



# SOUTHEASTERN ILLINOIS COLLEGE

*Faculty Handbook*  
*2024 – 2025*



*Academic Services Office*  
*August 2024*

**Community College District No. 533**  
**3575 College Road**  
**Harrisburg, Illinois 62946**  
**Telephone: (618) 252-5400**  
**Toll-free 1-866-338-2742**

**Founded 1960**

*Accredited By*

THE HIGHER LEARNING COMMISSION  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312-263-0456 / 800-621-7440

*Recognized By*

ILLINOIS COMMUNITY COLLEGE BOARD  
ILLINOIS BOARD OF HIGHER EDUCATION  
ILLINOIS STATE BOARD OF EDUCATION  
ILLINOIS DEPARTMENT OF VETERANS AFFAIRS

*Approved By*

STATE APPROVING AGENCY  
FOR VETERANS EDUCATION

Southeastern Illinois College does not discriminate on the basis of disability, race, gender, religion, source of national origin, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The college adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All college facilities are accessible to persons with disabilities.

All College activities may be taped and photographed for College purposes. Entry into campus grounds and buildings constitutes consent to be photographed or videotaped for College purposes.



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## *Mission*

Southeastern Illinois College promotes quality, accessible, and accountable learning that is responsive to student and community needs.

## *Vision*

Our vision is to provide excellent educational and service-focused leadership for our region to inspire personal growth, cultivate community connections, and prepare for a transforming 21<sup>st</sup> century society.

## *Institutional Priorities*

### **INSTITUTIONAL PRIORITIES**

#### **TEACHING AND LEARNING**

We prioritize a commitment to life-long learning by providing quality learning opportunities inside and outside the classroom for students, faculty, staff and community.

#### **ACCESSIBILITY**

We prioritize availability to our stakeholders by creating an inclusive, equitable environment that fosters the educational and social well-being of all.

#### **SERVICE TO THE COMMUNITY**

We prioritize the needs of our community by actively collaborating with stakeholders to promote economic growth, workforce development, and community enrichment.

#### **ACCOUNTABILITY**

We prioritize sound stewardship by ensuring our actions faithfully serve the best interests of our students and community.

## *Our Values*

*Integrity*

*Student-Focused*

*Inclusion*

*Compassion*

## **ACCREDITATION**

Colleges and universities in the United States request nongovernmental organization accreditation as a stamp of approval to assure quality education and services. Accrediting agencies exist for specialized programs and the institution as a whole. A college or university with accreditation secures credibility in the academy and the communities it serves.

Accreditation at Southeastern Illinois College is more than a stamp of approval. Aside from the many regional accrediting agencies that document the quality of many specific programs of study at Southeastern Illinois College, the broader institutional accreditation for the College is important to prove the quality of the institution in general. That accreditation comes from the Higher Learning Commission.

### **WHAT IS THE HIGHER LEARNING COMMISSION?**

The Higher Learning Commission is the accrediting agency for Southeastern Illinois College as well as for hundreds of other colleges and universities in nineteen states. Please see the Higher Learning Commission's website at <https://www.hlcommission.org>.

### **HISTORY OF ACCREDITATION AT SIC**

As an institution of higher learning, Southeastern has had multiple successful accreditations. In 2019, HLC awarded Southeastern the maximum accreditation period of ten years, commending the College on our strategic planning process, financial modeling, and efforts to promote a greater understanding of a multicultural society. Similarly, in 2008, the HLC awarded Southeastern the maximum accreditation period of ten years at which time the College was commended for having exemplary processes in place for assessment, strategic planning, and for the development of its self-study report. Prior to that accreditation period, Southeastern earned another period of ten years in a 1998 visit by the HLC. The College was granted its first full accreditation in 1976, less than a decade after it was granted an Illinois Class I Community College status. In the fall of 2012, SIC moved to the new Open Pathways accreditation process. Details of this new process are available on the HLC website at <https://www.hlcommission.org>.

### **WHAT ARE THE CRITERIA FOR ACCREDITATION?**

HLC criteria for evaluation and accreditation may be viewed on the HLC website at <https://www.hlcommission.org>.

### **Board Policy Manual**

You may access the board policy manual in the President's office or review board policy online at the following URL address <http://www.sic.edu/about/board-of-trustees/board-policies>.

Southeastern Illinois College  
2024 – 2025 Academic Year Calendar

***Fall Semester 2024***

August 15, 16	Faculty/Staff Workshop
August 19	Instruction Begins
September 2	Labor Day Holiday – College Closed
October 11	Midterm; Staff Development Day – Classes dismissed at 11:30a
October 14	College Holiday
November 5	Election Day – College Closed
November 11	Veterans’ Day Holiday – College Closed
November 25	Last day to withdraw from classes
November 27-29	Thanksgiving Holiday – College Closed
<b>December 12-13</b>	<b>Final Exams</b>
December 20	Offices Close at 4:30p
December 23-31	Offices Closed

**Winter Session 24-25**

December 16, 2024 – January 17, 2025	Winter Session ( <i>5 weeks; online courses only</i> )
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***Spring Semester 2025***

January 1	New Year’s Day – College Closed
January 2	Offices Open at 8a
January 10	Faculty/Staff Development Day
January 13	Instruction Begins
January 20	Martin Luther King Holiday – College Closed
February 17	President’s Day – College Closed
March 7	Midterm; Staff Development Day – classes dismissed at 11:30a
March 10-14	Spring Break – College Closed
April 18	College Holiday
April 28	Last day to withdraw from classes
May 12	Four-day work week begins ( <i>College closed on Fridays</i> )
<b>May 14-15</b>	<b>Final Exams</b>
May 15	Commencement at 7p

## ***Summer Session 2025***

May 19	<i>First 5-week Summer Session Begins</i>
May 26	Memorial Day –College Closed
June 2	<i>8-week Summer Session Begins</i>
June 18	<i>End of First 5-week Summer Session</i>
June 19	Juneteenth – College Closed
June 23	<i>Second 5-week Summer Session Begins</i>
June 26	Midterm for 8-week Summer Session
July 17	Last Day to Withdraw from classes
July 24	<i>End of 5-week and 8-week Summer Sessions</i>
July 28	Four day work week ends ( <i>last Friday off</i> )

*This calendar may be subject to change. Saturdays Classes will not meet November 30, March 15, April 19.*

Approved by Board of Trustees: 7.16.24



**INSTRUCTIONAL DIVISION ORGANIZATION – REVISED FOR FALL 2024**

<b>DIVISION</b>	<b>PROGRAMS/ACADEMIC DISCIPLINE</b>		<b>DIVISION</b>	<b>PROGRAMS/ACADEMIC DISCIPLINE</b>	
<b>Humanities, Social Sciences &amp; Fine Arts</b>  <i>Paul Cummins, Division Chair</i>	Art Developmental English English Communication Government History Music Psychology Philosophy Sociology Spanish Theatre		<b>Mathematics, Science &amp; Technology</b>  <i>Jason Fitzgerald, Division Chair</i>	Ag Science Biology Botany Chemistry Developmental Mathematics Economics Mathematics Physics Information Technology	
<b>DIVISION</b>	<b>PROGRAMS/ACADEMIC DISCIPLINE</b>		<b>DIVISION</b>	<b>PROGRAMS/ACADEMIC DISCIPLINE</b>	
<b>Nursing &amp; Allied Health</b>  <i>Dr. Emily York, Dean</i>	Associate Degree Nursing Practical Nursing Nursing Assistant Health Occupations Hygiene Pharmacy Technician Phlebotomy Vet Assistant Nutrition		<b>Applied Technology</b>  <i>Ralph Boots Robbie Lindhorst, Division Co-Chairs</i>	Ag Maintenance Diesel Technology - <i>Medium-Heavy Duty Truck</i> - <i>Heavy Equipment</i> Powersports Outdoor Recreation Outfitter Wildlife Management Taxidermy Welding Technology	
<b>DIVISION</b>					
<b>Lori Cox, Associate Dean of Workforce and Community Education</b> Adult Education Business Community Education Cosmetology Criminal Justice/Law Enforcement Food Service Small Business Development/Entrepreneurship Specialized Workforce Training Programs - <i>CDL Training</i> - <i>CPR Training</i> - <i>Fire Science/Fire Training</i> Carl D. Perkins Grant		<table border="1"> <tr> <td> <b>Academic Services Office</b>  <i>Dr. Tyler Billman, Ex Dean of Academic Services</i>                      - Education  <b>Student Services Office</b>  <i>Dr. Kyla Burford, Ex Dean of Student Services</i>                      - Fitness Center                      - Physical Education                      - EMP classes for competitive teams  <b>CTE Office</b>  <i>Doug Mayfield, Dean of CTE</i>                      - Industrial Arts (Carmi)                      - Industrial Maintenance (Carmi)                      - Ag Business                      - Ag Education                 </td> </tr> </table>			<b>Academic Services Office</b> <i>Dr. Tyler Billman, Ex Dean of Academic Services</i> - Education <b>Student Services Office</b> <i>Dr. Kyla Burford, Ex Dean of Student Services</i> - Fitness Center - Physical Education - EMP classes for competitive teams <b>CTE Office</b> <i>Doug Mayfield, Dean of CTE</i> - Industrial Arts (Carmi) - Industrial Maintenance (Carmi) - Ag Business - Ag Education
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**UPDATED 7/2024 TB**

## Faculty Orientation Information

### 1. **Starfish**

As a part of our efforts to improve student retention, completion and overall success, Southeastern uses a student retention program named *Starfish*. This electronic retention system allows instructors to “raise flags” on students who exhibit behaviors that put them at risk, such as poor attendance, low grades, missing assignments, etc. Once raised, these flags are then forwarded to appropriate staff, such as advisors, who will contact students and make every attempt to provide the student the support needed to get back on track or make referrals to other appropriate support staff. The implementation of Starfish is a major component of our Quality Initiative Project for the Higher Learning Commission, and the new Open Pathways accreditation process. For further information about Starfish, contact Kyla Burford, Executive Dean of Student Services at [kyla.burford@sic.edu](mailto:kyla.burford@sic.edu), or at ext. 2400. Training may be scheduled through the Information Technology department by contacting Bre Richardson at ext. 2513.

### 2. **Teaching Schedules**

- Consult the current SICEA contract for information regarding the faculty workweek, teaching load, office hours, and student support hours (full-time faculty only).
- At the beginning of each fall and spring semesters, faculty members receive a memorandum from the Vice President of Academic Affairs and Student Services detailing the semester deadline for submission of faculty course outlines and office hours.
- Schedules will be kept in the appropriate instructional office.
- Office hours are not required for adjunct faculty, but should be maintained as much as possible for the benefit of students. Designated adjunct faculty offices are available. See the appropriate dean for information.
- **Do not change class meeting times or cancel classes without approval from the Executive Dean of Academic Services.**

### 3. **Room Assignments**

- Room assignment changes are only made by the appropriate instructional office.
- Contact the appropriate instructional office ASAP if you have a concern about a particular classroom.

### 4. **Student Communication**

Students need to be given direction on how their instructors prefer to be contacted. On the course outline, instructors should provide students with contact information. SIC’s Acceptable Use for Information Technology Policy (4019) states that the SIC email system ***must be used*** for all SIC-related email communication. Additionally, SIC email system should not be used for personal communication. It is expected that instructors use SIC email to notify students of your absences. Please also, when appropriate, put announcements of changes and absences on your announcements in Canvas if you teach an online or hybrid course. ***Text messaging system is in place for notification of emergencies.*** It will also be used to notify students of class cancellations when individual



- Speak with your division chairperson about the assessment activities for the course/program you are teaching.
- For information about individualized classroom assessment techniques, visit the assessment site on the SIC home page or at the following link <http://www.sic.edu/accountability/assessment>.
- For assistance, or to learn how assessment will be of value to you, contact your division chairperson or Dr. Tyler Billman at ext. 2250.

#### 9. **Grading and Class List Grade Reporting**

- See college catalog and the General Instructional Classroom Information section of this Handbook for current information. It is **IMPERATIVE** that you submit grades and class lists by the designated due dates.
- The grades that are issued are A, B, C, D, and E.
- No midterm grades are issued except to dual credit high school students; however, lists must be returned promptly verifying student attendance. "WA" grades should be issued for non-attendees. **See "WA" Policy in Appendix B.**
- Students should have access to their grades at any point during the semester. **It is heavily encouraged instructors keep an online gradebook published for student viewing on Canvas at all times during the semester.** To schedule training on how to maintain an online gradebook at any point in the semester, please contact Dr. Angie Mayfield at [angie.mayfield@sic.edu](mailto:angie.mayfield@sic.edu) or call at ext. 2265.
- Extra credit should not be given in lieu of completing required course assignments. If extra credit is available, it must be stated in the course outline.
- An explanation of how grades are derived must be in the course outline.
- Finals week will be the last week of the semester as designated by the Academic Calendar. Final exams **should be administered** during this timeframe, and should serve as the last class period or class periods, if the test will be administered for more than one class period. **There will not be a final exam schedule.**

#### 10. **Visitors and Children**

- If you plan to have guest speakers or visitors in your class, please obtain permission from your division chairperson and the appropriate dean or Vice President before they come to campus.
- Children **should not be allowed** to accompany the parent into the classroom, be allowed to roam the College, or be left unattended anywhere on campus while the parent is in class. This also applies to students.

#### 11. **Students with Special Needs**

- If a student informs you or if you suspect a student in your class may have a special need or disability, please contact the ADA Coordinator in the Student Affairs area, [rachel.pariah@sic.edu](mailto:rachel.pariah@sic.edu), Ext. 2245.
- Arrangements for students with special needs (e.g. extended test time, tests read aloud) may be made in the Dana Keating Student Success Center. Other requests for accommodations for physical or learning disabilities should be referred to the ADA Coordinator, ext. 2245 located in the Student Affairs area.

- Mental health resources are also available to students. A mental health counselor is available for scheduled appointments and walk-ins Monday, Tuesday, Thursday and Friday from 8 a.m. to 4:30 p.m. in Rm. B108/110, ext. 2523

## 12. **Support Services**

- Professional and peer tutoring is available for students who are experiencing academic difficulty. Students make their requests for assistance in the Learning Commons Center. Student and professional tutors are scheduled in the Center during hours of operation.
- There are numerous texts, textbooks on tape (which can be checked out), computer materials, and video support materials available in the Center.
- The Center also has open access availability to word processing software.
- For students enrolled in an online or hybrid course, technology orientation sessions are conducted by the Online Learning & Educational Technology department at the beginning of each semester on the main campus and simultaneously through Zoom for students who cannot attend in person. The online orientation is not mandatory for all students, but first-time online students are strongly encouraged to attend. Online learning modules are available to teach students how to complete all of the essential functions of their online courses. The online student orientation course (OSO) should appear in the list of current courses for every student taking an online and/or hybrid course. If it does not appear there, please contact the Online Learning & Educational Technology department at [online@sic.edu](mailto:online@sic.edu). For more information, see [www.sic.edu/oso](http://www.sic.edu/oso).

## 13. **Faculty Evaluation**

- The evaluation process is located on Intrinsic. Click on *SIC Forms and Manuals*, then *Academic Affairs* and then *Faculty Evaluation*. Speak with the division chairperson to determine your location on the evaluation cycle.
- Each fall and spring semester, the Executive Dean of Academic Services determines the specific timeline for the student evaluation of faculty. This information is disseminated to all faculty members.
- Faculty members teaching an online course will have a student evaluation document made available to their students during the timeframe referenced above.

## 14. **College Forms**

- Many forms used frequently by faculty members are available online at <https://intrinsic.sic.edu/sicForms/default.aspx>.

## 15. **Emergencies**

- See emergency procedures in the General Instructional Classroom Information section of this Handbook.

## 16. **Sexual Harassment**

- Please be familiar with Southeastern's current policy. The location of the policy may be found in the Table of Contents.

## 17. **Committee Assignments (Full-time faculty)**

- Consult the current SICEA contract for information regarding committee assignments.
- Speak with your division chairperson about which committees you will serve on as a division representative.

## **Suggestions for Success**

1. Discuss basic disaster plan and location of defibrillators on-campus with each class at the beginning of the semester (earthquake, fire, etc.).
2. Ask students to alert you if they have any health problems that you need to be aware of in order to respond appropriately should the problem arise during class.
3. Be sure to submit WA grades in a timely manner for students who stop attending class. WA's are submitted through Starfish. For Starfish training, contact your division chairperson and/or Bre Richardson at bre.richardson@sic.edu.
4. It is highly encouraged that instructors provide an online gradebook accessible for student viewing on Canvas at all times during the semester. Canvas training can be made available for help with this by emailing [angie.mayfield@sic.edu](mailto:angie.mayfield@sic.edu).
5. Be sure to utilize the Starfish system to alert students and advisors early on of any issues that may arise within the course that could negatively impact student grades and/or successful completion of the course. Again, WA's are submitted through Starfish.
6. **Students must receive a copy of the course outline during the first class meeting**. Follow this outline and, if major changes are necessary, negotiate these changes with the class. Your outline is the contract with the class.
7. Develop a clear grading statement and include it in your course outline. Abide by this statement.
8. Record all grades in a grade book (paper or electronic) or on grade sheets. Save these records for at least one year after the conclusion of the course. Each course you teach has an online gradebook available in MySIC. To Access:
  - a. Log into MySIC
  - b. Navigate to the Faculty tab
  - c. Click on the link for your course in the All My Courses portlet
  - d. The gradebook is in the course
9. Be consistent and fair with students.
10. Share expectations with students and allow time to work with students needing additional help.
11. Be as responsible to students as you want them to be to you.

12. Always be well prepared for each class session.
13. When using laboratories, please follow the standards and procedures designed for that area. Inform students about safety requirements and strictly enforce them.
14. Please begin and end your classes on time. Each room is heavily scheduled and we share space with many different people. Try not to run beyond your scheduled time. When an instructor does occasionally run over the scheduled time, please be patient and allow him/her a minute to conclude and leave before you and your class occupy the room.
15. When rooms need special maintenance, submit an Environmental Services Work Request located at <https://intrinsic.sic.edu/default.aspx> or notify the appropriate dean or vice president.
16. Remind students that there is no eating or drinking in classrooms. As per the Illinois SmokeFree Campus Act, SIC is now a smoke-free campus.
17. Adhere to your teaching schedule. When changes are necessary, contact the division chairperson, appropriate dean, or vice president.

### **Quick Reference/Frequently Asked Questions**

This section of the Faculty Handbook is provided as a quick reference for some of the most commonly asked questions. It is not intended as a substitute for reading the entire handbook.

#### **Whom do I contact for lost and found information?**

Security located in Rm. A152B of the Learning Center or call ext. 2911.

#### **Whom do I contact when students in my class are disruptive?**

If you have disruptive students in your class and need immediate help during day classes, you should contact the Executive Dean of Student Services, Harry W. Abell Administration Building at Ext. 2400, Rm. E128, or Security depending upon the severity of the situation. During evening hours, you should contact campus security at extension 2911 or cell phone number 926-5403 in the evening or 926-4986 during the day.

#### **Whom do I contact for questions regarding (including refund) my SURS (State University Retirement System) contribution?**

Contact the Assistant to Executive Dean of Administrative Services, Harry W. Abell Administration Building, Rm. E254, Ext. 2510.

#### **Whom do I contact about payroll questions?**

Depending on the particular question or situation, you may need to contact the instructional administrator's office for whom you teach. For general payroll questions, you may contact the Assistant to the Executive Dean of Administrative Services at ext. 2510.

#### **Whom do I contact in case of a medical emergency?**



Call Security at 2911 immediately. Refer to the Campus Emergency Operations Plan on Intrinsic, SIC Forms and Manuals, General, and then click on Campus Emergency Operations Plan. The link is:

<https://intrinsic.sic.edu/sicForms/General/Campus%20Emergency%20Operations%20Plan.pdf>.

### **What should I do if I am unable to teach a class?**

You should contact the appropriate instructional dean or vice president as soon as possible. If after 4:30 p.m., contact security at 926-5403 and they will go to the classroom to inform the students. Leave a message with your instructional dean, vice president, or other administrator in addition to notifying security. Faculty can now send emails notifying students of class cancellations through the College's FalconMail system. See Student Email Instructions/Guidelines in the General Instructional Classroom Information section of this Handbook.

SIC's Acceptable Use for Information Technology Policy (4019) states that the SIC email system (Falcon mail) ***must be used*** for all SIC-related email communication. Additionally, SIC email system should not be used for personal communication. If at all possible, use Falcon mail to notify students of your absences. ***Text messaging system is in place for notification of emergencies.*** It will also be used to notify students of class cancellations when individual instructors are absent. When the Academic Services or Academic Affairs offices receive a call that an instructor will be absent, a message will be sent to students who have signed up for that instructor's list. Please encourage all students to sign up for this service. Absences will still be placed on the recorded phone message for students who do not have email or cell phone/texting capabilities.

### **Whom should I contact if I have a problem or questions about class lists or final grades?**

Contact Enrollment Services at 252-5400 Ext. 2440.

### **Where can I access the Internet and Intrinsic?**

There are open access computers available in the Learning Commons.

### **Where can I access wireless Internet?**

Wireless access is available in the interior of all campus buildings. The SICopen wireless network is for students, faculty, and staff on their personal devices. SICFalcon is an internal wireless network for faculty and staff use on SIC owned devices.

### **Is there a copier available for faculty?**

A copier is available in Room A156, and a second copier is located in OLET department. A code is required to operate the copiers. See your division chairperson to obtain the copier code for your division. Copiers for faculty use are also located in C building (C 200A), G building (G 129) Administrative offices, and in T building (T 236) Nursing office.

### **Whom should I contact if I have a question about college policy?**

Many different offices can assist you with questions concerning college policy. It is recommended that you contact your division chairperson, the appropriate dean, vice president, or



other administrator. Board policies can also be found online at <http://www.sic.edu/about/boardof-trustees/board-policies>.

**What must I do if I wish to have the class meet at an off-campus location or participate in a field trip?**

Contact the instructional administrator in charge of your area as soon as possible before you make any arrangements. Any specifics should be discussed at this time. You will be required to complete a Field Trip/Club Travel Request Form prior to the scheduled off-campus class meeting. This form is located on the Intrinsic under *College Forms* and then *Academic Affairs*. The address is <https://intrinsic.sic.edu/sicForms/default.aspx>. The costs of field trips are borne by the participants.

**Who do I contact when seeking assistance for a student with a disability?**

Contact the ADA Coordinator in the Student Affairs area, [rachel.parish@sic.edu](mailto:rachel.parish@sic.edu), Ext. 2245.

**Do adjunct instructors have an office?**

Yes, there are two adjunct faculty offices. They are located in the B building, Room B 208 and G building, Room G 209. Any adjunct instructor wishing to obtain keys for B 208 and G 209 should contact the Executive Dean of Academic Services at Ext. 2251.

**Whom should I contact for a mailbox assignment and combination?** Contact the Senior Director of Curriculum, at Ext. 2251.

**How do I make business related phone calls from the College?** Dial 8 to get an outside line and then the number you are calling.

**Whom do I contact when setting up a voicemail box or reporting telephone problems?**

Contact Marzel Scates at extension 2510 or email [marzel.scates@sic.edu](mailto:marzel.scates@sic.edu).

**Whom do I contact for technical support?**

Submit a support request at: [www.sic.edu/support](http://www.sic.edu/support). When not practical or convenient to use the support request, leave a message on the IT Help Desk at extension 151.

**Whom do I contact for issues with facilities or for clean-up of spills, etc.**

Contact the Environmental Services office at extension 2571. During afterhours, contact Security at ext. 2911 who will then contact the evening and/or weekend cleaning staff.

**What is Southeastern's website address?** <http://www.sic.edu>.

**Does Southeastern have a toll free telephone number?**

Yes, the College's toll free long distance telephone number is 1-866-338-2742. The telephone number is not functional in the local calling area.

*Employee  
Information*

## **Personnel**

The President's Office is responsible for establishing a fair and equal employment opportunity for all prospective employees and abides by the Equal Employment Opportunity Commission (EEOC) requirements.

Southeastern Illinois College also adheres to a policy of equal opportunity in employment and educational programs and activities. The College does not discriminate against persons on the basis of race, color, religion, sex, age, national origin, citizenship status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability or handicap unrelated to an individual's ability to perform the essential function of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law.

The policy of Equal Employment applies to all aspects of the employment relationship.

