NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Faculty Handbook

Developed: 11.22.16
Updated July 2018

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Introduction

This **NCTC Faculty Handbook** was created to provide answers to commonly asked questions and issues faced by faculty. In addition to providing information about selected college policies and procedures, this handbook also provides a brief overview of some of the usual expectations of faculty (i.e., how and where to submit grades, etc.).

College Mission Statement
Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

College Vision Statement
Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.

Information published in this handbook was current as of August 2018. Please be aware that college policies and processes are subject to change. Check the college web site for the most current information related to college policy and organization.

Contact Information

EGF Campus Number: 793-2800 or 800-959-6282
TRF Campus Number: 683-8800 or 800-959-6282
TRF Aerospace Site 683-8825 or 800-959-6282

Department	Who to Call – EGF	Phone #	Who to Call –TRF	Phone #
Academic Deans	EGF Campus Dean of Academic Affairs	793-2539	Associate Dean of Aerospace and Agriculture	683-8829
			TRF Campus Dean of Academic Affairs	683-8565
Academic Admin. Assistant		683-8614		683-8614
Business Office	EGF Business Office	793-2421	TRF Business Office	683-8572
D2L Brightspace Site Admin/ Support		793-2429		793-2429
Student Affairs	Dean of Student Affairs	793-2460	Dean of Student Affairs	793-2460
Facilities Supervisor	EGF Supervisor	793-2450	TRF Supervisor	683-8600
Faculty Support		793-2494		793-2494
Human Resources		683-8631		683-8631
Information Technology Services	Main Desk	793-2433	Main Desk	683-8583
Library	EGF Library	793-2434	TRF Library	683-8757
Academic Success Center		793-2382		683-8560
Payroll		683-8632		683-8632
Receptionist		793-2800		683-8800
Registrar's Office	Assoc. Registrar	793-2400	Registrar	683-8544
Distance Minnesota		800-657-3930		800-657-3930

A complete phone directory should be loaded on your computer, if not, please contact IT.

FACULTY RIGHTS AND RESPONSIBILITIES

The employment contract for faculty in the Minnesota State system who are employed at two-year colleges is the *Master Agreement Between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State College Faculty (MSCF)*. This is generally referred to as the faculty "contract". It is negotiated every two years, with faculty being represented by MSCF. This contract applies to all faculty, whether they are full members of the MSCF union or not, so it's good to be aware of it. Among other things, it provides information about faculty rights and responsibilities, summarized here:

> *It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform. It does not establish a threshold of maximum assignable hours. It is further recognized that a state college faculty member's work assignment includes a number of diverse professional responsibilities. Classroom teaching and other contacts with students form the core of the faculty work assignment. Additionally, professional development and service to the college are the other core components of a faculty member's work assignment. A faculty member will plan to engage in such activities as student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment. Some of these activities may be completed off campus. Faculty members, regardless of online or onsite assignment(s), are expected to meet the professional obligations described in this article (See joint MSCF/MnSCU letter – Appendix B). It is also recognized that the work assignments of part-time faculty include similar duties performed on a proportional basis. (from MSCF contract 2015-17, Article 11)*

Your local chapter of MSCF President and Grievance Representative work with members of the college administration to ensure that the contract is enforced and interpreted fairly for everyone. Faculty members serving those roles are good resources for any questions you have about the contract. Current and past versions of the MSCF contract are available at https://www.mscfmn.org/contract

TEACHING CLASSES AND WORKING WITH STUDENTS

Academic Honesty

The [Academic Dishonesty Policy (Policy 3072)](#) describes academic dishonesty as
"…misconduct related to academic assignments or examinations, plagiarizing or other misconduct
directly related to the academic learning experience."

Your course syllabus should refer to the policy on academic honesty and should be reviewed with
students during the first meeting of the class. Providing students with examples of academic dishonesty
and the penalties as applied to your course is helpful. For example:
- *Does a student fail the course or only the assignment if an entire paper is plagiarized?*
- *Is there a difference between plagiarizing a 2-page paper and a 15-page paper when it comes to
  determining if a student passes or fails the course?*
- *What about inadvertent or minor cases of plagiarism?*

All instances of academic dishonesty/integrity misconduct are to be reported to the campus Academic
Administrator via a group link ticket.

Adopting Textbooks

Course materials are an important part of any course that you teach. The textbook and other materials
you choose may be one of the primary ways that your students will interact with the course resources
outside of your class. You will want to ensure that the material you choose covers your course
objectives. Once you have identified your textbook you will need to utilize the following process to
adopt your textbooks each semester:
- This process must be completed each semester, even if you **do not use a text book** or if you are
  using the same text book from the previous semester.
- **If you are not using any textbooks or bookstore sourced materials, please submit a "No Text
  Required" Adoption.**
- To make the adoptions process as easy as possible, there are multiple options available to
  submit your adoptions.
  - **Online-** As you may have done in the past, access the NCTC Bookstore's website at
    http://bookstore.northlandcollege.edu, select the Faculty Textbook Adoptions tab,
    select the icon for the campus you are adopting for, and either use your previously
    created login credentials or register for new users.
  - **Via Email**- If you prefer, you may submit your adoption via email at
    adoptions@northlandcollege.edu. Please note that it is critical for you to indicate the
    campus (TRF, EGF, or Distance) to ensure the bookstore knows what your intention is

regarding your class. Also, to expedite your adoption, please indicate the specific

NCTC Textbook
Request Form.docx

author, title, and ISBNs for textbooks you wish to utilize.

- **Please indicate if you have any supplies or kits required for your course.** If you have student manuals that need to be copied for the semester, please check them for copyright compliance before submitting them.
- Feel free to contact Amber Carlson with any questions. She can be reached through the Adoptions email or through my email at amber.carlson@minneapolis.edu. You can also call at (612) 659-6858.
- Faculty can also choose Open Educational Resource's (OER). If you chose to use an OER for your course, please connect with your division chair so the appropriate note can be added to the course schedule. Additionally, you need to complete the "No Text Required" adoption for the bookstore.

Class Attendance

Students are expected to attend class(es). You may determine your own attendance policy and how it will affect grades, ***but state it in your syllabus and communicate it at the first class meeting.***   Keep attendance records (this is also crucial for LDA reporting) and if a student's attendance is poor, send an "Early Alert" form (form available from the Student Services Department) to alert the student and others to the problem even if you do not make attendance a factor in grading.

Whether or not to have a class attendance policy is up to the individual instructor but, if attendance has a bearing on the final grade, attendance should be regularly taken and the policy/ grading standard for attendance must be provided as part of the syllabus. A policy for make-up exams should also be announced at the beginning of the course (or ideally be included in the syllabus.) It is also beneficial if you familiarize yourself with the Leave Policy.

