



Fall River ■ New Bedford ■ Attleboro ■ Taunton

777 Elsbree Street, Fall River, MA 02720 508.678.2811 www.BristolCC.edu

FACULTY HANDBOOK/ RESOURCE GUIDE/ POLICIES AND PROCEDURES

AY 2011-2012

Revised 9/7/2011

TABLE OF CONTENTS

A Message from the President	4
A Message from the Vice President for Academic Affairs	4
Introduction.....	5
THE COLLEGE	6
College Profile	6
Mission Statements	7
College Vision Statement.....	7
General Education Competencies.....	8
The BCC Educated Person.....	9
Strategic Planning Goals	11
College Physical Plant.....	12
Directions.....	19
COLLEGE ORGANIZATION.....	20
Board of Trustees	20
Principal College Officers	20
Academic Divisions	21
Central Academic Administration.....	22
Enrollment Services	23
Bristol Community College Foundation	23
Committee System	23
Center for Adult Basic Education and Workplace Literacy	24
Workforce and Community Development.....	25
FACULTY RESOURCES.....	26
accessBCC.....	26
Access to Buildings.....	26
Adjunct Faculty Center	26
Civic Engagement	27
Connections Services	29
Copy Center.....	29
Disability Services	30
eLearning	31
Electronic Mail.....	32
Faculty Tuition Remission.....	32
Fitness Center.....	33
Honors Program.....	33
Information Technology Services	33
Lash Center for Teaching and Learning (LCTL)	34
The Eileen T. Farley Learning Resources Center (LRC).....	34
Mailboxes.....	36
Secretarial Support.....	36
Telephone Messages.....	36
Television Services	36
Tutoring and Academic Support Center	37
The Writing Center.....	37
STUDENT ENGAGEMENT and SUPPORT SERVICES.....	38
Student Activities and Organizations.....	38
Clubs and Organizations	38
Health Services.....	43
Student Services	43
FACULTY SEARCH PROCEDURES	44
INSTRUCTIONAL POLICIES AND PROCEDURES.....	45
Academic Freedom and Responsibilities	45
Academic Integrity Policy	45
Access to Student Records.....	45
Advisement Responsibilities.....	45
Attendance Policy for Students.....	45
Book Orders	46
Classroom Civility & Procedures for Addressing Disruptive Classroom Behavior.....	46
Copyright and Intellectual Property Policy.....	47
Course Enrollment Information	47

Dual Enrollment Policy	48
Enrollment Verification Roster	48
eTutoring	48
Faculty Illness/Absence	48
Field Trips	48
Final Examination Policy	49
Final Grades	49
Grade Changes.....	49
Grading System.....	49
Home Schooling Policy	50
Incomplete Grades (I).....	51
Letters of Recommendation	51
Mid-Semester Deficiency Grades.....	51
Religious Absence.....	51
Room Reservations	52
Smarthinking.....	52
Student Completion Rate (SCR) (page 139 of college catalog)	52
Student Evaluations	53
Student Illness	53
Syllabus and Course Materials	53
Underage Policy	53
Withdrawals	54
ADMINISTRATIVE POLICIES AND PROCEDURES.....	55
Affirmative Action Policy	55
Alcohol and Drugs on Campus	55
Class Cancellation for Inclement Weather	55
Emergency Procedures	56
Faculty Payroll	57
Food Services/Dining	57
Parking.....	57
Prior Experiential Learning.....	57
Sexual Harassment.....	58
Supplies	58
Tobacco-Free College	58
APPENDIX.....	59
Form DCE-E1	60
Campus Map	61

A Message from the President

Dear Colleagues in Learning,

You have heard me say many times that an educational institution is only as good as its faculty. At Bristol Community College, we are fortunate to work with a gifted and dedicated faculty corps. Your unswerving commitment to our students and to the extension of the frontiers of knowledge continues to shine as the most important influence contributing to the excellence of our great institution.

Our highest priority at Bristol Community College is “Student Success.” The outstanding quality of the BCC faculty ensures that the College remains focused on that priority by helping students attain their academic goals. One of my most important responsibilities is to provide faculty with the appropriate resources and support to fulfill our mission and vision. This Faculty Handbook serves as one of those resources designed to assist faculty in the teaching/learning process.

If you have any suggestions about how to further strengthen this Faculty Handbook – or any other teaching/learning resources – please do not hesitate to contact me.

Cheers!

John J. Sbrega, Ph.D.
President

A Message from the Vice President for Academic Affairs

Welcome to all new and returning faculty. At Bristol Community College, we are committed to offering the highest quality academic experiences and support services to enable our students to reach their academic and personal goals. You will find that our dedicated faculty, professional staff, and other BCC employees are extremely approachable, accessible, and helpful. We urge you to explore and meet with other faculty and staff.

To provide students with a broad range of learning modalities, BCC offers traditional and eLearning (to include on-line, hybrid, and student option enrollment) courses. BCC also provides classes in Fall River, Attleboro, New Bedford, and Taunton to deliver instruction that is convenient and accessible.

We encourage you to take full advantage of the broad range of services and experiences offered by the College.

Best wishes for a successful and productive year at Bristol Community College.

Peace!

Sarah L.D. Garrett, J.D.
Vice President for Academic Affairs/CAO

Introduction

This Faculty Handbook has been developed as a resource for all faculty at Bristol Community College. It should be especially useful for new faculty with little experience in the Commonwealth of Massachusetts Community College System. It is intended to be a practical resource guide and a directory of where and from whom to obtain additional information and assistance.

Bristol Community College has 123 full-time faculty slots and approximately 510 adjunct faculty serving a student population of over 8,000. Full-time faculty are expected to prepare and teach classes, maintain office hours, advise students, and participate in other activities such as orientation, commencement exercises, division and department meetings, workshops, and college service activities as described by Article XIII of the MCCC collective bargaining agreement. (Refer to the agreement for specific requirements, such as content of syllabi and posting of office hours.) Adjunct faculty are required to prepare for and conduct classes, assess student performance, meet with students as needed, and attend at least one meeting each semester.

This Handbook is not meant to be a contractual document. The laws of the Commonwealth of Massachusetts, official personnel policies, the agreements between the Massachusetts Board of Higher Education and the Massachusetts Community College Council (an affiliate of the Massachusetts Teachers Association), and the Academic Catalog of Bristol Community College represent the official conditions, policies, and agreements by which Bristol Community College operates.

Full-time faculty members should possess a copy of the BHE-MCCC Collective Bargaining Agreement. The agreement may be obtained by calling the Faculty and Professional Staff Union Office at extension 2381 or by visiting that office (Room A-204b) in the Learning Resources Center. Faculty may also obtain the names of current MCCC officers in the Union Office. Adjunct faculty may obtain a copy of the BHE-MCCC DCE Labor Agreement.

THE COLLEGE

College Profile

Bristol Community College opened its doors in 1966 to meet the needs of the citizens of southeastern Massachusetts. It is one of the fifteen state-supported community colleges in Massachusetts. While its service area is Bristol County (600,000 residents), it also attracts students from nearby Rhode Island and other counties in Massachusetts.

The College is a comprehensive, open-door institution offering Associate in Arts, Associate in Science, and Associate in Applied Science degrees and certificates in more than 90 transfer and occupational-technical programs, developmental instructional programs, a vast array of community services, and specialized training programs for local business and industry. A number of the degree and certificate programs provide students with professional accreditation. Many of these programs are in the public health and information technology professions.

Bristol Community College is accredited by the New England Association of Schools and Colleges (NEASC) and is a member of the American Association of Community Colleges.

Bristol Community College's mission statement (see next page) defines its unique character and its relationship with its diverse student population. The guiding principle of the College is that education is the key to opportunity and success. Dedicated to teaching, the college community responds to students' needs by creating a learner-centered environment where students of all ages, backgrounds, and desires can develop and fulfill their academic, professional, personal, social, and civic interests and goals.

Mission Statements

The Mission of Bristol Community College June 15, 1999

As a leading resource for education and workforce development in Southeastern Massachusetts, Bristol Community College provides programs that nurture the region's economic health and well-being and enable individuals to make productive life choices. These programs are characterized by a strong foundation in liberal arts and sciences; emphasis on practical, employment-oriented education in allied health, engineering and technology, and business; and workforce development from adult literacy to advanced technology skills. To serve a population rich in ethnic and linguistic diversity, and to address the education and training needs of an area whose economic base is shifting from unskilled manufacturing to high-skilled service and technology industries, the College offers comprehensive developmental education and adult literacy services in a learner-centered, supportive community. The College also develops active partnerships with business and industry, public schools, colleges and universities, and social service agencies to maintain relevance and effectiveness of all credit and noncredit programming.

Community College Mission Statement

The 15 Massachusetts community colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning, and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental coursework and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retaining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs and other education services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural and economic development.

They collaborate with elementary and secondary education and work to ensure a smooth transition for secondary to post-secondary education. Through partnerships with baccalaureate institutions, they help to promote an efficient system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible students shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

College Vision Statement Spring 2004

Bristol Community College changes the world by changing lives, learner by learner.

General Education Competencies

Eight competencies agreed upon by the faculty (Spring 2008):

- (1) Critical Analysis
 - 1.1 Critical Thinking
 - 1.2 Critical Reading
 - 1.3 Info Literacy
- (2) Communication
 - 2.1 Written Communication
 - 2.2 Oral Communication
- (3) Scientific Reasoning and Discovery
- (4) Quantitative and Symbolic Reasoning
- (5) Historical, Cultural and Social Phenomena
 - 5.1 Historical Awareness
 - 5.2 Global Awareness
 - 5.3 Multicultural Perspective
 - 5.4 Social Phenomena
- (6) Humanities
- (7) Ethical Dimensions
- (8) Technical Literacy
- (9) First Year Experience

Educated Person

The BCC Educated Person

Students come to BCC for a number of educational purposes and from a wide range of previous educational experiences. High school graduates come to us right after graduation or years later. Students who never finished high school participate in programs that prepare them for college-level work. Students who already hold advanced degrees come back to college to develop a specific skill or to pursue a particular interest. Some of our students are here only for a non-credit experience, for selected courses, or for a certificate program. But the following description of the BCC Educated Person tries to identify the knowledge, skills, and characteristics that someone who graduates from BCC with an associate's degree should possess.

Description

The BCC Educated Person is an associate's degree recipient who has achieved the discipline-specific knowledge and skills required by a particular degree program. The BCC Educated Person has also developed characteristics that reflect substantial knowledge, skills, and qualities in the following general areas and understands and appreciates the interconnectedness of these characteristics:

1. **Intrapersonal:** Achieves ongoing self-insight, sets goals, and is personally responsible; has developed a strong ethical sense; can prioritize academic, personal, and professional responsibilities; has strong task-management skills.
2. **Interpersonal:** Is able to relate well and communicate effectively with others in her or his personal and professional life; and is able to work effectively within diverse groups; understands historical and social phenomena.
3. **Cognitive-Verbal-Linguistic:** Is able to read and think critically; organize ideas; speak, read and write English effectively; and evaluate, incorporate, and document sources of information properly.
4. **Logical-Mathematical:** Is able to perform mathematical computations; can recognize, analyze, and solve logical and mathematical problems.
5. **Scientific-Biological-Psychological:** Understands the scientific method; has developed scientific literacy; understands the ethical dimensions of scientific discovery; understands biological functions and psychological concepts; realizes the importance of optimizing his or her physical health and psychological well-being and knows how to access information and resources for safeguarding them.
6. **Naturalist -** Has a basic understanding of the physical world; understands the relationship between population and the global environment; understands the effects of pollution on the environment and how it impacts people, other organisms, and the earth's resources; is aware of the issues surrounding conservation.
7. **Aesthetic-Humanistic:** Understands and appreciates literary, artistic, historical, and other cultural expressions; is able to create and/or appreciate art and music; has general knowledge of philosophical inquiry about the nature and purpose of humankind, the historical record of the creation and evolution of human institutions (social, political, intellectual), and the role of human beings in the universe.
8. **Social Responsibility and Global Awareness:** Understands democratic principles and the responsibility of citizens to be actively involved in the democratic process; is aware of multicultural perspectives; understands the significance and historical roots of stereotypes (e.g., race, ethnicity, religion, gender, sexual identity, socioeconomic level, physical and mental disabilities, size, age); recognizes meaningful ways to participate in the community.

9. **Technical:** Has the general technological skills and knowledge required to complete academic, personal, and professional work effectively; can navigate and manipulate information access tools; can access and apply relevant information to real-world problems efficiently; is able to adapt to advances in technology.
10. **Lifelong Learning:** Understands the need to learn continually about inevitable advances in all areas of knowledge, to adapt to scientific discoveries and technological enhancements, and to learn the skills required to navigate through change; understands the ongoing need to monitor and investigate political events, social phenomena and environmental conditions in both the local and global arenas.

Strategic Planning Goals
FY 2009 - FY 2011

Goal A

Engage Students, Faculty, and Staff in a Learning-Centered and Learner-Centered College

1. Engage learners by expanding and promoting meaningful learning, relationships, and transformation.
 - Engage students through community and college service.
 - Champion high expectations for student achievement.
 - Establish measurable assessment of student learning outcomes.
2. Provide more opportunities to develop a culture of engaged learning.
3. Enhance and expand our systems approach to broaden participation in the development of College initiatives.

Goal B

Transform Support for Engagement

1. Develop, implement, and assess models for success that support all stages of student development for a holistic college experience.
2. Develop, implement, and assess models for success that support BCC's environments and cultures.
3. Develop, implement, and assess models for success that support all stages of faculty and staff development.
4. Develop both virtual and face-to-face social networking opportunities.
5. Enhance and expand our systems approach to support and communicate strategic allocation of resources.

Goal C

Transform Opportunity

1. Make BCC the community's first choice for education, workforce development, and opportunity.
 - Increase community awareness and understanding of programs, services, and opportunities.
 - Create a liaison system to link the College with external constituencies.
2. Develop, implement, and assess PK-16 partnerships.
3. Develop a continuous inquiry and feedback process with our external communities.
4. Pursue broad funding sources and opportunities that align with strategic goals.
5. Enhance and expand our systems approach to make transparent the alignment of planning with strategic goals.

The College is in the process of developing new goals.

College Physical Plant

Bristol Community College is composed of a campus of ten classrooms and administrative buildings, one branch campus, a center, and two satellite campuses. *(A map of the College follows this section.)*

FALL RIVER CAMPUS

The Hudnall Administration Building (“D” Building)

“D” Building is the central administrative building for the campus. It contains offices for the following:

- Alumni Services Office (D-100)
- Associate Vice President of Administration (D-209a)
- Associate Vice Presidents of Academic Affairs (D-204 & D-205)
- Campus Police Office (D-108)
- Center for Workforce and Community Education (D-117)
- College Communications Office (D-215)
- Comptroller (D-214)
- Vice President of Administration and Finance (D-209b)
- Acting Vice President of Workforce Development, Lifelong Learning, and External Affairs (D-203)
- Vice President for Academic Affairs (D-210c)
- Vice President of Resource Development (D-100a)
- Executive Vice President (D-206)
- Grant Development Office (D-102)
- Human Resources and Affirmative Action Office (D-208)
- Payroll (D-208c)
- President (D-210a)

It also contains Technology Enhanced Classrooms (D-105, 106, 107, 108 and 109) and a conference room (D-209)

The Siegel Health Technologies Building (“C” Building)

This College building houses the Health Sciences Division (Division IV). This Division offers courses that lead to careers and transfer programs in Health Technologies: Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Healthcare Information, Medical Administrative Practices, Medical Assisting, Medical Transcription, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology and Therapeutic Massage.

