The handbook is available on Helena College’s Website and is updated as needed.
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### 2021-2022 Institutional Calendar Fall 2021

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>Priority Application Date</td>
</tr>
<tr>
<td>August 20</td>
<td>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. (Application Deadline for fall semester)</td>
</tr>
<tr>
<td>August 26</td>
<td>Orientation Airport Campus</td>
</tr>
<tr>
<td>August 27</td>
<td>Orientation Donaldson Campus</td>
</tr>
<tr>
<td>August 30</td>
<td>Fall Semester Starts, First Block Classes Begin</td>
</tr>
<tr>
<td>August 31</td>
<td>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.</td>
</tr>
<tr>
<td>September 1</td>
<td>Last day to add classes through MyHC - An add form, instructor approval, will be required after today. Students registered on or after this day will be assessed a $40 late fee. Second Deferred Payment Due</td>
</tr>
<tr>
<td>September 3</td>
<td>Last day to drop First Block Classes without record and receive a refund.</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day - No Classes, College Closed</td>
</tr>
<tr>
<td>September 9</td>
<td>Last day to add classes - An add form, and instructor approval required.</td>
</tr>
<tr>
<td>September 12</td>
<td>Last day to drop first half-only classes; grade reflected will be a &quot;W&quot;.</td>
</tr>
<tr>
<td>September 20</td>
<td>15th class day - Last day to drop full semester courses online without a grade of &quot;W&quot; and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day to drop First Block Classes; grade recorded will be a &quot;W&quot;.</td>
</tr>
<tr>
<td>September 30</td>
<td>AlcoholEdu and Sexual Assault Prevention Part 1 due for fall admitted students.</td>
</tr>
<tr>
<td>October 1</td>
<td>Third deferred payment due</td>
</tr>
<tr>
<td>October 4</td>
<td>End of First Block</td>
</tr>
<tr>
<td>October 5</td>
<td>Start of Second Block Classes</td>
</tr>
<tr>
<td>October 11</td>
<td>Columbus Day – College OPEN and classes are in session</td>
</tr>
<tr>
<td>October 11</td>
<td>Last day to drop second Block Classes; without record and receive a refund.</td>
</tr>
<tr>
<td>October 12</td>
<td>Last day to drop first half classes only</td>
</tr>
<tr>
<td>October 18</td>
<td>Registration for spring/summer semester begins for current students.</td>
</tr>
<tr>
<td>October 20</td>
<td>First half semester classes end</td>
</tr>
<tr>
<td>October 21</td>
<td>Second half semester classes start</td>
</tr>
<tr>
<td>October 25</td>
<td>Midterm grades posted to My HC</td>
</tr>
<tr>
<td>November 1</td>
<td>Final deferred payment due</td>
</tr>
</tbody>
</table>
November 2...................................................... Last day to drop second Block Classes; grade recorded will be a "W".
November 8...................................................... End of Second Block Classes
November 9...................................................... Start of Third Block Classes
November 11...................................................... Veteran's Day - No Classes, College Closed
November 15...................................................... Registration begins for new students
November 16...................................................... Last day to drop Third Block Classes without record and receive a refund.
November 16...................................................... Last day to drop second half-only classes; grade reflected will be a "W".
November 24...................................................... Thanksgiving Break – College OPEN
November 25-26................................................... Thanksgiving Break - College Closed
December 1...................................................... Graduation Application for Spring/Summer 2022 graduates due.
December 8...................................................... Last day to drop classes; grade reflected will be a "W".
December 13...................................................... Last day to drop Third Block Classes; grade recorded will be a "W".
December 17...................................................... Last day of Fall Semester & Third Block, Priority Application Date
December 18 ................................................... Graduation
December 21 ................................................... Grades Due
December 24 ................................................... Christmas Eve – College Closed
December 25 ................................................... Christmas Day - College Closed
December 27 ................................................... Grades posted to MyHC
### 2021-2022 Institutional Calendar Spring 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 15, 2021</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>December 17, 2021</td>
<td>Priority Application Date</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>New Year’s Eve – College Closed</td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>New Year’s Day - College Closed</td>
</tr>
<tr>
<td>January 7</td>
<td>Final Application Deadline.</td>
</tr>
<tr>
<td>January 7</td>
<td>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.</td>
</tr>
<tr>
<td>January 7</td>
<td>Spring Orientation TBD</td>
</tr>
<tr>
<td>January 17</td>
<td>Martin Luther King Day - No Classes, College Closed</td>
</tr>
<tr>
<td>January 18</td>
<td>Spring Semester Classes Begin, First Block Classes Begin</td>
</tr>
<tr>
<td>January 19</td>
<td>Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.</td>
</tr>
<tr>
<td>January 20</td>
<td>Last day to add classes without instructor permission.</td>
</tr>
<tr>
<td>January 20</td>
<td>Last day to drop First Block classes with record and receive a refund.</td>
</tr>
<tr>
<td>January 20</td>
<td>Spring Orientation TBD</td>
</tr>
<tr>
<td>January 27</td>
<td>Last day to add classes using an add form and instructor approval required.</td>
</tr>
<tr>
<td>February 1</td>
<td>Second deferred payment due</td>
</tr>
<tr>
<td>February 7</td>
<td>Last day to drop with record and receive a partial refund.</td>
</tr>
<tr>
<td>February 7</td>
<td>Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.</td>
</tr>
<tr>
<td>February 14</td>
<td>Last Day to drop First Block</td>
</tr>
<tr>
<td>February 18</td>
<td>End of First Block Classes</td>
</tr>
<tr>
<td>February 22</td>
<td>Second Block Classes Begin</td>
</tr>
<tr>
<td>February 28</td>
<td>Last day to drop Second Block</td>
</tr>
<tr>
<td>February 21</td>
<td>President's Day - No Classes, College Closed</td>
</tr>
<tr>
<td>February 25</td>
<td>AlcoholEdu and Sexual Assault Prevention Part 1 due for spring admitted students.</td>
</tr>
<tr>
<td>March 1</td>
<td>Last day to drop first half only class. Third deferred payment due</td>
</tr>
<tr>
<td>March 10</td>
<td>First Half Semester Classes End</td>
</tr>
<tr>
<td>March 11</td>
<td>Second Half Semester Classes Begin</td>
</tr>
<tr>
<td>March 14</td>
<td>Mid-Term Grades Due</td>
</tr>
<tr>
<td>March 17-18</td>
<td>Spring Break - No Classes, College Open</td>
</tr>
<tr>
<td>March 24</td>
<td>Last day to drop Second Block Classes; grade received will be a “W”</td>
</tr>
<tr>
<td>March 28</td>
<td>Registration begins for current students</td>
</tr>
<tr>
<td>March 30</td>
<td>End of Second Block</td>
</tr>
<tr>
<td>March 31</td>
<td>Start of Third Block</td>
</tr>
<tr>
<td>April 1</td>
<td>Final deferred payment due</td>
</tr>
</tbody>
</table>
April 6 .............................................................. Last day to drop Third Block Classes without record and receive a refund
April 29 .............................................................. Last day to drop Third Block Classes; grade received will be a “W”
April 15 ............................................................ No Classes – College OPEN
April 18 ............................................................ Last Day to Drop Classes
April 26 .............................................................. Last day to drop second half only class
May 2 .............................................................. Registration for fall 2022 semester begins for new students.
May 2 .............................................................. Graduation applications are due for fall 2022 graduates.
May 5 .............................................................. Last day of Spring Semester. End of Third Block Classes
May 6 .............................................................. Airport Campus Graduation
May 7 .............................................................. Donaldson Campus Graduation
May 9 .............................................................. Spring grades due
May 13 .............................................................. Spring grades posted to MyHC
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Beginning of Aviation Summer Session</td>
</tr>
<tr>
<td>May 23</td>
<td>Beginning of first 5-week session and 10-week sessions</td>
</tr>
<tr>
<td>May 24</td>
<td>Last day to add first 5-week session classes without instructor permission. Payment due for students registered in 5-week, 6-week, or 10-week sessions for summer</td>
</tr>
<tr>
<td>May 25</td>
<td>Last day to add 10-week session classes without instructor permission</td>
</tr>
<tr>
<td>May 26</td>
<td>Last day to add first 5-week session classes (instructor permission required)</td>
</tr>
<tr>
<td>May 27</td>
<td>Last day to add 10-week session classes (instructor permission required)</td>
</tr>
<tr>
<td>May 27</td>
<td>Last day to drop first 5-week session classes without record and receive partial refund</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day - No classes, College Closed</td>
</tr>
<tr>
<td>June 6</td>
<td>Last day to drop first 10-week session classes without record and receive partial refund</td>
</tr>
<tr>
<td>June 17</td>
<td>Last day to drop first 5-week classes</td>
</tr>
<tr>
<td>June 20</td>
<td>Beginning of 6-week Session</td>
</tr>
<tr>
<td>June 21</td>
<td>Last day to add 6-week session classes without instructor permission</td>
</tr>
<tr>
<td>June 23</td>
<td>Last day to add 6-week session classes. (instructor permission required)</td>
</tr>
<tr>
<td>June 24</td>
<td>End of first 5-week session</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day to add 6-week session classes without instructor permission</td>
</tr>
<tr>
<td>June 27</td>
<td>Beginning of second 5-week session</td>
</tr>
<tr>
<td>June 28</td>
<td>Last day to add second 5-week session classes without instructor permission</td>
</tr>
<tr>
<td>June 30</td>
<td>End of first 5-week session</td>
</tr>
<tr>
<td>July 1</td>
<td>Last day to drop second 5-week session classes without record and receive partial refund</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day - No classes, College Closed</td>
</tr>
<tr>
<td>July 5</td>
<td>Part 1 of Alcohol EDU and Sexual Assault Prevention due (All summer classes)</td>
</tr>
<tr>
<td>July 15</td>
<td>Last day to drop 10-week session classes; grade received will be a “W”</td>
</tr>
<tr>
<td>July 21</td>
<td>Last day to drop 6-week session classes; grade received will be a “W”</td>
</tr>
<tr>
<td>July 22</td>
<td>Last day to drop second 5-week session classes; grade received will be a “W”</td>
</tr>
<tr>
<td>July 29</td>
<td>End of 10-week, 6-week and second 5-week sessions; grade received will be a “W”</td>
</tr>
<tr>
<td>August 5</td>
<td>End of Aviation summer session</td>
</tr>
</tbody>
</table>
Welcome to Our Campus

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 employments and relevant information about Helena College and its mission. You will be guided with step-by-step written instructions and visual aids. This handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to the Academic Administrative Coordinator.

