SOUTHWEST
MISSISSIPPI
COMMUNITY
COLLEGE

SOUTHWEST MISSISSIPPI
COMMUNITY COLLEGE

COLLEGE HALL

FACULTY
PROCESSES

UPDATED AUGUST, 2025

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Submit Syllabi

1. Go to COURSES on the left navigation or your DASHBOARD and select "Faculty Submissions"
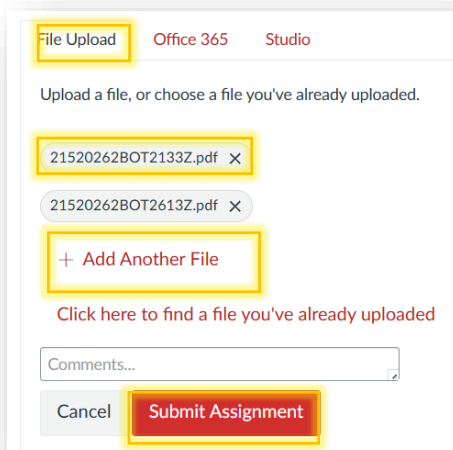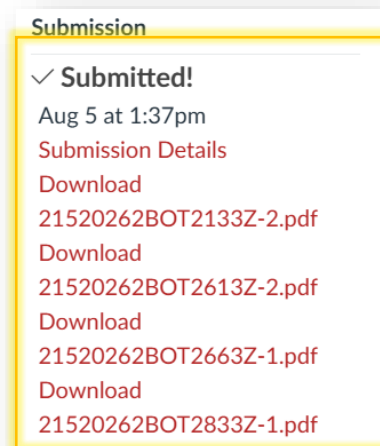

2. Click UPLOAD SYLLABUS in the middle

3. **Click "START ASSIGNMENT"**
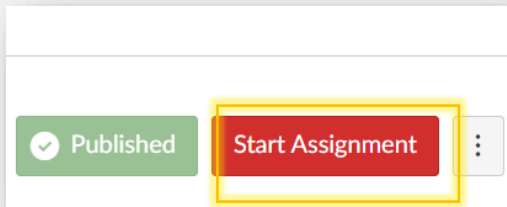
4. Click "UPLOAD FILE" and browse for your first Syllabus. Then click "+Add Another File" and repeat this step until all of your syllabi are added.

5. Click SUBMIT ASSIGNMENT. *NOTE: If you review your submission and need to change it, simply select "Re-submit Assignment".*

Course Syllabus Comments:
- o Syllabi are due before the first class each semester.
- o You only need to upload once per year for each class, not section.
- o Your syllabi must include the ADA statement and student learning outcomes.

RECOMMENDED COURSE SYLLABUS FORMAT

I. COURSE NUMBER AND TITLE

    A. The semester the course is taught, first or second or first and/or second

    B. A description of the course as it appears in the college *Catalog* including pre- or co-requisites

    C. Instructor's name

        1. Location of office (building and room number)

        2. Office phone number

        3. Office hours

    D. A list of materials required for the course

        1. Text book (include title, author, publisher, edition, etc.)

        2. Workbooks

        3. Other materials

II. GENERAL EDUCATIONAL GOALS

    A. General educational goal statement (This should be the same for all sections of the same course and should be identified by a consensus of all faculty who teach the course.)

    B. General education outcome statements

III. OTHER COURSE/DISCIPLINE GOALS

This section is more individualized, allowing for differences in the emphasis used by the various faculty teaching the same course.

    A. Other goal statements

    B. Other outcome statements

IV. METHODS OF ASSESSMENT

The methods of assessment or measures used to provide evidence of a student's success should be identified in this section. It should include the various methods used by the instructor to determine the student's grade. Information should be included about the use of subjective and objective assessment techniques (i.e., written examinations, oral examinations, laboratory work, daily assignments, classroom participation, etc.).

V. POLICIES AND PROCEDURES

    A. Grading

    All policies relating to grading should be included here (i.e., grading scale, how grades are calculated, grades that can and cannot be earned, etc.).