- Division IV (Health Sciences) Office: C-109
Dean: Patricia Dent, ext. 2141
- Copy Center (C-218)
- Daycare Center (C-112)
- Dental Hygiene Clinic (C-100)
- Faculty Offices
- Food Services Area
Faculty and students can purchase sandwiches, soup, snacks, and drinks.
- Health Technologies Labs (C-101, C-104, C-114)
- Multimedia Lecture Facility for 120 people (C-111)
- Secondary/Postsecondary Linkages (C-202 and C-203)

- MCAS Office (C-204)
- Technology Enhanced Classroom (C-111, 113, 212)

The Business Technology Building (“K” Building)

This College building houses the Business and Information Management Division (Division III), Community Computing Center, Writing Lab, and Help Desk. Division III offers career and transfer programs in Business Administration (various concentrations), Computer Information Systems, Management, Office Administration, and other related fields. This building also houses the Cooperative Education program that allows students to earn both credits and income in an area related to their programs of study.

Community Computing Center: The 62-station computer center (K-130) provides computer resources for students to complete assignments, access the Internet, and improve computer skills. It is also open to members of the community. For more information, please contact the ITS Help Desk at ext. 3333.

- Division III (Business and Information Management) Office: K-113
Dean: William Berardi, ext. 2409
- Academic Computer Labs (K-101, 104, 105, 116, 118)
- Academic Center for Entrepreneurship (ACE) (K121)
- Accounting Lab (K-102)
- Community Computing Center (K-130)
- Cooperative Education Program (K-122)
- Design Mac Laboratory (K-119)
- Faculty Offices
- Information Technology Services (ITS) Help Desk (K-130)
- Macintosh Laboratory (K-103)
- Multidisciplinary Computer Lab
- Seminar Classroom (K-103)
- Technology Enhanced Classrooms (K-101, 130, 201, 202, 203, 204, 205, 219, 220, 230, 231, 232, 233)

The Engineering Building (“B” Building)

This College building houses the Division of Humanities and Education (Division I) and the Center for Developmental Education (CDE: Division VI).

Division I offers programs in Art, American Sign Language, Deaf Studies, Communications, Liberal Arts and Sciences, Theatre, Early Childhood Education, and Elementary Education, as well as courses in Foreign Languages, Humanities, Music, Speech, and English. (Many of the faculty offices and classrooms for Division I are located in H Building.)

Division VI, the Center for Developmental Education (CDE) offers the General Studies Prep (GP) Programs which include developmental and college level course work in mathematics, reading, writing, English as a Second Language (ESL) and the College Success Seminar (CSS) courses. The CDE also includes several programs of academic support: the QUEST Program, a TRIO-funded Student Support Services grant program, the Tutoring and Academic Support Center (TASC), the Office of Disability Services (ODS) and the Program for Academic Support and Success (PASS). In addition, the CDE is the home of the summer Jaffe Jump Start program and the Transition Program, an evening program designed for adult diploma and GED graduates.

- Division I (Humanities and Education) Office: B-105
Dean: Joanne Preston, ext. 2124
- Division VI, Center for Developmental Education (CDE)—Office: B-105
Dean: Sarah Morrell, ext. 2282
- Assistive Technology Lab (B-109)
- Commonwealth Honors Program (B-223)
Director: Tom Grady, ext. 2488
- Faculty Offices (B-214)
- Jump Start Program, (B-108)
- Office of Disability Services (B-104)
Dean: Sue Boissoneault, ext. 2955 (B104)
- QUEST Self-Paced Learning Labs (Writing B204, Mathematics B109, Reading B100, ESL B114)
- Technology Enhanced Classrooms (B-120, 200A, 201, 202, 203)
- Transition Program (L118)
- Tutoring and Academic Support Center (TASC) (B-110)
- Writing Lab (B-117)

The Science Building (“E” Building)

This College building houses the Behavioral and Social Sciences Division (Division II). This Division offers courses in History, Psychology, Economics, Geography, Government, and Sociology, as well as transfer, career, and certificate programs in Criminal Justice, Culinary Arts, Human Services, Funeral Services and Thanatology.

- Division II (Behavioral and Social Sciences) Office: E-206
- Dean: Vernon Harlan, ext. 3819
- Aquaculture Laboratory
- Faculty Offices for Psychology, Human Services, History, Funeral Services/Thanatology only)
- Greenhouse (E-102)
- Natural Science Laboratories (E-100, 101, 103, 104, 108, 202, 205, 207, 209)
- Planetarium and Observatory (E-108)
- Technology Enhanced Classrooms (E-107, 201, 203, 207, 208, 208A, 209, 209A)

The Commonwealth College Center (“G” Building)

“G” Building is the hub of student life on campus. The Enrollment Center and many student support services and activities are housed here. This College building contains the following:

- Admissions (Enrollment Center)
- Advisement Office (G-208)
- Assessment Center (G-218)
- Athletic Director (G-117)
- Cafeteria (G-112)
- Campus Bookstore (G-115)
- Campus Ministry (G-208)
- Career Services/Job Placement (G-220)

- Connections Services (G-208)
- Counseling Services(G-208)
- Culinary Arts (G-18)
- Financial Aid (Enrollment Center)
- Fitness Center (G-13)
- Grady Dining Room (G-14)
- Health Services (G-208)
- Margaret A. Ryckebusch Faculty/Staff Lounge (G-112a)
- Office of the Vice President of Students and Enrollment Management (G-225)
- Office of the Associate Vice President of Enrollment Services (G-225)
- Office of Student Engagement (G103)
- Registrar/Records (Enrollment Center)
- Student Accounts (Enrollment Center)
- Student Senate
- Transfer Services (G-208)
- VA Certifying (G-208)
- Welcome Center (First Floor - G Building)

Margaret L. Jackson Arts Center (“H” Building)

The Jackson Arts Center provides performance, rehearsal, and display space to support the visual and performing arts at the College. It also houses a number of classrooms and faculty offices. This College building contains the following:

- Division I (Humanities and Education) Office: B-105
Dean: Joanne Preston, ext. 2124
- Art Studios (H-130, H-207, and H-217)
- Arts Center Theater (H-120)
- Faculty Offices
- Division I Office (H-129a)
- Greater Fall River Public Access Television Studio (H-101)
- Grimshaw-Gudewicz Art Gallery (H-130a)
- Theatre Studio (H-128)
- Technology Enhanced Classroom (H-129, 130, 214)

The Eileen T. Farley Learning Resources Center (LRC) (“A” Building)

The Farley Learning Resources Center is the primary location for print and multimedia resources that support the College’s mission. This College building contains the following:

- Learning Resources Office: A-106b
Dean: Sainath Chinnaswamy, ext. 2675
- Information Technology Services (A-203)
Vice President: Jo-Ann Pelletier, ext. 2412
- Adjunct Faculty Center (A-115)
- College Library
- eLearning Office (A-208)
- Faculty Offices

- Lash Center for Teaching and Learning (A-115)
- LusoCentro (A-201)
- Massachusetts Community College Council (MCCC) Office (A-204b)
- Media Services (A-203)
- CITE Lab (A-208)
- Rogers Cyber Café

The Mathematics and Science Building (“L” Building)

This College building houses the Office of the Mathematics, Science and Engineering Division (Division V) and The Center for Adult Basic Education & Workplace Literacy. Division V offers courses and programs in Natural Sciences, Mathematics, Fire Science, General Studies, and Engineering (various concentrations) that lead to transfer and career degrees and certificates.

The Center for Adult Basic Education & Workplace Literacy brings state, local, and private monies and resources together to help solve community problems and enrich the lives of area residents. The College reaches out to serve all the diverse groups in the community by offering specialized short-term training programs for dislocated workers, transition assistance recipients, and linguistic minorities.

The Center for ABE also houses the System for Adult Basic Education Support (SABES). This professional development organization sponsored by the Department of Elementary & Secondary Education offers training opportunities to Adult Basic Education practitioners throughout southeastern Massachusetts.

- Division V (Mathematics, Science and Engineering) Office: L-210
Dean: Peter Schuyler, ext. 2214
- Center for Adult Basic Education and Workplace Literacy: (L-109)
Acting Dean: Bernadette Driscoll, ext. 2274
- System for Adult Basic Education Support (SABES) (L-107)
- Computer Lab (L-104)
- Biotechnology Education Center (L-204)
- Engineering, Computer, and Electronics Labs (L-220)
- Environmental Technology Lab
- Faculty Offices (L-210)
- Microbiology Lab
- Technology Enhanced Classrooms (L-101, 119, 120, 201, 205, 206, 207, 208)
- Upward Bound and Talent Search Programs (L118)
- Vice President of Institutional Research, Planning and Assessment (A107-A108)

The Facilities Building (“F” Building)

“F” Building is the nerve center of the College. This college building contains the following:

- Boiler Plant
- Central Store
- Maintenance Workshops
- Office of the Buyer
- Office of the Director of Facilities
- Office of the Supervisor of Custodians
- Shipping and Receiving

**1080 Davol Street
Fall River, MA**

The Green Center and some Engineering and Green Technologies courses are housed in an historic mill building located on Fall River's waterfront.

NEW BEDFORD CAMPUS @ STAR STORE

Dean: Theresa Romanovitch, ext. 4000
Director: Eileen Harrington, ext. 4000
Administrative Secretary I: Joyce Burns, ext. 4000

Opened in Fall 2001, the New Bedford Campus, located at 188 Union Street, is a full service campus serving nearly 1,700 students in downtown New Bedford. The campus houses four technology-enhanced classrooms, two multidisciplinary computer labs, a science lab, a library learning commons, two faculty offices, and an administrative office suite conveniently located near public transportation and public parking, with discounted parking available to students with valid IDs. In addition, the campus has two nearby sites—the Eddy Building and the Annex, which provide an additional six classrooms and office space. The campus currently offers 12 degree programs and 12 certificate programs. The campus provides academic and support services from recruitment through retention, including admissions and financial aid assistance, advisement, academic/career/personal counseling, disability services, tutoring, study skills workshops, library instruction, and student activities, as well as an array of faculty support services to assist in student learning.

Unique to the New Bedford Campus is the HeadStart to College project, which offers a strong academic and personal support system to students in the greater New Bedford area who have been out of college for a while, think college is beyond reach, or feel stuck in a job with little future. The College Success Seminars offered free through this program teach students about college life, time management, note taking, reading strategies, career exploration, and much more. Students who have obtained a GED, or who are in need of developmental coursework, are encouraged to consider HeadStart.

eHealth Careers

New Bedford Campus - 800 Purchase Street, New Bedford, MA 02740
Director: Michael Metzler, ext. 2654
Associate Director: Karen Varieur, ext. 3310
Administrative Assistant: Aubrey Latessa, ext. 4443

The Bristol Community College eHEALTHCAREERS program is an innovative, first-of-its-kind partnership between Bristol and The Princeton Review. The program will offer online and classroom healthcare education based in New Bedford, using the latest in online learning and state-of-the-art classrooms. The program focuses on providing intensive advisement and support as well as flexibility so students can continue to work and care for their other responsibilities. The goal is to increase the number of trained health professionals as well as provide access to these high demand careers.

ATTLEBORO CENTER

Dean: Rodney Clark, 508-226-2484, 888-710-8999; Fax 508-222-7638, ext. 3426
Administrative Secretary I: Laurie Pieroni, ext. 3525

The Attleboro Center opened in Fall 2004 and relocated to 11 Field Road in Fall 2008. The College offers courses for fifteen degree programs and six certificate programs at the new Center. Several areas of the College have joined forces to provide Attleboro Center students with admissions, financial aid, advisement, placement testing, tutoring, and disability services. Students receive a full range of services, although on a limited basis. The local community has pitched in and has been very supportive. For example, the Friends of the Attleboro Public Library donated 6,000 books to the Center, and two major grants were awarded to the Center.

SATELLITE SITES:

NEW BEDFORD

New Bedford Satellite @ New Bedford Regional Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745
Dean: Theresa Romanovitch, ext. 4000
New Bedford Office: 508-998-3321, ext. 100 (Welcome Center)
BCC Campus Ext. 2590
Office Hours: Monday – Thursday 5:30 – 9:30 pm

TAUNTON

Taunton Satellite @ Benjamin A. Friedman Middle School
500 Norton Avenue
Taunton, MA 02780
Dean: Rodney Clark, 508-226-2484, 888-710-8999, ext. 3426
Taunton Office: 508-880-3803
Office Hours: Monday – Thursday 5:30 – 8:30 pm

Note: Satellite Coordinator mailboxes are located in the Adjunct Faculty Center (A-115) for New Bedford Voke and the Campus Police Office (D-108) for Taunton.
Coordinators are available during the posted hours only.

Directions

Fall River campus

Take Route 24 to Exit 5 and follow signs to Bristol Community College. The Fall River campus is only minutes away from Routes 24 and 195 in Fall River.

New Bedford Campus at Star Store

- Take Route 195 towards New Bedford
- In New Bedford, take the Route 18 S exit (exit #15) towards downtown.
- At the second set of lights, take a right onto Union Street.
- Go up the hill – New Bedford campus at Star Store is on the left at 188 Union Street.

BCC at Attleboro

- From Interstate 95, take Exit #3 (I-95 South) or Exit 3A (I-95 North) toward Attleboro/Norton.
- Turn left onto County Street/MA-123 which turns into Park Street. Turn left onto Union Street (at the 3rd set of lights), which turns into Pleasant Street (MA-123 E). Turn right onto Perry Avenue (1st right before Stop & Shop). Turn right onto Field Road – BCC at Attleboro is at 11 Field Road.

BCC at Taunton

- Take Route 24 North to Route 44 West via exit 13B toward Taunton.
- Route 44 becomes Court Street/Route 140.
- Turn left onto Washington Street/Route 140.
- Take 2nd right onto Tremont Street/Route 140.
- Turn right onto Norton Avenue to 500 Norton Avenue.

eHealth

- Take Route 195 towards New Bedford
- In New Bedford, take the Route 18 S exit (exit #15) towards downtown.
- At the second set of lights, take a right onto Union Street.
- Take a right onto Purchase Street to 800 Purchase Street.

Davol Street

Commonwealth Landing is off of route 79, about 10 minutes from the Fall River Campus. The best route from Elsbree Street is to turn right out of the Campus, follow Elsbree to Valentine, take the third right to Robeson. Turn left on Herman, and left at the bottom of the hill to North Main Street. Enter route 79 immediately on the left, and exit at the first exit for Somerset. Cross the intersection and follow the road to the large 4-story red brick building on your right (1080 Davol Street).

COLLEGE ORGANIZATION

Bristol Community College is governed under Massachusetts General Laws, Chapter 15A as amended by Chapter 142 of the Acts of 1992. The Acts of 1992 replaced the former Board of Regents with the Higher Education Coordinating Council (HECC), which was later replaced by the Board of Higher Education. The BHE serves as the coordinating body for all segments of public higher education in Massachusetts and has some specific governance responsibility and authority for the state colleges and community colleges.