You are joining a group of dedicated and knowledgeable faculty supported by a wonderful and helpful team of staff members. We are here to help, and we are pleased that you are part of our team.

General Information

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

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

Core Themes
Through an inclusive campus and community-wide discussion of Helena College’s purpose and goals, three core themes have been identified individually and collectively to define the College’s mission.

- Student Access and Success
- High Quality Education
- Community Enrichment
Strategic Plan

In May of 2011, a strategic planning day was held at Helena College. From this campus-wide event including all faculty, staff and administrators, six themes emerged that were further developed by the College Council into the College’s 2012-2022 Strategic Plan. In 2017, the campus community reviewed the strategic plan and provided feedback on the existing goals and objectives. Informed by this process, the Strategic Planning, Assessment and Accreditation Committee subsequently refined and consolidated the College’s strategic plan into the following five goals and related objectives.

1. **PROMOTE STUDENT SUCCESS AND ACHIEVEMENT**
   - Construct academic pathways for undergraduate education that enable seamless career transition or postsecondary educational transfer.
   - Increase educational access and support for a diverse student population through community efforts and collaboration.
   - Promote a culture of collaboration and communication that ensures that the College meets its mission.

2. **ADVANCE ACADEMIC EXCELLENCE AND SCHOLARSHIP**
   - Provide relevant and enriching instruction academic programs that address the evolving job market and global community.
   - Utilize research and assessment data to make evidence-based decisions regarding curriculum, instruction, and programming.
   - Demonstrate that students have learned requisite knowledge and skills relevant to their educational goals.

3. **BUILD COMMUNITY ENGAGEMENT AND PARTNERSHIPS**
   - Foster collaborative partnerships with business, industry, and the broader community to enhance workforce development and lifelong learning.
   - Evaluate and respond to on-going and emerging community educational and workforce needs.
   - Expand civic engagement opportunities through work-based learning and other real-world educational experiences.

4. **MODEL AND FOSTER EQUITY, INCLUSION, AND CULTURAL COMPETENCY**
   - Ensure that recruitment and hiring practices promote equity and inclusion.
   - Develop a diversity and inclusion action plan with measurable outcomes and ongoing assessment.
   - Deliver professional development and other training to support the increased cultural competency of students and employees.

5. **ENSURE INSTITUTIONAL INTEGRITY**
   - Maintain and enhance a transparent process for resource prioritization and allocation that fosters efficient, effective and equitable use of fiscal resources.
   - Procure and allocate resources to support the mission of Helena College.
   - Devise and implement performance metrics for assessing institutional progress towards identified goals.
   - Maintain and systematically assess a strategic enrollment plan that supports the mission of Helena College.
The eLearning Office functions the development, maintenance, oversight, and operation of all aspects of eLearning and instructional technology at Helena College. Responsibilities include providing various types of training and professional development required of staff and faculty, student support and education, course quality control, ADA compliance, course shell approval, facilitation of distance-delivery methods, developing recommendations to build and maintain the infrastructure to allow the sustainable growth of eLearning, etc.

The Faculty Development Office coordinates and develops opportunities for faculty to grow professionally and personally. The Office provides resources to foster teaching, research/creative activity, and service. It aims to sustain faculty professional goals, promote career satisfaction and advancement, and support the mission of Helena College.

Microsoft Teams
As soon as you obtain your NetID, you will be added to the Faculty Team on Microsoft TEAMS - Faculty training and professional development resources and information are housed in the Faculty Team.

The Office of eLearning expands and complements the programs at Helena College by offering a variety of online and hybrid learning experiences for our diverse student community.

As a student taking an online or hybrid course, you will be able to access your online course content through the Moodle course portal available from the Helena College website. Moodle is our online learning management system.

In order to locate your class in Moodle, go to https://helenacollege.edu/. Choose “Portals” (top right), then “Portal”:
- Click on the Moodle icon.
- Click on ‘NetID Login’.
- Enter your NetID and Password.
- Click on ‘My Courses’.

Once you have accessed Moodle, you will find a variety of student resources on the Moodle homepage. The ‘Moodle Tutorial for Students’ course can assist you with learning and navigating Moodle.

Delivery methods using Moodle include the following as outlined in BOR Policy 303.7:

- Program Modality Definitions (see also BOR Policy 940.20)
  - **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.
o **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.

o **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.**

Students will be charged a $35 per credit fee associated with courses provided by Online (O) or HyFlex (H) modality.

Students will be charged a $17.50 per credit fee associated with courses provided by Blended (B) or Virtual Blended (VB) modality.

The [eLearning webpage](#) includes many great resources about Moodle and Instructional Technologies for faculty:

- [eLearning](#)

- [Screencast-O-Matic](#) is a screen-capturing software to allow faculty to create instructional videos:
  - [Screencast-O-Matic](#)

- [Quality Matters](#) 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:
  - [Quality Matters](#)

- [SMART Technologies](#) help modernize for digital learning experiences and distance learning in our classrooms:
  - [SMART Technologies Resources](#)

If you need any assistance with eLearning, please contact:

- **The Office of eLearning**
  - [elearning@HelenaCollege.edu](mailto:elearning@HelenaCollege.edu)
  - 406-447-6364

**Recording Room**

- Reserve the room by clicking on the EMS Meeting Room Icon on the Helena College website.
- Room set up as faculty recording room:
  - DON 103B (across from cashiers office)
Wireless Access Instructions

Helena College Faculty 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.
2. You can check the box to connect automatically if you wish

3. Select Connect at the next screen

4. 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.

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

6. You should now be connect 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.
Helena College

Faculty 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. IPhones 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 connect 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 O 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.

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 on how to set up email signature using Outlook 2016

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”.

7. Close the Word document.

8. Open Outlook

9. Select New Email

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

11. 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.
Human Resources

Timesheets

The payroll calendar and biweekly timesheets can be found at http://www.helenacollege.edu/hr/forms.aspx under payroll. Indicate regular hours on the first line and other hours on designated lines. Note any overtime at the bottom.

Leave Options as per UM Human Resources policies:

| Holidays | 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:  
• 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;  
• State general election day. (Under certain circumstances, the Commissioner of Higher Education may designate specific business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA, as per BOR Policy 801.5 – Holiday Exchanges.)  
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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>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.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>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.</td>
</tr>
</tbody>
</table>
Juror/Witness Leave

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 annual 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.

Military Leave

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, 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.

Leave Requests

A Leave Request form must be signed by your supervisor and turned into HR at least 5 days in advance of planned leave. Unplanned leave (emergency or sick leave) must be reported to your supervisor immediately. Upon return to work, complete the Leave Request form. Forms can be found at https://www.helenacollege.edu/hr/docs/LeaveRequestform.PDF

Link to Payroll Calendar:

2021-2022 Payroll Calendar Bi-Weekly:
https://helenacollege.edu/hr/docs/2021-2022_payroll_calendars.pdf

2021 Biweekly Pay Schedule:
https://helenacollege.edu/hr/docs/2021-biweekly-pay-schedule.pdf

Timecard – Bi Weekly:
https://helenacollege.edu/hr/docs/Biweekly-Timecard-2020.xlsx

Leave Request Form:
https://helenacollege.edu/hr/docs/LeaveRequestform.PDF
Campus Information

Books & Supplies
Helena College Retail Services consists of two Campus Stores, one on each campus, and the Coffee Counter. The Campus Stores provide supplies, apparel, some hot food, beverages, and snacks Monday through Friday during the academic year. The Campus Stores accept 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. The Campus Store located on the Airport Campus and sells supplies, food, snacks, and beverages Monday through Friday during the academic year. The College is not liable for any personal work performed by students. Course materials can be purchased online at BNC Virtual.

Library Learning Hub
The mission of the Helena College Learning Hub is to enable student success in the programs and degrees offered at the College. Professional librarians, along with an Academic Coach and Tutor Coordinator, will achieve this mission by collaborating with the Helena College community, and the Montana library community, in the selection, purchase, and creation of information resources and services; and by providing coaching, tutoring, and information literacy instruction targeted to the curriculum. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

We are very excited about our renovation of the Library Learning Hub! Changes you will see:

- There is no service desk in DON 139, all library, tutoring and academic coaching services will be handled from the reference desk in the Library.
- All books have been moved to stacks in DON 139, with the exception of popular fiction, new books, children’s lit, and DVD’s.
- Quiet study with pods, carrels, and a comfortable seating area will be in DON 139 behind our new glass wall dividing the two rooms.
- Two group study rooms will be available in DON 139 as well.
- Tutoring will be on the right side of what used to be the Library in DON 140.
- The rest of the space in DON 140 will have moveable tables, chairs, whiteboards, comfortable seating, and a Smartboard.
- Kim Caldwell’s office will be in the old group study room in DON 140, and Kim Feig and Disability Resources will remain in DON 139.

This arrangement will enable public group study spaces in an active learning environment next to tutoring, afford space for class visits and instruction, and provide quiet study along with one more group study room. All library faculty and student services will still be offered.

