2013
Part-Time Faculty Handbook

INTRODUCTION

Welcome to the CSN Part Time Faculty Guidebook. This handbook is designed to provide information, regarding the College of Southern Nevada.

As the largest postsecondary institution in Nevada, CSN is a large and complex organization that can at first seem daunting to navigate. Knowing the tools and information provided in this guidebook can improve your experience at CSN and help you accomplish your personal and professional goals.

It is our hope that you use this guide as a reference when questions arise about CSN services, operations, policies, procedures and practices. It will help you learn about the college's organization and orient you on where to go for more information. We also hope that this guidebook will serve to educate our many part time faculty members about college policies that are critical for everyone to understand.

Please note that for each section, whenever possible, the website to visit and the office to contact for the most current and up-to-date information is provided if you have further questions. Use the "Control + F" function on your keyboard to search key terms. While it has been our intention to provide the most complete information possible, there may be circumstances left unaddressed by this manual. In addition, circumstances will undoubtedly require that policies, practices, guidelines and other items described in this handbook change from time to time. Accordingly, CSN intends to modify, supplement, rescind, or revise any provision of this handbook as necessary or appropriate. Please, check back periodically to review this document to stay informed. If an area of interest is not addressed in this handbook, you may search the CSN website by typing your inquiry into the "search CSN" box, located in the upper right-hand corner on the CSN homepage, at http://www.csn.edu/.

AFFIRMATIVE ACTION / NON-DISCRIMINATION

The College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement.

CSN is committed to nondiscrimination on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity or expression, genetic information, religion, age, disability, military or veteran's status, in admissions, educational programs or activities, and employment as required by applicable federal and state laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI, Title VII, of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, has been delegated to Debbie Tanner, Compliance Investigator II, Charleston Campus – 6375 West Charleston Blvd., Office E-128, Las Vegas, NV 89146, (702) 651-5783, debbie.tanner@csn.edu.

CSN is responsive to serving the educational needs of a diverse and ever-changing community. AA/EOE/ADAAA

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MISSION STATEMENT

The College of Southern Nevada creates opportunities and changes lives through access to quality teaching, services, and experiences that enrich our diverse community.

VISION STATEMENT

The College of Southern Nevada is a premier learning institution:
• Promoting student success through excellence in teaching and learning,
• Providing a highly educated, civically engaged, and skilled workforce,
• Using innovative technology and available resources effectively,
• Increasing alternative funding sources,
• Acting environmentally responsible, and
• Emphasizing fact-based decision-making and accountability to all stakeholders.

VALUES STATEMENT

The College of Southern Nevada strives for high quality in all endeavors. We value:
• Learning —quality teaching, flexible scheduling, and total access allowing opportunities for all ages and backgrounds for student success;
• Shared Governance— communication across multiple campus sites among our faculty, staff, and students, and with local partnerships and state communities;
• Students —a student focused environment where academic freedom is utilized to broaden student knowledge beyond the classroom; and
• Community —a diverse community, fostering integrity and honesty, professional development, and innovative learning for our students, faculty, and staff.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

FACULTY-RELATED

When are the pay dates? Pay dates are determined by contract signature dates, which will vary semester to semester. [See pay schedule/pay rate page 40]

What is required in every CSN syllabus? Please see your department for specific requirements and a sample syllabus.

Where do I get a textbook? See your department for your assigned textbook. [See Faculty Resources, textbooks/bookstore page 16]

How do I access a test bank? Please ask your department if one is available.

How can I access my class roster? [See Professional Conduct, MyCSN page 15]

Is there a standard grading scale? Yes: A, B, C, D, F, I, W. [See Professional Conduct, grading procedures page 9]

How and when do I record final grades? How: Through My CSN. When: Finals week, with grades due the Wednesday after finals. Please see the academic calendar for any exceptions.

How can I get documents printed? Faculty are encouraged to use CSN Print Services, with copy cards available for emergencies. [See Faculty Resources, printing services page 16]

When do I give my final? During finals week [See Academic Calendar for current year at http://www.csn.edu/pages/660.asp]

Where can I hold a makeup test? CSN has testing centers at each campus for makeup tests[See Faculty Resources, testing center page 20]

Do I get a CSN email address? All faculty are provided with a CSN email account. See your department administrative assistant for help in getting signed up.

Where is my faculty snail mail box? At each campus where you teach. Double check with your department if you teach at multiple campuses. [See Faculty Resources, campus mail/mail boxes page 19] for mailbox location on each campus.

What do I do if I need to miss a class? Immediately contact your department and the campus administrator at the campus at which the class is located. [See Professional Conduct, attendance page 7]

What trainings are required for faculty members? FERPA, Sexual Harassment, and Emergency Management (Active Shooter). [See Professional Conduct, required training pages 14-15]

How do I get a locked classroom door open or have someone walk me to my car? Call CSN's campus security. W CH: 702-651-5613. CY: 702-651-4055. HN: 702-651-3113. For other sites check with your campus switchboard for a direct number.

Who handles computer classroom issues? CSN's help desk.

How do I reach CSN's help desk? 702-651-HELP (4357) or by email at www.help.desk@csn.edu

Is there a contact for non-computer classroom issues? Contact you department right away with other issues.

How can I late register a student? This can be done for classes 10 weeks or longer only. During the first week the instructor can sign however during the second week the student must also get the department chair to sign. For online classes students need to go thru eLearning [Haunani Taylor at 651-5619]

Can non-registered students be present in a classroom? No. [See unregistered students and children in class on page 8]

Where can I advise students? Part-time faculty are not required to do student advising but may consult with students at your discretion.

May I have guest speakers? Yes, if the department is informed. See [Professional Conduct section on guest lecturers page 18].

How do I handle a disruptive student? CSN has a formal disruptive student policy. Please see [Campus and Classroom Security disruptive students page 34]. If it is an emergency situation, use the classroom emergency phone. Also, please notify your department immediately.

When do I give student evaluations? Student evaluations MUST be given by the end of the semester for every semester you teach. See [Professional Conduct section evaluation procedure page 12]

May I move my classroom location? Yes, if approved by your department chair. If not, classes MUST be held in the assigned class location.

For what duration do I hold each class? Classes are to be held for the assigned time and for the entire term of the semester. Neither may be shortened without department approval.

PROFESSIONAL CONDUCT

PROFESSIONAL STANDARDS

Faculty are expected to conduct themselves in an ethical and professional manner both in public and in the academic community. Two sources that provide guidance for professional standards are the Council of the American Association of College Professors (AAUP) and professional associations.

CSN faculty members are encouraged to follow the ethical guidelines adopted by the Council of the American Association of College Professors. The guidelines recommend that faculty respect the dignity and rights of students, and fellow faculty to express differing opinions, and that they defend intellectual honesty and freedom in inquiry. Academic freedom means that faculty may objectively and without interference carry out their work. Faculty members are expected to create an atmosphere conducive to learning and to behave fairly and honestly in all aspects of the student-teacher relationship.

In addition, faculty members are expected to respect the dignity and opinions of administrative staff and support staff. Most faculty belong to professional societies or associations in their respective fields. These institutions have established guidelines for professional conduct of their members.

ETHICAL STANDARDS

The purposes of education are intellectual development, acquisition of tools required for scholarly and creative work, personal growth, and preparation for lifelong learning. Quality education at CSN demands that faculty, staff, and students behave in accordance with the highest ethical standards. These standards have been articulated by the faculty, the administration, and the NSHE Board of Regents.

Faculty should be particularly aware of the following unethical situations:

• Dishonesty in research or creative activity, including such acts as falsification, misuse, misrepresentation, tampering, or plagiarism;

• Inappropriate teaching behavior including such acts as not meeting classes, delays in grading, improper level of instruction, or the sole use of subjective evaluation criteria;

• Interference with the rights of others through such acts as physical intimidation, sexual harassment, vandalism, or trespassing; and

• Unauthorized use of another's property including such acts as stealing, fraud, computer piracy, forgery, or false accusations.