Class Rosters / No Shows / Withdrawals

A class roster lists all of the students who have registered for a course. Class rosters are available online at any time throughout the semester (see login instructions below). Instructors are expected to review the rosters for accuracy, to report NO SHOWS, to contact the Registrar's office to make any other necessary changes, and to submit final grades. This page includes information about the following topics.

Login Instructions to View Class Rosters
1. Go to www.northlandcollege.edu
2. Click on Employees and go to eServices link from homepage.
3. Sign in.
4. Enter your StarID.

5.	Enter your password.
6.	Once logged in, click on Faculty dropdown on the left hand side of the page.
7.	Once logged in, click on Class Management on the left hand side of the page.
8.	Then click on Class List.

First-Day Attendance Rosters
The first-day attendance roster is available in eServices under class list. The instructor should call roll from this roster and any students not appearing on the roster should be reminded to register for the class (unless it is full). It is important that accurate attendance be taken, especially for the first five days of the semester, as all NO SHOW students must be correctly reported in eServices after the fifth day has passed. (The Registrar's Office will follow-up with directions on this each semester.)

Class Adds and Drops
During the first five days of a semester, the class rosters are not official. During this time period, students can add and drop classes without penalty (without it being recorded on their permanent record). Students must secure instructor permission to add a course that has no open seats remaining. Instructors can, at their discretion and space permitting, allow up to two students into the class beyond the published course capacity. Courses dropped after the first 5 days and before the 60% point of the semester will be recorded on the transcript as a "Withdrawal" (see the "Withdrawal from a Class" section for further information). Courses cannot be dropped after the 80% point of the semester.

Fifth Day Attendance Roster
The instructor must review this roster, mark any students who have not shown up for **any** class meetings as NO SHOWS on the roster, and return the form to the Registrar's Office by the requested deadline. (If a student has attended at least one class, he/she is not marked as a NO SHOW). **Any students who are not on this roster should be sent to the Registrar's office.**

Review and submission of this roster to the Registrar's Office is particularly important for reflecting the NO SHOWS.   This information is very important in determining financial aid awards. The 5th Day Attendance Roster MUST be returned on time and MUST be accurate!

Official Class Roster
Faculty can access their class roster through eServices. This list will reflect those students who are officially enrolled in the course. Students who are not on this list may not attend class per college policy.

Current class lists (Official Roster) can be found at any time on the Web. Logging into this site requires your StarID and password. From this site, faculty members can access class lists, enter Last Date of Attendance Information, and enter Final Grades. This site can be accessed from the Northland College Employee homepage (go down to Academics section) or by using the following links:
- [Faculty Web Services for Registration (EGF)](#)
- [Faculty Web Services for Registration (TRF)](#)

Last Date of Attendance Reporting
At the 60% point of the semester, faculty are notified via email to post the Last Date of Attendance for students that are no longer attending class. The Last Date of Attendance should be entered for any

student that has not attended class from the midterm date through this 60% point of the semester. Faculty are asked to enter the Last Date of Attendance on the ISRS Grade Entry screen (ISRS Web Services).

- [Faculty Web Services for Registration (EGF)](#)
- [Faculty Web Services for Registration (TRF)](#)

 NOTE: This request from the Registrar is federally driven and required to be in compliance with Federal policies governing Title IV Financial Aid regulations. At the 60% time-period of the semester, a student's financial aid is re-calculated and adjusted accordingly based on their attendance.

Withdrawal from a Class
When a student drops a class during the first five days of a semester, it's as if the student was never registered for the class (it does not show up on a transcript and the student is not financially liable for the class).

After the 5th day, a student may withdraw from a class through their student eServices. A student who withdraws from a class after the 5th day but prior to the 80% point of the semester (known on the calendar as the Last Day to Withdraw), is financially liable for the class and the class will appear on the official transcript. A grade of "W" will appear on the transcript for classes a student has withdrawn from.

Final Class Roster
Faculty can access their class roster through eServices. Final grades should be reported on these rosters, and the completed, signed rosters should be returned to the Registrar's Office. Grades for courses should be recorded as A, B, C, D, F or I (Incomplete). Students who have stopped coming to class but have not officially withdrawn from the course are given the grade earned (which is usually a grade of F).

Please proofread your roster carefully before you turn it in. You may want to make a copy of the roster for your records prior to submission. Submitting the roster by the requested deadline is very important since all grades for each campus must be reported before time-sensitive reports related to student probation/ suspension can be processed.

Additional information about grading is included in this handbook section titled **Final Grades**.

Classroom Procedures / Day-to-day Operations

Classroom Assignment / Meeting Times
Class meeting times and classroom assignments are listed on the Semester Schedule. The time and location of each class is also listed on the class roster. This information can also be found on the Web under [NCTC Class Schedules](#).

Unless agreed upon/ approved by the Dean, your contract runs for the entire semester. The semester system anticipates that a 3-credit lecture class will meet 150 minutes per week for fifteen weeks PLUS

the final exam week. Class periods are typically 50 minutes in length (e.g. 9:00 AM – 9:50 AM, 12:30 PM – 1:20 PM). It is suggested that classes begin and end promptly since often another class is scheduled in the same room immediately following your class time.

Hybrid Courses

A hybrid course at Northland is a course which combines online and synchronous classroom delivery. To be designated as a hybrid course the online component will constitute at least 25% and no more than 75% of the course. Proctored examinations are NOT considered part of the minimum 25% synchronous classroom times. As with any course design, the specific structure and delivery mode should promote student successes and achievement of course learning outcomes.

Prior to initial hybrid course offering, individuals must consult with their supervisor regarding pedagogy and how course design supports course outcomes, as well as professional development opportunities to prepare for teaching online.

First Day of Class

The Academic Calendar provides important information including the dates for first day of class, withdrawal dates, and final exams. The first class meeting sets the pace and tone for the semester. The atmosphere should be friendly and caring, yet show the value of student responsibility. It is extremely important to get a very accurate accounting of who is present and who is absent. This accounting is the basis for the NO SHOW reporting discussed in the CLASS ROSTERS section.

Code of Conduct

All students attending Northland Community and Technical College must abide by the Student Code of Conduct (Policy 2110). The Student Code of Conduct is published in the Student Handbook that is made available to all students are given upon enrollment and again each semester.   Students violating the Code of Conduct are subject to sanctions, including being suspended. Faculty members witnessing a student violating the Code of Conduct should report the incident immediately to the Academic Dean or the Dean of Student Affairs.

Early Alert Process

If you have a student who is acquiring a large number of absences or who seems to be having some other difficulties that are interfering with his or her academic performance, you may want to direct that student to a campus counsellor. An "Early Alert Referral Form" is available from the Student Services Department and also attached here. Please complete the form and return to the counseling or advising department as soon as possible.

early_alert_student_
referral.pdf

Student Evaluation of Courses

Students are asked to evaluate all courses for all adjunct and non-tenured faculty each semester (Tenured faculty have one course/semester evaluated). The results of the evaluations are shared with you and the Academic Dean. Your assistance is requested in the administration of the course evaluations. Course evaluations are currently being provided to students via online delivery using the Brightspace by D2L Learning Management System. These evaluations are typically administered at about mid-semester in order that feed-back obtained can be used to make course adjustments if necessary.

