Dear Faculty,

Thank you for your willingness to serve as an educator at Northeast State Community College. I believe this is one of the most important roles we have in society.

Northeast State has become a model for other colleges in Tennessee and the nation on many fronts. This handbook provides you with human resources, teaching and campus information. Before you review this handbook, I would like to provide you with an overview of how Northeast State has become a leader in community college education.

A primary mission at Northeast State is workforce development. Whether students complete two years at Northeast State then go on to a four-year institution or complete two years in an applied field, we are preparing them to enter the local workforce. The Strategies for Teaching Excellence Program (STEP), our Quality Enhancement Plan (QEP), developed as part of our accreditation reaffirmation process, is a major strategy in improving retention and completion and preparing students for employment. STEP provides students with social skills, responsibility and critical thinking. Our goal is to engage every student in every classroom!

Northeast State supports the Complete College Tennessee Act, which was enacted by the state in 2010; helps raise the bar for improving access and completion. The Chronicle of Higher Education reported leading colleges across the nation in meeting the Complete College America agenda, and Northeast State was illustrated as the first in the state on completion, productivity, and efficiency.

Faculty and staff redesigned our developmental studies program, named Learning Support. This lab-based, mastery-based program is using state of the art technology and tutoring support to enhance student performance and completion of developmental course work so students can progress through their chosen field of study.

We are also working with city and county leaders across the five-county service area to expand options in our service area. We anticipate opening our Johnson City campus in early 2015. Meanwhile, our Bristol campus, which opened in 2013, is making great strides and is now home to our new Entertainment Technology program.

Each and every faculty member serves as an ambassador for the College, whether teaching in Blountville, at one of our sites in the five-county region, at the high schools, or through distance education. We appreciate your continued focus on professionalism and gaining knowledge and skills in the teaching discipline. While we want to make it easier for students to access services, enroll, and apply for financial aid, etc., we must maintain high standards in the classroom as we prepare students for work, or for transfer to the university before entering the workforce. We invite you to participate in any of the campus functions, especially those designed for professional development and the STEP/QEP, but we understand that you may have other commitments. We want you to feel a part of the College family and our goal is to help you succeed, and thus help students succeed. We also invite you to review our web site and publications to explore all the good things happening at Northeast State. We have a great mentoring program for adjunct faculty to partner with full time faculty.

Again, a special thanks for all the work that you do for the College and our students. Please call on me or any other Northeast State team member if you need any assistance. In addition, and of equal importance, let us know what the College might do in order to improve the quality of our services as we assist students in meeting their educational goals.

Sincerely,

Janice H. Gilliam, Ed.D., President
Northeast State Community College
The *Adjunct Faculty Handbook* is available online and is intended to be interactive. Many underlined topics are linked to the *Northeast State Catalog*, the *Northeast State Student Handbook*, or Northeast State’s Web site. Login is *not* required for access.

Go to: [www.NortheastState.edu/AdjunctFacultyHandbook](http://www.NortheastState.edu/AdjunctFacultyHandbook) for quick access.
You have access to **D2L (Desire to Learn) Adjunct Faculty Information Center**. Once you log into D2L, change your role from “Teacher” to “Student” to access the Adjunct Faculty Information Center. It is listed as a course for you. **Click on the course link and then the “Content” link to access the information.** This is another way to keep you informed and to make finding important information more convenient.

I will be updating the content as needed, as well as putting certain due dates on the calendar, posting information that pertains to or interests adjunct faculty in the “News and Events” section. I will add training information and tutorials as I acquire them. Below is an example of the main topics; there are several subcategories within many of topics. Many of the topics are linked to our Web page, catalog, and various other sources. Also, I’ve included some PDF documents/forms that are commonly used by adjunct faculty.

If you have never logged into D2L, please take this opportunity to do so.  [https://elearn.northeaststate.edu/](https://elearn.northeaststate.edu/) I think you will find a lot of the information that you sometimes have difficulty locating, easier to find.

**This resource will not take the place of your Northeast State e-mail account. This course is setup as an informational resource for all adjunct faculty. You may have training videos or presentations that will be required to be viewed for Human Resources or Administration through the use of this D2L page.**

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**Logging into D2L**

Initially logging into your D2L account, your user ID will be the first part of your NeSCC e-mail address. If your e-mail address is jesmith@NortheastState.edu, then your user ID for D2L will be jesmith. Your password will be your six-digit birthdate in MMDDYY format, and you have the option to change it. For assistance with problems concerning D2L, contact Dr. Tom Wallace, the Office of Academic Computing, 423.354.2413. From on-campus, his extension is 3388, or you can e-mail him at tbwallace@NortheastState.edu.
1. **Mailboxes** - All adjunct faculty are assigned a mailbox. It should be checked often.

2. **Workrooms** - Each site (Blountville, Elizabethton, Gray, and Kingsport) has an area dedicated as an adjunct faculty workroom.

3. **Copier Codes** - All adjunct faculty will log into the copiers using their computer account user ID and password.

4. **D2L Course Management System** - All adjunct faculty are expected to utilize the D2L (Desire to Learn) Course Management System. All assigned classes will be available for web enhancement using D2L. Contact the Director of Academic Computing Technology, Tom Wallace, for assistance in setting up your class in D2L. Contact Information: tbwallace@NortheastState.edu, 423.323.3191. Extension 3388 or direct line at 423.354.2413.

5. **Banner ID and Account** - A Banner ID will be assigned to you to be used for
   a. Student contact information
   b. Posting student attendance verification
   c. Posting final semester grades
   d. Accessing your employee/direct deposit payroll information

6. **E-mail Account** - All adjunct faculty are required to have a Northeast State e-mail address and use it rather than an outside e-mail address for student and for administrative purposes. It should be checked often. Within D2L is a separate closed e-mail system to correspond with students.

7. **Training Sessions** - Adjunct faculty are offered training sessions on different topics that include D2L, Banner (Student Information System), ITV (Interactive Television), and Tegrity.

8. **Professional Development** - Professional development opportunities are available for all faculty.

9. **Banner/NorStar Access** - Online services, student registration, and Banner access are provided through MyNortheast at www.NortheastState.edu.

10. **Key Checkout Process** - Adjunct instructors teaching on the main campus may request keys for the classroom and/or labs by completing a Key Request Card from their academic division. The keys may be obtained from the appropriate division secretary. The keys are issued for one semester, and the key card is retained on file with the appropriate academic administrator. At the end of the term, keys must be returned to the division office. No duplicating or loaning keys is allowed.

11. **Room Assignments** - A room has been assigned for your class(es). Please do not move your class to another location without discussing it with the division secretary, Evening Services (during evening hours) or the appropriate academic administrator. This is important for two reasons: (1) If an emergency call comes for an instructor or a student, we need to be able to locate that person as quickly as possible; and (2) we have outside requests to use our facilities for meetings. We need to know exactly which rooms are occupied, so we will know whether or not we are able to fill these requests.

12. **After-Hours Building Access** - Faculty and staff must report in person or by telephone to the Police and Safety Office when arriving and leaving campus. Upon arrival, all faculty and staff must provide the Campus Police with their name, specific workplace location, and expected time of departure. Upon departure, faculty and staff must notify the Police and Safety Office.

13. **Dismissing Class** - Classes are to be held for the assigned period of instruction. Under general circumstances, do not dismiss your classes early. Any deviation needs to be arranged through the academic dean.

14. **Weekend College Instructors** - Weekend College instructors have support through the Office of Evening and Distance Education, and the coordinator is located in the Evening Services Office, Room T101,. The Weekend Coordinator’s hours are 8 – 2 p.m. on Saturdays.

15. **Final Exam Dates** - Faculty should not go outside the exam period for finals. Any change must be approved by and granted by your academic dean or the vice president for academic affairs. Dates are located in the Registration Guide, on the Web site, and within the D2L Adjunct Faculty Information Center.
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Vision and Mission Statement and Values

Vision
Northeast State shall be a premier learning-centered institution whose students and graduates are among the best-prepared individuals to meet current and emerging needs.

Mission
Northeast State is an open-access, public, comprehensive community college that advances the lifelong educational development of the residents of the region and strengthens the economic and social/cultural aspects of the community. To facilitate teaching, learning, service, and student success, the College provides innovative, high-quality, and relevant associate, certificate, and career-focused educational programs and services. Programming and comprehensive support services are offered through varied delivery systems and at multiple sites throughout its primary service area of Carter, Johnson, Sullivan, Unicoi, and Washington Counties. Within all aspects of its operations, Northeast State serves the public's interest through the wise use of fiscal, human, and physical resources.

Values
Northeast State Community College embraces these values:

Respect - We value respect and provide an environment of inclusiveness, cooperation, and diversity.

Responsibility - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.

Responsiveness - We value responsiveness and facilitate personal, professional, and economic growth.
Northeast State Policies and Procedures

To access Northeast State’s Policies and Procedures, go to the College’s Web site (http://www.NortheastState.edu) and select “For Faculty and Staff.” Policies include the following as examples. User ID example: nestate\jesmith; Password: the same as your NeSCC computer account, if prompted.

05:04:01 Dress Code
04:17:00 Electronic Mail (E-mail)
02:03:00 Academic Freedom, Responsibility, and Tenure
05:04:02 Drug-Free Campus/Workplace Policy
05:04:03 Harassment: Sexual, Racial and Other
05:04:05 Minors on Campus
02:11:03 Recording and Removing a Grade of an “I”
03:05:07 Smoking and Tobacco Use in College Facilities (04:53:00)
04:58:00 Traffic and Parking Regulations
04:60:00 Use of College Equipment

FERPA Facts for Faculty and Staff

The following two statements summarize the essence of FERPA:
(1) College students must be permitted to inspect their own education records.

(2) School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the Act.

Student’s education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). This information is intended to give general information about FERPA and to acquaint Northeast State faculty and staff with some of the privacy issues surrounding students’ education records.