In addition, as state employees, faculty and staff members are bound by state ethics requirements.

ACADEMIC INTEGRITY

Because CSN is dedicated to quality education, faculty are expected to exhibit a high level of scholarly behavior and students are expected to adhere to a high standard of academic honesty. CSN has a student academic integrity policy. Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the CSN community, students accept the academic standards and disciplinary consequences for their actions.

ACADEMIC FREEDOM & RESPONSIBILITY

Academic freedom is the right of all members of the faculty, part-time or full-time at CSN. Further, faculty member "shall not be subjected to censorship or discipline…on grounds that the faculty member has expressed opinions or views which are controversial, unpopular or contrary to the attitudes of the Nevada System of Higher Education or the community". However, please keep in mind that our academic freedom is mutually accompanied by the equally demanding concept of academic responsibility.

As faculty members, we are also responsible for the "maintenance of appropriate standards of scholarship and instruction" to our students.

COPYRIGHT

OWNERSHIP OF COPYRIGHT

CSN recognizes that ownership of an original creative work generally resides with the instructor as the author/inventor. However, when an instructor prepares materials for a distance education course—using College resources—joint rights to use the material may also go to CSN. Further, if the College pays an instructor a fee to develop a course or another creative work, the College may own the course or creative work. Further information regarding ownership of creative works of faculty is found in the Nevada System of Higher Education Board Handbook, Title 4, Chapter 12.

USE OF COPYRIGHTED WORKS

There are legal rules that govern use of the creative works of others, and violation of these rules could result in a lawsuit against you for damages and penalties. In general, the safest approach is for an instructor to obtain the permission of the author to use his/her creative work or for each student to purchase a copy of the creative work. However, the law recognizes that this is not always possible or realistic. To meet the needs of educational institutions, the law recognizes that "fair use" may be made of the creative work of others for educational purposes. Although it is not possible to precisely define a "fair use," the factors balanced by the courts in determining this issue include: 1) the purpose of the use, i.e. is it for a commercial or non-profit purpose; 2) the nature of the work (e.g. the more creative or original, such as fiction works, the more then work will be safeguarded from unauthorized use); 3) the amount of the work used (using the whole work or the heart of its substantive content will be viewed less favorably); and 4) the effect of the use upon the potential market. As a part of "fair use," the law explicitly recognizes that certain uses in the classroom are appropriate without permission. Thus, an instructor may make one copy per student of a work that is limited in scope (e.g. a chapter of a book, an article, a short story, an illustration or a poem) if that use is spontaneous, germane to the classroom discussion, and notice is given of the copyright. An instructor may also make audiovisual presentations in class of validly acquired full-length creative works that are germane to the course material. Please keep in mind, however, that in distance education, the classroom exception is more limited in scope. For example, the use of full-length audio or video materials is generally prohibited. If you have questions about appropriate use, please contact your Department Chair.

ATTENDANCE

FACULTY ABSENCE

Classes should be held at the time and in the classroom designated. You must inform your department chair or designee if you are planning to meet your class in a non-designated location. A department chair or designee must approve any moving of a class, even to another classroom. Each instructor is required, as a professional obligation, to meet all his or her classes unless extraordinary extenuating circumstances, such as illness, prevent attendance.

Should the instructor be forced to cancel a scheduled class meeting, he or she must notify the department chair or designee. The instructor is required to contact the department chair or designee if alternate arrangements are made to cover a class meeting. In the rare case that your department chair or department administrative assistant cannot be reached, contact the campus switchboard operator to have a cancellation sign posted on the classroom door.

If you know of an absence in advance, let the students know as early as possible. Make a note of the names of any students who are absent when you make the announcement and notify them of the cancellation. Most students are serious minded, and they want their money's worth from the class. Immediate complaints are received when an instructor is late, dismisses class early, or does not make arrangements for a substitute. Please make every effort to give students full value for their money.

STUDENT ATTENDANCE

Students are expected to attend all classes and to be on time. A student may be administratively dropped from a course for excessive absences upon recommendation of the course instructor and written approval of the department chair. Attendance must be addressed in your syllabus, and should be clearly stated and enforced in an equitable way. For more information go to: http://www.csn.edu/pages/1722.asp

The Board of Regents has authorized absences due to religious holidays or observances. Please make arrangements with students for make-up work if they miss class for religious activities. Other make-up work is at the instructor's discretion. Unusual attendance patterns or unfavorable conduct may indicate a student needs special assistance to succeed academically. Consult your department chair or department administrative assistant for guidance.

UNREGISTERED STUDENTS OR CHILDREN IN CLASS

It is against College policy for children or other unregistered persons to attend classroom sessions. The reason for this policy includes liability, fairness and classroom disruption concerns. The only exceptions to this policy are departmental/college evaluation of the class or other similar administrative issues, authorized disability services and special invitation of the instructor for the purpose of assistance in classroom presentations. The CSN Unregistered person in class policy can be found at the following website http://www.csn.edu/PDFFiles/Senate/FS%20Policy%20Unregistered%20Persons%20April08.pdf.

CSN POLICY ON CHILDREN ON CAMPUS

At CSN we do our best to accommodate our students and visitors so that they feel comfortable and safe on campus. When children are on campus it is extremely important to us that they are taken care of and protected to the best of our ability, however, there are guidelines for children on campus. The following are CSN's guidelines for Children on Campus and we ask for your cooperation.
1. Children are not allowed on campus without an adult that is responsible for the child.
2. Children are not allowed in classes. Students who bring children to classes will not be allowed to participate in the class.
3. Children found on campus unsupervised will be taken to the Security Office. An effort will be made to locate the responsible adult.

If you have any questions or concerns about this policy, please contact the Academic Vice President.

ADDING STUDENTS

You may NOT sign students into your class if it is full. You will need to guide yourself by the number of students on your roster (from MYCSN) and not by the number of students attending class. You MAY sign students into your class past the registration deadline as long as the class is NOT FULL. The students must have the appropriate form for you to sign. Instructors cannot exceed the "Enrollment Cap" that is at the top of your rosters as the Fire Marshall will fine the College and close the entire campus down if there is a violation found. Reminder: if you are in one of the large auditorium classrooms, 50 is the maximum you may have on your roster. If you have a student with extenuating circumstances and are teaching in an auditorium, please call your department office so that we can discuss ways to try to accommodate them. Please do not send the students to be signed in before you have contacted your department. When signing a Permission form, please make sure the correct information is on the form and that the information is in the correct box. Do not sign the

forms in the 1st box that has only an instructor's signature line. Fill in and sign the Permission forms in the box indicating the number of weeks in your class (most students will fill in the box that has "16 Weeks" at the top). It is necessary for students to complete the Class# line on the form with the call number of the class as well as complete the section number next to the "Course" space. Also, be sure to include the semester dates of the class in the "Class Starts" and "Class Ends" spaces. Please make sure that the correct information is completed in the appropriate spaces and that the student has their name and student ID at the top before you sign. For timeframes to enroll into a full class or late registration, please visit www.csn.edu for important dates.

GRADING PROCEDURES

At the end of each semester or session, reporting of individual student grades is made available through MyCSN. Students may also pick up a printed copy of the semester grades at the Office of the Registrar with a photo ID one week after the semester ends. Please explain the grading system the first day of class as well as including the grading system in your course syllabus. There should never be a mixture of letter grades and pass/withdraw grades within one classes.

The grading system may not be changed after the start date of the class.

Plus (+), Minus (-), and F grades are part of the grading scale for each campus. It is up to the individual faculty member to exercise this option.

