

PART-TIME FACULTY HANDBOOK



DARTON
COLLEGE

2400 Gillionville Road
Albany, Georgia 31707

Revised 8/2008

SELECTED TELEPHONE NUMBERS

(All campus numbers are preceded by 317 when calling from an off campus phone. Including area code, 229-317.....)

Advising Center	6734
Admissions.....	6740
Allied Health Division	6900
Bookstore	6755
Business Division.....	6560
Career Development Center.....	6865
Computer Lab	6754
Continuing Education	6730
Counseling Center.....	6728
Disabled Student Services.....	6867
Evening Operations.....	6944
Financial Aid.....	6746
Humanities Division	6850
Learning Support Division.....	6870
Learning Support Mathematics Lab.....	6881
Learning Support Reading Lab.....	6879
Learning Support Writing Lab.....	6880
Library (Circulation).....	6766
Office of Information Technology.....	6704
Media	6923
Minority Advising Programs	6738
Nursing Division.....	6557
President.....	6705
Registrar	6742
Regents' Preparation Services	6880
Science/Math Division.....	6830
Security (7:30 a.m. – 10:30 p.m. M-Sat.)	344-2029
Security Cellular Phone (nights, weekends, holidays)	344-7646
Social Science Division	7001
Special Programs	6726
Student Activities.....	6633
Vice President for Academic Affairs.....	6710
Vice President for Student Affairs	6728

Darton College home page www.darton.edu

Faculty & Staff Part-Time Resources for
additional information not listed here.

ACQUAINTANCE WITH THE COLLEGE

Darton College is a community college that offers two-year degrees in transfer and career programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the work force upon receiving their two-year degrees. One-year certificate programs are also offered. Approximately one half of the students enrolled at Darton College are traditional students just out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body. The Darton College Mission Statement is included in the Appendix B.

MENTORS

Prior to the first semester of teaching, each part-time faculty member is assigned a mentor, with whom the instructor should feel free to keep in touch. The part-time faculty member may wish to observe the mentor's classes and the mentor may observe the classes of the part-time faculty member. Assuming a continuing relationship with the College, the mentor assignment is intended for one academic year.

EVALUATIONS

Each Fall semester all faculty members are evaluated by students in all classes. New faculty (part-time and full-time) are evaluated during the first semester in which they teach and again during the following semester. Moreover, part-time faculty members can expect periodic visits to their classrooms (virtual or traditional) by division chairs and/or program coordinators or other designated personnel. Following a visit, the instructor and visitor will meet in person or via telephone conference for an evaluation conference.

NOTE

A copy of the course syllabus, final exam, grades and how final averages were computed, must be turned in to the division dean/chair prior to the end of the semester.

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I. ORGANIZATION

In order to meet the various educational needs of the community, Darton College offers credit and non-credit courses during day and evening hours. The usual class day at Darton College begins at 7:00 a.m. and ends at 10:45 p.m. Evening courses carrying three credit hours may meet one or two evenings a week. Any course appearing in the Darton College Catalog may be offered during the evening, subject to student demand.

An office for Evening Operations is located in A198. An evening supervisor is on duty from 5:00 p.m. to 10:00 p.m., Monday through Thursday. He/she is responsible for all routine and emergency needs that arise. A primary function of Evening Operations is to serve as a communication link among evening faculty, evening students, and other administrative offices.

For information after 5:00 p.m., faculty and students should contact Evening Operations at 229-317-6944. The evening supervisors can become the channel of communication between the part-time instructor and various Darton offices if the instructor cannot come to the campus during daytime working hours.

II. COLLEGE SERVICES

A. ADVISING CENTER

The purpose of the Advising Center is to provide ongoing advising and registration for all first-time and readmitted Darton College students. Student success advisors work through detailed intake and evaluation forms with each student before planning an initial schedule and placing it into the Banner system. After registration, the Advising Center routes students' folders to their appropriate divisions, and students are assigned division advisors. The only exceptions are for Nursing and Allied Health students, who are sent to their appropriate divisions for first-time registration, and non-learning support undecided majors, who are advised continuously by the Center until they have completed 20 credit hours. First-time and readmitted students may also come to the Advising Center for schedule adjustments.

B. MATH CENTER

The Math Center, located in B 222, provides tutoring assistance for classes numbered MATH 1001 and higher. Contact the Math Center director (229-317-6883) for further information. An online tutoring service is also available for all Math classes.

C. WRITING CENTER

Located in C-143, the purpose of the Writing Center is to provide additional support and tutoring for regular English classes. The Center is available to all Darton students.

D. TESTING SERVICES

The Testing Center supports academic testing required outside the classroom for applicants and currently enrolled students. The Testing Center is located in **Building C, Room 208**, upstairs in the Student Center. Call 229-317-6735 for information on what tests are administered and if there are any applicable fees

Students with documented disabilities who require special testing conditions should contact the Coordinator of [Disability Services](#) at (229) 317-6867.

To request testing information not on this site, you may leave voice mail at (229) 317-6735 or e-mail jean.satterfield@darton.edu.

Tests administered from the Testing Center are:

- [Correspondence Exams](#)
- [Credit by Exam \(Challenge and CLEP\)](#)
- [MAPP - Measure of Academic Proficiency and Progress](#)
- [Placement Tests \(COMPASS\)](#)
- [Regents' Test](#)
- [Tests for On-line Classes](#)
- [Tests for TV Classes](#)

For Career Testing, see [Career Development Center](#)

Please go to the Darton Home Page, Site Index, Students, Testing Center to link to the specific information for each type of testing.

E. CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is located upstairs in the Student Center, C217; 229-317-6865. The Center is designed to aid students in making fundamental decisions about the uses of education in their careers and life goals. The counselors provide students with interest and personality inventories, individual counseling sessions, computer systems and “mini courses” on topics ranging from resume writing to job interview skills.

The Center maintains a library with career information on the nature of the work, entry-level requirements, future job trends, salary ranges, and prospects for advancement in more than 5,000 career areas. Information for students planning to transfer to 4-year institutions is also available.

The Career Development Center also maintains a current listing of job openings to assist students in locating opportunities for part-time and full-time employment.