What is FERPA?
FERPA (the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment) is a federal law that affords students certain rights concerning their education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. Policy: 03:07:00

Violations of FERPA
The Family Policy Compliance Office (FPCO) monitors schools for compliance. Students have the right to file complaints with the FPCO alleging non-compliance of an institution with the requirements of the Act. Failure to comply may result in a loss of the institution’s federal funding for financial aid and educational grants and/or civil litigation.
What about Parents?
Many questions about FERPA pertain to parents wanting to see a student’s education record. Key points to remember:

- When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.
- Parents may obtain directory information at the discretion of the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) only after it has been determined that the student is legally their dependent and at the discretion of the institution.
- Parents may also have access to non-directory information by obtaining a signed consent from the student.

Guidelines for Faculty/Staff
1. **DO** refer requests for information from the education record of a student to the Office of Admission and Records.
2. **DO NOT** request information from the education record custodian (Admissions and Records) or view information in Banner without a legitimate educational interest and the appropriate authority to do so.
3. **DO NOT** share student education record information including grades or GPAs, with other faculty or staff members of the College unless their official responsibilities identify their legitimate educational interest in that information for that student.
4. **DO NOT** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers.
5. **DO NOT** put papers, exams, etc., with student names and grades on them in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
6. **DO NOT** share information from student education records, including grades or GPAs, with parents or others outside the institution without written permission from the student. Keep this in mind when writing letters of recommendation for students.

**WHEN IN DOUBT**, err on the side of caution and do not release student information and you may contact Deidra Close, the Registrar, if you have questions.

Accommodations for Students with Disabilities

*(Full-Text Accessible Online)*

In order for the college to make reasonable accommodations for students with disabilities, the student must notify the instructor of any special needs. This notification should take place during the first week of class. The student may notify the instructor by meeting with the instructor privately, either before or after class, or in the instructor’s office. Additional information regarding accommodations can be obtained by contacting the Center for Students with Disabilities in C1102A, Ext. 3276, or on Northeast State’s Web page for Students with Disabilities.
The Student Handbook, issued by the Office of the Vice President for Student Affairs, is published as the College’s notification of regulations that affect student life. While every effort is made to provide current and accurate information, these regulations are subject to change at any time by Northeast State Community College or the Tennessee Board of Regents.

**Student Guidelines, Policies and Procedures:**
http://catalog.northeaststate.edu/content.php?catid=12&navoid=1912#Student Guidelines, Policies and Procedures

**NORTHEAST STATE 2015-2016 REGISTRATION GUIDE**
*(Full-Text Accessible Online)*

**Contents include:** Final Exam Schedules, Student Business Office Information, Parking Information, Maps and Directions, and Calendars.

**WAYNE G. BASLER LIBRARY**
*(Full-Text Accessible Online)*

The Wayne G. Basler Library provides the learning resources and ancillary services in support of the College’s academic programs at all locations. Special emphasis is also placed on providing materials and services to citizens in the College’s service area.

The Library also houses The Learning Center which provides students with tutorial assistance in any of their classes, the Center for Teaching Excellence which provides the support infrastructure for Northeast State’s STEP (Strategies for Teaching Excellence Program) initiative, and Media Services with its multimedia development lab and production studio.

The Basler Library has a fully automated, web-accessible public access catalog and numerous electronic databases for information retrieval. The catalog and databases may be accessed via the Internet through the campus network regardless of location provided the user is a registered borrower in the Basler Library.
LIBRARY SERVICES & RESOURCES

Services:

- **Library Instruction and Tours** – Please schedule at least one week in advance with the Reference Librarian at extension 3558 (or 354.2429). We will be happy to provide a general overview or develop specific instruction sessions for your class. Most library instruction occurs in the Library; however, a librarian will visit your Blountville campus or other teaching sites classroom if you request it. For off-campus visits, please schedule at least two weeks in advance. Instructors at the Kingsport Center for Higher Education (KCHE) may either contact the Library & Student Resource Center (ext. 5539, or 354.5539) on the third floor or the Blountville campus to arrange for a staff member to visit your class. Again, please schedule at least one week in advance.

- **Library Hours** – The Library is open Monday through Thursday from 7:30 a.m. until 8:30 p.m., Friday from 7:30 a.m. until 6:00 p.m., and Saturday from 9:00 a.m. until 5:00 p.m. during the semester. Hours are modified slightly when classes are not in session, and the Library is closed when the campus is closed. The Library & Student Resource Center at KCHE is open Monday through Thursday from 8:00 a.m. until 8:30 p.m., Friday from 8:00 a.m. until 4:30 p.m., and Saturday from 8:00 a.m. until 3:00 p.m. (Hours may vary – please check each semester.)

- **Reserve Materials** – You can put copies of textbooks, papers, videorecordings, DVDs, books, etc., on Reserve at the Circulation Desk at the Blountville campus library or at the library at KCHE. The material(s) can be personal copies or Library items. You decide if the material is available for Library use only or if it can be checked out to the students.

- **Suggesting Library Materials** – You may request that the Library purchase materials for the collection by using the Suggest a Purchase option under About on the Library’s website (http://www.northeaststate.edu/library).

- **Interlibrary Loan** – If you or your students need materials that the Library does not own, you can request the item(s) through the Interlibrary Loan option under Services on the Library’s website. You will be contacted when the materials arrive. All materials can be picked up at the Circulation Desk on the second floor of the Blountville campus Library. Materials can also be picked up at the Library & Student Resource Center at KCHE, as well as at the main office of the other teaching site locations.

- **Borrowing Agreements** – The Library has cooperative borrowing arrangements with all of the Tennessee Board of Regents/University of Tennessee (TBR/UT) libraries, as well as the majority of the area public libraries. Please go to the Circulation Desk on the second floor of the Library on the Blountville campus for further information or to get the proper paperwork so that you can check out materials at these libraries. The paperwork is also available at the main office of the other teaching site locations and at the Library & Student Resource Center at KCHE.

- **Off-Campus Request for Materials** – If you teach at Bristol, Elizabethton, Gray, the Regional Center for Advanced Manufacturing (RCAM), the Regional Center for Health Professions (RCHP), the Regional Center for Applied Technology (RCAT), the Pal Barger Regional Center for Automotive Programs (RCAP) or the Kingsport Center for Higher Education (KCHE), you may request that Library materials such as instructional videos and DVDs be sent to you at these locations. Please contact the Circulation Desk at extension 3429 (or 354.2429) at least several days in advance to arrange the delivery. Please remember that all deliveries are in the late morning/early afternoon. Deliveries to Bristol are on Tuesdays and Fridays, Elizabethton are on Mondays, Wednesdays, and Thursdays, Gray are Mondays, Wednesdays, and Thursdays, and RCAM, RCHP, RCAT, RCAP, and KCHE are daily Monday through Thursday. All items to be returned to the Library must be in the main office or the Library & Student Resource Center (at KCHE) by 10:00 a.m. on the pickup day in order to be back at the Library the following day.

****Anytime that you are asked for a username and password for library materials or databases, use the same one that you use to log onto a computer on campus****
Resources:

- **Library Materials** – Library books, audiobooks, and music CDs may be checked out for three weeks at a time. Videorecordings and DVDs may be checked out for three days at a time. You may renew materials, generally one time, through your library account (accessible from the Library’s website – go to the catalog), or by contacting the Circulation Desk at extension 3429 (or 354.2429).

- **E-Books** – You may access the full-text electronic books (e-books) from any Internet computer, twenty-four hours a day, on- or off-campus. Go to the Library website (http://www.northeaststate.edu/library) under Resources, then choose eBooks. Select eBook Collection (EBSCO), Gale Virtual Reference Library, National Academies Press, Oxford Reference Online, Safari Books Online, LearningExpress Library, or Testing & Education Reference Center.

- **Online Databases** – You may access any of the over 100 online databases from any Internet computer, twenty-four hours a day, on- or off-campus. Select Online Databases from the Library website. There are four general databases available, including: Academic OneFile and OmniFile Full-Text Mega (mostly full-text articles on general, business, medical, and literary topics), SIRS Knowledge Source (full-text articles on general and arts and humanities topics, government documents, and select websites), and Gale Opposing Viewpoints in Context (full-text articles on a variety of topics plus some primary sources), as well as numerous databases for specific subject areas.

- **Handouts and Research Guides** – The Library has research guides on a variety of topics, as well as a handout on plagiarism, evaluating websites, a list and description of the e-Books, and MLA and APA style citation guides and tip sheets. All of these materials are available on the Library website under Library Resources. Additionally, you can find a quick fact sheet and floor plans under About the Library. A list and description of the databases is available under Online Databases.

- **Online Video Tutorials** – There are short video tutorials on the various Library resources available on the Library website under Resources. These tutorials review the use of the catalog and select databases, as well as provide a library tour.

- **The Learning Center** – The computers in the Learning Center on the first floor of the Library (L103) have copies of most of the programs that the students use on campus, as well as word processing and Internet access. Tutors are available and students are encouraged to ask the staff for assistance with papers, homework, and projects.

- **Computers** – In addition to the computers in the Learning Center, the Library has several computers on the second and third floors, as well as the database lab on the third floor (L302) for students to use. All of these computers have word processing and Internet access, and the computers in the database lab (L302) also have copies of most of the programs that the students use on campus.

- **Media Services** – There is a wide variety of media services available to you, including equipment, duplicating and production services, etc. Please contact Eric Morritt at extension 3317 (or 354.2517) for assistance.

- **Audiovisual Equipment** – You and your students may use a variety of audiovisual equipment, including laptop PCs, digital and video cameras, slide projectors, etc., for class-related work. Please contact Eric Morritt at extension 3317 (or 354.2517) for more information.

- **Faculty Reading Room** – There is a faculty reading room available in L315. The room has a computer and printer, as well as a copier. Please let Tammy Bartlett (T101, extension 3468) or Sandy Baker (T101, extension 5109) know if you want your faculty copier code programmed into that copier.