## **Ethics Legislation**

As a college employee and therefore a state employee, you are expected to work on behalf of the state in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. That is what it means to follow the principles of *ethics*.

As a state employee, your actions are also essential to maintaining the public's trust in state government. Therefore, in addition to acting with honesty and integrity, you must always use state provided resources in the most productive and efficient way possible and only in support of the work of state government. You must avoid placing your personal or financial interests in conflict with those of the state. Furthermore, it is your duty to report any violation of laws, rules, regulations and policies that you become aware of as a state worker.

Among the laws and rules that apply to you is the State Officials and Employees Ethics Act (5ILCS 430), which became law in December 2003. The Ethics Act applies to full-time, parttime, temporary and seasonal employees, as well as to appointees to state boards and commissions and state officials. It also applies to contract workers. This law contains rules that define the parameters of acceptable conduct that are applicable to employees of the state which includes employees of Illinois community colleges of the state employees that apply to you as an Illinois community college employee. For example, as a state employee, you are restricted from accepting certain gifts from certain specific "prohibited" sources. There are also restrictions that prevent you from participating in specific political activities during your workday, unless you use your vacation or personal leave time. In addition, the Ethics Act prohibits you from using state property or resources to conduct or support certain specific political activities. The text of the entire Ethics Act is available at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov).

Penalties for violations of ethics-related laws, rules and policies by state employees are dependent upon the specific circumstances. Penalties may include disciplinary action up to and including discharge by the employee's state agency (college). In addition, the Executive Ethics Commission may levy administrative fines – and illegal acts, such as bribery or theft, may result in criminal prosecution.

College employees who have questions or concerns about a work-related ethics issue should contact the college's Human Resources office at 618-252-5400 ext. 2482.

### **Anti-Harassment**

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College prohibits sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by laws, will not be tolerated.

Employees who wish to register a complaint regarding any job-related harassment based on race, color, religion, sex, national origin, disability, or other protected factor should follow the procedure set forth in the harassment policy. (See Board Policy 6002 located in the policy section of this Handbook)

What is Southeastern Illinois College's policy on harassment?

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College prohibits sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by laws, will not be tolerated.

Definitions of Harassment?

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching or brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose, or effect, of unreasonable interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include but are not limited to, the following:

1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile, or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or any other category protected by law and that: (1) has the performance or experience; (2) has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy on campus, in any College related setting, or any offcampus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

**\*IMPORTANT\***

Harassment can occur between any employees, male or female, whether supervisor or not, or between an employee and a client, customer or other non-employee.

Who does this policy apply to?

This harassment policy applies equally to all persons employed by Southeastern Illinois College. Harassment can apply to conduct outside the workplace and on the work site.

What should I do if I feel I am being harassed?

All employees have a right to work without harassment. If any employee feels that they are being harassed by a co-worker, a supervisor, a manager, vendor, or customer, they should report such incidents to the appropriate Vice President, the Dean of Student Affairs, any other Dean or supervisor, Director of Human Resources, or the President's Office.

All employees are advised that no member of management, regardless of his/her title, is authorized to condition tangible employment action – e.g., promotions, demotion, etc. – upon submission or opposition to harassment of any kind. A threat or an attempt by any supervisor or member of management to take such actions should be reported immediately, if possible, before any tangible employment action takes place.

Southeastern Illinois College has an “open-door” policy. This means that any employee who feels harassed is required to immediately and personally report the harassment to any one or all of the following people:

- Director of Human Resources
- President's Office
- Supervisor
- Other College Official

**\*IMPORTANT\***

An employee is not required to first report harassment to a supervisor. An employee may report harassment to any of the people listed above.

What will happen after I report harassment?

Such reports will be investigated thoroughly and promptly according to Southeastern Illinois College's investigative procedure. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including discharge, will be taken if it is determined that an employee has violated Southeastern Illinois College's policy on harassment.

All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process.

Reprisals or retaliation against the employee reporting the allegation of harassment will be kept updated as to the investigative process and the final outcome. Employees making false claims of harassment will be subject to disciplinary actions.

Southeastern Illinois College's complete Board Policy 6002 is located in the policy section of this Handbook, and the employee complaint form can be located in the appendices.

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is designed to remove barriers which prevent individuals with disabilities from enjoying the same employment opportunities available to persons without disabilities. If an employee feels that he or she has a qualified disability which substantially impairs job performance, the employee should inform a member of management immediately. The Personnel Office will evaluate an individual's ability to perform, with or without reasonable accommodation, the essential functions of the job held or desired. Southeastern Illinois College will make every effort to provide a reasonable accommodation if necessary. (See Board Policy 6008 located in the policy section of this Handbook for additional information)

Southeastern Illinois College fully endorses the Americans with Disabilities Act (ADA) and will not tolerate discrimination and/or harassment of disabled employees.

### **Employee Personnel Records**

It is the policy of Southeastern Illinois College to maintain complete and accurate employee records. Employees are responsible for notifying the Human Resources office of changes relating to personal information such as home address, telephone number, marital status, and number of dependents promptly and accurately. Employees may view their personnel files by contacting the Human Resources office, at 618-252-5400 ext. 2482 to schedule an appointment.

See Board Policy 4008 located in the policy section of this Handbook for additional information.

### **Employment Procedures**

Individuals wishing to apply for a position at Southeastern Illinois College must submit the following:

#### **Submission of Application Materials**

Submit the following documents:

1. Completed SIC application (select appropriate application) - applications can be found at: [www.sic.edu/employment](http://www.sic.edu/employment);
2. Cover Letter;
3. Resume, listing names, addresses and telephone numbers of three (3) professional references;
4. Copies of all academic transcript(s) or certificate(s); **Note: Official transcript(s) or certificate(s) and verification of experience are required prior to the appointment to a position;** and
5. Copies of other credentials you would like considered.

Mail documents to:

Human Resources Office  
Southeastern Illinois College  
3575 College Road  
Harrisburg, IL 62946

For additional information, call:  
618-252-5400, ext. 2482

## **New Employees**

If you are selected for a position at Southeastern Illinois College, you will also need to complete a new employee packet. This packet will be provided to you by the Director of Human Resources prior to your first day of employment. You will need to meet with HR on your first day of employment to go over all paperwork and complete the new employee orientation.

## **Group Life and Employee Health Insurance Benefits**

### **Group Life Insurance**

Full-time employees who are eligible to participate in the group life insurance program offered by the employer shall receive the benefit described in this section. The Board pays the premium for employee coverage for the basic \$15,000.00 plus the amount required as part of the group health/hospitalization policy which is currently \$5,000.00.

Retiring employees shall have the option of converting their life insurance to a private plan at their own expense and in accordance with the carrier's provisions.

### **Group Health/Hospitalization Insurance**

All full-time employees who are eligible for the group hospitalization insurance shall be covered by the College. Employees not covered by a bargaining agreement with a salary of \$33,750 or less shall pay \$30.00 of the premium per month, employees who make \$33,751 or more shall pay \$65.00 of the premium per month with the Board providing the remaining portion. Bargaining unit members shall be covered as specified under their respective negotiating agreements. Changes may be made in insurance carriers/benefits as long as the levels of benefits remain substantially the same.

Employees not electing to participate in the group hospitalization insurance may elect to receive a monthly stipend in the amount of \$50.00 in lieu of any participation in the group hospitalization plan.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was signed into law in 1986. The legislation provides for certain individuals presently covered under the group health insurance plan and their families who meet specific conditions to continue coverage for a specified period of time under the same group plan.



## **Supplemental Life Insurance**

The Prudential Insurance Company of America is the College's optional life insurance carrier offering all full-time employees of Southeastern Illinois College an opportunity to insure either themselves or their spouses with a Supplemental Life and AD&D benefits. Employees may elect to purchase coverage amounts in increments of \$10,000 from \$10,000 to \$500,000, not to exceed 7 times the employees covered annual earnings within 30 days of their initial hire date. Amounts over \$150,000 will require evidence of insurability satisfactory to Prudential. Employees may purchase optional coverage for their spouse in increments of \$5,000 from \$5,000 to \$250,000, not to exceed 100% of the employee optional life amount within 30 days of their initial hire date. Amounts over \$30,000 will require evidence of insurability satisfactory to Prudential.

Employees may enroll after the initial 30 days of their hire date during the College's open enrollment period August 1 through August 31 of each year. During this time an employee has the opportunity to increase their employee optional Supplemental Life and AD&D benefit up to \$40,000 (in increments of \$10,000), if you are:

- Actively at work on the effective date July 1 of the current year;
- Have never been declined or refused supplemental life benefits;
- Total Supplement Life benefits do not exceed seven (7) times your annual salary; and, ▪  
Current Supplement Life benefit is under \$150,000.

Employees must enroll during the open enrollment period (8/1 – 8/31) in order to be eligible for this guaranteed supplemental coverage.

For additional information please contact the Director of Human Resources at 618-252-5400, extension 2482.

### **Southeastern Illinois College Board Policy 4001.1 – Faculty Qualifications/Credentials**

See Board Policy 4001.1 located in the policy section of this [Handbook](#) for additional information.

### **Full-time Faculty Members Southeastern Illinois College Board Policy 4001 – Appointment**

See Board Policy 4001 located in the policy section of this [Handbook](#) for additional information.

### **Southeastern Illinois College Board Policy 4007 - Tenure**

See Board Policy 4007 located in the policy section of this [Handbook](#) for additional information.

*Additional information concerning employee benefits, grievance procedures, salary schedule, and etc. may be found in the current union agreement between the Board of Trustees Community College District No. 533 and Southeastern Illinois College Education Association Union Contract (SICEA).*

## **Mandatory Training**

In an effort to meet various mandates the College will conduct employee training in various areas. See Board Policy 6012 located in the policy section of this Handbook for additional information.

## **Drug and Alcohol-Free Work Place Policy**

See Board Policy 6003 located in the policy section of this Handbook for additional information.

## **Reporting Child Abuse (325 ILCS 5/) Abused and Neglected Child Reporting Act.)**

The Illinois Abused and Neglected Child Reporting Act (Public Act 97-0711) has been amended to include **“personnel of institutions of higher education.”** Accordingly, and effective as of the **2012 fall term, all individuals employed and/or appointed by the college, including but not limited to faculty, support professional staff, students, affiliates, extra help, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have “reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected”.** College employees have a legal obligation to **immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at (800)-25ABUSE (800-252-2873).**

See Board Policy 6007 located in the policy section of this Handbook for additional information.

## **Absences**

If absence is anticipated for professional or health reasons, the employee shall complete the absence forms available in the office of the appropriate Dean. In case of sudden illness, the appropriate Dean should be notified before 8:00 a.m. of the day to be missed or, if occurring during the day, before the next scheduled class. If a night class is to be missed, the Dean should be notified by 3:00 p.m. In case of emergency situations, the instructor shall notify the appropriate Dean before the instructor’s next scheduled class. If the Dean cannot be reached, contact the Vice President of Academic Affairs and Student Services.

Utilize the student email system – FalconMail – to communicate with students when appropriate. If at all possible, use this system to notify students of your absences. ***Text messaging system is now in place for notification of emergencies.*** It will also be used to notify students of class cancellations when individual instructors are absent. When the Academic Services/Affairs or Career and Technical Education office receives a call that an instructor will be absent, a message will be sent to students who have signed up for that instructor’s list. Please encourage all students to sign up for this service. Absences will still be placed on the recorded phone message for students who do not have email or cell phone/texting capabilities.

As a follow-up to an absence in which a class or classes are missed, the instructor must complete a *Campus Closing/Class Cancellation form* whether it be for illness, a personal emergency situation, or for a college-wide closure due to weather. The form should be completed and

submitted to your Dean any time you must cancel a class and/or anytime there is a college-wide closing.

### **Family Medical Leave Policy (FMLA)**

It is the policy of the Board of Trustees of Southeastern Illinois College (the “Board”) to comply with the provisions of the Federal Family and Medical Leave Act of 1993 (the “FMLA”) and the regulations promulgated hereunder. Employees are to be able to participate in early child rearing of their children, to care for family members with serious health conditions, or be absent from work due to their own serious illness, without being forced to choose between such family obligations and job security. Accordingly, all eligible College employees shall be entitled to a Family Medical Leave, on a gender-neutral basis provided the leave is taken in accordance with the following provisions.

- 1. Eligible Employee:** An employee, who has been employed for at least twelve (12) months, has worked at least 1,250 hours during the previous twelve (12) month period and is employed at a worksite where the Board employs at least 50 employees within a 75-mile radius. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon the College’s fiscal year (July 1 to June 30).
  
- 2. Purpose of Leave:** Eligible employees shall be allowed Family Medical Leave for one or more of the following:
  - ✓ The birth of an employee’s child and to care for such child;
  - ✓ Placement of a child with an employee for adoption or foster care;
  - ✓ To care for an employee’s family member (spouse, child, or parent) who suffers from a serious health condition; and
  - ✓ A serious health condition that makes an employee unable to perform the functions of his/her position.
  - ✓ Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
  - ✓ Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).
  
- 3. Term of Leave:** Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during the twelve (12) month period. Subject to section 103, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave shall only be available during a single 12-month period. Nothing in this paragraph shall be construed to limit the availability of leave during any 12-month period. (See Board Policy 5014.2 located in the policy section of this Handbook for additional information)

### **Family Related Medical Leave**

Accumulated sick leave may be utilized for family health-related problems. (See Board Policy 5014.4 located in the policy section of this Handbook for additional information)

### **Family Illness**

Upon the recommendation of the College President, the Board of Trustees may permit members of the staff to have leaves of absence. (See Board Policy 5014.3 located in the policy section of this Handbook for additional information)

### **No Smoking/Tobacco Products**

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College. "Smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, electronic cigarettes, marijuana, water pipes, bongs, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or marijuana. See Board Policy 6005 located in the policy section of this Handbook for additional information.

*For additional Board Policies and/or procedures visit [www.sic.edu/policies](http://www.sic.edu/policies).*

### **Full-time Faculty Benefits**

The following employee benefits are outlined in the agreement between Southeastern Illinois College and the Southeastern Illinois College Education Association:

- Group Life Insurance
- Group Health and Hospitalization
- Flexible Spending Arrangement(s)
- Sick Leave
- Family Medical Leave Act (FMLA)
- Personal Days
- Leaves
  - Leaves of Absences
  - General Leave
  - Military Leave
  - Sabbatical Leave
  - Bereavement Leave

*Additional information concerning employee benefits, grievance procedures, salary schedule, etc. may be found in the current union agreement between the Board of Trustees Community College District No. 533 and Southeastern Illinois College Education Association Union Contract (SICEA).*

## **Adjunct Faculty Employment Information**

Appointment as an adjunct faculty member is covered by an “Assignment & Salary Notification” letter and is subject to the following stipulations.

- Adjunct faculty members have no rights to employment other than those set forth in the “Assignment & Salary Notification.”
- Appointment as an adjunct faculty member places no obligation on the College for renewal or to specify cause for non-renewal and does not create a right to continued and/or full-time employment.
- Employment as an adjunct faculty member at Southeastern Illinois College shall not count toward completion of the probationary period for tenure consideration.
- All adjunct faculty will be compensated on a schedule separate from full-time faculty as determined by the Board of Trustees.
- Adjunct faculty will be given a written statement of the period of their appointment.
- Employment is on a semester basis only and employment for one semester does not guarantee employment for any future semester.

## **Payroll - Adjunct**

Paychecks are issued on the 13<sup>th</sup> and 28<sup>th</sup> of each month for adjunct instructors teaching a course that lasts the entire fall or spring semester. When falling on a weekend or holiday, it will be the previous work day. For those teaching intersession and/or winter session classes, there is one payment made at the end of the period. For those teaching summer session, the payments are made on July 13 and July 28. Specific questions about payment should be directed to the appropriate dean or vice president. Community Education instructors are paid a negotiated amount based on hours, number of sessions, and other factors following completion of course. Adult Education instructors are paid an hourly salary per timesheet monthly.

## **Payroll – Full Time**

Paychecks are issued on the 13<sup>th</sup> and 28<sup>th</sup> of each month. When falling on a weekend or holiday, it will be the previous work day. Faculty can choose to have their pay spread over 9 or 12 months. For those teaching intersession, there is one payment made at the end of the period. For those teaching summer session, the payments are made on July 13 and July 28.

For more information regarding paycheck options, contact the payroll office at extension 2510.

## **Direct Deposit**

Payroll direct deposit is available to all employees of Southeastern Illinois College.

There are many ways that **you** can benefit from direct deposit such as:

**Easy sign-up.** Just complete the Authorization Agreement in Appendix B and return it along with a voided check to the payroll office (E 254).

**Diversified.** You may have the deposit split between accounts or even banks!

**More convenient.** Saves you time. No more traveling to the bank and standing in line. **No cost.** There is no charge for this service!

**Safer.** Direct deposit eliminates the possibility of a lost or misplaced check and decreases the risk of identity theft.

**Confident.** You always know when your check will be deposited - even if you are out of town!

### **Income Reduction (403B)**

Southeastern Illinois College's employees who work 20 hours and over are allowed to have Internal Revenue Service (IRS) 403(b) Tax-Sheltered Annuity plans.

Basically, 403(b) plans are similar to 401(k) plans maintained by for-profit entities. Just as with a 401(k) plan, a 403(b) plan lets employees defer some of their salary. In this case, their deferred money goes to a 403(b)-plan sponsored by the employer. This deferred money generally does not get taxed by the federal government or by most state governments until distributed.

You may request additional information regarding a Tax-Sheltered Annuity (TSA) by contacting the Controller in the Business Office.

### **SURS Deferred Compensation Plan (457b)**

This new voluntary plan, called the SURS Deferred Compensation Plan (DCP), will provide members an avenue to save more and generate additional income in retirement. The SURS DCP will be closely monitored by SURS professionals to ensure cost efficient investment options that are in the best interest of members. When members start their careers with a SURS-covered employer, they are required to participate in one of the qualified 401(a) retirement plans: the SURS Traditional Pension Plan, SURS Portable Pension Plan or SURS Retirement Savings Plan (formerly the Self-Managed Plan).

These plans provide valuable benefits for retirement readiness however, some members may need additional savings to supplement those benefits to maintain a comfortable lifestyle in retirement. Remember, SURS members do not contribute to Social Security and many members who are eligible for Social Security through other employment will have their Social Security reduced.

To make it convenient for our members to build additional savings, SURS created the SURS Deferred Compensation Plan (DCP) in accordance with Illinois Public Act 100-769.

#### **The SURS DCP may be especially beneficial for:**

- Tier II members (members first employed by a SURS-covered employer on or after Jan. 1, 2011) who have a retirement benefit program that is less substantial than members in Tier I (those employed before Jan. 1, 2011). The SURS DCP has been carefully designed to provide lifetime monthly income in retirement that can fill the gap and supplement the monthly income received from SURS.
- Community college employees who do not have a 457(b)-plan available to them.

- SURS Traditional and Portable Plan members affected by the Tier II salary cap (\$115,928 in FY 2021) and SURS RSP/Tier I members who have an IRS earnings limit (\$285,000 in FY 2021).

### **How to Enroll in the DCP and Manage Your Account**

You will enroll in the DCP, manage your account information and make transactions 24/7 by going to [surs.org](https://surs.org) and clicking the gold Member Website Login button, then SURS Deferred Compensation Plan (DCP) or call the SURS Defined Contribution Contact Center at 800-6139543.

## **State Universities Retirement System**

### **Introduction**

Southeastern Illinois College is a participant in the State University Retirement System of Illinois (SURS) retirement plan which covers all faculty and support staff of Illinois public higher education including universities and colleges. (See eligibility requirements below)

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. SURS members must choose one of three retirement options:

1. Traditional Benefit Package,
2. Portable Benefit Package, or
3. Retirement Savings Plan formerly known as Self-Managed Plan (SMP).

New members must choose a retirement plan within **6 months from the date SURS receives their certification of employment** from the employer. Their choice is permanent and cannot be changed.

Information is sent to all new members, along with an election form, to help them make their choice. If you are a new member, please review the information carefully to determine which option is best for you. **If you fail to choose within 6 months, you will be permanently enrolled in the Traditional Benefit Package.**

**SURS Traditional Benefit Package:** This is the historical SURS Defined Benefit retirement plan. Until 1998 it was the only SURS plan available. It provides lifetime retirement benefits and provides for a survivor benefit at no additional cost. However, the separation refund feature is not generous.

**SURS Portable Benefit Package:** This is also a Defined Benefit retirement plan that has much in common with the Traditional Benefit Package. However, it provides a more generous separation refund if you leave the system. But the provisions for survivor benefits require a reduction to the retirement and death benefits.

**SURS Retirement Savings Plan formerly known as Self-Managed Plan (SMP):** This is a Defined Contribution plan that establishes an account in your name into which your contribution

and the employer (State of Illinois) contributions are placed. You decide how your account balance will be invested, selecting from a variety of mutual funds and variable annuities.

Comprehensive information about the three retirement options can be found on the Internet at [www.surs.org](http://www.surs.org) or in the *Retirement Planning Workbook* available through SURS.

### **Eligibility**

SURS covers all faculty and support staff of Illinois public higher education including universities, colleges, Class I community colleges, scientific surveys, and other related agencies.

Your employer will determine your eligibility to participate in SURS. Generally, you will participate if your position requires you to work continuously for at least one academic term or 4 months, whichever is less, and your employment is not temporary, intermittent, or irregular. Your SURS participation ends on the date you retire or terminate employment with a SURS-covered employer.

You are not eligible to be covered by SURS if, among the criteria:

- You are a student regularly attending classes at a college or university that participates in SURS and are employed on a part-time, temporary basis at that college or university;
- You were employed under the Comprehensive Employment Training Act on or after July 1, 1979;
- You hold a J-1 or F-1 visa and have not yet established a residency status; or
- You are currently receiving a retirement annuity from SURS.

### **Contributions**

#### **Employee Contributions**

Since SURS is a contributory system, you must contribute a percentage of your earnings to receive benefits. Your contributions are equal to 8% of your gross earnings, including earnings for overtime and summer sessions. Also, 8% will be deducted from any vacation payments you may receive from your employer – **if** you are paid for unused vacation days when you terminate employment.

Full-time community college employees pay an additional 0.5% of earnings to fund a health insurance plan devised for community college retirees (see health insurance). This contribution is forwarded to the Department of Central Management Services and is not part of your SURS account.

#### **Social Security**

Because SURS participants are not eligible for Social Security coverage, no Social Security taxes will be withheld from your earnings. However, if you began working for a SURS-covered employer on or after April 1, 1986, contributions for Medicare will be withheld from your gross earnings. Currently this contribution equals 1.45% of gross earnings.



At retirement, certain restrictions may apply to your Social Security income if you receive Social Security benefits and a retirement benefit from SURS. You should contact the Social Security Administration for more information on these provisions.

### Employer Contributions

The State of Illinois shares the cost of providing benefits to SURS participants. Additional information may be found at <http://www.surs.com>.

### Service Credit

Service credit is one of the most important factors in determining eligibility for, and the amount of, your SURS benefits. You earn service credit based on the length of your SURS participation.

SURS classifies service credit in two ways: vesting service and benefit service. Vesting service is used to determine your eligibility to qualify for a specific benefit, while benefit service is used to determine your benefit amount.

The period used to calculate service credit begins September 1<sup>st</sup> and ends August 31<sup>st</sup>. During this period, you may receive no more than 1 year of service credit.

### Part-time Employment

Part-time employment with a SURS-covered employer does not affect your eligibility to qualify for benefits. Regardless of the percentage of employment, you accumulate service for qualification of benefits or vesting, equally.

When your retirement or survivor annuity is calculated, benefit service credit will be reduced if you have been employed at 50% time or less for more than 3 years after September 1, 1959. This reduction is not reflected in your annual Benefits Summary Statement.

Because of potential fluctuations in the percentage of employment during a member's SURS career, the exact reduction that may apply can only be known after all percentages for years of service have been received from all employers.

For example, two members are the same age and are certified as contributing SURS members on the same date:

1. Joe works full time (100%) for 10 years.
2. Mary works 10 years, but her employment percentage has varied. She has 3 years at 20%, 2 years at 30%, and 5 years at 10%.

Because both started on the same day, even though Joe is full time and Mary is part time, they will qualify for benefits on the same day. However, when the benefit is actually calculated, Mary will have her service reduced because her percentage of time is at 50% or less. This will affect the number of service years that can be used in calculating Mary's retirement amount.