Instructions regarding the process for administration of the Course Evaluations are provided at the appropriate time in the semester via email.

Confidentiality

Student records are subject to the Family Educational Rights Privacy Act (FERPA). Before sharing information pertaining to individual students, faculty members should review the Policy 2015- Data Privacy. FERPA sets forth specific requirements regarding the privacy of student records, governs the release of records maintained by an educational institution and who has access to those records.

In compliance with FERPA, the college may release information classified as "Directory Information" to the general public without the written consent of the student. Directory Information includes:

Student Name	Honors and Awards Received
College Assigned Email Address	Participation in Recognized Campus
Hometown	Activities/ Sports
Dates of Attendance	Height and Weight of Athletic Team
Enrollment Status (enrolled,	Members
graduated, withdrawn, part-time,	Photographs and Computerized or
full-time)	Videotaped Images
Program of Study	

Directory Information is public data unless the student has filed a request that any of the data be treated as private. This request must be on file with the Registrar's office and must be completed annually.

No transcript of academic record is released without written consent from the student, except as specified by law. No one outside of the college may obtain data regarding a student's performance or attendance unless the student provides authorization in writing. (This means that grades cannot be discussed with parents and/or significant others unless authorization is on file in the Registrar's office!)

You are trusted to keep in confidence sensitive personal information, as well as reports and correspondence which are not for general circulation. Do not have conversations about private student or personnel matters on cellular phones in hallways, restaurants or other places where you are likely to be overheard. Information should not be shared with anyone (including other faculty members) unless there is a *bona fide* need to know. Questions concerning the confidentiality of any information or if the

person requesting information really has a "need to know", should be directed to your supervisor or the Dean of Student Services.

Common Course Outline

The Common Course Outline is the document approved by the College's Academic Affairs and Standards Council and includes the:

- course title
- course description
- prerequisites
- total credits
- lecture/lab breakdown
- student learner outcomes

The common course outline is an official college document and cannot be changed by a faculty member without review by the Academic Affairs and Standards Council.
The Common Course Outline forms the basis for developing the Course Syllabus. Each faculty member prepares their own course syllabus to provide to the students. The syllabus should include the elements of the common course outline along with the standards for evaluation of student learning and any additional course information.

The Syllabus and Common Course Outline Policy (Policy 3060) requires that students be given a copy of the course syllabus on the first day of class. This can be provided either as a paper copy or electronically. In addition to giving students a copy of the syllabus, faculty members are asked to provide an electronic copy of the syllabus to the Academic Dean via the Brightspace D2L Dean's Desk Dropbox where it will be maintained in a master file.

An electronic copy of all approved Common Course Outlines can be found via the following link: NCTC common course outlines

Search for the appropriate course using the course prefix and number (i.e. BIOL1004)

Course Syllabus

What is a Course Syllabus
- **A Syllabus is a Contract**
  - It allows you to spell out course expectations and assignments early in the semester. As a written document, a syllabus presents fewer ambiguities than a spoken presentation would (and you can refer students who missed early classes to the syllabus). A carefully planned, clearly written, comprehensive syllabus is one of the most important resources you can provide your students. A well-designed syllabus performs many functions for the instructor and for the student: it outlines course expectations, organizes information, sets the tone for class interactions, and guides student learning. A carefully

constructed syllabus helps prevent misunderstandings as to course goals and objectives, assessment and evaluation standards, grading policies, and student or faculty behavior.

- **A Syllabus is a Central Reference for Students**
  - Students like to refer to a central document containing detailed assignments, readings and schedules throughout a semester in order to keep themselves on track.
- **A Syllabus is an Effective Planning Document**
  - A detailed syllabus stating course learner outcomes can help instructors better plan the most effective presentation of course content.

Creating Your Course Syllabus

It is suggested that the syllabus include, at a minimum, the following information:

- Instructor's name, email address, office phone number, and office hours
- Course title, number, and section
- Course description and learner objectives from Common Course Outline.
- Time and place of class meetings
- Required and optional texts, materials, and/or software
- Special materials, if required
- Technology Requirements
- Course Policies
- The approaches or strategies to be used in the course (will the course be delivered via lecture, hands-on labs, outside lecturers, field trips, etc.)
- Course requirements, including specific assignments, due dates, etc. (Including a weekly calendar is helpful for most students)
- Type and frequency of tests
- Last day to withdraw (check college calendar to find date)
- Criteria to be used in grading
- Class attendance policy (if there is one)
- The inclusion of a statement related to equity and inclusion is strongly suggested. The following example may be copied:
- Northland Community & Technical College Diversity statement:
  "It is an integral part of Northland Community and Technical College's mission to acknowledge, understand, value, and celebrate the diverse heritage, cultures, and individuals within our learning environment and community's. The college views diversity as an essential component of the education experience of our students."
- The inclusion of a statement related to disability services is mandatory. The following example may be copied:
  "Northland Community and Technical College is committed to providing equitable access to learning opportunities for all students. The Academic Success Center (ASC) collaborates with students who have short-term or long-term disabilities to provide and/or arrange reasonable accommodations.
  If you have, or think you may have, a disability please contact the ASC at 218-683-8560 (V), or email asc@northlandcollege.edu to arrange a confidential meeting. Students must first register a documented disability to establish an accommodation plan. Additional information is available on the ASC website: http://www.northlandcollege.edu/support-services/academic-success-center/disability-services/

If you are a registered student with the ASC and have a current accommodation letter, please schedule an appointment to visit with me, during my office hours, to discuss implementation of your accommodations."

Syllabus Checklist.pdf

The attached checklist provides some helpful resources when preparing your syllabus.

Final Exams

Four days are set aside for final examinations at the end of fall and spring semester. While you are not required to give a final examination, consider u**sing the final exam period that has been set aside for presentations, course evaluations, returning course papers/ projects/ etc, even if you are not giving a final.** During finals week, the regular class times are not used. The final exam schedule can be found on the Final Exam Schedule page. This schedule should be adhered to if at all possible.

- Final exams are scheduled according to the first meeting of the class during a full week of classes.
- Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
- All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
- Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
- Exam times for classes not covered on this final exam schedule will be announced by the instructor.
- Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
- Finals for evening classes will begin at the same time and on the same day as the regular course.

Grading

This section includes information about assigning student grades and how those grades are then submitted within the college grading system. The below information is taken directly from college policy 3090-Grading.