    B. Attendance

    Policies on absences of all kinds should be included here (i.e., excused absences, illness, weather policy, etc.).

    C. Assignments

    The policy on assignments that are turned in late should be included here.

    D. Make-up work/exams

    Dates of exams, missed exams, and policy on making up missed work

    E. Cheating/student conduct

    Faculty may want to include specific information on cheating and conduct (dress code) or refer to these policies on cheating in the student handbook. All students should be made aware that they are not allowed to wear caps, hats, or headgear of any kind except for medical or religious reasons. This policy applies to all campus buildings except athletic facilities and dormitories.

    F. Withdrawal

    Faculty may want to outline the process and procedures of withdrawal here.

    G. Other (copyright laws, plagiarism, etc.)

VI. TOPICAL OUTLINE

This section of the syllabus should include a complete topical outline of the material covered in the course. The information may be as general or as specific as the faculty member wishes, but at a minimum should provide the student with an overview of the course content. A calendar of scheduled topics and of teaching methodologies (lecture and lab) may be included.

VII. ASSIGNMENTS

The faculty may or may not wish to include a detailed section of course assignments. However, this section should include information on work that will require additional time such as labs, field trips, etc., and possible expenses beyond the cost of the textbook - Also acquiring extra credit.

VIII. OTHER (OPTIONAL)

This section is to be used for individual preferences on bibliographies, a sample test, outside resources, Library-Learning Resources Center information, etc., and a copy of the course final examination.

How to Publish Your Canvas Classes

1. Click PUBLISH on each of your courses in your Canvas Dashboard View or you may select PUBLISH inside of each course located at the top/right hand corner under "Course Status" of each course. Once it is green, it is published.
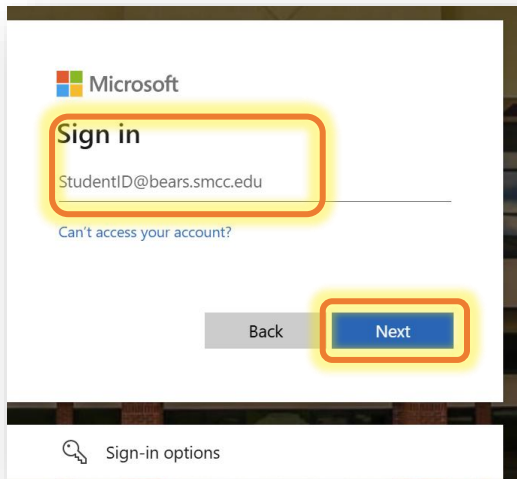

Login to MySW

1. Visit our website at www.smcc.edu
2. Click MySW at the top to login to your account.

3. Login with your SMCC Microsoft 365 email address (ID#@bears.smcc.edu) and password (*default is 8-digit date of birth plus first 3 letters of your last name with a capital letter*). (*same thing you log into your computer with*).

Print/View Class Rolls

Instructions:

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

2. At the top/right, select INSTRUCTOR INFO CENTER

3. You will notice a similar screen as before, with a list of all of your courses.

4. Single-click on your course, then click **COURSE ADMINISTRATION**—**OFFICIAL COURSE ROLL**.

Comments:
During late registration, please print your class rolls as close to class time as you can. If a student is not on your roll, send them to the Office of Admissions immediately.

Enter/Submit Attendance and Cut-outs

Instructions:

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

2. At the top/right, select INSTRUCTOR INFO CENTER

3. You will notice a similar screen as before, with a list of all of your courses.

4. Single-click on your course, then click **COURSE ADMINISTRATION**—**RECORD ATTENDANCE**.

5. This will be the same as before 😊. Click on the date to enter your attendance (As before, the orange are good and have been submitted; green blocks have not been submitted).