F. STUDY SKILLS ASSISTANCE

Students may receive limited individual counseling and study skills assistance from experienced counselors and through numerous workshops. These services are available to Darton College students free of charge. The Counseling Center is on the second floor of the Student Center. Students are urged to stop by or call 229-317-6734 for an appointment. The Counseling Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday, and evenings by appointment. Study skills handouts are available on the Darton College website at: http://www.darton.edu/current/stu_aff/counseling.php

The Peer Tutoring Center (C 227, 229-317-6738) provides free tutorial services. Students are encouraged to utilize these services. Peer tutoring for distance learning students needing assistance in writing can be arranged through the writing center 229-317-6983.

Academic and Learning Support Services:

Mathematics, Reading, and Writing Laboratories are located on the second floor of the McKnight Building. Their support services are offered free of charge to students enrolled in credit classes. Lab directors and assistants give students individual help. The labs are open both day and evening for the convenience of all Darton College students. For more information contact the director of the Math Lab (229-317-6881), the director of the Writing Lab (229-317-6880), or the director of the Reading Lab (229-317-6879).

Regents' Test Preparation Services:

The Regents' test is required by the Board of Regents' of the University System of Georgia to assess the competency level in reading and writing of all students enrolled in degree programs. Students can receive individual help through the Regents' Test Workshop and preparation services offered free of charge to students enrolled in credit classes. The services are offered in the Reading and Writing Labs on the second floor of the McKnight Building. The labs are open both day and evening for the convenience of all Darton College students. For more information contact the director of the Writing Lab (229-317-6880).

G. FINANCIAL AID

Students needing financial aid should be referred to the Financial Aid Office. The instructor may notify the Financial Aid Office directly of the referral at 229-317-6746 or channel the referral through the Evening Supervisor.

H. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) (229-317-6738) offers students a variety of academic and personal support services. MAP promotes academic achievement and encourages student persistence. The primary goal of the program is to ensure that the college experience is a positive one for minority students at Darton. The MAP advisor serves as a liaison between minority students and the administration. Services offered through MAP include study skills workshops, supplemental academic advising and career counseling, personal counseling, single parent program, minority mentor program, and cultural enrichment programs. The MAP office (C227), on the second floor of the Student Center, operates Monday-Friday, 8:00 a.m. until 5:00 p.m. In addition, the office is open on selected evenings during the week or by individual appointment for evening students.

I. DISABILITY SERVICES

The Disability Services office arranges classroom and program access, as well as linking disabled students with the following services: assistive technology (text readers, adaptive computers, recorders, etc.), readers, interpreters, individualized testing, counseling, University System assessments, coping skills assistance, transcription, and text enlargement.

Upon the student's request, the DS Coordinator will work with instructors to devise reasonable classroom and testing accommodations. Based on the specific nature of each student's documented disability, these may include such adjustments as special seating, note takers, enlarged class notes, separate testing, extended test time, or alternative testing formats.

Faculty are encouraged to contact the Disability Services office for assistance with accommodations for students with physical or learning disabilities. Faculty may also refer students that they feel may need diagnosis of, or assistance with, a disability. The following disability statement must be included in all syllabi:

In compliance with the Americans Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Darton College will honor requests for reasonable accommodations made by individuals with documented disabilities. Students must self disclose their disability to the Disability Services office before academic accommodations can be implemented.

J. COLLEGE-SPONSORED TRIPS

College student groups are allowed to take field trips for sufficient reason. All sponsors of such trips must follow the procedure described:

1. Clear the trip with immediate supervisor, Vice President for Academic Affairs, and Dean of Students.
2. Determine that the trip does not conflict with other college functions.
3. Make provision for adequate transportation, housing, and food.
4. Provide adequate supervision.
5. Provide an itinerary of the trip. If the trip involves a night class, give the Evening Supervisor an itinerary.
6. Send all faculty concerned a list of all students making the trip on an I-4 form. The sponsor is strongly encouraged to submit the completed I-4 form at least ten academic days before the trip, if possible.

It should be accepted by all faculty that students who are absent from class because of authorized student activities, especially those in which they are representing the College publicly, are not to be considered or treated as delinquent and should be given every consideration in making up class assignments, examinations, etc.

K. MAIL SERVICE

Mailboxes will be provided semesterly for part-time faculty members by the division. Packages for part-time evening faculty should be picked up before 5:00 p.m. or arrangements made with the Evening Supervisor to pick up the package and hold it in that office. There is no access to the mailroom in the evenings

L. E-MAIL

Part-time faculty e-mail accounts are requested by Deans/division chairs in writing. These requests are forwarded to the Office of Information Technology.

E-mail accounts may be checked in any Computer Lab or Computer Classroom. **All part-time instructors have access to e-mail via the College's web site. To access the e-mail system, go to the Web site at**

<http://www.darton.edu>

Click on email

Click on Faculty/Staff Email Access

User Name: Darton/firstname.lastname

Paswword: key in your password

Click OK

M. PHOTOCOPYING SERVICES

Copiers are available for reproducing materials relating to the operations of the College. Policies regarding use of copiers should be discussed with your division chair. Instructors may use copiers in division offices or in the library. To use copiers in the library, instructors should request the appropriate auditorium at the circulation desk or in the division office and return the auditorium after copying the materials. Because some divisions keep their auditorium, ask division secretaries if one is available in the library for your use.

N. LOST AND FOUND

Check with the division secretary or the bookstore.

O. BOOKSTORE

The bookstore is in the Student Center Building. Cash, check, VISA, and MasterCard are accepted for all personal purchases of books and supplies sold by the Bookstore.

Textbooks ordered for classes being taught each semester should be directed to the appropriate Dean/Division Chairperson. Any additions/deletions of textbooks must be approved by the Dean/Division Chairperson before they become effective.

Please visit www.darton.edu Students Book Store for additional information and the eFollette online bookstore. The bookstore may be contacted at 229-317-6755.

P. FITNESS CENTER

Part-time faculty currently teaching or who have taught within the last two semesters are eligible to use the Darton College Fitness Center. Participants interested in using the Fitness Center must complete an education/orientation session. Hours of the Fitness Center are Monday - Friday, noon - 9:00 p.m., and Saturday, 9:00 a.m. - noon. Hours for the Aquatics Center are Monday – Friday, 8 a.m. – 8 p.m. Hours for the Walking Track are Monday – Friday, 7 a.m. – 9 p.m. and Saturday 9 a.m. – noon. For more information call 229-317-7931.

