

ADJUNCT FACULTY FAQs

Where is the faculty break room?

There is a faculty break room in building one. Walk down the narrow hallway between HR and payroll. There is a small refrigerator, a microwave, sink and cupboards. The patio is a nice area on warm days. The television usually works. There is however no maid service, so please clean up after yourself.

How do I get one of those lockers in the faculty break room?

Human Resources issues the combination to the lockers on a first come-first serve basis.

Can I get an Ohlone email account?

Yes, ask your Dean's Administrative Secretary to submit a request for you to have an email account or for network access.

How do I get a parking permit?

Go to the Security Office in building 20.

Is there an office I can use to hold office hours for my students?

Adjunct faculty are not required to hold office hours and are not assigned an office. If you choose to hold office hours you may reserve a library study room for one or two hours each week. See the reference librarian to sign-up. The rooms are subject to availability.

Where can I get access to a computer when I am on campus?

Room 1407 has both PCs and Macs. It is accessible during library hours, since it is accessible only through the library-- Enter the library and go upstairs to the left to find the room.

Where can I make copies?

For copies of handouts, syllabi, tests, etc. pick up a duplicating request form on the table outside the mailroom and submit your request in advance. Please allow three days for normal requests. You may obtain a copy code from the Dean's Administrative Secretary. This code may be used on the copier in the hallway on the second floor of building one [outside the Business Office Window]. Each user has a limit of 125 pages for each period with codes changed on Monday and Thursday of each week. Save this copying for small jobs. The Newark Ohlone Center has a copier that is available for no more than ten copies at a time. Additional information on copying and duplicating is provided in the faculty handbook.

Who is responsible for copyright permissions?

You are. The forms for requesting permission are available from the mailroom and from the Dean's Administrative Secretary. The permission must be obtained before duplicating can make copies of the material. Please plan ahead. If you need additional help regarding out of print books or publisher information, please contact **Lidia Garcia** in the bookstore.

Who produces my syllabus?

You do. Once you have typed your Word document take a clean copy to the mailroom, fill out a duplicating request and be sure to mark GREEN paper. Always include your name, the semester and the course number on all editions of your syllabus.

How do I request a desk copy of the text or supplemental readings?

You may obtain a desk copy request from the Dean's Administrative Secretary or you may request directly on-line from the publisher or from the publisher's representative. If you have been hired too close to class starting for the desk copy to arrive, contact **Lidia Garcia** in the bookstore and she will have you fill out paperwork to "borrow" a copy from the bookstore [to be replaced by your desk copy]. **PLEASE NOTE:** If you continue to use the same textbook, the bookstore will simply reorder based on your class sizes, but Supplemental Readings must be ordered each semester even if they do not change.

Do I have to sign up for a class to use the fitness center?

No. Ohlone College has developed an Employee Wellness and Fitness Program. You may find more information at the following site:

<http://www.ohlone.cc.ca.us/org/athletics/employeewellnessprogram.html>

Is there a way to check my class roster without going to Admissions and Records?

Yes. Ohlone has a site called **Web Advisor**. Go to the Ohlone Home Page and click on the Web Advisor link. Click on Sign up for WebAdvisor Access [you will need to know your Ohlone ID number]. Follow the easy steps and then you can access your roster information from anywhere you have internet access. Watch for FLEX workshops on how to download your roster into EXCEL and how to submit final grades remotely [Hint: You can copy the roster information if you open WebAdvisor in Internet Explorer and paste in EXCEL. It will not copy correctly from Netscape].

Do I have to turn in my grades in person?

No. You may submit them electronically using WebAdvisor. Enter your grades. Check your input for accuracy. Print the screen. Sign the document and send in inter-office mail to A&R. Then send an e-mail to Ahill@ohlone.edu indicating that you have submitted your grades, so A&R will verify them. Once they are verified, your students can see their final grade through their WebAdvisor access, which eliminates the need for you to go to the campus to post grades.

How do I get contact information regarding my students?

WebAdvisor indicates the email address provided by the student. Your Temporary Roster provided before classes begin provides the telephone number. If you need additional information, contact the Admissions and Records Office.

How do I request Audio-Visual Material?

Forms are available in the mailroom on the library website and in the library. You may check the inventory on the library website or contact **Yu-Pui Kong** at the circulation desk for more information on what is available. Ohlone College also has video conferencing capabilities.

What databases does the library have?

Ohlone College Library has many excellent databases including Ebscohost, Nexis-Lexis, Ethnic News Watch, SIRS, CQ Electronic Library, GALE Literary database, CINAHL, Newsbank and netLibrary [E-books]. You can obtain more information from the library website or contact the reference desk for more information on how to access them remotely. {*You may also arrange a library class period for your students to learn how to optimize their library use*}.

What do I have to do to arrange a field trip?

Field trips should be arranged through your academic dean's office. The process will depend on where you plan to take the students and how you plan to arrange transportation. PLAN AHEAD and give yourself time to complete the required process.

FYI, Ohlone College offers many support services for your students including:

Extended Opportunity Programs and Services [EOPS]	Counseling	Transfer Center
Learning Disability Counseling	Job Placement	Career Center
Scholarships & Fee Waivers	Health Center	Assessments