6. Choose **AUTOFILL** or enter the attendance data accordingly then select **UPDATE**. (notice at the top/left you can access CUT-OUTS for each particular class from this screen as well)

IINOAS - Record Attendance

Cut-Outs | Official Absences | Event Calendar

Term: SP2024
Recording Instructor: TYK1012 HENNING, K
Status: ● Class Met ○ Class Did Not Meet
Comment: [   ]

Course: BOT2333 Z
Date: Sunday, 02/18/2024
Time: TBA

Records Per Page: [20 ▾]
Status Codes

Position: [Student Name ▾] To: [   ] [Go]

[Cancel] [AutoFill] [Update]

Student Number	Student Name ▲	Status	Comment	Regular Absences	Official Absences	Tardies	LDA
███████████		A	[ ]	2	0	0	02/11/2024

7. Once complete, click "Cancel" at the top/right to go back to your course listing

👤 Welcome Kimberly! ▾   🗗 Instructor Info Center   🔳 Advisor Info Center

[Cancel] [Refresh]

Comments:
Make sure that attendance for all classes is submitted at least weekly.
Be sure to check that students you believe have dropped the class are marked appropriately in the attendance list. Sometimes a student may not follow through with the drop process or be allowed to re-enter class, and if you do not mark them as absent and used autofill, the student will show as in attendance. Incorrect attendance information can affect financial aid, withdrawal dates, and tuition and fee refunds.
Online courses are not marked for specific days, but the MSVCC has chosen days to report attendance. For 15-week courses and 8-week courses, use Sundays. For 4-week courses, use Sundays and Wednesdays. For 3-week classes, use Sundays, Wednesdays, and Fridays.

MSVCC Online Students Attendance

If you have students in an online class that are not hosted by Southwest (not listed in your course rolls on Alliant Pro or Lite), then you need to submit attendance and any cut-outs weekly through the Enrollment Tool. SMCC students will be listed in AccessSW (Pro or Lite) and should be processed the same as traditional students. The audit date and 60% dates are for reference only. You need to make sure that your attendance is up-to-date by those posted dates. No-show dates are very important, so please do not think you are doing a student a favor by not submitting the no-show. You submit no-shows as cutouts for SMCC students and as a Request for withdrawal in the Enrollment Tool.
Instructions:

1. Log into the MSVCC https://sbcjcweb.sbcjc.cc.ms.us/ET/staff/Main.aspx then select COURSES at the top

2. Click on your Course Name on the left.

3. Click ATTENDANCE at the top/right

4. Choose a date from the dropdown and click SET ALL PRESENT. Then click individually next to each student on the right to change PRESENT to ABSENT if they are absent for that day. You can also click REQ DROP to drop a student as well. You will need to enter the Last Day of Attendance and reason.

Attendance Manager

Select Course: BOT 1233 Z   **Choose Date:** [   ]

Title: **SU2022-BOT1233Z-MICROSOFT WORD I**

Section: BOT 1233 Z   Start: 05/31/2022   End: 07/22/2022   Census: 06/18/2022   Wks: 8

Course Allowed Absences: **2**

All Students   Set All Present   Present: Absent:

Absences	Reason	LDA	Attendance	Drop
0			Present	Req. Drop
1			Present	Req. Drop
2			Absent	Req. Drop
0			Present	Req. Drop
1			Present	Req. Drop

Cut-outs/Reg. Drop:
If a student exceeds the number of allowed absences, and you choose to cut out the student, click Req. Drop on the same Course Administration menu you use to submit attendance. You will then enter an LDA and comments. If the student is a no-show, do not list a date and explain no-show in the comments.

Telephones

To place calls **ON** campus, dial only the last four digits of the number. Submit a support ticket (support@smcc.edu) to get an office telephone set up for new faculty members.

Parking

Parking on campus requires a decal. It may be obtained from Student Services, which is located in the administration building. Faculty should park in the spaces marked with yellow lines. Faculty may take student parking decal and student ID and submit to the VP for Student Affairs for incorrect parking. All faculty are expected to use the designed yellow parking area unless you have a disability and have an approved handicapped parking decal. The blue decal should be placed on the faculty member's rear-view member.