The most difficult challenge in grading is consistency. If previous experience has indicated problem areas in your individual grading practices, this is the time to modify your practices. Since the + and – option are currently part of the system, if you use +s and –s on assignments and tests, they should also be used in the final evaluation process for the final grades.

Prior to the completion of your syllabus for this semester, please review the grading statements carefully. Should you have additional questions regarding the grading policy, contact your department chair or department administrative assistant.

Grade values are as follows: A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0

C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
P		Pass —Student has passed course satisfactorily but grade points do not accumulate on transcript
I		Incomplete – See below
S/U		Satisfactory/Unsatisfactory
		S= Student has earned C-or above
		U=Student D+ or below in the completion of the course objectives
AU		Audit
W		Withdrawal
NR		Not Reported —Pending faculty submission of final grade

P (Pass:) The grade of P (Pass) is granted on the basis of satisfactory completion of a specific course designated as Pass/Fail only. The P grade is worth zero (0) grade points.

I (Incomplete): You may give an "I" if the student has successfully completed all course work up to withdrawal date of the semester/session, but is unable to complete the course for good cause. The student must arrange for the incomplete with the instructor and acknowledge the statement of work that must be completed to receive a final grade. The students have one year to complete the work for a final grade. An incomplete not made up within this time period will have a grade assigned by the instructor which could be an "F" or "W". The "I" grade is worth zero (0) grade points.

SU (Satisfactory/Unsatisfactory): The grade of S (Satisfactory), indicates that a student earned a C- or above in the completion of the course objectives. The grade of U (Unsatisfactory) indicates that a student earned a D+ or below in the completion of the course objectives.

AU (Audit): Please review the class roster and see if there is an AU in the column for grades. An AU indicated that the student is taking the class as an audit, which means that they will not receive a grade, however they must, at the discretion of the instructor, meet all regular class requirements.

CSN policy is that students can change from credit to audit during the first six weeks and from audit to credit during the official registration period. Ask any student signed up for audit if that is what they want. If not, they must go to the Office of the Registrar and get their class standing changed by the dates published in class schedule. The AU grade is worth zero (0) grade points.

You may give a "W" if the student withdraws prior to the end of the 13th week of class. After the 13th week, official withdrawals will not generally be permitted; and the student should receive their earned grade. The F grade is worth zero (0) grade points.

GRADE POSTING IN CLASS

Absolutely **NO** grades may be publicly posted as mandated by FERPA. Please do not advise your students that they can call the department administrative assistants for their grades.

EVALUATION PROCEDURE

FACULTY OBSERVATIONS

All adjunct faculty will have in-classroom observations conducted by a faculty member in their department. The frequency may differ for new and previous courses taught. Please check with your coordinator for specifics. The Department Chair or designee reserves the right to drop in for the in-class observation. An evaluation report will be written and placed in the instructor file.

STUDENT COURSE EVALUATIONS

Faculty members are required to administer teaching evaluations in every semester in which they teach. Teaching evaluations are a very important piece of assessment data and it is critical that the reliability, validity, and legitimacy of these instruments be maintained.

The department uses standard evaluation forms approved by the college.

Your department will designate a time during the semester to administer student evaluations for regular semester courses. The department administrative assistant is generally responsible for notifying instructors of the scheduled evaluation time. If there is a conflict with the time scheduled, notify the department administrative assistant or department chair. Instructors must excuse themselves from the classroom during the student evaluation. Please designate one student volunteer to distribute, collect, and deliver the evaluations. Instructions are usually listed on the distribution packet. Please ask your department administrative assistant or department chair for clarification if necessary. Internet courses will be evaluated online. Traditional, hybrid or Web-enhanced courses may be evaluated online if requested by the instructor.
To access and review these evaluations please contact your department administrative assistant.

FACULTY IDENTIFICATION CARDS

Picture ID cards are available to faculty. Please check with your department chair or department administrative assistant to obtain a faculty ID card. In order to obtain an ID card, newly-hired faculty and staff must present a copy of their contract or a letter from the Human Resources Department stating that they are employed at the college. The Office of Student Government distributes ID cards at each of the main campuses. For information and locations, visit http://www.csn.edu/ascsn

SMOKING POLICY

The interior of all buildings on the Cheyenne, Henderson, and West Charleston campuses and CSN-leased facilities has been designated as smoke-free environments. Smoking is permitted in designated outside areas only, with a penalty of up to $250 for each violation (NRS 202.2491). Please abide by and enforce these regulations.

GUEST LECTURERS

Faculty must obtain prior approval from the department chair to have guest lecturers in their classes. For more information, please refer to your department chair or: http://www.csn.edu/PDFFiles/General%20Counsel/Faculty-Staff_Handbook.pdf

FIELD TRIPS

Field trips or class activities conducted outside the regularly scheduled class or lab should be approved in advance by the department chair. See Field Trip Liability Waiver forms online for CSN sponsored field trips and instructor's privately sponsored field trips.

http://www.csn.edu/uploadedfiles/General%20Counsel/Policies%20&%20Procedures/2012%20field%20trip%20form.pdf

REQUIRED TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

CSN is committed to promoting personal and professional growth for all members of the academic community, including part-time employees. Our in house department, the Center for Academic and Professional Excellence, CAPE, provides workshops, resources, and individual assistance in innovative teaching, teaching with technology, leadership, and service across campuses. CSN faculty and staff receive monthly CAPE announcements via email. For more information, please call 702-651-7521 or email the CAPE office at CAPE@csn.edu. CAPE looks look forward to serving your professional development needs.

SEXUAL HARASSMENT PREVENTION TRAINING

The original training should be taken in a face to face workshop as soon as possible after hire. This workshop is provided by CAPE. To view session times and register go to http://apps.csn.edu/CAPE/WorkshopList.aspx select the session you would like to attend and register using your active directory login (first.last name then your selected password). If you are unable to attend one of these sessions in a timely manner you can contact Human Resources at hrcustomerservice@csn.edu for a law room voucher to access this training online.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

FERPA training is required to be able to receive a login to MyCSN.
Go to http://sites.csn.edu/cape/onlinetraining.asp. Read the instructions carefully and complete the Security Access Form. Click on the online course and login with your active directory login (first.last name then your selected password). When you have completed with a score of 100% and turned in your access form you will automatically be issued a login and password in two separate emails from the business operations coordinator.

ACTIVE SHOOTER TRAINING

CSN's Emergency Management and Preparedness Guide and Emergency Operations Plan can be found at http://www.csn.edu/pages/3947.asp. In additional to being familiar with these you are required to take the IS-907 Active Shooter course which is available at no charge at http://www.training.fema.gov/EMIWeb/IS/IS907.asp. Print your certificate of completion and forward a copy (preferably electronically) to mary.edwards@csn.edu.

MyCSN is CSN's current student information system. This system will allow you to look up student information, provide notification and early alert helps, and access class rosters and grade rosters . For detailed instructions go to http://sites.csn.edu/cape/ and select MyCSN Faculty Handbook .

FACULTY RESOURCES

PRINTING SERVICES, COPY SERVICES, AND COPY CARDS

PRINTING SERVICES

CSN Print Services operates a printing office on the Cheyenne campus to support the teaching and learning mission by providing high quality and cost-effective design and printing services. CSN Print Services offers the following services: business cards, stationery, stock forms, basic copying, full-service copy center, offering color and black and white prints, wide-format posters, lamination, and bindery services, printing, Xerox Quick Print, Xerox Color Quick Print and Off Press. Design services offers campus clients estimates, assistance, and services in designing cost-effective print-ready publications that comply with postal regulations and CSN standards and graphics. Information about printing prices and services can be found at CSN's Auxiliary Services website http://www.csn.edu/pages/2462.asp

COPY MACHINE ACCESS/XEROX DUPLICATING

CSN has convenience copiers for your use. Each part time faculty member is eligible for a copy card. Contact your department administrative assistant for a copy card if you do not already have one. Copying over 100 copies is more cost effective if sent to the print shop. Please contact your department administrative assistant for more information regarding guidelines on the use of copy machines.