III. COLLEGE REGULATIONS, POLICIES, AND PRACTICES

A. OFFICIAL HOURS

Administrative Offices

Fall & Spring

M-F 8:00 a.m.-5:00 p.m.

Summer

M-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

Bookstore

M-F 9:00 a.m.-2:00 p.m.

M-T 5:00 p.m.-7:00 p.m.

Hours vary during registration

Computer Lab

Fall & Spring

M-R 7:30 a.m.-10:00 p.m.

F 7:30 a.m.- 7:00 p.m.

Sun 1:00 p.m. -9:00 p.m.

Summer

M-R 7:30 a.m.-10:00 p.m.

F 7:30 a.m.- 11:30 a.m.

Sun 1:00 p.m. -9:00 p.m.

Evening Operations

M-R 5:00 p.m. - 10:00 p.m.

Food Services

Fall & Spring

M-R 7:30 a.m.-8:00 p.m

F 7:30 a.m.-5:00 p.m.

Summer

M-R 7:30 a.m. – 8:00 p.m.

F Closed

Library

Fall & Spring

M-R 7:30 a.m.-9:00 p.m.

F 7:30 a.m.- 5:00 p.m

Sun 2:00 p.m.- 6:00 p.m.

Summer

M-R 7:30 a.m. – 9:00 p.m.

F 7:30 a.m. – 11:30 a.m.

Sun 2:00 p.m. – 6:00 p.m.

Math Center

Fall & Spring

M-R 9:00 a.m. – 12:00 p.m., and
1:00 p.m. – 6:00 p.m.

F 9:00 a.m. – 12:00 p.m., and
1:00 p.m. – 5:00 p.m.

Summer

M-R 9:00 a.m. – 12:00 p.m., and
1:00 p.m. – 6:00 p.m.

F 8:00 a.m. – 11:30 a.m.

Learning Support Labs

M-R 7:30 a.m. - 9:00 p.m.

F 7:30 a.m. - 5:00 p.m.

Writing Center

Fall & Spring

M-R 9:00 a.m. – 9:30 p.m.

F 9:00 a.m. – 5:00 p.m.

Summer

M-R 9:00 a.m. – 9:30 p.m.

F 8:00 a.m. – 11:30 a.m.

B. ACCESS TO STUDENT RECORDS

Each instructor has access to a student's file folder and permanent record. Confidentiality is mandatory. Grades and attendance may not be discussed even with the student's parents or spouse except under special circumstances. For clarification, call the Office of Records (229-317-6742).

C. GRADING SYSTEM

The grading system as found in the *Darton College Catalog* will be used in assigning final grades. Each instructor is free to develop his unique grading approach during the semester and then convert it into the College system at the time for assigning final grades. Open your Web browser to the Darton College Home Page (www.darton.edu). Click on BANNER WEB Instructions. Under Faculty/Staff FAQ's, click on "How do I enter final grades on the Web?" There will be a step-by-step process of instructions to enter grades.

Faculty members have the responsibility to evaluate students academically without prejudice or caprice. Faculty members should examine the methods for assigning final grades and convey the standards to the students. This information must be included in the course syllabus and distributed to the students at the first class meeting.

If, for any reason, it becomes necessary to change a student's grade, the instructor will initiate Form R 4-14, Request for Grade Change. This form is available from and submitted to the Office of Records.

D. GRADE REPORTING

BEFORE THE LAST DAY TO DROP A COURSE WITHOUT A PENALTY (PRINTED IN THE SEMESTER SCHEDULE), EACH INSTRUCTOR MUST PROVIDE HIS/HER STUDENTS WITH THEIR GRADE STANDING. IF THE INSTRUCTOR CHOOSES TO POST GRADES, STUDENT ANONYMITY MUST BE OBSERVED. THE INSTRUCTOR SHOULD CHOOSE A METHOD BY WHICH STUDENTS CANNOT BE PUBLICLY IDENTIFIED (DO NOT, FOR EXAMPLE, USE SOCIAL SECURITY NUMBERS).

Each semester the Registrar publishes a date and time by which all final grades must be turned in. This is usually twenty-four hours after the last examination period. Part-time and full-time faculty must turn in their grades by this deadline. All grades must be completed via the Web. Scantron forms are no longer used. Open your Web browser to the Darton College Home Page (www.darton.edu). Click on BANNER WEB Instructions. Under Faculty/Staff FAQ's, click on "How do I enter final grades on the Web?" There will

be a step-by-step process of instructions to enter grades. Grade books or computerized hard copy must be turned in to division chairs at the end of each semester. After you enter your grades on the Web, print a copy, sign and date each page and deliver to the registrar's office. You must use Internet Explorer to be able to print your grades. Instructions on how to enter final grades is also found on page 29 of this booklet.

E. COURSE SYLLABI AND CLASS ORIENTATION OF STUDENTS

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as a guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities.

If a conflict occurs between a student and a faculty member, the Division dean/chair and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus should be provided to the Office of the Division dean/chair prior to the first class meeting. See your Division for syllabi format.

F. STUDENT ATTENDANCE

Students are expected to attend all classes for which they are registered. Each instructor at Darton College must have a class attendance policy. This policy must have the approval of the division chair. If the attendance policy will be used as a factor in determining students' grades, it must be explained to the students in writing at the beginning of the semester. It is the student's responsibility to know the policy for each of his/her classes and abide by it. When it becomes apparent that a student's absenteeism could result in failure, the instructor should advise the student of the excessive absences. An I-A form (Appendix A) should be sent to the Financial Aid Office. The student will be sent a letter from the Dean of Students Office.

Certain agencies require certification of satisfactory attendance. Each instructor should be prepared, at any time, to report the number of absences accumulated by each of his/her students.

G. GUEST SPEAKERS AND RESOURCE PERSONS

Darton College encourages the use of resource persons. The division dean/chair must be advised prior to the appearance of an outside class visitor.

H. FACULTY LIABILITY

Faculty members can be held responsible for injuries to students incurred while participating in classroom or other college activities if negligence can be proved. Faculty should take precautions to prevent injuries and should warn students of any dangers involved in the activity.