ID's

Identification (I.D.) pictures for faculty members are taken at Student Services. All faculty, staff, and students are required to wear IDs at all SMCC events and on campus.

Campus Dining

The cafeteria is located in the Student Union. There is a faculty dining room on the second floor that serves faculty and staff on Thursdays at lunch. A faculty meal ticket can be purchased for $60.00 and is good for 10 meals (not including the Sunday lunch buffet). Lunch in the cafeteria is $7.00, and breakfast is $5.00. The Sunday lunch buffet is $14.
You may also get lunch and snacks at Charlie's Grill.

Payroll Information

Payroll is disbursed on the **last Friday** of each month. An employee must use automatic payroll deposit. If you need up-to-date payroll information, see Access SW Pro or Lite under Employee Information Center, View Pay Stubs. In addition, sick or annual leave may be requested or viewed under the Employee Information Center. Although employees are given a paper W2, the information is also available.

Any non-traditional classes (online classes, evening classes, etc.) that you teach will be compensated by a separate check. If there is more than one, they will be combined into one check, and you will receive one check for these supplemental classes, and one check for your regular monthly compensation. (If you received a supplemental check, you may need to increase your tax withholdings to accommodate the extra income.) To inquire about deductions, retirement, etc., see Human Resources in Kenna Hall.

Part-time payroll will be distributed in six installments. Adjunct or supplemental payrolls will be distributed in five installments for fall and spring and two installments for summer.

View and Retrieve W2

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

2. Click "Payroll/Personnel" on the right, then choose ELECTRONIC DOCUMENT CONSENT. Type in the tax reporting year then Choose ADD RECORD.

3. Click your name at the top and choose HOME to go back.
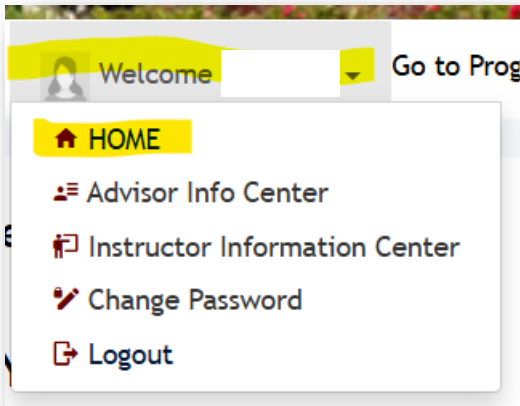
4. Click PAYROLL/PERSONNEL again on the right then choose My W2.
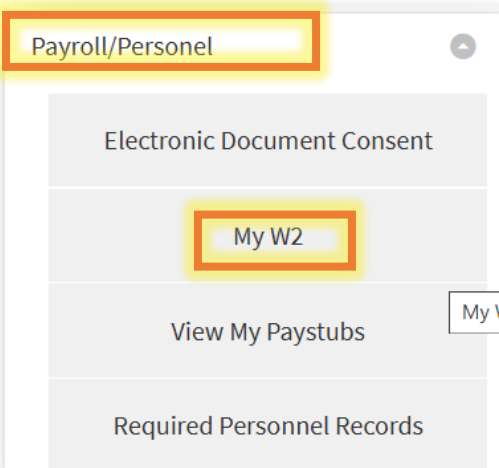
5. Type in the PAYMENT YEAR of the tax reporting year then click Continue.

6. It will now state "W2 retrieved". Click "View My W2"

IINEW2 - My W2

W2 retrieved.