Library
The library has a location on each campus. The main library is located in room 140 on the Donaldson Campus. The Airport Campus library is located in the southwest corner of the building and can be accessed through the back hallway. These combined locations house over 10,000 print book titles, two daily print newspapers, more than 60 print magazines and journals reflecting the diversity of programs at the College, and 16 iPads, 28 laptops and 10 hotspots for student use. The OneSearch search box on the library homepage allows users to place requests on books and DVDs from sixteen academic libraries across the state participating in the Treasure State Academic Library Services (TRAILS) consortium. The library also provides access to materials internationally through interlibrary loan. The library website provides full-text online access to articles from periodicals (magazines, journals, and newspapers), reference sources, and scholarly e-books, as well as e-books and digital audiobooks for leisure reading. All electronic resources are available both on and off campus. The library also provides computers for public use, group
and quiet study areas, a multi-function photocopier/printer/scanner, and a color printer. A professional library staff member is available during open hours for individual assistance or group instruction.

Tutoring and Academic Coaching
Individualized tutoring is free for Helena College students and is available for most courses. For more information, contact the Library Learning Hub or log into your Starfish account to make an appointment with a tutor. For courses not covered, or for students needing help outside of the hours offered, online tutoring is available through TutorMe; you will find TutorMe in Moodle. 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 time management and study skills. Appointments may be made through your Success Network in Starfish. Tutoring services and academic coaching are located in room 140 of the Library Learning Hub on the Donaldson Campus.

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.

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 Academic Administrative Coordinator 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 Administrative Associate for Academics.
- 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:

Home > Faculty Home > Select Course > Generate Syllabus

1. Log in Home on navigation page
2. Faculty Home page on the Database
3. Verify term is correct
4. Select the course (e.g. CSCI292)
5. Select Generate Syllabus
   a. Within 10 minutes, you will get an email with the selected course syllabus attached.
6. Do this process for each course

Helena College - Faculty Admin Page

Your sections for Fall 2021
- CSCI100
- CSCI100
- CSCI121
- CSCI194
- CSCI292
- CSCI298
- CSCI299

Generate Syllabus

Syllabus will be emailed to you within 10 minutes.
**Syllabus Template 2021-2022**

<table>
<thead>
<tr>
<th>Course Prefix, Number, Section, Course Title</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credits:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course Start/End Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course Location/Days/Times:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Materials and Aids:</strong></td>
<td>[Estimated costs of materials, clothing such as scrubs or uniforms, kits, special tools (see program tool list), etc.]</td>
</tr>
</tbody>
</table>

**INSTRUCTOR INFORMATION**

- **Instructor Name** and preferred title:  
- **Phone Number:** (college phone number required, personal number not required)  
- **College e-mail Address:**  
- **Official Course-related Website:** (e.g. Moodle, and any others such as MathXL, etc.)  
- **Office Hours/Availability to Students:** *(Please note that expected email response time is within 24 hours M-F. Emails sent during the weekend do not need to be replied to until the following Monday. Please include a statement about email response time in the course syllabus.)*  
- **Office Location:** (if you have an office on campus that you use, otherwise, not required)  
- **Division Director:** (include name and contact information for Division Director)

**COMPUTER REQUIREMENT**

Student ownership of and/or permanent access to a computing device is required at Helena College. Students benefit greatly from the ability to work and access online information and services at any time and from any place. For specific program requirements and additional information, please visit the Helena College website [http://www.helenacollege.edu/it/comprecommendations.aspx](http://www.helenacollege.edu/it/comprecommendations.aspx)

**COURSE CONTENT**

- **Course Description:** (from the official course statement, located in the course/assessment database)
- **Course Learning Outcomes:**  
  (Helena College course outcomes are the official outcomes and located in the course/assessment database)
- **Program/Gen Ed Core Outcomes addressed by this course:**  
  (Program and Gen Ed Core Outcomes are in the course/assessment database)
Diversity, Cultural Heritage of American Indians, and/or Honors Outcomes addressed by this course:
(If course has any of these designations, the outcomes must be included in the course syllabus. If not, this heading can be removed. Diversity, CHAI and Honors outcomes are located with the course statement in the course/assessment database.)

Institutional Competencies addressed by this course [check all that will be taught/assessed]:

☐ Diversity. The student will learn to recognize and value individual, group and cultural differences from and within local, national and global perspectives and contexts.

☐ Critically examine the cultural, historical, social, economic, and/or political circumstances that produce and shape different social/cultural systems and communities either nationally and/or globally.
☐ Identify processes by which identities and notions of difference are constructed, reinforced, change over time.
☐ Examine how power structures, oppressions, and privilege shape the conditions of one or more underrepresented groups as well as various strategies and tools for empowerment, equity, social justice, and inclusion.

☐ Information Literacy: The student will learn to locate needed information, managing and evaluating the extracted information and using it critically and ethically.

☐ Pursue critical inquiry by using authentic questions, curiosity, and a willingness to challenge previously held beliefs in order to make new discoveries.
☐ Demonstrate persistence, flexibility, and patience in a strategic search for information, while recognizing that it may vary greatly in format, perspective, and value.
☐ Evaluate content among varied and conflicting perspectives in order to identify authoritative sources.
☐ Participate actively in scholarly or professional conversation by properly citing past research and accurately representing creators’ intended meaning.

☐ Technology Literacy: The student will use appropriate technology to access, manage, integrate, or create information, and/or use technology to effectively accomplish a given task.

☐ Internet and email: web search, web navigation, send and receive email, email attachments, security, messaging
☐ Operating system operations: locating and executing programs, booting, login, updates
☐ File management: navigation in OS, create files, folders, copy, delete, rename and upload files, Zip and unzip files, access Flash drive
☐ Word processing software basics
☐ Presentation software basics
☐ Spread Sheet software basics

Course Schedule/Topical Outline:

Course schedule is subject to change based on the needs of the course. Official course schedule is located (please include location(s) of official course schedule here, i.e. Moodle, syllabus, MyMathLab, etc.) Any revisions to the course schedule will be posted (please indicate where revisions to course schedule will be posted/located.)

(Post course schedule here)
Critical Dates: [Exams, project due dates, etc.]

Course schedule and critical dates are subject to change based on the needs of the course.

Grade Calculation Procedure:

Grading Scale: [must use department approved grading scale]

Letter grades for the course will be assigned based on the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(94-100% )</td>
</tr>
<tr>
<td>A-</td>
<td>(90-93.9% )</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89.9% )</td>
</tr>
<tr>
<td>B</td>
<td>(83-86.9% )</td>
</tr>
<tr>
<td>B-</td>
<td>(80-82.9% )</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79.9% )</td>
</tr>
<tr>
<td>C</td>
<td>(73-76.9% )</td>
</tr>
<tr>
<td>C-</td>
<td>(70-72.9% )</td>
</tr>
<tr>
<td>D+</td>
<td>(67-69.9% )</td>
</tr>
<tr>
<td>D</td>
<td>(63-66.9% )</td>
</tr>
<tr>
<td>D-</td>
<td>(60-62.9% )</td>
</tr>
<tr>
<td>F</td>
<td>(0-59.9% )</td>
</tr>
</tbody>
</table>

(Post additional grading information/expectations here, e.g. I will round-up to whole number, so an 89.45 will round up to an 89.5, which rounds up to a 90 A-.)

Example:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Homework (reading questions)</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>50%</td>
</tr>
<tr>
<td>Film Analysis</td>
<td>10%</td>
</tr>
<tr>
<td>Final Essay</td>
<td>25%</td>
</tr>
</tbody>
</table>

Special Instructions: [please include any instructions particular to your course e.g. lab safety policies, field trip information, expectations for purposeful/thoughtful conversation, etc.]

Instructor’s Educational Philosophy: [Sample inclusiveness language provided. Please feel free to use this statement and/or include your own statement.]

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline in accordance with Helena College’s Student Code of Conduct. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences including, but not limited to race, ethnicity, nationality, culture, religion, politics, veterans status, sexual orientation, gender, gender identity/expression, age, or disability. Class rosters include students’ legal names, but I will gladly honor your request to address you by an alternate name or preferred gender pronoun.

Classroom Behavior/Expectations: [Instructor’s expectations of students/students’ expectations of Instructor.
Eating/drinking not allowed in computer labs, cell phone use, etc.]

Extra Credit/Late Work Policy: 
(Include course policy regarding late work and/or extra credit)

Attendance and/or Participation Requirements: 
(Include your course attendance and/or participation requirements here.)
Official Helena College attendance/excused absence, course withdrawal, incomplete grade, and grade appeal policies and procedures are in the Academic Information section of the 2021-2022 catalog on the Helena College website. (This statement must be included in the syllabus.)

Resources: [web links, technical support, access codes, etc.]
(Students may expect [kind and level of support] from the instructor. Beyond that, additional resources for other kinds of support not provided by the instructor include:)
(For example)
- Pearson Support website [http://support.pearson.com/getsupport]
  See instructor if issues are not resolved by Pearson support.
- Video Tutorial for using MyProgrammingLab site [https://docs.turingscraft.com/codelab/intro/]

For Online, Hybrid, or Web-Enhanced Courses:
(For example)
- Face-to-face meeting, instructor availability, and speed-of-response guidelines
- Communication expectations in case of student, faculty, or platform difficulties
- Help desk contact information [e.g. for software] or links to FAQs, etc.
- Guidelines for “netiquette”—see, for example: http://www.albion.com/netiquette/
- Hints/tips for success in the course
- Links [to tutoring, eLearning, instructor’s site, etc.]

Additional Resources/Information:

Information for the following student resources are located in Moodle on the Dashboard:

- Accommodated and Make-Up Testing
- IT Services
- Library Learning Hub
- Starfish
- eLearning Support
- Disability Resources
- Bookstore
- Student Services

Make-Up Testing: [if make-up testing is allowed]:
(Include the make-up policy specific to your course here. Testing center procedures [includes both accommodated and make-up testing] are located on the Moodle dashboard.)