MATERIALS AND SUPPLIES

TEXTBOOKS

 Check with your department administrative assistant as to how books are selected and ordered for your class. The bookstore, located on each main campus is the official vendor for all College textbooks. Students may also purchase textbooks from the bookstore link located on CSN website http://www.csn.edu/academics/bookstore.asp or from the Bookstores located on the three main campuses. Consult the current semester class schedule for hours of operation. Faculty members are reminded that the resale of review copies of textbooks is prohibited. CSN has a Textbook Policy, which covers how textbooks are selected.

BOOKSTORE

CSN has three campus bookstores that provide students with textbooks and offer other CSN gear and school supplies for sale. The bookstores are managed by an external vendor. For more information, go to http://www.csn.edu/academics/bookstore.asp.

Cheyenne Campus- Main building- Room 1082 702-651-4645
Henderson Campus- Building A- 702-651-3055
West Charleston Campus- Building B, 702-651-5606

SUPPLIES

Contact your department administrative assistant for necessary teaching supplies, such as record books, tablets, highlighters, pens, pencils, dry erase makers, Scantron test forms, etc. Faculty may not sell supplies or materials to students in their courses.

LIBRARY

All part-time instructors are granted library privileges for the contract period during which they are employed by CSN. CSN has libraries on the Cheyenne, Henderson and Charleston campuses. In addition to the collections of books, periodicals, media, and research materials on each campus, College Library Services provides extensive online access to the world of information (full-text journal, magazine and newspaper articles, books, media databases, indexes, and online catalogs across all disciplines) via their website from any location on or off campus. The website also provides a variety of information, literacy tutorials, and research guides for classroom or e-learning use and various resources for developing effective research assignments. Reference services are available on each campus or by phone. CSN participates in interlibrary loan and document delivery programs to support the borrowing of materials from other libraries. For complete information on the libraries and their resources, hours of service, locations, phone numbers, and policies, or to search available library resources, go to http://www.csn.edu/library/.

DISABILITY RESOURCE CENTER

If a student indicates that he/she has a disability, that student must provide documentation from the Disability Resource Center (DRC) before the instructor provides said accommodation. If the DRC paperwork in not provided to the instructor, the instructor must not provide accommodations. Faculty members are encouraged to contact DRC staff members if they have questions.

http://www.csn.edu/pages/544.asp

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Confidential services are available to assist faculty and staff by offering consultation regarding CSN-related issues and/or classroom situations. For more information or assistance, contact Counseling and Psychological Services (CAPS)

Cheyenne Campus- Room 1088 702-651-4099

Henderson Campus- Building C, Room 100A 702-651-3099

West Charleston Campus- Building D, Room 108 702-651-5518

TECHNOLOGY AND COMPUTING RESOURCES

The Office of Technology Services (OTS) supports and enhances teaching and administration through the effective management and use of information technology resources. OTS also helps faculty, students, and staff use innovative technologies that result in genuine benefits to CSN, including network security, faculty websites, classroom technology, audio-visual equipment, wired and wireless network services, database and server support, CSN faculty and student email accounts and general computing support for the college.

IT HELP DESK

The IT Help Desk supports technology needs for CSN employees and students. Services include desktop computing support, password and log-in support, software assistance, network assistance, software training, wireless network assistance, installing antivirus software, and general computing help. The Help Desk should also be contacted for all computer, phone, printer and software issues. The Help Desk can be contacted locally at 702-651-HELP (4357) or toll-free at (800)- 630-7563 or by email at www.help.desk@csn.edu The Help Desk is open 24 hours a day/7days a week.

COMPUTER LABS

CSN computer labs or Interactive Learning Centers are supported by the Office of Technology Services. For a list of computer lab locations and hours, go to
http://www.csn.edu/pages/444.asp.

TELE-MEDIA SERVICES

Faculty needing audio-visual equipment or assistance with computerized classrooms should call the Help Desk at 651-HELP (4357) at least 24 hours in advance to request the equipment or assistance for the class. The IT Department has a computer on a cart with projector available. Contact your department administrative assistant for details.

CSN WIRELESS NETWORK ACCESS

CSN's on-campus Wireless service is available to all students, staff and faculty. Users will be prompted to log in using their current Active Directory username and password. There is no need to install any additional software to access this network. CSN wireless works with all operating systems. Link for more information on CSN Wireless Network Access:
www.csn.edu/pages/1983.asp.

SMART CLASSROOMS

Many of the classrooms at CSN are considered to be Smart Classrooms. Smart Classrooms vary by the type of equipment that is located in them. Visit http://www.csn.edu/pages/1696.asp. to view Smart Classroom guides for each room, photos of the standard equipment and tutorials on how to use the equipment. Faculty who require additional media equipment or assistance with a classroom computer, should contact the Help Desk at 702-651-HELP (4357).

CAMPUS MAIL

CSN offers outgoing and interoffice mail services. Interoffice mail is available to help faculty and staff send documents to colleagues at any CSN office. See CSN Mail Services Guide for more information. http://www.csn.edu/pdffiles/financialservices/mail%20guide.pdf

MAILBOXES

At each of the three main campuses, part-time faculty mailboxes are generally coordinated through the switchboards. The adjunct mail folders are located either at the switchboard office or at the campus administrator's office of the campus at which you teach. Students can turn in papers and mail can be dropped off for part-time instructors at any of the main campus switchboards, but students do not have access to instructors' mailboxes. Please check your mailbox regularly for important correspondence. If a file is not in place at the beginning of the semester, please see a staff member in the campus administrator's office to request one. If you have any questions about the mailbox, contact your department administrative assistant.

The mailboxes are located as follows:

Cheyenne Campus- switchboard lobby of the main building

Henderson Campus- switchboard Building C, Room C-100

West Charleston Campus- switchboard Building D, Room D-107

TESTING CENTER

The CSN Testing Center is located on each of the three main campuses. Services include computerized math and english placement tests, CSN course test proctoring, and external test proctoring.

The Testing Centers proctor tests for courses taught at CSN are free of charge. Faculty can arrange to have a test proctored or for a student to make-up test outside of the regularly scheduled class time. Arrangements for test proctoring can be made by calling one of the three main campuses. The Testing Center's staff will administer the test with your instructions and you can retrieve the test once it is completed.

Cheyenne Campus- 702-651-4050

Henderson Campus- 702-651-3128

West Charleston Campus- 702-651-5733

EARLY ALERT

Faculty members often observe students who are struggling academically. The E-Alert System provides faculty with a confidential means to submit to the Advising and Coaching Services Office the name of a student having problems in a class, so that he/she can be offered timely assistance. Advising and Coaching Services staff will then make contact with the student and provide an appropriate course of action to help the student succeed. By working together we can best support our students and help them persist and thrive. All faculty members are encouraged to use this service, because students who accept these services have a higher success rate than those students who do not accept services.

SCANTRON SCORING

There are Scantron machines located throughout the three main CSN campuses and at the satellite centers. Contact the campus administrator or your department administrative assistant for the location of the Scantron machine and to order Scantron forms.

ELEARNING (ONLINE LEARNING MANAGEMENT SYSTEM)

The College of Southern Nevada is a leader in online education (eLearning) offering fully accredited online degrees to students. eLearning offers innovative technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate's degree without stepping foot in a classroom. eLearning students use state-of-the-art technology to connect with faculty members, course mates, and advisors. CSN's online courses link students with their faculty member and course mates online through the current online learning management system. Online courses are asynchronous, which means that instructors and students can sign on and participate at times convenient to them.