Members who have been employed at varying percentages at 50% time or less should contact SURS several years prior to retirement to determine how this calculation might affect their retirement plan.

### **Qualifying for More Service Credit**

The following sections explain how you may qualify for service credit in addition to your regular SURS employment. These possibilities include: leaves of absence, disability leave, unused sick leave, prior service, military service, other public employment (OPE), Illinois reciprocal systems, and repayment of a separation refund.

If you think you may qualify for additional service, contact SURS as early in your career as possible. SURS can help you determine how to verify any additional service for which you may be eligible, and help you understand how this service may increase your retirement benefit.

### **Leaves of Absence**

#### *Leaves with Pay*

If you are granted a leave of absence with pay, you are protected under SURS. To receive full earning credit, however, you must make the 8% employee contributions on any portion of your salary that you are forfeiting during the leave.

For these earnings to be retained, when the leave expires you must return to work at a percentage of time equal to or greater than that immediately preceding the leave for at least 8 consecutive months or a period of time equal to the leave, whichever is less. If you do not fulfill the “return from leave” requirement or do not complete the payment schedule, the leave contributions will be refunded without interest.

You will receive service credit even if you do not make these contributions. However, if your leave continues for more than 3 years and you do not make the leave contributions, your service credit may be adjusted when your benefit is calculated (see Part-time Employment in previous section).

#### *Leaves without Pay*

To receive service and earnings credit for an unpaid leave, you must pay the employee contributions on the salary you are forfeiting during the leave. This payment may be made as:

- A lump sum at the beginning of your leave;
- Monthly installment during your leave; or
- A lump sum later. Deferring payment will require the payment of interest, which is compounded annually based on the effective rates.

Service credit provided by the leave contributions may not exceed 3 years in any 10-year period. For the service and earnings credit established by the leave contributions to be retained, when the leave expires you must return to work at a percentage of time equal to or greater than that immediately preceding the leave for at least 8 consecutive months or a period of time equal to the leave, whichever is less. If you do not fulfill the “return from leave” requirement or do not complete the payment schedule, the leave contributions will be refunded without interest.

### Disability Leave

You continue to receive full protection during the first 60 days of disability leave and while receiving disability or worker's compensation benefits, even though you do not make contributions. When your retirement annuity is calculated, for the purpose of determining final average earnings, SURS will assume your earnings are equal to the basic compensation on the date disability occurs or the average earnings during the 24 months immediately preceding the month in which disability occurs, whichever is greater.

### Unused Sick Leave

You will receive additional service credit for any unused and unpaid sick leave earned in accordance with an employer's generally applicable sick leave policy if your retirement annuity begins within 60 days after you terminate your employment covered by SURS or one of the other systems subject to the Illinois Retirement Systems Reciprocal Act.

Additional information concerning SURS member benefits can be found at [www.surs.org](http://www.surs.org) and Article 1000 Fringe Benefits Southeastern Illinois College Education Association (SICEA) contract.

### **Obtaining a SIC Email/Network/MySICAccount**

All faculty and staff are issued SIC emails accounts. You should use your SIC email account to conduct all college business. Some high school dual credit instructors may not need logins and email accounts. Rachel Parish can assist you on whether you need logins for your classes. The Human Resources Office will initiate the request on your behalf. It is very important for you to complete your paperwork to begin the process. Once created, the account information is forwarded to your supervisor. It is up to your supervisor to get the information to you.

### **Traffic and Parking Regulations and Campus Security**

Parking permits are required for students, faculty, and staff of Southeastern and may be obtained in the Bookstore or Business Office for a \$5 fee.

Posted signs regulating traffic flow, speed, and movement must be obeyed. Unless posted otherwise, speed limit on campus is 15 m.p.h.

Southeastern assumes no responsibility or liability for:

- Loss or damage to any vehicle or its contents
- Loss or damage in connection with its roadway or parking program

Southeastern reserves the right to tow or disable any vehicle in violation or abandoned.

### Citations, Fines, & Collections

Citations and written warnings are issued to violators as official notification. The registered operator (for vehicle with campus permit) or registered owner (for vehicle without campus permit) will be the responsible party for violations. Each parking and moving violation are assessed a \$15.00 fine.

### *Payment of Fine*

Fines are payable by mail or in person to the Business Office, located on the 2nd floor. Please provide a copy of ticket upon payment.

### *Non-payment of Fines*

Unpaid fines will result in the withholding of college services such as transcript requests, releasing of final grades and, where applicable, paychecks may be withheld.

### *Appeals of Traffic Citations*

Citations are issued for violations of the Illinois Vehicle Code and/or Southeastern Illinois College Traffic and Parking Regulations. The recipient of a ticket may seek an appeal if he/she believes that:

- The citation received is not a violation of the Illinois or SIC Regulations.
- Sufficient mitigating or extenuating circumstances existed at the time of the violation to warrant a review of the issuing officer's decision.

To initiate an appeal, the recipient of the citation must submit a written request along with a copy of the citation within 5 days from the date the citation was issued to the Security Office, located in Room A152, in the Learning Center. The Parking and Traffic Safety Committee will consider the circumstances and all of the available information from the appellant and the issuing officer. The appellant will be notified of the decision of the Committee. The decision of the Parking and Traffic Safety Committee is final.

### **Accessible Parking**

Designated spaces are posted as disability accessible parking only. Vehicles parked in these spaces must display the Secretary of State issued disability license plate or placard. This must be displayed along with the current employee permit.

### **Use of Pedestrian Sidewalks**

The College has added several sidewalks over recent years in an effort to ensure staff and students can move around the campus safely. Please resist the temptation to take "shortcuts" and remain on the pedestrian sidewalks.

### **Duties of Full-Time Instructors**

The instructional program at Southeastern Illinois College is governed by state, regional, and national agencies such as the Illinois Community College Board, Illinois Board of Higher Education, and the Higher Learning Commission. In addition, specific instructional areas are accredited by agencies in the content area. Also, particular programs are required to comply with implementation standards as defined by the Illinois Department of Financial and Professional Regulation, for example.

All teaching faculty are under the administrative supervision of the Vice President of Academic and Student Services and the Executive Dean of Academic Services. Instruction at the David L.

Stanley White County Extension Center and the Stanford D. Williams Career and Training Center is coordinated by the Vice President of Academic and Student Services. All other offcampus instruction is coordinated by the Associate Dean of Workforce and Community Education under the supervision of the Vice President of Academic and Student Services.

Each instructor is expected to cooperate fully with their division chairperson and the administration in carrying out the procedures and policies of the College as well as any administrative directives given by the President.

Instructors at Southeastern shall:

1. Embrace the community college philosophy of an open door, teaching institution. Their primary responsibility is instruction regardless of location or modality.
2. Observe the proper channels of communication and first review professional concerns with their division chairperson.
3. Demonstrate the educational philosophy that each student has the inherent right to develop their own ideas and values based upon their knowledge and experiences and should not be ridiculed publicly or privately for deep, personal beliefs.
4. Present the subject matter in an unbiased and objective manner to stimulate critical thinking on the part of their students.
5. Provide instruction on a college level regarding the course content, concepts, principles, theory, skills, and application.
6. Assist students to overcome learning barriers and to evaluate their potential for successful achievement in fields familiar to the instructor.
7. Participate in the College's assessment process by providing all assessment plans, instruments, activities, and/or reports as determined by the division chairperson and/or the appropriate instructional administrator.
8. Review and, as needed, revise course outlines prior to the first-class meeting.
9. Inform students in writing during the first-class meeting of all course requirements, evaluation procedures, attendance expectations, and so forth. Comprehensive outlines must be distributed to all students during the first-class meeting.
10. Submit copies of assigned course outlines with credit hour compliance forms attached and office hours to the division chairperson and instructional administrator for approval within the first ten days of each semester. Post and maintain required office hours.
11. Teach assigned classes at the location and time designated using the College-adopted course materials such as textbooks and other supplemental materials.
12. Prior to or following an absence and/or an unexpected campus closure, the instructor shall submit an alternative instructional plan for approval by the division chairperson and appropriate instructional administrator.
13. Follow the College's final examination schedule unless the division chairperson and/or appropriate instructional administrator, prior to the scheduled test time, approve a change.
14. Initiate as well as assist the division chairperson and/or appropriate instructional administrator with curriculum development and/or revision.
15. Participate in the College faculty evaluation process. For example, collect student evaluations of instruction according to administrative directives.
16. Be responsible for all instructional planning activities as determined by the division chairperson and/or the appropriate instructional administrator.

17. Complete the proper textbook forms and obtain the necessary signatures in recommending textbook adoption/deletions within the approved timeframe.
18. Submit mid-semester participation and final grades on designated class lists following administrative guidelines and make this information available to students, upon request.
19. Maintain accurate scholastic records of students and submit requested information according to administrative directives. Comply with all requirements such as The Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
20. Participate in division meetings as scheduled unless excused by the division chairperson prior to the meeting.
21. Assist the division chairperson in preparing the annual budget.
22. Initiate requests for instructional technology through the Online Learning and Educational Technology Department. Work with the media specialist when utilizing smart classroom equipment, seeking to place course materials online, and/or developing online courses or an online component to supplement traditional courses.
23. Initiate requests for purchases by completing a requisition form.
24. Work closely with the Learning Commons staff in recommending printed and nonprinted material for the purpose of improving student instruction.
25. Participate on committees as appointed by the administration or as elected by colleagues.
26. Participate in the annual commencement activities.
27. Be responsible for the security of all material in their office.
28. Follow approved procedures for off-campus activities/travel.
29. Report any safety and/or security concerns in a timely manner to the appropriate office.
30. Abide by all division and institutional policies and mandatory regulations.
31. Participate in professional growth and development activities each academic year.
32. Maintain competence in your content area and become acquainted with new developments in your designated teaching field.
33. Participate in annual faculty and staff in-services according to administrative directives.
34. Promote good public relations between the College and the communities within the college district.
35. Conduct instructional and college-related functions in a professional manner.

You may access the full-time faculty evaluation process on Intrinsic. Click on *SIC Forms and Manuals*, then *Academic Affairs* and then *Faculty Evaluation*.

### **Duties of Adjunct Instructors**

All teaching faculty are under the administrative supervision of the Vice President of Academic Affairs and Student Services and the Executive Dean of Academic Services. Instruction at the David L. Stanley White County Extension Center and the Stanford D. Williams Career and Training Center is coordinated by the Vice President of Academic Affairs and Student Services. All other off-campus instruction is coordinated by the Associate Dean of Workforce and Community Education under the supervision of the Vice President of Academic and Student Services.

Each instructor is expected to cooperate fully with the division chairperson and the administration in carrying out the procedures and policies of the College as well as any administrative directives given by the President.

Adjunct Instructors at Southeastern shall:

1. Attend the adjunct faculty orientation meeting and review the Faculty Handbook for the current academic year as well as any other relevant material.
2. Observe the proper channels of communication and first review professional concerns with the division chairperson.
3. Demonstrate the educational philosophy that each student has the inherent right to develop their own ideas and values based upon their knowledge and experiences and should not be ridiculed publicly or privately for deep, personal beliefs.
4. Present the subject matter in an unbiased and objective manner to stimulate critical thinking on the part of students.
5. Review and, as needed, revise course outlines prior to the beginning of each semester and submit course outlines with credit hour compliance forms attached to the appropriate instructional dean/vice president and the division chairperson. It is also expected that comprehensive outlines will be distributed to all students during the first-class period of instruction each semester. The course outline informs all students at the beginning of each semester about specific requirements, evaluation procedures, attendance expectations, etc.
6. Instruct students on a college level regarding concepts, principles, theory, skills, application, and appreciation that comprise the content of each course in a manner that meets or exceeds division and college expectations.
7. Participate in the College's assessment process by providing all assessment plans, instruments, activities, and/or reports as determined by the division chairperson and/or the appropriate instructional administrator.
8. Submit mid-semester participation and final grades on designated class lists following administrative guidelines and make this information available to students, upon request.
9. Maintain accurate scholastic records of students and submit requested information according to administrative directives. Comply with all requirements such as The Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
10. Participate in the College faculty evaluation process. For example, distribute student evaluations of instruction according to administrative directives.
11. Work with full-time faculty members and/or division chairperson to complete the proper textbook forms and obtain the necessary signatures in recommending textbook adoption/deletions within the approved timeframe.
12. Work with Learning Commons staff in recommending printed and non-printed material for the purpose of improving the quality of instruction.
13. Follow the College's final examination procedure unless the division chairperson and/or appropriate instructional administrator, prior to the scheduled test time, approve a change.
14. Prior to or following an absence, and/or upon an unexpected campus closure, the instructor shall submit an alternative plan for instruction to the division chairperson and receive the approval of the instructional dean/vice president.
15. Work with the Media Specialist in the Online Learning and Educational Technology Department when utilizing smart classroom equipment, seeking to place course materials online, and/or developing online courses or an online component to supplement traditional courses. Initiate requests for AV materials by completing a signed requisition form.

16. Initiate requests for purchases by completing and signing a coded requisition form and submit to the division chairperson.
17. Follow approved procedures for off campus activities/travel.
18. Report safety, sanitary, security concerns, etc. in a timely manner, according to procedure.
19. Follow all division and institutional policies and mandatory regulations.
20. Promote good public relations between the College and the communities within the College district.

You may access the adjunct faculty evaluation process on Intranet. Click on *SIC Forms and Manuals*, then *Academic Affairs* and then *Faculty Evaluation*.

## **Professional Development Opportunities**

As a teaching professional, Southeastern Illinois College includes full-time and adjunct instructors in many professional development activities throughout the academic year.

## **Professional Travel**

SIC's meal per diem for travel reimbursement policy is calculated as follows: For overnight travel, the day of departure and the day of return will be paid at the rate of \$38. Entire subsequent days will be paid at the daily rate of \$50. See the ***Employee Overnight Travel Request and Expense Reimbursement Form*** for additional information.

Pre-approved out of district one day travel meals may be reimbursed at the rate of \$8 for breakfast, \$12 for lunch, and \$18 for dinner. This formula is provided for the convenience of the employee when he/she chooses to complete travel in one day rather than staying overnight.

To schedule a college vehicle, contact Environmental Services at ext. 2572 as soon as possible when planning a college-sponsored trip. Though the College discourages the use of personal vehicles when it is more economical to travel in either college or rental vehicles, if an employee chooses to take his/her personal vehicle on an authorized trip, the employee may be reimbursed for mileage multiplied by the current (IRS) rate, up to 200 miles per trip. Reimbursement should be requested on either the Employee Overnight Travel Request and Expense Reimbursement Form or the Mileage Reimbursement Form, whichever applies and should not include additional charges for fuel. College fuel cards or college purchasing (credit) cards can be used to purchase fuel for college or rental vehicles. **College credit cards cannot be used to buy fuel for a personal vehicle;** the Mileage Reimbursement form must be used.

## **Full-time Employee Tuition Waiver**

The College policy states that tuition shall be waived for full-time employees, their spouses and dependent children enrolled in Southeastern Illinois College credit courses. Tuition waivers shall only apply to those courses offered by the College which are approved for state credit hour funding. Dependent eligibility will be determined using the same criteria as does the Department of Education.



Please list on the dependent waiver form all of your dependents who are eligible for a staff dependent waiver. The tuition waiver form can be located at [https://southeasternillinois.sharepoint.com/:w:/r/sites/sicForms/\\_layouts/15/Doc.aspx?sourcedoc=%7BD16E1AA4-F5FC-431B-82EF-45A25A014E1E%7D&file=Fall%202023%20SpouseDependent%20Waiver.doc&action=default&mobileredirect=true&DefaultItemOpen=1](https://southeasternillinois.sharepoint.com/:w:/r/sites/sicForms/_layouts/15/Doc.aspx?sourcedoc=%7BD16E1AA4-F5FC-431B-82EF-45A25A014E1E%7D&file=Fall%202023%20SpouseDependent%20Waiver.doc&action=default&mobileredirect=true&DefaultItemOpen=1)

The Human Resources office will ask all SIC full-time employees to update and complete the employee tuition waiver form each semester.

## **Adjunct Faculty Tuition Waiver**

Adjunct instructors who teach six credit hours or more are entitled to one 50% in-district tuition waiver. The waiver may be applied to the in-district tuition of the employee, spouse, or dependent. Tuition waivers may be applied during the same term the six hours are being taught, OR taken within one calendar year of the end of the semester when the teaching occurred. Fees must be paid and are not waived. A course schedule for the recipient of the waiver is required to be attached to the form upon completion. The tuition waiver form is located on Intrinsic, or contact the Human Resources office for a copy of the form.

## **PDP Mini-Grants**

Each academic year, four \$500 mini-grants are awarded to faculty and staff for professional growth and development opportunities. Awards are particularly directed towards projects whose funding is not available from other sources. All full-time and part-time employees of Southeastern Illinois College are eligible to apply. Information and the application can be found on Intrinsic at <https://intrinsic.sic.edu/sicForms/Professional%20Development%20and%20Planning/minigrantform1.pdf>

## **How to Contact Other Employees**

Telephone extensions, and email addresses can be found on the SIC home page in upper righthand corner by clicking on Faculty and Staff, then directory. You may also dial 8+252-5400 to get the SIC auto-attendant and follow the prompts for a name search.

## **Voice Mail**

### **New Enrollment**

Please only request an extension if you intend to use this method to communicate with students and SIC personnel as these numbers are published in the directory, and an unattended voice mailbox will only create frustration. If you would like an SIC voicemail box, you may contact Marzel Scates at extension 2510, or email [marzel.scates@sic.edu](mailto:marzel.scates@sic.edu).

To access your voicemail from any phone on campus:

1. Pick up the receiver and press the “VMSG” button on your screen.
2. If prompted for a security code, press the # key.
3. Press 9 plus your extension.
4. Enter your security code

To access your voicemail from off campus:

1. Call 252-5400 (if calling from on campus, dial 8 for dial tone).
2. Enter 9 plus your extension number
3. Enter your personal security code

To request a new extension or an extension change, please complete the Phone Extension Change Form found on the intrinsic site under Business Office Forms or click this link:

<https://intrinsic.sic.edu/sicForms/Business%20Office/Forms/AllItems.aspx>.

For additional phone information, see the CTS Basic User Guide located in Appendix B.

*Instructional  
Support  
Services*

## **Melba Patton Library**

The Melba Patton Library is located in the Learning Commons (A Building). The Learning Commons staff works to provide resources and assistance to faculty, staff, and students that enables and enhances their academic success. Study areas, collaboration areas, printing and copying abilities, account assistance, and many more services are available as well.

The Library's collection consists of over 20,000 books, academic journals/magazines, scores, and DVDs. Additionally, the Library offers access to electronic resources including over 105,000 titles among 91 academic database subscriptions and over 55,000 eBooks and audiobooks through eRead Illinois Boundless, Proquest eBook Central, Credo Reference, and Ebsco eBook collections.

### **Library Services**

Donovyn Valdez, Learning Commons Paraprofessional, Ext. 2261 – [donovyn.valdez@sic.edu](mailto:donovyn.valdez@sic.edu)  
Arla Murphy, Director of Learning Commons, Ext. 2326 – [arla.murphy@sic.edu](mailto:arla.murphy@sic.edu)

**Fall and Spring Hours:** Monday – Friday 8:00 a.m. – 4:30 p.m. Closed  
Saturday and Sunday

**Summer Hours:** Monday – Thursday 8:00 a.m. – 4:30 p.m.  
Closed Friday, Saturday, and Sunday

**Intersession Hours:** Monday – Friday 8:00 a.m. – 4:30 p.m.  
Closed Saturday, and Sunday

### **Print and Non-Print Order Service**

Selection of print and non-print materials is a continuous process which involves faculty, administration, students, and library staff. Basic factors that influence selection are curriculum needs, reading interest, and the ability of students. Materials are ordered throughout the year and requests are accepted at any time. Faculty should specify if there is an immediate need for materials. All faculty members are urged to make recommendations for materials since the Library operates primarily to support instruction. A faculty member may request materials they believe will benefit the overall collection even though this item is not intended for their content area. The Library will make every effort to locate items that are not currently in print.

### **Print and Non-Print Requests**

#### **To place requests for book/video/DVD/CD purchases**

1. Check the online catalog to determine if the item is already owned;

2. Leave information necessary for ordering with the librarian: author's name, title, publisher, and date. (Catalogs, lists, brochures, etc., of new materials are acceptable.) **OR**
3. There is a library materials request form on Intrinsic under College Forms.

### **Periodicals**

Periodicals are ordered through a vendor once per year. Any suggestions for additions or deletions should be made early in the spring semester. In many cases the journal titles being sought can now be accessed online through one of the electronic subscriptions the Library utilizes. To determine if a periodical is available in a currently held database, use the Journal Holdings Search link located on the Library's webpage. This electronic service tracks all the full-text electronic periodicals to which the Library subscribes.

### **Reserve Service**

Materials which have been assigned to an entire class should be placed on reserve at the circulation desk to ensure availability. To reserve materials, contact library staff. List:

1. A description of materials to be placed on reserve;
2. The length of time for reserving materials;
3. The manner of circulation as 3-day, week, library use, or overnight.

Reserve materials, under normal circumstances, are ready for use the day following the request. Personal material placed on reserve should be picked up at the end of each semester.

### **Electronic Resources**

The Library subscribes to a number of online electronic information resources. You may access the Library's electronic resources quickly and easily by either navigating to the College's website <http://www.sic.edu> and choosing the "Library Resources" link at the bottom of the page, or by going directly to the Library's Collection & Requesting webpage at <https://sic.edu/libraryresources/collections-requesting/>. Once at the electronic resource web page, you will be able to access the Library's resources online by using the links to the library catalog, WorldCat, EBooks, Films & Videos, as well as searching the Library's resources with an A-Z listing, a Journals Search, by Subject, or search all EBSCO databases at one time. To access resources, you will need to log into your Falcon Portal using your regular SIC login credentials. If you have any trouble accessing or using any of these resources, please contact the Library staff.

### **Inter/Intra Library Loan**

As a member of I-Share, it is possible to search and order materials directly from 91 academic libraries in Illinois. You may access the online catalog from any computer with Internet access by going to <https://sic.edu/library-resources/collections-requesting/>. A library barcode number is necessary to order items through I-Share. The library barcode is located on the back of the employee ID card. The Library receives daily interlibrary loan delivery materials which are

usually delivered within two to three days. You will be notified by phone and the pickup location is the circulation desk in the Library.

Materials not available through I-Share may be borrowed through interlibrary loan using WorldShare. WorldShare is a world-wide library catalog, and is available at <https://sic.on.worldcat.org/discovery>. If you wish anything from WorldCat, the Library staff will order them for you.

### **Faculty Borrowing Privileges**

Books owned by the Southeastern Illinois College Library may be borrowed by faculty members until the end of the semester unless they are needed for reserve. Please notify the Library staff if an item is needed for the entire semester. Near the end of each semester, faculty members are notified and asked to return the materials they have on loan from the Library.

### **Videos/DVDs**

Videos and DVDs are available in the Learning Commons. They are also available through interlibrary loan from member I-Share member libraries.

### **Copy Machines**

Two copy machines are available for personal or student use. One is located inside the Library and the other is located across the hall from the Library. Please ask at the circulation desk for assistance.

### **Printer**

The Learning Commons charges .10 for copies for patrons, while student printing is free within limits. Please consult library staff for assistance copying or scanning library material for instructional use.

### **Fax Machine**

A fax machine is located in the Learning Commons. There is no charge. The Learning Commons fax number is (618) 252-2713.

### **Conference/Study Room**

There is one larger room that would serve as a conference or study area that is available for reservation at the Learning Commons staff's discretion.

### **Online Learning & Educational Technology Department**

For assistance, the best way to reach OLET staff is to email [online@sic.edu](mailto:online@sic.edu). This email address goes to multiple staff members so the first available staff member can assist you.

Dr. Angie Mayfield, Distance Learning Specialist, Ext. 2265 – email: [angie.mayfield@sic.edu](mailto:angie.mayfield@sic.edu)  
Scott Reed, Online Learning & Educational Technology, Ext. 2124 – email: [scott.reed@sic.edu](mailto:scott.reed@sic.edu)

The Online Learning & Educational Technology department is part of Integrated Technology and provides a variety of audio, video, classroom, and distance learning support services designed to enhance the instructional programs of the College. Online Learning & Educational Technology assists instructors with the integration of instructional technologies in the classroom and development of online instruction. Online Learning & Educational Technology department is located on the east side of the Learning Commons, but can also be accessed through the Galatia Corridor. If you are interested in developing an online course, or delivering a distance learning (videoconference) course, please discuss this interest with your division chairperson and visit the Online Learning & Educational Technology department.