Board of Trustees

The governing body of Bristol Community College is its Board of Trustees, which consists of eleven members: nine appointed by the governor of the Commonwealth, one alumnus/alumna, and one student representative. The Board of Trustees is responsible for long-range planning, financial resource planning, and organizational structure. The Massachusetts Department of Higher Education (DHE) delegates to the Board of Trustees the authority to appoint personnel. Members of the Board of Trustees are as follows:

Ms. Zelma Braga
Mr. Fernando Garcia
Attorney James Grady, Chair
Ms. Deborah Kenney
Mr. Joseph A. Marshall
Mr. Arthur Paul
Ms. Cynthia Rose, Vice Chair
Mr. Tony Sapienza
Dr. Ronald Schwartz
Mr. Donald Smyth
Mr. Huy Nguyen (student)

Principal College Officers

The authority for the operation of the College is vested in the Office of the President. The President appoints various administrators to manage the specific functions of the College. Principal college officers include the following:

President	John J. Sbrega
Executive Vice President	David Feeny
Vice President for Academic Affairs/CAO	Sarah Garrett
Vice President of Administration and Finance/CFO	Steven Kenyon
Vice President of Students and Enrollment Management	Steve Ozug
Vice President of Information Technology Services	Jo-Ann Pelletier
Vice President of Institutional Research, Planning, and Assessment	Rhonda Gabovitch
Vice President of Resource Development	Elizabeth McCarthy
Vice President of College Communications	Sally Cameron
Vice President of Human Resources/Affirmative Action	Tafa Awolaju
Acting Vice President of Workforce Development, Lifelong Learning and External Affairs	Joan Menard
Associate Vice President of Academic Affairs	Michael Vieira
Associate Vice President of Academic Affairs	Frederick Rocco
Associate Vice President of Enrollment Services and Technology	Kathy Garganta
Associate Vice President of Administration	Linda Danzell
Acting Dean of Adult Basic Education & Workplace Literacy	Bernadette Driscoll
Dean of the Learning Resources Center	Sainath Chinnaswamy

BRISTOL COMMUNITY COLLEGE - Dept. Chairs, Directors, and Coordinators: Fall 2011

Division 1: Humanities and Education – Joanne Preston, Dean, B105a, 2124				
American Sign Language/Deaf Studies	Coordinator	Sandra Lygren	A103	2748
Art Gallery	Director	Kathleen Hancock	Art Gallery	2439
Communication	Coordinator	Joyce Fernandes	H126	3054
Early Childhood Education	Dept. Chair	Ravitha Amarasingham	B118	2593
Elementary Education	Coordinator	Catherine Adamowicz	B212	2259
English and Humanities	Dept. Chair	Betsy French	K222	2817
Fine Arts	Coordinator	Erik Durant	H213	2893
Graphic Design; Web Design & Media Arts	Coordinator	Marisa Millard	H215	2691
Liberal Arts and Sciences	Coordinator	Deborah Lawton	B119	2508
Luso <i>Centro</i>	Director	José Costa	A200a	2925
Theatre	Director	Rylan Brenner	H113	2440
Visual and Performing Arts	Dept. Chair	Ronald Lister	H216	2256
Division 2: Behavioral and Social Sciences – Vernon Harlan, Dean, E200, 3819				
Criminal Justice	Coordinator	Suzanne Chadwick	K233	3171
Culinary Arts	Coordinator	John Caressimo	G14	2111
DDS Human Services Certificate	Coordinator	Paul Correia	E118	3765
History and Social Sciences	Dept. Chair	Martha Williams	E220	2314
Human Services	Coordinator	Kevin Garganta	E217	2001
Paralegal	Coordinator	Diana Yohe	K215	2404
Psychology and Sociology	Dept. Chair	Dan Gilbarg	N.B. Campus	2208
Thanatology	Coordinator	John Tormey	E211	2032
Division 3: Business and Information Management – William Berardi, Dean, K111, 2709				
Academic Center for Entrepreneurship	Director	William Berardi	K111	2709
Business Administration	Dept. Chair	Cecil Leonard	K114	2415
Computer Game Development	Coordinator	Raymond Steele	K113	2739
Computer Information Systems	Dept. Chair	Priscilla Grocer	K112	2403
General Studies	Coordinator	Carol Martin	K115	2408
Leisure Services Management	Coordinator	Robert Billington	K113	3190
Legal Administration	Coordinator	Diana Yohe	K215	2404
Office Administration	Dept. Chair	Carol Martin	K115	2408
Division 4: Health Sciences – Patricia Dent, Dean, C109a, 2141				
Clinical Laboratory Science	Dept. Chair	Debra St. George	C116	2148
Dental Hygiene	Dept. Chair	Kristine Bishop Chapman	C109b	2143
Healthcare Information	Dept. Chair	Joy Rose	C115	2329
Histology	Coordinator	Debra St. George	C116	2148
Medical Assisting	Coordinator	Lisa Wright	C207	2629
Medical Admin. Practices/Medical Transcription	Coordinator	Vicki Revier	K226	3206
Medical Coding	Coordinator	Joy Rose	C115	2329
Nursing	Dept. Chair	Nancy Evans	C109c	2726
Occupational Therapy Assistant	Dept. Chair	Johanna Duponte	C211	2325
Phlebotomy	Coordinator	Debra St. George	C116	2148
Pre-Radiology Technology	Contact Person	Patricia Dent	C109a	2141
Therapeutic Massage/Complementary Healthcare	Dept. Chair	Sharon Tilton	C208	2262
Division 5: Mathematics, Science, and Engineering – Peter Schuyler, Dean, L211, 2214				
Engineering and Green Technologies	Dept. Chair	Anthony Ucci	B210	2127
Environmental Science	Coordinator	Mary True	E216	3150
Environmental Technology	Coordinator	Robert Rak	E219	2771
Fire Science Technology	Coordinator	Stephen Rivard	L209	3789
Manufacturing Technology	Coordinator	Mary Cass	B207	2248
Mathematics	Dept. Chair	Greg Sethares	L216	2063
Natural Science	Dept. Chair	Mary True	E216	3150
Division 6: Developmental Education and TRIO Programs – Sarah Morrell, Dean, B106, 2282				
TRIO Programs (UB/ETS/SSS QUEST)	Director	Sarah Morrell	B106	2282
Educational Talent Search Program	Acting Asst. Director	Harry Harootunian	L118	3331
ESL Program	Coordinator	Regina Pirtle	B114	2476
General Studies Prep	Director	Sarah Morrell	B106	2282
SSS/QUEST Program	Acting Asst. Director	Pat Weisberger	B108	2396
Step Up to College Program	Director	Diane Desmarais	L115	2360
Tutoring and Academic Support Center	Coordinator	Ronald Weisberger	B110a	2444
Upward Bound Program	Acting Asst. Director	Raksme Pen	L118	2277

Central Academic Administration				
Adjunct Faculty Center, Lash Center for Teaching & Learning	Dean	Elaine Previte	A105	3072
Attleboro Center	Dean	Rodney Clark	Attleboro	3527
Central Academic Affairs	V.P. for Academic Affairs/CAO	Sarah Garrett	D210c	2186
	Assoc. V.P. for Academic Affairs	Fred Rocco	D205	2185
	Assoc. V.P. for Academic Affairs	Mike Vieira	D204	2185
	Special Assistant	Penny Hahn	L218/ D210c	2185
	Special Assistant	Hank Ingles	D210c	2114
	Staff Assistant	Cindy Janson	D203	2924
	Administrative Assistant	Diane Silvia	D210c	2186
	Administrative Assistant	Patricia Carreiro-Raposo	D210c	2185
Civic Engagement (Service-Learning, Community Service)	Director	Mary Zahm	E113	2579
Commonwealth Honors Program	Director	Tom Grady	B209	2488
Cooperative Education	Director	Margaret Curro	K122	2456
Disability Services	Dean	Susan Boissoneault	G116	2955
eHealth	Director	Michael Metzler	eHealth N.B.	2654
	Acting Assoc. Director	Karen Varieur	eHealth N.B.	3310
eLearning and CITE Lab	Dean	April Bellafiore	A208	2387
Learning Communities	Coordinator	Karl Schnapp	A115	2292
Learning Resources Center	Dean	Sainath Chinnaswamy	A106c	2675
Louis Stokes Alliance for Minority Participation (LSAMP)	Coordinator	Shontae Praileau		3816/ 2065
MCAS Academy	Coordinator	Kristin Kadlec	C204	2779
New Bedford Campus	Dean	Theresa Romanovitch	N.B.	4000
PASS (Program for Academic Support and Success)	Interim Coordinator	Susan Boissoneault	G116	2955
Prior Experiential Learning	Coordinator	Mike Vieira	D204	2185
Secondary/Postsecondary Linkages	Director	Erik Baumann	C202	2339
Student Engagement	Dean	Susan Boissoneault	G116	2323
	Director	Kathy Burns	G103	2222
TRIO Programs (UB/ETS/SSS/QUEST)	Director	Sarah Morrell	B106	2282
Writing Center	Director	Jack Conway	B117	2989

Enrollment Services

Vice President of Students and Enrollment Management: Steve Ozug, ext. 2150
Associate Vice President of Enrollment Services and Technology: Kathy Garganta, ext. 2871
Administrative Assistant: Wendy Pimentel, ext. 2150

Director of Advisement: Patricia Goltermann, ext. 2871
Director of Counseling: Michael Bensink, ext. 2379
Acting Dean of Admissions: Benjamin Baumann, ext. 2176
Director of Financial Aid: David Allen, ext. 2515
Director of Assessment and Testing: Kristine Resendes, ext. 2545
Acting Registrar: Milton Clement, ext. 2240
Associate Registrar: Donna Davis, ext. 2358

Bristol Community College Foundation

The College is served by the Bristol Community College Foundation, a private, non-profit organization founded by friends of the College who recognize the College's role in developing and enhancing community life. While not a formal part of the College organizational structure, the BCC Foundation makes important contributions to the ability of the College to offer high caliber programs. Faculty are encouraged to apply for BCC Foundation grants for instructional resources that will expand and enhance the educational environment. For further information, call ext. 2007.

Committee System

College governance is based in part on a comprehensive, college-wide committee system. There are three types of committees: standing committees, ad hoc committees, and committees mandated by collective bargaining agreements. Full-time faculty participate in college committees as part of their contractual responsibilities. Part-time faculty are eligible to participate in certain committees on a volunteer basis. Contact your Dean or the Office of the Academic Vice President for further information.

The standing committees that allow for faculty assurance of academic integrity are the Academic Standards Committee, the Academic Standing Committee, the College-Wide Curriculum Committee, and the Faculty-Student Committee on Educational Media. Other standing committees deal with issues such as campus safety, materials acquisition, budget, and technology policy and planning. Faculty members desiring knowledge of the various committees should contact their Divisional Dean about committee vacancies. Membership on all standing committees is rotated among divisional faculty on a three-year basis.

The College also maintains a number of special ad hoc committees that focus on areas of particular interest or need. These committees are not limited in membership or in time served and they are open to all faculty. New faculty should contact their Divisional Dean or the Vice President for Academic Affairs for a copy of the "Committee System Document." The document is also available online in Outlook Public Folders.

A list of College committees follows:

<i>Academic Standards</i>	<i>Management and Association Committee on Employee Relations (MACER)</i>
<i>Academic Standing</i>	<i>Management/Union Classified Employee Relations (MUCER)</i>
<i>Affirmative Action</i>	<i>Multicultural Committee</i>
<i>Auxiliary Services</i>	<i>Professor Emeritus</i>
<i>Budget</i>	<i>Orientation</i>
<i>Central Committee</i>	<i>Scholarship</i>
<i>Classified Professional Development</i>	<i>Sabbatical Leave</i>
<i>College Awards</i>	<i>Professional Development for Faculty/Professional Staff</i>
<i>College-Wide Curriculum</i>	<i>Strategic Planning</i>
<i>Disability Concerns</i>	<i>Traffic, Safety, and Security</i>
<i>Distance Education</i>	<i>Technology Planning & Policy</i>
<i>Educational Media</i>	<i>Union/Management Safety</i>
<i>Financial Aid Appeals</i>	<i>Unit Personnel Practices</i>
<i>Institutional Effectiveness</i>	

Center for Adult Basic Education and Workplace Literacy

The Center for Adult Basic Education and Workplace Literacy generates state, local, and private resources to address community issues and improve the lives of area residents. It reaches out to serve diverse community groups by offering both short-term and comprehensive course work for individuals over 16 years of age who have not yet earned a high school diploma. A wide range of programming, scheduling and site options are available to the public free of charge. Customized instructional options are available for dislocated workers, transition assistance recipients, linguistic minorities, and families with school-aged children. The Center for ABE also has the capacity to provide on-site services for local businesses and organizations. The Center for ABE also offers tuition-based coursework in GED preparation and English to Speakers of Other Languages on a revolving semester basis.

Acting Dean of the Center for Adult Basic Education & Workplace Literacy: Bernadette Driscoll, ext. 2274.

Directory of the Center for Adult Basic Education & Workplace Literacy Staff and Programs

The Center for Adult Basic Education & Workplace Literacy provides the broadest spectrum of populations with access to quality education and training in response to community and workforce needs. These programs build links between the College and the community, foster respect for diverse cultures, and prepare individuals to pursue life-long learning and career goals. The Center for Adult Basic Education & Workplace Literacy offers customized training programs for incumbent and dislocated workers, transition assistance recipients, linguistic minorities and youth ages 16 and older.

Adult Basic Education Programs (ABE) - Contact: x2274; Provide free literacy instruction and support services to adult learners. Day and evening classes include skills upgrading in reading, writing, math, social studies and GED Preparation. Educational assessment services and one-on-one tutoring available. Various locations. In Taunton, contact: Elizabeth Marks 508-977-9565, in Attleboro, contact: Kristen McKenna 508-226-2484, and in Fall River, contact: Eileen Cruz x2260.

English for Speakers of Other Language (ESOL) - Contact: ABE Office x2272; Provides English classes in Fall River for those with limited English proficiency. Classes offered both day and evening. Fees apply.

General Educational Development (GED) Test Center - Contact: Gail Stewart-LaPointe x2699 or Joseph Murphy x2306; Provides application and testing dates for the General Educational Development Test.

GED Preparation Course - Contact: Claudia Farias x2272; Prepares individuals who have not completed high school for the General Education Development test. Fees do apply.

System for Adult Basic Education Support - (SABES) Contact: Janet Dutra x2278 or Annemarie Espindola x2782; Provides staff and program development support to Adult Basic Education practitioners throughout southeastern Massachusetts.

Taunton Public Schools/BCC Adult Education Partnership (AEP) - Contact: Elizabeth Marks at 508-977-9565; Provides day and evening classes in basic skills, GED and ESOL in Taunton.

Volunteer Support Program - Contact: Fall River- Marianne LeGuyader or Margaret O'Neill Taunton-Susan Wladis 508-822-2828. Train tutors to provide basic skills, GED and ESOL instruction. Match tutors with adult learners who need individual help.

Workforce and Community Development

The Center for Workforce and Community Education

Bristol Community College also provides a number of programs and services designed to enrich all aspects of community life in southeastern Massachusetts. These include non-credit training programs for the workplace and enrichment courses for the community. The Center for Workforce and Community Education provides cost-effective, customized solutions delivered onsite or at a campus location. Literacy programs, including English as a Second Language and GED, are popular workplace choices for skills upgrading. Degree and certificate credit programs are also offered at company locations in southeastern Massachusetts. The Center offers comprehensive non-credit skills training courses, which include computer applications and career enhancement opportunities, for the public each semester.

Dean: Carmen Aguilar, ext. 2158

FACULTY RESOURCES

accessBCC

AccessBCC is a web tool available to all faculty and students. It provides access to course information such as rosters, student information, online grading, class cancellations, and to course tools such as chat and threaded discussion. Faculty can click on one link to e-mail their students; there is no need to continually update course e-mail groups as student enrollment changes.

Faculty and students can activate their accessBCC account simply by visiting the College's website and then clicking on the accessBCC logo. Several online tutorials are available that will assist in account setup and use of the system. For further information, call Information Technology Services, ext. 2134.

Access to Buildings

All full-time faculty may obtain keys that give them access to their offices and to their divisional offices. Adjunct faculty assigned to offices may obtain keys to their office spaces. Adjunct faculty using the Adjunct Faculty Center will generally find the facility unlocked whenever the LRC is open; otherwise, a key is available at the circulation desk. Access to the academic buildings after normal working hours is restricted for security concerns. Faculty may gain access to the buildings after normal working hours by making arrangements with the Campus Police Office for admission prior to their arrival. Because the College is protected by campus police and contractual security officers on weekends, faculty should report to the Campus Police Office prior to going to their academic building. For further information, call the Campus Police Office, ext. 2218.