I. COMPUTER USE POLICY

Darton College has a computer use policy outlining guidelines that must be followed. This policy will be distributed during orientation or may be found at <http://www.darton.edu/resources/policy.php>. Please review these guidelines to become familiar with the policy.

J. OBSTRUCTIVE OR DISRUPTIVE ACTIVITIES (See Student Handbook)

Any student, faculty, or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, or public service activity, or any other activity authorized to be discharged or held on the Darton College campus or any campus of the University System of Georgia, is considered by the Board of Regents to have committed an act of gross irresponsibility and will be subject to disciplinary procedures.

K. STUDENT CONDUCT (See Student Handbook)

Instructors have the responsibility to assist in upholding the Student Code of Conduct. When an instructor observes a violation of the Code, he should investigate and report to the division chair. If it is warranted, the results of this investigation should be reported in writing to the Dean of Students.

Ordinarily, disruptive classroom behavior is not a problem in a college setting. However, should a student's classroom behavior be disruptive, this policy delineates the procedure to be followed:

1. If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Vice President for Student Affairs for appropriate disciplinary action.

2. If the student refuses to leave the classroom and continues his/her disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the Vice President for Student Affairs. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Vice President for Student Affairs then pursues the matter with the Vice President for Academic Affairs and through the student disciplinary procedure if necessary. *Appropriate punishment will be determined through this grievance procedure. Faculty cannot award failing grades, cannot lower grades, and cannot permanently remove a student from a class for misconduct.*
3. If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of the campus security officers to remove the student from the class and prevent return to that class. The instructor will inform the Vice President for Student Affairs of the incident without delay, (229-317-6728) or Evening Supervisor (229-317-6944).
4. If disciplinary problems occur during evening classes, the instructor should notify the Evening Supervisor. The Evening Supervisor will handle the problem and, if necessary, obtain the assistance of campus security officers to remove the student from the class and take such other action against the student as may be indicated.
5. It is college policy that no pets, unenrolled or unauthorized persons or other friendly but distracting elements be brought into classrooms, library, or any other service area of the College unless specifically requested or authorized by the instructor or person in charge of the activity area. Children under the age of 12 must be accompanied by a responsible adult when visiting Darton College.

L. EMERGENCIES

Anyone observing emergencies during the day should contact the division dean/chair or the Dean of Students or the on-duty security officer.

In the event of a **fire** alarm (a loud, raucous intermittent noise), instructors should evacuate the building. Diagrams of fire evacuation routes are posted in the halls of every building. Each faculty member should know the evacuation route from every classroom in which he or she teaches.

When the school is under a **tornado watch**, the message will be delivered to each instructor in the classroom. In the event of a tornado warning (a bell that rings for at least

three minutes), instructors should lead their classes to approved areas of the building. Diagrams of relatively safe areas are posted in the halls of all buildings. Each faculty member should know the safe areas nearest each classroom in which he or she teaches.

An instructor who **observes an emergency** should report immediately to the division chair, Dean of Students, or security officer (cell phone: 229-317-6911). If this cannot be done in a timely fashion, the instructor should call Emergency Services (911).

Evening Emergencies

Instructors who do not have ready access to telephones can reach the Evening Supervisor or on-duty security officer by asking for assistance at the following sites:

1. the Evening Operations Center in E118P (229-317-6944),
2. any of the Learning Support labs on the second floor of the McKnight Building 229-317-6879, 229-317-6880, or 229-317-6881 (F-Building)
3. or the library (229-317-6766).

The Math Lab, Reading Lab and Writing Labs are open until 10:00 p.m. The Library is open until 9:00 p.m. Each instructor should be aware of these locations.

The Evening Supervisor may be contacted at (229-317-6944). The name and contact number for the Evening Administrator is emailed daily to all full/part-time faculty/staff.

Late Evening Emergencies

If an emergency occurs after 10:00 p.m., the instructor may use a pay phone to call 911 (a free call) and/or the cell phone (229-317-6911) of the security officer on duty. Each instructor should be familiar with the location of pay phones in each building where he or she teaches.

M. PURCHASING

Requests for all classroom/teaching supplies and materials must be processed through the division chair.

IV. PERSONNEL POLICIES

A. PAYROLL

All part time faculty members are paid as stated in the Memorandum of Understanding, which is issued for each semester and/or “A” and “B” terms. Call the Payroll Office (229-317-6719) if you have questions.

Part-time faculty for Fall Semester are usually paid

September 30

October 31

November 30 and/or

December (mailed after grades are submitted)

For A-Term, checks are mailed in September and October. For B-Term, checks are mailed in November and/or December after grades are provided to the Registrar’s Office.

Part-time faculty for Spring Semester are usually paid

February 28

March 31

April 30 (mailed when grades are provided to the Registrar’s Office.)

All checks are mailed to the home address Darton College has on file at the Payroll Office unless other arrangements have been made with Personnel.

B. HOLIDAYS

See the attached calendar for Fall, 2007, Spring, 2008, and Summer, 2008.

C. PARKING PERMITS

Parking stickers that allow part-time faculty to park in faculty-staff designated areas may be obtained from the Business Office.

V. INSTRUCTIONAL PROGRAM

A. ACADEMIC FREEDOM

The faculty and administration of Darton College are dedicated to creating and maintaining an environment in which the search for truth and a spirit of free inquiry are its essence. In order to achieve and to preserve an environment of the sort to which the College aspires, each individual within the College community must observe principles that are basic to a democratic society.

Faculty members at Darton College will be free to present and discuss their subjects in the classroom as they understand them to be the truth. They will be free to pursue the truth through research and to publish their findings, subject to the satisfactory performance of their other duties as faculty members. However, members of the faculty will be responsible for familiarizing themselves with and upholding the policies, rules, and regulations of the College and the Board of Regents of the University System of Georgia.

B. STUDENT FREEDOM OF EXPRESSION

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study.

C. SECURITY OF STUDENT VIEWS

Information about student views, beliefs, and political associations which professors acquire in the course of their work should be considered confidential. Judgments of ability and character may be provided normally with the knowledge and consent of the student.