- **Center for Teaching Excellence** – Located in room L204, the Center for Teaching Excellence directs the Northeast State’s Quality Enhancement Plan, which currently is dedicated to increasing student engagement and involvement in the learning process. The Center will offer activities and training for faculty to help make learning more meaningful, innovative, interactive, and engaging. For more information, please contact Jim Kelly at extension 5162 (or 354.5162)

- **Returning Library Materials** – If you cannot return Library materials to the Circulation Desk, you may use one of the two drop boxes on campus. A drive-up box is available at the back of the Library near the student parking lot. Another box is located in the atrium near the main entrance to the Pierce Building. If you are off-campus, you may return the materials to the secretary at Bristol, Elizabethton, Gray, RCAM, RCHP, or to the Library & Student Resource Center at KCHE. Please be sure that you leave the materials in a secure location, as you are responsible for them until they are checked in at the Library.

8/12/2015
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Elizabethton – Room E134
jfwillis@NortheastState.edu

Evening Secretary, Northeast State at Elizabethton
Cheryl Warner .............................................................. 423.547.8450 Ext. 3417
Elizabethton – Room E108
cpwarner@NortheastState.edu

Director, Blazer-Wilson Hall, Northeast State at Kingsport (Student Services)
Robin Dice ................................................................. 423.354.2530 Ext. 2530
RCAT
rldice@NortheastState.edu

Director, Career and Technical Education
Chelsea Rose ............................................................... 423.354.5166 Ext. 5166
Blountville – Room F109
cdrose@NortheastState.edu

Director, University Parallel Dual Enrollment and Northeast State at Gray Site Director
Gwen Widner ............................................................... 423.354.2586 Ext. 3286
Gray – Room G129
jgwidner@NortheastState.edu

Secretary, Northeast State at Gray
Debbie Marsh ............................................................. 423.354.5141 Ext. 5141
Gray- Room G112
drmarsh@NortheastState.edu
Evening Receptionist at Gray
Dawn Rambo ................................................................. 423.354.5141 Ext. 5141
Gray – Room G112
drambo@NortheastState.edu

Interim Director, Kingsport Center for Higher Education
Kathy Thacker .................................................................. 423.354.5151 Ext. 5151
KCHE Room 104
kothacker@NortheastState.edu

Administrative Assistant, Kingsport Center for Higher Education
Shawna Shafer................................................................. 423.354.5159 Ext. 5159
KCHE - Room 103
skshafer@NortheastState.edu

Evening Coordinator, Kingsport Center for Higher Education
Devin Neubrander.......................................................... 423.354.5541 Ext. 5541
KCHE - Room 106
daneubrander@NortheastState.edu

Secretary, Kingsport Center for Higher Education
Duuna Jordan................................................................. 423.354.5521 Ext. 5521
KCHE – Room 101 (Reception Area)
dajordan@NortheastState.edu

Secretary, Regional Center for Advanced Manufacturing
Jamie Cyphers................................................................ 423.354.5149 Ext. 5149
RCAM - Room 103
jmcyphers@NortheastState.edu

Evening Receptionist at Regional Center for Advanced Manufacturing
Vacant........................................................................... 423.354.5258 Ext. 5258
RCAM – Room 103

Academic Dean, Behavioral and Social Sciences
Dr. Xiaoping Wang.......................................................... 423.354.2552 Ext. 3352
Room H232
xpwang@NortheastState.edu

Division Secretary, Behavioral and Social Sciences
Glenna Cullop............................................................... 423.354.2457 Ext. 3457
Room H229
gmcullop@NortheastState.edu

Academic Dean, Health-Related Professions
Connie Marshall............................................................ 423.279.3680 Ext. 3680
RCHP - Room 110
cmarsh@NortheastState.edu

Division Secretary, Health-Related Professions
Sherry Talley................................................................. 423.279.7653 Ext. 7653
RCHP - Room 111
sdtalley@NortheastState.edu

Academic Dean, Nursing
Dr. Melessia Webb........................................................ 423.354.5106 Ext. 5106
RCHP - Room 209
mdwebb@NortheastState.edu
Division Secretary, Nursing
Susan O’Connor................................................................. 423.354.5509 Ext. 5509
RCHP - Room 210
sfoconnor@NortheastState.edu

Academic Dean, Humanities
William Wilson................................................................. 423.354.2541 Ext. 3341
Room H132
wrwilson@NortheastState.edu

Division Secretary, Humanities
Linda Kincaid................................................................. 423.354.2494 Ext. 3294
Room H129
lkincaid@NortheastState.edu

Academic Dean, Mathematics
Malissa Trent ................................................................. 423.354.2521 Ext. 3515
Room F234
mbtrent@NortheastState.edu

Division Secretary, Mathematics
Vacant.............................................................................. 423.323.0219 Ext. 3219
Room F234

Academic Dean, Science
Dr. Carolyn McCracken................................................... 423.354.2509 Ext. 3514
Room B108A
cgmccracken@NortheastState.edu

Division Secretary, Science
Angela Shrum................................................................. 423.354.2508 Ext. 3508
Room B108
adshrum@NortheastState.edu

Academic Dean, Business Technologies
Danny Lawson................................................................. 423.323.0234 Ext. 3234
Room F211
dllawson@NortheastState.edu

Division Secretary, Business Technologies
Linda McNutt................................................................. 423.354.2420 Ext. 3420
Room F211
lemcnutt@NortheastState.edu

Academic Dean, Advanced Technologies
Samuel Rowell............................................................... 423.354.2582 Ext. 3382
Room A216
ssrowell@NortheastState.edu

Division Secretary, Advanced Technologies
Kimberly Tipton............................................................. 423.279.7639 Ext. 7639
Room A216
kmtipton@NortheastState.edu

Bookstore
Room A218......................................................................... 423.279.3340 Ext. 3314

Computer Services, Computer Systems Analyst
Steve Nickols................................................................. 423.354.2492 Ext. 3547
Room P218D
msnickols@NortheastState.edu
Coordinator, Students with Disabilities
Betty Mask 423.354.2476 Ext. 3276
Room C1102A
memask@NortheastState.edu

Dean of Enrollment Management
Jennifer Starling 423.279.7635 Ext. 7635
Room P205A
jgstarling@NortheastState.edu

Director, Academic/Instructional Technology
Dr. Tom Wallace 423.354.2413 Ext. 3388
Room H134
tbwallace@NortheastState.edu

Chief of Police
John Edens 423.279.7655 Ext. 3355
Room C2401
jeedens@NortheastState.edu

Director, Financial Aid
Wesley Armstrong 423.323.0233 Ext. 3233
Room C2402
wrarmstrong@NortheastState.edu

Secretary, Financial Aid
Jennie Wilcher 423.279.6384 Ext. 3684
Room C2402
jtwilcher@NortheastState.edu

Library 423.354.2429 Ext. 3429/3551
http://www.NortheastState.edu/library

Dean, Student Services
Kathy Coleman 423.354.2414 Ext. 3414
Room C2410
kwcoleman@NortheastState.edu

<table>
<thead>
<tr>
<th>Police Cell Numbers at ALL Teaching Sites</th>
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</thead>
<tbody>
<tr>
<td>Bristol</td>
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<tr>
<td>423.557.4576</td>
</tr>
<tr>
<td>Elizabethton</td>
</tr>
<tr>
<td>423.557.2702</td>
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<tr>
<td>Johnson City</td>
</tr>
<tr>
<td>423.557.5117</td>
</tr>
<tr>
<td>Kingsport</td>
</tr>
<tr>
<td>423.557.2703</td>
</tr>
<tr>
<td>Main Campus</td>
</tr>
<tr>
<td>423.677.7927</td>
</tr>
</tbody>
</table>
Campus Offices

**Admissions and Records**
Monday – Thursday ................................................................. 7:30 a.m. – 6:00 p.m.
Friday ................................................................. 7:30 a.m. – 5:00 p.m.
Admissions and Records will close at 5:00 p.m. each day that classes are not in session.

**Advising Resource Center**
Monday – Friday .................................................................

**Business Office**
Monday – Thursday ................................................................. 8:00 a.m. – 6:00 p.m.
Friday ................................................................. 8:00 a.m. – 4:30 p.m.
The Business Office will close at 4:30 p.m. each day that classes are not in session.

**Workforce Development**
Monday – Friday ................................................................. 8:00 a.m. – 4:30 p.m.

**Campus Information and Enrollment Services**
Monday – Friday ................................................................. 8:00 a.m. – 4:30 p.m.

**College Access and WIA**
Monday – Friday ................................................................. 8:00 a.m. – 4:30 p.m.

**Evening and Distance Education**
Monday – Thursday ................................................................. 8:00 a.m. – 9:30 p.m.
Friday ................................................................. 8:00 a.m. – 4:30 p.m.
Saturday ................................................................. 8:00 a.m. – 2:00 p.m.
The Office of Evening and Distance Education will close at 4:30 p.m. each day that classes are not in session. Evening Services office closes at 8:30 p.m. during summer semester.

**Financial Aid Office**
Monday – Thursday ................................................................. 8:00 a.m. – 6:00 p.m.
Friday ................................................................. 8:00 a.m. – 4:30 p.m.

**Library at Blountville**
Monday – Thursday ................................................................. 7:30 a.m. – 8:30 p.m.
Friday (Main Campus) ................................................................. 7:30 a.m. – 6:00 p.m.
Saturday ................................................................. 9:00 a.m. – 5:00 p.m.

**Northeast State at Elizabethton**
Monday – Thursday ................................................................. 8:00 a.m. – 9:30 p.m.
Friday ................................................................. 8:00 a.m. – 4:30 p.m.

**Northeast State at Gray**
Monday – Friday ................................................................. 8:00 a.m. – 4:30 p.m.
Northeast State at Bristol
Monday – Friday................................................................. 8:00 a.m. – 4:30 p.m.

Northeast State at Johnson City
TBA

Kingsport Center for Higher Education at Kingsport (KCHE)
Monday – Thursday............................................................... 7:30 a.m. 10:00 p.m.
Friday..................................................................................... 8:00 a.m. – 4:30 p.m.
Saturday.................................................................................. 7:00 a.m. – 3:00 p.m.

