (new)
4. Education
5. Engineering & Math (new)
6. Health Sciences
7. Industry & Trades
8. Law & Public Safety
9. Science (new)
10. Social Science & Human Services
11. Cosmetology

Credential(s) (e.g. *Accounting AAS*):

Lead Faculty on Pathway:

Once the form is processed, the pathway will be able to be edited/completed. It will be accessible via the ASCR Home Page as a curriculum item.

Faculty Annual Work Plan Assessment

[Link to Planned Outcome Academic Assessment YouTube Video Link:](#)

Planned Outcome Assessment

<https://www.youtube.com/watch?v=bwdfpnE0IUo>

Faculty Annual Work Plan Assessment: Your goals for the academic year.

HC Website > Academics > Assessment Database > Sign in with NetID & Password > Acad. Assessment > Planned Course Assessment (note it take a bit to load all the courses, so please wait patiently)> Select Show only my course this term >

Curriculum

Acad. Assessment

- Outcome Mapping
- Planned Course Assessment
- Planned Course Assess. Last Term
- View Course Assessments
- View Mapped Course Outcomes
- View Mapped Degree Outcomes

Course Assessment

[Go to Course Outcome Mapping page.](#)

Show only my courses this term

Hide assessments by other users

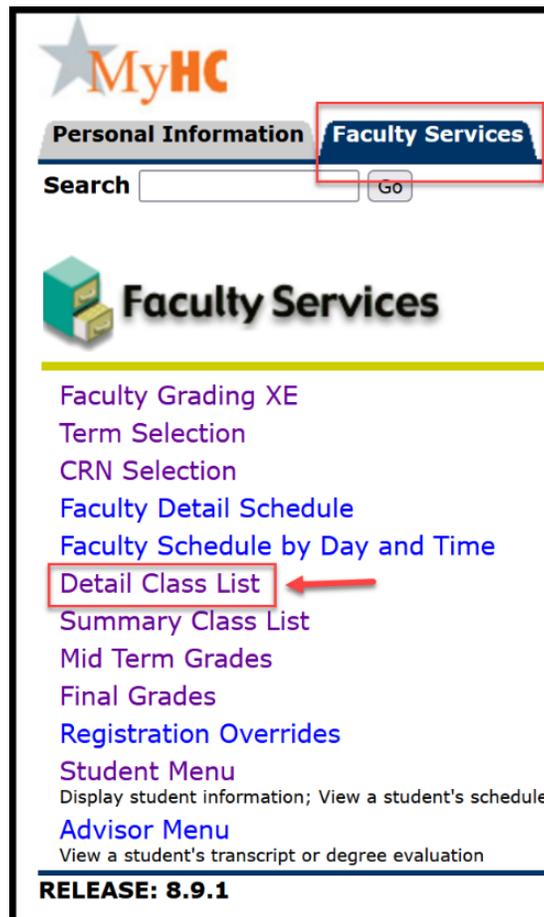
Dual Enrollment / Early College Students

Identifying dual enrollment/early college students who are enrolled in your classes. Why does this matter? It can provide some additional information to you as you are looking at your rosters. Many of you have high school students enrolled in your classes and some have asked how you can identify them. These students are “high school students” but they are enrolled in a college class and should be treated as college students. It is not important that you know who they are, but if you are curious, the document below will help you identify those students. General education faculty have the largest number of dual enrollment students.

If you have a high school student in your class, the Dual Enrollment Coordinator is the academic advisor to that student.

How to Identify Dual Enrollment (High School) Students Enrolled in Your Class

1. Sign into MyHC and choose “Detail Class List” under the Faculty Services tab:



2. Select Term:

Select Term

Select the Term for processing then press the

Select a Term:

RELEASE: 8.7.1

- Fall Semester 2021
- Summer Semester 2021
- Spring Semester 2021

3. Select the course:

Select CRN

Please enter the CRN you wish to access, or select a different

CRN:

- M 092 H1: Algebra I, 75130 (23)
- M 093 H1: Algebra II- STEM Prep, 75131 (23)
- M 111T O1: Technical Mathematics, 75134 (21)
- M 151 O1: Pre-Calculus, 75142 (15)