**Fall and Spring Hours:** Monday – Friday: 8:00 a.m. – 4:30 p.m.  
Closed: Saturday and Sunday

**Summer Hours:** Monday – Thursday: 8:00 a.m. – 4:30 p.m.  
Closed: Friday, Saturday, and Sunday

**Services Include:**

• **Audiovisual Equipment**

Online Learning & Educational Technology offers equipment delivery and pick-up services. Most types of audiovisual equipment are available for instructional use, including:

Projectors and screens	Digital Cameras
DVD players	Video Cameras
Projector / laptop carts	Lecterns
Mobile TV Carts	Easels
Document Cameras	Mobile Distance Learning Equipment
Sound systems	
Microphones	

**Online Learning & Educational Technology Loan Policy:**

Equipment must be scheduled with a check out date as well as a return date for all requests both on and off campus: All off campus requests have a maximum 2-week loan period.

**To request AV equipment:**

Equipment should be scheduled at least one week in advance. Some types of equipment have only one each available, so you may not be able to borrow it on short notice.

### **Information needed on AV requests includes:**

- Type of equipment needed ○ Location & phone contact
- Day of the week the equipment is needed
- Calendar date the equipment is needed
- Time the equipment needs to be set up and operational
- Pickup/Return time (when the equipment may be retrieved after use)

Requests may be made by calling 618-252-5400, extension 2265, or email [online@sic.edu](mailto:online@sic.edu).

### **Media Production Services**

Online Learning & Educational Technology provides various media production services designed to support the instructional programs as well as departmental needs of Southeastern Illinois College.

#### **Some of the services include:**

- Lecture and screen capture software, equipment, and training
- Video meeting software and training
- Other software training

Copyright protection: Online Learning & Educational Technology will not copy materials that are copyrighted without written permission from the producer. Please do not ask. Please check the copyright policy located on the SIC website for further information.  
[https://sic.edu/wpcontent/uploads/2022/06/Copyright\\_Fair\\_Use.pdf](https://sic.edu/wpcontent/uploads/2022/06/Copyright_Fair_Use.pdf)

### **Distance Learning Classrooms**

Southeastern has numerous dedicated ZoomRoom or Distance Learning classrooms in the district. Many of these are on campus, some mobile and adaptive for various video connections regarding classroom needs. In addition, instructors may opt to use webcams and Zoom or other software in their classrooms instead of using dedicated technology based on the needs of the students and distance learning courses. If you are delivering a distance learning course and are interested in or planning on using a dedicated Distance Learning room or other educational technology, please contact Online Learning & Educational Technology for support as needed.

### **Online Course Development**



Do you need help designing or creating your online course? Online Learning & Educational Technology can help by providing instructional designers and by offering a variety of training opportunities for faculty. Online Learning & Educational Technology can help faculty learn more about the College's course management system, Canvas, and how to utilize its capabilities. If you are interested in delivering an online or hybrid course, please be sure to discuss this interest with your division chairperson and visit or call Online Learning & Educational Technology in room A124 to schedule a training session. Contact Dr. Angie Mayfield, ext. 2265 or Scott Reed, ext. 2124. You can reach OLET by email at [online@sic.edu](mailto:online@sic.edu) for assistance.

**Online Learning Training:** The Online Learning & Educational Technology department also offers hands-on training sessions for all skill levels and interests. You not only will learn how to use the College's learning management system as an online course delivery tool, but also how to better facilitate your other classes using this technology. The workshops are provided at no cost, but seating is limited, so registration is recommended.

**Customized training sessions:** The Online Learning & Educational Technology team can work with you to create training sessions that consist of what you need, when you need it. If your area or department needs specialized training or you would like to offer a class specific to your needs, contact us at [online@sic.edu](mailto:online@sic.edu) to see if we can help.

**Individual consultation:** Your schedule may not allow you to attend one of the regularly scheduled workshops. The department also offers individual consultation with one of the instructional development specialists. They can focus a session on your learning needs and get you started using instructional technology or online learning as quickly as possible. To schedule this type of training, contact Dr. Angie Mayfield at extension 2265 or Scott Reed at extension 2124 or. You can also reach them by email at [online@sic.edu](mailto:online@sic.edu).

## **Training Room**

There is a 15 -station computer training lab located in room A-213. This lab is used for small group training and may also be used by faculty and staff for individual use when not otherwise scheduled. Contact Dr. Angie Mayfield at ext. 2265 or by email at [online@sic.edu](mailto:online@sic.edu) or contact Benjamin Ross at ext. 2520 or by email at [ITTeam@sic.edu](mailto:ITTeam@sic.edu) to check the room's availability.

## **Teaching and Learning Center**

The Online Learning & Educational Technology department provides teaching and learning opportunities to the College community with innovative support for classroom and online instruction through the use of technology and technology-related services.

**Services include the following in which SIC faculty and staff can learn how to:**

- Use multimedia hardware and software
- Integrate web-based learning into the classroom
- Use multimedia in the classroom, lab, or on the web
- Create and print color graphics, and photographs
- Scan printed documents and convert to various formats
- Develop online and hybrid courses

- Create lecture capture sessions

### **Online Learning & Educational Technology staff can provide:**

- Advice on integrating multimedia and web-based learning into your classes
- Training on various multimedia and web-based hardware and software as well as integration of these technologies into the classroom
- Creative and technical assistance
- Instructional design services
- Technology and staff development workshops
- Distance learning training and support
- Support and training for classroom technology equipment

## **IT Technical Support**

The simplest and easiest method to receive any type of technical support is to submit an online support request using the [Support link](#) at the top of the SIC home page – select the Employee Support option.

If your computer is not operational or you do not have access to a computer, you may leave a message on the help desk at x151.

In the case of an extremely urgent matter, we recommend attempting to contact an IT employee directly at their extension.

## **Bookstore**

Textbooks and supplies for courses offered at Southeastern are available in the Bookstore located in the Harry L. Crisp Conference Center. Hours of operation are 8:00 a.m. – 4:00 p.m. Monday through Friday during fall and spring semesters. During the summer session, Bookstore hours of operation are 8:00 a.m. – 4:00 p.m. Monday through Thursday. The Bookstore is closed on weekends. Bookstore staff can be reached at extension 2530.

Textbook adoptions, to add or remove textbooks from a class, are due April 1 for the Summer and Fall semesters and November 1 for the Spring semester. An adoption form will be required for ALL changes, even if it is for a new edition. If a textbook is recommended only, and not required for your students, please note that on your adoption forms. This will allow the Bookstore to communicate textbook needs to the students more accurately. If unable to meet these deadlines, please contact the Textbook Buyer, at extension 2530, for assistance.

For any other requests or accommodations, please call the bookstore at extension 2530, or Stacy Moore at extension 2535.

## **Desk Copies For Instructors**

Instructors will be provided with one copy of the textbook, for their use only, for each course they teach. These can be obtained from your division chairperson or appropriate dean. Copies issued to part-time instructors are to be returned to the division chairperson or dean at the end of the semester.

## **Room Changes**

All requests for change of classroom on a temporary or semester basis must be approved by the appropriate dean. Please do not change the location of classes without notification and/or permission.

## **Make-up Testing**

Make-up testing is scheduled, administered, and picked up in the Dana Keating Student Success Center. Hours of operation are the following: 8:00 a.m. – 4:30 p.m. Monday through Friday. The Testing Center is open in summer 8:00 a.m. – 4:30 p.m. Monday through Thursday. Call extension 2442 to schedule an appointment for a testing date and time.

Online proctored exams can be taken at the SIC White County Center during regular operating hours. However, students are required to schedule tests at least two days in advance (preferably one week) of the testing date. This is due to the fact that the Center's hours may vary due to class cancellations, and especially during finals week. It is good practice for students to call in advance and schedule tests.

## **Student Success Center**

The Dana Keating Student Success Center is located in Room A145 and is part of the Learning Commons. The Student Success Center offers a multitude of services:

1. Study skills assistance
2. Alternative testing
3. Peer tutoring
4. Diagnostic testing
5. Make-up testing
6. Placement testing

Title IV Student Support Services (SSS), Upward Bound program, and Title III support services are housed in the Student Success Center. See below for additional information on these services for students.

Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday. Closed on Friday in the summer. Testing:  
8:00 a.m. – 3:00 p.m. Monday – Thursday

## **Title IV Student Support Services (SSS)**

Student Support Services is a Federal Title IV program designed to improve student success in college by providing comprehensive academic support. Any person who is currently a

Southeastern Illinois College student may apply for admittance to SSS. To be accepted into SSS, students must meet the Federal low-to-moderate income guidelines, be first-generation college students (neither parent graduated from a four-year college), or have a disability. Services include instruction in study skills, time management and various other topics through group instruction and workshops; tutoring in almost every subject; exposure to cultural activities; transfer assistance (including visits to four-year universities); and academic, personal, and financial counseling. Student referrals can be made to the Title IV Student Support Services Director and/or the Administrative Assistant at extensions 2432 and 2435, respectively.

### **Title III Services**

Title III is a Federal grant program to help institutions of higher education become self-sufficient and expand their capacity to serve students by providing funds to improve and strengthen academic quality, instructional management and fiscal stability of eligible institutions. All students at Southeastern can take advantage of Title III support. Services include academic coaching, high impact instructional techniques, improved tutoring services, technology and other resources that will help students complete their degree at Southeastern. To access academic coaching for students, please reach out to the Success Coach at [todd.spellman@sic.edu](mailto:todd.spellman@sic.edu).

### **Upward Bound**

Upward Bound is a federally-funded college prep program designed to identify and provide student services for individuals from disadvantaged backgrounds, including low-income, first generation, and those with documented physical or learning disability. The program enhances academic skills, leadership and preparation for eligible high school students who have the potential or desire to transition to college. Some of the services offered through the program include:

- Tutoring
- Career exploration
- College and career readiness skill-building
- Cultural activities exposure
- Academic, personal and financial literacy counseling
- For more information, call 252-5400, ext. 2315.

### **Perkins Support Services**

The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) provides federal funds to help improve the success of students enrolled in postsecondary occupational courses and programs. To qualify for Perkins V support, a career and/or technical education (CTE) student must meet **one or more** of the following criteria:

1. Earn 12 credits in a single CTE program or program of study or completes a CTE program if that program encompasses fewer than 12 credits.
2. An individual with a disability.
3. An individual from economically disadvantaged families (including low income youth and adults).
4. Individuals preparing for non-traditional fields.

5. Single parents, including single pregnant women.
6. Out-of-work individuals.
7. English learners.
8. Homeless individuals.
9. Youth who are in, or have aged out of, the foster care system.
10. Youth with parents on active duty in the armed forces.

The Perkins V program at SIC provides assistance to all eligible CTE students. Books, specialized equipment, tutoring, notetaking, and career opportunities are examples of Perkins V benefits.

For assistance or to learn more about these services, contact the Perkins Coordinator at ext. 2302.

### **Early College Program for High School Students**

The Early College Program allows eligible high school students the opportunity to complete a number of college courses while still in high school, giving them a head start on a college degree and saving substantial dollars on college tuition. High school students residing in the Southeastern Illinois College District who have completed their freshman year of high school are eligible to apply for the Early College Program. Students must meet all eligibility requirements established for the program. Students accepted into the Early College Program will receive a tuition scholarship; however, fees and other associated course expenses, including textbooks and other resource materials, must be paid by the student. Courses that fall within the Early College Program are baccalaureate transfer courses and online career and technical education courses. If approved by the high school, courses may be taken for dual credit, which allows students to receive high school credit as well as college credit. Courses may also be taken as dual enrollment courses, with only college credit being earned. For additional information on any of these programs for high school students, contact the High School Recruiter/Dual Credit Coordinator at extension 2245.

### **High School Summer CTE Program**

The High School Summer CTE (Career and Technical Education) Program provides college credit for current high school CTE students. Students choose from an approved list of classes toward an A.A.S. degree and/or certificate, and receive a tuition waiver for up to eight semester hours per summer semester. Students must have been enrolled in a CTE dual credit course in the previous academic year (Fall and/or Spring semesters), and have a grade point average of 2.5 or above in their **dual credit courses**. Students who have completed their senior year of high school are eligible for the program, but must be enrolled full-time at Southeastern for the next fall semester to receive the tuition waiver. Students are responsible to pay for course fees, books and supplies. College credit is awarded upon the successful completion of the class. All credit awarded becomes a permanent part of the student's college record at Southeastern. For more information, contact the High School Recruiter/Dual Credit Coordinator at extension 2245.

### **High School Summer College Prep Program**

The High School Summer College Prep Program is made available to students enrolled in high school Career and Technical Education (CTE) classes and/or dual credit classes and determined eligible. Eligibility is based on placement measures and/or a recommendation by a CTE instructor or high school counselor. Students choose from a list of approved classes. These courses help develop skills to ease the transition into college level courses. Tuition and fees are waived up to eight semester hours per summer semester. Students are responsible for purchasing books and supplies, if required. Students who have completed their senior year of high school must be enrolled full-time at Southeastern for the next fall semester to receive the tuition and fee waiver.

Developmental courses available include, ENG 101 Reading/Writing Improvement, MATH 101 Math Improvement, ENG 109 Integrated Reading & Writing, MATH 106 Beginning Algebra and MATH 109 Intermediate Algebra. These courses will have specific meeting times and may have textbooks students must purchase. Some developmental courses are also available online. For more information, contact the High School Recruiter/Dual Credit Coordinator at extension 2245.

### **Illinois Articulation Initiative (IAI)**

All of Southeastern Illinois College's general education core courses are IAI General Education Core approved and can be viewed at [www.itransfer.org](http://www.itransfer.org). SIC has worked vigorously to establish matches of college courses with applicable major panels. The IAI only pertains to Illinois colleges. SIC routinely articulates baccalaureate transfer courses and selected CTE courses with the following universities: Southern Illinois University Carbondale, Southern Illinois University Edwardsville, University of Illinois Champaign Urbana, Northern Illinois University, Eastern Illinois University, Western Illinois University, and Illinois State University. Southeastern articulates courses with several neighboring out-of-state senior institutions (i.e., University of Southern Indiana, Murray State University, Southeast Missouri State University, Missouri Baptist, and others as requested).

### **University Partners**

Southeastern Illinois College has a number of agreements/partnerships with various four-year colleges and universities for specific programs. A complete listing of universities with contact information can be found on SIC's website under the "Academics" link from the homepage or at the following link <https://sic.edu/university-partners/>

### **Marketing and Public Information**

The Marketing and Public Information Office plans and coordinates a variety of marketing and public relations activities for the College. Activities include: development and dissemination of all news releases for the College; design and placement of advertising; and, consultation on direct mail campaigns, social media, other promotional materials, and recruitment of target audiences.

To request services, contact the Marketing Director at extension 2130.

## **David L. Stanley White County Center**

The David L. Stanley Center, located in Carmi, serves the diverse educational needs of residents living in the White County area, which is in the northern portion of Southeastern Illinois College's district. A curriculum of transferable baccalaureate, CTE, Adult Education, and noncredit community education courses are included. The extension center serves as both a receiving and sending site for two-way interactive distance learning courses. Online proctored exams can be taken at the extension center during regular operating hours. Staff is available at the White County Center to assist students with registration and other enrollment needs. A computer lab is also available at the extension center and is open to the public when not in use for college classes or activities. Regular operating hours are 9 a.m. to 4 p.m. Monday through Thursday. To contact the David L. Stanley White County Center, call 618-382-8869 or email [terri.absher@sic.edu](mailto:terri.absher@sic.edu).

The Center also serves as a host site for the Illinois Worknet Center which provides services through the Illinois Department of Employment Security (IDES) and Southern 14 Workforce Investment Board (WIOA partner).

Stanford D. Williams Career and Training Center

# *Policies*



## **BOARD POLICY MANUAL**

You may access a physical copy of the board policy manual in the President's office OR access all Board policies from the College's website at <http://www.sic.edu/about/board-of-trustees/board-policies>.

Those policies that would be of most relevance for instruction include:

- Appointment Policy BP 4001 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4001\\_Appointment.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4001_Appointment.pdf)
- Faculty Qualifications Policy BP 4001.1 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4001.1\\_Faculty\\_Qualifications\\_and\\_Credentials.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4001.1_Faculty_Qualifications_and_Credentials.pdf)
- Office Hours and Prep Time Policy BP 4003 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4003\\_Office\\_Hours\\_and\\_Prep\\_Time.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4003_Office_Hours_and_Prep_Time.pdf)
- Faculty Attendance at College Activities Policy BP 4005 <https://sic.edu/wp-content/uploads/2022/06/BP-4005-Faculty-Attendance-at-CollegeActivities.pdf>
- Evaluations Policy BP 4006 <https://sic.edu/wp-content/uploads/2022/06/BP-4006-Evaluations.pdf>
- Tenure Policy BP 4007 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4007\\_Tenure.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4007_Tenure.pdf)
- Personnel Files Policy BP 4007 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4008\\_Personnel\\_Files.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4008_Personnel_Files.pdf)
- Class Attendance Policy BP 4013 (for instructors) [https://sic.edu/wp-content/uploads/2022/06/BP\\_4013\\_Class\\_Attendance\\_Instructors.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4013_Class_Attendance_Instructors.pdf)
- Class Attendance Policy BP 9001.1 (for students) [https://sic.edu/wp-content/uploads/2022/06/BP\\_9001.1\\_Class\\_Attendance\\_Policy.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9001.1_Class_Attendance_Policy.pdf)
- Credit Hour Definition Policy BP 9021 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9021\\_Credit\\_Hour\\_Definition.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9021_Credit_Hour_Definition.pdf)
- Students Called to Active Military Duty BP 9015 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9015\\_Students\\_Called\\_to\\_Active\\_Military\\_Duty.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9015_Students_Called_to_Active_Military_Duty.pdf)
- Student Cell Phone and Other Electronic Device Policy BP 9017 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9017\\_Student\\_Cell\\_Phone\\_and\\_Other\\_Electronic\\_Devices.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9017_Student_Cell_Phone_and_Other_Electronic_Devices.pdf)
- FERPA BP 9018 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9018\\_The\\_Family\\_Educational\\_Rights\\_and\\_Privacy\\_Act.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9018_The_Family_Educational_Rights_and_Privacy_Act.pdf)
- Standards of Conduct BP 9013 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9013\\_Standards\\_of\\_Conduct.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9013_Standards_of_Conduct.pdf)
- Academic Amnesty Policy BP 9005 [https://sic.edu/wp-content/uploads/2022/06/BP\\_9005\\_Academic\\_Amnesty\\_Policy.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_9005_Academic_Amnesty_Policy.pdf)
- Discrimination and Harassment Policy BP 6002 <https://sic.edu/wp-content/uploads/2023/07/BP-6002-Policy-on-Discrimination-andHarassment.pdf>

- No Smoking/Tobacco Products Policy BP 6005 [https://sic.edu/wp-content/uploads/2022/06/BP\\_6005\\_No\\_Smoking.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_6005_No_Smoking.pdf)
- Acceptable Use Policy for Information Technology and Electronic Resources BP 4019 [https://sic.edu/wp-content/uploads/2022/06/Acceptable\\_Use\\_Policy\\_for\\_Information\\_Technology.pdf](https://sic.edu/wp-content/uploads/2022/06/Acceptable_Use_Policy_for_Information_Technology.pdf)
- Copyright Compliance Policy BP 4020 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4020\\_Copyright\\_Compliance.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4020_Copyright_Compliance.pdf)
- Social Media Policy BP 4023 [https://sic.edu/wp-content/uploads/2022/06/BP\\_4023\\_Social\\_Media\\_Policy.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_4023_Social_Media_Policy.pdf)
- Mandatory Safety Training Policy BP 6012 <https://sic.edu/wp-content/uploads/2023/06/BP-6012-Mandatory-Safety-Training.pdf>
- Reporting Child Abuse Policy BP 6007 [https://sic.edu/wp-content/uploads/2022/06/BP\\_6007\\_Reporting\\_Child\\_Abuse.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_6007_Reporting_Child_Abuse.pdf)
- Institutional Research and Effectiveness on Research and Survey Use Policy BP 6018.1 [https://sic.edu/wp-content/uploads/2022/06/BP\\_6018.1\\_Policy\\_Institutional\\_Research\\_and\\_Effectiveness\\_Policy\\_on\\_Research\\_and\\_Survey\\_Use.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_6018.1_Policy_Institutional_Research_and_Effectiveness_Policy_on_Research_and_Survey_Use.pdf)
- Outside Employment Policy BP 5033 [https://sic.edu/wp-content/uploads/2022/06/BP\\_5033\\_Outside\\_Employment.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_5033_Outside_Employment.pdf)
- E-mail Retention BP 4024 [https://sic.edu/wp-content/uploads/2022/06/C3\\_-\\_BP\\_4024\\_Email\\_Retention\\_Policy\\_Revised-1.pdf](https://sic.edu/wp-content/uploads/2022/06/C3_-_BP_4024_Email_Retention_Policy_Revised-1.pdf)
- Tuition Waiver BP 5002 [https://sic.edu/wp-content/uploads/2022/06/BP\\_5002\\_Tuition\\_Waiver.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_5002_Tuition_Waiver.pdf)
- Absences BP 5014 [https://sic.edu/wp-content/uploads/2022/06/BP\\_5014\\_Absences.pdf](https://sic.edu/wp-content/uploads/2022/06/BP_5014_Absences.pdf)
- Animals on Campus BP 6027 <https://sic.edu/wp-content/uploads/2023/06/BP-6027-Animals-on-Campus.pdf>

# ***General Instructional Classroom Information***

## **Master Course Outlines**

The master course outline is the officially approved course outline for the course and contains all of the required elements, including course goals and expected student learning outcomes.

Every instructional division has identified the student learning outcomes for each course, which is an integral part of the assessment process. Master course outlines provide a valuable tool for all instructors when preparing their individual course outlines and ensure that established student learning outcomes for each course are consistent. The method of instruction and pedagogy used are the prerogative of the instructor.

The division chairperson is responsible for keeping master course outlines for their area accurate and current.

Master course outlines are available on the SIC website at <https://intrinsic.sic.edu/officesDivisions/AcademicAffairsOffice/Master%20Course%20Outlines/Forms/AllItems.aspx>.

## **Semester Course Outline Procedures**

Course outlines are to be submitted electronically via email. Instructors will distribute or make available electronically semester course outlines to their students the first day of class each semester.

Instructors will submit semester course outlines via email to their division chairperson. The division chairperson is responsible for reviewing and approving these outlines and will electronically forward the approved course outline to the appropriate instructional office (Baccalaureate – Administrative Assistant to the Executive Dean of Academic Services; CTE – Administrative Assistant to the Executive Dean of Academic Services or Secretary to the Director of Allied Health) who will electronically file the approved outline in the semester folder in the shared directory.

## **Faculty Course Outlines**

Each instructor is required to submit a current course outline for each course taught during a semester. Every student must be presented a complete course outline on the first day of class. Instructors are required to submit copies of their course outlines electronically to their division chairperson prior to the start of each semester. Along with the course outline, a federal compliance form must be completed and submitted. For information on how to complete the federal compliance form, contact the division chair for assistance.

A course outline is an *informal contract* between the instructor and student that describes the content and objectives of the course and sets forth the requirements that the student must complete to earn credit. A complete outline provides the students with a context for learning and defines the intended student learning outcomes.

A course outline sets the tone for the class. The outline sends the message that the instructor is qualified and prepared, and it promotes a working relationship between instructor and student as they work together toward achieving clearly stated learning objectives.

### **Course Outline Development**

The course outline must be submitted electronically to the instructor's division chairperson who will forward the approved course outline to the appropriate dean. Each outline shall be developed by the instructor teaching the course, and approved by the division chairperson and dean. The outline must state instructor's name, semester, office number, telephone number, and email address. Full-time faculty members should also provide students with office hours for the semester. The outline must also include the following:

1. The course meeting times and delivery format.
2. The catalog description of the course as it appears in the college catalog;
3. The Illinois Articulation Initiative (IAI) number, if applicable;
4. A listing of any prerequisites, if there are any stated;
5. A statement indicating the students the course is intended to serve;
6. Specific objectives or competencies to be developed;
7. The primary method of instruction;
8. Major course topics, unit, or content to be covered;
9. A weekly topical schedule for the course.
10. The textbook to be used (be sure to include the author and copyright date). If no text will be used, indicate "No Text";
11. Supplemental readings or other course resources required during the semester;
12. Method of determining student grade (be sure to include a letter grade scale and value of the tests, quizzes, mid-term, final, etc.);
13. Any comments or classroom procedures the instructor may wish to include;
14. The SIC attendance policy, student disabilities information and retention/completion information;
15. Supplemental page with college-specific information.