Regional Center for Advanced Manufacturing at Kingsport (RCAM)
Monday – Friday...................................................................... 8:00 a.m. – 4:30 p.m.

Regional Center for Health Related Professions at Kingsport (RCHP)
Monday – Friday...................................................................... 8:00 a.m. – 4:30 p.m.

Blazer Wilson Hall at Kingsport (Student Services)
Monday – Friday...................................................................... 8:00 a.m. – 4:30 p.m.

Switchboard
Monday – Friday...................................................................... 7:30 a.m. – 4:00 p.m.

Bookstore
The Northeast State Bookstore is located on the second floor of the Student Services Building.
The Bookstore’s regular hours of operation for the fall, spring, and summer are:
Monday – Tuesday............................................................... 8 a.m. – 6 p.m.
Wednesday - Thursday.......................................................... 8 a.m. – 4 p.m.
Friday....................................................................................... 8 a.m. – 2 p.m.
The Bookstore has extended hours during the first two weeks of fall and spring semester.
The Bookstore is open the first Saturday of the fall and spring semesters 8:00 a.m.–12 p.m.
**Northeast State at Elizabethton**

Northeast State at Elizabethton is located on Highway 91N directly across from the Elizabethton Municipal Airport.

Adjunct faculty teaching at Northeast State at Elizabethton will have access to an adjunct faculty workroom. This area provides a campus mailbox, computer and copier access. Other pertinent teaching/administrative items will be provided. The staff at Northeast State at Elizabethton will assist you and answer any questions.

**Director, Northeast State at Elizabethton**
Chris Hitechew ................................................................. 423.279.7651 Ext. 3530
Elizabethton
clhitechew@NortheastState.edu

**Administrative Assistant, Northeast State at Elizabethton**
Joan Willis........................................................................ 423.547.8450 Ext. 3530
Elizabethton
jfwillis@NortheastState.edu

**Evening Secretary, Northeast State at Elizabethton**
Cheryl Warner..................................................................... 423.547.8450 Ext. 3417
Elizabethton
cpwarner@NortheastState.edu

**Directions and Map to Northeast State at Elizabethton**

**Northeast State at Gray**

Northeast State at Gray is located 2 miles from the I-26 Suncrest/Gray exit. Resources available to adjunct faculty include computers, adjunct mailboxes, and assistance from the coordinator. Each classroom is media equipped with a TV/VCR, overhead projector, and whiteboards.

**Director, University Parallel Dual Enrollment and Northeast State at Gray Site Director**
Gwen Widner................................................................. 423.354.2586 Ext. 3286
Gray – Room G129
jgwidner@NortheastState.edu

**Secretary, Northeast State at Gray**
Debbie Marsh ................................................................. 423.354.5141 Ext. 5141
Gray G112
drmarsh@NortheastState.edu

**Unicoi County ITV Site**

Located at Unicoi County High School, Erwin, TN 37650
Call 423.354.2497 for more information.
**Mountain City ITV Site**

Located at 2431 S. Shady Street, Mountain City, TN 37683
Call 423.354.2497 for more information.

**(Blazer Wilson Hall – Student Services)**

**Kingsport Student Services**, Located at 222 W. Main Street, Kingsport.
Call 423.354.2525 for more information.

**Kingsport Center for Higher Education (KCHE)**

Located at 320 W. Market Street, Kingsport
**Directions to Kingsport Center for Higher Education**
Call 423.354.5521 for more information.

Adjunct faculty teaching at the KCHE will have access to a faculty workroom. This area provides a campus mailbox and computer and copier access. Other pertinent teaching/administrative items will be provided. The staff at the KCHE will assist you and answer any questions.

**Interim Director, Kingsport Center for Higher Education**
Kathy Thacker ................................................................. 423.354.5151 Ext. 5151
KCHE Room 104
kothacker@NortheastState.edu

**Administrative Assistant, Kingsport Center for Higher Education**
Shawna Shafer, Administrative Assistant................................................. 423.354.5159 Ext. 5159
KCHE Room 103
skshafer@NortheastState.edu

**Evening Coordinator, Kingsport Center for Higher Education**
Devin Neubrander........................................................................... 423.354.5541 Ext. 5541
KCHE Room 113
daneubrander@NortheastState.edu

**Secretary, Kingsport Center for Higher Education**
Duuna Jordan.................................................................................. 423.354.5521 Ext. 5521
KCHE Reception Area
dajordan@NortheastState.edu

**Regional Center for Health Related Professions**

**(RCHP)**

Located at 300 W. Main Street, Kingsport.
Call 423.323.0238 for more information.

**Academic Dean, Health-Related Professions**
Connie Marshall............................................................................ 423.354.2533 Ext. 3333
RCHP Room 110
cmarshall@NortheastState.edu
Division Secretary
Sherry Talley.................................................................................................................. 423.279.7653 Ext. 7653
RCHP Room 111
sdalley@NortheastState.edu

Secretary
Caitlin Leavitt................................................................................................................ 423.323.0248 Ext. 3248
RCHP
cjleavitt@NortheastState.edu

NURSING

Dean of Nursing
Melessia Webb............................................................................................................. 423.354.5106 Ext. 5106
RCHP Room 209
mdwebb@NortheastState.edu

Division Secretary, Nursing
Susan O’Connor.......................................................................................................... 423.354.5509 Ext. 5509
RCHP Room 210
sfoconnor@NortheastState.edu

Regional Center for Advanced Manufacturing
(RCAM)

Located at 305 W. Main Street, Kingsport.
Call 423-354-5149 for more information.

Director of Training and Development
Jeff Frazier.................................................................................................................. 423.354.5544 Ext. 5544
RCAM Room 103B
jffrazier@NortheastState.edu

Secretary
Jennifer Puckett......................................................................................................... 423.354.5149 Ext. 5149
RCAM Room 103

Technical Clerk
Glodine Davis............................................................................................................. 423.354.2438 Ext. 2438
RCAM
gedavis@NortheastState.edu

Northeast State Bristol

Northeast State at Bristol is conveniently located on the third floor of 620 State Street in the center of historic downtown Bristol. For ease of access, adequate parking is designated for Northeast State faculty and students in the Shelby Street parking lot.

For more information, contact the Director at 423.354.5213, email: jgthacker@NortheastState.edu, or our Enrollment Specialist, Deb Johnson, 423.354.5215, email: drjohnson@NortheastState.edu.
Emergency Procedures in the Event of Illness/Injury

In the event of illness or injury to an employee, student, or visitor, Campus Police should be contacted immediately. Police officers will manage all emergency situations involving illness or injury. Depending upon the nature and seriousness of the illness/injury, Northeast State Campus Police will contact an external agency which provides emergency medical care. If an external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service.

If an adjunct faculty member has a work related injury, they should notify HR and their immediate supervisor as soon as possible. If your injury occurs during the evening hours, please notify the director of Evening Services or the appropriate person(s) at the off-campus sites as well.

Sign up for e2Campus Mobile Alerts

Northeast State has contracted with a company called e2Campus to implement a campus alert system that allows students, faculty, and staff to receive updates and campus-wide emergency alerts on their cell phones, PDAs, and e-mail. A number of other universities and colleges utilize this service. For more information and to sign up for the service, please visit our website.

Off-Campus Emergency

If an accident or injury should occur in an off-campus class, please take the following action:

1. Police and Safety, if no answer
2. Personnel in charge
3. Office of Evening and Distance Education or division office

If the injury is deemed as non-emergency, notify the Office of Evening and Distance Education and the campus police. Obtain a written account of the incident from the student and witness(es) on the Personal Injury/Accident Report. Report the information as quickly and completely as possible. The instructor should stay with the injured person(s) to oversee and manage the situation until relieved by Northeast State Campus Police.

Responsibilities of Faculty and Staff

All employees of Northeast State should become familiar with the Emergency Preparedness Plan and the procedures the College takes in emergency situations as found in the Building Coordinator/Assistant Building Coordinator Manual. This plan may be reviewed at Northeast State Technical Community College’s office of Police and Safety web page under Emergency Preparedness Plan. Furthermore, at the beginning of every semester, each faculty member teaching class(es) should become familiar with and inform students in the class(es) of the nearest exit to be utilized and the route that should be followed to reach the exit.

Faculty members teaching class(es) should react in an appropriate manner to fire alarms, severe weather threats/warnings, unexpected loud noises, or other unexpected disturbances. Building Coordinators, Assistant Building Coordinators or law enforcement personnel will give
instruction as to what action(s) to take. If unexpected distractions such as loud noises (other than gun fire) or other unordinary disturbances occur, the faculty member should close the door and remain in the classroom with the students until notified by the Building Coordinator, Assistant Building Coordinator, or law enforcement of what actions to take.

In the event of an active shooter or armed intruder on campus, faculty and staff should immediately go into a “lock down” situation. Faculty members are responsible for maintaining control and providing leadership to their students during an emergency situation. Staff and faculty should immediately shut and lock/barricade the door and shut blinds, if possible. All individuals in the room should take cover whether going into a closet, getting behind desks, chairs, or using any other means of protection that is readily available. Occupant(s) inside the room with cell phones should be identified. As the situation dictates, call 9-1-1 and advise law enforcement of your situation. Do not open the door until instructed to do so by law enforcement personnel.

When notification to evacuate a building is received, all activity should cease and evacuation should begin immediately! All faculty and staff members should be familiar with the tornado safe areas and the assembly areas for each building in which they teach or work. Tornado safe areas are found in the Building Coordinator/Assistant Building Coordinator Manual. Assembly area locations are displayed on the Campus Evacuation Maps which are located at or near the entrance/exits of each building.

To ensure that students are informed, please read the following statement to each of your classes. “In case of any building evacuation; you are to proceed under the direction of your instructor to the nearest exit in an orderly manner. The nearest exit for this classroom is located __________. To ensure your safety, you will move to (appropriate designated safe area as indicated on the color coded map).” No one is allowed to re-enter the building until official notification is given.