The CSN Online Campus has a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and the online course management system, and faculty resources. The Office of eLearning is responsible for providing support for distance education, Canvas training, and support to faculty and distance students active in the Online Campus.

For more information, please contact the Office of eLearning at 702-651-5619 or elearning@csn.edu or visit http://www.csn.edu/pages/2212.asp

CHILD CARE

CSN provides two childcare centers located on the Cheyenne and West Charleston campuses. Campus Child Care is dedicated to serving the needs of CSN student and employees' families through high quality programming, thus empowering the success of student parents in their pursuit of higher education. The centers serve as a model in leadership and excellence for the early childhood profession by providing a nurturing, secure, stable, and responsive environment that supports the growth and development of each individual child. The centers provide full-day and half-day schedules. They are licensed for children 2-5 years of age. Waiting list applications are accepted starting at 18 months of age. For more information, contact campus Child Care Service.

West Charleston Campus- 702-651-7390

Cheyenne Campus- 702-651-4944

STUDENT RESOURCES

SERVICES TO PROMOTE STUDENT ACADEMIC SUCCESS

CSN provides several programs designed to promote academic success in all areas of study. These include Tutorial Services, the Interactive Learning Center (ILC), the Writing Centers, Math and Science Resource Centers, Communication Lab, Computer and Language Labs.

TUTORIAL SERVICES

CSN provides tutoring services, free of charge, on each of its three campuses for a variety of subjects. Students may receive free one-on-one tutoring services in the student's area of need. CSN Tutorial Services is certified by the College Reading and Learning Association's (CRLA) Tutor Training Certification Program, the highest national honor college level tutoring programs can achieve. CSN Tutorial Services is dedicated to the following: promoting independent learning, fostering confidence and self-esteem, working collaboratively with college faculty and staff to maximize opportunities for student success, and referring students to other retention services when staff deems it appropriate. Tutors work with students to explain course content, answer questions, and review for exams. When combined with other support units within the Office of Student Affairs, such as tutoring becomes a powerful tool to help students learn difficult course material. Locations of each of the centers are as follows:

Cheyenne Campus- Library, Room 2100

Henderson Campus- Building C, Tutorial/Writing Center

West Charleston Campus- Building H, Room 203

SMARTTHINKING.COM

CSN is partners with SMARTHINKING to offer free academic support to all CSN students. SMARTHINKING has the online tutoring, online writing services, and homework help services that help students succeed. Tutors are available up to 24 hours a day, 7 days a week in a variety of subjects. SMARTHINKING provides online tutoring in Mathematics (Basic Skills – Calculus II), Writing, Chemistry, Physics, Biology, Introduction to Human Anatomy and Physiology, Accounting, Economics, Introductory Finance, Spanish and Statics. Online Math tutors are available 24 hours a day, 7 days a week during the school year. Over 80% of SMARTHINKING online tutors have a Masters or PhD in their respective discipline, and they average eight years teaching experience. SMARTHINKING's Online Writing Lab helps students at secondary, post-secondary, and graduate levels become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, report, personal statement, cover letter, resume, or creative story. See http://www.csn.edu/pages/1259.asp for more information.

WRITING CENTER

Students are strongly encouraged to use the Writing Center, located on each campus, where they can discuss their writing assignments with a trained writing assistant. Assistants will help the student at any stage in the writing process, from idea generation, through organization, to final revision. The Writing Center is not an editing service, but writing assistants can help the student produce quality written work by showing them techniques and skills to find and correct their own errors. No appointment is necessary as it is a walk-in service. All sites have computers available for students to write and print their assignments. Students are asked to bring a copy of the writing assignment and a copy of the instructor's guidelines, including any style sheets for documentation. The Writing Centers are free, and are located on each main campus. Writing Center staff will arrange to give your students an in-class overview of services provided. Locations are as follows:

Cheyenne Campus- Room 1707 (Telecom Building) 702-651-7402

Henderson Campus- Building C Computer lab, 702-651-3187

West Charleston Campus- Building C room 112, 702- 651-7402

COMMUNICATION LABS

The CSN Communication Department has three communication labs on each campus to help students with speeches and other communicative techniques. Students can receive assistance with speech topic selection, speech outlining, academic research, speech rehearsal, suggestions for managing speech anxiety, and more. Locations are as follows:

Cheyenne Campus- Room 1445 702-651-4917 Culinary building second floor (in computer lab)

Henderson Campus- Back corner of building C 702-651-3047

West Charleston Campus- Module 2 702-651-7834

MATH & SCIENCE RESOURCE CENTERS

 The Math & Science Resource Centers are located on each campus and provide drop-in tutoring to all currently enrolled students at CSN. Students can come in for free tutoring from Math & Science Faculty and/or approved CSN tutors. These centers work on a first-come, first-serve basis. Students can use these centers as a place to study and ask questions and no appointment is necessary. Tutors are available at a variety of times for all levels of math and science. Tutors work with students individually or in groups. Please call 702-651-7615 to verify current hours of operations. Visit Math & Science Resource Center website for more information: http://www.csn.edu/pages/2729.asp. Locations are as follows:

Cheyenne Center- Library, Room 2049 and 2050, 702-651-4088

Henderson Center- Room B-201, 702-651-3167

West Charleston Center- Building H, Room 203, 702-7615

TRIO-STUDENT SUPPORT SERVICES

TRIO Student Support Services is a comprehensive and highly individualized one-stop educational program offering many free services under a single department, including: in-depth planning, supplemental tutoring, assistance in filling financial aid applications, additional grant money, career exploration and planning, and study skills instructions. Services of this federally funded program are designed to help first-generation college, financial aid recipients, and/or disabled students complete a two-year degree at CSN and/or transfer to a four-year school. For more information visit TRIO's website at:
http://www.csn.edu/administration/students/services/TRIO/index.asp.

TRIO is located on the Cheyenne campus- Room 1120 phone number 702-651-4441.

ADVISING AND ACADEMIC COACHING SERVICES DEPARTMENT

The mission of the Advising and Counseling Office is the help students successfully complete their term coursework, persist in their degree/certificate programs, and graduate in a timely manner. Advisor/Success Coaches assist <u>first-time college students</u> and <u>students without a declared major</u> select the correct courses, build a schedule, and choose a suitable academic program based on unique skills and interests.

Advisor/Success Coaches also help students assess academic strengths and limitations, learn academic success strategies, explore careers, declare a major, navigate the educational system, access campus and community resources, and connect to campus life.

Students can call the Advising and Counseling Office to set-up an appointment at:

Cheyenne Campus- 1100 Student Services Area; 702-651-4049

Henderson Campus- Building B, Room 120; 702-651-3165

West Charleston Campus- Building B, Room 120; 702-651-5670

Hours of Operation

Monday 8:00am – 6:30pm

Tuesday – Friday 8:00am - 5:00pm

<u>**Returning**</u> and **<u>continuing college students with declared majors</u>**, as well as incoming **<u>new transfer students with declared majors</u>** work with a faculty Counselor within their academic program. Counselors help with course selection, degree audits, and development of educational and vocational plans according to selected majors. Please go to **<u>www.csn.edu/success</u>** or contact the CSN Call Center at 702-651-5555 to locate your dedicated academic counselor and make an appointment.

ENGLISH AS A SECOND LANGUAGE

The CSN Department of International Language offers classes in English as a Second Language (ESL), which prepares students to use English effectively in all situations, academic, professional or otherwise. In addition to a full schedule of credit classes, convenient schedules, and an advising program, the ESL program offers students an opportunity to experience the language, culture and people of the United States. Following testing, students are interviewed and placed accordingly.