Adjunct Faculty Center

Located within the Lash Center for Teaching and Learning in A115 on the first floor of the LRC, the Adjunct Faculty Center provides resources and support staff for adjunct faculty. It includes six fully-equipped workstations (including PCs and programmable phones), mailboxes and lockers, copiers, fax machine, and access to the resources of the CTL. The Adjunct Faculty Professional Development Committee offers social and professional development opportunities for adjunct faculty members and can be contacted through the Assistant Dean of the Lash CTL.

All adjunct faculty members are encouraged to join their colleagues in the Adjunct Faculty Center. For further information, call Sandra Boone, Secretary, ext. 2511.

Civic Engagement

Civic Engagement coordinates both the Service-Learning and Community Service Programs. We also have a Civic Engagement Club that helps students organize service projects and gain community leadership training and experience.

Our award winning SERVE, LEARN, LEAD Civic Engagement Program has 4 Levels:

- *Train to Serve* in non-profit agencies and organizations in our community
- *Serve for 10 hours during a semester* and *Learn conceptual course material* from their classroom experiences and *reflection assignment* as well as *practical work-related skills* from “hands-on” service activity
- *Train to Lead*
- *Lead* peers who are performing needed services in our community.

Please consider offering your students the opportunity to do Service-Learning in your classes and encourage them to join the Civic Engagement Club.

What is the Process for Incorporating Service-Learning into a course?

All you would need to do to offer Service-Learning is to put a note in your syllabus telling the students if you are offering it as an option or requirement, describe the reflection activity(ies) you would require (journal, paper, class presentation, etc.) to help them make connections between the conceptual course material and their “hands on” service experience, and inform them of the percentage of their course grade that would be awarded for their 10 hours of community service and reflection activity(ies).

What Are Some Benefits of Service-Learning?

- Connects students who want to volunteer to perform *unpaid community service related to their coursework* and educational goals with *non-profit* agencies and organizations that have a *real need* for additional part-time unpaid workers.
- Helps students *enrich their educational experience* while making a *meaningful contribution* to their community.
- Helps the *college* achieve an important part of its *mission—community involvement*.

What Training Will Students Receive to Prepare for Service-Learning?

All students *must* read the online Pre-Service Training Guide and take the online Pre-Service-Self-Test available from the Student page on the Civic Engagement website before performing community service for the first time at BCC. This training explains how students can get involved in service-learning and helps prepare them to be successful working in the community. Once the Self-Test is successfully completed, he/she receives a certificate for participating in the training and is ready to start work on a service project. We no longer offer in-class trainings.

However, a member of the Civic Engagement Staff can still visit your classes by appointment to inspire your students to engage in service-learning by talking about his or her own community service experiences and to discuss Community Partner placements that are related to your course. Please contact the Director of Civic Engagement at Mary.Zahm@bristolcc.edu if you would like to arrange for a Student Community Service-Learning Coordinator to attend one of your courses. Please indicate the course location, title, day and time.

How Can Students Find a Service Placement?

Students can select a placement that is related to your course content from our list of BCC Community Partner Placements that is available on our website at http://www.bristolcc.edu/Academics/servicelearning/sl_partners.cfm, they can find their own placement in their community, or they can get help finding one from the Student Leaders working in the Center for Civic Engagement in G217 (Ext. 2459). You can also select a few placements related to your course content for your students to choose from.

The student who is seeking an individual placement makes arrangements for an interview with an agency or organization at which he or she would like to serve that has service positions related to the course material. At

the interview, the potential supervisor will explain any prerequisite background checks or training as well as the work the student will be asked to perform.

What are the Types of Pre-Service-Learning Contracts?

- **Pre-Service-Learning Individual Placement Contract.** If the student and agency supervisor agree that the student will perform service at the agency or organization, they complete a BCC Pre-Service-Learning Individual Placement Contract, which is available from the Civic Engagement website at http://www.bristolcc.edu/Academics/servicelearning/sl_student_contracts.cfm. Then the student then asks the professor of the course to sign the contract to verify that the placement is related to the course content and submits the completed contract to Debra Lyne in K123 *prior* to the student starting the service.
- **Pre-Service-Learning Group Placement Contract.** A professor who plans to have a group of students engage in service-learning at one placement can complete a Pre-Service-Learning Group Placement Contract and have students sign it. This contract is also available at http://www.bristolcc.edu/Academics/servicelearning/sl_student_contracts.cfm. The completed Pre-Service-Learning Group Placement Contract should be sent to Debra Lyne in K123 *prior* to having the students perform the service.

Contracts Can Be Completed Electronically.

The information on all of the contracts and forms for the Civic Engagement Program can now be completed electronically. Faculty who are not able to sign the Pre-Service-Learning Individual Placement Contract can either insert an electronic signature or e-mail a note stating approval of the student's community service placement to Debra Lyne at Debra.Lyne@bristolcc.edu. ***The student who wants to engage in service-learning at an individual placement is responsible for completing the contract, getting the professor's signature (or e-mail) indicating approval of the placement and sending the contract to Debra Lyne in K123 prior to performing the service.***

Why is a Reflection Activity Required?

- Reflection requires students to look back in a thoughtful way on their service-learning experience and *make cognitive connections to their course work and their life.*
 - Paper, creative project, film, presentation, discussions with instructor, etc.
 - *May produce a scholarly product* that students will be able to use as a valuable part of their portfolio when applying for other colleges, scholarships, and jobs.

What Can Service-Learning Do for Students?

- Gain “hands-on” experience and *make exciting new connections* with course material.
- Gain *real world work experience* that prepares them for work.
- *Make a difference* in their community.
- *Try a career path* they're considering to see if it is the right fit for them.
- *Network with professionals* working in their field
- Boost their *academic credentials.*
 - Service-Learning is an *impressive résumé item.*
 - Their *academic transcript* will have the *notation* “Service-Learning Component” under the title of each course for which they complete a service-learning project.
 - They will be eligible to receive a *certificate of accomplishment* upon completion of a service-learning project, and they will be eligible to apply for *scholarships* for students who have performed community service.

How Can a Student Become a Community Service Leader?

A student who first complete two service-learning and/or community service projects and community leadership training and then lead at least five other BCC students on a community service project will be awarded a red cord to wear at commencement and will be publicly recognized for their contributions.

How can a Member of the BCC Community Gain Recognition for Service from President Barack Obama?

BCC's Civic Engagement Program has been granted the authority to present a President's Volunteer Service Award from President Barack Obama to any member of the BCC Community (students, faculty, administrators and staff) who successfully document the completion of a minimum of 100 hours of community service. Select [The President's Volunteer Service Award](#) link on the Civic Engagement website for details about the awards available for the various numbers of hours of service. Select the [Forms and Contracts](#) link on our website to access an Individual Community Service Record form to document your service.

If you have any questions about Service-Learning, please contact Dr. Mary Zahm at Mary.Zahm@bristolcc.edu.

Connections Services

Connections Services (G-208A) is staffed by faculty and professional part-time staff who work exclusively with students who are in academic jeopardy. Connections Services monitors the progress of students who have been reinstated after dismissal or placed on probation. In addition to students on academic probation, faculty can contact Connections Services when their students have a high absence rate, failing grades, etc. Faculty can refer students at the beginning of each semester at the first sign that they are in academic jeopardy, generally within the first three weeks of class. Advisors then contact the students, discuss the best course of action, and may refer students to other services on campus such as tutoring, personal counseling, or disability services. This type of advisement differs from general academic advisement, in that the Connections advisors monitor and contact the student directly, rather than waiting for the student to seek services.

Faculty may call Connections at ext. 2761, e-mail at connect@bristolcc.edu or mail referrals to the Connections Services in G-208A. Students' names, ID numbers, class, and reason for referral should be included in the referrals.

Faculty are appointed by the Divisional Deans to serve in Connections as part of their workload. Faculty interested in serving should contact their Dean.

For further information, call Virginia Leeman, Coordinator, ext. 2749.

Copy Center

The Copy Center is located in the Health Technologies Building, Room C218. The Center is staffed by Song Payongsith and Chris Levrault. The Copy Center now offers walk-up service Monday – Friday, 3 – 4:45 p.m. for basic work requests.

The Copy Center is available for academic and administrative use. Copies cannot be made for personal use. There is no minimum number of copies required in order to use Copy Center services.

Routine copying jobs are usually completed in one to two days. You also should plan for one or two additional business days if you use campus mail services to pick up and deliver the jobs.

In addition to photocopying work-related material that complies with federal copyright law, the Copy Center also will fold documents or bind materials.

Exams and quizzes should be placed in an envelope and clearly labeled “EXAM – Confidential.”

Building secretaries can provide you with a Copy Center “Work Order Request” form or you can access the form online using the [Copy Center Request Form](#). The form is also posted in Outlook → Public Folders → BCC Forms. Fill out this form completely and include it with your order. Drop off the originals and the Copy Center “Work Order Request” form in the Administration Office (D209) or send to D209 via campus mail. Also, Copy Center Work Order Requests can now be emailed to the CopyCenter@Bristolcc.edu. The Copy Center “Work Order Request” form must be submitted with your electronic document.

Disability Services

Dean of Disability Services and Student Engagement, Susan Boissoneault, ext. 2955

Disabilities Counselor: Cindy Poore-Pariseau, ext. 2470

Learning Specialist: Cindi Grew, ext. 2484

Learning Specialist for the D/deaf and Hard-of-Hearing, Julie Jodoin-Krauzyk, ext 2568

New Bedford Campus Learning Specialist: Debra Bacon, ext. 4011

Assistive Technology Lab: Beverly Dery, ext. 2826

The Office of Disability Services (ODS) provides support services that enable students with disabilities to participate fully in the life of the academic community.

Students must register with the Office of Disability Services to receive support services. Students are strongly encouraged to contact the ODS a minimum of 3 to 6 weeks before the start of the semester. The ODS requires that students, to be eligible to receive services, provide medical and/or diagnostic documentation of their disability. Documentation should be current (within the last three years) and, for students with learning disabilities, must include psychological and/or educational testing as well as the IEP (Individual Education Plan)

A learning disability is a permanent disorder that affects the manner in which individuals with normal or above-average intelligence take in, retain, and express information.

Office of Disability Services:

For students with learning disabilities:

- Screens students referred by faculty and staff for a learning disability. (The faculty referral form, included in the Appendix, is also available in Outlook → Public Folders → BCC Forms → ODS). Formal testing is done independently, off campus;
- Recommends strategies to capitalize on strengths and to compensate for learning weaknesses;
- Is a resource to faculty and staff who wish to know more about learning disabilities and effective teaching strategies;
- Determines on an individual basis classroom accommodations needed by students with learning disabilities.

For Deaf or Hard of Hearing students: The ODS recognizes the culture and language of the Deaf. Students who are Deaf and/or Hard of Hearing can arrange for the following services:

- Interpreting services (ASL)
- C-Print captioning
- Note taking
- CART

For students with visual disabilities: The ODS assists visually-challenged students by providing access to printed materials such as textbooks, course outlines and schedules, and exams.

For students with physical disabilities: Campus accessibility is the major challenge facing students who use wheel chairs or have impaired mobility. The College provides access to a majority of its classroom facilities and administrative offices. Available services include:

- Assistance in arranging accessible classrooms
- Campus orientations
- Note takers and scribes to assist with completing class assignments and exams (for students with limited manual dexterity).
- Certified trained service animals are allowed on campus.

The Assistive Technology Lab. The ODS works with the Assistive Technology Lab to offer access to a wide range of assistive technology. Students and faculty are provided with recommendations for appropriate equipment, training, and support while using the equipment. In order to access the lab, students must

- Register with the Office of Disability Services;
- Meet with the assistive technology staff to discuss which form of technology would be most appropriate;
- Receive training or demonstrate competency on a piece of assistive technology.

The following Assistive Technology equipment is available through the LRC on semester loan by request from the ODS:

- Voice-activated tape recorders
- Personal assistive listening devices
- Tape recorders

Recording for the Blind and Dyslexic (RFB&D). Students who require books on tape or other accessible media through RFB&D may register at the ODS. The registration process can take approximately 4 to 6 weeks to be completed.

Individual Testing Accommodations. Specialized testing accommodations are provided through the Office of Disability Services. Accommodations include extended time, isolated test setting, and reading/scribing. The Office of Disability Services will provide testing accommodations based on disability documentation acquired from the student. The Testing Accommodation Request form is sent to the instructor to be completed. The instructor will indicate how the exam will be transported to Disability Services and how it is to be returned.

eLearning

eLearning provides instructors with a centralized online location to post syllabi, course notes, PowerPoint presentations and solutions files, conduct quizzes, tests and surveys, host online discussions and provide feedback to students. All faculty members have course sites automatically created for them and these sites can be used to supplement face-to-face classes or to teach hybrid or 100% online courses.

To learn more about how eLearning can be used as a tool in the classroom or to learn more about distance learning please visit <http://dl.bristolcc.edu> , call ext. 2387, or email April Bellafiore, Dean of eLearning, at april.bellafiore@bristolcc.edu.

Instructional Technology

The Center for Instructional Technology Expertise (CITE Lab): The Center for Instructional Technology Expertise is located in room A208 on the Fall River campus. The CITE Lab exists to aid and assist faculty and professional staff in the creation and use of multimedia teaching and learning tools. The lab offers a variety of workshops throughout the year and is also available for drop-in use and one-on-one assistance.

Faculty can contact the CITE lab to:

- Use eLearningBCC to supplement their face-to-face courses or teach online
- Create or modify PowerPoint presentations for in-class or online use
- Develop more "green" course materials
- Convert analog formats (VHS, film strips, overhead slides) to digital (PowerPoint, digital images, DVDs)
- Create audio and video podcasts
- Learn to use software packages such as Adobe PhotoShop, Flash, Acrobat, Premiere, OmniPage, Respondus, Camtasia, Captivate, Impatica or Microsoft Office
- Apply best practices
- Explore innovative or emerging technologies for teaching and learning

The CITE Lab can be reached by phone at extension 2081, via email at cite@bristolcc.edu, or online at http://www.bristolcc.edu/Faculty_Staff/cite/index.cfm

The BCC Wiki

Faculty are encouraged to visit the **BCC Wiki**, <http://dl.bristolcc.edu/wiki>, an online help desk that has been designed to serve as a technical reference for all members of the BCC community.

The Wiki contains answers to frequently asked questions, tutorials, links to software tools and online resources, and contains a full list of teaching and learning resources. Faculty are encouraged to use the site themselves and also to direct students to the Wiki for technical assistance.

Electronic Mail

All faculty have access to an e-mail address, which can be forwarded to a home e-mail account upon request, to use to maintain contact with students and the College. The College uses e-mail to communicate regularly with faculty and staff; therefore, it is important that faculty check their e-mail regularly.

****Note:** AccessBCC is the official form of communication. Please check it regularly or, if you wish, you may forward your AccessBCC email to your personal or college email account. To do this, log into AccessBCC, click on the email link, select the Options tab, click on the Autoforward option, key in the email address to forward to, and click ok.

For further information or to obtain the forms to request an e-mail account, call your Division Office or the Adjunct Faculty Center.

Faculty Tuition Remission

Full-time faculty members and their immediate family (spouse and/or dependent children) are eligible for tuition remission at public institutions of higher education within the Commonwealth of Massachusetts. Authorization forms must be completed for each semester of study. The "Tuition Waiver Form for BCC Benefited Employees" is to be used exclusively for eligible employees taking classes only at BCC. Eligible employees that are taking classes at other state colleges need to complete the "Tuition Waiver Form for Higher Ed."