Return To Selection   View My W2
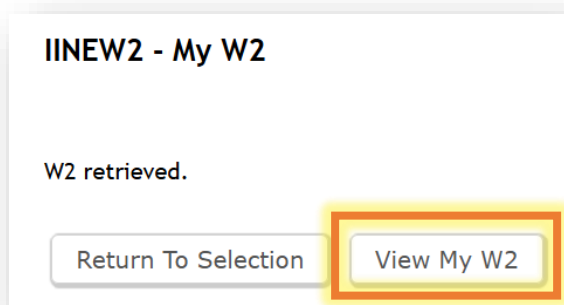
7. PDF File will be generated for you to view with the option at the top/right to print it or download it.

administrati... / 2024_W2_

a Employee's social security number

Purchase Orders

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

ATHLETICS   BEAR TV   My SW   PARENT PORTA

601.276.2000   APPLY NOW

PROGRAMS ⌄   ADMISSIONS & AID ⌄

Your Personal
Portal to Every

AccessSW ▾   About SMCC

AccessSW Lite
AccessSW Pro

2. On the landing page, you will see options on the top menu "Business Services >" –Just HOVER over this option to get a submenu. Hover over "Budget Center Processing>"---"Requisitions>"—"Submit Requisitions". Click "Submit Requisitions".
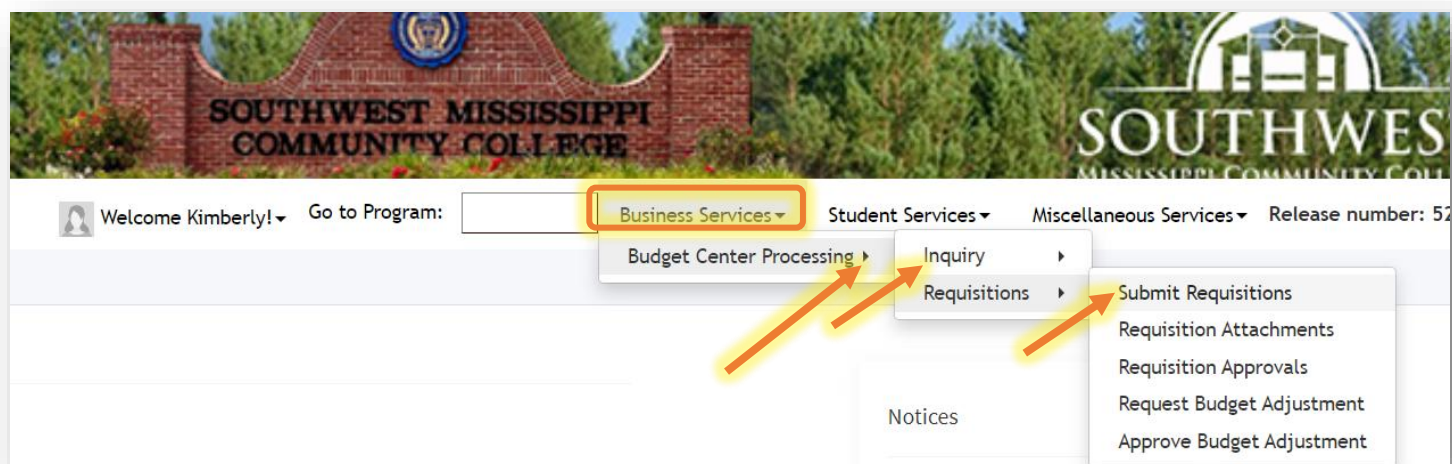
3. Click **ADD RECORD** on the right to create a New Purchase Order.

4. Click BUDGET CENTER to choose your budget.

5. Choose VENDOR CODE to select the VENDOR. You can search in the NAME box by typing in part of the name then choosing "GO".

6. Click on the CODE of the vendor and your screen will now update with the correct VENDOR information. Choose CONTINUE.

7. You will now see the option to add a description for each line item (along with any item numbers, etc). The middle section allows you to choose the ACCOUNT in which to charge it to. The next column you will enter the QUANTITY and the PRICE PER UNIT. By default, it has 5 line items. You can select ADD LINES at the bottom to add additional items to this purchase order.

