

Off-Campus Faculty
Ocean County College

Dear Faculty:

Welcome to Off-Campus Programming at Ocean County College!

My name is Eileen Schilling and I am the Executive Director of Academic Outreach Programs for Ocean County College. One of my main responsibilities is to provide leadership for Off-Campus Programming. Bob Paolo, Part-Time Coordinator of Off-Site Operations, will continue to be your primary contact with our office and will visit your classes during the semester. Bob and I bring a thorough knowledge of program and transfer requirements, so please encourage your students to contact us with their questions. We are always happy to facilitate contact between off campus students and the main campus. Any questions that arise pertaining to off-campus programming should be directed to Peggy Dimler at 732.255.0319 and she will refer them appropriately to Bob or me.

Each site has an assigned contact who acts as a liaison between OCC and the host school. A day and evening contact number will be given to you, so that you have someone to contact in the case of a building related emergency (i.e. locked building or classroom or equipment issue). ***In the case of an immediate crisis situation (i.e. fire, medical emergency, violent behavior), please call 911 for assistance, and place a follow up call to myself and the site contact within 24 hours to report the incident.***

Many of you are veterans of our extension programming, but a review of off-campus procedures may be helpful in order to provide for uniformity at the various sites. The Adjunct Faculty Handbook, available on our home page www.ocean.edu, will be the resource for most of your questions, but to answer some immediate concerns you may have, the following information may be helpful to you:

CALENDAR

The times, dates, and locations for your course as specified on the schedule and the college calendar must be followed. Deviations from the college calendar or alterations to the class meeting times engender numerous student complaints. Frequently OCC classes are able to meet even if our host school is closed. We will inform you personally at the beginning of the semester if a closing will affect your class. Because there is no common calendar for public schools within the county, occasionally a site is closed when we are in session. If this is the case, you have four options:

- Try to meet in a classroom on campus. Get in touch with Peggy Dimler, secretary for Off-Campus Programming (732.255.0319), to make arrangements.
- Make up the lost lesson by arranging with the host school and students to come in for additional session.

- Add the appropriate number of minutes/hours lost because of the closure to class sessions. Whatever arrangements are made, the required hours of class instruction must be maintained.
- Assign an independent or alternate learning experience if your course lends itself to this option.

ATTENDANCE

Instructors are expected to state a course's attendance policy at the beginning of the course. While students are expected to attend all classes, unavoidable absences do occur. It is up to you to use your discretion regarding make-up work and the meeting of class requirements. You can give students your phone number and a time they can reach you unless you have reservations about doing so. If you find this undesirable, advise students to call Ocean County College Off-Campus Programming at 732.255.0319, leave a message with the Off-Campus secretary, and we will try to reach you.

HOST SCHOOL/OFF-CAMPUS CLASS RELATIONSHIP

Without the generosity of the host schools, our off-campus programs would not exist. Therefore, **it is imperative that you follow the regulations set forth by the host school.** At the start of classes, you should introduce yourself to the OCC Off-Campus Site Assistant (usually the Community School or Adult Education Principal) and inquire if there are any specific prohibitions or regulations, **particularly with regard to food or beverages in the classroom.** **Most area schools have strict policies about smoking which we must also observe.**

Do not assume the OCC classes will not meet if the host school is closed in observance of a holiday. We work with the host sites to accommodate the OCC calendar where at all possible. You will be notified directly by Off-Campus Programming of any deviations from the college calendar so you can arrange to meet the time requirements as set forth above.

OFF-/ON-CAMPUS CLOSURES - WEATHER CLOSINGS

INSTRUCTOR ABSENCES

If you are absent because of illness or personal reasons, the Office for Off-Campus Programming, Off-Campus Site Assistant, and Department Dean should be notified. If a substitute has been secured, the appropriate Department Dean must approve that substitute. If the class is cancelled, the procedure for notifying students and making up time, spelled out above, should be observed.

TEXTBOOKS

Textbooks may be purchased in person at the bookstore on the main campus or online at <http://bookstore.ocean.edu/home.aspx>.

MISCELLANEOUS

Initial class lists may be downloaded by faculty using **WebAdvisor** by the **first class meeting**. If you have trouble downloading the class lists, check with your Department Office or the OIT helpdesk (Extension 2144) as soon as possible. (Do not allow a student who is not on the list to remain in the class. Send the student to the Registrar's office immediately.)

Official class lists will be mailed to you after the college's tenth day of enrollment. These must be signed by you and returned immediately according to the date specified by the Admissions Office. Failure to observe this date causes hardship to students, whose enrollments cannot be verified for Financial Aid and parental insurance purposes.

Grade entry is done online using **WebAdvisor**. You will receive instructions from the Registrar on how to submit your grades.

Avoid being late to class. If late, do not tack additional time onto the scheduled class hours because students plan evening obligations according to posted class times.

Avoid dismissing your class earlier than the prescribed times.

In general, the host school will supply you with any needed media equipment provided you notify them a week in advance. If they are unable to do so, please notify your Department Dean or the Office for Off-Campus Programming and we will attempt to meet your needs.

Copies are made by an outside vendor, PIP. You can bring your copy to Office Services in the Administration Building and PIP will pick it up from there or you can email directly to PIP at pipcopy@comcast.net. Your copies will be delivered to your mailbox via our Office Services Department or they can be picked up at Office Services. You may call Office Services at 732.255.0414.

Correspondence will be sent through the mail to your home address or to your mailbox on campus. Please make certain that material destined for the students is distributed.

Your class will be visited periodically by staff from OCC. The Provost for Off-Campus Programs, Adjunct Faculty & Community Outreach, Fran Polk, may visit for a formal observation, as well as Bob Paolo, part-time Coordinator of Off-Site Operations, who will visit your class to provide important information from the main campus to your students and address any concerns related to the location and/or course offerings. If a student needs assistance, suggest he/she call the office during the day at 732.255.0319 or e-mail eschilling@ocean.edu. When any questions or concerns arise, do not hesitate to contact the office of Off Campus Operations or the Off-Campus Site Assistant.

We appreciate your willingness to teach off campus. With your cooperation, we can make certain that the excellent standards of Ocean County College are maintained at all of our locations.

Sincerely,
Eileen Schilling, M.A.
Executive Director of Academic Outreach Programs