Margins: 1" is preferred but .5" to 1.25" are acceptable.

Font Size: 11 or 12 is preferred but no smaller than 10 or larger than 12 is acceptable.

Instructor:  
Semester:  
Office:  
Phone: Email:

**Required  
Information**

*Contact the Academic  
Services Office for  
PCS/CIP information.*

**SOUTHEASTERN ILLINOIS COLLEGE  
COURSE OUTLINE**

CRSE	CRSE				SEM	LECT	LAB	PCS/CIP
PREFIX	NO.	COURSE TITLE	HRS	HRS	HRS		CODE	PSYC
		<b>Introduction to Psychology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>420101</b>	<b>121</b>

**COURSE MEETING TIMES:  
DELIVERY FORMAT:**

**CATALOG DESCRIPTION:**

*Required Information – Must be exactly the same as what is listed in the college catalog.*

**GENERAL EDUCATION/CTE GOALS:**

*Required Information – Refer to the Master Course Outline for specific goals relating to each course.*

**ILLINOIS ARTICULATION INITIATIVE NUMBER(S):**

*You can obtain this information by contacting the Office for Instruction or looking on the [iTransfer.org](http://iTransfer.org) web site. If the course is not an IAI approved course list “None” or “NA.”*

**PRE-REQUISITE:**

*Required –Should be exactly what is listed in the college catalog. If there is no prerequisite list “None.”*

**STUDENTS THE COURSE IS EXPECTED TO SERVE:**

*Information should only pertain to the students the course is expected to serve, not information about the course content. Listed below is an example of the type of information requested.*

The course is intended for students completing their A.A. or A.S. degree, as well as many of the A.A.S. and Certificates. This course also fulfills part of the general education core social and behavioral science requirement.

**SPECIFIC OBJECTIVES:**

*Objectives must be listed in measurable terms starting with an action verb. Adding the Illinois Professional Teaching Standards number at the end of each objective is optional. Listed below is an example.*

By the end of this course students should be able to:

- A. Define and identify the subject matter of the field of psychology.
- B. Identify basic concepts and vocabulary, i.e., learn the “language of the field.”
- C. Apply the critical thinking skills to evaluate basic methodology in order to be a cautious and analytical consumer of information that claims to be based on scientific research.
- D. Identify genetic, physiological, environmental, and cultural factors which influence human behavior.

**PRIMARY METHOD OF INSTRUCTION:**

*Select from the following: Lecture, Lab, Lecture/Lab, Lecture/Discussion, Competency Based Instruction, Independent Study*

**MAJOR COURSE TOPICS:**

*Required*

**CLASS SCHEDULE:**

<b>Week</b>		
<b>Week 1</b>		
<b>Week 2</b>		
<b>Week 3</b>		
<b>Week 4</b>		
<b>Week 5</b>		
<b>Week 6</b>		
<b>Week 7</b>		
<b>Week 8</b>		
<b>Week 9</b>		
<b>Week 10</b>		
<b>Week 11</b>		
<b>Week 12</b>		
<b>Week 13</b>		
<b>Week 14</b>		
<b>Week 15</b>		
<b>Week 16</b>		

**TEXTBOOK:**

*Required – Include the copyright date. If there is no textbook list “None.” Listed below is an example. Please indicate if there is a need for the textbook to be new because of supplemental material or access to textbook web resources.*

Wood, S.E., Wood, E.G., and Boyd, D. (2004) *Mastering the World of Psychology*. Boston: Pearson. ISBN MUST BE INCLUDED

**Required – Include the statement below on ALL course outlines.**

Contact the SIC Bookstore for up-to-date textbook information and ISBN numbers at [www.sicbookstore.com](http://www.sicbookstore.com).

#### **SUPPLEMENTAL READINGS:**

**Optional – Encouraged when applicable. Listed below is an example.**

*Discovering psychology* video programs will be used periodically as a supplement in the classroom. These videos will be on reserve in the library for viewing in the library. The videos may also be rented from the Telecommunications Office in the library. (All videos must be returned or lost videos paid for before a student's grade will be submitted.)

#### **METHOD OF DETERMINING STUDENT GRADE:**

**Required – The method of determining grades must include all assignments, their value, and the course grading scale.**

#### **COMMENTS:**

**Optional- If no comments are added do not include and make the next item #11.**

**ATTENDANCE POLICY:** SIC's Class Attendance Policy (9001.1) can be found in The Talon, the student handbook, as well as online at [http://www.sic.edu/files/uploads/group/67/Board\\_Policies/BP\\_9001.1\\_Class\\_Attendance\\_Policy.pdf](http://www.sic.edu/files/uploads/group/67/Board_Policies/BP_9001.1_Class_Attendance_Policy.pdf). The instructor may provide additional information regarding attendance.

**ADA ACCOMMODATIONS:** Students who require reasonable accommodation for a physical or learning disability should contact the disabilities coordinator at 618-252-5400, Ext. 2430.

**RETENTION/COMPLETION:** This course participates in Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, the instructor may raise an alert or referral flag that:

1. notifies the student of the concern through an email to the student's Falcon Mail account
2. requests an Academic Advisor or Student Success Center staff member contact the student to discuss and follow-up on the issue
3. encourages student to discuss the matter with the instructor

If you receive an email notification of an early alert or referral in any of your courses, you are encouraged to contact the instructor as soon as possible to discuss the issue. The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on your academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Office of the Executive Dean for Student Services at extension 2401.



*Each instructor is required to submit a current course outline electronically to their division chairperson for each course taught during a semester. Each student in your class must be presented a complete course outline on the first day of class. Contact your dean if unsure to whom you should submit the electronic copy.*

### Federal Credit Hour Compliance Course Audit Form

Course Prefix: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Credit Hours \_\_\_\_ Total \_\_\_\_ Theory \_\_\_\_ Lab

Semester: \_\_\_\_\_

Delivery Format: \_\_\_\_\_

Course Component	Aligned to Course Objective	Average Hours per Occurrence	Number of Occurrences		Total Hours	
			In	Out	In	Out
Assignment		1				
Blogs		1				
Case Study		2				
Chat Rooms		.5				
Clinical case analysis/transcription		2.5				
Clinical field application		2				
Clinical Supervision (on-site)		1.25				
Consultation/Meeting/Conference		1.25				
Discussion Boards		1.5				
Exam		3				
Field Trips		2				
Fieldwork		6				
Group activity – writing		1				
Group activity – reading		1				
Group or organization participation		2.5				
Group project		1				
Hands-on, simulated active learning (in on-line environment)		1				
Instructive feedback		.5				
Lab activity		1				
Lecture (synchronous or asynchronous)		1				

Library guidance/overview of resources		1				
Multimedia		1				
Observation/consultation		1.5				
Orientation to syllabus/course guide/responsibilities and policies		1				
Orientation to technology		1.5				
Papers/essays		2.5				
Presentations		1				
Quizzes		.5				
Reading assignments		.25				
Reflective writing/journal		.25				
Research		2				
Self or peer assessment		1				
Service learning		1.5				
Statistical analysis		.25				
Student project		1				
Tutorials		1				
Work plan analysis		1.5				
<b>Total In-class Course Component Hours: Lecture</b>						
<b>Lab</b>						
<b>Total Out-of-class Course Component Hours: Lecture</b>						
<b>Lab</b>						

### Part III: Audit Findings

Please identify how the result of *Total Semester Hours* calculated in Part III compare to *Credit Hours Currently Awarded*

	<input type="radio"/> less than	
<b><i>Total Semester Hours are</i></b>	<input type="radio"/> the same as	<b><i>Credit Hours Currently Awarded.</i></b>
	<input type="radio"/> more than	

## Reference Chart

	Credit Hours (Lect./Lab)	Total Hours In Classroom		Total Hours Outside Classroom		Total Hours
		Lecture	Lab	Lecture	Lab	
.5 credit	.5 (.5/0)	7.5	0	15	0	22.5
	.5 (0/1)	0	15	0	7.5	22.5
1 credit	1 (1/0)	15	0	30	0	45
	1 (0/2)	0	30	0	15	45
	1 (0/3)	0	45	0	22.5	67.5
	1 (.5/1)	7.5	15	15	7.5	45
	1.5 (1/1)	15	15	30	7.5	67.5
	1.5 (1/1.5)	15	22.5	30	11.25	78.75
2 credits	2 (2/0)	30	0	60	0	90
	2 (1/2)	15	30	30	15	90
	2 (1.5/1)	22.5	15	45	7.5	90
	2 (0/4)	0	60	0	30	90
	2 (0/6)	0	90	0	45	135
	2.5 (2/1.5)	30	22.5	60	11.25	123.75
	3 credits	3 (3/0)	45	0	90	0
	3 (1.5/5)	22.5	75	45	37.5	180
	3 (1.5/3)	22.5	45	45	22.5	135
	3 (1/4)	15	60	30	30	135
	3 (.5/5)	7.5	75	15	37.5	135
	3 (2/2)	30	30	60	15	135
	3 (2.5/1)	37.5	15	75	7.5	135
	3 (2.5/1.5)	37.5	22.5	75	11.25	146.25
	3 (0/6)	0	90	0	45	135
	3 (0/9)	0	135	0	67.5	202.5
	3.5 (2/3)	30	45	60	22.5	157.5
4 credits	4 (4/0)	60	0	120	0	180
	4 (3/3)	45	45	90	22.5	202.5
	4 (3/2)	45	30	90	15	180
	4 (2/4)	30	60	60	30	180
	4 (2/12)	30	180	60	90	360
	4 (1.5/5)	22.5	75	45	37.5	180
	4 (1/6)	15	90	30	45	180
	4 (1/9)	15	135	30	67.5	247.5
	4 (.5/7)	7.5	105	15	52.5	180
	4 (0/8)	0	120	0	60	180
	4.5 (4.5/0)	67.5	0	135	0	202.5

5 credits	5 (5/0)	75	0	150	0	225
	5 (4/3)	60	45	120	22.5	247.5
	5 (4/2)	60	30	120	15	225
	5 (3/4)	45	60	90	30	225
	5 (2/6)	30	90	60	45	225
6 credits	6 (6/0)	90	0	180	0	270
	6 (4/4)	60	60	120	30	270
	6 (1/15)	15	225	30	112.5	382.5
	6 (1/10)	15	150	30	75	270
	6 (0/18)	0	270	0	135	405
7 credits	7 (6/2)	90	30	180	15	315
	7 (4/6)	60	90	120	45	315
10 credits	10 (2/24)	30	360	60	180	630
11 credits	11 (6/10)	90	150	180	75	495

The reference chart represents typical credit hour scenarios for SIC courses.

To calculate classroom hours:

Lecture: total lecture credit hours x 15

Lab: total lab credit hours x 15

To calculate outside classroom hours:

Lecture: in-classroom lecture hours x 2

Lab: in-classroom lab hours ÷ 2

Courses that are fieldwork or internship based will be calculated using the total semester contact hours as the equivalent amount of work required. If you do not see the credit hours for your course listed on the chart and you need assistance, please contact the Academic Services office.

## SUPPLEMENTAL PAGE

### OUR MISSION

Southeastern Illinois College promotes quality, accessible, and accountable learning that is responsive to student and community needs.

### ACCREDITATION

Southeastern Illinois College is accredited by the Higher Learning Commission in Chicago, Illinois. The Commission is committed to developing and maintaining high standards of excellence in higher education. For more information, visit [www.hlcommission.org](http://www.hlcommission.org).

### ACCEPTABLE USE POLICY FOR IT/ELECTRONIC RESOURCES

The use of electronic information resources, other computer-based resources and media (the “System”) must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College’s System. College provided email accounts are an official means of communication and provided for the purpose of facilitating the business and operations of the College. Any type of vandalism or attempted vandalism (physical or electronic) to any part of the College’s resources and media, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. To read the full board policy on this matter, please visit: <https://sic.edu/about/board-of-trustees/board-policies/> BP 4019.

### ADA SERVICES FOR STUDENTS WITH DISABILITIES

Students who need accommodations for disabilities should contact the ADA Coordinator at 618-252-5400, ext. 2245.

### ADDING AND DROPPING CLASSES

Students may add or drop classes in-person through Enrollment Services on the first floor of E Building; OR by calling Admissions at 252-5400, ext. 4120; OR by e-mailing [admissions@sic.edu](mailto:admissions@sic.edu) from the student’s Falcon mail account. Drop periods with and without refunds are published on the college’s website and are made available in the printed semester schedule.

### AI STATEMENT

ChatGPT and other AI tools are not a replacement for your own critical thinking and original ideas. The ultimate goal of this course and any tool used to submit work is to enhance your own learning and understanding, not to undermine it. The default is that generative artificial intelligence (GAI) is disallowed unless otherwise stated by the instructor. Any such use must be appropriately acknowledged, cited, and approved by the instructor before submission. Violations of this policy will be considered academic misconduct and appropriate disciplinary steps will be taken.

### ASSESSMENT

Assessment activities are not associated with actual grades. Rather, assessment is a way to ensure that students are mastering critical core content. Assessment activities can also provide students the opportunity to give and receive feedback on their learning experiences which in turn helps the institution to meet students’ needs.

### DIVERSITY STATEMENT

SIC is dedicated to fostering an inclusive learning environment that embraces diverse perspectives. Each voice in the classroom enriches the discussion with its unique experiences, values, and beliefs. It is imperative for students to recognize and honor the individuality of their peers, fostering a culture of mutual learning characterized by civility and respect. Unwavering respect for the academic setting, the pursuit of academic credentials, and individual identities is paramount. For any inquiries concerning nondiscrimination policies, please direct them to the Executive Dean of Student Services.

### MENTAL HEALTH SERVICES AND WELLNESS ROOM

A mental health counselor is available on campus on Mondays, Tuesdays, Thursdays and Fridays. To schedule an

appointment, students may email her at [brittany.warren@sic.edu](mailto:brittany.warren@sic.edu) or 618.252.5400 ext. 2523. Walk-ins will be accepted. Resources, snacks and other materials are available in the Wellness Room, which is open Monday-Friday, 8 a.m. - 4:30 p.m. in B108.

## **STANDARDS OF CONDUCT**

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the college community are engaged. Students enrolling in the college are expected to conduct themselves in a manner compatible to the college's function as an educational institution. Consult college catalog for more information on the Standards of Conduct.

## **TITLE IX**

SIC adheres to Title IX of the Education Amendments of 1972, which prohibits sex-based discrimination in the College's programs or activities. For questions or concerns about Title IX, please contact the Title IX Coordinator at 618-252-5400, ext. 2415, or via email at [t.brannock@sic.edu](mailto:t.brannock@sic.edu).

## **STUDENT LOGIN ACCOUNTS**

Falcon Mail/Office365 is an SIC provided email account, free Microsoft Office Applications (Word, Excel, PowerPoint, One Drive for storage, and more) for students. The college and your instructors will use your Falcon Mail account to send you important information.

## **TECHNOLOGY ASSISTANCE**

MySIC is a student portal for accessing student services such as registration, financial aid, billing, payment plans, grades, unofficial transcript, along with online classes and more.

**CANVAS** is the College's online learning management system. For more information or to register for an online orientation, go to <https://www.sic.edu/oso>.

Account setup instructions are located on the Student Technology Services page at: [www.sic.edu/setup](http://www.sic.edu/setup).

Technical assistance is available by submitting an electronic request using the support link: <http://www.sic.edu/technology-help-center>

# Student Email Instructions/Guidelines

## General Information

- If you have a student calendar of events announcement, please submit those requests to Kellye Whitler's attention on the Intrinsic home page. Under Work Requests, click on Student Event Announcement Request and then "New." Complete the request form and click "Ok." It would be helpful to also notify Marketing (Angie Wilson and Kendra Zirklebach) as well.
- You are required to use your SIC provided email account when conducting any college business. This will verify your identity with the college for the student.
- Use the Blind Carbon Copy feature in Outlook and other mail programs to help protect the privacy of student accounts.
- In general, email is considered insecure. You should not send personal or private information via email. Messages can easily arrive to an unintended recipient in a number of ways. For example, it is safer to tell a student final grades have been processed and are available in MySIC than to provide the actual grade received. Additionally, you should never reveal or request any student's personal information such as SSN or credit card information through email.
- Use attachments sparingly and avoid where possible. Be careful of the size (< 100k) and type of attachments. Speed and ability to open large attachments will vary widely depending on the student's Internet connection. Additionally, depending on their computer software, they may not be able to open the attachment.
- Be leery of any email phishing attempts. If you receive a suspicious email, please forward it to phishing @sic.edu.

## **Emailing Students from MySIC:**

- **Students can be emailed through MySIC from the course roster, or from within the course. Students can email instructors through MySIC within the course only.**
  - **Emails are received by students in their SIC Falcon Mail account. Instructors receive emails in their SIC email account. Access Course in MySIC**
1. Click on the MySIC link on the SIC homepage.
  2. This will bring you to the log-in page where you will enter your User Name and Password and then click the **Login** button.
  3. Once inside, click on the Faculty tab in order to access your courses.
  4. Here you will find Course List (a list of all of your current courses).

## **Emailing in Course Roster**

5. From the drop-down menu to the right of the particular course in the Course List under the Faculty tab, choose Class List.
6. This opens a window displaying all members of the course, both students and faculty:

- If emailing one or more members of the class, select each by checking the email box to the right of that student's name.
- If emailing the whole class, check the email box at the top of the column in the heading.

Once you have chosen who you are emailing, then click the "Email Selected Students" link. A new message window appears.

### **Emailing within Course**

1. Click on the MySIC link on the SIC homepage.
2. This will bring you to the log-in page where you will enter your User Name and Password and then click the **Login** button:
3. Once inside, click on the Faculty tab in order to access your courses.
4. Click on the "+" sign to expand My Courses.
5. When expanded, **My Courses** displays all of your classes. Click on the title to navigate to that particular course.
6. Clicking on the course title brings you to the course's **Main Page**.
7. Click on **Email or Roster** on the left side of the **Main Page**. It opens a page displaying all members of the course, both students and faculty:
  - If emailing one or more members of the class, select each by clicking in the box to the left of that student's name.
  - If emailing the whole class, check the box next to **Select All** at the bottom. Another method to email all is to choose **Students** from the drop down next to **Email All**, then select the **Open E-mail** button.

Once you have chosen who you are emailing, then click the "Email Selected Students" link. A new message window appears.

Emailing your students is similar to any other email application.

- a. In the **Addresses** area, choose *Public* or *Private*
- b. Type a subject in the *Subject* text box
- c. Type a message in the *Body* text box
- d. Attach a file (if applicable)
- e. Click *Send*.

Find more MySIC help information on the Help page located in the Faculty tab in MySIC.

<https://my.sic.edu/ICS/Faculty/Help.jnz> (You will need to login after clicking on this link.)

### **txtSIC**

**txtSIC** is an opt-in text messaging service to notify faculty, staff, and students of campus closures for weather and other emergencies. Additionally, students are encouraged to sign up to receive class cancellation notices from their instructor. While SIC does not charge for this service, text message charges may apply based on your service with your cell phone provider.

To setup your txtSIC account, go to [www.sic.edu/txtsic](http://www.sic.edu/txtsic) . Choose the Sign Up link.

For technical assistance, submit a support request using the Support link at the top of the SIC homepage – select the Employee Support option.



## **Textbook Selection**

Textbook selection is a faculty responsibility. When adopting a new textbook or no longer requiring a specific textbook, faculty must complete the *Request for Discontinuation of a Textbook/Request for Adoption of a New Textbook* form and meet the semester due dates as detailed on the form. Textbook request forms can be obtained on Intrinsic at <https://intrinsic.sic.edu/sicForms/Academic%20Affairs/Forms/AllItems.aspx>. Adjunct faculty should consult with their division chair(s) before making textbook requests and/or discontinuing a textbook.

## **Curriculum Development**

Curriculum development begins with the faculty. For specific information about the College curriculum development process and approval by ICCB and IBHE, contact the Academic Services Office. The Academic Services office can also provide the Curriculum Committee meeting schedule for the academic year. Speak with your division chairperson to identify which of your colleagues serves as the division representative on the Curriculum Committee. Curriculum changes, additions and/or eliminations must be taken to the Curriculum Committee for voting and the minutes must be approved by the Board of Trustees. If both the Curriculum Committee and the BOT approves, the Executive Dean of Academic Services processes the changes within the ICCB portal if necessary.

## **Assessment of Student Learning Outcomes**

Assessment of student learning outcomes is an integral part of the instructional program at Southeastern. It is imperative that faculty assess student learning to document that the essential/critical core content is mastered by students. It is also important that the results of student learning outcome assessment tools/strategies be used to document course or program improvement. Speak with your division chairperson regarding the assessment tool or strategy for the course or the certificate/degree program in which you teach. Ensure that you are familiar with implementation timelines. For information about individualized classroom assessment techniques, visit the assessment site on the SIC home page, or contact your division chairperson, dean, or Vice President of Academic Affairs and Student Services.

## **Class Dismissal**

Instructors are expected to teach students for the entire class period. If it is necessary to dismiss class early for an emergency, instructors should inform the appropriate dean.

## **Classroom Regulations**

Smoking and the consumption of beverages and foods in classrooms are prohibited by College policy. Refer the student handbook, *The Talon*, for student Standards of Conduct.

## **Field Trips**

Field trips for classes are permitted, but must be approved in advance by the division chairperson and appropriate dean.

Within limitations of distance, time, cost, and budget, field trips are encouraged. Properly planned, supervised, and with careful class discussion of knowledge and experience gained, field trips can be a valuable educational tool. Approval of field trips and transportation expenses to be allowed from College funds will depend upon the value of experience to be gained as determined by the instructor, the division chairperson, and the appropriate dean. The instructor planning a field trip must complete the *Field Trip Approval Form*, including the participation page in addition to all student agreements and submit **all pages** to the division chairperson for approval and then forward to the appropriate dean for approval well in advance of the planned trip.

Instructors will receive an approval or denial within five days after the application is received.

**Instructors should not make arrangements with students for a trip prior to obtaining approval.**

The responsibility for making arrangements with other instructors for students who will be absent from their classes by participating in a field trip will rest with the instructor sponsoring the field trip. The cost of field trips is usually borne by the participants.

You may access the field trip request form on the Intrinsic by clicking on “College Forms.”

The form is listed under Academic Affairs. The address is

<https://intrinsic.sic.edu/sicForms/Academic%20Affairs/Forms/AllItems.aspx>.

## **Speakers and Off-Campus Visitors**

Approval should be secured before extending an invitation to any off-campus person to speak at the College. Clearance of all outside speakers may be arranged with the appropriate dean.

Offcampus speakers sponsored by a campus club or organization should be approved by the Executive Dean of Student Services.

## **Independent Study**

Students may pursue supervised independent study projects for 1 to 4 semester hours of credit in academic work, which reflects a reasonable, and moderate extension of courses already approved for college programs. **An independent study may not be used as a substitution for an existing course**, except in cases when an extenuating circumstance exists, as determined by the appropriate division chairperson and dean. Students who desire an independent study should contact the appropriate office of the division chairperson well in advance of the beginning of the semester for which the study will be taken. Procedural guidelines for independent study are available in the appropriate office of the division chairperson, academic dean, and Vice President of Academic Affairs and Student Services. Independent study requires the approval of the appropriate division chairperson, academic dean, and Vice President of Academic Affairs and Student Services.

You may access the Independent Study form on Intrinsic under “College Forms.” It will be listed under Academic Affairs. The address is:

<https://intrinsic.sic.edu/sicForms/Academic%20Affairs/Forms/AllItems.aspx>.

