WESTERN NEVADA COLLEGE

PART-TIME FACULTY INFORMATION GUIDE

Revised 08/13
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HISTORY

Western Nevada College (WNC) is a comprehensive community college, which serves more than 6,000 students each semester within an 18,000-square-mile service area. One of four community colleges authorized by the Nevada Legislature and governed by the Nevada System of Higher Education of Nevada Board of Regents, it is accredited by the Northwest Association of Schools and Colleges and Universities.

Western Nevada College opened its doors in leased facilities, serving Carson City, Reno, and most of western Nevada on September 19, 1971. In 1974, the Bristlecone Building opened on the Carson City Campus. In 1976, WNC split with the north campus in Reno. The Fallon Campus opened Sage Hall in 1981.

In 1987, the local builders and manufacturers donated time and materials to construct the machine tool technology building. The machine tool technology program was considered a state-of-the-art program.

The Pinion Hall classroom building opened on the Fallon Campus in 1988. The Aspen Building on the Carson City Campus opened in 1991 and brought the much needed science and art laboratories to campus and expanded the areas for counseling and admissions. The (Marvin) Sedway Cafe was also created.

In 1992, Stillwater Hall opened at the Fallon Campus and housed a new science and art labs, student services areas, and the first on-campus library and media services area. The Library and media services additions opened at the Carson City Campus followed by the Child Development Center in 1993.

In 1997 with Bently Hall opening on the Douglas Campus in Minden, Nevada, and the John Sheldon Trade and Industrial Complex opening on the Carson City Campus.

In 1999, the Donald W. Reynolds Center for Technology opened at the Carson City Campus. The WNC High Tech Center also opened at Carson High School and providing technology programs in a joint use college-high school facility.

The Jack C. Davis Observatory opened in 2003 and the Joe Dini, Jr. Library and Student Center opened at the Carson City Campus in 2004.

Rural instructional centers operate throughout the seven-county service area to meet the increasing demand for access to education in the rural communities of Dayton, Fernley, Hawthorne, Lake Tahoe, Lovelock, Smith Valley, and Yerington. Distance education offerings including Internet courses and interactive video reach students in even the remotest locations.
WNC MISSION STATEMENT

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

WNC STRATEGIC PLAN 2012-2018

Theme #1 Student Success

1. WNC students graduate with a degree or certificate
2. WNC students engage in the college experience

Theme #2 Institutional Excellence

1. WNC is the educational institution of choice in western Nevada
2. All academic programming is of the highest quality
3. All support programs and services meet the needs of the WNC community
4. WNC has an exemplary system of governance and management
5. WNC strives for institutional sustainability

Theme #3 One College Serving Many Communities

1. WNC promotes access to higher education in western Nevada
2. WNC serves as a catalyst for personal and community enrichment
3. WNC promotes community connections

STATEMENT ON ACADEMIC FREEDOM

The faculty of Western Nevada College is committed to the preservation of freedom of speech through the defense of academic freedom. To this end we:

i) hold that the oversight and approval of course content is principally the purview of the academic faculty and solely the purview of the institution;
ii) reaffirm the principles in Title 2, Chapter 2, Section 2.1 of the NSHE Code, which states in part:

Academic freedom is essential to these purposes and is applicable to both teaching and research. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student learning. Freedom in research is fundamental to the advancement of truth and knowledge. A member of the faculty has freedom and an obligation, in the classroom or in research, to discuss and pursue the faculty member’s subject with candor and integrity, even when the subject requires consideration of topics which may be politically, socially or scientifically controversial. (B/R 4/02)
The Liberal Arts Division offers Associate of Science and Associate of Arts degrees designed to transfer to programs at UNR, UNLV, NSC or other schools. Many courses within this division are identified as general education and fulfill various requirements for all WNC degrees. Liberal Arts offers a wide variety of courses and programs that will enhance a student’s ability to be successful in his or her career, future learning, and personal life. Common themes include improving critical thinking skills, encouraging lifelong learning, and enhancing communication. With respect to the diversity of students and the disciplines within our division, Liberal Arts courses and programs stress a variety of objectives such as:

- Developing habits of critical thinking, inquiry, self-discovery, and self-assessment
- Preparing students to succeed in college-level math and English courses
- Preparing students to transfer to 4-year colleges
- Providing students with the knowledge they need in their careers
- Improving the effectiveness of oral, written and artistic communication
- Developing a better understanding and appreciation of the diversity and richness of cultural and historical context
- Emphasizing the importance of understanding a variety of perspectives pertaining to the behavior of individuals and social groups
- Emphasizing the importance of understanding world issues and developing the attitudes and skills necessary to being socially responsible members of our society
- Enhancing creativity and personal expression
- Examining the social and cultural milieu and one’s place in the public life
- Fostering an appreciation of the arts and an understanding the value of diversity
- Providing students with opportunities for personal enrichment

Discipline prefixes under Liberal Arts:

- ANTH Anthropology
- ARA Arabic
- ART Art
- AST Astronomy
- ATMS Atmospheric Sciences
- BIOL Biology
- CHEM Chemistry
- CH CHINESE
- COM Communications
- CPE Computer Engineering
- CS Computer Science
- CH Core Humanities
- CR Crafts
- DAN Dance
- ENGR Engineering
- ENG English
- ENV Environmental Science
- FREN French
- GIS Geographical Information Systems
- GEOG Geography
- GEOL Geology
- GER German
- STAT Statistics
- HIST History
- HGPS Holocaust, Genocide and Peace Studies
- HUM Humanities
- ITAL Italian
- JPN Japanese
- JOUR Journalism
- MATH Mathematics
- ME Mechanical Engineering
- MUS Music
- MUSA Music Applied
- MUSE Music Ensemble
- NRES Natural Resources
- NUTR Nutrition
- PHIL Philosophy
- PHYS Physics
- PSC Political Science
- READ Reading
- RUS Russian
- SW Social Work
- SOC Sociology
- SPAN Spanish
- THTR Theatre
The mission of the division of Nursing and Allied Health is to ensure excellence in teaching, programs and services to empower students to recognize and achieve their full potential as health care providers, and to enjoy a successful experience in higher education while contributing in a positive and meaningful way to our community. The desire is to prepare students for transfer to four-year colleges and/or provide them with the knowledge they need for their careers.

Discipline prefixes under Nursing & Allied Health:

- EMS  Emergency Medical Services
- HIT  Health Information Technology
- LTE  Laboratory Technician
- NURS Nursing
- SRGT Surgical Technology
The Technology Division at WNC offers a Bachelor of Technology degree, Associate of Applied Science degrees, certificates of achievement, certification and licensing preparation, and special academic programs. Disciplines include air conditioning, automotive, building inspection, civil engineering, construction, diesel mechanics, drafting, electronics technology, machine tool technology, metals/welding, power equipment technician, surveying and woodworking.

The Technology Division mission is to meet the needs of students, as well as the needs of employers in our service area.

Our goals for Technology students are:
- Be equipped with skills for obtaining employment
- Be ethically aware of established codes of conduct in their chosen professions
- Be responsible for lifelong learning
- Be aware of safety procedures and policies

Our commitment to attaining these goals is to teach students:
- Oral and written communication skills
- Problem solving skills
- Calculating skills
- Hands on skills
- Human relations skills
- Application skills
- Work ethic skills

Discipline prefixes under Technology:

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<td>FIN</td>
<td>Finance</td>
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<td>CEE</td>
<td>Civil Engineering</td>
<td>HE</td>
<td>Health Education</td>
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<td>CEM</td>
<td>Construction Management</td>
<td>HEC</td>
<td>Home Economics</td>
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<td>CIT</td>
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<td>HDFS</td>
<td>Human Development &amp; Family Studies</td>
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<td>CONS</td>
<td>Construction</td>
<td>IS</td>
<td>Information Systems</td>
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<td>LAW</td>
<td>Computer Office Technology</td>
<td>MGT</td>
<td>Management</td>
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<td>CRJ</td>
<td>Counseling &amp; Personal Development</td>
<td>MKT</td>
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<td>CSCO</td>
<td>Criminal Justice</td>
<td>MTT</td>
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<td>OSH</td>
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<td>Dramatic Arts</td>
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<td>CTP</td>
<td>Craft Training</td>
<td>SENR</td>
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<td>ART</td>
<td>Career Development</td>
<td>WOOD</td>
<td>Woodworking</td>
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# WESTERN NEVADA COLLEGE

## VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS
Dr. Robert Wynegar  
Bristlecone Building 161  
(775) 445-4431  
FAX (775) 445-4477  
Robert.Wynegar@wnc.edu

## ASSISTANT TO THE VICE PRESIDENT
Tina Nelson  
Bristlecone Building 161  
(775) 445-4454  
FAX (775) 445-4477  
Tina.Nelson@wnc.edu

### LIBERAL ARTS

**DIRECTOR**  
Scott Morrison  
Bristlecone Building 350A  
(775) 445-4401  
Scott.Morrison@wnc.edu

**FAX**  
(775) 445-3141

**ADMINISTRATIVE ASSISTANT**  
Chelsie Hamtak  
Bristlecone Building 350D  
(775) 445-3290  
Chelsie.Hamtak@wnc.edu

Olga Gomez  
Bristlecone Building 350B  
(775) 445-4253  
Olga.Gomez@wnc.edu

**DIRECTOR**  
Dr. Judith Cordia  
Cedar Building 107  
(775) 445-3295  
Judith.Cordia@wnc.edu

**FAX**  
(775) 445-4443

**ADMINISTRATIVE ASSISTANT**  
Maureen Lockey  
Cedar 104  
(775) 445-3294  
Mo.Lockey@wnc.edu

### NURSING & ALLIED HEALTH

**DIRECTOR**  
Dr. Lee Redwine  
Reynolds Building 113A  
(775) 445-4272  
Laura-Lee.Redwine@wnc.edu

**FAX**  
(775) 445-3022

**ADMINISTRATIVE ASSISTANT**  
Sergio Arteaga  
Bently Hall  
(775) 782-2413  
Sergio.Arteaga@wnc.edu  
Fax (775) 782-2415

### CAREER & TECHNICAL EDUCATION

**DIRECTOR**  
Sherry Black  
Reynolds Building 113B  
(775) 445-3348  
Sherry.Black@wnc.edu

**FAX**  
(775) 445-3141

**ADMINISTRATIVE ASSISTANT**  
Laura-Tiel Tiede  
Virgil Getto Hall (775) 423-7565  
Lori.Tiede@wnc.edu  
Fax (775) 423-8029

### FALLON CAMPUS MANAGER
Lori Tiede  
Virgil Getto Hall (775) 423-7565  
Lori.Tiede@wnc.edu  
Fax (775) 423-8029

### DOUGLAS CAMPUS MANAGER
Sergio Arteaga  
Bently Hall  
(775) 782-2413  
Sergio.Arteaga@wnc.edu  
Fax (775) 782-2415

INSTRUCTIONAL DIVISION CONTACT INFORMATION 2013-2014
**FALL 2013 Dates**

**August**
- **August 9**: Full payment (100%) due by 5 p.m. for all classes or first payment due for 3-Pay plan; Students who have not made this payment may be removed from 100% of classes
- **August 23**: Full payment (100%) due by 5 p.m. for all classes or first payment due for 2-Pay plan; Last day to sign up for a payment plan; Short-term classes added after this date must be paid for in full at the time of registration; Unless first deferred payment was made, students who have not made this payment may be removed from 100% of classes
- **August 26**: Fall 2013 semester begins
- **August 30**: Last day to add full-term classes through myWNC. After this date, a Late Registration Form must be submitted to Admissions and Records.; Last day to drop full-term classes for 100% refund

**September**
- **September 3**: Even exchange of credits for full-term classes begins with an Even Exchange Enrollment Form to Admissions and Records
- **September 6**: Full payment (100%) due by 5 p.m. for 100% of classes; Unless first deferred payment was made, students who have not made this payment may be removed from 100% of classes
- **September 9**: Even exchange of credits ends; Payment in full must be made before a student may be reinstated into a full-term class; a Late Registration Form must be submitted to Admission and Records; $25 late payment fee applies; Second payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or $10, whichever is greater
- **September 23**: Second and final payment due for 2-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or $10, whichever is greater

**October**
- **October 9**: Third and final payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or $10, whichever is greater
- **October 18**: Last day to change credit to audit or audit to credit for full-term classes through myWNC
- **October 25**: Nevada Day holiday - College Closed
- **October 28**: Last day to drop full-term classes with a "W"

**November**
- **November 1**: Last day to apply for Fall 2013 graduation
- **November 11**: Veterans Day holiday - College Closed
- **November 27**: Instructional holiday - No Classes; College is Open
- **November 28**: Thanksgiving Day holiday - College Closed
- **November 29**: Family Day holiday - College Closed

**December**
- **December 9**: Final examinations begin
- **December 14**: Fall 2013 semester ends
- **December 23**: Limited college services offered until January 2.
- **December 25**: Christmas Day holiday - College Closed

**January 2014**
- **January 1**: New Year's holiday - College Closed
- **January 3**: Grades available through myWNC
SPRING 2014 Dates

January

- **January 21**: Spring 2014 semester begins

February

- **February 17**: President’s Day holiday - College Closed

March

- **March 17**: Spring Break - No Classes, College is Open
- **March 18**: Spring Break - No Classes, College is Open
- **March 19**: Spring Break - No Classes, College is Open
- **March 20**: Spring Break - No Classes, College is Open
- **March 21**: Spring Break - No Classes, College is Open
- **March 23**: Classes resume after spring break

May

- **May 17**: Spring 2014 semester ends
POLICIES
ATTENDANCE

Students are expected to attend all classes for which they have registered. The instructor may drop any student when the student has had an excessive number of absences as identified in the course syllabus. (In general, if a student misses a number of hours greater than the number of credits to be earned in the course, this may be considered excessive.) A last date of attendance will be required for any “F” grades you enter.

STUDENTS TAKING COURSES TAUGHT BY IMMEDIATE FAMILY MEMBERS

Policy No.: 3-2-5
Department: Instruction
Contact: Dean of Instruction

Policy: To avoid the impression of conflict of interests, faculty should avoid teaching a member of his/her immediate family.

Section 1: Definition
A. Immediate family is defined as husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, or uncle.

Section 2: Approvals
A. Any student attempting to take a class taught by an immediate member should be advised to take a section taught by a non-related faculty member, if such a section exists.

B. Any student attempting to take a class that is taught by an immediate family member must have prior approval of the Vice President of Academic and Student Affairs through the appropriate Dean.

C. If a student is approved to take a class taught by a member of his/her immediate family then the grade for that course must be determined independently. This independent method of grade determination must have the prior approval of the Vice President of Academic and Student Affairs through the appropriate Dean.

PART TIME FACULTY EVALUATION GUIDELINES

Policy No.: 4-4-4
Department: Instruction
Contact: Academic Director

Policy: Consistent with the WNC Part-time Faculty Information Guide, all part-time faculty members will be evaluated in the areas of course organization, classroom management, communication skills, facilitating learning and technical skills.
**Role of Administrator**
Evaluations will be conducted by the Academic Director or designee, and should include classroom observation, written evaluation based upon previously determined criteria, discussion with the faculty member and response and signature of the faculty member verifying knowledge of the evaluation’s contents. The signature does not confer a faculty member’s agreement with its contents.

**Role of Students**
Students in each class taught by part-time faculty members will have the opportunity to complete evaluations forms.

**Timeline**
The Academic Director will assign a mentor to each new part-time faculty member and an evaluation will be conducted during the first semester. Whether it is administrative evaluation or peer observation, both the evaluator/observer and the faculty member will set the date(s) of the observation and any follow-up meetings. The Academic Director or designee reserves the right to conduct more than one administrative evaluation per academic year.

The Academic Director will maintain a schedule of evaluation in which approximately 20% of each division’s part-time faculty will be evaluated each academic year and ensuring that each continuing part-time faculty member will be evaluated once every 5 years.

**Criteria**
Each division should determine specific criteria to be met by part-time faculty. Establishment of these criteria should include input from full and par-time faculty and the Academic Directors. These criteria will be provided by the Academic Director to each new part-time faculty hired.
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<th>PART-TIME FACULTY EVALUATION FORM</th>
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<td>NAME</td>
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<td>ACADEMIC YEAR</td>
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<td>DIVISION</td>
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<td>DATE</td>
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1. Student evaluations collected as available (list titles/semesters).