8. Click **SUBMIT REQUISITION** once complete. Once your Purchase Order is approved, you will receive a confirmation email and another email with the attached electronic Purchase Order attached to it for you to use to complete your purchase. *****Please make sure to have this document BEFORE placing any orders!***

Comments:

To look up the vendor code, type the first few letters of the vendor name in CAPS and click Vendor Code. If you do not know the vendor code, cannot locate the vendor in our system, or if a vendor code is not accessible from a previous purchase order please contact the Business Office for assistance with the vendor. If it is a new vendor, the Business Office must have the vendor's W-9 to set up the vendor before a requisition can be entered for the vendor. If referencing on old PO, the vendor code is written on the top left corner. IMPORTANT: an error selecting a vendor on a requisition may cause the incorrect vendor to be paid.

When entering the description write the actual item on the first line. The following line can be used for further description. Do not put the quantity under the description column. If listing shipping cost, list as a separate item.
Once the online requisition has been submitted it will go through the same approval levels as a paper requisition, except these approval levels are electronic. The person initiating the requisition will receive email confirmation once the requisition has been submitted and email notification once the requisition has been approved.

Once the requisition has been approved, the resulting purchase order (PO) will be emailed in pdf format to the designated person in each department. The PO will include the PO#, information from the requisition, and a signature. The PO is to be used to make the order from the vendor. Orders should not be placed until an approved PO has been received. It is against state law to make a purchase without an approved PO.

If a check is needed immediately, the PO must be forwarded to Accounts Payable. The Business Office has no way to know a check is needed without this communication. If a check request is turned in after Wednesday, it will be in the *following* week's check run.

The online system will not allow a requisition to be submitted for amounts exceeding the available budget. However, online budget transfers can be requested. See "Request Budget Adjustment" under the Requisitions menu.
Once the items purchased have been received, a copy of the PO denoting the items for which payment is due should be submitted to the Business Office. If the PO includes numerous items (possibly received at different times), a copy of the PO should be submitted with the received items and quantity highlighted. When all desired items have been received, sign the P.O. "received" *AND* indicated whether or not to close out the P.O.

At this time, on-line requisitions are only available for purchase request in the General Fund. Purchases from other funds will be available in the future.

IMPORTANT: If while entering a requisition the system automatically pulls in information from another unrelated requisition- please call the Business Office IMMEDIATELY.

Download Approved Purchase Order

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.


2. Go to Business Services > Budget Center Processing > Budget Center Inquiry
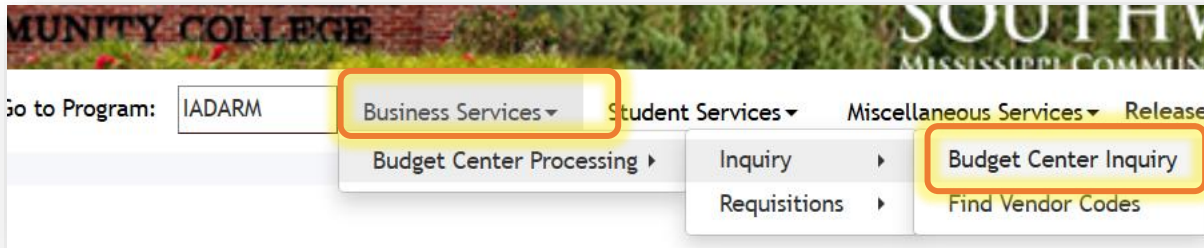
3. Select your Center and Choose View Data > Purchase Order Data
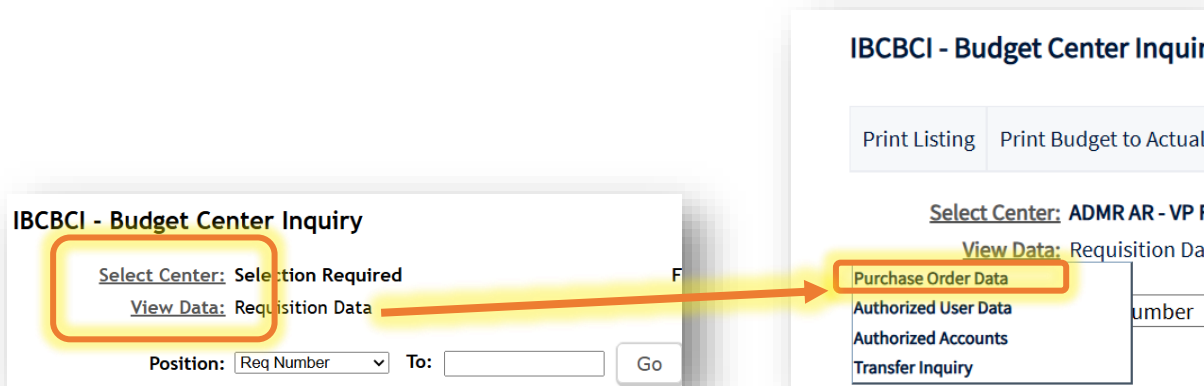
4. Locate and print your approved PO (Double Click Date to bring most recent to the top)