Official (Email) Communication:
The Helena College email policy states that all official student email correspondence be sent only to a student’s college email address and that faculty and staff consider email from students’ official only if it originates from a Helena College account. This allows the College to maintain a high degree of confidence in the identity of all individuals and the security of transmitted information. The College provides each student with a free email account that is to be used in all communication with college personnel. Official notifications and course evaluation surveys will be sent to students through this account, as well.

Academic Support Desk:
Students needing to drop off papers or pick up papers from instructors should visit the Academic Support Desk located across from Faculty Office Suite 103 on the Donaldson campus. A photo ID is required to pick up any graded work.
Academic Dishonesty Definition/Policy Statement:

Helena College expects its students to adhere to a high standard of academic integrity. It is a violation of academic integrity standards and the student code of conduct to present the ideas, designs, works, or words of another person as one’s own efforts, or to permit another person to do so. The following guidelines are intended to clarify these issues for students, faculty, and administration.

The College will regard the following acts as violations of academic integrity constituting academic dishonesty. Although the list and descriptions are not intended to be exhaustive of all types or instances of academic dishonesty, they are presented as examples of behavior to avoid. It is explicitly the student’s responsibility to avoid academic dishonesty of all kinds, and each student is required to seek guidance in advance of taking any questionable action, including but not limited to those enumerated, below.

Plagiarism: A student will be considered in violation of standards for academic integrity if they submit an assignment in any form (written, oral, graphic, or computer-generated, etc.) which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit. A similar violation would occur in cases where a student submits a paper or other project/assignment for one course that was originally created for another course even if that student was the originator of the paper/project/assignment in the first instance. Similarly, using facts, figures, graphs, charts or information without acknowledging the source constitutes plagiarism, which may occur verbally, in written form, through computer programs and files, research methods, designs, particular distinctive words or phrases, ideas and images or any other information that was created by another person without acknowledgement of that person’s role in its creation. Inadvertent or unintentional misuse or appropriation of another’s work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Copying/Cheating: A student will be considered in violation of academic integrity standards if they gain, or attempts to gain, credit for work by dishonest or deceptive means. Examples include the use of crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given explicit permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. It is the policy of the College to prohibit phones, smart watches, and other similar devices during examinations. Prior to administering an examination, instructors will require all such devices are turned off and stored in an inaccessible place. Failure to comply with this policy will constitute a violation of the academic integrity policy. If a student is found in possession of such a device during an examination, they will be assigned a score of 0 for the examination. Further examples include: copying assignments from another source (classmate, etc.); working with others on exams or homework that is not explicitly permitted by the instructor to be collaborative; looking at another student’s paper or screen during an exam or assignment; disclosing exam content to others during an exam, or after completion of an exam, including allowing such information to be disclosed to you; and/or attempting to or allowing another person to complete assignments for another person (such as in an online course). The above examples are meant to illustrate violations of the principle of academic integrity and are not intended to be all-inclusive. Additional instances of dishonesty that are not explicitly identified in the above list will nevertheless be treated as violations.

Contributing to Academic Dishonesty: A student will be considered in violation of academic integrity standards if they willfully assist another student in an act of academic dishonesty.

Academic Dishonesty Violations: Academic dishonesty will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the assignment to a failing grade in the course in which the academic dishonesty occurs. When a faculty member assigns a failing grade based on academic dishonesty, they shall notify the affected student(s) and the appropriate Division Director of the violation and provide all supporting documentation to the Division Director. Record
of the infraction will be kept on file in the office of the Division Director, although no further official action will be taken unless/until a second infraction is reported. In cases of repeated offenses, the Executive Director of Compliance and Financial Aid will be notified and will administer a range of disciplinary sanctions up to and including expulsion from the College. Students retain their right to due process and may refer to the Student Handbook or the Executive Director of Compliance and Financial Aid regarding any disciplinary sanctions.

**Course Evaluation Process:**

Students will be provided an opportunity to evaluate the course near the end of the semester. A link to all surveys for your registered courses will be sent to your official Helena College email address along with instructions on how to complete the surveys. You will receive a daily email until all course evaluations are completed. All responses are anonymous, and faculty do not see final course evaluations until after grades are posted (mid-term evaluations, if any, are shared in time for any needed adjustments to be made during the semester). Results are reviewed following each semester by the instructors themselves, their Division Director, and often by the Dean/CEO. This is part of Helena College’s on-going effort to improve your educational experience, so the College appreciates your feedback and constructive criticism.

**Children on Campus:**

It is the policy of Helena College not to allow the non-enrolled children (under 18) of students, employees, or visitors on campus to be in campus classrooms; laboratories; high-risk areas; work areas; store rooms; hallways; the library; or areas adjacent to classrooms, laboratories, or offices, except under special circumstances that require explicit permission in advance.

**Disclaimer Regarding Changes to Syllabus:**

This syllabus is subject to change as deemed necessary by the instructor to fulfill the changing needs of the class. Changes to the syllabus will be posted/located (please enter location for course syllabus)
Book Adoptions

The online adoption portal is live! You will no longer need to complete tedious spreadsheets or email your book information. Now you can enter your adoptions in just a few minutes (per title) directly with MBS. Below is an updated FAQ and the user-training guide specific to faculty (not campus specific). You can also click here for a YouTube video that will walk you through the process. The system will send you reminders as you have new courses/sections to provide adoptions information. You will also receive reminders as the deadline for adoptions approaches, or passes.

There are a couple of known issues at this time:

- Prior adoptions may not show for all courses and the loading process can take up to 90 seconds. You can still adopt your materials you just have to use the guided path.
- There should be a comment box when adopting OER

Please remember that your book adoption is a binding contract with both MBS and the student, so please choose carefully. Most questions can be answered through the adoption guide and the FAQ. If you still have issues there is embedded support built into the portal. This is what they get paid for, use them if you need them.

You can find the portal on the Helena College website – Employee Portal – Academics

[Image: An image showing the online adoption portal]
1. **My course doesn’t have an adoption. Am I still required to do anything?**
   a. Yes. You will need to select “I’m not using any materials for this class” on the adoption overview page. Your students will see a message on the virtual bookstore and in the booklist posted on our website letting them know that there are no required texts.

   ![Image of adoption page](image1)

   No Text Required For This Course

2. **I use open-source materials that are free to my students. Am I still required to do anything?**
   a. Yes. You will still indicate what materials you are using in your course. You will need to select “I’m not using any materials for this class” on the adoption overview page. The click on slider that says, “Are you using Open Education Resources?” Clicking the word “No” will change the slider to green and the word “Yes” will display.

   ![Image of open-source materials](image2)

   The virtual bookstore will indicate that students need to acquire their materials from another source. The published booklist on the campus store site will direct them to their materials.
   b. Virtual bookstore

   ![Course 2 of 2: Summer Term 2021](image3)

   Additional Materials Available From Other Source
   c. Campus store booklist

<table>
<thead>
<tr>
<th>Writing for Success</th>
<th>University of Minnesota</th>
<th>9781946135285</th>
<th>Text is FREE / open source online via download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing for Success</td>
<td>University of Minnesota</td>
<td>9781946135285</td>
<td>Text is FREE / open source online via download</td>
</tr>
</tbody>
</table>

3. **My course has more than one adoption. What do I do?**
   a. If you are readopting from a prior term you should see all of your course materials and you can select to readopt all of them. If you do not see all of your desired materials you can still readopt the title that does appear by submitting it and then select “I’d like to be guided through the adoption process” to adopt additional materials.
   b. If you are adopting all new materials, or your prior adoptions are incorrect or not displaying, select “I’d like to be guided through the adoption process” to adopt your materials. You will submit each material one at a time.

4. **My course requires a book and online course access; can I pull the ISBN from the back of my book?**
a. No. If you require a book and digital media you will need to find the ISBN provided by the publisher for the bundle.

5. I want my students to be able to choose between print and etext; how do I indicate that?
   a. You will list the ISBN’s for both print and etext in the ISBN column. In comments please indicate that students only need 1.

<table>
<thead>
<tr>
<th>Print</th>
<th>Etext</th>
<th>Students only need 1; either print or etext</th>
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</thead>
<tbody>
<tr>
<td>9780393674170</td>
<td>9780393674217</td>
<td>Students only need 1; either print or etext</td>
</tr>
</tbody>
</table>

User-Training Guide

https://www.ccc.edu/Documents/Internal%20Comm/SubmitYourAdoptions.pdf

---

Faculty Support Desk

Faculty Support Desk

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

COPY REQUEST FORM

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Date Needed</th>
<th>Requestor</th>
<th>Amount of Copies</th>
</tr>
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</table>

Please Check All That Apply

- 1 sided – 2 sided copies
- 1 sided – 3 sided copies
- 2 sided – 1 sided split
- 2 sided – 2 sided copies
- Non-Sort / Non-Staple
- Front Staple Sort
- Magazine Sort
- Sort / Non-Staple
- Group
- Double Sort Staple
- Rear Staple Sort
- Hole Punch

Special Instructions
Professional Development - Vector

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.

You can see the instructions about how to log into Vector and use Vector here: https://helenacollege.edu/faculty_staff/docs/vector-solutions-tutorial-handout.pdf

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 #.

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 PD events 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:

![Image of Vector Solutions homepage](image)

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:

![Image of filter options](image)

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:

![Image of edit options](image)

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

<table>
<thead>
<tr>
<th>Jessie Pate</th>
<th>Amy Kong</th>
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</thead>
<tbody>
<tr>
<td>Director of Institutional Research</td>
<td>Director of eLearning and Faculty Development</td>
</tr>
<tr>
<td>447-6951</td>
<td>447-6364</td>
</tr>
<tr>
<td><a href="mailto:jessie.pate@HelenaCollege.edu">jessie.pate@HelenaCollege.edu</a></td>
<td><a href="mailto:amy.kong@HelenaCollege.edu">amy.kong@HelenaCollege.edu</a></td>
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Office Hours Template

Each semester fill out this form to provide guidance for students.