2. Academic Director/Desigee’s evaluation, including nature of evidence evaluated.

3. Comments:

Faculty Member Signature (evaluatee)

Academic Director/Desigee Signature (evaluator)
# Western Nevada College Peer Evaluation Form

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<th><strong>Evaluatee’s Name</strong></th>
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<tr>
<td><strong>Class Evaluated (name, date and time)</strong></td>
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## TEACHING

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<th><strong>Syllabus:</strong></th>
<th>Excellent</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<tr>
<td>Course objectives clearly identified</td>
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<td>Grading system clearly stated</td>
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<td>Course requirements clearly described</td>
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**Classroom:**

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<tr>
<th><strong>Class topics agree with course objectives</strong></th>
<th>Excellent</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<tr>
<td>Class well planned and organized</td>
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<td>Subject matter communicated effectively</td>
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<td>Questions answered appropriately</td>
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<td>Effective teaching style</td>
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<td>Board, overhead, or teaching aids utilized effectively</td>
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</tr>
<tr>
<td>Class time utilized appropriately</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class interest maintained</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Overall rating in Teaching**

*Attach required written narrative. Include a summary, improvements needed, and any recommendations.*
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA):

The act was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. No one shall have access to nor will the college disclose any information from students' educational records without the written consent of students except to individuals or agencies specified in the Privacy Act. Any requests to an instructor for any information from a student’s education record, including requests from parents or spouse, should not be honored. All requests for student record information should be referred to the Office of Admissions and Records. The only exception to this is when a student's health or safety must be protected.

The public posting of grades either by the student's name, institution student identification number, or social security number without the student's written permission is a violation of FERPA. Another method used to notify students of their final or other grades by faculty can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

GRADE APPEAL

Policy No.: 3-5-1 (formerly 1-1)
Department: Student Services
Contact: Dean of Student Services

Policy: A student has the right to activate the grade appeal process for students when they believe that the grade they have received for a course is incorrect.

Section 1. Activation:
A. Prior to activation of the formal grade appeal process it is recommended that the student discuss his/her complaint with the instructor who issued the grade.
B. If the student cannot reach the instructor or if the grade is not resolved by the instructor then the student must file a written intent to appeal the grade with the instructor's division office within 2 weeks of the grade's posting.

Section 2. Written Notice
A. Once the written notice is filed, the student has until 5 p.m. on February 1st or 5 p.m. on September 1st (whichever occurs immediately after the grading period in which the grade was issued) to contact the Academic Director who will set up a meeting between the student, instructor and Academic Director (or student and instructor if they had not met before).

Section 3. Unresolved Grade Appeal
A. If the grade appeal is still unresolved, the student must submit details in writing to the Vice President of Academic and Student Affairs within 10 days of the meeting with the Academic Director and instructor.
B. The vice president in return will notify the instructor, student and Academic Director by certified mail of the formal grade appeal.

Section 4. Hearing Committee
A. Within 15 days of the receipt of the written certified letter, a hearing committee made up of the Academic Director, two faculty members of the same division chosen by the Academic Director, and two students chosen by the USA President will meet to hear the grade appeal.
B. The instructor and the student who is appealing his/her grade will be invited to be present when this committee meets.

Section 5. Final Action on Grade Appeal
A. The written recommendation of this hearing committee will be forwarded to the Vice President for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

PART TIME ACADEMIC FACULTY WORKLOAD

Policy No.: 4-4-2
Department: Academic and Student Affairs
Contact: Vice-President and Academic Faculty Senate Chair

The purpose of an academic workload policy is to provide the following:

A guide that places students’ educational and developmental needs as our highest priority while insuring the best use of institutional resources.

- A measure of institutional efficiency to external audiences
- Equitable treatment of all academic faculty
- Impetus for institutional development
- A measure of financial accountability
- An equitable measure of workload

Section I – Responsibilities of Part-Time Instructional Faculty

As stated in Board of Regents Handbook, Title 4, Chapter 3, Section 3, number 3, instructional faculty members are expected to teach; develop curriculum; conduct other instructional activities, including advising, grading, and preparing for classes; maintain currency in their academic discipline;...

A part-time academic faculty member

1. Reports to appropriate Academic Director.
2. Works cooperatively within the learning community.
3. Provides instruction:
   a. Teaches students in assigned classes in accordance with official course outlines.
   b. Responds to the needs of students as learners and consumers by providing high quality educational programs and services.
   c. Prepares individual course syllabi before instruction begins and distributing them to students and to Academic Directors on or before the first day of class.
   d. May be asked to select textbooks for classes
   e. Identifies supplies, equipment, and other learning resources needed to support instruction and makes recommendations to Academic Director or director.
   f. Maintains accurate class records of student grades and rosters.
4. Availability to students:
   a. Provides students with a way to contact them for help through email, telephone, or by holding scheduled office hours.
   b. Should an emergency or illness require class cancellation, then the faculty member and the Academic Director shall work collaboratively to arrange for class make-up, faculty substitute, or alternate student assignments.
5. Professional development:
   a. Engages in professional development activities, maintains currency in assigned teaching fields, and keeps informed on new approaches to instruction.
   b. Maintains occupational/technical/professional credentials, if applicable, with the support of college resources.
6. Promotes college educational programs and services to our communities.
7. The rights, duties, obligations and privileges of Part-time faculty members contained in the Part-time Faculty Manual are incorporated herein by this reference.

Section II. Part-Time Instructional Faculty Workload

A. Contracts/Schedules

1. Part time academic faculty members are hired through Letters of Appointment (LOA) on a per semester basis.

B. Instructional Loads for Part-time Faculty

1. Part time academic faculty members are restricted by the Board of Regents to less than 10 credits of instruction or 19.5 contact hours per semester.
2. Faculty teaching more than 9.9 credit hours or 19.5 contact hours per semester but less than full time will be assigned a workload proportional to a full-time contract.
3. Part-time faculty teaching one-credit science labs, or other one-credit courses where the contact hours equal that of a 3-credit lecture class are compensated by the formulas given in Section 2.C.3, not credits. This should not impact the maximum of 9.9 credit hour/ 19.5 contact hour load as stated above.
4. There shall be a reduced class size of 8 students for nursing clinical hours.
5. Lecture hours are 50 minutes in duration. Practicum, lab, and clinical hours are 60 minutes in duration.
6. Faculty may be asked to teach both days, evenings and weekends as well as in different campus/rural center locations.
7. Class scheduling is driven by the needs of full-time, degree-seeking students. If a division offers a degree, the division undertakes an obligation to assure that students can complete the degree in a timely manner by attending college full time. Academic Directors will consult with lead faculty, full-time faculty members in the discipline, the dean of instruction, the academic vice president, the director of institutional research, and the director of admissions and records to develop schedules of class offerings that meet student needs. Academic Directors, in collaboration with faculty members, will then develop appropriate courses and loads so that teaching faculty meet student needs.
8. Any arrangement accepted by the instructor, recommended by the director or the Academic Director, and approved by the academic vice-president in consultation with the dean shall be a part of this workload policy if the agreement is written and enacted prior to the service being rendered.
9. Part time faculty may be released from their appointment at the discretion of the Academic Director and /or the Dean of Instruction for any of the following reasons:
   a. The teaching load of a full time faculty member not teaching the minimum expected load as stated in Section II.B.1 of the Academic Faculty Workload Policy needs to be adjusted by the addition of this class
   b. Enrollment in the class is not high enough.
   c. Other reasons as determined by the Academic Director and/or the Dean of Instruction to be in the interest of the college.

C. Reimbursement formulas:

1. Instructional contact-hour definitions:
   a. (LE) Lecture: A lecture requires regular preparation of instructional material and student assignments and includes regular written work assignments graded by the classroom faculty member.
   b. (LA) Laboratory: A laboratory requires regular preparation of laboratory assignments and equipment or materials, continual faculty oversight and interaction with students, and regular written work assignments graded by the laboratory faculty member.
   c. (S) Studio: A studio requires regular preparation of studio assignments and continual oversight and interaction with the students by the faculty member.
   d. (P) Occupational practice: An occupational practicum requires regular preparation of practice assignments and continual faculty oversight and interaction with students.
   e. (C) Clinical: A clinical experience requires regular preparation and grading of clinical assignments, including written work, and continual oversight and interaction with the students.
f. Note: The Academic Director Council and the Dean of Instruction are charged with recommending to the Vice President of Academic and Student Affairs the instructional units for any new class. This determination will be based on information provided in the course description and syllabus at the time of course approval.