These forms are available in the Human Resources Office, Room D208A, as well as in Public Folders/All Public Folders/BCC Forms/HR Forms/Tuition Waiver Form for BCC Benefited Employees (YELLOW PAPER) and Public Folders/All Public Folders/BCC Forms/HR Forms/Tuition Waiver Form for HIGHER ED (WHITE Paper).

These forms must be signed by the faculty member's Divisional Dean and submitted to the Human Resources Office for signature by the Vice President of Human Resources and Affirmative Action. For further information, call the Human Resources Office, ext. 2194.

Fitness Center

Bristol Community College offers students and staff a fully-equipped and staffed fitness center on the ground floor of the Commonwealth College Center. Aerobics, yoga, self-defense, and fitness training on the latest equipment are offered by a trained fitness staff.

For further information, call Diane Hamel, Fitness Center Coordinator, ext. 2517.

Honors Program

The Commonwealth Honors Program (CHP) at BCC offers intellectually challenging experiences to highly motivated and gifted students in every discipline. The program allows them to customize Honors experiences to meet their own individual needs and desires. Participants in the program have the opportunity to work one-on-one with faculty members, crafting intellectually stimulating experiences appropriate for their learning goals at BCC. An Honors student who completes all of the requirements of the program will graduate as a Commonwealth Honors Program Scholar. But being in the Honors Program does not obligate students to meet all of its graduation requirements. An Honors student may choose to take advantage of only one or two offerings within the program.

Please visit the Honors Program website <http://www.bristol.mass.edu/Students/honors/index.cfm>. Please contact the Director if you are interested in participating.

For further information, call J. Thomas Grady, Director, ext. 2488.

Information Technology Services

Information Technology Services (ITS) supports faculty and academic staff computing needs, academic computer labs, instructional media needs, and telecommunications. It provides installation, upgrading, and maintenance of computers, peripherals, and software. Consultation and training are available for all academic areas.

ITS Help Desk: Computer-related issues should be directed to Information Technology Services. ITS assistance can be obtained by calling the Help Line, ext. 3333. The ITS Help Desk is open 8:00 a.m. to 10:00 p.m., Monday through Friday, Saturday from 8:00 a.m. to 4:00 p.m., and Sunday during semesters from 8:00 a.m. to 4:00 p.m. It is located in the Business Technologies Building room K130.

Training: ITS holds a variety of workshops on such topics as Microsoft Office, e-mail, Banner, and accessBCC.

Purchasing: ITS provides planning and purchase consulting for faculty, academic staff, and grant proposals. Faculty requests for hardware and software are solicited each Spring during the budget request period. All computer purchases must be submitted on the Computer Related RFE and approved by ITS. Software that is

part of the content of a course must be purchased through the appropriate academic division or department. Requests for software that supports the instructional process are coordinated by the Technical Specialist in the Lash Center for Teaching and Learning and reviewed by the Lash CTL Advisory Board and the academic divisional representatives to the Technology Planning and Policy Committee.

For more information, please call Jo-Ann Pelletier, Vice President of Information Technology Services, ext. 2134.

Lash Center for Teaching and Learning (LCTL)

The Lash Center for Teaching and Learning provides professional development opportunities and resources for all faculty members. Located in A115 on the first floor of the LRC, the Center is accessible at all hours when the LRC is open.

The Lash CTL offers training, presentations, workshops, and individual consultations designed to improve teaching and learning at BCC. The Center sponsors participation in off-campus conferences (e.g., NEFDC, NEEAN, and the annual Community Colleges' Teaching, Learning and Student Development Conference), as well as a myriad of on-campus activities: Adjunct Faculty Orientation; Full-time Faculty Orientation; New Faculty Seminar; Effective Teaching Program (parts I and II); Mentoring Program; eMentoring Program; Peer Partnerships; Learning Communities; Teaching Circles; and, Technology Mediated Instruction and Course Design mini-seminars. The Center publishes a newsletter each semester highlighting the work of the faculty and the activities of the Center. A Technical Specialist for Instructional Support is available full-time from 8 a.m. to 4 p.m. to help faculty integrate technology into their teaching, to instruct faculty on the use of existing classroom technology, and to assist with other pedagogical matters. The Lash CTL Advisory Board members represent all academic areas, and an Adjunct Faculty Advisory Board will begin meeting this academic year.

The Lash CTL houses conference space for colloquia and training activities, Technology Enhanced Classroom equipment, a collection of resources for the improvement of teaching and learning, and an Adjunct Faculty Center that provides workstations, copiers, and other resources for adjunct faculty. All faculty members are encouraged to become part of these activities and to visit the Center to learn more.

For more information, call Elaine Previte, Dean, ext. 3072, Sandra Boone, ext. 2511, or Gloria Saddler, ext. 3056.

The Eileen T. Farley Learning Resources Center (LRC)

Located in the center of the Fall River Campus, the Learning Resources Center (LRC-Building A) houses the Library on the first floor and is the central repository of the College's print and media collections. When classes are in session, the LRC is open during the following hours:

Monday – Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	11:00 a.m. – 6:00 p.m.

When classes are not in session, hours differ; hours are posted at the building's entrance and on our website <http://www.bristolcc.edu/Academics/library/hours.cfm>; or call ext. 2500 for hours and information.

The LRC provides a number of services to faculty, including:

Print and Media Collection:

Considered one of the most comprehensive centers in the Massachusetts community college system, the Farley LRC provides access to many different types of information resources for scholarship and enjoyment. The

Library houses over eighty thousand books, periodicals, videos, audio books, maps etc. Books circulate for one month. Reference books, periodicals and reference CD's do not circulate. The media collection includes videotapes, DVD's, audio CD's and tapes as well as other non-print materials. The circulation periods for media materials vary by format. The LRC is a member of SAILS, a consortium of 70 local public libraries, high schools and the Massachusetts Maritime Academy. The membership allows access to more than 3 million titles. Our on-line public access catalog reflects the LRC's library holdings as well as those of member libraries. To borrow materials, faculty need to get an AccessBCC card, the back of which contains their library card number. For more information, contact the Circulation Desk, ext. 2105. The LRC honors SAILS library cards from the public libraries; however, possession of a BCC faculty card identifies the user as a faculty member with special rights and privileges.

LRC Web Page: The LRC's Web Page (<http://www.bristol.mass.edu/Academics/library/index.cfm>) can most easily be reached from the College's Web Page via QuickLink to Library Services. This page provides access to the BCC/SAILS on-line catalog, LRC Services including interlibrary loan, electronic forms, and the LRC Search Page linking the user to on-line reference sources, databases and full-text articles available from home or office.

Databases: To support the educational needs of student and faculty the LRC subscribes to over 60 databases covering a wide range of subject areas. Most of the databases can be accessed from off campus locations. Databases provide content from scholarly journals, magazines, newspapers, electronic books and media. Two of the most recent additions include Ebrary and Films on Demand. Ebrary provides access to over 22,000 e-books and allows multiple users to access the same e-book. The Films on Demand database contains several thousand educational streaming videos which allow searching for specific video segments. The list of databases subscribed by the LRC is available at <http://www.bristolcc.edu/Academics/library/databases.cfm>

Interlibrary Loans: As a member of SAILS, the LRC is able to provide materials from other SAILS libraries within two to three days. Check at the Reference Desk or call ext. 2108. Materials requested outside of our network are available but may take longer to acquire. Check at the Reference Desk or call ext. 2108.

Reserve Materials: Faculty may request that instructional material for use in a specific course be held on reserve by the LRC under restrictions that faculty members deem appropriate. The material placed on reserve may be from the LRC's holdings or from a faculty member's personal collection. To place materials on reserve, contact the Library Circulation Desk, ext. 2105. Video materials and other media may also be placed on reserve. Call the Library Circulation Desk, ext. 2105, for this service.

Reference and Library Instruction: There are research workstations in the reference area of the library with access to the Internet, the SAILS on-line catalog, and numerous databases to which the LRC subscribes. Professional librarians are available to assist with reference questions and the use of the on-line reference tools at all hours when the LRC is open. We encourage faculty to schedule library instruction for their classes. Students who transfer to senior institutions are expected to arrive with basic information literacy skills; those in career programs benefit from these skills as well. For all English 101 classes, we offer a general introduction to searching the BCC/SAILS on-line catalog, electronic databases and the Web. We design sessions to fit the needs of your particular classes. *Experience has shown that library instruction is more effective and well-received by students when it is related to an upcoming research assignment.* We accommodate day, evening and weekend classes and can best address your needs if we have at least one week's notice. Please contact Gabriela Adler, ext. 2104, to schedule classes or get more information. You may also schedule a session online by going to the LRC Web page and clicking on the link for "Information Literacy request."

Cyber Lounge: Opened in Fall 2008, the Rogers Cyber Café in the Farley Learning Resources Center on the Fall River campus is equipped with comfy lounge chairs, wireless access, tables for group work, and food and beverages for sale.

The LRC also provides a staff member as liaison to each academic division. Requests for materials acquisitions may be made through the division liaisons.

Division I	Gabriela Adler	2104	gabriela.adler@bristolcc.edu
Division II	James Emond	2316	james.emond@bristolcc.edu
Division III	Patty Hiscock	2109	patricia.hiscock@bristolcc.edu
Division IV	Melanie Johnson	2458	melanie.johnson@bristolcc.edu
Division V	Bob Rezendes	2106	robert.rezendes@bristolcc.edu
Division VI	Lisa (Elizabeth) Richter	3332	elizabeth.richter@bristolcc.edu

For further information, please call Sainath Chinnaswamy, Dean of Learning Resources Center, ext. 2675.

Mailboxes

All division offices contain faculty mailboxes for full and some part-time faculty. Adjunct faculty who teach only in the evenings and/or on weekends have mailboxes located in the Adjunct Faculty Center within the Lash Center for Teaching and Learning (A115). Satellite-campus adjunct faculty will have their mailbox located at the satellite campus. All mail received by the College in the name of a particular faculty member is placed in these boxes, including desk copies of instructional materials. The College uses faculty mailboxes to disseminate information for students; therefore, it is important that faculty retrieve materials from their mailboxes before going to class. Faculty should have one mailbox only. If you have any questions about your mailbox, please contact Patricia Carreiro-Raposo at ext. 2185.

Secretarial Support

Secretarial support is available to all faculty in both the Division offices and the Adjunct Faculty Center. Lead time required for projects varies depending upon the number of faculty requiring secretarial assistance, the amount of work in a given project, and the period of the semester in which the work is requested. Faculty should allow a minimum of two workdays for work requested in off-peak periods; during peak periods, such as the two weeks prior to final examinations, faculty should plan on a five-workday turn-around on work requested.

Telephone Messages

Faculty, administrators and support staff use a voice mail system provided by Avaya called AUDIX Intuity. This system provides a number of options for faculty, including electronic mailboxes for messages. Faculty with questions regarding the AUDIX system should call the Information Technology Services office for assistance at ext. 2134. Request forms for voice mail extensions are available in the Adjunct Faculty Center, in division offices, and in Outlook Public Folders. (Public Folders → BCC Forms → Computer and Telephone Request Form).

All faculty and staff are individually listed with divisions, extension number, e-mail address, and room number in a College Telephone Directory available online at the College's website and through Outlook.

Television Services

As part of Division I, Television Services is located in the Jackson Arts Center. It provides faculty with instruction in the use of video production equipment and arranges for a class or class activity videotaped. Video cameras for faculty use can be reserved through the Library Circulation Desk. Television Services also operates

the campus TV studio and Fall River Community Television, the Public Access channel serving greater Fall River via the Greater Fall River Cable Television System. For further information, call Keith Thibault, Director of Television Services, at ext. 2354.

Tutoring and Academic Support Center

The Tutoring and Academic Support Center (TASC) B-110, ext. 2295, 2444 offers students a variety of services, including individual and small group tutoring for most courses offered at the college; assistance with learning skills such as note-taking, critical reading, time management, and test-taking strategies; and an array of audio-visual and computer-aided learning resources, as well as printed material that can be used alone or with the assistance of a tutor.

The TASC also provides tutors for the College's developmental, science, business and health technology labs. In addition, faculty may request to participate in the Supplemental Instruction (SI) program, through which specially trained tutors attend particular course sections and run two study sessions a week for students enrolled in those courses.

The TASC is staffed by professional learning specialists and peer tutors who go through a rigorous training program. Staff members provide workshops on learning skills throughout the semester and are also available to make in-class presentations on TASC services and study skills.

The TASC is a free service to all BCC students and staff. For further information on any of the TASC services, call Dr. Ron Weisberger, Director, ext. 2444.

Hours of operation: Fall and Spring
8:00 a.m. – 8:00 p.m. Monday through Thursday
8:00 a.m. – 5:00 p.m. Friday
9:00 a.m. – 12:00 p.m. Saturday

Summer
11:00 a.m. – 2:00 p.m. and 4:00 p.m. - 7:00 p.m. Monday through Thursday

The Writing Center

Bristol Community College recognizes the need for support services in the area of writing skills across the curriculum. Consequently, the College has organized a faculty-staffed writing center located in B-117.

The Writing Center has, in addition, student peer tutors who work under the Coordinator and alongside faculty tutors. All tutors are expected to attend weekly staff meetings as part of their training.

All faculty are encouraged to urge their students to use the Writing Center. Faculty members are also requested to send a copy of their course writing assignments to Kathy Braga, ext. 2544, to be placed on file. Orientation visits for courses can be arranged by calling Kathy Braga at the Writing Lab, ext. 2544. Members of the Writing Center staff are also willing to visit classrooms to make a presentation. Workshops on any aspect of the writing process are conducted by staff members, with topics customized to meet the needs of faculty and their students. The Writing Center is open Monday through Friday during the day and two evenings per week. Because the actual hours vary each semester, faculty are encouraged to call ext. 2544 or visit the website at <http://www.bristol.mass.edu/writinglab/>.

For further information, call Professor Jack Conway, Coordinator, ext. 2989 or Karl Schnapp, Evening Lab Coordinator, ext. 2292.

STUDENT ENGAGEMENT and SUPPORT SERVICES

Student Activities and Organizations

Bristol Community College's Arts Center hosts a number of cultural activities throughout the academic year. Important among these are several student-produced, student-performed theatre performances. The Office of Student Engagement, located in the lobby of the Commonwealth College Center, provides a variety of programs and services to assist in the development of the total student. These activities offer opportunities for personal growth and awareness through a wide variety of educational, recreational, cultural and social activities.

Clubs and Organizations

Make friends...learn skills...and be successful in school! These ideas and more are shown by research that involvement in campus activities leads to stronger on-campus friendships and actually seems to increase the likelihood that students will persist and complete their education. BCC clubs offer students the opportunity to pursue special areas of interest that enhance their educational experience. These opportunities are open to all BCC students.

A student organization is defined as any organization whose full membership is comprised of students with students in leadership roles for the group that has been recognized by the College. All student organizations must abide by the policies and procedures as outlined in the Student Organization & Club Handbook. Student organizations are responsible for knowing and abiding by all College policies and local, state and federal laws. For more information on clubs and activities, visit the Fall River Office of Student Engagement, G building, or call ext. 2222. The following clubs and organizations are currently active on campus:

Anime Club

Advisor: Kathy Torpey Garganta, ext. 2334

This club is dedicated to increasing the awareness of Japanese animation and to provide a forum for discussion and interaction.

Cheerleading Club

Advisor: Kathleen Burns, ext. 2425

The purpose of the club is to promote cheerleading in a responsible manner, to promote physical activity amongst BCC students and to provide team spirit at basketball games.