## **Distance Learning**

Southeastern offers alternative methods for delivering instruction through online and hybrid courses as well as two-way videoconference courses. Online classes are internet-based courses and hybrid courses are a combination of face-to-face classroom sessions with online course components. Standard textbooks and printed materials may be used in combination with online lectures, assignments, and supplementary course materials. Online lectures may be text-based or consist of some combination of text, graphics, sound, video, and various other technologies and learning activities. Two-way videoconference classes use webcams and more sophisticated videoconference equipment to transmit and receive video between two or more locations in real time. An instructor can be at one location and teach to another location, which provides students with more convenient access to classes. When necessary, videoconferencing may be used to connect students to their live classes when they cannot attend in person due to illness or other physical limitations. Southeastern Illinois College has numerous classrooms on Harrisburg's main campus which are equipped with videoconferencing equipment and software as well as the SIC White County Center in Carmi, and in several area high schools.

## **Smart Classrooms**

Most classrooms at Southeastern are technology-enhanced "Smart" classrooms. Smart classrooms allow faculty to easily display computer or Internet output on a large screen to a room full of students. DVD players are often connected to the system to allow largescreen viewing of videos. Digital document cameras, Smart boards or touch screen televisions are installed in many classrooms. Some classrooms contain a touch screen television that is connected to a computer and can be used to share material in class, or via online meeting software. Additional equipment may be available for connection to smart classroom systems as well. Smart classroom equipment is installed in most campus classrooms. If you are assigned to teach in a classroom which is not set up with the equipment you need, please contact Online Learning & Educational Technology (OLET) by phone at ext 2265 or ext 2326 or by email at [online@sic.edu](mailto:online@sic.edu) to request the equipment you need.

## **Faculty Evaluation**

The evaluation process is located at <https://intrinsic.sic.edu/sicForms/Academic%20Affairs/Forms/AllItems.aspx>. Speak with the division chairperson to determine your location on the evaluation cycle. Each fall and spring semester, the Executive Dean of Academic Services determines the specific timeline for the student evaluation of faculty. This information is disseminated to all faculty members. Faculty members teaching an online course will have a student evaluation document made available to their students during the timeframe referenced above.

## **Final Examination Schedule**

Final exams will be scheduled the last week of the semester, as designated by the Academic Calendar. A final exam should serve as the last class period for the course.

It is left to the discretion of the instructor as to whether or not this exam will be comprehensive or cover a restricted unit of instructional material. This decision should be made at the beginning of the semester, listed on course outlines, and called to the attention of students during the first class period. If a student missed the final exam, the student can request that the instructor issue a grade of “I” (Incomplete) until a make-up exam is completed. Please refer to the Talon for complete information about the incomplete grade.

## **Cancellation of Classes**

Notice of daily cancellation of classes is available by calling 252-5400 and selecting the class cancellation option. The announcement is updated throughout the day as new information is received. Faculty can now send emails notifying students of class cancellations through the College’s MySIC system. See Student Email Instructions/Guidelines in this section of the Handbook for details. Students who have signed up for the txtSIC service will receive a message on their cell phone for cancellations.

## **College Closings Due to Inclement Weather**

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time. Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College Homepage ([www.sic.edu](http://www.sic.edu))
- Text message to cell phones (Sign up at [www.sic.edu/txtsic](http://www.sic.edu/txtsic))
- Facebook ([www.facebook.com/southeastern.illinois.college](http://www.facebook.com/southeastern.illinois.college))
- Twitter ([www.twitter.com/SIC\\_EDU](http://www.twitter.com/SIC_EDU))
- Instagram ([www.instagram.com/southeasternillinoiscollege](http://www.instagram.com/southeasternillinoiscollege))
- SIC Email
- SIC Switchboard
- Some Local Media

## **Evening Assistance**

You may reach Security by dialing 2911 on a college phone or 618-926-5403 from any phone.

The switchboard closes at 4:30 p.m. However, incoming calls are still possible using the 2525400 number. Outgoing calls are possible at all times.

## **Campus Security**

Security is available to provide escorts to the parking lots and to assist with any emergencies that may arise. The campus security office is located in Room A 152B and can be reached at extension 2911 or 926-4986 (day) and 2911 or 926-5403 (evening.)

If it is necessary to call for outside assistance, dial 8 + 911 (for emergencies only).

Any available phone may be used in an emergency. Following is a list of at least one phone in a common area in each building.

<b>ACCESSIBLE PHONES IN CASE OF EMERGENCY</b>		
<b><u>DESCRIPTION</u></b>	<b><u>ROOM</u></b>	<b><u>EXTENSION</u></b>
LEARNING COMMONS	A 126	2261
PRIVATE DINING ROOM	B 137	3237
FITNESS CENTER	C 205	3205
CSC-BREAK ROOM	D 105	3405
SWITCHBOARD	E 118	0
THEATRE PROP ROOM	F 131	3631
HALLWAY RED PHONE	G BLDG	
HALLWAY RED PHONE	T BLDG	

## **SPECIFIC INCIDENT RESPONSES:**

In addition to the response options to particular situations listed below, the Campus Emergency Operations Plan (CEOP) also contains floor plans, evacuation route maps, shelter areas and other pertinent information regarding threat responses. The responses below are intended to provide basic direction should an emergency situation arise. You are encouraged to also review the CEOP for emergency planning purposes. The SIC CEOP can be accessed through <http://www.sic.edu/emergency-security>.

**FIRE** - Warning is given by a pulsating blast of the fire alarm system and flashing strobe lights.

<b>FIRE RESPONSE (RACE)</b>	<b>Extinguisher Operation (PASS)</b>
<b>R - Relocate individuals away from danger</b> <b>A - Activate pull station and phone (8)911</b> <b>C - Contain the fire/smoke by closing doors</b> <b>E - Extinguish the fire if safe to do so</b>	<b>P - Pull the pin</b> <b>A - Aim at the base of fire</b> <b>S - Squeeze the handle</b> <b>S - Sweep from side to side</b>

Evacuate the building in an orderly manner via the nearest exits which are marked and lighted. Instructors should help in this process.

- Do not use the elevator.
- Once outside, move to the nearest parking lot.
- College officials will specify when the buildings may be reentered.
- Each staff member will become familiar with the location of the closest fire extinguishers in their area. *It is the responsibility of everyone to make sure that these fire extinguishers are available, charged, and in working condition. If anyone notices that one is out of place or missing, is not charged, or does not appear to be in working condition, report it immediately to the Office of the ~~Dean of Administration and Business Affairs~~. Executive Dean of Administrative Services*

***During a fire or fire drill, the designated evacuation site for Mary Jo Oldham Center for Child Study staff and children is the VPAC or "E" south parking lot(s).***

**In any emergency requiring evacuation, individuals with disabilities who are located on the second floor of buildings A, B or C should assemble in the upstairs lobby of building B where they will receive help in evacuating the building. The CERT will oversee the evacuation of individuals with disabilities.**

**NIMS Activation: If a fire occurs on campus that requires a firefighting response to extinguish flames the SIC NIMS Plan will be activated.**

## **NATURAL DISASTERS**

A natural disaster would include, but is not limited to severe weather situations, hazardous material accidents, floods and earthquakes. Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will serve as guidelines in the event of a natural disaster.

**Severe Weather Other than Tornado** - In the event of severe weather, each CERT (Campus Emergency Response Team) leader is to be notified by the Security Department. If a team leader is unavailable, the next designated person on that team will be notified. Each team leader will notify the remaining individuals on that team. The team members will then notify all offices, personnel, and students of the severe weather warning. Care should be given not to scare staff or students.

**Tornado** - Warning is given by a continuous blast of outside weather sirens.

**When SIC is made aware that a tornado watch has been issued, campus security and members of the CERT will notify the campus of the tornado watch. When word is received that a tornado warning has been issued for the immediate area, campus security and members of the CERT will notify campus to follow the directions below. Classes will be disrupted when a tornado warning for the immediate area has been received.**

**Situations including but not limited to severe weather:**

- A Building- go to **corridors across from library** (Harrisburg, Eldorado, Carrier Mills)
- B Building- go to **corridors across from cafeteria** (Hardin and Pope) and overflow in rooms **B105, B106, and B140**
- C Building- go to the **Locker Rooms**- men in the men's and women in the women's; **overflow in corridors across from cafeteria and rooms B140, B106, B105**
- D Building -relocate to **corridors across from library; alternative location C109 women's locker room**
- E Building- go to **F Building northeast side of theatre and practice room corridors**
- F Building- go to northeast side of **theatre and practice room corridors**

- **G & W Buildings-** go to **lower level north corridors** near restrooms
- **T Building-** go to **lowest level men's and women's restrooms** first-overflow use corridor avoiding vending machines **ALL ALWAYS:**
  - **Face interior wall**
  - **Sit with head down, away from windows** ○ **Wait for instructions from a college official for all clear.**

**Unless the situation requires evacuation, all doors will remain closed and personnel and students will remain stationary until official “all clear” notice is received.**

### **Earthquake - No warning can be given for an earthquake.**

At the beginning of the course, instructors and student work study supervisors explain to students the evacuation plan and alternate instructions and procedures to take if you are not available (out of the room or unconscious.)

Each employee is encouraged to bring one gallon of drinking water in a plastic container for storage in or near the individual's work area. It will be the responsibility of the individual to keep water supply fresh. In the event of an earthquake, only bottled water should be used until notification that the water system is safe.

### **During an Earthquake:**

- Move away from windows, file cabinets or other potential hazards.
- If possible, get under desk, table, or other shelter, or against an inside wall. If the shelter moves, move with it and stay under it.
- If a jacket or other object is available, it could be used for additional head protection.
- Assume drop position (drop to knees with your back to windows, head down toward your knees, hands clasped behind your neck, arms against ears, eyes closed).
- Stay in the drop position until earthquake is over and/or until further instructions are given.

### **If outside the school building or walking to or from buildings when an earthquake occurs:**

- Get clear of all buildings, trees, light poles, exposed wires, or other hazards that may fall. The safest place is in the open.
- Assume the drop position until quake is over.
- If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge. If traveling in vehicles such as a school bus, get under seats or in the aisles.

### **After an Earthquake:**

**NIMS Activation: If damage is expected as a result of an earthquake the SIC NIMS plan will be activated.**

The following general precautions will be observed until instructed otherwise:

- **Do not** use the elevator.
- **Do not** smoke or light matches, even if outside (possible gas leaks).
- **Do not** stand in doorways.

- While evacuating, be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

The first priority is the safety of all occupants of the building. The preservation of documents, facilities and vehicles is secondary. If your area is unsafe, vacate as soon as it is safe to do so. **Do not** return until you receive the “**all clear**” from a college official. You should determine, ahead of time, a primary exit as well as several alternate escape routes.

The administrator in each locale should ascertain that all individuals are present and accounted for, and receive emergency assistance, as necessary. Any disabling injuries should be reported to the member of the crisis response team responsible for the area in which the injury occurred.

#### **Instructors:**

- Evacuate your students from the building as soon as you determine it is safe to do so or receive instructions from a college official.
- Designate several responsible students in each class to take attendance in the event that the instructor is not present or is incapacitated.
- When leaving classrooms, make every effort to verify that all students have been evacuated from the classroom. Announce that no one is to return to the room unless authorized to do so.
- Remain with your class group. Once at your prearranged location, send a responsible student to report the status and location of the class to the ICC (Incident Command Center) located in the MJOCCS (Mary Jo Oldham Center for Child Study) Building D. Students and instructors should remain at the prearranged location until re-entry to school buildings has been approved. If you are not with a class, report to the Incident Command Center.
- If there are seriously injured persons who cannot be moved, remain with the injured person (unless someone with medical training or another Southeastern Illinois College employee can stay with the injured person) and designate a responsible student to evacuate the rest of the students. Students with major injuries are to remain in the classroom (unless the location has an immediate threat to their lives). The injured student must be supervised by a responsible person until medical assistance can be obtained. Evacuate students with minor injuries before seeking medical attention.
- Note the name of anyone who, for any reason, leaves the class group to go to the first aid center, disaster center, home, etc.
- Off campus instructors shall notify the Incident Command Center (ICC) of the status of their students and location as soon as possible after the earthquake.

#### **All Southeastern Illinois College Employees**

- Evacuate the building as soon as it is determined safe to do so. Try to remain calm and listen for directions. Remain alert for aftershocks, and be prepared to duck and cover during your evacuation.
- **When exiting any building ascertain that there is no falling debris and that the exit is free of potential dangers such as power lines or other hazards.** All individuals must remain a safe distance away from buildings or any standing objects. Stay away from the east exit of C Building (gym) because of the proximity to the water tower, gas, and Southeastern Illinois Electric Cooperative Sub Station.
- The Chemistry lab and other special rooms will need to be shut down and the local hazardous materials response teams notified by contacting the Saline County Sheriff’s Department.

**Environmental Services:** All available

#### **Before:**



- Assist the planning committee in identification of non-structural hazards.
- Assist in the reduction of non-structural hazards.
- Maintain inventory of food and water supplies.
- Know locations of and procedures for turning off water, gas, and electricity and intake valve on water heater(s).
- Know procedures for setting up emergency sanitary facilities.
- Know fire-fighting procedures and location of the fire extinguishers.
- Know location of search- and - rescue equipment.

**After:**

- Check utilities, turning off water, gas, electricity, and intake valves on water heaters and do whatever is necessary to minimize additional damage.
- Take elevators out of service using the following procedures:
  - Requires 2 people
  - Call elevator to the lowest floor
  - Press the hold button when door opens
  - First person proceeds to the elevator equipment room and disables power to elevator
  - First person installs a lock-out device and pad lock on the disconnect
  - Second person remains with the elevator to prohibit use
- Determine which utilities still work and which do not. Report findings to Incident Command Center (MJOCCS).
- Make a note of structural and non-structural damage when checking utilities. Report damage to the command center.
- Assist in evacuation, if necessary.
- Set up emergency sanitation system. Be sure not to use water or toilets until lines have been checked for damage.
- Assist with the relocating of any earthquake equipment and supplies
- Inventory food and water supplies and begin implementing procedures for distribution.

**Preferred Evacuation Sites** (After the assessment of the area has determined that light poles are not in danger of falling):

- Parking lots to the north of Buildings A and B
- Parking lot and field to the south of the Technology Building (stay away from the north and east entrances of C Building because of the water tower and gas)
- Parking lots south of Buildings E and F

All available nursing instructors and any staff with first aid training will staff the emergency first aid center and assist the injured.

**EVACUATION/SEARCH AND RESCUE: (All CERT Members, Allied Health Instructors, Custodians, and Campus Security)**

The Coordinator of Campus Safety or designate will post guards to see that no unauthorized person goes back into the building unless buildings have been declared safe. S/he will also post traffic control personnel at school walks/ driveways to keep traffic free for emergency personnel/vehicles. Volunteers and staff trained for search and rescue are the only ones who will be allowed inside the building until it is declared safe for re-entry.

- Ensure preferred evacuation site is accessible and safe.
- Report to Incident Command Center (ICC) and administrator in charge. Determine need for help in evacuating; assist in evacuation. Receive assignment and direction from administrator in charge.
- Turn off utilities if indicated.
- According to pre-established pattern, check (visually, vocally and physically) every room in building, including bathrooms, for trapped and/or injured students and staff members, and report the location of injured persons to the first aid team. **Rescue should not be attempted if hazardous conditions exist. Post a flag outside on the door of each room as it is scanned and cleared and indicate room number and signature of scanner.** Immediately report all problems to the Incident Command Center (ICC).
- Evacuate the building as soon as shaking stops. Take Emergency Pack which has necessary emergency information and first aid supplies.
- Establish a first aid station on the MJOCCS playground as soon as possible.
- Assist the injured students and staff with assistance of staff members trained in first aid and assigned to first aid.
- Establish triage and treatment area.
- Assess injuries and provide first aid treatment, as indicated. Tag each of the injured with name, address, injury, and treatment given.
- Determine the need for skilled medical assistance and request as needed.
- Establish priorities for the transport of the injured to hospitals, when transportation is available.
- Verify that students moved for additional medical care are tagged with their name, address, and pertinent medical information.
- Reassess the situation and the injured periodically. Do not leave injured unattended.
- Keep command center informed of status of injured.
- **CERT members to remain on site until given official notice.**

**MOBILE EMERGENCY FILE:** A mobile emergency file, containing information needed following a disaster, will be maintained in the security office and will be removed by Campus Security or designated person whenever the building is evacuated. The disaster file is to include:

- A. Campus Emergency Operation Plan and Campus Emergency Response Plan that includes emergency medical care forms for students and staff.
- B. Staff and/or volunteer disaster team assignments
- C. CERT responsibility checklist
- D. Emergency plans and procedures
- E. Emergency phone numbers
- F. Building floor plan and map of grounds.
- G. Emergency Measures for Disabled Students and Employees List

A duplicate of Mobile Emergency File will be maintained in the office of Coordinator of the Mary Jo Oldham Center for Child Study (MJOCCS).

**SECURITY TEAM:** (Formed by the NIMS Incident Command Center)

- Place cones from security vehicle across roads near school to prevent traffic jams from interfering with access of emergency vehicles (fire, paramedic) to school site.
- Place cones at the entrance of the MJOCCS parking lot to avoid problems with the arrival of emergency vehicles
- Account for all students and staff
- Lock all external gates and doors; secure building.
- Station one team member at main entrances to deal with fire, police, rescue, and medical personnel to area of need.

- Keep Incident Command Center (ICC) informed of activities.
- Get student and staff status reports and report to the ICC.
- Ensure that students and staff are kept a safe distance from any hazards.

**DAMAGE ASSESSMENT TEAM** (Formed by the NIMS Incident Command Center)

- Conduct a systematic survey of all buildings and grounds for non-structural damage • Survey damage to utility systems and shut down main power, gas, and water as indicated.

**SHELTER OPERATION TEAM:** (Formed by the NIMS Incident Command Center)

- Receive assignment and direction from Incident Command Center (ICC).
- Survey and assess shelter site for restrooms and cooking facilities.
- Estimate number of persons requiring shelter and for what length of time.
- Assess adequacy of available water, food, blankets, and other supplies.
- Establish a list of all persons in shelter and determine special needs.
- Determine what additional supplies or equipment is needed. Report additional supply or equipment needs to campus security.
- **(MJOCCS Children Only)** Maintain a record of persons leaving shelter, with whom and destination **(Make certain a student release form has been signed and that the student is released only to an authorized person.)**

**STUDENT RELEASE AND SCHOOL CLOSURE:** MJOCCS parents are to be advised of the plan to account for each child and how they are to be released to parents and/or other authorized adults following an evacuation and school closing.

**STRUCTURAL/EVACUATION HAZARD ASSESSMENT:** Unless directed otherwise by the NIMS Incident Command Center an evaluation of the structure of campus facilities is to be performed by the Executive Dean of Administrative Services and Director of Environmental Services and/or a qualified structural civil engineer, where local evaluation determines a need. The evaluation is to include interior and exterior portions of school buildings as well as school grounds. Evacuation hazards assessment is to include assessment of school's proximity of toxic, flammable, corrosive, chemically reactive, or radioactive materials, and high voltage power lines.

**NON -STRUCTURAL HAZARD ASSESSMENT:** Each year, immediately following the spring semester, the ~~Dean of Administration and Business Affairs~~ Executive Dean of Administrative Services and Director of Environmental Services undertake a physical survey of all facilities and grounds for identification and correction of potential non-structural hazards.

**DRILLS:** An earthquake drop and cover will be held at least each semester in the Mary Jo Oldham Center for Child Study. Fire drills will be held monthly in the MJOCCS. Tornado drills will be held twice a year. All MJOCCS staff and students are required to participate in these drills. The faculty and staff will conduct a campus emergency drill no less than once per year.

**STATUS REPORTS:** Will be maintained by the Incident Command Center.

**SHELTER:** SIC will follow the protocol established in the Campus Emergency Operation Plan (CEOP).

**HEALTH RELATED EMERGENCY:** SIC will follow protocol established in Campus the Emergency Operation Plan (CEOP).

**If the incident did not call for the activation of the SIC NIMS Plan, all staff involved with, or witness to, an accident should complete an Employee and Student Accident Report Form the day of the accident.** The original should be submitted to the Office of the Executive Dean of Administrative Services and one copy to campus security. Student copies should be sent to the Dean of Student Affairs. **Copies of the forms should not be provided to students unless requested through the Office of the Executive Dean of Administrative Services. Forms are available from campus security and CERT members.** Employees are prohibited from transporting individuals to the hospital unless authorized by the Executive Dean of Administrative Services

**Steps to follow during the regular daytime hours on campus:**

The employee first aware of the situation should call the appropriate CERT member and campus security at 926-4986 or 2911.

**If it is necessary to call for outside assistance, call 8-911 from any college phone.**

**Life Threatening** - If the employee feels the situation is life threatening, the employee should call an ambulance immediately (8) (911) and give their name and the exact location of the emergency.

**Not Life Threatening** - The employee should call for assistance and stay with the person having the problem until help arrives and render any help which s/he can give.

If the CERT member responding feels the situation is not life threatening and the person is fully conscious and able to communicate, it will be necessary for that person to make a personal decision relative obtaining medical help. If the person is unable to decide concerning medical treatment, the responding CERT member will contact the parent/guardian/spouse/or other close relative concerning medical treatment.

If the person is immobile, the employee should call a CERT member.

**Steps to Follow During The Evening Hours (After 4:30 P.m.) On Campus** - The employee first aware of the emergency situation is to call campus security at 2911 or 926-5403. **If the situation is life threatening, call (8)911 immediately.** The employee is to stay with the person until help arrives and render any help which s/he can give.

**Not Life Threatening During The Evening Hours (After 4:30 P.m.) On Campus** - If the employee feels the situation is not life threatening and the person is mobile, he or she should be brought to the nearest easily accessible area. If the person is immobile, the employee should not attempt to move the person. The employee will contact the security officer at 926-5403. If appropriate and/or requested, attempt to call a parent/guardian or ambulance.

If the person is unable to decide concerning medical treatment, the security officer will attempt to call the parent/guardian/spouse or other close relative in order to make a decision concerning medical treatment.

**Steps to Follow on Friday Night or Weekends:** - The employee or sponsor in charge should contact security, ~~or a custodian~~ for assistance to contact the parent/guardian/ spouse/other close relative or ambulance (8)(911).

**Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President of Administrative Services.**

## **POWER OUTAGES**

In the event of a power outage instructors are requested to stay with their students until the source and duration of the power outage can be determined. The Director of Environmental Services and maintenance staff will immediately respond to the electrical closets, decide as to the problem and the possible duration of the outage, and then notify the president or his/her designee as to the circumstances so that the appropriate action can be taken. The president or his/her designee will then notify administrators, who will then notify instructors and students of any decision concerning whether or not classes will be held or canceled. Every attempt will be made to make the class cancellation decision thirty (30) minutes prior to the start of class.

The CERT's, administrative staff, and security will patrol the hallways, answer questions and provide any necessary assistance. The designated CERT member will determine if there are any individuals with disabilities requiring assistance and report any findings to the appropriate CERT member who will coordinate any necessary evacuation procedures.

**Classes may not resume and offices open until power is restored AND an "all clear" has been given.** Although power is restored, the "all clear" will not be given until fire alarm and other electrical systems have been evaluated and determined functional.

**ABDUCTION:** Occurs when a person knowingly retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement. This does not have to be removal of the person from the school but can be the detainment of the person in a school by an unauthorized person.

### **Procedure:**

1. Call campus security at 2911, 926-4986 (daytime), or 926-5403 (evening), **and** local police at (8)911. Identify yourself and give your specific location, at Southeastern Illinois College, and the nature of the emergency. Give all information you have available, i.e., description of the person and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. If the abduction involves a MJOCCS student, the Coordinator of the MJOCCS will notify the parents of the situation and steps being taken.
3. Keep any witnesses, both adults and students, in an office or vacant classroom and preferably separated to prevent sharing stories.
4. Secure the area of conflict, location of the vehicle involved, i.e., making it possible to maintain any evidence for law enforcement investigation.
5. Assist the police. (Have pictures and files available, students and suspects.)
6. Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

**NIMS Activation:** Should an abduction become an extended impact to campus the SIC NIMS Plan shall be activated.

## **WEAPONS POSSESSION/ARMED OFFENDER/HOSTAGE/BARRICADED SITUATION THREAT OF VIOLENCE/INTRUDER ON CAMPUS:**

**NIMS Activation:** Any event on campus that involves a weapon possession, armed offender, hostage, barricading or immediate threat of violence shall cause the SIC NIMS Plan to be activated.

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over individual(s) by use of force, or threat of force, or by other violent behavior/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out personal objective.

A threat of violence is any expression, verbal or non-verbal, of the intent to inflict harm, injury, or damage to persons or property.