SERVICES TO PROMOTE STUDENT LIFE AND WELLNESS

RECREATION CENTER

The CSN Sports Center on the Cheyenne campus includes a variety of recreation and wellness opportunities including:

- Cardio equipment
- Group fitness activities
- Multi-purpose activity courts

Students may obtain a Sports Center membership by paying the semester fee at the Cashier's Office, filling out and signing the Sports Center registration form, and bringing all three forms to any student government office or to the CSN Sports Center. Membership must be renewed each semester. Scheduled academic and fitness classes have priority.

FACILITY USAGE

All users must sign in at the Sports Center information desk and have a current membership photo ID card. Members will leave their ID cards with the front desk attendant and retrieve when leaving. Visitors without a current ID card will not be allowed to use the facility. Workout towels are required.

OPEN RECREATION

Open recreation offers students, faculty and staff members the opportunity to participate in less structured, non-tournament recreation. You must be a student, faculty or staff member to participate in open recreation. Open recreation times are subject to change due to special events and facility maintenance. Throughout the year, facilities are regularly set aside for drop-in activities.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Pursuing a college education can be exciting and challenging. It can also be highly stressful because social and personal concerns can interfere with academic work and emotional wellbeing. Student Counseling & Psychological Services (CAPS) is committed to helping students benefit fully from their college experience at CSN. Faculty and staff members assist students to increase their self-understanding and develop the skills necessary to overcome personal concerns and achieve their academic goals. Primary services include courses on time management, career goals, individual assessment, educational workshops and presentations and referrals to community services.

Cheyenne Campus- Room 1088 702-651-4099

Henderson Campus- Building C, Room 100A 702-651-3099

West Charleston Campus- Building D, Room 108 702-651-5518

STUDENT CLUBS

CSN offers a number of student clubs representing a variety of interests. The Clubs and Organizations webpage provides information on existing clubs and information on how to start or renew a club. http://www.csn.edu/pages/2862.asp

STUDENT LIFE

The Student Life and Leadership Development Office provides avenues for student growth and enrichment outside of the classroom. The office coordinates student organizations, special events, campus publications, recognition, cultural heritage programs and volunteer and leadership opportunities. CSN has more than 30 registered student organizations. Faculty members interested in serving as a faculty advisor to a student club or organization should contact the office of Student Life and Leadership Development for more information. http://www.csn.edu/pages/577.asp

STUDENT ACTIVITIES FOR THE "ASSOCIATED STUDENTS OF THE COLLEGE OF SOUTHERN NEVADA (ASCSN)"

The Associated Students of the College of Southern Nevada (ASCSN) is the student government of CSN and consists of student representatives and executive body, elected by their peers to promote student interests at CSN and within the community and state.

Mission Statement: The object of this association shall be to provide activities for the social interaction of students; to involve students in the mission, philosophy and goals of the College of Southern Nevada (CSN); to offer the student voice to the Administration of the College; to promote interaction with students from other segments of the Nevada System of Higher Education (NSHE).

SERVICES TO PROMOTE STUDENT ACADEMIC AND CAREER PLANNING

ADVISING AND ACADEMIC COACHING SERVICES DEPARTMENT

The mission of the Advising and Counseling Office is the help students successfully complete their term coursework, persist in their degree/certificate programs, and graduate in a timely manner. Advisor/Success Coaches assist <u>first-time college students</u> and <u>students without a declared major</u> select the correct courses, build a schedule, and choose a suitable academic program based on unique skills and interests.

Advisor/Success Coaches also help students assess academic strengths and limitations, learn academic success strategies, explore careers, declare a major, navigate the educational system, access campus and community resources, and connect to campus life.

Students can call the Advising and Counseling Office to set-up an appointment at:

Cheyenne Campus- 1100 Student Services Area; 702-651-4049

Henderson Campus- Building B, Room 120; 702-651-3165

West Charleston Campus- Building B, Room 120; 702-651-5670

Hours of Operation

Monday 8:00am – 6:30pm

Tuesday – Friday 8:00am - 5:00pm

<u>Returning</u> and **<u>continuing college students with declared majors</u>**, as well as incoming **<u>new transfer students with declared majors</u>** work with a faculty Counselor within their academic program. Counselors help with course selection, degree audits, and development of educational and vocational plans according to selected majors. Please go to **<u>www.csn.edu/success</u>** or contact the CSN Call Center at 702-651-5555 to locate your dedicated academic counselor and make an appointment.

UNLV TRANSFER

Counselors and advisors can help in choosing a degree sheet to follow, help map out classes students should take each semester, and help clarify questions about transferring. See Transferring to UNLV, UNR and NSC webpage at
http://www.csn.edu/admissions/counseling/topics/transfers.asp

CAREER SERVCIES

Students interested in exploring career issues and options will find many helpful resources in the Career Centers located at each campus. Career instruments are available to help students assess their interests, values, experiences and abilities. Job placement services include research information on occupations and the job market, resume writing and interviewing skills and local job listings. For more information, see the Career Services Center webpage at
http://www.csn.edu/pages/580.asp

SERVICES TO PROVIDE STUDENT SUPPORT

LIBRARY

CSN has libraries on the Cheyenne, Henderson and Charleston campuses, which provide the campus community with research materials including books, e-books, periodicals, DVDs, textbooks, articles and online resources. College Library Services provides extensive online access to the world of information (full-text journal, magazine and newspaper articles, books, media databases, indexes, and online catalogs across all disciplines) via their website from any location on or off campus. The website also provides a variety of information, literacy tutorials, and research guides for classroom or e-learning use and various resources for developing effective research assignments. Reference services are available on each campus or by phone. CSN participates in interlibrary loan and document delivery programs to support the borrowing of materials from other libraries. For more information or to search available library resources, go to http://www.csn.edu/library/ for complete information on the libraries and their resources, hours of service, locations, phone numbers, and policies.

INTERNATIONAL CENTER

The International Center provides assistance to enhance internationalization of student life and campus culture. The International Center provides comprehensive services to international (F-1 visa holding) students and the college community including recruitment and marketing, admissions, orientation, advising, and registration. The Center provides a supportive and trusting environment that facilitates educational, cultural, and residential adjustment for international students so that they can achieve their academic goals. The Center assists international students and the college community with immigration issues, and serves as a resource to the College for regulatory and cultural issues regarding students, employees, and student and faculty exchanges. The CSN International Center is located on the West Charleston campus. For more information call 702-651-5820 or email iss@csn.edu. Link to more information on the International Center:
http://www.csn.edu/international/index.asp

VETERANS EDUCATION CENTER

The CSN Veterans Education Center is located on the Charleston campus and provides a location for CSN students who are veterans to have their benefits certified and obtain information on counseling/advising and other CSN services. The Veterans Education Center also provides a central location for veteran students to relax, use computers, and attend seminars and other events specifically tailored to them. To contact the center, call 702-651-5060.

TESTING CENTER

The Testing Centers proctor tests for courses taught at CSN free of charge.

Locations are as follows:

Cheyenne Campus- 702-651-4050

Henderson Campus- 702-651-3128

West Charleston Campus- 702-651-5733

DISABILITY RESOURCE CENTER

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The College's Disability Resource Center (DRC) offers special accommodations to help students with documented disabilities with their academic and vocational pursuits. In addition, the DRC offers three full-time Disability Specialists to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN-sponsored activities. All academic accommodations are provided on an individual basis following a review of the student's documentation of disability. Accommodations may include, but are not limited to the following:
- Note Takers to assist in providing class notes
- Sign Language Interpreters
- Alternative text
- Readers
- Mobility assistance
- Scribes
- Lab and research assistants
- Access to adaptive computer lab
- Testing accommodations
-

Disability Specialists are available at each of the following campuses:

Cheyenne Campus- 702-651-4045 Fax/702-651-4179

Henderson Campus- 702-651-3795/Fax 702-651-3004

West Charleston Campus- 702-651-5644/Fax 702-651-5760

Deaf & Hard of Hearing Phone 702-651-4448

Thomas Brown, Associate Vice President, Human Resources, serves as the Americans with Disabilities Act Coordinator and is responsible for monitoring the College's compliance with the ADA of 1990 and ADAAA.