Academic Grading Scale

The college grading system recognizes grades A, B, C, D, F; it does not recognize pluses or minuses. For tests and assignments, faculty members may use pluses or minuses; they just cannot be entered for a final grade. Check with other faculty in your department to determine if the department uses a standard range for letter grades (for example, 90 – 100 = A; 80 – 89 = B; etc.) It is suggested that you include your grading scale on your syllabus.

3090 Grading Policy
Northland Community and Technical College uses letter grades to document student academic achievement.

Letter grades to document student academic achievement are as follows:

A =	Excellent
B =	Above Average
C =	Average
D =	Below Average
F =	Failing
FN =	Failure for Non Attendance
FW =	Unofficial Withdraw
P =	Pass
NC =	No Credit
CR =	Credit by Exam
AU =	Audit
I =	Incomplete
Z =	In Progress
W =	Withdraw
R =	Repeat

Grade Point Average Calculation

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit
B = 3 grade points per credit
C = 2 grade points per credit
D = 1 grade point per credit
F, FN, FW = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

When repeating a course, the highest grade will be used to compute the student's GPA. Repeated courses may not qualify for financial aid. The student may submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a "Pass/No Credit" basis. Arrangements to take a course on this basis must be made by the end of the fifth day of the term (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the "P/NC" basis, a student cannot switch back to the regular grading system. The "P/NC" registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis unless specific programs require.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis unless specific programs require.

- No class taken initially for a letter grade may be repeated on a P/NC basis. A grade of "P" indicates that the student did at least "C" level work in the course. The grade of "P" is not computed in a student's grade point average, but it is computed in earned credits.
- P/NC grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NC grading policy may include customized training, continuing education or management education.

Auditing Courses
Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

FN/FW /F/W/Dropped/Withdrawal/60%R2T4/80% – what does it all mean?!

FN – This grade is given to students who do not attend a class during the grace period (the first five days of the Fall, Spring, and Summer semester is the grace period). The FN will appear on their transcript and the student is charged 100% tuition. It is very important for faculty to post the FN during the 2nd week of the semester so financial aid is not paid on ineligible credits. Financial aid will not pay loans/grants for courses with an FN grade. However, a student could register on the last day of the drop/add grace period and, if you use D2L, won't have access until the day after. We encourage you to check class lists multiple times during the first week of the term to identify those students. You can always check with the Registrar's Office before reporting an FN grade if you are unsure. Even though a student has an FN on your class list, this does count as a seat in your course.

FW – This grade is given to students who you stop attending after the first week of class and you determine it has been for a time period significant enough that the student will be unable to return to the course. Post the FW with the last day of attendance. For example, it is March 16th but the last time you show activity for this student was February 26th. You should post the "Partially Attended" and enter the 2/16/2015 date. After posting an FW grade, students will lose access to D2L.
If the student shows up and wants back into the course, and you allow it, you can send an email to the Registrar's Office to remove the FW grade. D2L will be accessible the next day.
OR
If the student cannot catch up in the course, and we are still within the withdraw period (80% of the course), the student can go to the Registrar's Office to officially change the grade to from a FW to a W.

F – This is an earned grade. The student attended the class and failed because of performance.

Dropped – use this terminology only to apply during the drop/add grace period (the first five days of the term). With the exception of Cancellation for Non-Payment (not having fin aid on file or a down payment), NCTC does not drop students; it is the student's responsibility to take action by the posted deadlines to ensure not being a student of record and owe tuition.

Withdrawal –the student can choose to take a "W" for a class by the 80% point in the semester. However, even though a withdrawal does not affect the GPA, it does affect the completion percentage. This could cause a student to go on warning/suspension. There is no tuition refund for withdrawing from courses unless it is a total withdraw of all courses within the first 4 weeks of the fall or spring semester (this could generate a partial refund). We recommend a student discuss the withdrawal with an advisor to fully understand any consequence.

Things to consider when advising or visiting with students about withdrawing from a class:
- *Effect of date- if student is not completing 60% of the semester, return of Title IV Funds need to be calculated. For example, if the 60% date for Fall 2015 was 11/01/2015 and the student withdrew on 10/31/15 and had received $4800 in federal aid, the possible payback could be as much as $1968 ($4800 x .41 (41% of semester left)). Problems with this is the student may end up in collection and if not paid off, student will not be able to enroll for classes until it is paid off.*
- *By not completing classes, will the student be suspended either academically or financially?*
- *Must deal with students on one to one basis.*
- *Remember it is not what you say at times, but how it is said.*
- *If in question, please contact the financial aid office.*

60%/R2T4 - Important date regarding financial aid. If the student has F, FW or W in all classes by the 60% point into the semester, recalculation is done on their account and Title IV funds may have to be returned. If an LDA (last date of attendance) cannot be determined, the 50% date must be used.

80% - The last day a student can withdraw from the course and have a grade of W. The exact date for the 80% of the course is posted on each student's schedule in eServices.

Posting Grades
Posting of grades by social security number (partial or full) or by their NCTC student ID violates the students' rights to privacy. In general student grades should not be posted in a public location such as on your office door or classroom bulletin board. Using the Gradebook feature in D2L is one suggested method for posting student grades on exams and assignments and for keeping the students aware of their overall course grade.

Grade of "Incomplete"
It is possible to assign a grade of Incomplete ("I") under certain narrowly-defined circumstances. The following is the college policy on incompletes:

Students may request of the instructor that they be assigned a grade of incomplete (I). A grade of "I" may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an

"F" grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date. NCTC Policy 3090 Grading Policy is located at:
Policy 3090 Grading

The form for requesting a grade of Incomplete can be found at:
Incomplete Form

Submission of Final Grades

Login Information: StarID and password is required.

Northland College Email: The official means of communication is the Northland College email. All information is sent to faculty using the firstname.lastname@northlandcollege.edu account. Please check your email for messages from the college.

> **Drop Dates**:
- Courses that begin on the first day of the term can be dropped through the fifth day of the term at no charge, to the student that drops within this timeframe.
- Any course beginning after the first day of the term, students have one day to drop.
> **Withdraw Dates**:
- The last day for a student to withdraw from a class is at the 80% point of the course (the date will vary depending upon the start and end dates of the course).
- The last day for a student to withdraw from all classes and receive 75% refund of tuition is through the tenth class day.
- The last day for a student to withdraw from all classes and receive 50% refund of tuition is through the fifteenth class day.
- The last day for a student to withdraw from all classes and receive a 25% refund of tuition is through the twentieth class day.

Reporting a "No Show:"   Faculty are required to report any student that did not attend a class during the first week of the semester. If a student did not attend any part of the course, you must report that student, via web grading process, at the beginning of the second week of the term, do not report prior to the end of the fifth day of classes.

Reporting a Student with a Last Date of Attendance (LDA):   If a student stops attending after the first week of the semester (and you determine it has been for a time period significant enough that the student will be unable to return to the course), you should report that student with a last date of attendance via web grading.

