

# Reference Guide for College in the High School Teachers

## College Mission

Hudson Valley Community College's mission is to provide dynamic, student-centered, comprehensive, and accessible educational opportunities that address the diverse needs of the community.

The college is committed to preparing students for careers and continued educational opportunities through transfer to four-year colleges and universities.

## Instructor Checklist

### ***Deadlines***

Due to the public funding received by the college, state and federal mandates require strict record keeping. It is important to make a note of deadlines when they are announced. All required material must be submitted on time.

### ***Department Chair***

Your department chair will be your most important contact at the college. If you have any academic questions, you should speak with your department chair.

### ***Email and Contact Information***

All employees of the college are automatically provided with a computer account secured by a user ID and password, which provides access to the campus email system after all paperwork has been processed through Human Resources. You can access this account both on campus and at home via the college's WebMail. Email correspondence is an integral part of communication at Hudson Valley Community College. All official college business is communicated via the campus email system. To keep abreast of all important announcements and deadlines for which you will be responsible, please check your email on a daily basis. Most offices won't keep your personal email address on file.

### ***Photo ID Card***

Each faculty member is issued a Hudson Valley Community College photo ID card with your employee ID number (ex: H00123456). If you would like an ID card, visit the Public Safety Office in the Campus Center.

### ***Registration Calendar***

Review the appropriate registration calendar for the specific semester.

### ***WIReD Services***

You should become familiar with the WIReD website. It will allow you to enter a student's final grade, access student information, your class assignments, and a roster that is updated daily. You can access your account on WIReD from the main page by clicking on the login link and following the directions.

Students have access to view their unofficial transcript, bill and schedule.

## Campus Resources

### ***Hudson Valley Campus Chronicle***

The Campus Chronicle is a daily electronic newspaper, which the college uses to alert employees of new policies and important news. Any member of the faculty or staff may submit information and/or articles to the Campus Chronicle.

Articles are archived in case you don't get a chance to check it every day or need to refer back to a particular piece of information. The Campus Chronicle is the best way to stay informed of campus news!

## **Marvin Learning Commons**

### **Computer Learning Center (CLC)**

In the lower level of the library as well as the first floor of the campus center, there are numerous computer workstations for student use. Along with the extensive computer lab, students are also able to obtain assistance with all aspects of basic computer skills development, email, assignments and projects, internet access, distance learning questions, and off campus access. The Computer Learning Center (CLC) will also collaborate with you to do specialized workshops for your students when necessary. Please call (518) 629-7891 for more information.

### **Learning Assistance Center**

In the lower level of the library, you will find an extensive support system to help your students experience success each semester. The Learning Assistance Center (LAC) can provide both peer and professional tutoring to support your curriculum. Please call (518) 629-7230 for more information.

### **Library**

You can access the library's online databases, including e-books, articles and streaming media, from any internet connection.

The library has a vital instructional program. For those instructors interested, you may bring your class for instruction on the many online library resources available. A librarian will also visit off campus courses for instruction as well.

### **Public Safety**

The Public Safety Office, located in the Campus Center, is open 24 hours a day, every day. In case of emergency or general problems, please call (518) 629-7210 or 911 from any campus phone.

### **Training/Professional Development Opportunities**

The college offers many opportunities for mentoring, training, and professional development, through the Center for Professional Excellence.

## **Institutional Records and Policies**

### **Address Changes**

All faculty and staff address changes must be made via WIReD. You should also notify the Office of School Programs at (518) 629-8164.

### **Class Roster**

Please review your class rosters in WIReD at the start of the semester. If your roster is not accurate please contact the Office of School Programs immediately.

### **Course Outline and Syllabus**

You should obtain the course outline from your department chair prior to the start of the semester. You will have to distribute the course outline to each student in your class. Please sure a copy of your syllabus at the beginning of each semester with your department chair.

### **Course Withdrawal**

Matriculated and non-matriculated students may withdraw from a course by filling out a Course Withdrawal Form available in your Guidance Office. Students must have the withdrawal form signed by the Guidance Office. Course Withdrawal Forms should then be turned in to the college's Registrar's Office. Discontinuance of class attendance, oral, or written notice to the instructor do not constitute authorized withdrawal.

Withdrawal deadlines are listed on the appropriate Registration Calendar.

\*Note: Students must comply with the assigned withdrawal deadline for each academic session. Any student who does not withdraw from his/her course on or before the assigned withdrawal date will receive the grade that he or she earns.

### ***Grade Change Authorization***

Grade Change forms are available in the Registrar's Office or the Office of School Programs. A change of grade may be made only by the instructor of the course in question and countersigned by your department chair prior to being submitted to the Registrar's Office.

### ***Grade Books and Grade Submission***

Final grades are posted on the student's official transcript at the end of each term for the fall, spring, and summer. A memo will be distributed from the Registrar's Office regarding the submission of grades in WIREd. Please make special note of submission deadlines. Grade books also must be uploaded to the learning management system and also a copy emailed to your department chair at the end of the term.

### ***Observation of Teaching***

It is mandatory for all instructors to be observed by their department chair. Please consult with your department chair for more information.

### ***Student Confidentiality/FERPA***

Student confidentiality is a priority at Hudson Valley. No personal information may be disclosed of any student including phone number, addresses, grades, etc. Each student is issued a random ID number upon registration for courses. Student email accounts are also generated with random numbers. Please familiarize yourself with the FERPA law. If you have any questions, please contact the college's Registrar at (518) 629-4574 for more information.

## **Web Resources**

The following resources can be found on the [www.hvcc.edu](http://www.hvcc.edu) website:

- Academic Calendar
- Campus Map
- Center for Professional Development
- Campus News and Events
- Office/Department Directory
- Employee Directory
- The college catalog can be accessed at <https://catalog.hvcc.edu>.