4. See the Admit Type/Campus to identify high school students enrolled in your class:

Current Program	
Non-degree	
Level:	Undergraduate
Program:	Non-Degree
Admit Term:	Fall Semester 2021
Admit Type:	High school pilot(ugnon)
Catalog Term:	Fall Semester 2021
College:	Helena College
Campus:	Dual Credit
Major:	Non-degree

Dual Enrollment - Faculty Liaison Responsibilities

Faculty Liaison Responsibilities

Prior to the start of the fall semester, the Dual Enrollment Coordinator will provide an updated list of the dual credit teachers to Helena College faculty. Over the summer, faculty will be introduced to new teachers via email. These are the responsibilities of faculty liaisons based on NACEP standards:

1. Onboard new dual credit teachers

- Meet in-person or virtually at least once prior to the start of the new teacher's class.
- This onboarding prepares dual credit teachers to teach their course(es); builds parity, alignment, and common understanding; and establishes a collegial relationship upon which an ongoing partnership can be built.
- Follow checklist provided by Dual Enrollment Coordinator with specific topics to address:
 - Course philosophy
 - Curriculum
 - Pedagogy
 - Assessment
- Teachers are also encouraged to attend a college class to gain familiarity with the college pace/environment and course structure.

2. Organize and schedule at least 1 discipline-specific gathering for dual credit teachers and Helena College faculty per year

- The Dual Enrollment Coordinator will assist in the scheduling and also attend.
- Zoom/Teams meeting is encouraged, particularly for disciplines, which include teachers from multiple districts.
- The meeting can happen at any point throughout the academic year, at a time that works best for the majority of participants.
- Agenda will be created and distributed in advance.
- These meetings serve a dual purpose: ongoing professional development & rapport building
 - Example topics/format: grade norming exercise, best practice sharing, reporting of any course changes, discussion surrounding a timely topic, guest speaker/tie to professional conference

3. Be available for questions and to offer support in an ongoing manner throughout the academic year

- Dual credit teachers should be given a faculty liaison contact name, phone number, email address by the Dual Enrollment Coordinator Director (in the case of certain departments, it may be more than one person). Each year, the assigned liaison(s) should send an email of introduction/reintroduction.
- The Dual Enrollment Coordinator will provide support related to grade entry, policies for teaching, college experience-related questions, etc. In contrast, faculty liaisons will provide ongoing support related to course content and methods for student evaluation.
- Invitations can and should be extended to dual credit teachers for any relevant training or meetings throughout the year. (Advisory boards, certain departmental meetings, etc.)

Each department is encouraged to establish a shared drive (google, for instance) to act as a repository of sample syllabi, assignments, lesson plans, etc.

Montana Educator Licensure Application Instructions

Montana Educator Licensure Application Instructions

When Helena College faculty obtain their teaching license through the state of Montana, Helena College can advertise these courses to high school students as dual credit eligible (available for high school and college credit). Helena College will pay for you to apply for and renew a license.

This document describes the process of obtaining a Montana Educator License:

1. Information about Licensing can be found at: <https://opi.mt.gov/Educators/Licensure/Become-a-Licensed-Montana-Educator>

2. Most Helena College faculty will be eligible for Class 4 or Class 8 teaching licenses:
 - a. **Class 4 License:** Career & Technical Education
 - b. **Class 8 License:** Dual Credit Post-Secondary License

3. To apply for a license, you will need:
 - a. Online application:

Class 4 License	Class 8 License
<ul style="list-style-type: none">• Class 4 CTE License OR Class 4 CTE Renewal Application• Class 4 Verification of Work Experience form	<ul style="list-style-type: none">• Class 8 Dual Credit Post-Secondary Faculty License Application OR Class 8 Renewal Application

- b. Documents that support adequate education and experience: To view the list of required documentation, please refer to the [License Options and Requirement Information](https://opi.mt.gov/Educators/Licensure/Educator-Licensure) tab found at <https://opi.mt.gov/Educators/Licensure/Educator-Licensure> . **NOTE:** There are separate requirements listed for the Class 4 and Class 8 Licenses. If you have questions about what exact documents you need to provide, you can also contact the Office of Public Instruction (see next page for contact information).
 - c. Application fee: \$80 for first-time applicants and \$70.00 for renewal applicants (paid by Helena College; please send a copy of the receipt to Melissa Mousel for reimbursement).
 - d. Fingerprint background check (details are listed in the application form).