D. SEXUAL HARASSMENT

Sexual harassment of employees or students in the University System is prohibited and will subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment under the following conditions:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Instructors who observe what they believe to be sexual harassment or who consider themselves the victims of sexual harassment should see the division dean/chair or the Vice President for Academic Affairs. For further information see the Faculty Handbook, Section IV, page 64.

E. ADMISSION OF STUDENTS TO CLASS

Only students who have officially enrolled for a course may be admitted to that course. After classes have begun, the student may drop and add courses through the Registrar's Office. After the last day to add classes, no student may be admitted to a class except as approved by the division chair.

Any question involving the admission or withdrawal of a particular student would be referred to the Registrar's Office.

See Appendix D for instructions for printing a class roster.

F. ORIENTATION OF STUDENTS TO CLASS

Students have a right to know what is expected of them in a class. A course syllabus must be presented to students on the first day of class and must have prior approval by the division chair. The syllabus must include at least the following: topics to be covered, grading system, attendance/absence policy, class objectives, examinations and their individual weight, and extra class assignments.

G. FACULTY-STUDENT CONTACT

Part-time faculty members must be available for student conferences, as needed. Some may choose to share home/office telephone numbers. Others may elect to come before class or stay after class. Instructors should discuss their contact policy during the first class session.

H. SOME SUGGESTIONS FOR THE FIRST CLASS MEETING

1. Prepare. Your presentation of material, as well as your appearance and personality will set the tone for your class.
2. Be in the room early to see about the physical comforts of the facility. This can help you set the tone of a friendly classroom atmosphere.
3. Write your name and the course prefix, number and title on the board so that students can be sure that they are in the correct class.

4. Circulate a paper and have students sign their names. Address them by name if you can.
5. Tell a few highlights about yourself; you may ask the students to introduce themselves also.
6. Provide an opportunity for students to learn the names of other class members.
7. Get students involved in the information about course objectives, textbook(s), methods of instruction, attendance, materials, testing, grading, and college regulations (parking, smoking – Darton College is a tobacco-free campus, food and drink, breaks, etc.)
8. Mix with the students during the break. Stay a little while after class. Just a smile communicates.
9. Summarize your class session, preview the next sessions, and make specific assignments.
10. Show enthusiasm and treat students as you want to be treated.
11. Plan activities to fit the time. Do not release a class early.

I. FACULTY ATTENDANCE AND ABSENCE FROM CLASS

Since instruction is the primary purpose of Darton College, sound professional ethics require that instructors be present, on time, and prepared for all classes and activities for which they are responsible. The Board of Regents recognizes neither personal leave nor vacation time during class time without the approval of the President. Any instructor who wishes to be away for any reason other than illness should discuss the matter with the division dean/chair as early as possible to determine the validity of the request and to arrange for the meeting of the class. Any alterations in the class schedule or meeting place must be reported in advance to the division chair.

Any instructor who becomes ill should immediately get in touch with the division dean/chair who will arrange for someone to meet his/her class. In the event the division dean/chair is not available, the Vice President for Academic Affairs should be notified. An evening instructor who at the last minute becomes unable to meet his/her class should contact the Office of Evening Operations.

J. DISMISSAL OF CLASSES

Students are expected to attend all classes for the entire time they are scheduled to meet. Therefore, other than for midpoint breaks allowed during evening classes, instructors should plan lessons to fill the entire designated period. An instructor wishing to dismiss

class for an entire period must first secure the approval of the division chair. The Office of Evening Operations should also be informed when a night class is to be dismissed.

K. CLASSROOM CONDITIONS

Instructors should expect to find their classrooms neat, comfortable, and ready to use. Problems with noise, lighting, temperature, spills, overcrowding, etc. should be reported to the division dean/chair or to the Evening Supervisor. Instructors should allow no eating or drinking in the classrooms. Before leaving, instructors should make sure that all chalkboards are erased and desks replaced if for some reason a special seating arrangement was used during class activities.

L. NO TEST/NO STUDENT ACTIVITIES POLICY

Darton College adopted a policy (Academic Committee, June 3, 1974) to eliminate giving tests in academic courses and to eliminate scheduling student activities during the three (3) calendar days prior to final exams each semester. Due to the nature of the following areas, the policy does not include (1) physical education, (2) applied music skill tests, (3) makeup tests, and (4) National League for Nursing Examinations.

M. TEXTBOOKS

The final determination concerning use of textbooks, including number needed, is the responsibility of the division dean/chair who will forward orders to the Bookstore manager for purchase. All textbooks adopted for classroom use will be ordered through the College Bookstore.

N. EXAMINATIONS

The number of examinations, quizzes, or tests is not specified by College policies. Several tests should be scheduled throughout the semester to give a fair and complete evaluation of the students. Sufficient testing should be done prior to mid-semester so that a student knows where he or she stands. **No exams or quizzes may be administered to the students three (3) calendar days prior to the first day of scheduled final exams. A final exam is given at the scheduled time unless exemptions are approved in writing by the division chair.**

Security of tests should be maintained by keeping copies in locked cabinets when they are not under surveillance of the faculty secretary or the instructor involved.

A single copy of each final exam must be turned in to the division dean/chair at the end of each semester.

The makeup of announced tests is left to the discretion of the instructor. Students will not be permitted to take final exams at a time other than the regularly scheduled time unless they have the permission of the instructor and division chair.

O. SPECIAL TESTING ARRANGEMENTS

Students who are learning disabled or physically disabled may request special testing accommodations through the Disabled Student Services.

Students who speak English as a second language may request special testing accommodations from the instructor. The instructor should discuss the proposed arrangements with the division chair.

P. FACULTY EVALUATION

Each fall term all faculty members are evaluated by students. At the discretion of a division chair, part-time faculty may also be evaluated by students in subsequent semesters. This process is now completed through WebCT. Each part-time faculty member is given an opportunity to go over the evaluation with the division chair. Notice of the evaluation and instructions for administering it will be circulated during the semester.

The division dean/chair or his or her designee will visit the part-time faculty's class during the first semester as part of the evaluation procedures to determine teaching effectiveness. These visits may be repeated during subsequent semesters as part of a continuing evaluation process.

Q. FACULTY SECRETARIES

These individuals are under the direct supervision of the division chair.

Part-time faculty should check with their individual divisions to see what support services are provided by their divisions.