2. Part time faculty pay rate will equal the full time faculty overload rate.

3. LOA Reimbursement Formulas for Part-time Faculty:
   The calculation below is based on a 15-week semester.
   a. Part-time Faculty Reimbursement for lecture classes:
      Number of credits X per credit rate
   b. Part-time Faculty Reimbursement for courses that are lecture + lab (3+3 as defined in the catalog):
      (Lecture contact hours X per credit rate) + (Number of contact hours for lab X 15/18 per credit rate)
      Note that 15/18 is 83.3%.
   c. Part-time Faculty Reimbursement for lab, studio, and practicum classes with no formal lecture as defined in the catalog:
      (Contact hours) X (15/18 per credit rate)
   d. Part-time Faculty Reimbursement for physical activity classes:
      (Contact hours) X (15/18 per credit rate)
   e. Part-time faculty in professional programs such as nursing may be reimbursed on a per hour basis by agreement with the Academic Director, the Dean of Instruction and the Vice President of Academic Affairs.
   f. Part-time faculty members are reimbursed for serving on Academic Faculty Senate at the rate of $70 per meeting based on attendance.

**Section III- Stipends**

Any instructional stipend normally paid to full time faculty will also be paid to part-time faculty with the same assignment. This includes distance education, extraordinarily high enrollment, as well as others that may be defined.
CANCELLED CLASSES

If an instructor must cancel a class due to illness or emergency, the following procedures must be followed. College personnel will list cancelled classes on the website and post a sign on the classroom door to inform students. Please note that faculty may be contacted by division personnel to verify a class cancellation.

All Campuses:
- Faculty must contact their respective Division Offices and speak to someone in person (do not just leave a message). If they are not able to speak to someone in person, faculty should then call 775-445-4428 and speak to someone in the Vice-President of Academic and Student Affair’s office.
- The cancelled class will be listed on the website and signs will be posted (either by the Division or VP personnel).
- Faculty must then email their class through the myWNC roster system. It is the faculty member’s responsibility to email/contact their students.

COPYING PROCEDURES

Adjunct faculty members will have access to low-capacity copiers located on the Carson, Douglas and Fallon campuses.

Large copy jobs (50 images) or more: manuals, booklets, bonding, etc.) should be submitted to:

Carson City – Cedar Building - Hours for drop-off and pick-up of copy and print jobs will be weekdays, 9-11 a.m. and 1-5 p.m. Deliveries are no longer be possible as a result of the consolidation of services. An e-mail notification will be sent when a job is completed.

Copy requests should be e-mailed to copycenter@wnc.edu
In most cases, routine requests will be filled within 24 hours.

Print jobs should be requested online at www.wnc.edu/forms/ims/

Fallon –Virgil Getto Hall, Front Office – 8 a.m. to 5 p.m. Submit copy jobs with completed copy request form. Completed copy requests will be returned to the faculty mail box.

SMALL COPIER LOCATIONS:

Carson Campus
Cedar Bldg. Room 300B
Bristlecone Bldg. Room 350
Reynolds Bldg. Room 104A

Douglas Campus
Administration Bldg. Mailroom

Fallon Campus
Piñon Hall Reception Office
Virgil Getto Hall Main Administration Office
Sage Hall, Copy Room
Please plan ahead. Although the smaller copy machines are there for your use, they are designed for small copy jobs only. They will not handle large copy jobs well and, if overworked/abused, these machines are apt to break down.

**EMAIL**

Faculty and Staff @wnc.edu e-mail accounts are through Google Mail and can be accessed online at www.google.com/a/wnc.edu. For account activation, questions, or any issues please contact Computing Services. It is highly recommended that you use your WNC-issued email account to correspond with students and staff.

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**Welcome to Google Apps!**

You've received Google Apps credentials, which included the link to get to Google Apps and your login credentials.

I have posted useful information to help you get started with the virtues of Google Apps on the Computing Services Intranet site: [https://intranet.wnc.edu/departments/cs/](https://intranet.wnc.edu/departments/cs/). If you've used Gmail and Google Docs before then you are in familiar territory.

I know you'll have plenty of questions! If I don’t have the answer provided below, or on our website, send me an email and I will do my best to get an answer for you promptly. I want you to enjoy getting your Google on and will do my best to make this happen for you!

Phyllis Mason

Phyllis.Mason@wnc.edu

The Google Juice Barrista

Computing Services

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**Resources:**

- [Your first days with Google Apps](#)
- [Official Gmail Blog](#)
- [Gmail Calendar Training](#)

**FYI’s**

- Scanning to email will take longer than normal the first time you do a scan, then after that they will speed up again.
- If you currently have a personal Gmail account and a nickname extension of wnc.edu, you should delete that nickname or you will end up receiving emails in your personal and WNC account. You should check your personal account occasionally.
A few tricks and tips to get you started:

Sign on:

www.google.com>Gmail>Sign In>Username = full email address>Password>Sign In

www.gmail.com>Gmail>Sign In>Username = full email address>Password>Sign In

https://mail.google.com/a/wnc.edu>Username=email ID only (no @wnc.edu)>Password>Sign in

Basic Settings:

Change background: >Themes>select theme>Return to inbox (there is no save for this feature)

Forwarding: >Settings>General>Forwarding and POP/IMAP>Add a forwarding address?type in address>Next>Proceed if address is correct – A confirmation will be sent to the forwarding address. You must confirm and approve via the emailed link for forwarding.

Add Signature: >Settings>General>Signature>add signature>Scroll to bottom of page and Save Changes.

Vacation mail: >Settings>General>Vacation responder on> Select dates/Add subject and message>Check whichever “Only” box applies> Scroll to bottom of page and Save Changes.

Add Label aka Folder/Sub Folder: >Settings>Labels>Create new label>Add label name (Nest label under a label)>Create

Add Filter Rule: >Settings>Filters>Create a New Filter>Add Filter Details>Create a Filter with this Search>Add Options to Filter>Check Box Apply This Filter to “#” Matching Conversations>Create Filter

Add Desktop Notification: >Settings>General>Desktop Notifications>Change to New Mail Notifications On> Scroll to the bottom of the page and Save Changes

Change conversation view – Gmail groups together emails with the same subject. If you prefer to have each email separate versus grouped together – >Settings>General>Conversation View>Off>Save Changes

Show Indicators = Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me. If you do not want to see the indicators: >Settings>Personal level indicators>No indicators> Scroll to bottom of page and Save Changes.

Labs – Gmail Labs are experimental, pre-release features that users can enable to add key business functionality to their Inboxes.

>Settings>Labs

There are a variety of labs you can use. Here are a few of my personal favorites:

Google Calendar gadget>Displays calendars on your mail page.

Default Text Styling>Change fonts.

Extra Emoji>Add icons to your emails.
Right-side chat—Moves your chat box from the lower left side to the upper right side.

Signature tweaks—Gets rid of the - - above your signature.

Undo Send—A slight delay in sending giving you the option to undo the send.

Message Sneak Peek—Right click on a message to preview without opening.

Preview Pane—See portion of email when the email is clicked on.

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How to **FORWARD** your **WNC EMAIL** to your **PRIVATE EMAIL**

1. Log into your WNC Email account
2. Go to the settings drop down (gear wheel) in the upper right corner under your email address and click on `<Settings>`

3. Click on `<Forwarding and POP/IMAP>` in the center top.
4. Click on the `<Add a forwarding address>` box under “Forwarding”

5. Enter your desired email in the box provided then click on the `<Next>` box

6. It will show the confirmed email you entered. You must click `<Proceed>` if the email displayed is correct. If you entered an incorrect forwarding address then click Cancel and redo the email.
7. You must log back into your WNC Email and open the confirmation email. You must click on the link provided to confirm the process. Once this has been completed you will need to go back into the <Settings>, <Forwarding and POP/IMAP>, and select the drop down box to select which option you want to set for your WNC Email (you can choose to <keep Western Nevada College Mail's copy in the Inbox>) or select a different option of your choice, scroll to the page bottom and click <Save Changes>.
GRADE INFORMATION

Grade policy - The following are in compliance with Board of Regents policy for issuing grades.