<table>
<thead>
<tr>
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<tr>
<th>SEMESTER</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td>7:00-8:30</td>
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</table>
Release of Information (ROI) to Students & Contact Information

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 Employment.

Release of Information to Students & Contact Information

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

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

(Return to Program Administrative Associate)

(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 Reservations on Campus

MEETING ROOMS

All facility reservations are to be scheduled through the Helena College website.

SEARCH FOR MEETING ROOM AVAILABILITY

Go to https://events.helenacollege.edu/virtualEMS/BrowseForSpace.aspx# (there is also a link on the Faculty/Staff page of the Helena College website under Meeting Room Availability). Individual credit classes show as blue blocks of time. Hover the mouse over the blue bar to view extra-curricular event details or click in the upper left on “Browse” and selecting “Browse for Events.”

REQUEST MEETING SPACE

You may schedule your meeting through the EMS portal.

You will need a login specific to EMS in order to use the program.
Please contact the Community Education office CE@HelenaCollege.edu or 6945 to request an account.
Once you have received your login information, you will navigate to the EMS home screen.

1. From the website employee portal homepage, select the green “Meeting Room Availability” button.
2. At the upper right, click on “Welcome, Guest.”  
   (NOTE: The system will not currently allow you to book a room for the next day after 5:00 p.m. To book a space with short notice, please contact the scheduler in Community Education directly.)
3. Once you are logged in, the home screen will display bookings you have scheduled through the application (it will automatically show today’s bookings, but you can select to view by month or to view a particular date.)
4. To begin creating a reservation, click on “CREATE A RESERVATION” on the top left, then choose “book now.” Fill in the date and time of your meeting (use the recurrence button if applicable.)
5. Set your Number of Attendees as your first step. This will eliminate rooms from your list that will not accommodate the group size. Once you see an appropriate room on the grid to the right, hit the green plus sign to the left of the room you would like to choose.
6. Scroll to the top of the screen to select the “Next Step” button.
7. Once you have verified the number of attendees and room setup, choose “Next Step” again.
8. Select applicable services option(s). Choose “Next Step” again.
9. Enter the required information about your meeting. Your name is available as a drop-down under 1st Contact, which will autofill your phone and email.
10. Then choose “Create Reservation.”

The Meeting is now scheduled and will appear on the calendar as a “waitlist” item. The personnel in scheduling receives a notification email and will update the status to “Confirmed”, and will follow up with an email.

Note: if you are curious about an existing reservation in a space, items marked “Private” are courses for academic credit. The system cannot efficiently display the large number of entries in this category. If the item is not private, you can click on the reservation to see the event name and which general department is the host.

If you are interested in viewing a calendar of non-credit events, on the left side of the EMS screen, select Browse – either events (for a calendar listing) or browse locations (for a grid view of rooms.)

Helena College University of Montana  38  2021-2022 Faculty Handbook
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.

All credit classes are marked “private” so that they do not show up on the calendar page. If they did show here, that page would be sooooo long!

All non-credit events (meetings, CE classes, and special events) do NOT say private. You can click for details - see next image.

Sometimes it would be easier to use the “Browse by EVENTS” screen.

In the “browse by EVENT” or calendar page, MONTHLY LIST is the default. All non-credit class items are listed by time and title. If you click on the item, a booking details screen pops up (similar to the previous illustration.)

The Dean’s Conference Room (102B) can be scheduled by contacting the Executive Assistant to the Dean/CEO.
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 Life & Wellness

Student Life

Student Life at Helena College encompasses wellness, support, engagement, and campus activities. As educators, we know the more connections students have to faculty, staff, and campus; the more successful they will be in the classroom. Student life provides a physical and conceptual space for Helena College to connect students and care for them while fostering development of important skills they will use in their personal and professional lives. The name of the student life game is balance, joy, belonging, meaningful contribution, and exposure. By providing a WIDE array of programs and opportunities to participate in our campus community, students can choose to push themselves toward connectedness at a pace that works for them. My goal for students is by choosing to come to Helena College, they will leave here happier and healthier and more prepared to utilize the degree and/or certificate they worked so hard to achieve.

A note to faculty:

Building a centralized student life program at any college is no small challenge, let alone with a department of one. I ask for your trust and collaboration. Together we can co-construct opportunities for your students that make sense for your program and offer valuable experiential learning. Can we serve the community with the skills your students gain? Can we involve their families by offering events that welcome and include them? How might we work together to create long-standing traditional events we all look forward to annually?

I am thrilled to join the Helena College campus team and look forward to serving our students.

–Emily Schuff
Wellness

The Office of Student Life provides wellness coaching and community referral services to registered Helena College students. Services provided are created using the Wellness Model, which addresses all eight aspects of wellness (mind, body, spirit, environment, intellectual, vocational/occupational and social). The office also provides outreach and educational services to the campus community in the context of mental health, suicide prevention and violence prevention initiatives. Our campus along with other college campuses across the state, through the Montana University System are implementing new resources as identified below, that will help us continue to educate our campus and provide innovate instruments focusing on our student’s wellbeing.

HELENA COLLEGE MENTAL HEALTH RESOURCES

KOGNITO ONLINE INTERACTIVE TRAINING

In partnership with the Montana University System (MUS), Helena College is developing access to Kognito for mental health, an online evidence-based virtual simulation-training module for both faculty/staff and students that teaches how to recognize and respond to someone who may be experiencing distress or suicidal thinking. An interactive web-based module can be accessed from any device. Watch for our marketing events here at HC introducing the product and how to use it.

You at College –1 stop resource application

In partnership with MUS, Helena College offers You at College a personalized digital tool created by behavioral health experts to foster campus wide well-being to help students, faculty and staff thrive. HC is currently working on implementation – watch for the introduction of this very effective and helpful app.

Collection of Counselors

In partnership with MUS, Helena College will be using Thriving Campus, an online directory that allows students to access a list of off-campus, licensed mental health clinicians, many of whom specialize working with students. The website includes various guides and resources that assist students through the process of securing off-campus outpatient care. The finalization of this referral system is still in the development stages, but you can review the site at the following link: https://helenacollege.thrivingcampus.com/

Report a Student to the CARE Team:


Contact:

Emily Schuff, Director of Student Life
Donaldson Campus: 135C
406.447.6962
emily.schuff@helenacollege.edu
There are two cohort based retention initiatives on Helena College’s campus led by Ann Willcockson, Director of Retention Initiatives with the support of Kelsey Anderson, TRIO Retention Specialist, and Coco Ponce, TRIO Program Coordinator. The first is the TRIO Student Support Services program funded through the Department of Education and the second is the MONTANA 10 program funded through Office of the Commissioner of Higher Education. Both programs collaborate with Helena College students to help them achieve their academic and career goals.

Program Description: TRIO Student Support Services
TRIO at Helena College is a federal grant-funded program committed to serving 140 students each year. Our dedicated staff collaborate with student participants in achieving academic, career, financial, and personal success through a variety of services and programs. The TRIO SSS program helps students overcome economic, social, and academic challenges.

Eligibility
 Criteria Students must meet all four of the criteria below:
  1. Be a citizen or national of the United States, or meet the residency requirements for Federal student financial assistance.
  2. Be a degree-seeking student enrolled in a minimum of 6 credit hours per regular semester and having the objective of completing 18-24 credit hours per year.
  3. Demonstrate a need for academic support, as determined by this program through an application process, in order to successfully pursue a post-secondary educational program.
  4. Be at least one of the following:
     a. First generation college student status (neither parent has completed a 4-year degree);
     b. Income qualified (as described by the U.S. Department of Education guidelines); or
     c. An individual with a documented disability (physical, mental, or learning).

Program Description: MONTANA 10
MONTANA 10 is a scholarship and student Success program designed to help students graduate on time, with less debt, and on a strong path to their career. The program focuses on financial support, specialized advising and career development, and academic support. This program serves between 30 and 40 students.

We are located on the Donaldson Campus in room 119.

We can be reached by email, or phone:
TRIOAdmin@HelenaCollege.edu
406-447-6956
Academic Information

All students at Helena College are responsible for knowing and understanding the requirements of their individual degree programs, and must take final responsibility for making their own academic decisions.

Academic Forgiveness
A Helena College student seeking their first undergraduate degree who returns to the College after a minimum three-year absence and has not attended any other college or university is eligible for Academic Forgiveness.

Academic Forgiveness allows a student who has met the requirements in the previous statement to return to Helena College and continue the pursuit of a degree or certificate without penalty from previous poor academic performance.

Receiving Academic Forgiveness for previous semesters results in all credits and grades, up to two semesters, being forgiven and excluded from the student’s GPA calculation; semesters do not need to be consecutive. A student will not be allowed to select specific grades and credits to be retained while excluding others earned. The excluded courses and grades will remain on the student’s official College transcript; however, they may not be used to fulfill any program or college requirements.

A student will be granted Academic Forgiveness only one time during their academic career with Helena College.

Only Helena College grades and credits will be excluded; any transfer courses previously applied to the student’s transcript will remain.

Any student who receives Academic Forgiveness will be bound by the College Catalog in effect at the time of the return to Helena College or any subsequent catalog in accordance with College policy.

A student applying for Academic Forgiveness will be required to pass a minimum of 75% of registered courses after applying for forgiveness and be in good academic standing upon completion of the term before Academic Forgiveness will be granted.

For example, if the student is registered for 12 credits in the fall term after having sat out for the minimum three years, the student must successfully complete 9 credits with a minimum term GPA of 2.0. After such, then and only then will the application for Academic Forgiveness be reviewed.

A student wishing to apply for Academic Forgiveness should contact the Executive Director of Enrollment Office for the appropriate form. The Executive Director of Enrollment Office will be responsible for verifying eligibility and after review by the appropriate offices, will notifying the student of the decision.