**Academic and Classroom Misconduct**

*(Full-Text Accessible Online)*

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Class attendance and punctuality requirements are contracted between the faculty and the students through specific expectations for attendance and punctuality. Specific consequences are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time. They are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.
In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student’s serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to disciplinary sanctions which may be imposed through institutional procedures, the instructor has the authority to assign an “F” or a zero for an exercise or examination or to assign an “F” for the final grade of the course.

If the student believes that he/she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

**Motor Vehicle Registration/Parking Regulations**

*(Full-Text Accessible Online)*

All vehicles operated on the Northeast State campus by students, faculty, staff and all other employees must be registered with the institution as required by the Tennessee Board of Regents policy. The Campus Police Office issues parking hangtags. The cost of the tag is $7. **This amount will be deducted from your first pay check.** Traffic and parking regulations can be found in the Student Handbook.

**Inclement Weather and Cancellation of Classes/Closing of College**

*(Full-Text Accessible Online)*

**Additional Information for Northeast State Campus Police** *(Full-Text Accessible Online)*

**Safe Northeast Safe Areas** are campus offices that provide victims of violent acts a safe and confidential environment in which to seek assistance. Offices designated as Safe Areas at each teaching site will have the Safe Northeast Safe Area logo displayed.

<table>
<thead>
<tr>
<th>Police Cell Numbers at ALL Teaching Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristol</td>
</tr>
<tr>
<td>Elizabethton</td>
</tr>
<tr>
<td>Johnson City</td>
</tr>
<tr>
<td>Kingsport</td>
</tr>
<tr>
<td>Main Campus</td>
</tr>
</tbody>
</table>
**Adjunct Faculty Letter of Intent**

An Adjunct Faculty Letter of Intent notifies a prospective adjunct faculty member of the College’s intent to offer employment pending sufficient enrollment and/or other administrative considerations. The decision on the number of courses assigned will be made within seven working days from the published first day of class. After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty employment contract no later than ten working days after the published last day to add a class.

The Academic Deans are responsible for ensuring that all Letters of Intent are signed and executed prior to the first official class meeting date. Each Academic Dean has been given authority by the president to extend Letters of Intent to adjunct faculty. Division offices are to forward all completed Letters of Intent to the office of Evening Services as specified on the Annual Adjunct Faculty Contract/Staffing Timeline.

Due to enrollment or other administrative considerations, a signed Letter of Intent may be changed to reflect actual classes assigned and/or compensation.

**Adjunct Faculty Contract**

After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty electronic employment contract using Banner no later than ten working days after the published last day to add a class. It is the responsibility of the adjunct faculty member to log into the Banner computer system and acknowledge/sign their contract within the timeframe established by the College.

**Dual Service Contracts**

State law prohibits any regular employee from receiving paychecks from two state agencies. Thus, persons employed by another state agency, on either a full-time or regular part-time basis and employed by Northeast State receive payment for services through a dual service agreement. Prospective adjunct employees should be informed that delays in payment could result from this contractual process. The employer of record issues checks.

**Adjunct Faculty Absences**

As indicated in the contract, the instructor is responsible for meeting all scheduled classes. In the event an absence is unavoidable, the instructor should follow the procedure outlined below:

A. If the absence is known in advance
   1. Make appropriate plans for class coverage
   2. Contact the Academic Dean for approval of the plan
   3. Complete and submit the Adjunct Faculty Absentee Notification Form

B. If the absence is an emergency situation
   1. Contact the Academic Dean, Office of Evening and Distance Education, or Off-Campus Director to make arrangements for class notification and coverage.
   2. Upon return, complete and submit the Adjunct Faculty Absentee Notification Form. Please see an example of the form below. Forms are available through your division secretary, off-campus directors, or the office of Evening Services.
**Personnel File**

Adjunct faculty personnel files and adjunct faculty contracts are maintained and processed through the office of Evening Services. Payroll information and various personnel forms (W-4, Direct Deposit forms, etc.) are available in the office of Evening Services. Changes to address, phone, etc. should be initiated in Evening Services in order to keep your contact information, payroll information and important records up-to-date. **Any required information, documentation, or payroll information must be provided within 3 days of hire to the office of Evening Services.**

**Important Note:** Payroll changes must be submitted by the 3rd day of the month in order to become effective on that month’s payroll.

**Banner User ID**

As an adjunct faculty member you will be assigned a Banner (Student Information System) User ID which will be used for accessing your employee payroll records (including your direct deposit allocation). Your Banner ID is important and will be required in order to enter your student attendance verification, student final grades, class rosters and summaries, and student contact information.

**Direct Deposit Allocation Stub**

All employees receive direct deposit and the direct deposit allocation is accessible for viewing by logging into your Banner account and clicking on the “Employee” tab. Please see the illustration below.

---

![Banner User ID Screenshot](image-url)
Adjunct Instructor Notification of Absence Form

Semester: ____________________

PROCEDURES: This form is to be completed if you must be absent from a scheduled class session. In the event of an emergency, this form should be completed upon your return.
NOTE: In accordance with the Adjunct Faculty Handbook, instructors should make every effort to meet their class(es) at the scheduled time. If an instructor must be absent, it is his/her responsibility to make arrangements to have a qualified, approved substitute cover their class(es) whenever possible.

Name: _______________________________________________ Banner ID: __________________________

Last    First    Middle

Date(s) Absent: _______________________________________________________________________

Reason for absence: ___________________________________________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Will an approved substitute cover the class?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If yes, who?</td>
</tr>
<tr>
<td>Yes</td>
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<tr>
<td>Instructor Name: ______________________</td>
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<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Instructor Name: ______________________</td>
<td></td>
</tr>
</tbody>
</table>

PRESENT COMPLETED FORM TO YOUR SUPERVISING ADMINISTRATOR OR THE OFFICE OF EVENING AND DISTANCE EDUCATION. (Humanities: Room H129, Ext. 3294; Behavioral and Social Sciences: Room H229, Ext. 3457; Mathematics: F234, Ext. 3515; Science: B204, Ext. 3508; Business and Advanced Technologies: Room F211, Ext. 2420; Evening & Distance Education: Room F100 or Evening Services in Room T101, Ext. 3221 or 5109). Northeast State Telephone 423.323.3191.

ADJUNCT INSTRUCTOR’S SIGNATURE:

____________________________________________

Date ____________________________

ADMINISTRATIVE USE ONLY

Received: ____________________________  Supervisor ____________________________ Date

Comments: ________________________________________________________________________

__________________________________________________________________________________

Copy Distribution: White- Divisional Office; Yellow- Evening and Distance Education; Pink- Adjunct Instructor
NSTCC-3 98-018 Rev. 8/13 Printed by Northeast State
ADJUNCT FACULTY PAY CALENDAR
2015-16

As of January 1, 1999 all employees except student workers are required to use direct payroll deposit. A form authorizing direct deposit for all new employees or for existing employees to change information must be submitted by the 3rd day of the month. Failure to do so will delay deposit of your paycheck. Employees who did not teach during the past academic year should submit new forms.

Fall 2015
Pay date No. 1.................................................................September 30, 2015
Pay date No. 2..................................................................October 30, 2015
Pay date No. 3..................................................................November 30, 2015
Pay date No. 4..................................................................December 23, 2015

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

Spring 2016
Pay date No. 1.................................................................February 19, 2016
Pay date No. 2..................................................................March 18, 2016
Pay date No. 3..................................................................April 20, 2016
Pay date No. 4..................................................................May 20, 2016

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

Summer 2016
Intersession.................................................................June 16, 2016

Full Session
Pay date No. 1.................................................................July 20, 2016
Pay date No. 2..................................................................August 23, 2016

Session No. 1..................................................................July 20, 2016
Session No. 2..................................................................August 23, 2016

Failure to complete the end-of-semester checkout process will delay deposit of your final check.

NOTE: All adjunct who have not taught since the 2010-11 academic year should submit a new W-4 and direct deposit form to the Office of Evening Services.
Adjunct faculty mailboxes, e-mail accounts, and Desire to Learn (D2L) are important communication links between you and your students, your division office, and the administrative offices of the College.

**Mailboxes**

Each adjunct faculty member is assigned a mailbox. Adjunct faculty teaching on the main campus will find their mailboxes located in T101. Adjunct faculty teaching at an off-campus site will be assigned a mailbox at that site. Faculty mailboxes serve as a major communication link for faculty, students, and administration. Information about policies, guidelines, and procedures may be forwarded in this manner. **It is imperative that each faculty member checks his/her mailbox each time he/she is on campus.**

**E-mail**

Each adjunct faculty member is **required** to have an e-mail account at Northeast State. If you do not have a computer account you will be asked to fill out the Request for Use of Technology (Computer Account Request) Network Access and E-mail Form. You will be able to **access your Northeast State e-mail account away from the campus** on any computer that has Internet access. You can access your e-mail by going to the Northeast State homepage at [www.NortheastState.edu](http://www.NortheastState.edu). Click on Faculty and Staff and select Outlook Web Access. This will take you to your Outlook mailbox. To reset e-mail accounts, please contact Steve Nickols or Sherry Mott in Computer Services. Your Northeast State e-mail account and your D2L account should be used for communicating with students via e-mail. E-mail is to be used for Northeast State professional purposes only.

Your username is assigned after the Computer Account Request Form has been processed. Instruction forms/login information will be placed in your mailbox from Computer Services with the information needed to login into your e-mail and Northeast State computers. Please remember that you will need to use the following format to log in to your e-mail account.

Username – nestate\username  
Password - ***************

**D2L**

Many students are accustomed to using Desire to Learn (D2L) course management system for retrieving information from their instructors and receiving e-mails regarding their class(es) through D2L. It is important that you utilize D2L. To reset D2L accounts contact Sherry Mott in Computer Services.

A D2L page has been created, Adjunct Faculty Information Center, as a resource for adjunct faculty within your D2L account. Once in your D2L account, change your role from “teacher” to “student” to view the content.