Verify and issue grades according to grading system at top of the roster which will be one of the two following systems:

\[
\begin{array}{ll}
P3 = & P, F, W, I \\
\end{array}
\]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;I&quot; grade</td>
<td>An Incomplete grade may be given by the instructor when a student has completed 75 percent of the course with a grade of at least &quot;C,&quot; but where there is some verifiable compelling reason for the lack of completion. College regulations limit the amount of time the student has to make up assignments or examinations. The &quot;I&quot; (Incomplete) must be made up within 120 days of the end of the semester. Failure to do so will result in the &quot;I&quot; grade being changed to a &quot;F.&quot; A student wishing to complete the work for a course in which he/she received an Incomplete must make arrangements with the instructor who issued the incomplete grade. A grade change from the instructor is due to Admissions and Records within 120 days of the end of the applicable semester.</td>
</tr>
<tr>
<td>&quot;W&quot; grade</td>
<td>Instructors are no longer able to issue &quot;W&quot; grades. Students may withdraw from course and receive a &quot;W&quot; grade before the end of the 9th week of instruction. See the online academic calendar for specific dates.</td>
</tr>
<tr>
<td>&quot;F&quot; grade</td>
<td>Instructors may issue an &quot;F&quot; for failing or &quot;no show&quot; students. The final date of attendance must be recorded for all “F” grades issued.</td>
</tr>
</tbody>
</table>

Late grades – Please submit grades on time. Late grade submissions can adversely affect student’s financial aid, transferring to other college, etc.

Grade changes - Grade change forms are required when roster deadlines are not met, or to change a student’s grade. Grade change forms are available on the Admissions and Records intranet site. The following guidelines are to assure processing is not delayed.

If grade change is more than one semester old (exclude summer), a detailed explanation must be provided. Grade changes must be completed with all information requested.

Grade changes require the Academic Director’s signature.

Grade change forms are the responsibility of the Instructor to complete, not Division Assistants. Grade change forms cannot be faxed. Original signed form is required for processing.

To protect student privacy grade changes should not be mailed or sent interdepartmental. If circumstances require mailing the form should be put in an envelope, sealed with tape and signature across seal.

Students, including student workers, are not to pick-up or deliver grade change forms for instructor.
MAILBOXES

Please check with your Division Assistant for the location of your campus mailbox. Adjunct faculty teaching for two or more divisions should check with any one of the Assistants in the Divisions for which you are teaching to work out a convenient location for your mailbox. It is imperative that you check your mailbox weekly as this is sometimes the only way for important information to be disseminated.

PLEASE UPDATE YOUR PERSONAL AND CONTACT INFORMATION!

If you’ve recently moved or changed your phone number or email address, please notify your Division Assistant who will then notify Human Resources (contracts/LOA). You will also need to update your information through myWNC.

PAYROLL

Part-time faculty are paid once each month, on the first day of the calendar month one full month after the teaching period begins and finishing after the last month of the teaching period. It is imperative that academic contracts are signed prior to teaching a course. Once all contracts and applicable personnel forms are completed, signed, and processed through the college signature chain, the documents will be turned in to the Human Resources Office, and the payroll process will begin.

Employees have the option of receiving payroll through Direct Deposit to their financial institution (form is included here) or of receiving their paycheck through the US Mail directly to their home address.

For contract or payroll questions, please contact your Division Office or the Human Resources Office at 775-445-4237.

PLEASE UPDATE YOUR PERSONAL AND CONTACT INFORMATION!

If you’ve recently moved or changed your phone number or email address, please notify your Division Assistant who will then notify Human Resources (contracts/LOA). You will also need to update your information through myWNC.
Direct Deposit

Please attach a voided check or verification of account and routing number of your financial institution. A deposit slip is insufficient documentation.

This authorization form can be returned through campus mail to the Payroll Department (M/S 122) or submitted in person at the Payroll Office, room 102, Ross Hall, University of Nevada, Reno Campus. It is recommended that you contact your bank to verify that the direct deposit is in your account each payday.

Direct Deposit Request

Name (Please Print) ___________________________ I.D. # ________________

Campus ____________ Dept. _________________ Checking _____ Savings _____

Name of Financial Institution ___________________________________________

Transit # __ __ __ __ __ __ __ __ __ Acct. # __ __ __ __ __ __ __ __ __ __ __ __ __

I hereby authorize my employer to initiate credit entries and if necessary debit entries and adjustments for any credit entries in error to the account indicated by me and the depository to credit and/or debit the same to such account.

Date _________ Signature __________________________________________

__________________________________________________________ cut here ____________________________________________

Direct Deposit Stop

Name (Please Print) ___________________________ Dept. __________________

I.D. # __________________ Eff. Date __________________ Checking _____ Savings _____

Financial Institution _______________________________ Acct. # __ __ __ __ __ __ __ __ __ __ __ __ __

I hereby authorize my employer to STOP entries into the account indicated above.

Date _________ Signature __________________________________________
ONLINE ROSTER INSTRUCTIONS

ACCESSING ROSTERS IN myWNC

1) Go to the homepage: www.wnc.edu
2) Click on “myWNC”

3) Enter NSHE I.D. & password.

You should have received an email from your Division Assistant.

If you do not know your I.D. or password please contact your Division Assistant.
4) Click on “myWNC Faculty Center”

![Image of myWNC Faculty Center]

**CLICK myWNC Faculty Center**

5) Once in the Faculty Center, you will be looking at your class schedule. Click on the little people icon right next to the class to access your rosters.
6) You are now in your roster for that particular class. To see other class rosters, click the back button, and click on the icon next to the other classes you would like to look at.
STUDENT EVALUATION PROCESS

Students in full-term classes will be emailed at their myWNC account two weeks prior to the end of the semester with a link for completing the Student Evaluation for their individual classes. Those evaluations will be accepted until one week following the end of the term. Short-term classes will be emailed during the class period – appropriate for the length of the class.

ACCESSING INDIVIDUAL RESULTS

Instructors should contact their Division Offices the following term to access their individual evaluation summaries.
How to Access Your Student Evaluations Through WestNet

1. Log Into WestNET and select Tools from the menu.

![WestNET Tools](image)

Welcome to the all new WestNET
Make the WestNET your Home Page
Consider making the WestNET your home page in your browser. To do this in Internet Explorer, go to the tools menu and select Options and go to the General tab. For Mac users, go to the Firefox or Safari menu and:

2. Select Rosters

![WestNET Tools - Rosters](image)

WestNET Tools and Applications
Tools and Applications for the WestNET
- Data Request & Support System (DRSS)
- Export
- Online Forms

Roosters
Web Site Administrator 30 (WebAdmin)

3. Select Review your class evaluations.

![Faculty WestNET Site](image)

Please note that the online rosters are now in this new system which can be accessed here: my.wnc.edu
This is still the location where you can:
Upload your Class Syllabus

Review your class evaluations
Do you need to make changes here, use this form: Grade Change Form
Academic Calendar: Click Here
How well did the instructor for this course do on the following?

1. Identified the course objectives in the syllabus. 
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

2. Provided clear information about the grading system.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

3. Described course requirements.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

4. Related class topics to course objectives.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

5. Organized material effectively.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

7. Demonstrated knowledge of subject matter.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

8. Encouraged students to ask questions.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

9. Responded to questions.
   - Excellent
   - Commendable
   - Satisfactory
   - Unsatisfactory
   - N/A

10. Graded assignments.
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

11. Returned assignments.
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

12. Met your educational needs.
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

13. Treated you with respect.
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

14. Was accessible for help.
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

15. Optional question.

16. Overall, I rate the effectiveness of this course:
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

17. Overall, I rate the effectiveness of this instructor's teaching:
    - Excellent
    - Commendable
    - Satisfactory
    - Unsatisfactory
    - N/A

My primary reason for taking this course is (select ONLY one):

- Degree Requirement
- Career Change
- Job Requirement
- University Transfer
- Other

Print comments, as the instructor will receive a copy after grades are received.
SUPPLIES – ORDERING PROCESS

All Purchase Requests must be pre-approved by the appropriate Academic Director before a DPO will be issued. There are no exceptions!

A Departmental Purchase Order (DPO) is used for purchases under $2,000.00. DPOs should only be used when a college credit card cannot be used by your Division Assistant.

Procedure

- Obtain a purchase order request form from your Academic Director’s office. All requests must be made on this form. (See attached.)
- Fill out all the vendor and merchandise information required and include a quote or print-out of the shopping cart if pricing was figured online.
- If there are any special instructions that should be noted please include them on the request form.
- Obtain approval from the Academic Director/Administrative Assistant.
- Turn in the request form to the Division Administrative Assistant. Please plan ahead as there may be up to a five-day turnaround.
- Your items will be ordered for you and notification of the order will be emailed to you or placed in your faculty mailbox.
- If you are buying locally and intend to pick up the items yourself, the DPO will be emailed to you or placed in your faculty mailbox.
- All items purchased out of a student lab fee account must be utilized by the students in that current semester.

Please note: Departmental purchase orders (DPO) cannot be back-dated or issued to a vendor after the fact. If the above listed procedures are not followed or if an employee contracts the college for goods or services without prior approval, the employee may be held responsible for payment in full to the vendor.