Christian Fellowship Club

Advisor: Rodney Clark, ext. 3426

The BCC Christian Fellowship, a Protestant-based organization, welcomes all those who are interested in studying and discussing the Bible, regardless of their religious affiliation. Prayer, evangelism and special events are also part of the group's activities. It is hoped that those who attend will find an opportunity for fellowship and spiritual growth.

Clinical Lab Science Club

This club seeks to enhance the College experience by encouraging students who are interested in the Clinical Laboratory Science profession to participate in both professional and social activities. Members will be asked to participate in various fundraising events and community service activities.

Club Theatre

Advisor: Rylan Brenner, ext. 2440

BCC Club Theatre invites students from all majors to share and explore their interest in theatre in its many forms. This club is open to everyone with or without theatre experience. This club is dedicated to bringing in speakers, performers, and plays, scheduling field trips to shows and theatre events, as well as tours of other

theater companies. Club Theatre events are offered to all students on campus. Please contact ext. 2440 for meeting times.

Coalition Against Poverty

Advisor: Dan Gilbarg, ext. 2208

Organizing door-to-door outreach in public housing; voter registration; State House mobilization; organizing for public events; meeting with legislators.

Coalition for Social Justice

Advisor: Dan Gilbarg, ext. 2208

Organizing calls to elected officials; meeting with elected officials; attending rallies & hearings at the State House; organizing for public events including our speak out & banquet.

Complementary Health Care & Therapeutic Massage Club

Advisor: Sharon Tilton, ext. 2262

The Complementary Health Care and Therapeutic Massage Club promotes student success through its members and promotes the ethics and professionalism inherent in the code of ethics.

Criminal Justice Society

Advisor: Ralph Ezovski, ext. 2428

The Criminal Justice Society Club prepares its members for future criminal justice careers and actively participates in and initiates social and community activities.

Deaf Studies

Advisor: Sandy Lygren, ext. 2748

The Deaf Studies Club focuses on the appreciation, promotion and comprehension of American Sign Language, its culture and history among the members, the college and the community.

Debate Club

Advisor: Harvey Ussach, ext. 2130

To offer every registered BCC student a chance to meet in an informal social setting to hear about, read about, and experience the life shaping skill of argument, persuasion, and rational debate.

Dental Hygiene Club

Advisor: Trisha Cloutier, ext. 3109

The Dental Hygiene Club prepares its members for their future role in the profession of dental hygiene through active membership in the Student American Dental Hygienists' Association. They raise funds to help club members participate in dental hygiene and dental conferences. The Dental Hygiene Club is affiliated with the Beta Beta Chapter of Sigma Phi Alpha.

Engineering Club

Advisor Meghan Abella-Bowen, ext. 2576

The BCC Engineering Club is a group of engineering students at Bristol Community College who came together to change the current perception of engineering. Our main objective is to support all engineering activities on campus.

Film Critic

Advisor: Denise Somers, ext. 2139

Film Discussions, Favorite Movie Night, Foreign Films, B-Movie Night, Horror/Monster Film Night, Classic Movie Night.

Gaming Association

Advisor: Denise Somers, ext. 2139

To bring together a diverse population of people to create a more diverse assortment of games, gaming, and players at Bristol Community College.

Gay/Straight Alliance

Advisor: Steven Camara, ext. 2391

Sally Cameron, ext. 2174

Attleboro Advisor: Bridget Arrow, ext. 2996

The Gay Straight Alliance (GSA) exists to provide a safe, open, and sharing environment for members of both the Gay and Straight communities. The GSA strives to welcome individuals of all groups and to educate the BCC community through programs designed to encourage the exchange of ideas, experiences, and common concerns.

International Club

Advisor: Regina Pirtle, ext. 2476

To promote interaction between international and American students, increase understanding of cultural diversity of BCC student population; expose international students to American culture through various activities.

Medical Assisting Club

Advisor: Lisa Wright, ext. 2629

The Medical Assisting Club provides activities that assist members in enhancing their administrative and clinical office skills. Functions include fundraisers and presentations by guest speakers. Membership is open to students in the Medical Assisting Certificate program as well as those wishing to enter the profession.

Music Club

Advisor: Gregory Conroy, ext. 2254

To bring together like minds, in order to create music as well as to bring music to the students of Bristol Community College.

NALS

Advisor: Diana Yohe, ext. 2404

The student chapter of N.A.L.S – the association for legal professionals – allows students to associate with a national professional association that is dedicated to enhancing the competencies and contributions of persons engaged as legal professional. Club membership is open to all interested students.

Nursing Club

Advisor: June Sanders, ext. 2969

The Nursing Club fosters rapport among students, promotes a strong sense of campus unity, and acts as an aid to aspiring nursing student.

The Observer

Advisor: Jack Conway, ext. 2989

The Observer is the College's student-run newspaper. Students on the Observer staff learn writing, reporting, editing, photojournalism, design, layout techniques and desktop publishing, and can also gain business experience through management and advertising sales. If you are interested in working on the newspaper, please stop by the office in H-105 or call ext. 2132.

Occupational Therapy Assistant Club

Advisor: Cynthia Brenner, ext. 2331

The purpose of the Occupational Therapy Assistants Club is to inform members of trends and issues related to students and practitioners in the field. The club hosts the "COTA Forum" professional meeting and encourages attendance at other social and professional activities.

Office Administration

Advisor: Diana Yohe, ext. 2404

The Office Administration Club provides students with an opportunity to develop leadership and organizational skills, as well to enjoy the company of fellow students. Club membership is open to all interested students.

Phi Theta Kappa

Advisors: Eileen Shea, ext. 2229 and Don Kilguss, ext. 2808

Phi Theta Kappa is an international academic honor society for community college students. In addition to recognizing academic achievement and scholastic attainment the BCC chapter, Beta Eta Phi, offers students the opportunity to become involved in community and institutional service and in leadership development. Students are also eligible to apply for university scholarships and are afforded opportunities to participate in chapter meetings as well as regional and national conventions. For further information, please contact the Director of Transfer Affairs, ext. 2229.

Portuguese Club

Advisor: Jose Costa, ext. 2925; Carlos Almeida, ext. 2091

The Portuguese Club sponsors cultural activities to promote interest in the Portuguese language and culture. The club is open to all students.

Press Club

Advisor: Michael Vieira, ext. 2419

The purpose of this organization is to provide BCC students who are interested in publications with the resources necessary to succeed in both an educational and professional environment and to provide educational offerings.

Prevailing Wind

Advisor: Chris Souza, ext. 2552

The Prevailing Wind is BCC's online journal of student Writing and Art. All current students are welcome to submit work for possible publication. Students can also become involved with the journal's production. For more information visit the website at www.bristolcc.edu/prevailingwind or contact the editor, Chris Souza, at chrisanne.souza@bristolcc.edu.

Radio Club

Advisor: Keith Thibault, ext. 2354

To involve students and community via radio.

Rotaract

Advisor: Meghan Abella-Bowen, ext. 2576

The BCC Rotaract club is a community-based club for young men and women ages 18 to 30 and is sponsored by the Fall River Rotary Club. Our credo is "Service Above Self." Through the Rotaract program, young adults address the physical and social needs of their communities while promoting international understanding and peace through a framework of friendship and service.

Ski & Snowboarding Club

Advisor: Nicole Heaney, ext. 2471

This club promotes skiing & snowboarding by organizing various ski and/or snowboarding trips.

Seed of Sustainability

Advisor: James Corven, ext. 3047

The goals of this organization are to encourage and promote education, leadership and the practice of sustainable living. Our aim is to provide the availability of fresh, local, and organic food on campus, to support local organic agriculture and to foster sustainable practices throughout the surrounding community. Another of our objectives is to build a lasting relationship between the school's administration, the student body, and eventually the greater community. We are building a foundation for present and future members to grow in three major areas of a sustainable lifestyle. These are to be economically sound, ecologically responsible, and socially equitable.

SIFE

Advisor: William Berardi, ext. 2079

To bring together the business leaders of today and tomorrow's leaders to create a more sustainable world through the positive power of business.

Skills USA

Advisor: Gloria Cabral, ext. 2940

Skills USA is an organization, open to all BCC students, which fosters an interest in and esteem for trade, industrial, technical, and health occupations education.

Society for Tourism and Hospitality

Advisor: Robert Billington, ext. 3190

This club is for the student who is interested in the tourism and hospitality industry, the resources necessary to succeed in both an educational and professional environment.

Student Ambassador Program

Advisor: Kathleen Burns, ext. 2425

This select group of students receives training for leadership in being the face of the College, both on campus and off. They serve as tour guides for prospective students and visitors, work at events, and represent the College.

Students for Sensible Drug Policies

Advisor: William Berardi, ext. 2709

Educate and inform about current drug reform movement in America, nationally and locally.

Tutor Club

Advisor: Ron Weisberger, ext. 2444

All students interested in the field of education can benefit from participation in Tutor Club activities. Informal social gatherings, field trips, and conference attendance help students develop their skills and explore careers in education.

TV Club

Advisor: Keith Thibault, ext. 2354

The TV Club provides a creative outlet to students through TV and helps students improve their communication skills.

Visual Arts Club

Advisor: Erik Durant, ext. 2893

The Visual Arts Club provides the opportunity to expand the BCC art experience beyond the classroom. Sponsored activities include discussions about art, screening of art films, pot luck dinners, field trips and art-making sessions.

Health Services

The Health Services staff offers regular lectures, psychological services, and workshops on health-related issues such as nutrition, smoking cessation, AIDS, and substance abuse. The Health Center is staffed during the day by a registered nurse and through a weekly visit by a medical doctor. All services are free of charge and confidential. For more information, contact Pat Demeo, ext. 2232 or 2227.

Students, staff, and their families may take advantage of the dental hygiene clinic in “C” Building. Services include scaling and polishing (prophylaxis), plaque control education, and fluoride treatment. For further information, contact the Director of the Dental Hygiene Clinic, Kristine Chapman, ext 2143.

Student Services

Bristol Community College offers a comprehensive student support services program. An up-to-date listing of the services is included in the advisement packet sent to full-time faculty at the start of each semester. This advisement package also includes a current college catalog and a copy of the student orientation folder sent to each new student. Adjunct faculty receive a listing of available services from the Adjunct Faculty Center at the beginning of the semester. Available student services include:

Academic Advisement	ext. 2590, 2231
Admissions-Internal Transfer	ext. 2590
Career Counseling	ext. 2234
Drug and Alcohol Education	ext. 2232
Financial Aid	ext. 2515
Health Services	ext. 2232, 2227
Job Placement	ext. 2231
Personal Counseling	ext. 2234
Transfer Counseling	ext. 2229
Transitional Assistance	ext. 2357
Tutorial Services	ext. 2295
Veterans Educational Benefits	ext. 2227

Students with disabilities can receive support in achieving their educational goals through the Center for Developmental Education – Office of Disability Services.

FACULTY SEARCH PROCEDURES

The commitment and dedication to the art of teaching are a central part of the mission of Bristol Community College. Consequently, a great deal of care and attention is paid to the process of selecting candidates to fill vacant faculty positions in all disciplines. Once the President of the College authorizes the posting of a position, a faculty search committee is formed. The Search Committee should consist of five members: Chair from department/division; two department members; one Affirmative Action member and one outside member.

Initial applicants for the position are screened by the Search Committee to ensure that the minimum requirements for the position are met. The Search Committee chair consults with the Director of Human Resources/Affirmative Action to identify affirmative action candidates. Applications that meet the minimum requirements are further screened by the Search Committee, and candidates deemed best qualified are invited to Bristol Community College for an interview. Should the candidate be unavailable for a personal interview, a telephone or videoconference interview may be an acceptable alternative.

The Search Committee typically interviews eight to fifteen candidates to ensure a sufficient pool of qualified applicants. At the conclusion of the interviews, the Search Committee recommends to the Vice President of Academic Affairs approximately three candidates who are considered by the majority of the Search Committee to be best qualified for the position. Should the Search Committee feel that there is not a sufficient pool of qualified interviewees from which to make a recommendation to the Vice President of Academic Affairs, the Search Committee may recommend reopening the interview process.

The Vice President of Academic Affairs conducts a personal interview with each of the candidates recommended by the Search Committee, verifies the information on the curriculum vitae, and checks the references provided. The Vice President of Academic Affairs makes a recommendation to the President. The President and Vice President of Academic Affairs concur on the selection of the candidate, and the name is submitted to the Board of Trustees.

Part-time or adjunct faculty are encouraged to apply for a posted full-time position for which they are qualified. They will be afforded the same careful consideration as other qualified candidates.

INSTRUCTIONAL POLICIES AND PROCEDURES

Academic Freedom and Responsibilities

Statements regarding academic freedom and responsibilities have been developed by the American Association of University Professors (AAUP) working in cooperation with the Association of American Colleges. The AAUP statements regarding academic freedom and responsibility are referenced in the BHE-MCCC Labor Agreement. Definition and discussion of academic freedom and academic responsibility are contained in Article VII, 7.01 and 7.02 of the BHE-MCCC Labor Agreement. Faculty are encouraged to read these articles.

Academic Integrity Policy

Academic integrity is the keystone of teaching, learning, and assessment. Bristol Community College is committed to promoting and supporting this ideal. In fact, it is fundamental to our mission. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

College students must assume responsibility for maintaining academic integrity in their work and in the work of others. Students, as colleagues in learning, have a responsibility to document their own work and to report other incidents of academic dishonesty or negligence.

Faculty and staff cooperation is necessary to ensure academic integrity, and they should serve as a model for their students. Syllabi should include their expectations and the college policy, course materials should be cited, and incidents of academic dishonesty should be addressed and reported in a timely fashion.

The administrators at Bristol Community College also share in demonstrating and ensuring academic honesty and integrity. While recognizing that academic freedom is a fundamental right of higher education, it must be supported by academic integrity and honesty. For that reason, the College will not tolerate academic dishonesty or negligence and has established policies and procedures to ensure academic honesty and integrity is maintained and supported.

Access to Student Records

Under the Family Educational Rights and Privacy Act (FERPA) of 1975, students are guaranteed privacy of their academic records. Faculty do not have access to certain confidential information kept by the Financial Aid Office, the Center for Developmental Education, Health Services, and the Counseling Center unless the student voluntarily releases that information. Discussion of grade information should be restricted to the student unless the student is under age 18.

Advisement Responsibilities

Full-time faculty are assigned student advisees in accordance with contractual provisions. Faculty retain these advisees' records in their office during the advisement period, until the student changes programs, or until the student graduates. Should the student graduate or move to another program (and, thus, another advisor), the faculty member should return the record to the Advisement Office for reassignment or storage. Advisors must submit a copy of their advisee appointment schedule to the Advisement Office at the conclusion of each registration period.

Attendance Policy for Students

Each department/division within Bristol Community College has adopted an attendance policy for its particular courses. The instructor should state the attendance policy clearly in the course syllabus with the consequences

of absence to the student. In the absence of an individual attendance policy stated on the syllabus, the following will be enforced:

Any absences in excess of six hours from a face-to-face course may result in withdrawal from the course, unless otherwise specified in the current course syllabus. In an eLearning course, the lack of any e-mail contact, postings or assignments for a one week period may also be considered a three hour absence, and will usually be handled the same way as the face-to-face class. Please note that individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus.

Federal financial aid policy requires that the date of last attendance by a student who withdraws from a course be stated. It is strongly recommended that instructors maintain attendance records.

Book Orders

All textbook orders for the following semester must be submitted to the College Bookstore in the Commonwealth College Center (“G” Building). Textbook orders must be placed by eDoptions. Textbook orders for the following semester must be submitted approximately three weeks prior to the end of a semester or within forty-eight hours of a new assignment. Late book orders may result in late deliveries of textbooks, which may contribute to poor student performance. When texts for the upcoming semester are ordered prior to the end of the current semester, more students will get a better price when selling their used books back to the bookstore. Also, more students will be able to save money by having more used books available for the coming semester.