Early Alert: This is to refer students who may be experiencing academic difficulties or other problems that are affecting their performance in your courses. You can email the counselor on either campus or complete the Early Alert Form and send to the counselor. These referrals are not meant to supplant your own outreach to the student. It is only to possibly assist you by providing additional services as needed.

Desire2Learn (D2L Brightspace): For any questions, please contact D2L/Web support for assistance.

Grade Entry: All grades are due at 10:00pm, the final faculty work day of the term.
You are able to enter a No Show grade after the 5th day of the term. You are able to enter a Last Date of Attendance at any time after the first week of the semester. The grading window will open for you to enter final grades 5 days prior to the end date of the course (as listed on the term schedule). Once grades have posted, a grade change form must be submitted to the Registrar's Office to be updated. You are not able to change a posted grade.

The steps to enter a grade is:
1) Go to Northland website (www.northlandcollege.edu) and click on eServices. You can access eServices multiple ways (in the upper right hand corner of the front page of the website, click on "MyNCTC" and then on "eServices." Or click on "Employees" on the front page of the website and scroll down to "Faculty Web Services for Registration.") **Login using your StarID.**
2) Click on the campus you want and the semester needed.
3) On the left hand menu, click on "Class Management" and then on "Grade and
1. LDA Entry." Or, on the right hand side of the page, click on "Grade Entry."
4) Choose the course you need to access and click "Go." (If you mistakenly click on the class title instead of the "Go" button, click on "View or Enter Grades" and it will bring you back to the grading page.)
5) Click on "View/Enter Grades"
6) By clicking on the box next to the student, you can enter a grade for that specific student or you can choose "Select All" and enter grades for any/all students.

Please note: This is very Important:

"**Attended**" Button – **use this when entering final grades**. You can enter the grade for each student by choosing the grade in the drop down field.   If you are entering an "F" grade, it will ask you for a last date of attendance. If the student completed the course but earned an "F," enter the last date of the course as the last date of attendance.

"**Partially Attended**" Button – **use this when entering an LDA only**. If a student stopped attending prior to the last day of the term, enter the last date you can verify the student attended (date of a test, date of an assignment was submitted, etc).

"**Never Attended**" Button – **use this when entering a "No Show" only**. This is used only for entering information on any student that did not attend <u>during the first week of the class</u> and should have been reported no later than the end of the second week of the term.
7) Click on "Save Draft." You can print a PDF of the document if you want a copy. A copy does not have to be submitted to the Registrar's Office.
8) Enter your password and click on "Post Final Grades." This will post the grade to the system. **You must enter your password to finalize the process**.
The registrar sends faculty members information about the final grade submission process near the end of each semester. Grades for the semester have specific due dates that are included with this information.

Grades are to be entered directly to the Web. Remember to print a copy for your files as you will not be able to access the grade screen once you have submitted the grades.   Do not give an "Incomplete" grade without submitting the appropriate form to the Registrar's office.

Grade Changes

On those rare occasions when a grade must be changed (e.g. changing a grade of "I" to the letter grade earned), the instructor must complete a Grade Change form that can be found at
http://www.northlandcollege.edu/students/student-forms/.

Grade Appeals

The Grade Appeals Policy (Policy 3430) provides further information related to how a student files a grade appeal.
http://www.northlandcollege.edu/about/policies/_docs/3430.pdf

Grade Books

Faculty are expected to keep a written record of how students are progressing through a course.
If you want to use a computer based program, you have several choices. You may use the gradebook feature within the online course delivery system (D2L Brightspace). It already has your student's names listed and can securely store this information. The gradebook within D2L is part of a secure system that is backed up regularly at the state level. Another option is to create an electronic gradebook using an Excel spreadsheet or one of the many gradebook programs that are available commercially.
Instructor grade books need to be kept for five years, if you separate from Northland, please give your grade book files to the Registrar's office.

Instruction

Each instructor is responsible for management of their course(s.) This includes course preparation prior to the start of the class, day-to-day class management, and submitting grades for academic transcripts. Course preparation includes developing a syllabus, selecting texts and references; developing course management items: Grading process, evaluation tools, daily schedule, course content; developing course delivery materials like power point presentations and handouts; and preparing web-based course management systems.

The day-to-day management of the course includes, but is not limited to, ongoing communication, and review of course expectations with students, presenting course content, managing the course time line, adjusting presentations as needed, correcting and returning assignments in a timely manner, encouraging students to seek tutor assistance if needed, and keeping students' advisors apprised of student difficulties/issues. Instructors are responsible for checking email daily except for weekends and Holidays.

Office Hours

Regardless of your teaching assignment (online, face-to-face, or hybrid), all faculty are expected to keep office hours. Office hours are a valuable way for students to reach out to you with questions or issues they may be having.

Please view the MSCF contract for specific details related to the amount of hours each faculty must post and maintain each week.

SERVICE TO THE COLLEGE AND PROFESSIONAL DEVELOPMENT

Committees

Faculty are expected to participate in college committee work in addition to regular teaching duties. There are several standing committees like the Academic Affairs and Standards Council and the Shared Governance Council, but there are also work groups, task forces, hiring committees, and other types of groups that fall into the broad category of committee work. The faculty president (MSCF chapter president) appoints faculty members to committees, since participation by faculty in committees is representing the faculty as a whole. The faculty president keeps track of who is on which committees, which committees need more members, etc., so contact them for information about the committees themselves or about your participation in them.

Faculty Union (MSCF)

Faculty at Northland Community & Technical College are represented by the Minnesota State College Faculty (MSCF) union (http://www.mscfmn.org/). Each campus has a chapter president and various elected officers. You will be contacted by the Membership chair upon hire and provided with detailed information about benefits of membership, union dues, etc.

Professional Development Funds

Faculty are expected to continue their own education by exploring advancements in their field, going to conferences or workshops, maintaining memberships in associations of their field, etc. Funds are available for professional development activities, such as reimbursement for travel to conferences, conference registration, purchasing books or equipment needed, and so on. The local chapter of MSCF (faculty union) has a professional development coordinator who distributes these funds, so you can find out how to access them by talking to them (ask your faculty president, or membership representative, or any other faculty, if you're unsure who is currently the professional development coordinator).

Professional Development Plan

Faculty are expected to write and maintain an annual professional development plan. Your Academic Supervisor or the Chief Academic Officer will email out notifications for how to do this and when it is to be done.

EMPLOYEE RESOURCES

Absence

When absent from a contract day(s), faculty need to communicate that absence to their supervising Dean. This includes duty days (administrative directed in-service, work days) classroom instruction days, clinical days, etc.

In the event of an absence, faculty are expected to communicate the absence **prior** to the absence. The notification can occur via one of the following methods:
- Email
- Phone (a voice message is acceptable).

In the event of illness or unforeseen emergencies the faculty member shall communicate the absence as soon as possible (preferably within 48 hours of the absence).