Unless otherwise indicated, all department purchase orders are for a one-time use only. Subsequent purchases must be made with additional purchase orders. For frequent supplies needed from the same vendor throughout the semester, a Blanket Purchase Order or open purchase order may be utilized. Please talk with your Division Assistant about this.
Western Nevada College
Purchasing Transaction Request

Date: ____________

Vendor/Payee: ____________________________
Address: ____________________________
Requested by: ____________________________
Department: ____________________________
Ship to Address: ____________________________
Phone Number: ____________________________
Fax Number: ____________________________
Vendor Code: ____________________________

Notice to Vendors: For purchases less than $2,000.00 Only. Partial shipments may delay payment. Mail Original and Duplicate Invoice to: Western Nevada College, Controller’s Office, 2201 West College Parkway, Carson City, NV 89703-7399; (775) 445-4221. If invoice given at point of sale, do not mail invoice. The Nevada System of Higher Education is Tax Exempt. FEIN # 886000024.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Stock Number</th>
<th>Detailed Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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TOTAL

Special Instructions to Purchasing Department:

Special Instructions to Vendor:

Authorized Approval (print name): ____________________________

Account #: ____________________________

Submit original via E-mail to WNC Business Office for processing. Encumbered by: __________ Date: ________________
Course Syllabi

For accreditation purposes, all faculty members are required to prepare and submit a course syllabus for each of their classes. Syllabi must be uploaded on WestNET by the first week of classes. Copies of syllabi are kept in the Division Offices as well as archived in the campus Libraries.

**Required Information. Format is optional.**

- Course information
  - Course prefix, number, section and title
  - Course description from the WNC catalog
  - Course objectives
  - Number of credits
  - Transferability of the course in Nevada (see WNC catalog)
  - Linkage to educational program mission and outcomes (see WNC catalog)
- General
  - Instructor contact information (include WNC email and division phone number)
  - Times and locations of class meetings
  - Syllabus revision date(s) if necessary
  - Grading policies and procedures
  - Attendance policy
  - Required supplies (texts, calculator, materials, etc.)
  - Office hours and location (if offered)
  - Disability statement (see suggestion below)

If the course has any mandatory requirements, such as completion of various forms, this should also be explained to students.

If the course is part of program that has a student handbook with detailed information about any of the required items and the handbook is provided to all students, the course syllabus may simply refer the student to the handout for particulars. If the course is a web-based course with specific web pages on required items, the course syllabus can refer the student to the specific web pages for required information.

**Possible Disability Statement for Faculty Syllabi:**

If you have a disability for which you will need to request accommodations, please contact the Disability Support Services office (Bris 103) at 445-3266 or 445-3275 as soon as possible to arrange for appropriate accommodations.

**Recommended Information.**

- Methods of instruction, including the types of assignments and descriptions about the assignments and class activities
- Grading policy and procedures information should include how each assignment will be evaluated and how the final grade is computed
- Academic integrity statement
- Early Alert System statement, for example:
  - “Please note that in an effort to help students successfully complete their courses, the Counseling office on campus will ask faculty for names of students they feel may be in need of additional assistance. A counselor may contact you to offer some ideas.”
- Safety statement
- Specific policies for late work, re-write opportunities, make-up work and attendance

HOW TO UPLOAD SYLLABI TO THE WEBSITE
Step 1: Log-in to WestNET from the main WNC web site (You will need your NetID and password).

Step 2: Locate the "WestNET Areas" section in the middle of the WestNET home page, and click the link labeled "Your Account." (The same link is also found at the top right corner of the page)

Step 3: On your account page, look to the upper right corner of the page to an area labeled "Manage." Under this Menu is a link labeled "Class Syllabus." Click this link.

Step 4: On the Class Syllabus page will be a form used to upload new syllabi as well as a list of any syllabi that have been previously uploaded.

Step 5: To upload a new class syllabus, enter the information requested in the form. The syllabus file should be either a word document or a pdf file, preferably pdf.

Step 6: To delete a previously uploaded syllabus, find it in the list and press the delete button.

Step 7: The syllabus will appear in the online faculty/staff directory under your name, as soon as it is cached, this may take up to a couple of hours.
HOW TO REGISTER AS A BOOKSTORE SUBMITTER

1. Go to the WNC homepage at http://www.wnc.edu/

2. Scroll to the bottom. On the last column (far right called QUICK LINKS), 3rd from the bottom click on a link called <WNC Bookstore: Carson>

3. Scroll to the bottom again. On the 2nd to last column (called FACULTY SERVICES) click on the first link called <Online Adoptions>

4. "**1st time in the system - Click on <New? Register Here> under the sign in area.**"

5. Fill in all fields with your information. There are three fields we need you to enter specific information as shown below.

   CARSON STORE PASSWORD: 0080
   FALLON STORE PASSWORD: 1204
   ROLE: APPROVER
   EMAIL ORDER INFORMATION TO ADDITIONAL PEOPLE: Input your email in this field

6. After signing up, you will need to log out and log back in before you enter the book order information.

HOW TO ENTER A BOOK ORDER

1. Go to the WNC homepage at http://www.wnc.edu/

2. Scroll to the bottom. On the last column (far right called FACULTY SERVICES), 3rd from the bottom click on a link called <WNC Bookstore: Carson>

3. Scroll to the bottom again. On the 2nd to last column (called FACULTY SERVICES) click on the first link called <Online Adoptions>

4. Log in with your email and password

5. It gives 3 options

   Order Course Material: Use this link to place book orders
   Check Order Status: Use this link to check on the status of a book order that you already placed
   Update Profile: If you need to adjust your profile you use this link

6. So you will need to click on <Order Course Material>

7. Click on <New Order> (Next semester you can use Re-order if you are using the same book that you used in the previous semester. It won't work if you haven't used online book orders before.)

8. Most of this screen is self-explanatory except the following

   • Program: Choose WESTERN NEVADA COLLEGE BOOKSTORE for the following locations
Carson classes
Douglas classes
Web classes

Choose **THE BOTTOM** version of WNC FALLON CAMPUS BOOKSTORE for the following locations

Fallon
Fernley
Hawthorne
Lovelock
Smith Valley
Yerington

**VERY IMPORTANT NOTE:** If you choose the middle item (WNC FALLON CAMPUS BOOKSTORE) in the drop down menu your order goes into cyberspace dead-book wasteland and will **NEVER** be processed.

- **Term** will be “SPRING 2014” for the books you will be entering
- **Department** is actually the **class prefix** (example: ENG for English, or BIOL for Biology, etc.) Please use the correct PREFIX as it is shown in our catalog for your course.
- **Course** is the **class number** like 101 or 201, etc.
- **Continuation Course** is usually a NO. However if it is a class that has the same book used in the series then you would mark it as YES. (Ex. AM 145 & AM 146 use the same book. They would mark the AM 146 class as YES)
- **Section** will be the **section number** like 1001 or 1002. If you are unsure of the section number, look at your rosters for the semester and it will have those listed under “My Faculty Schedule”.
- **Instructor** - You may have to click on the manually enter link next to the drop down
- **Estimated enrollment** is just the estimation of students that you think will be in the class
- **No text required?** There is a check box for ‘No Materials Needed’. Only check this if there are no materials for the class. If you do not require a text, but do require materials (example: ART courses that require students to purchase supplies but do not have a kit in the Bookstore) you will want to select “Students should contact the instructor for materials”.

9. **NEXT SCREEN**
You will be able to select how you want to look up your book you want to order. I highly recommend using the ISBN look-up. When you search by ISBN, if you have more than one text for the class, you will want to put all ISBN’s in the spaces provided for the class. No more than 1 ISBN per box. You can enter more than one on a page though.

You can add a book manually if the ISBN search doesn't bring up your book, but please make sure your ISBN is **not** the instructor's copy and that it is a legitimate ISBN. If you are not sure, just call Nancy at 445-3232. She is **MORE** than happy to help you with this. This usually comes into play when they do custom books, etc.

10. **NEXT SCREEN**
This will be your chance to review what you selected. You can mark the book(s) as required or whatever you need. In the comments area you can put any special supplies students may need for your class (like blue books or SCANTRON's). You **must** hit the <submit> button or else your order will not process.