**Student Access to Adjunct Faculty**

Each adjunct instructor must provide students with written information regarding their availability outside of class. Methods of communication may include campus mail, e-mail, telephone, and conferences. A method of contact should be included in the Instructor Syllabus Attachment/Addendum. The individual instructor has the discretion about disclosing private e-mail addresses and telephone numbers.
Student Evaluations
Each adjunct faculty member will be evaluated by students at least one time annually. All new adjunct faculty will have student evaluations in all classes taught the first semester. After midterm, you will be provided forms and instructions for conducting student evaluations of faculty. Please follow the instructions provided. Instructors cannot be present in the classroom while evaluations are being conducted and the evaluations must be turned into an administrator by a designated student. Other student evaluations of adjunct faculty will be conducted at the discretion of the Academic Dean.

Supervisor Evaluations/Class Observations
To ensure quality instruction, adjunct faculty members may be observed and evaluated by academic administrators.

Course Syllabus
Full time faculty members have the responsibility for the design and development of the course. The course syllabus describes the instructional objectives, instructional schedule, and the evaluation criteria. It is mandatory for the adjunct instructor to follow the established course syllabus and use any required texts.

The appropriate academic administrator will provide adjunct faculty with a course syllabus for all assigned class(es). Each student must receive a copy of the syllabus. It is the responsibility of the instructor to go over the syllabus with the students to make sure each student understands what will be expected in the course. The course syllabus contains several important sections:

Grading Policy: This section tells the student how grades are determined. Adjunct faculty members are expected to adhere to the established evaluation criteria as described in the course syllabus. Prior approval must be obtained from the appropriate Academic Dean to use a system that differs from the one on the syllabus. Reviewing grading policies with the students will help prevent a misunderstanding when students receive their final grades.

Prerequisites: To be successful in some courses offered at Northeast State, students must have mastered certain specific skills. Therefore, it is required that certain courses (prerequisites) are completed before students can enroll in more advanced studies. The student is responsible for meeting these prerequisites.

Course Content: Course content is standardized for all classes. It is important that you cover all the material listed on the syllabus.

Course Objectives: The syllabus contains specific objectives the student will attain or be able to perform upon the successful completion of each course.

Text: Any texts listed as required on the syllabus must be obtained by the students and used by the instructor as a primary source of instruction.
Each instructor is required to complete and distribute to students the Course Addendum detailing specific information. Academic Deans will provide the form/format. A copy of this is to be turned in to the division office prior to the start of classes.

**Tests/Final Examinations**
Students may not exempt any part of the grade requirements listed in the course syllabus. Further, the final exam must be administered on the date established by the college. Any variance from the final exam schedule requires approval from the appropriate Academic Dean.

**Departmental Exams Finals and Pretests**
Some courses have a departmental final exam that must be administered to all sections of that course. In some cases, there is also a departmental pretest, which must be administered the first day of class. When included on the official course syllabus, both the departmental final exam and pretest are requirements for all students in the course. These tests are designed to measure achievement of the course objectives listed in the official course syllabus. In addition, where required, the pretest is used to assess a student’s readiness for the course or to advise placement of the student in a different course. The pretest is generally constructed either by the author of the text used for the course or by departmental faculty familiar with the course prerequisites. Departmental faculty construct the final exam using as a guide the objectives set out in the syllabus. All copies of the tests must be returned to the division at the end of the semester.
Roll Book, Attendance and Grading

**Roll Book Instructions**
Faculty members are **required to** keep accurate **daily attendance** and evaluation records. All adjunct faculty are expected to keep their records in the following manner. This information will be submitted to the Academic Dean at the end of the semester as part of the checkout process.

1. Label all class dates.
2. List student names and ID numbers.
3. Mark student attendance.
4. Label all number grades as tests, quizzes, labs, reports, etc.
5. Include an explanation of the method used to arrive at the final grade. List any exception to this method for deriving final grades. For example, if a student has excessive absences and this affects his/her final grade, include a note explaining this.

**Class Rosters**
Official class rosters are obtained and available by accessing the Banner Student Information System. The class rolls are current and up-to-date as changes occur to a student’s schedule. **Do not allow any student whose name does not appear on the class summary/roll to remain in your class.** Any student attending class whose name does not appear on this summary should be sent to the Admissions Office. Faculty should check and monitor class rolls periodically throughout the semester using the Banner Student Information System.

**Early Alert Student Notification**
Use the **Online Referral Form** to refer students to The Learning Center for tutoring assistance or the Student Success Center for non-attendance issues during the semester.

**Student Attendance Verification Process**
The federal government requires that colleges verify that students receiving monies from student financial aid have attended at least one class meeting for all courses enrolled before financial aid monies are distributed to these students.

Adjunct faculty will input their class attendance using the Banner Student Information System. Any student whose name is not on the class roster should be sent to Admissions to resolve any registration or enrollment issues in order to remain in the class. Attendance is required to be entered immediately after the first class meeting and checked often. Class cancellations and late registration result in students entering classes after the first day of class. The attendance of these students must also be verified and reported. A student may get purged and re-enrolled requiring you to re-verify and update a student’s attendance record to reflect their first time attendance. The Banner attendance system is used to verify a student’s one time attendance for financial aid purposes. Instructors are also required to maintain a student’s daily attendance in their roll book for reporting purposes.

**Daily attendance** is not to be kept or maintained using Banner. It is the responsibility of an adjunct faculty member to follow the student attendance verification process and keep an accurate record of student attendance and grades.

**Student Attendance Regulations**

Please see the following instructions on how to submit student attendance using Banner.
Banner. Email, and D2L Instructions using MyNortheast

Please see the following screenshots. Your computer account has been established. I’ve attached how you will log into the computers for all campuses regardless of where you are assigned. Also, the instructions include how to access your Northeast State e-mail. One suggestion is to keep in mind that your institutional e-mail is your first initial, middle initial and last name. If you use D2L, our course management system, the e-mail within that system is a closed system and is used only by you and your students. The D2L e-mail system is not the same as your institutional e-mail account. Within D2L you can only e-mail your students and they can only e-mail you. In other words, you cannot send/receive an e-mail to/from anyone other than your students within the class.

If you have questions regarding putting information on D2L or the mechanics of D2L, Tom Wallace is the Academic Technology Director and he can assist you. Tom Wallace can be reached by phone at 423-354-2413 or by e-mail at tbwallace@NortheastState.edu. Your initial login for D2L will be your first initial, middle initial, and last name (no spaces, i.e., dewheeler), and your password is your six-digit birthdate (mm/dd/yy). This will get you into D2L.

- You will need to log into MyNortheast from the main web page (www.northeaststate.edu) and click on the MyNortheast link in top blue bar. You will be prompted for a username and password. Your username is what you sign into the PC with, for me it would be (tdbartlett), and your password will be your date of birth (mmdyyy format). When you log in you will see tabs across the top of the page (by default you will be on your home tab). Access to MyNortheast is a two-step process in our IT Department; therefore, access to MyNortheast can take several days, even though you may be able to log into your other accounts. Over the first couple of days, try to log into MyNortheast one time using your six-digit birthdate (mmdyy format), as you will only have five attempts to initially log into MyNortheast before your account will be locked, and you will have to contact Steve Nickols to have it reset.
- To connect to D2L from inside MyNortheast, you will click on the My Courses tab and click the link in the D2L channel that says Desire to Learn - D2L entry Northeast State. It will prompt you for a password, which should be your date of birth again (mmdyy), and once you provide the correct password, it will store the password and not prompt you for your password again unless you change your password in D2L.
- To connect to your mail account for the very first time, please go to Faculty and Staff tab (among the tabs in the middle of the Northeast State homepage), then enter Outlook Web Access. Type in information as stated on the attached document. Click OK and you will receive a dialog box asking for Time Zone and Country. It is already set to the correct information, so just CLICK OK. Logout of the e-mail.
- Click on or go to MyNortheast from the homepage. Login and click on the mail icon in the upper right corner. You will be asked again to provide a password, or you may be asked for a username and password. When you provide your correct mail username and password, it will store those credentials and will not ask you for a password again until you change your Outlook password.
- You will automatically be connected to NORSTAR/Banner from within MyNortheast, and you can access this from the home tab. You will see a channel in the middle column that says NORSTAR (Banner self-service). When you click on the folder that says Banner Self-Service, you will see your NORSTAR sections and can proceed to obtain official rosters, do Banner attendance, and final grading.
***Please see the attached PDF from Steve Nickols that explains some of the things that will be accessible. If you have problems logging into MyNortheast, please contact Steve Nickols at msnickols@NortheastState.edu or call him at 354-2492. He will assist you with logging into the new system.

Also, please note to keep your Northeast State institutional e-mail account deleted mailbox empty. If you just delete them, they are still in your deleted box and continue to take away from your restricted space on the server. If you keep it cleaned out, this will prevent it from becoming locked due to lack of space. Note....Your computer login is linked to your Northeast State e-mail account, basically meaning that if you change your password for logging into a computer, that changes your e-mail password and vice versa. They are always the same password.
MYNORTHEAST DIRECTIONS

MyNortheast Portal

This document is a brief overview of the functions in MyNortheast and covers how to find NORSTAR/BANNER functions to log into your E-mail / D2L / Banner accounts using one computer login after the initial setup.
Go to [www.NortheastState.edu](http://www.NortheastState.edu) and click the MyNortheast link.
Log in using your username and password. If you have forgotten either or both of them, use the links below for assistance.
These four tabs appear if you are a faculty member.
These four tabs appear in the event you are a current or past Northeast State student.
Make sure you are on the “Home” tab. Locate NORSTAR (Banner Self Service) in the middle of your screen. Click on Banner Self Service.
Click on Faculty and Advisors to view the different functions available. This is the students’ e-mail system; this is the faculty e-mail system.

See next page.

This is where you will find your official class roster (live-time).

Use Final Grades to enter final grading at the end of the semester.