The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. All threats of violence within a school may have serious consequences and can be expected to have a negative impact. Threats to students or staff, for example could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious incidents do not follow, threats typically result in significant adverse consequences to the victim, which may be physical, psychological, or both.

An intruder in the building is an individual in the building who appears suspicious and/or engages in threatening behavior. Any school personnel who observes an individual in the building who appears suspicious should notify campus security or a CERT member. **They will determine if it is an emergency situation.**

Any other non-student who is on school property and engages in threatening behavior should be treated as an intruder.

**The Illinois Criminal Code governing this offence states that unlawful possession of a weapon on school property or within 1000 feet of a school in the state of Illinois is a Class 3 felony. Campus Security CERT member or the administrator will determine if it is an emergency situation.**

**If it has been determined that an emergency situation exists, the following procedures will be followed:**

1. Contact campus security at 2911, 926-4986 (daytime), or 926-5403 (evening) and CERT member or administrator. Security will contact the Saline County Sheriff and Illinois State Police at (8)911. Make sure the police operator understands the specific details of the situation including the exact known location, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the 911 operator. Until assistance from the Illinois State Police arrives the emergency disaster procedures will be followed. **Once the Illinois State Police arrive they will be in charge of the situation.** Southeastern Illinois College staff will provide support and assistance only as requested by the Illinois State Police.
2. Notify all instructors and staff that you have an emergency situation. Instructors will make an assessment of the situation to determine the most appropriate response. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
3. Once an appropriate response has been determined, notify all students indoors and outdoors to respond accordingly.
4. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
5. All doors capable of being locked should remain locked. If the decision has been made to remain in the buildings students and staff should lay flat on the floor, remain quiet until the all-clear signal is given or other instructions are provided.

6. Assist police as directed by them.

## **BOMB THREATS**

**NIMS Activation:** Any bomb threat situation shall cause the SIC NIMS Plan to be activated.

A bomb threat is a threat alleging an explosive device is located on school properties. This threat may be made by telephone, in writing, e-mail, fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises. Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
5. Why did you place it or who placed it and why?

**All bomb threats are to be considered real and will be treated as such. Do not use radios. An explosive device could be set off by their use. If you are communicating with a person making a bomb threat:**

- Remain calm. Do not panic.
- Keep the caller on the line as long as possible.
- Record, as nearly as possible, every word spoken by the person calling.
- Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine where the call was made.
- Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
- Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
- **Immediately after the caller hangs up**, contact the administrator in charge or campus security if unable to locate an administrator. S/he will contact the Saline County Sheriff's Office. You will be asked to relay as much information as possible.

Until instructed otherwise by the Incident Command Center the following should be observed:

- All students and employees will evacuate the campus buildings and remain outside. No one is to reenter the buildings until the official "**all clear**" has been given.
- Do not use the elevator.
- The Saline County Sheriff's Department and/or Illinois State Police shall be responsible for the orderly search of the building and investigation of bomb threats received. These agencies may request assistance from other agencies or assistance for Southeastern Illinois College Staff.
- All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to emergency personnel any items or containers that are unusual or foreign to the normal operation of the school. **Do not handle any item under suspicion.**
- Should a suspicious object be located, do not move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
- The building will be under police authority if a bomb is discovered.
- **CERT members are asked not to leave the campus until they receive official notification.**

- After the search has been completed, an “all clear” shall be announced only after a confirmation has been obtained from the Saline County Sheriff’s Department, Illinois State Police, or Fire Department stating the building has been searched and nothing found and is safe to return.
- If you are the person in charge, be sure to get the name of the person and rank that gives you the all clear. Be sure to include this in your incident report.
- Publicity shall be avoided as much as possible. Only the administrator or designee shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

## **BIOLOGICAL THREAT/INCIDENT**

A biological threat can occur naturally, accidentally or intentionally. A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. Intentional biological contamination may be done for terroristic reasons, with the intent to infect a large number of people and cause a disruption of the college or societal functions. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the local Health Departments as needed.

### **If you believe you have been exposed to a biological agent:**

- Remain calm and move away from the contamination source, but do not approach others.
- Notify Campus Security or call (8)911.
- Warn others, who may be nearby but not affected, to leave the area.
- Wait for medical and emergency personnel to arrive and provide direction.

### **Campus Security will:**

- Quarantine affected persons & areas pending arrival of trained and properly equipped rescue/medical personnel.
- If contamination is verified by responding medical personnel, the local Health Department will be contacted.
- The local Health Department will contact U.S. Department of Homeland Security.
- Homeland Security and the local Health Department will determine if the Pharmaceutical Distribution Plan should be activated. Plan is attached to this CEOP as Appendix G.
- If Pharmaceutical Distribution Plan is activated, Campus Security will await notification from the local Health Department, that pharmaceuticals are ready for pickup and will follow the plan in Appendix G.

**NIMS Activation:** If a biological threat or incident is suspected or confirmed, the SIC NIMS plan will be activated.

## **PHARMACEUTICAL DISTRIBUTION**

The U.S. Department of Homeland Security, in conjunction with the local Health Department has established a Pharmaceutical Distribution Plan which would be implemented in case of a Biological Incident.

- In the event that the plan was activated, Southeastern Illinois College and the SIC Security Department would serve as a site of and security for the distribution of medication to the on campus first responders and college staff.
- The local Health Department will notify the College President that a need for mass distribution has occurred, at which time the SIC NIMS plan would be activated. SIC Security will follow the Pharmaceutical Distribution Plan procedures which are attached to this CEOP as Appendix G.



**NIMS Activation:** In the event of a pharmaceutical Distribution Plan activation, the SIC NIMS plan would be activated.

### **HAZARDOUS MATERIAL/CHEMICAL SPILLS**

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 533 encompasses a large agricultural and mining area. Hazardous materials are transported near the SIC campus via state and county roadways. The campus has a moderate exposure to a hazardous material spill.

**If you detect a hazardous material spill that may impact the campus please follow these instructions until directed differently by an Incident Command Center:**

- Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station, to warn others in the area.
- Notify Campus Security or call (8)911 directly with the exact location and any information you may have on the material involved.
- If possible notify the Director of Environment Services and request a “shut down” of the ventilation systems.
- Safely assist any injured persons away from the area of the spill if possible. Take no risks.
- If you have the MSDS sheet or the technical name of the product, advise Campus Security or the Director of Environmental Services.

**In the event of a hazardous material spill from an external source:**

- An announcement will be made as soon as information is available.
- Close all windows and if possible shut down any air intakes you may have access to.
- Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

**NIMS Activation:** In the event of a hazardous material spill, the SIC NIMS plan will be activated.

## Grading Information

An alphabetical letter grading system is used in Associate Degree and most Certificate courses at Southeastern Illinois College. The meaning of each letter grade is indicated below:

A - Outstanding  
B - Very Good  
C - Satisfactory  
D - Passing, but below average  
E - Failure  
P - Pass  
S - Satisfactory  
RC- Recycle  
R - Repeat

Other abbreviations often assigned to course work:

AU- Audit  
CR- Credit only; no grade given  
I - Incomplete  
W- Official withdrawal  
WA- Administrative withdrawal/nonattendance  
PR- Proficiency, credit only, no grade given

@ identifies developmental courses, not calculated into G.P.A. through Fall 1996 Semester. As of Spring 1996, developmental course grades are figured into the G.P.A. and not marked. The “W” or the “WA” is not used in computing grade averages. (However, upon transfer, many universities recalculate by using all grades received.) Incomplete work must be completed during the first 16-week semester after the student is in attendance. If the “I” is not completed during this time, the instructor may change the grade to an “E” or it may become a permanent “I.”

### Incomplete Grade

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory or shop work is involved, has been satisfactorily completed in the judgment of the instructor whose decision is final. Examples of such missing work include a test or final examination, a paper, or a term project which might be completed **WITHOUT FURTHER CLASS ATTENDANCE**. An “I” may not be assigned as a mid-semester mark. In requesting an “I” grade, the student automatically waives the right to request a “W” grade at a later date. ***Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the “I” grade.*** The student may not re-enroll in the course during this period of time, and it is the student’s responsibility to arrange with the instructor for completion of unfinished work. If the unfinished work is not completed during the next 16-week semester following the assignment of an “I” grade, the instructor is to submit a grade which reflects any penalty assessed for unfinished work. If a semester grade is not submitted by the instructor at the end of the 16-week semester, the mark of “I” becomes permanent. A student may receive credit for the course only by re-enrolling in the course (at full tuition payment) and by fulfilling all course requirements.

If students received a “D” or “E” in a course, they may repeat the course and the higher grade will be considered in determining their overall G.P.A.

### **Repeat Grades (Board Policy 9020)**

In instances where a student repeats a given course that is not specifically designated as “repeatable,” the grade previously received will be recorded as an “R” grade and will not count in the computation of the student’s overall grade-point average. The highest grade received will be recorded on the transcript and will count in the computation of the GPA.

Approved by Board of Trustees May 19, 2009

### **WA Policy**

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class. The following conditions apply:

1. WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor’s records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester, the non-participation time for a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.
2. It is imperative that at the beginning of the semester WA grades be assigned to students for non-attendance within the first 10 days of the semester. This includes students who have not attended (or participated) at all and for those that have excessive absences within this time period. This is a requirement, per the United States Department of Education, for those students receiving Title IV funds.
3. The WA grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.
4. Instructors will file a WA drop through the Starfish retention system for students being assigned the WA grade. The WA grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation, after the initial drop period at the start of the semester. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.
5. Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

6. If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.
7. WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.
8. A student wishing to challenge the WA grade will have due process as with the appeal of any other. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Services for review.
9. The WA grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, or the Vice President of Academic and Student Services.

Approved by Board of Trustees May 2, 2011

### **Pass/Fail**

A pass/fail (P/E) grading system is also an option available to students pursuing an Associate Degree/certificate at Southeastern. The conditions are as follows:

1. A student must be in good academic standing to elect the pass/fail (P/E) option. This includes first semester students.
2. A student will be allowed a maximum of 12 semester hours of the pass/fail option in working toward an Associate Degree with the provision that no two courses of a sequential nature be taken for pass/fail.
3. Students taking courses on a pass/fail basis that result in an "A" or "B" grade will receive the "A" or "B." However, the course will be counted against the pass/fail limit of 12 semester hours.
4. Students taking courses on a pass/fail basis that result in a "C" or "D" grade will receive a "P" for "Pass." The "P" grade is not calculated into the overall grade point average (OGPA).
5. Students taking courses on a pass/fail basis that result in an "E" grade will have the "E" recorded on the official transcript and calculated into the OGPA.
6. Students will be allowed a maximum of two courses of pass/fail option per semester, provided the maximum of 12 hours is not exceeded.
7. Students must designate at the time of registration their desire for pass/fail grading in a course.
8. No course identified as a major course (if the major is declared) may be taken as pass/fail.
9. Instructors will not be informed by Student Affairs which students are taking courses on a pass/fail basis.

### **Audit Grade**

Students have available an option to audit a course. An individual may register in a course without intent to earn academic credit and will be designated as an auditor for the course. Auditors are expected to follow the same registration procedure and to pay the same tuition and fee charges as a student enrolling for credit. Moreover, an auditor is expected to attend all class

sessions but is not required to take examinations or to complete written assignments. Once an individual registers for audit status, that status cannot be changed after the official late registration date, but refunds will be issued on the same basis as for students who are officially enrolled.

Audit classes cannot be used to determine full-time status eligibility for financial aid, athletics, academic, or other honors. Upon completion of the class, the auditor's record will receive a mark of AU on the permanent academic record. It shall also be the policy of the College that individuals wishing to register for audit status can only do so if there are seats available in the class and cannot displace a student enrolled for credit. An audit fee of \$20 per credit hour is charged for each audited class.

## **Directions for Accessing Online Class Rosters**

### **Printing a Course Roster from MySIC:**

1. Click on the MySIC link on the SIC homepage.
2. This will bring you to the log-in page where you will enter your User Name and Password and then click the **Login** button:
3. Once inside, click on the Faculty tab in order to access your courses:
4. This brings up a list of your courses for the current semester under the Faculty Course Control portlet:
5. From here you can choose **Class List** from the **Go Directly To** drop down menu:
6. Once the Class List displays you can click on the printer icon at the top-left side of the screen to display the class list that can be printed:

You could also export the class list to an Excel spreadsheet by clicking on the "Export to Excel" link.

**Important note:** When registration for a semester begins, you may check your enrollments at anytime using the above process. As students drop the class **during the semester, they will simply disappear from the roster.**

## **Guidelines for Required Grade Submissions**

### **Beginning Class Lists**

You may access your class rosters at any time using MySIC to get up-to-date information on enrollments (see instructions for accessing online class rosters). While you are not required to turn these lists in, it is extremely important that you check these lists carefully. **The most important task you have is to make sure that everyone attending class is on your roster.** If someone is attending class who is not on your roster, there is a problem that needs to be resolved immediately. Either the student has not officially registered for the class or an error has occurred in the registration process. Whatever the case, the student should be instructed to see a staff member in the Enrollment Services Office to clear up the problem. You, as the instructor, should also contact the Enrollment Services Office in case the student does not follow through as

you have asked him/her to do. It is much easier to resolve these types of problems in the first few days of class than it is as the semester progresses. Therefore, your assistance, as requested and described above, is essential and greatly appreciated.

Don't forget to issue "WA" drops in Starfish. Any "no shows" should be WA dropped by the end of the second week of class to prevent any financial aid from being processed for those students.

### **Midterm Class Lists**

Southeastern receives a major portion of its state funding based on enrollments at midterm. Our midterm funding claim (called the SR/SU Report or ICCB Credit Hour Claim) is based on the information provided by instructors on midterm class lists. Therefore, it is crucial that midterm class lists be completed correctly and returned promptly. Please adhere to the following guidelines:

1. Check each list carefully to be sure that everyone attending class is on the list. Students who have officially withdrawn from class will be listed with a "W" in the grade column beside their name.
2. No letter grades (A, B, C, etc.) are needed. However, it is very important that students who are no longer attending class, but have not withdrawn as described in number one above and meet the criteria for a "WA" grade (see WA Policy provided earlier in this section), should have a "WA" placed in the grade column beside their name. You should continue to issue "WA" grades as the semester progresses to students who may stop attending class. Just complete the "WA Grade Form" or e-mail the Associate Dean of Student Services/Registrar the "WA" form found on Intrinsic. These forms are available from this office as well. Go to your class rosters on MySIC to check the status of students if you have any questions about whether or not a student has withdrawn.
3. Sign and date in ink (pencil is not acceptable to auditors) each midterm class list. Your signature is verification of each student's status at midterm (the date printed on your midterm class list is the official midterm date). These midterms are then used to claim our state funding. You should be aware that these midterms are audited regularly by local and state auditors. Mistakes can result in SIC being required to return state funds or not receiving state funds to which we are entitled.
4. Midterm class list verification cannot be completed on MySIC. Paper forms must be signed and submitted.
5. Return the completed midterms to the Enrollment Services Office by the date listed on the memo received with the midterms. Off-campus instructors should fax midterm grade sheets to 252-3062 (if possible) and mail the originals to the Enrollment Services Office so that they arrive in the office by the required date.

### **Final Grade Lists (Please NOTE: All final grades MUST be submitted online via MySIC)**

**Entering Grades in MySIC:** *Upon completion of the course, please follow the instructions below.*

1. Click on the MySIC link on the SIC homepage ([www.sic.edu](http://www.sic.edu)).
2. This will bring you to the log-in page where you will enter your User Name and Password (User Name = first.last,

Password = your SIC network password and then click the **Login** button:

*If you encounter problems logging in, contact the helpdesk by entering a support request using the Support link at the top of the SIC homepage - choose the Employee Support option.*

3. Once inside, click on the Faculty tab in order to access your courses.
4. You should see the **Course List** displayed in the middle of the page. Navigate to the course you want to enter grades.
5. Click on the drop-down menu below the *Go Directly To* and then choose **Grade Entry** to access the Grade Entry portlet.
6. From here, you will be able to enter your final grades for the course under the **Final Grade** column.
7. Click on the Select drop-down menu and choose the appropriate grade.
8. When you have assigned a grade for all students, then click the Save button.

Completed grade books should be turned into your division chairperson or dean at the end of each semester. Exit interviews will be conducted if the faculty member is not returning. At that time, your keys are to be returned and grade books, materials, and textbooks are to be turned in (if you are not returning the next semester). Also, during the exit interview you may be asked to complete a questionnaire.

### **Official Withdrawal**

All “W” grades will indicate official student withdrawals, except in cases where “W” has been used to designate student’s removal from class by administrative action for disciplinary reasons. Students must initiate all drops at least two weeks before the scheduled date of the first final examination for the semester (one week during the Summer).

Students must always officially withdraw from classes they no longer plan to attend. A student may withdraw from a class either in person, by phone (252-5400, Ext. 4120), by fax (252-3062), by mail, or by e-mail ([admissions@sic.edu](mailto:admissions@sic.edu)). All official requests for withdrawal must be directed to Enrollment Services. The official date of withdrawal will be the date the request is received in the Associate Dean of Student Services/Registrar’s office for processing. If a student indicates to you a desire to withdraw from your class, please direct the student to Enrollment Services.

Students who are military veterans will find that their VA benefits may be affected negatively if this procedure is not followed.

### **Procedures Concerning Repeat Classes**

The Illinois Community College Board will pay credit hour reimbursement when a student repeats a class only if that student receives an “E,” “WA,” or “D” the first time the student takes the class. Even if a student receives a “W,” “E,” “WA,” or “D” the second time the student takes the class, the state will not pay credit hour reimbursement beyond that time. Any student repeating any course should tell the advisor and instructor at the time of registration.

### **Posting Grades**

Posting grade information for a student is not permitted.



# *Appendices*

## **APPENDIX A**

**LEARNING CENTER(A) Lower Level**

Melba Patton Library A112  
 Online Learning A124  
 Testing Center A153  
 Dana Keating Student Success Center A145  
 Student Support Services A145  
 Faculty/Staff Copy Room A156  
 Campus Security A152  
 Classrooms A110, A113, A114, A116, A117,  
 A133, A135, A145D, A160

**LEARNING CENTER (A) Upper Level**

Classrooms A202, A204, A210, A211, A212,  
 A213, A221, A222, A226, A229, A230, A231  
 Faculty Offices  
 ABE/GED Office A208  
 Information Technology

**HARRY L. CRISP CONFERENCE CENTER (B) Lower Level**

B Building Conference Room (B114)  
 Bookstore  
 Mail Room  
 Student Center  
 Cafeteria  
 Heritage Room  
 Classrooms B104, B105, B106,  
 Lecture Halls B126W, B126E  
 Cosmetology Lab  
 Faculty Offices

**CONFERENCE CENTER (B) Upper Level**

Classroom B202, B203, B204, B223, B224  
 Faculty Offices

**SPORTS COMPLEX (C) Upper Level**

Athletic Office  
 Coaches Office  
 C. Harry Bramlet Fitness Center  
 C Building Conference Room  
 Environmental Service C202  
 Academic Services C203

**SPORTS COMPLEX (C) Lower Level**

Men's Basketball Coach Office  
 Athletic Hall of Fame

**MARY JO OLDHAM CENTER FOR CHILD STUDY (D)****HARRY W. ABELL ADMINISTRATION BUILDING (E) Upper Level**

Ben Cullers Presidential Suite  
 Academic Affairs  
 Business Office  
 Human Resources Office  
 Art Studio  
 Marketing/Public Information  
 Gary Allen Forensics Center  
 Classroom E203-E204  
 Foundation Office

**HARRY ABELL ADMINISTRATION BUILDING (E) Lower Level**

ADA Office  
 Financial Aid  
 Career Center  
 Academic Advisement  
 Admission/ Records  
 Enrollment Services  
 Student Affairs Office  
 E Building Conference Room

**GEORGE T DENNIS VISUAL & PERFORMING ARTS CENTER (F)**

Box Office  
 Music Classroom  
 Theater  
 Art Gallery

**ELLA ELIZABETH HISE MUSEUM OF REGIONAL ART (H)****ROBERT I. GREGG TECHNOLOGY CENTER**

T Building  
 Allied Health Office  
 Nursing  
 Diesel Technology  
 Faculty Offices  
 Classrooms

**G Building**

Career & Technology Education Office  
 Faculty Offices  
 Information Technology  
 Outfitter Wildlife Management  
 Truck Driving  
 Workforce & Community Education  
 W Building  
 Welding Technology

**CHUCK HEARN OUTDOOR EDUCATION COMPLEX**

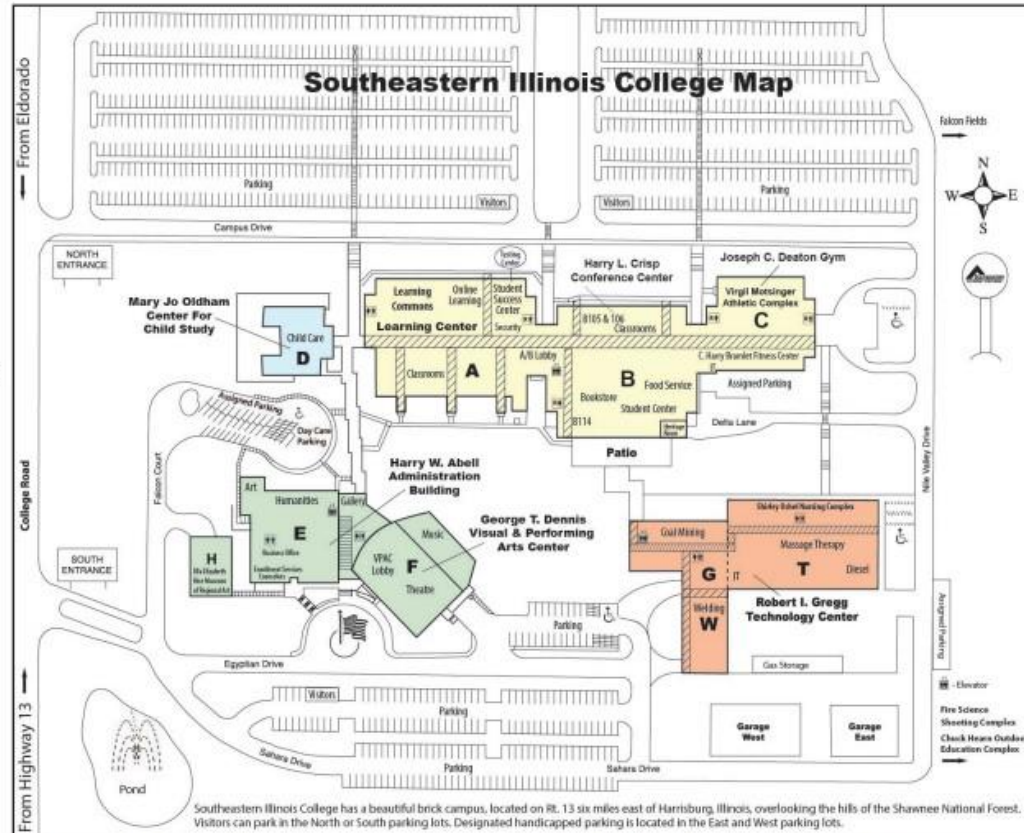
Archery  
 Fire Science  
 Shooting Complex  
 Coal mine Training  
 Outdoor Classroom

**CARMI/WHITE COUNTY CENTER****DAVID L. STANLEY CENTER**

1700 College Avenue Carmi, IL 62821  
 SIC's extension center at Carmi offers Baccalaureate, vocational, general studies, and community education classes. Placement testing services are also available. The Carmi campus phone number is 618-382-8869.

**WORKFORCE & ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER (WISBDC)**

is located in G125 of the Robert I. Gregg Technology Center.



Southeastern Illinois College has a beautiful brick campus, located on RR. 13 six miles east of Harrisburg, Illinois, overlooking the hills of the Shawnee National Forest. Visitors can park in the North or South parking lots. Designated handicapped parking is located in the East and West parking lots.