Procedure:
1. Provide a written statement that outlines the nature of your request for Academic Forgiveness and the reasons you believe your appeal merits approval.

2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other College professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.

3. Submit the completed form and required documentation to Executive Director of Enrollment for approval.

4. If approved, the form and documentation will be forwarded to the Executive Director of Enrollment for completion of the process. Academic Forgiveness will result in all credits and grades earned during the semester in question being excluded from the student’s GPA calculation; a student will not be allowed to select specific courses or credits for exclusion. The excluded courses and original grades earned will remain listed on
the transcript; however, they may not be used to fulfill any Helena College requirements toward attainment of a credential or degree.

Academic Integrity
Helena College expects its students to adhere to a high standard of academic integrity. It is a violation of academic integrity standards and the student code of conduct to present the ideas, designs, works, or words of another person as one’s own efforts, or to permit another person to do so. The following guidelines are intended to clarify these issues for students, faculty, and administration.

The College will regard the following acts as violations of academic integrity constituting academic dishonesty. Although the list and descriptions are not intended to be exhaustive of all types or instances of academic dishonesty, they are presented as examples of behavior to avoid. It is explicitly the student’s responsibility to avoid academic dishonesty of all kinds, and each student is required to seek guidance in advance of taking any questionable action, including but not limited to those enumerated, below.

Plagiarism: A student will be considered in violation of standards for academic integrity if they submit an assignment in any form (written, oral, graphic, or computer-generated, etc.) which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit. A similar violation would occur in cases where a student submits a paper or other project/assignment for one course that was originally created for another course even if that student was the originator of the paper/project/assignment in the first instance. Similarly, using facts, figures, graphs, charts or information without acknowledging the source constitutes plagiarism, which may occur verbally, in written form, through computer programs and files, research methods, designs, particular distinctive words or phrases, ideas and images or any other information that was created by another person without acknowledgement of that person’s role in its creation. Inadvertent or unintentional misuse or appropriation of another’s work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Copying/Cheating: A student will be considered in violation of academic integrity standards if they gain, or attempts to gain, credit for work by dishonest or deceptive means. Examples include the use of crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given explicit permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. It is the policy of the College to prohibit phones, smart watches, and other similar devices during examinations. Prior to administering an examination, instructors will require all such devices are turned off and stored in an inaccessible place. Failure to comply with this policy will constitute a violation of the academic integrity policy. If a student is found in possession of such a device during an examination, they will be assigned a score of 0 for the examination. Further examples include: copying assignments from another source (classmate, etc.); working with others on exams or homework that is not explicitly permitted by the instructor to be collaborative; looking at another student’s paper or screen during an exam or assignment; disclosing exam content to others during an exam, or after completion of an exam, including allowing such information to be disclosed to you; and/or attempting to or allowing another person to complete assignments for another person (such as in an online course). The above examples are meant to illustrate violations of the principle of academic integrity, and are not intended to be all-inclusive. Additional instances of dishonesty that are not explicitly identified in the above list will nevertheless be treated as violations.

Contributing to Academic Dishonesty: A student will be considered in violation of academic integrity standards if they willfully assist another student in an act of academic dishonesty.
Academic dishonesty will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the assignment to a failing grade in the course in which the academic dishonesty occurs. When a faculty member assigns a failing grade based on academic dishonesty, they shall notify the affected student(s) and the appropriate Division Director of the violation and provide all supporting documentation to the Division Director. Record of the infraction will be kept on file in the office of the Division Director, although no further official action will be taken unless/until a second infraction is reported. In cases of repeated offenses, the Executive Director of Compliance and Financial Aid will be notified and will administer a range of disciplinary sanctions up to and including expulsion from the College. Students retain their right to due process and may refer to the Student Handbook or the Executive Director of Compliance and Financial Aid regarding any disciplinary sanctions.

Class Attendance & Absence
Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance, or participation in a College-sponsored activity. (College-sponsored activities may include required course field trips, ASHC service, or other institutionally supported service.)

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member, and/or death of immediate family member. To petition for an excused absence, the student must contact the instructor of the course and the Division Director(s) responsible for the applicable course(s) as soon as possible, but no more than 5 days following the absence. Contact information for Division Director can be found on course syllabi. Each request will be handled on a case-by-case basis using all available information and documentation to make an informed decision. Part of this determination will be based on whether or not the student can successfully complete the course following the absence. In some cases, class and/or discipline requirements may preclude the possibility of successful completion of the course. Course requirements including assignments, lab work, quizzes, and exams cannot be removed; however, when appropriate, extensions to due dates may be granted. If the student does not agree with the determination of the Division Director, they may appeal to the Dean/CEO.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses. Such policies will be set out in the course syllabus. Customarily, the course syllabi will describe the procedures for giving timely notice of absences, explain how work missed because of an excused absence may be made up, and stipulate any penalty to be assessed for absences.

Students Called to Active Duty
If a student is ordered to active duty while enrolled in one or more courses at an educational institution, the faculty shall, when consistent with accreditation requirements:

a. Assign a final passing grade in the course if, in the faculty's judgment, enough of the course requirements have been completed;
b. Assign a military incomplete in the course and extend the period of time in which the student may complete course requirements; or
c. Allow the student to withdraw from the course, backdating out of the term, and all tuition/fees paid will be reimbursed to the entity that paid it (noting there may be Financial Aid implications), and no grades (including "W's") will be recorded.

If a student re-enrolls in one or more courses at an educational institution within 12 months after returning from the active duty that interrupted the student’s previous enrollment at the institution the student must, to the extent possible, be readmitted with the same academic status that the student had when ordered to active duty, unless the student requests or agrees to admission with a different academic status.
Please fill out a specialized “Students Called to Active Duty” form for the above situations.

Audit
With the consent of the instructor, a student may enroll in a course for no credit (audit). Auditing students pay the same fee as students enrolled for credit. Auditors are not expected to complete course work as students who are enrolled for credit, nor will they take tests. Audit enrollments will not count toward financial aid or degree completion requirements. Students must inform the Executive Director of Enrollment Office within the first 15 instructional days of the course.

Challenging a Course for Credit / Prior Learning Assessment
A student who has completed course work through prior learning or non-accredited learning experiences has the option of earning college credit by taking a challenge exam for designated courses. It is important to note that not all courses can be challenged. An instructor will determine if the student’s previous course work and/or experience supports the challenge request. The request must be approved by the Division Director and then validated through the Executive Director of Enrollment Office. The exam must be completed with passage of at least 80% of the exam contents (written, oral, and/or hands-on content) in order to receive credit for the course. A grade of “CH” will be placed on the student’s transcripts with successful completion of the examination. The grade received for the challenge does not affect the student’s GPA. A fee will be charged for the challenge exam in accordance with Board of Regents policy. Challenged credits will not count towards financial aid. A student cannot challenge more than 25% of the credits required for their degree.

Course Substitutions
Students are required to complete all program courses in order to be awarded their degree or certificate. Helena College does allow course substitutions when there is a compelling reason to do so. A course substitution must uphold the integrity of the degree. For more information on the procedure for substituting a course, students should see their advisor.

Dean’s List
To qualify for the Dean’s List, the student must earn a semester GPA of 3.5 or higher while earning 12 or more semester credits. (P/NP and developmental class credits are not included as earned credits for purposes of determining Dean’s List standing.) Grades of “D,” “F,” or “NP” are not allowed. The student will receive written notification of the offer, and it will appear on their transcript for that term.

Add / Drop Classes
Students registered for fall or spring semesters and attending classes may add classes through the first 8 instructional days of the semester, which can be done online for the first three days. Instructor approval, add form, are required to add classes on days 4 through 8. Students may drop a class without record through MyHC during the first 15 business days of the semester. After the online add/drop window has passed, a drop form must be completed and returned to the registrar’s office. If a student drops a class AFTER the first 15 days and prior to three weeks before the end of the course, a “W” (withdraw) will be given. Students cannot drop a class during the last three weeks of the semester and will receive a letter grade from the instructor based on coursework completed. Drop forms are not used to withdraw completely from the College. Adds/drops for summer semester courses and shorter terms are computed on the same ratio stated above for hours attended to total course hours; the registration guide outlines summer and shorter term deadlines.

Grades & Grade Point Averages
Student evaluation is reported at the end of each semester. Students may access their final grades online through “MyHC.” A student’s level of academic performance is determined through the calculation of a grade point average (GPA). The grade-point average is determined by dividing total grade points earned by the number of credits carried. Students may access their grades and GPA through “MyHC” on the Helena College website.
The meaning of each grade and its value in grade points is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Work</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00*</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67*</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FR</td>
<td>Failing / Remedial</td>
<td>0</td>
</tr>
<tr>
<td>NF</td>
<td>Never Attended</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td>N/A</td>
</tr>
<tr>
<td>EC</td>
<td>Credit by Exam (AP/CLEP)</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>MG</td>
<td>Missing Grade</td>
<td>N/A</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>CH</td>
<td>Challenge/Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>Following a Traditional Grade</td>
<td>N/A*</td>
</tr>
<tr>
<td>TP</td>
<td>Tech Prep</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Course</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>Retake</td>
<td>N/A</td>
</tr>
<tr>
<td>SL</td>
<td>Service Learning</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*An “R” following a traditional grade is used for courses numbered below 100 level. These courses are not counted in the GPA.

In order to graduate, students must:
1. Earn a minimum grade of “C-” in each class used to meet the prerequisites or program requirements and
2. Maintain either:
   - a minimum 2.00 cumulative GPA (for students seeking Associate of Applied Science Degrees) or
   - a minimum 2.25 GPA (for students seeking Associates of Arts or Associate of Science Degrees) or
   - a minimum 2.5 GPA (for students seeking an Associate of Applied Science or an Associate of Science in Nursing)

Grade Appeal Process
Final Course Grade Appeal
Every student has the right to appeal the final grade in a course, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student or the student’s agent/representative, who has been identified in writing, no later than commencement of the subsequent semester. Spring grades will normally be appealed in the following fall semester. The initiating student should begin with the INFORMAL process outlined in Section A and then may pursue the FORMAL process in Section B if satisfaction is not obtained informally. Once a formal appeal has been initiated, the process will conclude within two weeks whenever possible.