5. Click the three-bar Action button next to the PO and Select Print PDF — this version includes the required signature from the VP of Financial Affairs

Information Technology

E-mail accounts are available for all faculty members. A faculty member must login on a computer on our campus network the first time, then access is available anywhere there is internet access through the faculty webmail quick link on the SMCC Website.

Technical support is available for students and employees. Help is available in the student support lab on the first floor of Kenna Hall from 12 noon to 3 p.m. through the first week of online classes and by appointment after that.

If you have any problems requiring assistance with e-mail, AccessSW, Canvas, the SMCC network, wi-fi, computers, teaching software, security cameras, or any other technology-related item, please send a support request to support@smcc.edu.

Maintenance

To report a maintenance request, please create a ticket utilizing the MaintainX online system by visiting https://www.getmaintainx.com/ .

1. You may click Sign Up to create a free account if you do not already have one. Please utilize your SMCC email account to login or create an account.
2. Choose NEW REQUEST at the top/right.

3. Complete the New Request then choose CREATE.

If you notice a problem in your area of responsibility that needs immediate addressing by custodial, buildings, or grounds personnel, please call maintenance,4822.

Faculty Meetings

All faculty members are required to attend all faculty meetings and assemblies. Faculty development begins before the fall semester starts with other meetings called throughout the school year as necessary. Regularly-scheduled assemblies include a pre-season athletic kickoff, spiritual emphasis week, and award's day.

Textbooks / eBooks

The college has contracted with Cengage Unlimited to provide textbooks for our traditional and online classes. Students receive all texts and digital supplements through a course materials fee that is charged each student at registration. There are few exceptions, including science lab manuals and some reference books that can be obtained through the bookstore. Associate Degree Nursing, Practical Nursing, and Well Construction do not use Cengage, but e-books are used. Students access textbooks through Canvas. Cengage will provide desk or evaluation copies for faculty.

Mini-Terms

Some classes are separated from the full-term, regular courses for various reasons, including different start dates, audit dates, fees, etc. Mini-terms are listed below.

Mini-Term	Description	Sections	MSVCC Terminology
1	Full-term online	Z, Z2	AUG15, JAN15, JUN08
2	Dual Enrollment	1-9	
3	Evening Classes	V	
4	First-term accelerated day classes	Q	
5	Second-term accelerated day classes	QQ	
6	First 4-week online each semester	SE4, FE4	SEP04, FEB04

7	Last 4-wseek online each semester	NO4, AP4, JL4	NOV04, APR04, JUL04
8	3-week intersession online classes	DE3, MY3	DEC03, MAY03
9	Accelerated 8-week online	OC8, MR8	OCT08, MAR08
A	Winter-session Traditional Classes	X	

Campus Bookstore

Most supplies may be purchased from the SMCC bookstore. It is located in the Student Union. Employees are provided with a faculty discount.

All faculty members are required to submit their semester textbook requirements for ordering on or before the established deadline.