Desk copies should be requested directly from the publisher. Forms for requesting desk copies may be obtained from the College Bookstore or from the Division office. **It is the responsibility of each faculty member to ensure that book orders have been placed for each of his/her courses and to notify the Bookstore promptly if no textbook will be ordered for a course.**

Classroom Civility & Procedures for Addressing Disruptive Classroom Behavior

“If you have disruptive behavior in your classroom, it does not mean that you are not a good teacher. Faculty need to be encouraged to disabuse themselves of this notion, and ask for help.”

(T. Patterson, VP of Student Development, Ozarks Technical Community College, MO., 1999)

As a preventative measure, faculty are encouraged to include a statement similar to the following in each of their syllabi, as this will provide an opportunity to discuss your classroom behavior expectations during the first class. By framing your college-level classroom behavior expectations in the context of preparing students for effective employment behavior, you can help students see better the connection between learning and practicing behaviors that will mirror what employers will expect from them on the job.

In order to create an effective learning environment, and to teach and reinforce effective employment behavior, student classroom behavior will mirror what would be expected within the work environment. Students are expected to comply fully with the College Rules and Regulations as outlined in the Student Handbook. Disruptive behavior such as the following will not be tolerated: engaging in side conversations during class, using a cell phone, using inappropriate language (cursing), threatening violence, engaging in physical or verbal abuse, or any other activity that would be considered inappropriate in the workplace. Violations may be referred to the Vice President of Enrollment Services for appropriate disciplinary action or may result in dismissal from the class.

Despite such preventative measures, you may encounter students who exhibit behaviors that are disruptive to the teaching process. You may even have students approach you for help when they are encountering harassing

or stalking behaviors by other students on campus. Often a faculty member is able to assist a student who is creating problems through appropriate feedback to correct disruptive behaviors or by assessing and helping him or her with factors that may be contributing to the problems. Students may also be referred to the Director of Advisement/Counseling when appropriate.

Although most faculty members deal with most behavior problems on their own, there may be times when the assistance or intervention of others would be helpful. The College recognizes the need to protect the campus learning environment and to sanction or remove those who negatively impact others. In these cases, there are several campus resources available to you for referral or consultation, as outlined in the Student Complaint Referral Chart included as an Appendix. Please contact these persons to mutually assess what may be appropriate measures to pursue.

The most commonly applicable procedures are the Disciplinary Due Process Procedure (Student Handbook) and the Academic Negligence Procedure (college catalog). Faculty seeking consultation assistance during the evening should contact Michael Bensink, Director of Advisement/Counseling (ext. 2379). The Campus Police may also be contacted at ext. 2218 (or ext. 3911 in emergencies).

Disciplinary Due Process: “The Vice President of Enrollment Services will meet with a student who has been accused of inappropriate or unsatisfactory behavior. After meeting with the student and any others who may have relevant information about the alleged misconduct, the Vice President of Enrollment Services will render a decision about which sanction, if any, to apply.”

Academic Negligence: “Academic negligence is demonstrated by failure to do assigned work, excessive absences, academic dishonesty, or distracting or disruptive classroom behavior. Any faculty member may, at any time, recommend in writing to the Vice President of Academic Affairs that a student guilty of academic negligence be dropped from a course with a grade of “W” or “F.”

Copyright and Intellectual Property Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Course Enrollment Information

Class lists are available to faculty electronically through accessBCC prior to the first day of class. These class lists are subject to change due to late registration. If a student reports to your class but is not listed on your roster, please verify his or her enrollment by requesting to see a copy of his or her course registration.

Dual Enrollment Policy

Bristol Community College's Commonwealth Dual Enrollment Program provides an opportunity for eligible high school students to enroll at Bristol Community College as nondegree students and have the courses be recognized toward degree completion at both the College and the student's high school.

Students may enroll at BCC for as little as one course on a part-time basis or for as much as a full-time course load of 12 to 15 credits.

Some students have been granted release time from their high schools in order to attend their BCC classes during their regular high school hours, while other students take all of their classes at the College. Students may also enroll in afternoon, evening, weekend, and online classes.

A minimum high school GPA of 3.0 on a 4.0 scale and an official high school transcript are required. BCC also requires that the students and parent or guardian complete a Dual Enrollment application form which must be signed by the high school guidance counselor.

Students who are under the age of 16 need BCC permission to take college classes and must comply with the College's underage policies and procedures.

Enrollment Verification Roster

A completed class list (enrollment verification roster) is available electronically through accessBCC each semester. Any student attending class but not appearing on the roster should be sent to the Records Office to rectify the problem. **Unregistered students should not be allowed to sit in on classes. Students who have not attended class should be deleted from the class list.**

A copy of the Enrollment Verification Roster must be submitted to the Records Office by the specified due date. It is essential that the College have this information for compliance with state and federal regulations (e.g., financial aid, immigration).

eTutoring

Online tutoring is provided by Smarthinking.org. Bristol students have access to live 24/7 tutoring and support help through this online service. Log into your accessBCC account (or click the "e" on the home page) then go to Smarthinking for help.

Faculty Illness/Absence

Faculty are expected to attend all scheduled classes unless they are ill or have made prior arrangements as directed by the appropriate collective bargaining agreement. When absence is not pre-arranged, faculty should call the Office of the Vice President of Academic Affairs, ext. 2185 or 2186 (before 4:00 p.m.) or Enrollment Services, ext. 2590 (after 4:00 p.m.), to have a notice posted on the building monitors and the College's website and to have appropriate individuals notified. Day faculty may also call the division secretary to inform of their absence.

Field Trips

In order to ensure the proper health, accident, and liability insurance coverage, faculty should notify and request permission from the appropriate Divisional Dean at least one week in advance before making a field trip with a class. The request should include all pertinent information relative to the field trip.

Final Examination Policy

As required by College policy, there must be a final examination or final exercise conducted as scheduled for every course **unless a waiver has been specifically approved by the Vice President of Academic Affairs**. Final examinations must be held as scheduled for all other courses. All exams are to be held in the classroom where the class met for the semester **unless a room change has been approved in advance by the Registrar**.

As agreed through impact bargaining with the local MCCC chapter, faculty are responsible for proctoring all examinations. However, in the event that an emergency prevents a faculty member from meeting a class, they have two options: (1) the faculty member arranges for a substitute to proctor the exam as scheduled; *or* (2) the faculty member proctors the exam themselves on the make-up day. Rooms for makeup examinations must be scheduled with the Registrar at 508-678-2811 Ext. 2699.

Faculty are asked to provide a copy of their final exam, 48 hours in advance, to the Divisional Secretary (at the Fall River Campus). For courses taught at either the Attleboro or New Bedford campus, a copy should be provided to that location's administrative office. In the event of an emergency, copies of the examination can be made available to the proctor the faculty member has arranged to cover their responsibilities.

Individual Student Make-up Exams: A student who fails to take an examination as scheduled may take a makeup examination with faculty permission. If a student is to take a makeup examination, the faculty member should provide the student's name and a copy of the examination to the Divisional Secretary, or for courses taught at either the Attleboro or New Bedford campus, to that location's administrative office. The administrators at those locations will schedule a room with the Registrar and proctors will be provided for those individual student exams in those locations.

Final Grades

Final grades should be submitted electronically through accessBCC. The deadlines for submission of grades are included with the grade lists each semester. For evening and weekend courses, grades should be submitted within 72 hours of the final exam. *Due to legal constraints imposed by Privacy Laws, faculty should not post grades for public viewing.*

Grade Changes

An instructor may submit a change of grade on a form that may be obtained from the Division secretary, the Records Office, the Adjunct Faculty Center or in Public Folders (Outlook → Public Folders → BCC Forms). The form may be used following the completion of an Incomplete (I) grade in a course or in the case of an error. *Completed forms should be sent directly to the Records Office.*

Grading System

The Bristol Community College catalog contains all relevant information regarding the grading system. Student grades should reflect the quality of student work throughout the semester. Moreover, faculty are encouraged to ensure that students fully understand that grades are a direct representation of student performance in a specific course of study. The performance criteria for each course should be clearly delineated in the course syllabus to enrolled students.

In the absence of a stated policy on grading in the course syllabus, the following guidelines will be used to determine the final course grade.

A+ = 97-100, A = 93-96, A- = 90-92,
B+ = 87-89, B = 83-86, B- = 80-82,
C+ = 77-79, C = 73-76, C- = 70-72,
D+ = 67-69, D = 63-66, D- = 60-62,
F = 0-59

Note: Individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus.

Effective January 2010, Developmental Course Work will not be computed into the student's GPA. The following courses are designated as developmental: **CHM 090; ENG 090; ESL 012, 013, 014, 015; MTH 011, 021, 031, RDG 070, 080, 090**. A two letter grade designation will also be used for developmental courses based on the following scale:

AA = A+, A	BB = B	CC = C	DD = D
AB = A-	BC = B-	CD = C-	DF = D-
BA = B+	CB = C+	DC = D+	FF = F

Faculty may choose to award letter grades followed by a plus or minus. As of the 1999-2000 Academic Year, plus or minus grades have differential point values when they are figured into the student's grade point average (GPA) and satisfactory progress index (SPI). For information on SPI, please consult the catalog. The grades shown below are assigned point values for the purpose of calculating the GPA and the SPI.

Grade	Plus (+)		Minus (-)
A	4	4	3.7
B	3.3	3	2.7
C	2.3	2	1.7
D	1.3	1	0.7
F	---	0	---

Home Schooling Policy

All home-schooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state. If a home-schooled student has not completed an approved home school program, then the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed a federally-approved Ability-to-Benefit Test. As high school students may self-certify their completion of a public or private high school program, home-schooled students may self-certify their completion of an approved home school program.

So that the College may determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

Incomplete Grades (I)

The mark of Incomplete (I) is given to a student if work in a class is unfinished because of illness, accident, or other unavoidable absence. An Instructor must submit a “Report of Incomplete Grade” form (located in Outlook → Public Folders → BCC Forms → Incomplete Grade Form Fall 2010) for each “I” grade assigned. The student must arrange with the instructor, or Divisional Dean in the instructor’s absence, to make up the deficiency. The arrangements should be made no later than the end of the third week of the semester following the receipt of the Incomplete. To receive credit for the course, the student must complete and turn in the missing work by the last day of the class of the semester which follows the semester in which the “I” was received, unless other arrangements have been agreed upon by the student and instructor. This policy will be applied regardless of whether the student is then enrolled at BCC. If the work is not completed, the “I” grade will convert to the grade specified by the instructor on the “Report of Incomplete Grade Form.” **If no form has been submitted, the grade will be converted to an “F.”**

Letters of Recommendation

Faculty are often asked to write letters of recommendation for their students. Under the Family Educational Rights and Privacy Act, an applicant has access to letters of recommendation to academic institutions unless the individual specifically waives that right. If the student has provided the form for a recommendation, it will make clear whether or not the student has waived the right to have access to the recommendation.

Mid-Semester Deficiency Grades

It is helpful to students with a mid-term grade average of “D,” “F,” or “I” to receive notification from the College of their grade status. A Mid-semester Evaluation Roster will be available through accessBCC to identify such students. Those students are notified by mail and are advised to see a counselor.

Submitting mid-term grades is strictly optional. Instructors may select alternative methods of informing students of their mid-semester grade status.

If a student has been attending your class but his/her name does not appear on your list, please send the student immediately to the Enrollment Center in G building in Fall River or to the administrative offices at the other campuses. Students whose names do not appear on your roster are not officially registered in your class.

Mid semester grades are given for the full term and late start classes only; they are not required from instructors of five and seven week options.

Religious Absence

In accordance with Chapter 375 of the General Laws of the Commonwealth of Massachusetts, the College adheres to the following policy:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable because of his/her religious beliefs to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirements and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to said student such opportunity. No adverse or prejudicial effects shall result to any student because of availing himself/herself of the provisions of this section.

Room Reservations

Faculty may reserve rooms on campus for meetings, presentations, etc. To reserve a room, please contact the Facilities Department (ext. 2599).

Requests for a change of classroom assignments for courses should be directed to [Joanne Carroll-Connor](#), ext. 2153. No class may be moved to a different location without prior approval from the Registrar's office.

Smarthinking

Smarthinking is BCC's new web-based tutoring service. It supplements our existing academic support services by offering real-time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week! Students can access an online tutor or submit a paper for feedback by logging into eLearning and clicking on the button to access eTutoring! For information or to inquire about informational webinars, contact the CITE lab at ext. 2387.

Student Completion Rate (SCR) (*page 139 of College Catalog*)

- Replaces SAP (Student Academic Performance)
- SCR is ONE policy - regardless of self-pay or financial aid
- BCC follows new Federal regulations (July 1, 2011)
- Academic success is measured by a minimum successful course completion rate of 68%
- Every student in a degree program gets three chances for success:
 1. Initial matriculation
 2. Academic Probation
 3. Dismissal with one reinstatement
- Students do not get additional chances, personal stories do not matter
- Students with an unsatisfactory SCR in their first semester of a certificate program are automatically dismissed
- W, I and F are considered unsuccessful attempts. W, I and F grades require a **DATE OF LAST ATTENDANCE** when you submit your grades
- Developmental Courses are not calculated in SCR
- SCR is calculated Fall, Spring and Summer semesters

$$\frac{\text{Credits passed}}{\text{Credits attempted}} \times 100\% = \text{SCR}$$

Example 1: Student registers for 12 credits and receives: Two B's, One C and one W

$$\frac{9 \text{ credits passed}}{12 \text{ credits attempted}} \times 100\% = 75\% \text{ (Satisfactory SCR)}$$

Example 2: Student registers for 12 credits and receives: 2 A's and 2 W's

$$\frac{6 \text{ credits passed}}{12 \text{ credits attempted}} \times 100\% = 50\% \text{ (unsatisfactory SCR)}$$

Student Evaluations

Faculty evaluation is an important part of our efforts to ensure quality instruction for our students. Evaluation is a useful tool to help faculty identify strengths and areas for improvement. It enables us to offer appropriate professional development and to make informed decisions regarding the reappointment of instructors. Article 13.02 (for day) and Article 11.02 (for DCE) of the Collective Bargaining Agreement addresses the requirement that student evaluations be conducted.

Student Illness

Students who expect to miss classes for an extended period due to illness, accident, or other unavoidable problem should contact the office of the Vice President of Enrollment Services at 508-678-2811, ext. 2150. This office will contact the student's instructors. It is important for students to follow this procedure. Please also refer to the *Attendance Policy* section of the College Catalog.

Syllabus and Course Materials

Article XIII, 3.02 of the BHE-MCCC Labor Agreement states that "The faculty member shall distribute the course materials to each student and forward a copy to the President of the College or the President's designee prior to the conclusion of the add/drop period in each semester. The course materials shall include all materials listed on the Checklist for Course Materials. (Form XIII-E2)" The syllabus for each course should be submitted to your Divisional Dean.

Underage Policy:

Academic Policy on Underage Students Without a High School Diploma

Students below 16 years of age at the time of registration may take credit courses at Bristol Community College. The purpose of this policy is to support underage students and ensure their success.

Requirements

An underage prospective student must:

- Complete the Underage Request to Enroll Application, available through the Enrollment Center, attach all necessary documentation, and obtain the signature of a parent/guardian
- Submit the completed application to the Academic Vice President or his/her designee
- Meet each semester with the designated Advisor of Underage Students who will interview, advise, and monitor the academic progress of students

Additional Recommendations

The college strongly recommends the following guidelines. To ensure the most positive and successful experience at BCC, students should:

- Be 12 years of age or older;
- Complete placement testing to ensure appropriate placement in courses;
- Contact the Tutoring and Academic Support Center for assistance if enrolled in developmental classes as a result of placement testing
- Ordinarily, attend class by him/herself.