SECTION A
Student initiated INFORMAL Process
1. Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Meet with the Division Director who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student may;
3. Elect to file a formal written Grade Appeal with the Executive Director of Enrollment. The Executive Director records the official filing of the appeal and then refers it to the Peer Review Committee. A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed. It is recommended that students present documentation that may shed light on the appeal. Ask for the Grade Appeal form at the Welcome Center desk

SECTION B
FORMAL Process
Conditions under which grade may be appealed:
1. If there is a dispute over the numerical calculation of the grade, or
2. If the grade assigned appears arbitrary or capricious or inconsistent with syllabus assessment/grading policy.

Faculty Peer Review Committee
Upon receipt of a student’s written Grade Appeal, the Executive Director of Enrollment shall then convene a hearing of the Peer Review Committee. The committee will be formed ad hoc and consist of:

1. A division chairperson from OUTSIDE of the division where the course is offered. This chairperson is non-voting and serves only to facilitate the process.
2. Four faculty members who shall be selected by the Executive Director of Enrollment, with two from the Airport Campus and two from the Donaldson Campus.
3. The student who has filed the appeal must be in attendance or else waive their right to attend the meeting in writing prior to its being scheduled.
4. The involved faculty member may attend or send written comments at their discretion.
5. The institutional Registrar may be invited to provide information or as a committee resource.

The purpose of the Peer Review Committee is to determine whether or not the grade should be changed. If the Peer Review Committee finds that the grade assigned was miscalculated, or appears arbitrary or capricious or inconsistent with syllabus and assessment/grading policy, the Committee shall make a recommendation as to the appropriate grade to the Executive Director of Enrollment who will have final decision authority.

Assignment Grade Dispute
Every student has the right to appeal a grade while the course is in progress, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student no later than TEN working days after the assignment grade in question is delivered or posted. It is important to note there is NO FORMAL PROCESS for appealing a grade while the course is in progress.

SECTION A
Student Initiated INFORMAL Process
1. Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the division director who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student must wait to;
3. File a formal written Grade Appeal with the Executive Director of Enrollment according to the process outlined above AFTER the final grade for the course has been posted. It is recommended that students present documentation that may shed light on the appeal.

Graduation
In accordance with Montana Board of Regents Policy 301.5.3, students must earn a “C-” or higher in all classes that are used to satisfy the requirements for a certificate or degree. Students must also have a 2.00 GPA, unless otherwise specified by their program.

In the semester before a student plans to graduate, a student must meet with their advisor and submit an Application for Certificate or Degree to the Executive Director of Enrollment Office. The Executive Director of Enrollment has final authority on the approval of graduation applications.

Students neglecting to submit an Application for Certificate or Degree will not be awarded a certificate or degree. Any student applying for a certificate or degree must pay a fee. If applying for more than one certificate or degree, a fee is required for each application. Certificates and diplomas will be withheld if a student owes a debt to the College.

Students will be awarded a certificate or degree upon satisfactory completion of the program requirements. One third of the coursework required for the degree must be completed at Helena College.
A graduation ceremony is held every May. Fall and spring graduates of the corresponding year are invited to attend the ceremony. Summer graduates may attend the spring graduation ceremony as well. Caps and gowns are available through the Donaldson Campus Store.

**Catalog Governing Graduation Requirements**

The catalog governing students’ graduation requirements is the Helena College catalog in effect at the time of initial enrollment as a degree-seeking student, as long as the student has been continually enrolled. A student may elect to graduate from any subsequent catalog. If a student is absent for two or more semesters, the catalog in effect at the time of readmission governs the student’s graduation requirements. Students must complete all program requirements within six years of enrolling. Students who have not completed requirements in six years will be advised into the catalog in use at the time of graduation.

In case of changes in the student’s program, Helena College reserves the right to determine appropriate substitutions. If a program is eliminated, Helena College will determine an appropriate phase-out process for current students.

**Graduation Honors**

Eligibility for academic honors is based upon the student’s cumulative GPA at the end of the semester prior to commencement for announcement purposes. The final and official honors distinction will be made after all grades have been submitted and calculated by the Exec. Director of Enrollment. The official honors distinction will be stated on official transcripts. The honors classifications are identified below:

- 4.00 Summa Cum Laude
- 3.80 – 3.99 Magna Cum Laude
- 3.50 – 3.799 Cum Laude

**Incomplete**

An incomplete (“I”) grade may be given with the approval of the Executive Director of Enrollment Office when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it and without instructor participation. The incomplete grade is not an option to be exercised at the discretion of the student and is given only in cases of extreme personal hardship or unusual academic situations.

Eligibility for an incomplete is determined within the following guidelines:

1. An incomplete may be assigned to a student when they have been in attendance and doing passing work up to three weeks before the end of the course, and, for reasons beyond their control, or they have been unable to complete the requirements on time. Negligence, indifference, or excessive absences are not acceptable reasons.
2. The instructor will set the conditions for completion of the coursework. When these conditions have been met, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
3. An incomplete (“I”) which is not made up during the next regularly scheduled semester will automatically convert to a grade of “F.”

**Outdated Coursework**

In accordance with Board of Regents Policy 301.5.2, Helena College uses the following guidelines for evaluating previous coursework taken at Helena College:

- Courses specific to a program of study are guaranteed for evaluation for five years.
- Courses used for general education requirements are guaranteed for evaluation for 15 years.
- Courses used for elective credits are guaranteed for evaluation for 15 years.

Coursework that falls outside of the stated periods is not guaranteed for evaluation/graduation. It is the discretion of the individual program to review coursework older than the above guidelines. Students who have outdated coursework are encouraged to speak with their faculty advisor.

**Pass / No Pass**

**Student Option:** Students who enroll in courses for which their preparedness is in question may enroll in certain courses on a pass/no pass basis at the discretion of the instructor.
No more than six pass/no pass credits may be counted toward program completion. The pass/no pass option does not extend to courses required by the student’s program or program option, except at the discretion of the departments concerned. Courses numbered below 100 are not calculated in the pass/no pass limit or toward program completion.

The grades of pass/no pass are not formally defined in terms of their relationship to the traditional grades of A, B, C, D, and F; a “P” is given for work considered to be passing and therefore deserving credit, and an “NP” for work not passed. “P” and “NP” grades do not affect grade point average.

Election of the pass/no pass option must be indicated at registration time on the registration form. After registration, but prior to the end of the 15th day of instruction, a student may change the grading option from pass/no pass to traditional (A – F) grading, or vice versa, by submitting an add/drop form.

The College cautions students that many schools and some employers do not recognize non-traditional grades (i.e., those other than A, B, C, D, and F) or may discriminate against students who use the pass/no pass option.

Faculty Option: A department may elect to offer an entire class on a pass/no pass basis. This method of grading is used in courses where more precise grading is inappropriate.

Repeating a Course
Students may retake a course to improve their grade by registering and paying tuition and fees for the course. They must submit a Request to Change Grade for Repeated Courses form to the Executive Director of Enrollment Office upon completion of the course. The letter grade for the repeated course will be posted to the student’s transcript, and the previous grade will be replaced with an “R” to indicate that the course was retaken. A grade of “R” is not calculated into GPA.

A student’s academic standing (Dean’s list, probation, suspension, etc.) cannot be retroactively changed by retaking classes.

Scholastic Requirements
Academic Probation: Students will be placed on academic probation, or continued probation, at the end of any term (including summer session) if their cumulative GPA drops below or remains below 2.00.

All students on Academic and Financial Aid probation are required to participate in the Academic Recovery Program. Students failing to meet the conditions of their Academic Recovery Contract during the semester may be suspended.

An “Academic Probation” notation will be posted to a student’s permanent Helena College academic record.

Students placed on academic probation must show satisfactory academic progress – i.e. earn a 2.00 term GPA – during their next term of enrollment (including summer) or face academic suspension. Students who raise their cumulative GPA to the minimum 2.00 will be removed from “probationary status” and in most cases enrollment restrictions will be lifted.

Students placed on academic probation will be notified of their status in writing within a reasonable time following the end of the term. Notification will explain enrollment limitations and conditions and warn students of consequences if they fail to improve their scholastic performance during future terms of enrollment.

Academic Suspension: Students will be academically suspended at the end of any semester if they were placed on academic probation in their last semester of attendance and they failed to earn a term GPA of 2.00.

Students placed on academic suspension status may not enroll at Helena College during the next semester (fall or spring, whichever applies), nor summer session if a student is suspended at the end of spring semester. That is, a student who has been academically suspended from Helena
College for the first time must “sit out” one regular semester (plus summer session, if a student is suspended at the end of spring semester).

An “Academic Suspension” notation is posted to a student’s permanent Helena College academic record.

Students who are suspended for academic reasons will be informed of their status in writing as soon as possible following the end of the term. Any/all future enrollments (future class schedules that exist in Helena College’s computer system through pre-registration prior to the end of the term in question) of academically suspended students will be canceled. Written notification of academic suspension will explain options available to the suspended student.

Readmission Following Suspension: Students who are suspended for academic reasons must apply for readmission to Helena College. Students who seek readmission after “sitting out” the required suspension period must submit:
1. A properly completed Application form;
2. A letter that acknowledges the reasons the student did poorly and steps taken to improve the student’s ability to perform; and
3. An Application for Reinstatement after Academic Suspension form.

The application and letter will be reviewed by a committee. Students reinstated after suspension will be assigned an advisor and follow a strict academic plan. Reinstatements will not be considered for the summer semester.