VI. LIBRARY/LEARNING RESOURCES CENTER

A. LIBRARY SERVICES AND ACTIVITIES

The objective of the Library-Learning Resources Center is to support, extend and enrich the Programs of Darton College. Part-time faculty are encouraged to utilize all Resource Center services and materials, including library tours and library instruction. The library homepage URL is <http://www.darton.edu/~dclib/index.php>

B. GALILEO

GALILEO, the electronic portion of the Chancellor's statewide library initiative, is available to Darton College Library users. GALILEO combines all the library resources within the University System of Georgia, and makes them available to each individual library. GALILEO (Georgia Library Learning Online) can be accessed through the GALILEO workstations in the library or any workstation using a web browser such as Netscape or Internet Explorer. GALILEO can be accessed from off campus with a password. You may get the password from the circulation desk. Passwords will not be given out over the phone. The password changes each semester. Passwords are also available online through library patron accounts.

Through GALILEO, patrons gain access to University System library catalogs, full text articles in core curriculum journals, periodical indexes (ex. Readers Guide, Periodical Abstracts, Humanities Index and so forth), and various reference resources, such as encyclopedias. Newspaper and Dissertation abstracts, Georgia census data and Georgia state publications are just a few of the over 120 different databases available in GALILEO.

In addition to GALILEO, the statewide library initiative has funded three-day UPS service between University System libraries to support faster turnaround time for hard copy interlibrary loans. There is also a cooperative agreement among University System libraries to fax items when possible for increased turnaround time with periodical interlibrary loan requests.

The library collection can be accessed through GIL (GALILIO Interconnected Libraries). GIL is an extension of GALILIO. It's a gateway to information resources held at Darton College and in the University System of Georgia Libraries. The URL for GIL is <http://gil.darton.edu/> .

C. SERVICES/ACTIVITIES/RESOURCES

The library welcomes and encourages suggestions by part-time faculty on books, periodicals and media/non-print materials for purchase. Submit acquisition requests for books to the Acquisitions Librarian (229-317-6760); periodicals to the Serials Librarian (229-317-6933); and media/non-print materials to the Director (229-317-6760). An online

form is available for acquisition suggestions at
<http://online.darton.edu/library/AcquisitionsSuggestIntro.htm>

Library instruction for your class or yourself can be scheduled by contacting the Circulation Desk at (229-317-6766). If you are teaching a distance education class (TV, online, etc.) and need library instruction, please call 229-317-6765. The library staff will work with you to develop an instructional packet that will fit your classroom needs. **Library instruction requests should be made at least one week in advance.**

If you wish to bring your class for research in the library, please call 229-317-6765 or 229-317-6766 in advance. This will alert the library staff to make sure personnel is available to help your students and avoid the possibility of several classes vying for the same resources. **Please give one week's notice when you are bringing your class for research.**

Photocopies for official college business are charged to individual departments. The fax machine is available on the second floor for official use during the hours 8:00 a.m. - 5:00 p.m., Monday - Friday.

A SCANTRON Test Scorer machine is available in the library reproduction room (G114) on the first floor. Score sheets and test evaluation forms are available through individual departments.

Interlibrary loan is available to all Darton students, faculty and staff. Forms are available at the circulation desk, through the library homepage Website, or you may call and request interlibrary loan forms be sent to you through campus mail.

Part-time faculty library cards can be acquired at the circulation desk, or you may use your Darton ID card. Darton students can get a library card at the circulation desk, or use their Darton ID card.

Reserve material is housed behind the circulation desk. Reserve material should be brought to the circulation desk two full days **before** informing classes. Please complete the "Place materials on reserve" form available at <http://online.darton.edu/library/CourseReservesForm.htm> and present the form with your reserve material.

D. MEDIA SERVICES

Contact the Office of Instructional Technology and Distance Learning (229-317-6838) for media equipment or to report media problems.

All matters related to Channel 19 television broadcasts, teleconferences, distance learning or instructional technology, etc. should be directed to the Coordinator of Distance Learning and Instructional Technology (229-317-6838).

E. COMPUTER SERVICES

The Darton College Computer Lab is located adjacent to the main entrance of the library. The primary function of the Lab is to provide computer hardware and software for student use in preparing classroom assignments. The Lab is staffed by students to assist users with such tasks as logging into the campus network, routing output to printers and resolving problems with proper function of machinery.

Lab personnel may help users with the common tasks of printing, retrieving and saving files. Personnel are **NOT** on duty to help users with the content of assignments and are **NOT** available for individual tutoring while working in the Lab. For help with assignments, users should see their instructors.

F. REPORTING CLASSROOM COMPUTER, PRINTING, OR SOFTWARE PROBLEMS

If you experience an emergency problem with computer hardware, software or a printer that is interfering with class activities during the day, please report this by phone to the help desk (229-317-6704). They will respond as quickly as possible and attempt to correct the problem immediately.

If the emergency problem occurs during an evening class, the instructor should dismiss a student to call a Lab assistant (229-317-6754), or go to the Computer Lab (adjacent to the library) to report the problem. The student assistants will correct the problem. If they cannot correct the problem, they will contact a member of the Computer Services staff for assistance.

APPENDIX B

COLLEGE MISSION STATEMENT

Darton College is a unit of the University System of Georgia. Its principal mission is to provide educational programs, services, and opportunities to eligible citizens of southwest Georgia. Darton College seeks to serve by:

1. **RESPONDING TO LOCAL AREA NEEDS WITH A COMMITMENT TO EXCELLENCE:**
 - A. Darton College will provide high quality academic programs that assure completion of core curriculum requirements and an opportunity for successful transfer into baccalaureate programs or entrance into professional occupations upon completion of two-year programs.
 - B. Consistent with our local agreements with Southwest Georgia Technical College and other technical colleges, Darton College will provide pre-baccalaureate quality career preparation in select degree and certificate programs, particularly allied health, nursing, business, and health/wellness.
 - C. Darton College will encourage student participation in and appreciation of the performing and fine arts, as well as the role of aesthetics in human experience, and the function of ethics and morals in decision making.
 - D. Darton College will expand its curriculum, programs, and activities to incorporate elements of internationalism and to foster a climate of multicultural understanding and acceptance.
 - E. Darton College will support the physical as well as intellectual development of its students by encouraging participation in intercollegiate and intramural athletics, by providing instructional wellness programs, and by providing appropriate facilities for college and community use.
2. **FOSTERING AND MAINTAINING A TEACHING/LEARNING ENVIRONMENT THAT SUSTAINS INSTRUCTIONAL EXCELLENCE FOR DIVERSELY PREPARED STUDENTS:**
 - A. Darton College will provide and maintain a comprehensive learning environment or students desiring the challenges and rewards of academic excellence.