Prior to the absence, the faculty member needs to complete an online leave request (the eTimesheet link can be found on the employee central page, as well as: eTimesheet)

In the event of illness or unforeseen emergencies the faculty member shall complete the online leave request upon return from the absence. This form should be submitted within one week of the absence. If you must miss a class on short notice because of illness or emergency, notify the switchboard or receptionist who will post a notice for the students and will post a class cancellation notice on the college web site.

Business Cards & Name tags

Employees can order their own business cards from *Printing Plus!* of Thief River Falls. Simply complete and e-mail the form below to *Printing Plus!* to receive a proof. Once you've approved the proof *Printing Plus!* will mail your business cards along with the invoice directly to you.

You can contact *Printing Plus!* to pay for your business cards using a credit card. If you want to pay with a purchase order please **remember that your purchase order will need to be processed to encumber the funds prior to the purchase to avoid a 16A violation.**
Business Card Order Form

To order a name tag, complete and e-mail the form below to Michelle Benitt (michelle.benitt@northlandcollege.edu)   the cost is $15.00.
Name Tag Order Form

Cost Center Code

Each college department and program is assigned a cost center code for budgeting and purchasing. This code is used to:
- send mail (code is written on the envelope near the return address)

- charge supplies in the bookstore (code is given to the bookstore staff)
- order equipment/ supplies from an outside vendor (code is entered on the purchase order)

You supervisor will provide you with the appropriate cost center(s) for your use.

Expense Reimbursement

The employee expense report is used to obtain reimbursement for expenses while traveling or training on approved travel. Expenses may include mileage (if appropriate), lodging, meals, and miscellaneous expenses as described in your collective bargaining agreement. Original receipts are required for expenses. Receipts are to be attached to the expense form and signed by both the employee and supervisor. Copies of approved travel requests (including Conference Agendas) must be attached to the expense form when submitted for reimbursement. The employee and/or supervisor must indicate the cost center to which the expenses are to be charged. All information regarding expense reimbursement (links to policy and procedure, forms, reimbursement deadlines, etc.) are found on Northland's Employee webpage via Employee Forms. Contact the Payroll Department for more information.

Faculty Support

Limited faculty support is available for assistance with various office duties. There are faculty support personnel on each campus who can assist you with some of these duties.

Important Dates

Calendars
There are several calendars/schedules of which the instructor should be aware of and will find helpful.

Master Calendar	The Master Calendar is designed yearly by the faculty, staff, and administration of the college. It is the template for scheduling beginning and end of semesters, days on, days off, faculty & staff meeting days, etc. You may access the Master Calendar by clicking on the current year's calendar below the "Academic Master Calendar" heading on NCTC Employees webpage: http://www.northlandcollege.edu/employees/
Academic Calendar	The Academic Calendar is created by the Registrar's Office. It determines the dates for advising, registration, grade submission, drop/add periods, etc. It includes tuition payment due dates, final exam week information, and other valuable information. You may access the current Academic Calendar by clicking on the "Academic Calendar" heading on NCTC Employees webpage, or just follow this link: http://www.northlandcollege.edu/academics/calendar/
Course Schedules	Each department decides what courses will be offered during each semester. This decision is made several months before the semester

begins. The scheduled hours for the course, the faculty instructing the course, and the room that will be used is tentatively decided. The schedule is submitted for final approval and placement on Web Registration and in printed registration materials provided by the college to the public. [Course Schedule](#)

Incident Reports

The State of Minnesota requires that any incident that happens on campus or off campus that could result in litigation against the State of Minnesota or any of its employees or agents be reported. The incident report should be filled out immediately or as soon as possible after the incident occurs and turned in to the Business Office on either campus. The report should be filled out by the person(s) witnessing the event or the person to whom it was first reported.
[Incident Report](#)

Requesting approval for travel or reassignment

- Advanced written approval for in-state travel must be obtained prior to the travel date. Northland utilizes an online approval process for travel requests. Travel-In State documentation is not required for inter-campus travel.
- Verbal approval may be obtained in emergency situations.
- All Out-of-State travel requires advanced written approval by the President. Northland utilizes an online approval process for travel-out of state requests. (Must attach Conference Agenda to Out-of-State Travel requests to assist in approval decision.) Travel to Grand Forks or Fargo does not require Out-of-State approval; In-State travel request can be used.
- All requests for travel require attachment of Conference Agenda.
- The can be found on Northland's Employee webpage via Employees>Forms>Human Resources Forms. [Forms](#)

Supplies and Equipment

General office supplies, such as pens, notepads, stapler, etc. can be obtained from either campus bookstore. You may not order supplies directly from a store or vendor without following NCTC purchasing guidelines. Assistance with purchasing supplies/ equipment can be obtained from the faculty support personnel on each campus.

Viewing Your Budget

You can view your programs current budget in the accounting on the web system. You can access this via the employee web page or the following link: [Accounting on the Web](#) .You log into this utilizing your

StarID in password, once into the system you can enter your programs cost center(s) to view your current budget balance.

Faculty Workload Management

To access information about work assignments and salary, go to the Minnesota State Faculty Workload Management page. This can be found through this direct link:
https://eservices.minnstate.edu/fwm/secure/main/
Or to find it through the NCTC website do the following:

- Go to *Employees*
- Then *eTimesheet*
- Sign in with Star ID and password
- This defaults to the page for leave requests, so click *Home* in the top banner of the page
- Then go to *FWM – Faculty Workload Management*

For help understanding the details of the Faculty Workload Management page, talk to *Human Resources* and/or your *MSCF Grievance Representative*.

STUDENT SERVICES

Academic Success Center

The Academic Success Center (ASC), formerly known as Learning Services, offers free professional and peer tutoring as well as disability services for every student. The ASC has quiet testing space for students with accommodation plans registered with a documented disability. The ASC is committed to providing equitable access across campus and online.

- East Grand Forks, Rm. 580D: (218) 793-2382
- Thief River Falls, Rm. 205: (218) 683-8560

Counseling Services

Licensed counselors are available on each campus to assist students with career, academic, and personal concerns. Faculty should always refer students to the appropriate college personnel for assistance in these areas. Counseling and advising students are not within the professional scope of faculty duties.

Students with Disabilities

Northland Community and Technical College, in compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), provides reasonable accommodations to qualified students with disabilities. According to the Students with Disabilities Policy (Policy 2035), students with disabilities must register in the ASC prior to receiving accommodations.

If a student requests any type of accommodation (i.e. extended test time, test reader, note taker, alternate test format, testing out of the room), they should immediately be referred to the Academic Success Center. The ASC works with students to develop appropriate accommodation plan based on documentation. Once a student has been provided an accommodation plan, it is the student's responsibility to provide the information to each faculty member.