Use this for Banner Student Attendance entry.
You can get address and telephone information for a student at the Student Information Menu. Use the ID Selection function and enter the student’s name or use the Student Address and Phones function to get that same information. You can also click on the student name in your official class roster, from the Summary Class List function, to get directory information.
Click on “Employee” to view the different functions available, such as your payroll information, where you will find direct deposit information, and pay stub.
You can view pay dates, the Policies and Procedures Manual, pay stub, direct deposit, and other information on the Employee tab.
Click the My Courses tab to access D2L. You will be prompted once to enter your password, and your password will be stored for future visits. Desire2Learn offers instructor and student tutorials on YouTube. Go to YouTube and search for "Desire2Learn Tutorials". Please be aware that some of the items talked about may not be available on our site.
Along with links to D2L, the My Courses tab also has links to Norstar, among others. You can use the Faculty Schedule function to view your class schedule with meeting dates, times, and classroom numbers.
The Teach/Advise tab has links to the online catalog with curriculum guides and course descriptions, the Policies and Procedures Manual, technology resources, and the Adjunct Faculty Handbook, pay calendar, and ITV guide.
Click the E-mail icon to access your @NortheastState.edu e-mail account. You will be prompted once for your password, and your password will be stored for future visits. If you receive a dialog box asking for MOWA information, please see the next page.
If you get this message when logging into your e-mail from MyNortheast, please log out of MyNortheast and log into your e-mail through the Outlook Web Access link on the Faculty and Staff page of the Northeast State web page and set your time zone. You will be prompted to set your time zone when you log in for the first time. The setting selected is correct, so all you need to do is click OK. After you have set your time zone, you can log out of Outlook Web Access and back into MyNortheast. Click the E-Mail envelope icon, enter your password, and you will be able to access your e-mail along with Norstar (Banner self service) and D2L from this one portal. If you experience problems with the email function, please contact Steve Nickols at msnickols@NortheastState.edu or at 423-352-2492.
Attendance Reporting

Mark attendance after each first class meeting, if possible.
1) Begin at www.northeaststate.edu
2) Click on MyNortheast
3) Log in using your username and password.

If you have forgotten either or both of them, use the links below for assistance.

4) Make sure you are on the “Home” tab. Locate Norstar in the middle of your screen. Click on Banner Self-Service.
5) You get this box. Then click on Faculty and Advisors.

6) Scroll down almost to the bottom and click on Attendance Reporting.

7) Choose the current term from the drop-down box and click submit.

8) Then choose the course, and click submit.
9) You see what looks like your class roster. On the right, notice that everyone in the list is marked as "Not Reported".

10) Begin at the top of the list. Using the drop-down box mark a “Y” for each student who attended your class. Leave an “N” for those who have not yet attended. **Do not choose any other option.** Your entire page should have “Y” or “N” for each student in the list.
11) When you get to the bottom of the page, click Submit.

<table>
<thead>
<tr>
<th>Record Sets: 1 - 25</th>
<th>26 - 26</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 05, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 08, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Jul 15, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Aug 21, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 05, 2013</td>
<td><strong>Y</strong></td>
</tr>
</tbody>
</table>

Please submit attendance status often. There is a 30 minute time limit starting at 02:30 pm on Aug 27, 2013 for this page.

12) If you have more than 25 students, you may have a second page to do. Submit this page first! When the right-hand column changes to dates, this page is complete.

<table>
<thead>
<tr>
<th>Record Sets: 1 - 25</th>
<th>26 - 26</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 04, 2013</td>
<td><strong>N</strong></td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Jul 09, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Aug 21, 2013</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 05, 2013</td>
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</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>Apr 05, 2013</td>
<td><strong>Y</strong></td>
</tr>
</tbody>
</table>

13) If you have a second page of students, now you may click on it to report their attendance.

14) When you are finished with this session of attendance reporting, Logout.

**Attendance Reporting**
After initial class meeting, you should continue to check your class roster before each subsequent class meeting, and check the Attendance Reporting screen after each subsequent class meeting. If a student has been purged from your class, you will want to inform that student if he or she attends that class meeting. If a student either missed the first class meeting, or got purged and re-enrolled in you class, you will want to mark that student’s attendance appropriately.
1) In either case, follow the former directions to get to the Attendance Reporting Screen for the appropriate class.

2) A student who missed the first class will appear like this: An “N” will appear in the Attendance column, a Last Attend Date will be listed, and the right-hand column will list the date you reported that “N”.

Record Sets: 1 - 25  26 - 27

<table>
<thead>
<tr>
<th>Attendance Reporting</th>
<th>Registration Status</th>
<th>Attendance</th>
<th>Last Attend Date MM/DD/YYYY</th>
<th>Attendance Confirmation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>N</td>
<td>08/23/2013</td>
<td>08/27/2013</td>
</tr>
<tr>
<td></td>
<td>Drop/Delete - Entry Error</td>
<td>N</td>
<td>08/23/2013</td>
<td>08/27/2013</td>
</tr>
</tbody>
</table>

3) To change that student’s attendance, use the drop-down box to change the “N” to a “Y”, and backspace over the Last Attend Date to delete it. Your “Y” will not be accepted if you do not delete that date.

Record Sets: 1 - 25  26 - 27

<table>
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<tr>
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<th>Last Attend Date MM/DD/YYYY</th>
<th>Attendance Confirmation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
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<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drop/Delete - Entry Error</td>
<td>N</td>
<td>08/23/2013</td>
<td>08/27/2013</td>
</tr>
</tbody>
</table>

4) After you hit “Submit”, the date in the last column will change, for the updated entries only.
5) You can spot a student who got added late to your course, or a student who got purged then added back to your course: as you glance down the right column of dates, look for any student with “Not Reported” instead of a date.

<table>
<thead>
<tr>
<th><strong>Web Registered</strong></th>
<th><strong>Registered</strong></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20, 2013</td>
<td>N</td>
<td>Not Reported</td>
</tr>
<tr>
<td>Aug 29, 2013</td>
<td>Y</td>
<td>08/26/2013</td>
</tr>
<tr>
<td>Apr 16, 2013</td>
<td>Y</td>
<td>08/26/2013</td>
</tr>
<tr>
<td>Aug 14, 2013</td>
<td>Y</td>
<td>08/26/2013</td>
</tr>
<tr>
<td>Apr 01, 2013</td>
<td>Y</td>
<td>08/26/2013</td>
</tr>
</tbody>
</table>

6) Simply leave this as an “N” if the student has not yet attended, or change to a “Y” if the student has ever attended that class. Again, when you hit “Submit” the “Not Reported” will change to the current date for that student.

<table>
<thead>
<tr>
<th><strong>Web Registered</strong></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20, 2013</td>
<td>06/26/2013</td>
</tr>
<tr>
<td>Aug 29, 2013</td>
<td>08/29/2013</td>
</tr>
<tr>
<td>Apr 16, 2013</td>
<td>08/26/2013</td>
</tr>
<tr>
<td>Aug 14, 2013</td>
<td>08/26/2013</td>
</tr>
</tbody>
</table>

Remember to check class rosters and attendance diligently during the first two weeks of class, and then again when reminded later in the semester. It is crucial to students with Financial Aid that this is done both promptly and correctly! Thank you for your attention to this matter, and please do not hesitate to ask for assistance for this or any other issue.
Final Grade Reporting

Before going to MyNortheast to report your grades, please have all the grades for a particular course already computed. This page will only remain active for 30 minutes at a time and is not intended for you to compute and enter grades one at a time with the screen left open.

1) Begin at www.northeaststate.edu
2) Click on MyNortheast
3) Log in using your username and password.

If you have forgotten either or both of them, use the links below for assistance.

4) Make sure you are on the “Home” tab. Locate Norstar in the middle of your screen. Click on Banner Self-Service.
5) You get this box. Then click on Faculty and Advisors.

6) Scroll down about half-way to “Final Grades”

7) Choose the current term from the drop-down box and click submit.

8) Then choose the course, and click submit.
9) You see your current class roster for that course. For each student that is still registered in your course, choose the grade that was earned from the drop-down box.

If that grade is an A, B, C, D, or I, you are finished reporting for that student. Report nothing for any student that has withdrawn from your class.

10) If a student earned an F in your course, after you report the grade, you must also report that student’s last date of attendance. On the screen, you are prompted to give the date in MM/DD/YYYY format.

If you fail to enter a date, or you fail to enter it correctly, you will receive an Error message when you “Submit” the grade screen. Just as important: Only enter a last date of attendance for the students who earn an F in your course. Remember, your grades will only be accepted when all information is entered correctly.

11) When you have entered all information correctly on a page, “Submit” your grades and repeat the process—on the next page if you have more than one page of students on a roster, or in the next course.

Note: Please be sure to click EXIT when you have finished grading your courses. This will log you out of Faculty Self-Service and prevent anyone else from accessing your account.
A grade is awarded in each credit course. The grade is based on the student’s demonstrated proficiency as determined by the course syllabus and faculty member teaching the course. Please see the catalog for more information on grading information to include information pertaining to a final grade appeal, repeating a course, auditing a course, academic dismissal and retention standards, and recording and removal of an incomplete grade in the general information section of the catalog.

**End of Semester Posting of Grades**
At the end of the semester each instructor will enter their final grades using Banner and accessing it through MyNortheast portal.

**General Admission Information**
- Drops and Withdrawals
- Military Service
- Dismissals
- Cancellation of Scheduled Classes
Computer Lab Usage

Computer Resource Guidelines
(Full-Text Accessible Online)

Access
Northeast State maintains two types of computer labs to support its academic programs, instructor-led computer-based teaching labs and open computer labs. Instructor-led computer-based teaching labs are reserved for scheduled courses. A computer lab is designated as an open computer lab, Room C2424, on the Blountville campus. This lab is available for student use at posted times. Computers in the open lab and instructor-led computer-based teaching labs are password protected. They are accessible only by logging on with an active Northeast State username and password. Other open computer labs are available at the off-campus sites. See next page for specifics.

Student Printing
A fee-based print management system is installed in the open computer labs for students. Northeast State Print Conservation System: The print system is deployed in all academic computer labs and classrooms (on main campus and at off-campus sites). How the New System Works: When a user sends a document to be printed a dialog box will appear on the screen. The user will then confirm that they want to print the document by clicking “YES” or decline printing by clicking “NO”. The cost to print is set to $.10 per page for black/white documents and $.25 for color documents. Account balances are set to $30.00 at the beginning of the semester. Along with monetary information, the dialog box also indicates the number of pages being printed, the type of document, and information about the printer. If too much time passes before the user responds, the dialog box will close and another dialog box will appear stating “failed operation” and you will need to resubmit your print job. Students can have money added to their account through the Business Office or at their off-campus site.