**COMMENTS:** In the “COMMENTS” section, you will want to include your campus (i.e. CARSON, DOUGLAS, FALLON, WEB), and the class number for each section. **ALWAYS include the Class Number** since the section numbers can change. This is also located on your roster for the class, it will be a 5-digit number that usually starts with either an 8 or 9.
SUBMIT ORDER SCREEN
Please enter your Division Assistant's email address in the box provided so that they will receive a copy of your book order, as well. (If you are unsure of who your Division Assistant is, please see the Organizational Chart on page 9).

11. INSTRUCTOR’S COPIES
If you need an instructor copy of the text please contact your Division Assistant for information on how to obtain textbooks and ancillary materials.

12. GOOD ADVICE
Once you submit the order it will give you a confirmation screen. Please print this out and keep it for your records. I highly recommend you ALWAYS keep your confirmations. You will need those to reference if there are any questions with the bookstore.

13. IF YOU GET STUCK IN THE SYSTEM
If you get stuck in the system and it won't let you continue, try logging out and back in. If it is still problematic, reboot your PC and then log back in. If all else fails, call Nancy at 445-3232.

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<th>Deadlines:</th>
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<td>Fall book orders – April 15th</td>
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<tr>
<td>Spring book orders – October 15th</td>
</tr>
<tr>
<td>Summer book orders – March 15th</td>
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RESOURCES
Academic Skills Center

The mission of the Western Nevada College Academic Skills Centers are to provide full academic support and community to students in the form of free tutoring and computer use with the intention of helping students become active and independent learners.

Services offered at each location:

- **FREE** tutoring: sample subjects include Math, English, Spanish, American Sign Language, Biology, and Physics.
- Computer use: Students can use the computers to write English and other course papers.
- Workshops: The centers offer occasional workshops on study skills topics such as time management and finals week preparation.

Drop-in Tutoring

Drop-in tutoring is allowed on an as-available basis. To receive free drop-in tutoring, you must be a WNC student enrolled in the class for which you request a tutor.

Tutoring Appointments

Appointment-only tutoring is available at both the Carson and Fallon Academic Skills Centers. To make an appointment and for more details, please contact the Carson or Fallon Academic Skills Center.

| Carson Campus ASC: 775-445-4260 |
| Fallon Campus ASC: 775-423-7565 ext.2278 |
**COMPUTER AND SOFTWARE ACADEMIC DISCOUNTS**

Part-time academic faculty may be eligible for significant discounts on computers and computer equipment and software. Individual companies may require verification of employment and/or staff identification. See the Student Center Reception desk in Carson City to obtain a staff identification card. Entities providing discounts include the WNC Follett Bookstore, the University of Nevada/Reno (UNR), and websites such as www.academicsuperstore.com, etc.

WNC does not provide or purchase computer equipment or computer software for part-time faculty use to prepare courses at home. Part-time faculty members are eligible to use the designated offices in Carson City and Fallon.

**PROVIDING DISABILITY SUPPORT SERVICES FOR STUDENTS**

1. Cooperate with DSS coordinator to provide authorized accommodations and/or support services for documented disabled students in a fair and timely manner.

2. Review the list of authorized accommodations provided by DSS for each eligible student.

3. Review, complete, and sign the “Request for Test Accommodation” form to the DSS office one week prior to the first exam.

4. Consult with the DSS coordinator if there are any questions regarding how to implement the authorized accommodations.

5. Permit tape recordings of course content by a student with a disability when it has been determined that this is the most effective way to provide equal access to course material. (Faculty may require the student to sign an agreement form protecting copyright and/or privacy.)

6. Provide a classroom atmosphere that is nondiscriminatory for students with disabilities.

7. Faculty are encouraged to announce or to place a notice in the course syllabus advising students with disabilities who need support services to register with DSS as soon as possible. Sample announcement: “Any student who feels he or she may need an accommodation should contact the DSS office at 445-3266 or 445-3275 or, if needed, make an appointment to see the DSS coordinator during office hours.”

8. If any faculty members have questions about a disability or an accommodation, they may call DSS at 445-3266 or 445-3275 or talk to the student about it in a private setting to protect confidentiality.

***Please note that additional information is available on our website: www.wnc.edu/dss which includes an instructor handbook.***
EARLY ALERT WARNING SYSTEM

Faculty can use the Early Alert Warning system to let the Counseling office know if any students in their classes are in academic jeopardy and a counselor will follow-up with the student and then provide feedback to the instructor.

Call the Counseling Office at (775) 445-3266 to inform them of any student issues. After contacting the student, a counselor will send you an email with an update on how the student is doing.

This system is not intended to be used for personal counseling issues. If these arise, please encourage the student to contact a counselor, or if necessary, walk the student down to the Counseling office.

Sharing this type of academic information with the Counseling office does not conflict with FERPA.

Tips

1. This system is most effective if you initially use it within the first 4 weeks of class.

2. You can use the form throughout the semester. The further into the semester, the less likely the student will be able to complete the course; however, after speaking with a counselor, students are often more likely to re-enroll the following semester if they can’t complete the current semester class.

3. It is important not to make students feel like they are being reported on or targeted in any way. This intervention is simply provided to assist the student in resolving problems. If you explain the system in the beginning of the class and include a note in your syllabus, it will go a long way in helping students to understand the system.
EMERGENCY TELEPHONE NUMBERS:

“PLEASE NOTE: When using campus telephones, you must dial “9” before dialing an outside number.

Emergency (calls for ambulance, medics, etc.)
All campus locations – dial 911 (after dialing 9 first to get an outside line)

WNC Security Personnel

Carson

The Public Safety Department office is located in Bristlecone 132 on the Carson City Campus.

Emergency Calls (Life Threatening):
  from on campus - 9-911
  from off campus - 911
All Other Calls:
  from on campus - ext. 3308 or 775-230-1952
  from off campus - 775-445-3308 or 775-230-1952

Hours of Operation:

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<th>Time</th>
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<tr>
<td>Monday - Thursday</td>
<td>9 am to 1 am</td>
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<td>Friday</td>
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<td>Saturday</td>
<td>7 am to 11 pm</td>
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<td>Sunday</td>
<td>7 am to 7 pm</td>
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High Tech Center--------230-1954

Douglas-------- 230-1956
5:00-10:30pm Monday-Friday
• Security personnel can be located either in the main building or on the campus grounds.

Fallon -------- (775) 427-6212
5:00-10:00pm Monday-Thursday
8:00am –5:00pm Saturday
• The security office is located in Virgil Getto Hall.

Local Law Enforcement

Carson City Sheriff’s Department 887-2008
Douglas County Sheriff’s Department 782-9935
Fallon Police Department 423-2111

Accidents/Emergencies:

If you or any student suffers any accident or injury while on any public or private facility operated by the college, the accident must be reported immediately to the nearest administrator or security officer. A student must fill out an accident/injury report with the Security Officer as soon as possible after the injury. Faculty and staff are required to fill
out a SIIS form within **FIVE working days of the injury**. SIIS forms may be obtained in the following offices:

Carson Health & Safety Office -- Bristlecone Building  
Douglas Administrative Office – Bently Hall  
Fallon Administrative Services – Virgil Getto Hall

**Theft/Vandalism:**

Immediately report the theft of equipment or any instance of vandalism to the security officer on duty (see phone numbers above).

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**GRANT-IN-AID, TEMPORARY PART-TIME FACULTY**

1. Temporary part-time faculty (as defined in Title 4, Chapter 3) are eligible to receive a grant-in-aid for community college, state college, or university credit classes up to the number of credit hours the part-time faculty member has taught the previous or current semester. The eligibility based on credit hours shall not be cumulative from semester to semester. (B/R 10/03)

Those temporary part-time faculty members who do not teach must confer with their supervisor to determine appropriate course equivalency for their services. In no case will a supervisor authorize more than a total of 6 credit hours of course equivalency per semester for such service.

2. Temporary part-time faculty members employed through the Division of Continuing Education are not eligible for the grant-in-aid.