- B. Recognizing the different intellectual aptitudes and learning patterns of students, Darton College will provide Learning Support courses and academic support services for those who are not completely ready for college-level work.
 - C. For gifted students and those who seek the challenge of advanced classes and seminars, Darton College will offer an Honors Program.
 - D. Recognizing the unique needs of special populations, Darton College will provide support services and programs for students who may require special attention or reasonable accommodations.
3. PROVIDING HIGH QUALITY EDUCATIONAL PROGRAMS AND SERVICES:
- A. Using state-of-the-art technologies, Darton College will provide both transfer and pre-baccalaureate career-specific programs, as well as select certificate programs consistent with our local agreements with technical institutes, that foster academic excellence.
 - B. In collaboration with area technical institutes, Darton College will provide general education and support services for students of those institutions who desire the associate degree.
 - C. Darton College will provide a broad range of support services for its students including, but not limited to, career planning, program and course selection advising, financial counseling, minority and disabled student advising and counseling, job placement assistance, and extracurricular activities. Services will be designed to promote educational, cultural, social, physical, personal, and professional growth.
 - D. In preparation for entrance into the contemporary social and employment environments, Darton College will educate its students in the technologies of a global information age.
4. MAKING A COMPREHENSIVE COMMITMENT TO THE TOTAL NEEDS OF SOUTHWEST GEORGIA:
- A. Darton College will work collaboratively with other institutions to utilize distance learning technologies to provide lifelong learning opportunities for area residents.

- B. Believing that all of life is a field of learning, Darton College will offer a wide range of continuing education programs, seminars, and courses designed to enhance personal and professional growth.
 - C. Darton College will share its physical facilities, faculty and staff expertise, and informational resources in support of educational, cultural, civic, and economic development.
 - D. Darton College will collaborate with other area system institutions to assure the most efficient and effective utilization of each institution's resources in responding to the needs of the service region.
5. SUPPORTING FACULTY DEVELOPMENT TO ENCOURAGE INSTRUCTIONAL EXCELLENCE, SCHOLARLY ADVANCEMENT, AND CREATIVE ACTIVITIES:
- A. Darton College will promote and support scholarly and creative activities that encourage enhanced instructional effectiveness and professional development.
 - B. Darton College will promote and support faculty engagement in community service, academic research, and participation on System committees and activities.
 - C. Darton College will promote and support faculty participation in international studies and activities, as well as the expansion of the College's Global Center.

APPENDIX C

Fall Semester, 2007

July 9-10	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 11	New Student Orientation
July 25	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 10	New Faculty report
August 13	President's State of the College Address
August 14	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
August 15	Regular & A-term classes begin
August 16	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day
August 17 – October 1	Registration closed
Aug. 31 – Sept. 4	Labor Day Weekend - College closes at 5:00 Friday, August 31, and will reopen for regular scheduling Tuesday, September 4, 2007
September 11	Last day to drop A-Term classes without penalty
October 4	A-Term last day of classes
October 5	A-Term finals
October 5	Last day to drop Full-Term classes without penalty
October 5-9	All classes scheduled between 10:00 p.m. Friday, October 5 and 10:00 pm Tuesday, October 9 are cancelled
October 8-9	Faculty/Staff Professional Development – College closed to the public and will reopen for regular scheduling Wednesday,
October 10	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
October 11	B-Term begins
October 29	Web registration available
TBA	Regents Test
November 5	Last day to drop B-Term classes without penalty
November 5-6	Spring Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 7	Spring Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. - 5:00 P.M.
November 7	Registration for new and readmitted students Invitations to be mailed
November 20-26	Thanksgiving - College closes at 5:00 Tuesday, November 20 and will reopen for regular scheduling Monday, November 26
December 5	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 6, 7,10,11	Finals Full-Term & B-Term
December 11	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 11	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 11	Allied Health pinning 4:00 p.m. Nursing pinning 5:00 p.m. Commencement 7:00 p.m.
December 12	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

Spring Semester, 2008

November 5-6	Spring, 2008 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 7	Spring, 2008 Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 5:00 P.M.
November 7	Registration for new and readmitted students Invitations to be mailed
January 7	Registration

9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees are due this day
 January 8 Regular & A-term classes begin
 January 9 Late Registration and Drop/Add
 9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees plus the \$25.00 late fee are due on this day.
 January 21 Martin Luther King Day – College closed
 College closes at 5:00 p.m. Friday, January 18 and will reopen for
 regular scheduling Tuesday, January 22
 February 4 Last day to drop A-Term classes without penalty
 TBA Regents Test
 February 21 B-Term Registration
 9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees are due on this day
 February 27 A-Term last day of classes
 February 28 A-Term finals
 February 29 Last day to drop Full-Term class or withdraw from College
 without academic penalty
 March 3 B-Term begins
 March 13-14 The College will be closed March 13 and 14; no classes are scheduled.
 Saturday classes will be held as usual.
 March 17 Web registration available
 March 21 - 22 Friday evening and Saturday classes before spring break will be held
 March 23 – 30 Spring break - classes dismissed – College open
 March 31 – Apr 1 Summer & Fall Advising/Pre-registration for currently enrolled
 students M-T 8:00 A.M. – 6:30 P.M.
 April 2 Summer & Fall Advising/Pre-registration for currently enrolled
 students
 Wednesday 8:00 A.M. – 5:00 P.M.
 April 2 Registration for new and readmitted students
 Invitations to be mailed
 April 7 Last day to drop B-Term classes without penalty
 To be determined Honors Awards Ceremony
 May 1 Last day of scheduled classes, last day to drop Full-Term and B-Term
 classes with penalty
 May 2 – 7 Finals Full-Term & B-Term
 May 7 Schedule adjustments (1:00 P.M. - 3:00 P.M.)
 May 7 Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
 May 7 Allied Health Pinning 4:00 p.m.
 Nursing Pinning 5:00 p.m.
 Commencement 7:00 p.m.
 May 8 Grades due to Registrar