## **Appendix B**

<p><b>What is Sex Discrimination?</b></p>	<p>Sex discrimination is defined as discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity. Sex discrimination is strictly prohibited by College policy.</p>
<p><b>What is Sex-Based Harassment?</b></p>	<p>Sex-based harassment is a form of sex discrimination and occurs whenever a person engages in conduct on the basis of sex, including on any of the bases listed above, that satisfies one or more of the following:</p> <ol style="list-style-type: none"> <li>1. A College employee, agent, or other person authorized by the College to provide a service explicitly or implicitly conditions that service on a person’s participation in unwelcome sexual conduct.</li> <li>2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the recipient’s education program or activity.</li> <li>3. Any instance of: <ul style="list-style-type: none"> <li>○ <u>Sexual Assault</u>: An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.</li> <li>○ <u>Sexual Violence</u>: Physical sexual acts attempted or perpetuated against a person’s will or where a person is incapable of giving consent. Includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.</li> <li>○ <u>Dating Violence</u>: Violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.</li> <li>○ <u>Domestic Violence</u>: Felony or misdemeanor crimes committed by a person who: (1) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim; or (4) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.</li> <li>○ <u>Stalking</u>: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.</li> </ul> </li> </ol>

<p><b>Title IX Coordinator(s)</b></p>	<p>The College has designated a Title IX Coordinator to coordinate the College’s compliance with Title IX and related laws. The College’s Title IX Coordinator is:</p> <p>Tiffany Brannock 618-252-5400, ext. 2415 titleix@sic.edu</p>	
<p><b>Employee Notification Obligations</b></p>	<p>The scope of an employee’s notification obligations depends on the employee’s status as a Responsible Employee, Confidential Employee, or Other Employee:</p>	
	<p><b>Responsible Employee</b></p>	<p>Any non-confidential employee who has the authority to institute corrective measures or has responsibility for administrative, leadership, teaching, or advising in the College's education program or activity. The College’s Responsible Employees are:</p> <ul style="list-style-type: none"> <li>• College Administrators</li> <li>• Supervisors and Managerial Staff</li> <li>• Faculty</li> <li>• Campus Police</li> <li>• Coaches</li> <li>• Advisors (e.g., student club/organization advisors, academic advisors, career advisors, financial aid advisors)</li> </ul> <p>Must notify the Title IX Coordinator when they have information about conduct that may reasonably constitute sex discrimination. This notification must include all relevant details about the alleged sex discrimination, including the date, time and specific location of the alleged incident(s) and the names of all involved individuals.</p>
	<p><b>Confidential Employee</b></p>	<p>A College employee who has confidential status with respect to information received while the employee is acting within the scope of certain specific duties and functions. The College’s Confidential Employees are:</p> <ul style="list-style-type: none"> <li>• Mental Health Counselor</li> </ul> <p>Must explain the following to any person who informs the Confidential Employee of conduct that may reasonably constitute sex discrimination:</p> <ol style="list-style-type: none"> <li>1. The employee’s status as confidential, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;</li> </ol>

		<ol style="list-style-type: none"> <li>2. How to contact the Title IX Coordinator and how to make a complaint of sex discrimination; and</li> <li>3. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate the informal resolution process or an investigation under the grievance procedures.</li> </ol>
	<p><b>Other Employee</b></p>	<p>Any College employee who is not a Responsible Employee or a Confidential Employee.</p> <p>Upon receiving information about conduct that reasonably may constitute Title IX Sex Discrimination, must:</p> <ol style="list-style-type: none"> <li>1. Promptly notify the Title IX Coordinator; or</li> <li>2. Provide the reporting party with the contact information of the Title IX Coordinator and information about how to make a complaint under these Procedures. <ul style="list-style-type: none"> <li>○ *Note: If proceeding with Option 2, the employee must document, in writing, the date and information provided to the reporting party.</li> </ul> </li> </ol>

# APPENDIX C



**SOUTHEASTERN ILLINOIS COLLEGE  
LETTER OF RECOMMENDATION  
STUDENT PERMISSION FORM**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize \_\_\_\_\_ (employee) to write a letter of recommendation in which he/she may reference the following educational records and information:

- Grades
- Grade Point Average
- Major field of study
- Dates of attendance
- Degrees/honors earned and dates
- Classification (freshman, sophomore)
- Enrollment status (full-time, part-time, etc.)

To: \_\_\_\_\_ Name

\_\_\_\_\_ Institution/Company

\_\_\_\_\_ Address

\_\_\_\_\_

This document provides permission to issue letters of recommendation for **admission to a university or college, scholarship or honors applications and employment applications.**

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Southeastern Illinois College, but that any such revocation shall not affect disclosures previously made by Southeastern Illinois College prior to the receipt of any such written revocation.

I waive my right to review a copy of this letter at any time in the future.

I do not waive my right to review a copy of this letter at any time in the future.

**Signature of Student** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**Print Name** \_\_\_\_\_

# APPENDIX D

**AUTHORIZATION AGREEMENT  
AUTOMATIC DEPOSITS (ACH CREDITS)**

I (we) hereby authorize Southeastern Illinois College, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit and/or debit the same to such account

---

(Financial Institution Name) \_\_\_\_\_ (Branch) \_\_\_\_\_

---

(Address) \_\_\_\_\_ (City/State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Routing Number) \_\_\_\_\_ (Account Number) \_\_\_\_\_ Type of Account:  Checking  
 Savings

This authority is to remain in full force and effect until COMPANY has received written notification from (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

---

(Print Individual Name)

---

(Print Individual ID Number)

---

(Signature)

---

(Date)

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM**

# APPENDIX E



# PARKING PERMIT FORM



SIC ID Number \_\_\_\_\_ (Required or see Security Officer)

Please Print  
Name: \_\_\_\_\_  
Last First Initial

Address: \_\_\_\_\_  
Street  
City State Zip

Phone No. \_\_\_\_\_

Emergency Contact Name and Phone No. \_\_\_\_\_

*If you are not the owner of this vehicle (i.e. parents own), list owners information here:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**(Required)**

License Plate No. \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Car  Van  SUV  Truck  Motorcycle

Replacement: If this is a replacement sticker for a parking permit previously issued in this academic year check this box.

The parking permit identified by number on this form must be permanently adhered to the vehicle listed above. It must be visibly displayed in the lower right-hand corner of the windshield –passenger side. Please remove expired permit or if no longer valid.

I understand that the issuance of this parking permit entitles me to park my car in an appropriate parking space on any Southeastern Illinois College campus while I am an active student, faculty, or staff member until its expiration date. I further certify that I will comply with the parking regulations of Southeastern Illinois College. I understand that it is my responsibility to promptly notify the Security Office of any change in the information provided on this form.

Safety is a shared responsibility; please lock your car, take your keys, and do not leave valuables in your vehicle.

I certify all above information is accurate. Southeastern Illinois College assumes no responsibility for damage and/or theft. I further acknowledge that enforcement may include ticketing, immobilization and/or towing at the owners expense.

PLEASE REMOVE ALL EXPIRED AND UNWARRANTED STICKERS/PERMITS. EXPIRES AUGUST 31 ANNUALLY.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For College Use Only**

Academic Year \_\_\_\_\_

Permit # \_\_\_\_\_

**\$5 Fee paid with**

- Cash
- Check
- Card
- Other

Type:

- Student
- Employee
- Accessible

Issued by:

- Bookstore
- Business Office
- Carmi Office
- Security

Initials of above \_\_\_\_\_

Other information:

# APPENDIX F

## **Tuition Waiver Forms**

Tuition waiver forms for adjunct instructors, full-time staff members, and spouse/dependents must be completed for each semester for which a waiver is requested. The forms can be found on IntranSIC under *SIC Forms and Manuals* and then *Human Resources* and then *Waivers*.

Employee and/or spouse and dependents must be enrolled prior to completing the tuition waiver form. Return the completed waiver form along with enrollment documentation to the Human Resources Director. If you have questions, please contact the Human Resources Director at extension 2482.

# APPENDIX G



**Sexual Harassment / Hostile Work Environment Complaint  
Form**

Name of Employee \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Department \_\_\_\_\_

**1. What happened? (objectively state details)**

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**2. Who was involved? (include witnesses)**

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**3. Where did it take place?**

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**4. When did it take place? (date and time)**

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**5. Why do you think this situation constitutes a complaint? (unfair treatment, Federal/State law violation, DHR guidelines).**

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(Date)

---

(Print Name)

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(Employee's Signature)

# APPENDIX H



**Complete IT / VOICE**  
Proactively Managing Your Success



# SV9100

## Basic Telephone User Guide





## Key Functions:

### 1—Hold

- To place a call on hold, press the red **Hold** button while you have the party on the line.
- To pick up a call that has been placed on hold, press the solid red line key.

### 2—Transfer

- While conversing, press the **Transfer** key
- Dial the extension number you wish to transfer the call to
- Wait for the party to answer
- Replace the handset

### 3—Speaker

- To originate a call over the speaker, press the **Speaker** key and start dialing.
- If you are using the handset, press the **Speaker** key and hang up.
- If you are using the speaker, pick up the handset to speak privately.

### 4—Redial

- Displays a list of the last 50 dialed numbers.
- Press the **Redial** key with the handset in the cradle, search for the desired number using your “volume” up and down arrows. Lift the handset OR press **Speaker** key to originate a call.

### 5—VoiceMail

- Quick access button to Voicemail box. (refer to [VoiceMail](#) user guide for [VoiceMail](#) instructions).

### 6—TELBK/ Personal Directory

- To add a number to your **TELBK** list: select **REGIST** or save to your **TELBK** from your redial or CID list.

### 7—MIC

- Mute button. When **unlit** the caller cannot hear you. When **lit** the caller can hear you.

### 8—Answer

- While on a call, and another call is ringing in, press the **Answer** key to take the call-waiting
- The first caller is automatically placed on hold

### 9—Feature

- Used by CTS Technician for system programming and is of no daily use.

### 10—Recall

- The recall key will terminate an established (outside line) call and clear the line for a new dial tone.



Softkeys

### What are Softkeys?

The softkeys on your SV8100 telephones provide functions using the display of the phone. The softkeys automatically adapt to the changing state of the phone. For example: When you are using your phone, it will read differently than when the phone is in a idle state. Depending upon the phone's programmed class of service, some phones may not have all the features listed below available.

#### Key Description

LIST	Accesses options to your redial and Caller ID (CID) lists.
DIR	Accesses system speed dial, station speed dial, extension List, and TELBK
VMSG	Accesses Voice Mail
PROG	Options for Call Forwarding your phone (See page 5)



exit

help

To activate softkeys, press the gray oval shaped key directly below the option you wish to select in the display. For example, to use the **List** function on the phone pictured above, press the gray button directly beneath it.

#### Help

- The **help** key lets you see what is programmed on your DSS buttons (line keys). Refer to the Advanced Training user guide to learn how to program one-touch-keys.

#### Exit

- Press the **exit** key to exit to return to your normal display view.

## The Basics

To make an outside call...

- Pick up handset OR press speaker key
- Dial 8
- Dial the desired telephone number

To call another extension...

- Pick up handset OR press speaker key
- Dial the desired extension number (if you cannot remember the desired extension number, use your DIR softkey to enter the option for EXT and search for the desired extension by name)

OR

- If that person is listed on one of your shortcut keys, press their shortcut key

To Transfer a call directly to VoiceMail

- While you have the caller on the line, press the **Transfer** button
- Press the **VMsg Softkey**
- Dial Extension you want the caller to go to their voice mail
- Hang up immediately

To Program a button on your phone that is not being used (second row of button on new phones)

- Press the down arrow in the screen, press **Prog.**, press the down arrow 2 times, press **FCTN**, Press the Key you want to program, press **01**, put in extension number you want on the button, press hold

The All Page Button

- The all page button is for emergency situation and it will page all phones at one time

\*RED\* button

- This button is for 911 purposes. This button NEEDS to be lit up at all times. If you find the button is not lit up you will need to press the button to turn the light on.
- If the button is lit then 911 will work properly. If the button is not lit you need to press the button to turn it on so 911 will work properly.

## Setting up your VoiceMail...

The first time you enter your VoiceMail box, the system will ask you a few simple questions that will help you record your name, add your extension to the company directory, record a personal greeting and set your security code. (The default security code is **0327** for every mailbox.)

During the setup, you may answer the questions by using **1** for yes and **2** for no.

Make sure that you do not disconnect the call until the system prompts you to enter **1** to accept your new mailbox settings, and you hear the words "**Great, your mailbox has now been set up!**"

Once you have gone through the setup process, your mailbox will be updated and ready for normal use.

## Accessing your VoiceMail box...

How do I call the voicemail from my phone?

- Press the "VMSG" button in your screen
- Enter your security code

How do I call the voicemail from outside the office?

- Dial the Mail Number OR Backdoor number (if applicable)
- Enter **9**
- Enter your Extension number
- Enter your security code.

How do I check my messages from another phone within the system?

- Access voicemail System "VMSG" button
- Enter **#**
- Enter **9**
- Enter your extension number
- Enter your security code



## Accessing voicemail continued...

*How do I check new messages?*

1. Access voicemail
  - Select "new" softkey OR press **4** if you are calling from outside the office.
2. (As mentioned on pg. 4)... your telephone display adapts to the current state of your telephone. When you receive a new message, your telephone's regular display will change to read "**new**".
  - Simply press this softkey to quickly listen to the new message without having to login to your voicemail.

*How do I leave a voicemail for another user?*

1. Access voicemail
  - Select the softkey labeled **LVMSG** OR press **5** if you are calling from outside the office.
  - Dial the extension of the person you wish to leave a message for.
  - Record message
  -
2. Dial the extension number of the person you wish to leave a message for
  - Press **8**
  - Press **\*** to skip over greeting and proceed to the tone.
  - Record message.

*How do I review old messages?*

- Access voicemail
- Select softkey labeled "**old**" OR press **6** if you are calling from outside the office.
- **Warning** if you neither save nor delete a message after listening to it 2x... the message will automatically delete.

## Setup Options

*How do I re-record my standard/alternate/or busy greetings?*

- Access voicemail
- Select the softkey labeled **SETUP** OR press **7, 4** if you are calling from outside the office.

*How do I change my security code?*

- Access voicemail
- Select the softkey labeled **SETUP** OR press **7, 7, 4** if you are calling from outside the office.

## While listening to a message, you can use the following keys to...

- |           |                              |          |                          |
|-----------|------------------------------|----------|--------------------------|
| <b>1</b>  | Skip to the end of A message | <b>7</b> | Rewind the message       |
| <b>#0</b> | Return Call                  | <b>8</b> | Pause Playback           |
| <b>#</b>  | Repeat Message               | <b>9</b> | Fast Forward the message |
- 

## After you have listened to a message, you can use the following keys to...

- |          |                     |          |                                   |
|----------|---------------------|----------|-----------------------------------|
| <b>#</b> | Repeat Message      | <b>6</b> | Delete Message                    |
| <b>0</b> | Save Message as new | <b>7</b> | Save Message                      |
| <b>4</b> | Reply to Message    | <b>8</b> | Hear Timestamp                    |
| <b>5</b> | Check next message  | <b>9</b> | Redirect (forward a copy) Message |

**General Shortcut Keys for Voicemail**

- Check new messages \_\_\_\_\_ 4
- Leave a message \_\_\_\_\_ 5
- Review old messages \_\_\_\_\_ 6
- Change setup options \_\_\_\_\_ 7
- Switch personal greetings \_\_\_\_\_ 7, 4, 5
- Change your alternate greeting \_\_\_\_\_ 7, 4, 7
- Change your busy greeting \_\_\_\_\_ 7, 4, 8
- Change your Security code \_\_\_\_\_ 7, 7, 4
- Turn call transfer off \_\_\_\_\_ 7. 6. 4. 2
- Turn call transfer on \_\_\_\_\_ 7. 6. 4. 1
- Change the phone number for call transfer \_\_\_\_\_ 7. 6. 4. 1. 4
- Turn call screening options on or off \_\_\_\_\_ 7, 6, 4, 1, 5
- Add a message group \_\_\_\_\_ 7, 5, 4
- Edit a message group \_\_\_\_\_ 7, 5, 5
- List your message group \_\_\_\_\_ 7, 5, 6
- Change your recorded name \_\_\_\_\_ 7, 5, 7
- Change your standard greeting \_\_\_\_\_ 7, 5, 7

**Remember!!**

**Any time you are not sure what to push, wait and the system will prompt you.**

**Anytime you are asked a yes or no question:**

- 1–yes**
- 2– no**

**Notes**


# APPENDIX I

## GLOSSARY

**Academic advisor/counselor:** A professionally trained person who assists students with academic and career concerns.

**Academic Amnesty:** A second chance to forgive and forget grades in selected previous semesters. See the College catalog for further information.

**Academic calendar:** Important dates for each semester; e.g., registration, add/drop, holidays and exams. Calendars are available on the website [www.sic.edu](http://www.sic.edu) under the current students tab.

**Academic placement:** Students entering college credit programs are required to take institutional placement tests that determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills.

**Adult Basic Education Classes:** The College offers courses in Adult Basic Education and high school equivalency test preparation on campus and in various locations around the district. The College is also an official GED testing site for southeastern Illinois.

**Ambassador:** A student selected to represent or act as a host on behalf of the College. Ambassadors participate in a variety of on-campus activities, as well as many off-campus events.

**Area of concentration:** Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

**Arts and Sciences:** Courses in the Arts and Sciences curricula parallel those offered at universities and are transferable to baccalaureate institutions.

**Associate degree:** The types offered at Southeastern Illinois College: Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), Associate in Applied Science (AAS), Associate in Liberal Studies (ALS), , and Associate in Fine Arts in Theatre

**Articulated course:** A course that meets the requirements for a specific course or elective credit at four-year college or university.

**Attendance policy:** See *Class Attendance Policy* in *Policies* section.

**Audit:** Take a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures and fees apply.

**Certificate:** Awarded to students who complete specific requirements in career education certificate programs.

**Community Education Courses (Non-Credit):** The College offers a variety of community education or non-credit courses through the college district, e.g., hobby-related, leisure, or nontraditional in nature.

**Cooperative Agreement:** A contract with other Illinois colleges for the purpose of providing students greater access to instructional programs not offered by Southeastern.

**Course load per semester:** A student is considered “full-time” if the semester credit hour course load is 12 hours or more.

**Credit hour:** The units used to quantitatively measure courses. The number of credits assigned to a course is usually determined by the number of in-class and out-of-class hours per week as well as the number of weeks per session.

**Credit by examination:** Course credit awarded to students demonstrating knowledge through proficiency or CLEP exams. See an academic advisor for further information.

**Degree:** Awarded to a student who has completed a program of study.

**Developmental course work:** Provides students with the knowledge of basic reading, writing and mathematical skills that are necessary for success in the course or program of study chosen by the student. Developmental courses may not be used to meet graduation requirements.

**Disciplinary action:** Students who fail to comply with Southeastern Illinois College policies, regulations, and rules will be subject to disciplinary action, including dismissal from the College. See the [TALON Student Handbook](#) or college catalog for details.

**Distance learning course:** A course taught using one of the following two modalities: online and/or two-way interactive.

**District:** Made up of the five counties surrounding Southeastern Illinois College. The tuition rate is determined by the student’s residence.

**Drop a course:** Action taken when a student no longer wants to take a course for which s/he has previously registered. A course dropped before the actual first day of class does not appear on the student’s transcript and tuition is refunded, unlike withdrawing from a course already in progress.

**Elective:** Courses that students choose to take in order to reach the required number of hours for a certificate or degree. Students in some curricula have “suggested electives” or “program electives.”

**Enrollment verification:** Procedure to certify current and previous enrollment at Southeastern Illinois College.

**Evening Assistance:** You may reach Security by dialing 2911 on a college phone or 618-9265403 from any phone. The custodian on duty can be reached by dialing 618-926-5358.

The switchboard closes at 4:30 p.m. However, incoming calls are still possible using the 2525400 number. Outgoing calls are possible at all times.

**Extension sites:** An outreach center of Southeastern Illinois College offering credit and noncredit courses at locations within the district, such as the David L. Stanley Carmi White County Center.

**Extracurricular activities:** Events or activities offered outside of the credit curriculum (i.e. clubs, athletics).

**Fee:** Money charged for additional services beyond tuition (i.e. registration fee, materials fee).

**Financial aid:** Financial assistance designed to bridge the gap between the resources of the students and their families and the cost of attending Southeastern Illinois College. The different forms of financial aid are: grants, loans, work on campus, various local scholarships or veteran's benefits.

**Financial aid transcript:** Records showing past financial aid agreements between the student and any other colleges or universities.

**Flexible scheduling:** Classes offered at a variety of times, course lengths, locations, and instructional modalities that respond to student needs.

**Full time:** Enrollment in 12 or more semester credit hours per semester (6 hours in summer session).

**Grade point (Quality point):** Numerical value assigned to the letter grade received in the class. (A=4 points, B=3 points, etc.) Used to calculate a grade point average.

**Graduation application:** A form required by the Enrollment Services Office in order to be considered for an upcoming graduation.

**Honors:** Distinction awarded to graduates based on cumulative GPA at graduation.

**Independent study:** Students working on their own in order to complete a course. Special requirements apply.

**Interactive distance learning:** A course taught at one location that may be viewed via closed circuit television by students at several locations.

**International student:** Non-native student wishing to attend Southeastern Illinois College with a student visa. Special application process is required.

**Joint agreement:** Understanding between Southeastern Illinois College and other community colleges that out-of-district students can pay in-district tuition rates when enrolled in specific, unique programs. Selected programs are available at in-district rates at other community colleges.

**Lecture/lab:** Number of hours students spend per week in lecture and/or laboratory time in a course.

**MySIC.edu:** Southeastern's online student information system. Students may use MySIC to register for classes, access grades, print schedules, check account balance and sign up for payment plans, check financial aid, and print unofficial transcripts.

**NextGen ACCUPLACER test:** Placement test administered to students who wish to enroll in credit courses who have not attended Southeastern previously, or who have not scored at college level on the ACT or SAT tests.

**Online course:** A course completed via the internet, outside of the classroom.

**Part-time:** A student who is taking fewer than 12 semester credit hours (fewer than 6 hours in summer session).

**Permanent record:** The College's internal document (official transcript) reflecting the unabridged academic history of the student at the institution.

**Prerequisite:** A course or courses that must be completed before taking another.

**Prior Learning Assessment (PLA):** The College shall grant credit, upon request, to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., CLEP, AP or International Baccalaureate (IB), as well as a locally developed examination. Military credit is also granted.

**Probation (academic):** See the current College catalog for academic probation and suspension criteria.

**Probation (disciplinary):** Students who fail to comply with college rules and regulations will be subject to disciplinary action, including dismissal from the College. See the TALON (student handbook) or the college catalog for this policy.

**Refund:** A student who officially withdraws from any class may be refunded the course tuition, depending on when withdrawal is made. The refund schedule is published in each semester schedule.

**Registration:** The process of completing forms and steps necessary to enroll in classes.

**Repeating a course:** In instances where a student repeats a given course that is not specifically designated as "repeatable," the grade previously received will be recorded as an "R" grade and will not count in the computation of the student's overall grade-point average. The highest grade received will be recorded on the transcript and will count in the computation of the GPA.

**Semester hour:** See credit hour.

**Special admissions program:** A program that has special admission and enrollment requirements.

**Standards of academic progress:** A procedure that identifies students who are seemingly making little or no academic progress and offers to help them correct academic weakness as early as possible.

**Student handbook:** The TALON which is a handbook published each fall containing campus information, including programs, services and departments.

**Student orientation:** Session to introduce students to Southeastern Illinois College programs, services and facilities. Optional course planning is included. Encouraged for all new degree-seeking students.

**Student Payment Plan:** See SIC's website: Current Students, Tuition and Payment, and then Payment Plan.

**Student activities fee:** A fee is charged to any student in one or more credit classes. This fee supports programs such as student activities, the student center, and the Learning Resource Center.

**Transcript:** Documents that are forwarded to persons or agencies for their use in reviewing the academic performance of the student. An official transcript is a legal document that contains an official signature, date of issuance and college seal. An unofficial transcript has no signature, date or seal, and is intended for reference or advising purposes only.

**Transfer Credit:** Upon petition, credit that has been earned at another accredited college or university will be applied to the student's academic record.

**Tuition:** Cost of attending courses based on residency status and the number of semester hours for which the student enrolls.

**Variable Credit:** A course whose subject matter and number of credit hours may vary from section-to-section, term-to-term, or student-to-student.

**Withdrawal:** Procedure to terminate enrollment in a class after the add/drop period. Students who do not officially withdraw from courses in which they are enrolled may be dropped for nonattendance/ non-participation by the instructor, who will issue a WA grade. See WA policy in the policy section of this Handbook. Instructors may also assign a failing grade ("E"), in certain circumstances. In either case, students will be held accountable for all tuition and fees.