Withdrawal
Withdrawal from the College is the student’s responsibility. In order to withdraw from all classes, a student must meet with a representative from the Advising & Career Center and complete the withdrawal form. The form must be completed, signed by the student, and collected by the Advising & Career Center. If a student withdraws from the College after the first 15 instructional days and prior to three weeks before the end of the course, a “W” (withdraw) will be assigned.

During the last three weeks of the semester, a student may not officially withdraw and will receive a letter grade from the instructor based on an evaluation of the total work done by the student in the course. Withdrawal from a course in which the student has received a “FX” for academic dishonesty is not permitted. It is important to note that a complete withdrawal cannot be done online, but can be done via the telephone.

Retroactive Withdrawal
After a term has ended, a student who left the College for extenuating circumstances without an official withdrawal during the term of departure may apply for a Retroactive Withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance attributed to extenuating circumstances shall constitute consideration for retroactive withdrawal. A student need not be enrolled at Helena College at the time the application for retroactive withdrawal is submitted.

Procedure:
1. Provide a written statement that outlines the nature of your request for a Retroactive Withdrawal and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other college professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.
3. Submit the completed form and required documentation to Executive Director of Enrollment.
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.
- 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 QuickReference Guide for UM Business Travel:
  https://helenacollege.edu/businessservices/docs/UM%20Travel.pdf
- 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 March 28, 2021
  - 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 59801

• 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 http://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.
Posting Grades Information

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 registrar’s office or your division chair to make a determination.

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 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.**
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.
Create Course Modifications

To view in progress course modifications go to ASCR Home: ASCR Home Page

Links to Course Information:

New Course
https://www.youtube.com/watch?v=fZF3JRsmvZ0

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=8LD2tIE91-I

Outcome Mapping
https://www.youtube.com/watch?v=VF8niN1cf7o
Pathways

**Academic Pathway for AY 2022-2023**

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

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 2022-23):
________________________________________________________________________

Name (e.g. Business Transfer to MSU (AS) AY2122):
________________________________________________________________________

Short Name (e.g. BusTransMSUAS AY2122):
________________________________________________________________________

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

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=bwdFpnE0lUo

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 and Acad. Assessment menu](image)

Course Assessments

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 Director of K-12 Partnerships 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:

3. Select the course:

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

Prior to the start of the fall semester, the Director of K-12 Partnerships 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 Director of K-12 Partnerships 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**
   - Director 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 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 Director 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

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. Paper application:
   b. Documents that support adequate education and experience (e.g. curriculum vitae, official transcripts, teaching philosophy, syllabi, course examples, screenshots of your courses in Moodle, etc). If you have questions about what exact documents you need to provide, you can contact Office of Public Instruction (see next page for contact information).
   c. Application fee: $36 for first-time applicants (paid by Helena College; please send the copy of the receipt to Melanie Heinitz for reimbursement).
   d. Notarized signature (Melanie Heinitz and Paige Payne are both Notary Public).
   e. Fingerprint background check (details are listed in the application form).
   f. A user account in the Montana State Educator Information System (MSEIS).
   g. For **Class 8 License**: a certificate verifying completion of “Indian Education for All”.
   h. For **Class 4 License**: documentation of 10,000 hours of relevant work-based experience.
4. Once license is obtained, please inform Administrative Associate for Academics or the Director of K-12 Partnerships. Contact information below.

**Melanie Heinitz**  
Administrative Associate - Academic Support Desk  
447-6971  
melanie.heinitz@helenacollege.edu

**Stephanie Hunthausen**  
Director K-12 Partnerships  
447-6993  
stephanie.hunthausen@helenacollege.edu

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**OFFICE OF PUBLIC INSTRUCTION**

<table>
<thead>
<tr>
<th>Educator Licensure (Certification) Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Educator Licensure, <strong><a href="mailto:Crystal.Andrews@mt.gov">Crystal.Andrews@mt.gov</a></strong>, Crystal Andrews</td>
</tr>
<tr>
<td>Licensing Specialist, <strong><a href="mailto:Cert@mt.gov">Cert@mt.gov</a></strong>, Lorri Weiss</td>
</tr>
<tr>
<td>Licensing Specialist, <strong><a href="mailto:Cert@mt.gov">Cert@mt.gov</a></strong>, Bekki Flanagan</td>
</tr>
<tr>
<td>Fax</td>
</tr>
</tbody>
</table>
In order to remain in compliance with federal financial aid regulations, Helena College requires all faculty to complete attendance surveys through Starfish.

The below information is included in a Letter of Offer, and it will be emailed out to remind all faculty.

The following surveys are required: (e.g. dates only)

i. 15th Day Survey
   - February 2
   - February 7

ii. Early Alert Survey
    - February 22
    - February 28

iii. Recommend to Drop Survey

iv. April 5

v. April 11

Starfish – Take and Track Attendance (eLearning HC page)


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.
Tour the Campus

Faculty members who would like a tour of either our Donaldson Campus or Airport Campus.

1. Contact Admissions Counselors by email or phone and set up an in person, virtual, or phone appointment.
   a. We can be reached at anna.ebert@helenacollege.edu 447-6912 or kathy.mortimore@helenacollege.edu 447-6907.
   b. We will check our schedules/calendars for a day and time that works best for the faculty and book the appointment.

2. Inquiry form on our website
   a. The trail is; helenacollege.edu, Explore Programs, Schedule a Visit.

3. Email our admissions email at admissions@helenacollege.edu letting us know which program they are interested in and when they would like to tour.

4. Stop by one of our offices and schedule a tour/meeting in person. We are happy to help and set something up!

Plan for a 1/2 hour to tour at the Donaldson campus and approximately 2 hours total at the Airport Campus including travel time from DON to APC.

Wellness Champions

Wellness Champions are campus individuals that 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 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!
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
Casey Lozar, Chair, Helena (2018)
Robert Nystuen, Vice Chair, Kalispell (2022)
Loren Bough, (2027)
Todd Buchanan, (2028)
Brianne Rogers, Bozeman (2024)
Joyce Dombrowski, Missoula (2026)
Amy Sexton, Student Regent, MSU-Billings (2021)
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
Administration

HELENA COLLEGE UNIVERSITY OF MONTANA
1115 North Roberts
Helena, Montana 59601
Phone: 406-447-6900
Fax: 406-447-6397
www.HelenaCollege.edu

Administrator Profiles

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

Tricia Fiscus, Assistant Dean of Administrative Affairs
A.A.S., Lewis-Clark State College
B.S., Lewis-Clark State College
M.S., University of Idaho

Division Director Profiles

Tammy Burke, Executive Director of Career Technical Education
B.S., University of Wyoming, Dietetics
M.S., University of Wyoming, Kinesiology

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

Ryan Loomis, Director of Community Education Center/SBDC
B.S., University of Montana, Business Management & Marketing
M.B.A., University of Montana

Debra Rapaport, Director of Nursing Program
B.S.N., California State University
M.S.N., Capella University
### Helena College Board Members

#### CAMPUS ADVISORY BOARD MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erick Anderson</td>
<td>President, Placer Motors</td>
</tr>
<tr>
<td>Lisa Cordingley</td>
<td>Executive Director, Helena Education Foundation</td>
</tr>
<tr>
<td>Tiffany Ferguson</td>
<td>Project Manager, Northrup Grumman</td>
</tr>
<tr>
<td>Rick Hays</td>
<td>Retired, Past HC Executive Board Member</td>
</tr>
<tr>
<td>Doug McBroom</td>
<td>Bureau Chief, Montana Department of Transportation</td>
</tr>
<tr>
<td>Brian Obert</td>
<td>Executive Director, Montana Business Assistance Connection</td>
</tr>
<tr>
<td>Bryan Page</td>
<td>Bureau Chief, Safety and Health Bureau, Montana Department of Labor</td>
</tr>
<tr>
<td>Carol Rule</td>
<td>Assistant Manager, Helena Job Service</td>
</tr>
<tr>
<td>Gene Walborn</td>
<td>Deputy Director, Montana Department of Revenue</td>
</tr>
</tbody>
</table>

#### FOUNDATION BOARD MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Strizich</td>
<td>President, Intrepid Credit Union</td>
</tr>
<tr>
<td>Summer Marston</td>
<td>Treasurer, Member, Administrative Specialist, NorthWestern Energy</td>
</tr>
<tr>
<td>Gary Rapaport MD</td>
<td>Physician, Occupational Medicine</td>
</tr>
<tr>
<td>Odie Otterstrom</td>
<td>Financial Consultant, The Chamberlin Group, Inc.</td>
</tr>
<tr>
<td>Pat Haffey</td>
<td>Retired</td>
</tr>
<tr>
<td>Armando Oropeza</td>
<td>MT Dept. of Justice/MVD Project Coordinator</td>
</tr>
<tr>
<td>Joel Silverman</td>
<td>Owner, Silverman Law Office, PLLC</td>
</tr>
<tr>
<td>Nan LeFebvre</td>
<td>Retired</td>
</tr>
<tr>
<td>Monica Latham</td>
<td>Administrative Assistant, DEQ</td>
</tr>
<tr>
<td>Sam Martin</td>
<td>Client Support Services, Allegra Marketing</td>
</tr>
</tbody>
</table>
Staff Profiles

LINK: Helena College Faculty/Staff Directory
URL: https://helenacollege.edu/directory/default.aspx

LINK: Student Handbook Update this when the current 21-22 is posted

LINK: Catalog
URL: http://helenacollege.edu/catalog/

LINK: Standard Operating Procedures
URL: https://helenacollege.edu/faculty_staff/docs/hc-standard-operating-procedures-final20210228.pdf

LINK: Business Office Travel Forms
URL: https://helenacollege.edu/businessservices/default.aspx

Facilities Maintenance:

Email your Maintenance to HCMaintenance@helenacollege.edu