Summer Semester, 2008

March 31 – April 1 Summer & Fall Advising/Pre-registration for currently enrolled
 students M-T 8:00 A.M. – 6:30 P.M.
 April 2 Summer & Fall Advising/Pre-registration for currently enrolled
 students and
 Registration for new and readmitted students
 W 8:00 A.M. – 6:30 P.M.
 May 26 Memorial Day
 May 27 Summer Registration
 9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees are due this day
 May 28 Regular & A-Term classes begin
 May 29 Late Registration and Drop/Add
 9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees plus the \$25.00 late fee are due on this day.
 TBA Regents Test
 June 10 Last day to drop A-Term classes without penalty
 June 19 B-Term Registration
 9:00 A.M. – 1:00 P.M.
 3:00 P.M. – 7:00 P.M.
 Fees are due on this day
 June 23 A-Term - Last day of class

June 24	A-Term finals
June 24	Last day to drop Full-Term class or withdraw from College without academic penalty
June 25	B-Term begins
July 4	Independence Day Observance – College closes at 10:00 p.m. Thursday, July 3 and will reopen for regular scheduling Monday, July 7, 2008
July 7	Web registration available
July 10	Last day to drop B-Term class without penalty
July 14-16	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 16	New Student Orientation
July 24	Last day of classes
July 28-29	Final examinations for Full-Term and B-Term classes
July 29	Schedule adjustment (1:00 P.M. – 3:00 P.M)
July 29	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
July 30	Grades due to registrar

APPENDIX D

HOW TO PRINT A CLASS ROSTER

IMPORTANT* You MUST use Internet Explorer 5.0 or higher for BANNER Web access. Netscape will not work with BANNER frames.**

1. Open your web browser to the Darton College home page (www.darton.edu)
2. Click the "Faculty and Staff" link
3. Click the "BANNER Web" link
4. Click on "Enter". This will take you to My DC.
5. Click in the "User Name" area and type your User Name (ex. frances.carr).
6. Click in the "PIN" area and type your PIN number (**Note:** If you do not know your pin, you will need to contact the Help Desk at 317-6704. Operating hours for the Help Desk is M-F, 8:00am to 5:00pm)
7. Click the "Login" button
8. Click on the "Faculty-Banner" tab.
9. Click on "Enter Final Grades" menu at the bottom right hand side of the screen
10. Choose term from drop down box and click on "Submit Term"
11. Choose a CRN from the drop-down box and click on "Submit CRN"

This is your class roster. If you wish, you can print this to use in class.

12. Enter last enrollment date for each student using the column "Last Attend Date" Please note this is all numeric and must be entered as Month/Day/Year: 08/16/2006.
13. If a student has never attended, please leave this column blank.
14. After all enrollment dates are entered, click on the "Submit Changes" button. If you fail to click on the submit button, the data will not be entered.
15. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN.
16. Click on "Final Grades" and enter enrollment information for this CRN. Repeat steps 12-14 until all enrollment verifications are submitted.

APPENDIX E

HOW TO ENTER FINAL GRADES

IMPORTANT You MUST use Internet Explorer 5.0 or higher for BANNER Web access. Netscape will not work with BANNER frames.**

1. Open your web browser to the Darton College home page (www.darton.edu)
2. Click the "Faculty and Staff" link
3. Click the "BANNER Web" link
4. Click on "Enter". This will take you to My DC.
5. Click in the "User Name" area and type your User Name (ex. firstname.lastname)
6. Click in the "PIN" area and type your PIN number.
7. Click the "Login" button.
8. Click on the "Faculty-Banner" tab.
9. Click on "Enter Final Grades" menu at the bottom right hand side of the screen.
10. Choose term from drop down box and click on "Submit Term".
11. Choose a CRN from the drop-down box and click on "Submit CRN"
12. Enter grades for each student by choosing a grade from the drop-down box or tabbing and keying in the grade. After all grades are entered, click on the "Submit" button (bottom of the page). ***If you fail to click on the submit button, the grades will not be entered.***
13. Print the grade sheet using the print function in your browser (click File, Print)
14. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN.
15. Click on "Final Grades" and enter grades for this CRN. Repeat steps 10-13 until all grades are submitted.
16. Click on the "Exit" button and exit your browser. Final checks for the term will be disbursed after all grades have been submitted electronically.

Copies of grades are no longer submitted to the Registrar's Office unless you have students who meet the following criteria:

1. If you a student who never attended your class but is on your class roster, please assign a grade and note "non-attendance" on the grade sheet and submit to the Registrar's Office.

2. If you have a student who was in your class but does not show on your class roster, please write in the student's name, ID, and grade on the grade sheet and submit Registrar's Office.

Reminder on "I" grades: Any time you report a grade of "I" you will be asked to complete a "Request for Grade Change", showing the reason for the "I" grade and the grade the student will receive if the "I" is not removed. We will retain these until the next semester that the student enrolls or if the student is not enrolled, within the next twelve months, whichever comes first. **REMEMBER: "I" GRADES CAN ONLY BE AWARDED FOR NON-ACADEMIC REASONS.**

If you need assistance with entering your grades via the web, please contact your departmental administrative assistant. If the administrative assistant is unable to resolve the problem, please call the Registrar's Office at 317-6742 for further assistance.

A FEW ADDITIONAL ITEMS OF INFORMATION FOR PART-TIME FACULTY

- 1) Faculty should dress in a professional manner when teaching class.
- 2) Faculty should check their email and division mailboxes on a regular basis.
- 3) Faculty should respond to emails asking them to report student attendance, progress, and grades in a timely manner, meeting the required deadlines.

4) The University System of Georgia Strategic Plan Has Six Goals. They are:

One: Renew Excellence in undergraduate education to meet students' 21st century educational needs.

Two: Create enrollment capacity to meet the needs of 100,000 additional students by 2020.

Three: Increase the USG's participation in research and economic development to the benefit of a Global Georgia.

Four: Strengthen the USG's partnerships with the state's other education agencies.

Five: Maintain affordability so that money is not a barrier to participation in the benefits of higher education.