3. Eligible temporary part-time faculty shall be permitted to register for credit or audit in any credit course with the limitations as noted below.
   
   a. The grant-in-aid is applicable only to courses taken during the Fall and Spring regular semesters and must be taken at the college or university where employed.
   
   b. The grant-in-aid is not applicable to credit courses offered by the Division of Continuing Education.
   
   c. Lab fees and other special fees are not included in this grant-in-aid.
   
   d. Non-resident temporary part-time faculty members shall not be assessed non-resident tuition for Fall or Spring semester registration under this grant-in-aid.
   
   e. Temporary part-time faculty members shall not be entitled to certain privileges usually associated with student registration (e.g., discounted tickets, intercollegiate athletic tickets, student health insurance). (B/R 3/02)

**Interested faculty must complete a [Grant-in-Aid Part-Time Fee Waiver Form](#) and submit it to their Academic Director or department head.**
# Grant-In-Aid Fee Waiver for Part-Time Instructors

**Western Nevada College**

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<th>Mid Init.</th>
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<td>Cap. Imp. Fee Waiver</td>
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<td>Gen. Imp. Fund</td>
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Employee Signature: ___________________________ Date: ____________ Approved: ___________________________ Date: ____________
Library & Media Services is responsible for library services, audiovisual support, interactive video (IAV), and distance education for WNC. It operates full service libraries on both the Carson and Fallon campuses and provides library and media support to the Douglas campus and all learning centers in the WNC service area. It also provides an extensive online collection available through this web site. Using library supplied passwords, off campus students can access thousands of articles using the research tools.

Western Nevada College is a comprehensive college which serves more than 6,000 students each semester within an 18,000-square-mile service area. One of four community colleges within the Nevada System of Higher Education, it is accredited by the Northwest Association of Schools and of Colleges and Universities.

The Library Mission

The mission of Library & Media Services is to support the educational programs of the college throughout the service area; to foster the ability of students, faculty and staff to find, evaluate and use appropriate quality information sources; and to provide a physical environment conducive to learning.

Course Reserves (Assigned Readings, Extra Textbooks, Etc.)

The Reserve Collection consists of course materials placed in the library by faculty for a particular class. Reserve materials may include: journal articles, sample research papers, answer keys, textbooks, videos, or CDs. These items are placed on limited loan periods ranging from a "2-hr in-library use only" to a 7-day check out, depending on the instructor's request. No holds or renewals may be placed on reserve items.

All the items placed on reserve in the library are listed under the instructor's name as well as the class name in reserve section of the library catalog.

Electronic Reserves

Any faculty member may ask the library staff to locate electronic copies of articles or scan reading materials which students can access from WNC Online (Moodle). (The better the original, the better the electronic version). If you have materials you'd like to post online, the library requires at least 7 working days advance notice. To post reading materials online, faculty should fill out and e-reserve request form (found online) and send it to ereserve@wnc.edu.

How Do E-Reserves Work?

The implementation of MyWNC in Fall 2011 required that the library develop a new electronic reserve system. The library will be posting e-reserve materials using the new
WNC Online system, Moodle. Interested faculty should contact Larry Calkins at 775-445-3224 for more information.

**Copyright:**

All materials must have copyright permission or fall within the fair use guidelines. The library staff will assist you in determining fair use and if there are any costs associated with using selected materials for reserves (the concerns are the same for e-reserves and traditional reserves). To get you started, here's a handy copyright guide to fair use: http://www.copyright.iupui.edu/checklist.htm

**The Benefits Of E-Reserves:**

Having documents online allows students to view or print information 24/7 without having to visit our physical locations. This is a huge benefit for our interactive video classes, rural center students, or students with full-time jobs who don't have time to visit the library. There are also no overdue fines on these materials.

For More Information on Reserves:
Larry Calkins - e-reserves, all campuses 445-3224
Erich Holcombe - print reserves, Carson City Campus Library 445-3228
Ron Belbin - print reserves, Beck Library, Fallon Campus 423-5330 x2244

**Media Services**

Media Services supports the WNC curriculum by purchasing and servicing classroom media equipment, video recording classes and events, streaming media, and mixing sound, along with interactive video conferencing support. They also provide copying services for items that accompany WNC classroom-related materials and textbooks.

**Equipment Requests**

Media equipment may be loaned to college personnel for instructional purposes including: computers, computer projection units, video and digital cameras, video/DVD players and recorders, CD/audiocassette players and recorders, slide projectors, and other types of equipment. A 24-hour notice is required to ensure that the equipment is available and can be delivered to your teaching location on the requested date. Request equipment through the online Equipment Request Form.

**Recording & Duplicating Services**

Duplicating services are provided to college personnel with a minimum 48 hour notice. This includes recording students or faculty members in a classroom or guest speakers and performers at college events.
In some classes, compact discs supplement a textbook. Media Services will duplicate these CDs (if given sufficient lead time). Class related copying is free. Students only need to provide a blank replacement for each item copied. Copyright permission must be obtained in writing prior to copying.

**Services Directory**

All the telephone numbers below use the 775 area code. If you are calling the Beck Library (Fallon Campus) from off campus, dial 423-5330. If you are calling from on campus, dial the extension listed to reach the individual directly.

**CC = Carson City Campus, F = Fallon Campus**

<table>
<thead>
<tr>
<th>Need help with:</th>
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<tbody>
<tr>
<td><strong>Book Purchases</strong></td>
<td>Larry Calkins</td>
<td><a href="mailto:calkins@wnc.edu">calkins@wnc.edu</a></td>
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<tr>
<td></td>
<td>Ron Belbin</td>
<td><a href="mailto:belbin@wnc.edu">belbin@wnc.edu</a></td>
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<tr>
<td><strong>CD Duplication</strong></td>
<td>Media Desk</td>
<td><a href="mailto:media@wnc.edu">media@wnc.edu</a></td>
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<td></td>
<td>Library Services</td>
<td><a href="mailto:belbin@wnc.edu">belbin@wnc.edu</a></td>
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<tr>
<td><strong>CD Purchases</strong></td>
<td>Valerie Andersen</td>
<td><a href="mailto:valeria@wnc.edu">valeria@wnc.edu</a></td>
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<td>Ron Belbin</td>
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<td><strong>Circulation Services</strong></td>
<td>Carson City Fallon</td>
<td><a href="mailto:wnclrc@wnc.edu">wnclrc@wnc.edu</a></td>
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<td>F x2241</td>
<td><a href="mailto:wnclrcfa@wnc.edu">wnclrcfa@wnc.edu</a></td>
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<td><strong>DVD/Video purchases</strong></td>
<td>Valerie Andersen</td>
<td><a href="mailto:valeria@wnc.edu">valeria@wnc.edu</a></td>
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<td><strong>Electronic Reserves</strong></td>
<td>Larry Calkins</td>
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<td>Ron Belbin</td>
<td><a href="mailto:belbin@wnc.edu">belbin@wnc.edu</a></td>
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<td><strong>Interactive Video Scheduling</strong></td>
<td>Donna Redfarn</td>
<td><a href="mailto:dredfarn@wnc.edu">dredfarn@wnc.edu</a></td>
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<tr>
<td><strong>Interactive Video Technical Support</strong></td>
<td>Ralph Schilling</td>
<td><a href="mailto:ralphs@wnc.edu">ralphs@wnc.edu</a></td>
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<td>Walt Lewis</td>
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<td><a href="mailto:dgsturm@wnc.edu">dgsturm@wnc.edu</a></td>
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<td><strong>Library Cards</strong></td>
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**PART-TIME FACULTY OFFICES**

**Carson Campus**
There are rooms available in the Aspen, Bristlecone and Cedar Buildings. Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Chelsie Hamtak at Chelsie.Hamtak@wnc.edu or 775-445-3290.

**Fallon Campus**
The part-time faculty office is located in Piñon Hall, room 9. Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Lori Tiede at Lori.Tiede@wnc.edu or 775-423-7565 ext. 2221.

**Douglas Campus**
Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Sergio Arteaga at Sergio.Arteaga@wnc.edu or 775-782-2413 ext. 5221.
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**FAX NUMBERS**

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**WNC FERNEY**

For information call the WNC Call Center 1-888-729-9828

**WNC HAWTHORNE**

For information call the WNC Call Center 1-888-729-9828

**WNC LOVELOCK**

For information call the WNC Call Center 1-888-729-9828

**WNC SMITH VALLEY**

For information call the WNC Call Center 1-888-729-9828

**WNC YERINGTON**

For information call the WNC Call Center 1-888-729-9828

**DISTANCE EDUCATION**

- 308: 428-1075
- 309: 428-8355

**Pinson Hall**

- 222: 425-0796

**Science & Math Div.**

- 309: 428-8029

**WNC Fernley**

- 222: 575-6985

**Interactive Video**

- 222: 575-5989

**WNC Hawthorne**

- 222: 945-3821

**WNC Lovelock**

- 222: 270-4913

**WNC Smith Valley**

- 222: 466-2681

**WNC Yerington**

- 222: 466-1367

**EXTENDED CAMPUSES**

- WNC Douglas: 782-8216
- Douglas Media Center: 782-8514
- WNC Fallon: 423-8029
- WNC Bookstore: 423-7566