In order to receive accommodations, the student must present their instructors with a letter from the Academic Success Center that describes the accommodations that are to be provided for that particular student. Students requesting accommodations from an instructor without this letter need to be referred to the Academic Success Center to begin the intake for requesting accommodations.

COLLEGE POLICIES AND SERVICES

Campus Safety & Security

Safety and Annual Employee Trainings

It is the goal of Northland Community and Technical College to provide the employees and students with a safe and healthy work environment. Contact the college's Safety Officer for concerns about physical hazards, electrical hazards, fires and explosions, means of exit from buildings and use of Personal Protective Equipment (PPE). Northland Community and Technical College also has a Safety Committee on each campus with a purpose to promote awareness of safety on campus.

All employees have mandatory online safety trainings they must complete upon hire and annually thereafter. Your supervisor will initially inform you of what trainings you must complete and you will then receive monthly email reminders when you have trainings due.
Campus Safety & Security website

Campus Security

Northland Community and Technical College has made every effort to provide a safe and secure work and learning environment by illuminating its parking lots at night. When you leave the building in the evening, for your personal safety we recommend you walk to your car in pairs or in a group. If no one else is available, you may ask the on-duty building attendants to escort you. Building attendants are available on each campus Monday through Thursday evenings when classes are in session from 5:00 p.m. – 10:00 p.m. in TRF and 5:00 pm - 9:00 pm in EGF.

The telephone number for the building attendants is as follows:
    East Grand Forks   218-791-0469
    Thief River Falls   218-684-5915 and 218-684-5916

Lockdown

Any employee may initiate a lockdown if they observe an individual displaying a weapon, threatening an individual with death or serious injury, or if individuals within the building are in danger (i.e. someone enters the building pointing a rifle at individuals or someone enters the building and takes individuals hostage). All employees may initiate a lockdown by accessing the public address system and announcing the lockdown. After making the announcement, the employee is to call law enforcement via 911 or 6-911 to inform them of the building status and request assistance. Law Enforcement may remain on the line to ascertain details regarding the incident.

Employees are to follow "lockdown" procedures as soon as announced.

Lockdown Procedures:
1) Direct all individuals into nearest rooms. If possible, check bathrooms and hallways for individuals who may need assistance.
2) Close and Lock doors. Once the door is locked, do not allow individuals to leave or open the door.
3) Pull shades on windows and move away from windows.

4) Crouch down behind furniture, out of sight.
5) Silence cell phones and other electronic devices.
6) Do not leave your locked room until the "All Clear" message has been made on the public address system, unless told to do so by law enforcement.

Children on Campus

Children are welcome on campus for appropriate events and must be supervised. The following is an excerpt from Children on Campus (policy 1075): Due to disruption and possible risk of harm, employees and students may not provide care for children or have another person provide care for children on the College campus. Employees and students may not bring children to scheduled work assignments, class, computer labs, or the library.

Emergency Closing/Cancellation Information

Campus Closing due to Weather or Other Emergency
Emergency Closing/Cancellations Procedure
The authority to close the college campus when weather or other emergency exists resides with the president or the president's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to Minnesota State institutions.

When a college closing is declared, all employees **except weather essential employees** are excused from work with pay. A college closure applies to all employees, without regard to labor contracts. However, the essential emergency employees who are not excused from work will be paid at their regular rate of pay. A declaration of a college closure will clearly identify the time frame when employees are excused from work. Employees are instructed to listen to radio and television stations when storms or emergency situations might carry over from one day into two or more days.

Notification of Cancellation or Closing
The president or designee will notify radio and television stations of events such as a campus closure. The message given to these stations will indicate whether it is a cancellation or closure. Additionally a message will be sent out via Star Alert (see more information below). Employees then must follow the state policies regarding cancellation or closure.   Whenever possible, decisions to cancel day classes will be made by approximately 6:00 a.m., and decisions to cancel night classes or activities will be made by 3 p.m. In certain emergencies, an effort will be made to announce closures or cancellations prior to the 10 p.m. television newscasts.

Information Technology - [Employee Technology Reference Guide](#)

Employee Technology Reference Guide

Quick Contacts

TRF ITS	218-683-8581
EGF ITS	218-793-2433

www.northlandcollege.edu

STEP 1: Activate Your StarID Today!

StarID

StarID is a username with the goal of replacing many login IDs with one ID, one password, everywhere. Once activated, you can use your StarID and password anywhere that accepts StarID. It is unique across the MinnState System, so you can use it at more than one school. Change your password in one place and it will change everywhere.

StarID is used as your login for:

- E-Services
- Campus Computers
- Wireless
- Printers
- E-mail
- MinnState Resources
- Northland Web Resources
- D2L

***Note! You must activate your star ID before you can begin using it!**

To Activate Your StarID:

1. *Go to:* The college homepage www.northlandcollege.edu
2. *Click* on the "Employees" link.
3. Under "*Frequently Visited* click on **Activate Your StarID!**

Employee Central

How do I get there?

1. *Go to the college homepage at:*
   http://www.northlandcollege.edu
2. *Click* on the **Employees Link** on the top of the page.

Here you will find...

- Schedule a Meeting Room
- Schedule a Vehicle
- E-Timesheet Sign-in
- Star Alert System
- Campus Information
- Information Technology
- GroupLink Helpdesk
- Eservices
- Forms
- ELM Safety Training

And Much, Much, More!

Wireless Internet

Wireless Internet is available on all campuses.

Connecting to Wireless:

1. *Select* **NCTC** from your list of available networks.
2. *Click* **Connect.**
3. When prompted, *log in* with your **StarID and password.**

Employee Home

https://eservices.minnstate.edu/employee/public/secure/main/#/institutions/0303/person

Here you will find:

- eTimesheet
- Faculty (FWM)
- Tuition Waiver
- Student Timesheet

Note: Firefox is the recommended browser for this site.

Policies and Procedures

All college faculty, staff and students are expected to be familiar with and abide by college policies and procedures.

www.northlandcollege.edu/about-northland/policies-and-procedures/5000/

Logging Into the College Network

Username= StarID

Password= Your StarID password

Accessing your Network User Folder

All NCTC employees have a personal network folder. Save important files to the network. Files saved to the network will be backed up. Files saved to your computer will be your responsibility to back up.

How to Save to the Network:

1. From within the program, save as you normally would.
2. When prompted "where" to save, select **drive letter (P)**. This is your personal folder.

* Note! The N-drive is a shared drive available to employees from all campuses to access shared files.

Outlook Email—NEW O365 Single Tenant!

All employees receive an Outlook email account when hired.

Username= StarID@minnstate.edu

Password= StarID password

Your Northland College email address is:

firstname.lastname@northlandcollege.edu

*Email is the Official Form of College Communication!

http://www.northlandcollege.edu/about/policies/docs/5015.pdf

O365 Web Application

Used for Off-Campus access to email or when you do not have access to the Outlook Client.