REGISTRATION

Online registration is simple and easy to use and the most efficient way to register. For special circumstances walk in and phone registration is also available. The most up to date information for online registration as well as walk-in registration and phone registration can be found at http://sites.csn.edu/workforce/registration.asp

MYCSN

MyCSN is the student information system that allows students to register for classes and access student services and student account information online. The MyCSN Help Desk and the site www.csn.edu/aboutmycsn are helpful resources to show students how to access and make the most of MyCSN.

Additional information included in the professional conduct section of this handbook.

SERVICES TO PROVIDE TECHNOLOGY SUPPORT

INTERACTIVE LEARNING CENTERS

Each main campus now has a computer lab, also known as an Interactive Learning Center, and is open to all students. Go to link below to see lab hours for each campus. Locations are as follows:

http://www.csn.edu/pages/444.asp

Cheyenne Campus- Room 2652 702-651-4592

Henderson Campus- Building C, Main Lobby 702-651-3002

West Charleston Campus- Building C, 1st Floor 702-651-5931

Building K, 3rd Floor 702-651-7590

HELP DESK

The Help Desk should be contacted for all computer, phone, printer and software issues. The Help Desk can be contacted locally at 702-651-HELP (4357) or toll-free at (800)-630-7563 or by email at www.help.desk@csn.edu The Help Desk is open 24 hours a day/7days a week.

OFFICE OF ELEARNING (ONLINE CAMPUS)

The College of Southern Nevada is a leader in eLearning offering fully accredited degrees to students. eLearning uses innovative technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate's degree without stepping a foot in a classroom. eLearning students use state-of-the-art technology to connect to faculty members, course mates, and advisors. CSN's online courses link students with their faculty member and course mates online through the World Wide Web (Canvas). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them. The CSN Online Campus has a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and Canvas, and faculty resources. For more information, please contact the Office of eLearning at 702-651-5619 or elearning@csn.edu. Link to more information on Office of eLearning (Online Campus): http://www.csn.edu/pages/2212.asp

SERVICES TO PROVIDE STUDENT FINANCIAL SUPPORT

FINANCIAL AID

The Office of Student Financial Services provides grants, loans, and work-study assistance to those students who may otherwise be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need. For more information, please contact Student Financial Services.

RE-ENTRY SERVICES

The Re-Entry Program located in the Career Services area on the Cheyenne, Charleston and Henderson campuses, provides assistance to students facing significant barriers to education and/or employment. The mission of the Re-Entry Program is to provide opportunities for eligible participants to improve their academic, employment, and personal skills to become self-sufficient CSN graduates. The primary emphasis of the Re-Entry Program is the recruitment & completion of students in non-traditional education and training programs and Career & Technical Education programs offered at CSN.

CAMPUS AND CLASSROOM SECURITY

ROLES OF CAMPUS POLICE AND SECURITY

CSN Safety and Security: CSN is served by a full-time police department consisting of sworn peace officers and a contracted security service. The CSN Police Department has POST-certified officers on each CSN campus. Supplementing the police are security officers, who patrol the college 24/7.

CONTACT NUMBERS FOR POLICE SERVICES

• In the case of an emergency, call 911 or on a campus phone 9-911.

• To reach the CSN Police Department on any campus phone, dial 7-911.

To Reach Campus Security:

  • Charleston Campus Security: 702-651-5613

  • Cheyenne Campus Security: 702-651-4055

  • Henderson Campus Security: 702-651-3113

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the CSN Police Department. By dialing "7911" on any campus land line telephone you will be put in contact with the CSN Police Department. It should be noted that anyone dialing "911" from a cell phone on campus will be connected directly with the Las Vegas Metropolitan Police Department. The "911" number should only be used in the case of an immediate emergency or crime in progress. All other calls for non-emergency police assistance should be made by calling the CSN Police Department on their respective campuses. See above contact numbers for police services on CSN's three campuses.

CRIME PREVENTION PROGRAMS

CSN's Police Department believes it is more beneficial to prevent crime than to react after the occurrence. A primary method for accomplishing this goal is the department's comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training. Modeled after the "community policing" concept, this strategy allows police officers to listen closely to the students,

staff, and faculty of CSN to better address the college's crime prevention needs. To accomplish this goal, the department participates in all student, parent, faculty, and staff orientations to ensure that people are educated regarding the importance of looking out for each other as well as current security procedures and practices.

CSN POLICE PREPAREDNESS

Since the tragic events of September 11, 2001 and Virginia Tech on April 6, 2007, CSN police officers have increased their armament, regularly undergoing scheduled active shooter and disaster training and managing a program for notifying the campus whenever an immediate emergency or crime impacts the campus community through an emergency notification system (E.N.S.). This system will provide updated information in the event of an emergency on campus. Members of the campus community must enroll in order to receive these warnings via text messaging on their cell phones and/or e-mail on their computers. All interested individuals will have to provide e-mail addresses to demonstrate they are members of the campus community. To enroll go to www.csn.edu/alert.

CLASSROOM FACILITIES AND SAFETY

CLASSROOM CAPACITY

Each classroom has a capacity that allows for a certain number of seats or tables and chairs and is governed by fire code requirements. The tables and chairs supplied in each classroom were selected because they allow faculty to arrange the room to meet the needs of their students. Oftentimes they can be arranged in different configurations to support different teaching styles and/or projects. If there is a problem with a classroom assignment and you would like to see if another space is available, please check with your department administrative assistant. NOTE: Please do not move furniture between classrooms due to compliance with fire code.

CLASSROOM ACCIDENT / INJURY

If an incident requiring medical attention occurs on campus, please call "9-911" from a campus phone (or "911" from a cell phone) immediately and then the CSN Police Department at 702-651-7911.

DISRUPTIVE STUDENT

CLASSROOM ISSUES

The Office of Student Affairs can assist in addressing general student misconduct and violations of the CSN Student Conduct Code and Disruptive and Abusive Student Behavior Policy. These resources address important topics, including but not limited to:

- Disruptive / threatening behavior

- Alcohol / controlled substance issues

- Destruction / misuse of property

For additional information: http://www.csn.edu/pages/510.asp

ACTIVE SHOOTER

ON CAMPUS SHOOTING INCIDENT

Although on campus shooting incidents are rare, it is critical that faculty, staff and students are prepared to ensure their own protection until help can arrive by completing the mandatory FEMA online session at http://www.training.fema.gov/EMIWeb/IS/IS907.asp.

INDOOR SHOOTING INCIDENT

If you have entered an area or building and see someone shooting, or, if you hear the sounds of gunfire, the following actions are recommended:

- Go to the nearest room or office and hide. Stay calm!
- Close and lock the door, and barricade it if possible. Take cover behind concrete walls, thick desks, filing cabinets.
- Cover the door and/or windows, if possible.
- **Keep as quiet as possible and act as if no one is in the room**. Turn off iPods and radios, but keep computers on with monitors faced away from door. **Silence cell phones**.
- **Do not answer the door**.
- **Using a campus phone, call 9-911. If possible, call College Police at 702- 651-7911.** Provide the dispatcher with as much of the following information as you have available:
    - Your name

- o Location of the incident—be as specific as possible
- o Describe what is happening
- o Number of shooters, if known
- o Identification of shooter, if known
- o Number of persons who may be involved
- o Injured victims, if known
- o Your location—and stay on the telephone with the dispatcher, if at all possible
- o Place signs in exterior windows to identify your location, if possible
- Wait for police officers and/or other emergency rescue personnel to assist you out of the building.

