HELPFUL COLLEGE INFORMATION

Administrative Calendar
Faculty can visit www.ccri.edu/acadaffairs/calendars.html to review the Fall 2013 administrative calendars.

Attendance Policy
Your class syllabus should reflect the attendance policy you choose to enforce.

Duration of Classes
Class times during the Extended Day Program have been equated to the amounts of time allotted for comparable daytime classes. Your class times do not contain break periods. If you choose to offer breaks to your students, you are obliged to add that time to the end of the class sessions.

Grading
The college’s Banner system requires faculty to enter “last date of attendance” for students earning a NA, WP, WF, F, I, or IC. Banner no longer allows a grade sheet to be submitted without a date for these grades. Federal financial aid regulations require this record-keeping process to maintain compliance. Faculty should make every effort to record accurate student attendance.

Helpful hints: Faculty can copy and paste a date to simplify entering the same date multiple times. After you submit your grades, you should scroll down to see whether the grades were accepted successfully; otherwise you will not be aware of an unsuccessful submission and assume the grades were accepted.

Office of Enrollment Services (OES)
For all campuses: 825-2003
Locations:
Knight – Room 0050
Flanagan – first floor, South entrance
Liston – Room 1150
Newport – Room 150
Please check www.ccri.edu/oes for hours of operation.

Payroll

All paychecks are mailed directly to the employee’s home. Paychecks now can be direct deposited. Information can be found on the HR website: www.ccri.edu/hr/handbook/503DirDep.html.

Room Changes
It is important to notify your department chairperson to convey the need for an electronic classroom with fixed equipment (computer, projector) for the semester. Requests to change rooms must be submitted to the department chairperson for approval.

Schedule Adjustment Forms
In cases where no prerequisite override is required, faculty may use the fully electronic process. The CCRI schedule adjustment process can be found on the Academic Affairs website: www.ccri.edu/acadaffairs/PDFSchedule_Adjustment_Process_1_2012.pdf.

Shepard Building Providence Parking
Faculty requiring parking for the Shepard Building can obtain information regarding parking passes for parking at the Convention Center garage at www.ccri.edu/acadaffairs/faculty/downcityparking.html.

Smoking
The Community College of Rhode Island is a smoke-free college.

Special Announcements
Whenever a situation exists that could cause cancellations, contact the Knight Campus at 825-2344, the Flanagan Campus at 333-7171 or visit www.ccri.edu. Local radio and TV stations will broadcast up-to-date information concerning class cancellations whenever a weather emergency exists.

Verification of Enrollment (VOE) Reporting
To comply with federal financial aid guidelines, all students must have their attendance verified before funds can be disbursed. For classes where all students are attending, there is an “All Students Attending” button on the VOE form. For Fall 2013, faculty must submit the VOE form between Sept. 11 and 17. Directions on how to submit VOE forms can be found at www.ccri.edu/acadaffairs/VOE20120.pdf.

Extended day coordinators who work Monday through Thursday:

Dennis Mullen
Knight Campus, Office of Enrollment Services
demullen@ccri.edu
825-2003

Linda A. Lamanna
Flanagan Campus, Advising and Counseling
llamanna@ccri.edu
333-7304

Gene Gasbarro
Shepard Building Providence
277-5197

Sheila Rance
Liston Campus
srance@ccri.edu
455-6176

Robyn Greene
Newport County Campus
rogreene@ccri.edu
851-1660

These coordinators resolve problems requiring administrative judgment and enhance student awareness of college activities.

Faculty Handbook
Full-time faculty: www.ccri.edu/acadaffairs/faculty/handbook.html
Adjunct faculty: www.ccri.edu/adjunct/orientation
Academic Affairs policies: www.ccri.edu/acadaffairs/policies.html
Academic Deans and Departments

Maureen McGarry, Ph.D., RN, NCC, dean of Health and Rehabilitative Sciences  825-2436  mmcgarry@ccri.edu

Allied Health (Cardio-Respiratory Care, Phlebotomy, Radiography, Clinical Laboratory Technology)
Dental Health (Dental Assisting, Dental Hygiene)
Nursing (Nursing, Healthcare Interpreter)
Rehab Health (Occupational Therapy Assistant, Physical Therapist Assistant, Therapeutic Massage, Opticianry)
Fire Science, EMT, Emergency Management

Lois Wims, Ph.D., dean of Arts, Humanities and Social Sciences  825-2124  lwims@ccri.edu

Art
Criminal Justice/Legal Studies
English
Foreign Languages and Cultures
Human Services
Mathematics
Music
Performing Arts
Physical Education
Psychology
Social Sciences

Peter N. Woodberry, Ph.D., dean of Business, Science and Technology  825-2147  pwoodberry@ccri.edu

Administrative Office Technology
Biology
Business Administration
Chemistry
Computer Studies
Engineering and Technology
Physics Departments

Ruth Sullivan, MLS, dean of Learning Resources  825-2488  ruthsullivan@ccri.edu

Human Resources  825-2311  humanresources@ccri.edu