4. Once the license is obtained, please inform the Program Manager for CTE or the Assistant Director of K-12 Partnerships. Contact information below.

Melissa Mousel

Program Manager of Career Technical Education

406-447-6350

melissa.mousel@helenacollege.edu

Cheryl Ravenscroft

Director of K-12 Partnerships

406-447-6993

cheryl.ravenscroft@helenacollege.edu

OFFICE OF PUBLIC INSTRUCTION

Educator Licensure (Certification) Program

Director of Educator Licensure, Crystal.Andrews@mt.gov, Crystal Andrews 444-3150

Licensing Specialist, Cert@mt.gov, Lorri Weiss 444-3150

Licensing Specialist, Cert@mt.gov, Bekki Flanagan 444-3150

Fax 444-0743

Wellness Champions



Wellness Champions are campus individuals who support health & well-being in the workplace and are always looking for new members. We keep the campus up to date on MUS Wellness Program opportunities and events such as the **bi-annual Well Check, Discounted Capital Health Club Membership, Well-Baby Program,** and the **Wellness Incentive Program**, which is an online program that allows you to set goals, participate in challenges throughout the year, compete against your coworkers, and earn awesome incentives! Wellness Champions receive bi-monthly newsletters from MUS Wellness, have the opportunity to apply for grants to bring wellness opportunities to campus, and receive special champion-only swag!

Check out the different [programs that are offered and sign up!](#)



Montana University System

Commissioner of Higher Education

Clayton Christian
560 North Park Avenue
P.O. Box 203201
Helena, MT 59620-3201

Board of Regents of Higher Education

Brianne Rogers, Chair, Bozeman (2024)
Casey Lozar, Helena (2025)
Joyce Dombrowski, Missoula (2026)
Loren Bough, (2027)
Todd Buchanan, (2028)
Jeff Southworth, Lewistown (2029)
Vacant, Student Regent
The Honorable Greg Gianforte, Governor of Montana, Ex-Officio
Elsie Arntzen, Superintendent of Public Instruction, Ex-Officio

THE UNIVERSITY OF MONTANA CAMPUSES

University of Montana – Missoula
Missoula College
Bitterroot College
Montana Tech
Highlands College
University of Montana – Western
Helena College

MONTANA STATE UNIVERSITY CAMPUSES

Montana State University – Bozeman
Gallatin College
Montana State University – Billings
City College
Montana State University-Northern
Great Falls College

COMMUNITY COLLEGES

Dawson Community College
Flathead Valley Community College
Miles Community College

Helena College Foundation Board Members

FOUNDATION BOARD MEMBERS

Greg Strizich – President

President/CEO
Intrepid Credit Union

Sam Martin – Vice President

Client Support Services
Allegra Marketing

Monica Latham –Treasurer

Administrative Assistant
Montana Historical Society

Joel Silverman

Owner
Silverman Law Office, PLLC

Nan LeFebvre

Retired

Summer Marston

Administrative Specialist
North Western Energy

Administration

HELENA COLLEGE UNIVERSITY OF MONTANA

1115 North Roberts
3200 Airport Road
Helena, Montana 59601
Phone: 406-447-6900
Fax: 406-447-6397
www.HelenaCollege.edu

Administrator Profile

Dr. Sandra Bauman, Dean/CEO
B.A., Montana State University
M.S., Montana State University Billings
Ed.D., Montana State University

Division Director Profiles

Stephanie Hunthausen, Executive Director of Career Technical Education & Dual Enrollment
B.A., Carroll College
M.A., University of Idaho

Robyn Kiesling, Executive Director of General Education & Transfer
B.S., Montana State University Billings