If Exit is Possible

If an active shooter is present, and you are certain you are not within range or in danger, exit the building if possible. The following actions are recommended:

- Exit the building immediately. Move away from the area and seek shelter in a nearby building. Avoid parking lots and open areas.
- Tell anyone you encounter to exit the building immediately. Caution those outside the building not to enter.
- **From a campus phone, dial 9-911. If possible, call College Police at 702-651-7911.**

If the shooting has occurred or is occurring outdoors, the following actions are recommended:

- Move inside a building, if possible, and follow the recommendations above.
- If you cannot go inside, try to hide behind something solid.
- Run away from the sounds of shooting if you can do so without increasing your risk.
- **From a campus phone, call 9-911. If possible, call College Police at 702-651-7911.**

If escape is not possible, the following actions are suggested:

- Play dead if you cannot get away - assume a prone position and lay as still as possible.
- If you are caught by the intruder, obey all commands and avoid eye contact.

EMERGENCY MANAGEMENT

EMERGENCY NOTIFICATION SYSTEM

For classroom and campus safety CSN faculty, staff and students are encouraged to sign up with the college's emergency notification system (E.N.S.) to receive a text, e-mail and voice message in the event of an emergency on campus, such as a man-made or natural disaster. Sign up and learn more about E.N.S. at https://apps.csn.edu/Login/?ReturnUrl=%2fENS%2fdefault.aspx using your current active directory logon.

EMERGENCY TELEPHONES ON CAMPUS

Direct connect phones are in elevators and on all three CSN campuses. These are direct-connect, ADA-approved telephone devices for use in case of emergency. Upon activation, officers are dispatched immediately while dispatchers speak with the caller and attempt to learn why the call box was activated.

ENVIRONMENTAL HEALTH & SAFETY

CSN is committed to the personal safety, health and well-being of all members of the college community. It is the intention of the Environmental Health & Safety Department that all employees, students, and visitors work and learn in an environment free from safety and health hazards. It is the goal of this department to provide timely and relevant information about the environmental health and safety on all campuses and for all members of the college community.

PARKING (POLICE JURISDICTION)

No parking spaces are reserved for faculty or staff. CSN Campus Police is responsible for enforcement of all vehicle parking and traffic regulations. Campus security phone numbers:

Cheyenne Campus- 702-651-4055

Henderson Campus- 702-651-3113

West Charleston Campus- 702-651-5613

As is true at most colleges, parking can be an issue at CSN, especially during peak times. Part-time instructors are strongly encouraged to arrive early for classes—especially the first class meeting—so that you will have extra time should parking be a problem.

Link to more information on Parking:
http://www.csn.edu/adminstration/operations/services/police/index.asp

PART-TIME INSTRUCTOR HUMAN RESOURCES INFORMATION/BENEFITS

PART-TIME FEE WAIVER (GRANT-IN-AID)

Part-time Instructors for credit-generating courses are eligible for Grant-in-Aid towards classes at CSN. Part-time instructors are eligible for Grant-in-Aid during the regular fall and spring semesters. The total amount of credits eligible for Grant-in-aid is equivalent to the number of credits taught in the current semester or the previous semester but will not accumulative from semester to semester. Grant in-aid is offered only toward for-credit classes.

For temporary part-time faculty who do not teach, the course equivalency for their services shall be determined by multiplying six credit hours by the faculty member's FTE. The credit hours will be rounded up to determine the maximum number of credit hours covered by a grant-in-aid.

For the Grant-in-Aid application along with additional information please visit the website at:

http://www.csn.edu/pages/2420.asp

457 PLAN AND 403 (B) PLANS

The Nevada system of Higher Education (NSHE) offers employees the opportunity to set aside a portion of their earnings on a tax-deferred basis into a variety of investment vehicles provided through approved vendors. For more information on the plan including the minimum employee contribution amounts please see the following link: http://www.csn.edu/pages/2516.asp

FICA ALTERNATIVE PLAN

NSHE implemented a FICA (Federal Insurance Contribution Act) Alternative Plan, administered by the State's Deferred Compensation Committee for NSHE part-time employees who contribute to the FICA portion of Social Security. Employees accumulate retirement benefits and control their investment options in a manner different from Social Security. FICA Alternative contributions will be made on a pre-tax basis and participants become 100% vested upon enrollment. The FICA Alternative vendor is MassMutual (formerly the Hartford) and offers guaranteed interest rates on all deposited funds. For more information, please see: http://www.csn.edu/pages/2589.asp

PAY SCHEDULE / RATE OF PAY

Part-time instructors receive a paycheck each month after the initial processing of their paperwork. Paydays for faculty (including part-time instructors) are the first working day of the month. Please check with the Human Resources Office for confirmation of when you will receive your first check.

The current rate of pay for part-time instruction is $801 per credit hour. If you are teaching a short-term course, your pay date will vary. Please check with your department administrative assistant for details.

PAYROLL DIRECT DEPOSIT PROCEDURE

Setting up, changing, or canceling direct deposit of your paycheck must be done on the CSN Employee Self Service system (ESS).

Employees paid monthly must enroll or make changes to their direct deposit information by the 14th of the month to be effective for that month's payday. If you change your account number or routing transit code, be sure to make the applicable changes to your record in a timely manner.

Prior to starting, be sure you have your Employee ID (found on the upper center area of your paycheck stub or for those on direct deposit, your employee ID can be found in the upper right hand corner) and PIN number (assigned by the system and sent to employees) available.

Further information can be found at: http://www.csn.edu/PDFFiles/HR/directdeposit.pdf

RECOGNIZED HOLIDAYS

CSN recognizes the following 11 holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day (July 4th), Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (day after Thanksgiving) and Christmas Day.

FACULTY IDENTIFICATION CARDS

CSN picture ID cards are available to part-time instructors. In order to obtain an ID card, newly-hired faculty and staff must present a copy of their contract or a letter from the Human Resources Department stating that they are employed at the college. The Office of Student Government distributes ID cards at each of the main campuses. For information and locations, visit http://www.csn.edu/accsn

SPORTS CENTER (GYM)

The CSN Sports Center is a multi-function fitness facility located on the Cheyenne Campus. To obtain a Sports Center membership or for more details about the facility visit: http://www.csn.edu/pages/2872.asp

CAMPUS CHILDCARE

Campus Childcare serves the needs of children 2-4 years of age. Campus Childcare is available for the children of faculty/staff and registered students attending CSN. Campus Childcare has two locations, Cheyenne and West Charleston. To take a tour or to find out more information, please contact the centers directly at:

West Charleston Campus- 702-651-7390

Cheyenne Campus- 702-651-4944

FACULTY/EMPLOYEE DISCOUNTS AND PERKS

CSN offers a variety of special discounts and perks to full-time and part-time faculty and staff. To see a list of the discounts/perks currently offered, visit: http://www.csn.edu/pages/1990.asp

WORKERS' COMPENSATION

All employees, including part-time and persons volunteering for the College of Southern Nevada are covered under the NSHE Workers' Compensation program. If you are injured on the job, or acquire an occupational illness, please notify your supervisor as soon as possible, no matter how minor the incident appears. The employee MUST complete a Notice of Injury or Occupational Disease Incident Report (Form C1) whenever an injury is sustained at work.

Information regarding Workers' Compensation policies, procedures, providers, and forms are available online at: http://hr.unlv.edu/WorkersComp/. Additional questions regarding Workers' Compensation can also be directed to:

Michele Washington, Worker's Compensation Coordinator
Direct line 702-895-5404
E-mail: michele.washington@unlv.edu