Installed Software
Software programs needed to support the College’s academic programs (with the exception of cost prohibitive applications such as AutoCAD) are also installed in the open computer lab. Instructor-led computer-based teaching labs are equipped with appropriate software for specific courses taught in each lab. Only College authorized computer services staff may perform software installation in all computer labs.

Software Copyright
Software use must conform to the copyright laws and licensing agreements. Copyright law protects software whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to make duplicate copies of a single software product unless authorized to do so by the author or publisher of the software product. Computer users have no right to give or receive duplicates of software without authorization or to install software onto college computing equipment. Violation of this policy is subject to disciplinary action and may result in the loss of computing privileges.

Special Needs
Arrangements for computer resources to accommodate special needs are coordinated by the Office of Students with Disabilities.
Technical Assistance
Concerns and comments regarding the use or operation of resources in computer labs should be directed to Patsy Bowers, the Director of Computer User Support Services. Ms. Bowers’ office is in Room P216A. E-mail address and telephone numbers are: psbowers@NortheastState.edu, 423.323.3191, extension 3387 or direct line 423.354.2409; Sherry Mott, slmott@NortheastState.edu, 423.323.3191, extension 2464 or direct line 423.354.2464. The Evening Computer Services Technician can be reached at extension 5181 and is located in Room P216. See below for more specific contact information for Information Technology assistance.

Northeast State Community College
Technology Resources

Northeast State’s Computer User Support/Media Services department staff is committed to maintaining technology and providing service that enhances the learning experience for students, faculty, and staff. Information about the most essential of these technologies and services is contained in this document along with technical support contact information.

- **E-mail, Wireless Access, and Network Access**
  Northeast State provides active students, faculty, and staff with Northeast State e-mail and network access accounts. Wireless access is available throughout most of the main campus and off-campus sites.

- **Computer Labs**
  There are multiple computer labs across the main campus and off-campus sites. These computer labs are designated as curriculum-specific computer-based classrooms or open-use computer labs.

  **Open-use Computer Labs**
  Northeast State Main Campus, Blountville
  Room C2424
  Room L302
  Northeast State at Kingsport
  Kingsport Higher Education Center, Room 331
  Regional Center for Advanced Manufacturing, Room 137
  Regional Center for Health Related Professions, Room 216
  Northeast State at Gray
  Room G104
  Northeast State at Elizabethton
  Room E116

- **Multimedia Resources**
  Multimedia resources are available in conference rooms, auditoriums, lecture classrooms, ITV classrooms, and curriculum-specific computer-based classrooms.

- **Printing in Classrooms and Labs**
  Active students, faculty, and staff have access to printing resources in all computer-based classrooms and computer labs on a pay-to-print basis.
END-OF-SEMESTER CHECKOUT PROCESS

Before final exams you will receive an End-of-Semester Checkout Packet in your adjunct mailbox from your division secretary. The packet will include the following three documents:

1. End of Semester Checkout List
2. Late Date of Attendance Form
3. Course Analysis Form

Once you have posted final grades in Banner you will need to follow the checklist procedures and provide the documentation listed on the checklist form to the appropriate divisions. Please see the example of the following checkout packet for your review. If you have questions regarding the checkout process, please contact your division secretary or the Office of Evening Services for clarification.

End-of-Semester Checkout List - Adjunct Faculty

Behavioral and Social Sciences
Humanities
Math
Science
Advanced Technologies
Business Technologies
Health-Related Professions
Nursing

INSTRUCTOR: ___________________________ Banner ID: ___________________________

COURSE NUMBER & TITLE: ___________________________ Semester: ___________________________

1ST CHECK OUT POINT

1. Library 8:00 am - 8:30 pm
2. Media Center 7:30 am - 4:30 pm – L109

LIBRARY AND MEDIA CENTER CLEARANCE

________________________________________

2ND CHECK OUT POINT

1. Students’ Final Exams/Student Projects
2. Personnel File Requirements Completed

OFFICE OF EVENING AND DISTANCE EDUCATION

________________________________________

3RD CHECK OUT POINT

1. Textbooks
2. Supplemental Materials
3. Grade Book
4. Keys (if applicable)
5. Course Analysis Form, Syllabus, Blank Copy of Major Tests, Blank Final Exam
6. Last date of attendance for any student receiving a grade of “F” or “I.” See attached form.
7. Parking Hang Tag
8. Banner Grade Entry

DIVISIONAL CLEARANCE

________________________________________

WHERE TO TURN IN MATERIALS
Humanities/Behavioral and Social Sciences – 8:00 am - 4:30 pm – Linda Kincaid – Room H129 - Ext. 3284
Math – 8:00 am - 4:30 pm – Joyce Sweeney – Room F234 – Ext. 3219
Science – 8:00 am - 4:30 pm – Angela Shrum - Room B108 - Ext. 3508
Business and Advanced Technologies – 8:00 am - 4:30 pm – Kim Tiplon – Room A216, Ext. 7639; Linda McNutt – Room F211, Ext. 3420
Health-Related Professions – 8:00 am - 4:30 pm – Caitlin Leavitt – Regional Center for Health Professions, Room 102, Ext. 3248
Nursing – 8:00 am - 4:30 pm – Susan O’Connor – Regional Center for Health Professions, Room 210 – Ext. 5509
Evening and Distance Education – 8:00 am - 9:30 pm – Room F100 or T101 – Ext. 3468, 5109, or 3221

EDE HOURS AFTER FINAL EXAM PERIOD – 8:00 am - 4:30 pm *ALL STUDENTS’ FINAL EXAMS ARE TO BE TURNED IN TO THE OFFICE OF EVENING AND DISTANCE EDUCATION.
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Instructor Signature _________________________  Date __________
Course Analysis Form

Course________________________ Section ____________ Term________

Instructor________________________

Course Evaluation
I. Please rate the following. Ratings of 1 or 2 require an explanation. Comment on others as desired. Use back of page or additional paper if needed.

<table>
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<tr>
<th>Very Effective</th>
<th>(5)</th>
<th>Moderately Effective</th>
<th>(4)</th>
<th>Ineffective</th>
<th>(3)</th>
<th>Very Ineffective</th>
<th>(2)</th>
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<tr>
<td>1. Course content</td>
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<td>4. Library Resources/Audiovisuals</td>
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<td>5. Lab Activities</td>
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<td>6. Syllabus</td>
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<td>8. Overall Course Design</td>
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Two Computer User Support/Media Services support centers exist; one is located on the main campus in Blountville and the other is located at Northeast State at Kingsport. The Center staff in Kingsport primarily support Northeast State’s downtown Kingsport operations. The main campus center supports operations on main campus and all other off-campus sites.

**Main Campus IT Help Desk Center Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>E-mail Address</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Patsy Bowers</td>
<td>Director of Computer User Support/Media Services</td>
<td>423-354-2409 Extension: 3387</td>
<td><a href="mailto:psbowers@northeaststate.edu">psbowers@northeaststate.edu</a></td>
<td>8:00am - 4:30pm Monday - Friday</td>
</tr>
<tr>
<td>Logan Mason</td>
<td>Information Support Specialist</td>
<td>423-354-5103 Extension: 5103</td>
<td><a href="mailto:lbmason@northeaststate.edu">lbmason@northeaststate.edu</a></td>
<td>8:00am - 4:30pm Monday - Friday</td>
</tr>
<tr>
<td>Terry Weber</td>
<td>Evening Computer Technician (Part-time)</td>
<td>423-354-5181 Extension: 5181</td>
<td><a href="mailto:tvweber@northeaststate.edu">tvweber@northeaststate.edu</a></td>
<td>1:00pm – 9:15pm Monday - Thursday</td>
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**Northeast State at Kingsport IT Help Desk Center Contacts**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Jason Phillips*</td>
<td>Lead Computer Technician</td>
<td>423-354-5510 Extension: 5510</td>
<td><a href="mailto:djphilips@northeaststate.edu">djphilips@northeaststate.edu</a></td>
<td>8:00am - 4:30pm Monday - Friday</td>
</tr>
<tr>
<td>Vicky Crawford*</td>
<td>Computer Technician</td>
<td>423-354-5139 Extension: 5139</td>
<td><a href="mailto:vacrawford@northeaststate.edu">vacrawford@northeaststate.edu</a></td>
<td>8:00am - 4:30pm Monday - Friday</td>
</tr>
<tr>
<td>Anthony Adams*</td>
<td>Computer Technician</td>
<td>423-354-5533 Extension: 5533</td>
<td><a href="mailto:awadams@northeaststate.edu">awadams@northeaststate.edu</a></td>
<td>1:00pm – 9:30pm Monday - Thursday</td>
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*These individuals may also be contacted for assistance with multimedia resources in Kingsport.

**Media Services Help Desk Contacts (for all locations)**

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<th>Telephone</th>
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<tbody>
<tr>
<td>Eric Morritt</td>
<td>Media Services Manager</td>
<td>423-354-2517 Extension: 3317</td>
<td><a href="mailto:ewmorritt@northeaststate.edu">ewmorritt@northeaststate.edu</a></td>
<td>8:00am - 4:30pm** Monday - Friday</td>
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<td>Patsy Bowers</td>
<td>Director of Computer User Support/Media Services</td>
<td>423-354-2409 Extension: 3387</td>
<td><a href="mailto:psbowers@northeaststate.edu">psbowers@northeaststate.edu</a></td>
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**Office of Academic Computing**

For help with D2L (Desire to Learn) issues, web enhancing your class(es) or other academic technology questions, please visit the Northeast State web page of Academic Computing. Dr. Tom Wallace is the Director of Academic Technology, Room H134, and he can be reached by e-mail at tbwallace@NortheastState.edu.