Sevda Raghil, Director of Nursing Program

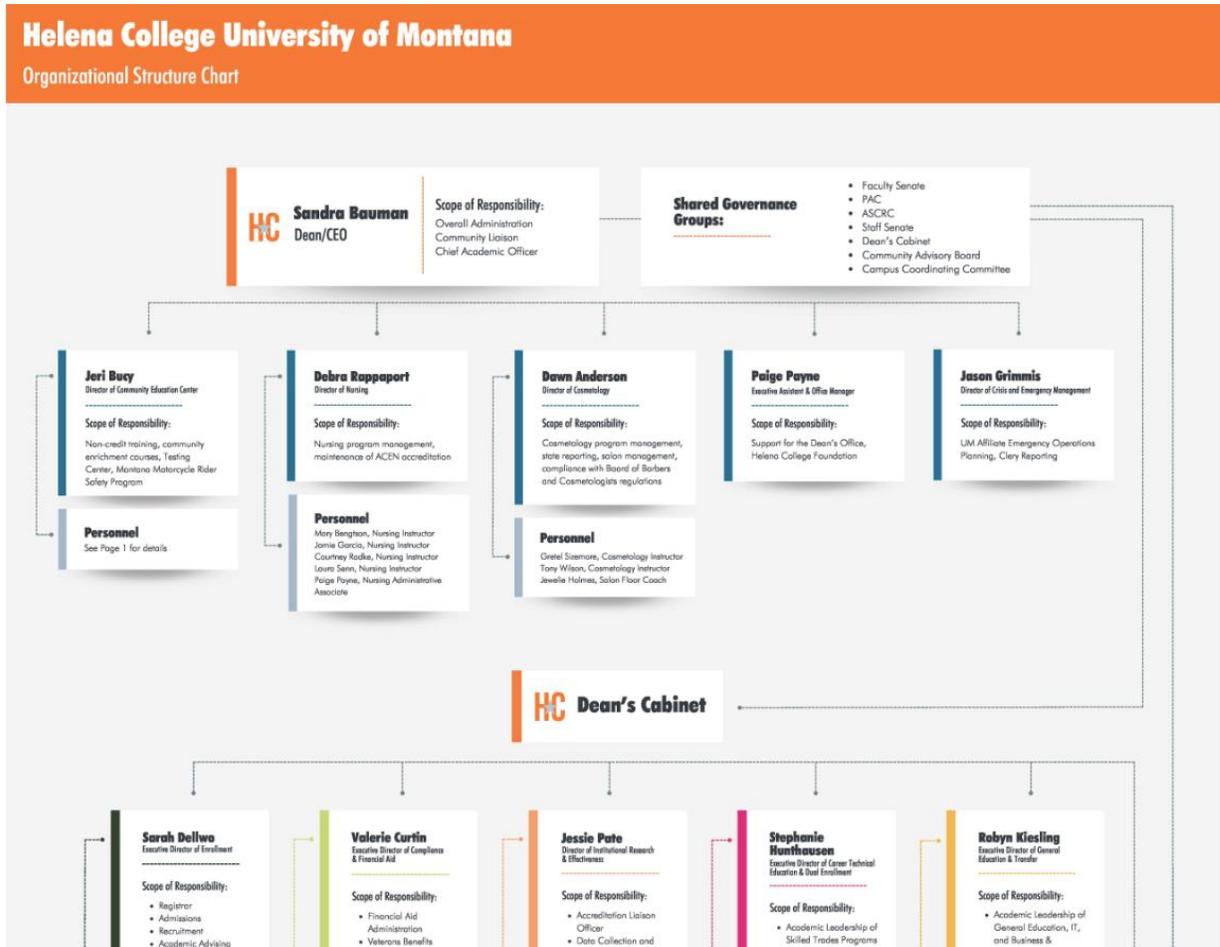
Michaela Parker, Director of OTA Program

Dawn Anderson, Director of Cosmetology

Organizational Chart

The **Organizational Structure Chart** can be found on the Helena College website. This chart lines out different groups, scopes of responsibilities, personnels and positions starting with The Dean.

Also located on the website, is a link for a detailed orintation of the **Personnels** working under each department. This also describes each different department that can be found on campus including the postions and details of their responsibilities.



Staff Profiles

LINK: [Helena College Faculty/Staff Directory](#)

URL: <https://helenacollege.edu/directory/default.aspx>

LINK: [Student Handbook](#)

URL: <https://helenacollege.edu/search.aspx?q=student+handbook>

LINK: [Catalog](#)

URL: <http://helenacollege.edu/catalog/>

LINK: [Standard Operating Procedures](#)

URL: https://www.helenacollege.edu/faculty_staff/docs/hc-standard-operating-procedures-20220217.pdf

LINK: [Business Office Travel Forms](#)

URL: <https://helenacollege.edu/businessservices/default.aspx>

Facilities Maintenance:

Email your Maintenance to HCMaintenance@helenacollege.edu