Faculty members (or the department chair in a faculty member's absence) will be notified of any underage student who has registered for their class and have the right to express concern if they feel course content may not be appropriate for the student. This concern must be communicated to the in writing to the Vice President for Academic Affairs. If the Vice President determines that the reasons given constitute a compelling factor to limit (with specific parameters) or deny enrollment of the student in the course by the college, that decision will

be communicated to the faculty member and the student. Faculty will also be requested to complete and submit a mid-semester and end-of-semester grade check to the designated Advisor of Underage Students.

The college reserves the right to limit or deny enrollment of a student in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to: the student's maturity, life experience, placement test scores, and prior education, or the course content, instructional methodology, and risks associated with a particular course or program. Appeals of the college's decisions should be submitted to the Vice President of Academic Affairs.

Students with disabilities are encouraged to contact the Office of Disability Services (ODS) early in the registration process. The ODS will clarify the rights and responsibilities of the student, his/her parent or guardian, and the College. (See "Office of Disability Services" in the college catalog.)

Note: For more information, students should contact the Office of Admissions, by accessing the College's website (www.bristolcc.edu), sending an email to admissions@bristolcc.edu, or calling 508-678-2811- X2516.

Withdrawals

A student may withdraw from a course at any time before the end of the tenth week of the semester and receive a grade of "W." To withdraw from a course and/or the College, a student must complete and submit the appropriate Course Withdrawal Form or College Withdrawal Form, to the Enrollment Center located on the first floor of the Commonwealth College Center. Failure to return a withdrawal form may result in a student failing all courses and being placed on academic probation.

ADMINISTRATIVE POLICIES AND PROCEDURES

Affirmative Action Policy

Bristol Community College does not discriminate on the basis of race, color, national origin, sexual orientation, gender, religion, age or handicap in admission, access or treatment of its programs and activities.

Applicants for admission and employment, students, employees, and referrals of applicants for admission and employment with questions and complaints about compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or the Age Discrimination Act of 1975, should contact Tafa Awolaju, Vice President of Human Resources/ Affirmative Action, ext. 2194. Those persons with questions regarding Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) should contact ext. 2227.

Faculty members who feel that a minority student might require assistance with affirmative action or any related issue that might interfere with education can refer the student to Rodney Clark, Dean of Admissions, ext. 2177 for additional assistance. Faculty who wish assistance with minority students can speak confidentially with Mr. Clark at ext. 2177.

Faculty seeking further information on affirmative action in the Commonwealth of Massachusetts community college system should request a copy of the 1993-1996 Commonwealth of Massachusetts Regional Community Colleges Affirmative Action Plan from the Office of Human Resources or from their Division office.

Alcohol and Drugs on Campus

Consumption of any and all alcoholic beverages is prohibited anywhere on the Bristol Community College campus, including the parking lots. The one exception to this policy is college-sanctioned affairs where the serving of alcoholic beverages is approved by the College President prior to the event. A form requesting this approval may be found in the Division offices.

Any student or employee of the College found possessing, using, selling, or involved in any manner with any prohibited substance, with the exception of medication prescribed for personal use, will be subject to disciplinary action. Confidential referrals for those seeking information regarding advice and counseling for substance abuse issues can be made to the Counseling Center or to Health Services (ext. 2232, 2227).

Class Cancellation for Inclement Weather

When inclement weather forces the cancellation of classes, announcements for day and evening school are broadcast as early as possible over local television and radio stations.

Television:

WLNE Channel 6
WCVB 5 ABC
WHDH 7 TV
WJAR 10 NBC
WPRI 12 TV FOX
WNAC 64 TV FOX

Radio:

Boston	WBZ	1030 AM
	WRKO	680 AM
Fall River	WSAR	1480 AM
New Bedford	WBSM	1420 AM
	WFHN	107.7 FM
Providence	WHJJ	920 AM
	WHJY	94.1 FM
	WPRO	630 AM
	WPRO	92.3 FM
	WSNE	93.3 FM
	WWLI	105 FM

Telephone

Faculty and students may also call the BCC main number (508) 678-2811 for a message informing them of cancellation of classes for inclement weather.

Web

The College will post a cancellation notice on the home page of the BCC website:
<http://www.bristolcc.edu/>

*BEE*notified

Faculty can subscribe to *BEE*notified, BCC's notification system. This system quickly distributes emergency information using a variety of methods including e-mail, voice, and text messaging. Subscribers can also opt-in to receive other types of announcements through the system, including information about College events, weather-related closings, and registration to name a few. To sign up for *BEE*notified, login to [accessBCC](#) and choose the *BEE*notified tab from the menu. Follow the link in that tab to the new *BEE*notified login screen. Login to the *BEE*notified system using your accessBCC username and password. From there you can add your chosen devices into the system.

Emergency Procedures

For any type of campus emergency (medical, psychological, fire, violence), dial the Campus Police at ext. 2218 or 3911. Campus Police prefer that emergency calls be processed through their office; they will then call the appropriate responding agency. There are also yellow phone boxes situated in five locations on campus walkways that are illuminated with a blue light at night to denote their locations. Pressing the red button on these boxes alerts the Campus Police Office that there exists an emergency situation near that location and someone will be dispatched to the area. Pressing the red button also allows the user to speak through the box directly with the Campus Police officer on duty.

Please refer to the Campus Preparedness Plan (available in Public Folders in the BCC Campus Preparedness Plan folder) for full information on Emergency Procedures.

Faculty should familiarize themselves with the location of the campus phones in the hallways of all buildings. If an emergency call is made (ext. 2218 or 3911), please tell the officer:

1. This is an emergency.
2. Nature and location of the emergency.
3. Identify yourself.
4. The telephone extension (if you know it) for a call back.

If the emergency is a fire and a phone is not available, activate the nearest FIRE ALARM BOX.

All Bristol Community College employees should cooperate in order to maintain a safe and secure environment.

Faculty members should be familiar with the stairwell and/or building exit nearest the classrooms in which they teach. Each faculty member is responsible for evacuating his/her class from the building as safely and as rapidly as possible. Do not leave injured or disabled individuals unattended; where possible, faculty should escort the physically challenged person to the nearest stairwell and are encouraged to remain with the person while another who is leaving the building informs the Campus Police or the Fire Department of their position. However, do not take unnecessary risks. Evacuate your class a safe distance from the building (at least 100

feet) and await instructions from those who are in charge of the emergency. No one may re-enter the building until permission is granted from the Fire Department.

Faculty Payroll

Employees of the Commonwealth of Massachusetts are paid on a bi-weekly basis. All employees should have direct deposit unless they have received a special exemption from the Commonwealth's Human Resources Division. Direct deposits will be posted to employees' accounts on Fridays of each pay period.

Food Services/Dining

The Commonwealth College Center ("G" Building) contains a full-service cafeteria, serving breakfast and lunch. Its hours of operation are 7:30 a.m. to 2:30 p.m., Monday through Thursday, and 7:30 a.m. to 1:30 p.m. on Friday. Faculty and professional staff have a separate lounge/dining area in the cafeteria, located in the rear near the atrium area (the Margaret Ryckebusch Faculty/Staff Lounge).

A smaller food service area provides coffee, beverages, snacks, sandwiches, and soup in the Health Technologies Building ("C" Building). Food is available from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday. This food area is open in the summer and on Saturdays when classes are in session.

There are also a variety of vending machines in all academic buildings and in the Commonwealth College Center.

Parking

Parking decals are not required for general on-campus parking. However, faculty and students should park only in the appropriate spaces, as illegally parked vehicles will be ticketed. If ignored, these tickets will result in penalties imposed by the Commonwealth such as non-renewal of license and/or registration until the fine has been paid through the Campus Police Office.

Handicap Parking spaces are available throughout the campus. You must have a valid placard or license plate issued by the Registry of Motor Vehicles visible at all times when utilizing these spaces.

Anyone requiring a special parking space because of a short-term illness/injury that renders him/her physically challenged should obtain a parking permit sticker. Parking permit forms are available in the Campus Police Office (D-108), and applicants must meet the same criteria as required by the Registry of Motor Vehicles. Permit parking spaces are limited and available only for a maximum of 30 days. Anyone requiring more than 30 days should apply for a RMV Handicap placard.

Prior Experiential Learning

Students may meet up to 30 credits of degree program requirements with credits earned through Prior Experiential Learning and/or credits transferred from another accredited college or university. For more information on the Prior Experiential Learning (PEL) process, contact the PEL administrator (Dr. Michael Vieira) at ext. 2185 or the department chair, program coordinator, or divisional dean for the discipline in which you seek PEL credit. Each of these individuals, or a faculty or professional staff member, may serve as a PEL advisor. There are three PEL options: Credit by Examination, Credit by Credential, and Credit by Experience. *(See PEL Manual in Public Folders for details.)*

Sexual Harassment

Every member of the college community should be aware that sexual harassment is prohibited both by law and by college policy. The College will take action necessary to prevent, correct, or discipline behavior that violates this policy. The College will make every effort to safeguard the rights of both the complainant and the accused. The determination of a remedy will be made from the facts on a case-by-case basis.

The following statement provides the general guidelines for college policy.

It is against the policies of Bristol Community College for any member of the faculty, administration, student body or staff (male or female) to sexually harass another employee or student. Such behavior is expressly forbidden by federal and state law, and college personnel or students who are determined to be knowingly practicing sexual harassment shall be subject to appropriate disciplinary action.

The Vice President of Human Resources/Affirmative Action has responsibility for overall development, administration, and monitoring of all programs, policies, and procedures related to sexual harassment. To report an incident of sexual harassment, or for further information, contact Tafa Awolaju, ext. 2194.

Supplies

Consumable office supplies may be requested from the Division secretary or the Adjunct Faculty Center. Bulletin boards, bookcases, computer stands, and other non-consumable items may be requested through the Divisional Dean and from the Office of the Vice President of Administration by submission of the appropriate form. These forms may be obtained from the Division secretary.

Tobacco-Free College

Bristol Community College is a tobacco-free campus. The use of tobacco is prohibited within college buildings, walkways, in college or state fleet vehicles, and on college owned property, not otherwise leased to another organization. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all college locations. In support, Bristol Community College provides comprehensive tobacco cessation and prevention services. This policy prohibits the use of any oral tobacco product. Smoking will only be permitted in private vehicles parked on campus.

APPENDIX

**MASSACHUSETTS COMMUNITY COLLEGE SYSTEM
CHECKLIST FOR COURSE MATERIALS**

Faculty Member: _____


Course Title and section: _____

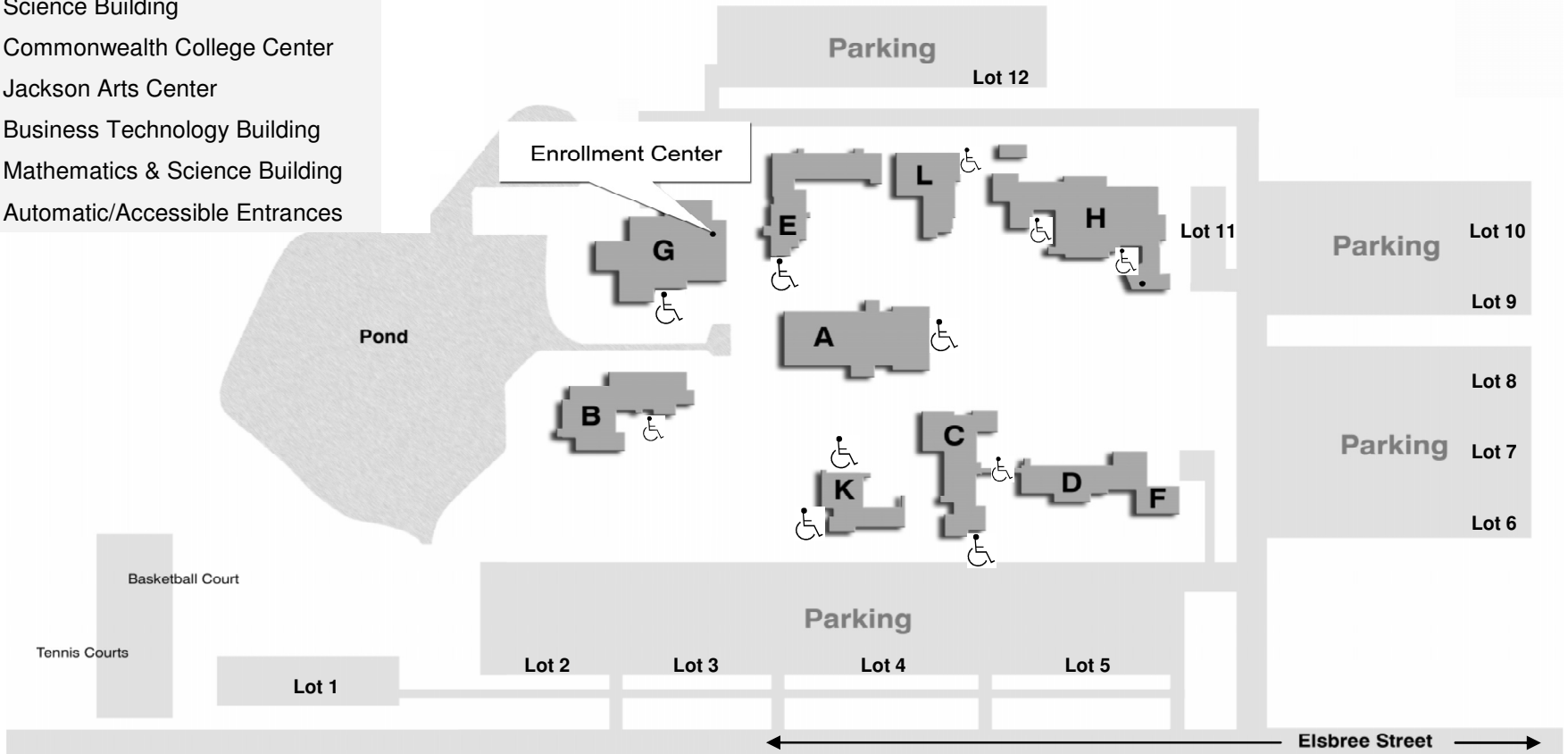
Year and Semester: _____

- _____ 1. Instructor's Name
- _____ 2. Course Title/Number
- _____ 3. General course description and prerequisites (according to College catalogue)
- _____ 4. All required texts and paperbacks, including information on publisher and edition used
- _____ 5. Course Topics and/or assignments and/or required and/or supplemental reading
- _____ 6. Teaching procedures (briefly describe)
- _____ 7. Instructional objectives (list)
- _____ 8. Basis for student grading
- _____ 9. Procedure (criteria) for evaluating student performance
- _____ 10. Tentative Test Schedule/Assignment(s) Schedule
- _____ 11. Attendance policy

Bristol Community College

Campus Map

- A Farley Learning Resources Center
- B Engineering Building
- C Siegel Health Technologies
- D Hudnall Administration Building
- E Science Building
- G Commonwealth College Center
- H Jackson Arts Center
- K Business Technology Building
- L Mathematics & Science Building
-  Automatic/Accessible Entrances



Where to find . . .

Adjunct Faculty Center.....A	Enrollment Center.....G	Rykebusch Faculty/Staff Lounge.....G
Admissions.....G	Food Cart.....C	Student Accounts.....G
Bookstore.....G	Financial Aid.....G	Theatre.....H
Cafeteria.....G	Fitness Center.....G	Tutoring Center.....B
Campus Police.....D	Library/LRC.....A	Writing Lab.....K

The Enrollment Center will assist you with admissions, financial aid, records, and registration services.

Handicap parking is available in lots 2, 3, 4, 5, 11, and 12.