To access your O365 Web Application:

1. Go to Employee Central.
2. Click on the email Sign-In link.
3. Sign-in using StarID@minnstate.edu and StarID password.

Email is Available for your Phone too!

**Download the Outlook App for Android or iOS from the Google Play store or the Apple store for easy install of email to your mobile device.

Additional useful information for Setting up e-Mail on Your Phone:

- Use the Microsoft Exchange Account type
  Email Address - firstname.lastname@northlandcollege.edu
- Username - StarID@minnstate.edu
- Server - outlook.office365.com

Want to send your email to your phone via txt?

Try forwarding it to the appropriate carrier below.

AT&T: cellnumber@txt.att.net

Verizon: cellnumber@vtxt.com *Carrier charges may apply!

Keys

Keys are issued by the Facilities department.

If you are in need of keys please contact:

TRF — Clinton Castle @ Ext...8600 or

EGF — Bob Gooden @ Ext...2450

Updated 07/2018

Employee Technology Reference Guide

Phones

You will receive an e-mail with your phone number and long distance code.

Setting your Voice Mail for the First Time"

- From your phone, press the Message Button to access your voicemail.

  The voicemail box will walk you through a brief enrollment.

- Enter your temporary pin of 112233.
- Press # to accept

You'll be asked to record your name in the directory:

- After the tone, record your first and last name
- Press #

  Listen through the introduction, then record your personal greeting and select a new minimum of 6 digits pin.

To Access Voice Mail from Your Extension:

- Press Message Key.
- When Voice Mail answers, enter your password and press#.

Printing

Installing Employee Printers:

1. *Click* on the Windows Start Menu.
2. *Click* on All Programs.
3. *Click* on either Employee Printers TRF or EGF.
4. *Locate* the printer you want on the webpage and then *Right - Click* on it.
5. *Click* Connect and the printer will begin installing.

* Note! This is for Windows machines only. Please see IT if you need to install on a Mac.

* Note! Employee printing costs are 5¢ per side for Single-Sided and 4¢ a side for double-sided for Black and White. Color printing is 25¢ per side. All printing is charged to your departments cost center.

Paper Cut Print Solution and Copiers:

The copiers on campus are accessed using your employee ID badge/ keycard or by simply logging in with your StarID and StarID password. If you need to set up multiple cost centers to print to; please contact the IT help desk and they will assist you.

Bright Space (D2L) Information

Used for online courses, and employee training.

Access D2L Bright Space @ *Employee Central* found by clicking on the Employees link on the college home page.

Username= Your StarID

Password= Your StarID password

Required Employee Training

Mandatory HR/Safety training is required by all employees at NCTC. Log into your D2L Bright Space & Employee Self-Service (ELM) accounts to start your training TODAY!

One Drive

Microsoft One Drive offers a simple and secure way to store, sync and share all kinds of files, with other people and devices on the web.

Accessing Microsoft One Drive:

1. From the Northland College homepage, *click* on the Employees tab.
2. *Scroll* down to the Technology section on the right side of the page.
3. *Click* the OneDrive for Business link.
4. *Log into* your account with your starid@minnstate.edu email address and StarID password.
5. *Click* on the OneDrive icon to begin.

Check it out@

Check out the OneDrive for Business FAQ and What You Should Know links found in Employee Central.

Group Link

GroupLink is NCTC's help desk ticket system. Submit GroupLink tickets when you need assistance with campus technology and/or facility maintenance.

Access GroupLink by:

Double-clicking the icon on your desktop or you can use the link found in Employee Central.

* If you do not have an icon on your desktop, please contact ITS.

Submitting a GroupLink Ticket:

1. *Double-click* the GroupLink icon on your desktop.
2. *Log in* with your StarID and Password.
3. *Click* on Create New Ticket.
4. *Select* your Location, department, and all other criteria needed to complete the ticket.
5. *Put in* as much information as you can.
6. *Click* Save Changes.

Adobe Connect Web-Conferencing (New)

Free Web-Conferencing tool available to all employees! Click on the Adobe Connect link under the Technology section in Employee Central on the Northland College Website.

Northland Mobile App

The MyNCTC mobile app gives you access to D2L, news/events, directories, services and online courses. Stay connected to classes and know what's happening around campus on your mobile devices. The MyNCTC mobile app is available for Android and Apple Devices.

Accessing MyNCTC Mobile App download:

1. From within Employee Central, scroll to the Technology Services section.
2. Download and install MYNCTC Mobile App. Click on this link and begin the download.

http://www.northlandcollege.edu/about-northland/offices/ technology/mynctc-app/index.php

Updated 07/2018

Library

Northland Community and Technical College libraries support the curriculum, students and employees of the college. The NCTC libraries offer print, media and electronic database collections to fulfill your research and information needs. Information about the library hours and services can be found on the [Northland College Library page](#).

Personal Property on Campus

Northland College is not responsible for your personal property brought onto campus. The College's insurance does not cover such items; however, as a general rule, the individual's homeowner's or renter's insurance usually covers such items (less your deductible). Check with your agent as to your individual situation. The college cannot assume reimbursement for the loss or damage of personal items, including autos, for any cause.

Star Alert

[Star Alert Website](#)
Star Alert makes it possible for students and employees to receive notice – by cell phone and/or e-mail – of campus-related emergencies that threaten life safety or severely impact campus operations. There is no need to register. Students and employees are automatically registered using information they have previously provided to the college.

In an emergency, Star Alert will send a text message to the cell number(s) and/or e-mail address(es) you provide. Notifications identified as "Star Alert" messages will note the nature of the emergency, what action, if any, you are to take, and where to find more information. Star Alert also will let you know if campus is closed or if classes are delayed or cancelled.

Star Alert notifications are in addition to any messages Northland Community and Technical College sends to all NCTC e-mail addresses when there is an emergency. Depending on the nature and severity of the emergency, other mechanisms may include alerts on the Northland Community and Technical College Web site and voicemail messages on campus phones. In emergency situations, an important resource for information is always the Northland Community and Technical College emergency Web site at www.northlandcollege.edu/emergency

Smoking

All of the vehicles, buildings, offices, restrooms and most entrances to any of the college buildings are non-smoking areas. Persons who smoke are to do so outdoors and not within 50 feet of the building, except for those entrances designated as smoking entrances. It is the intent of the college to provide a smoke-free environment for all faculty members, staff, students and guests.

Use of College Property

College property is provided and maintained to complete assigned tasks. Property should be treated with care and used according to standard procedures. You should take appropriate security measures when leaving a work area unattended. Employees are prohibited from using State time, supplies or equipment for their private use or other non-state business uses. Misuse of the State telephone service, computer communications, or State equipment and/or property can result in disciplinary action, including termination, as well as repayment for unauthorized usages. In addition, employees who violate this statute may be subject to criminal prosecution.