Mechanic and Cosmetology Services

Faculty and staff members may choose to take advantage of the numerous services offered through the Career and Technical Division such as Auto Mechanics, Diesel Mechanics, and Cosmetology. Faculty and staff members may choose to set up an appointment with the Cosmetology department for various services including haircuts, facials, pedicures, manicures, etc. There is a required fee for all services rendered in the Cosmetology department. All faculty may schedule an appointment time for these services during their designated break time.

Travel Policy

Southwest Mississippi Community College (SMCC) will reimburse all necessary and reasonable expenses incurred in connection with approved travel on SMCC business, subject to the limitations set forth in this statement of the Travel Policy. All reimbursable travel must be authorized and pre-approved using the Travel Authorization Form by the individual having budgetary responsibility for the department or budgetary unit against which travel will be charged. Each request for reimbursement will be made by completing the SMCC Travel Authorization Form (obtained from the Business Office). Travel reimbursement is the preferred method of paying for travel expenses.

Travel advances are an accommodation for the purpose of defraying expenses inherent to travel for groups/teams or out-of-state overnight travel only and accordingly should be kept to a minimum. A travel advance may be requested upon authorization of the individual responsible for the department or budgetary unit. Requests for travel advances must be made on the Travel Authorization Form and submitted to the Business Office at least one week prior to the departure date. If an advance is not settled within 10 working days after completion of the travel, the employee's paycheck may be held until the debt to the college is resolved. Travel advances shall be outstanding one at a time. Travelers should use standard accommodations for travel, hotels or motels, rental automobiles and restaurants. Travelers shall request air, train, bus, hotel, and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available. It is anticipated that travelers will utilize special educational discount rates whenever possible to minimize the dollar expenditures for travel. The most economical and practical means of available public transportation will be used at all times (e.g., coach class airfare).

Tax exempt certificates are accepted at many hotels and are available from the Business Office. SMCC is recognized as a tax-exempt institution. Contact the Business Office for more information. SMCC is not exempt from such taxes as tourism, city taxes, and out of state taxes.

The preferred method of travel is a school vehicle. However, personal automobiles may be utilized for travel occasionally. When a personal automobile is used, the current mileage rate approved by the SMCC Board of Trustees applies. There are two possible rates for traveling on SMCC official business in private automobiles, one when a college vehicle is not available and one when a college vehicle is available. These rates may be obtained from the Business

Office. Personal side trips (while traveling on SMCC business) will not be reimbursed and are not to be included in mileage reimbursement.

When an employee travels on official business for Southwest Mississippi Community College and is reimbursed according to these travel regulations, the mileage allowance indemnifies Southwest Mississippi Community College from any liability occasioned by the use of the car by the traveler.

Reimbursements, Valid Expenses, Travel Expense Voucher

Upon completion of the travel, the Travel Expense Voucher must be submitted within 10 business days to the Business Office for settlement. Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses are billed directly to SMCC, taxes must not be charged or paid. Original receipts for any expense incurred must be attached to the Travel Expense Voucher.

Hotel and motel accommodations will be reimbursed for the employee at the single rate, less any expense for movies or other personal items. Expenses for spouse, dependent and/or companion traveling with the employee will not be reimbursed and are the personal responsibility of the employee.

Meals will be reimbursed for the employee based on actual cost not to exceed the maximum daily reimbursement for the location of travel (with the addition of an optional, maximum gratuity of 18%). Reimbursement rates are established by the MS Department of Finance Administration, Office of Travel (rates are available from the Business Office). Alcoholic beverages will not be reimbursed. The College reserves the right to judge reasonableness of meal costs based on the area traveled and other guidelines. Detailed meal receipts are to be submitted with expense reports. Receipts must itemize all items purchased. A credit card receipt showing only the total purchase amount will not be accepted. Meals should not be claimed as expenses if the meals are included in the conference registration fee.

Approved out of state travel will be reimbursed to the employee at the lesser of a per mile basis for travel in a private vehicle (or college vehicle if available) at rates established by the SMCC Board of Trustees or the cost associated with taking a commercial flight. Amount to be reimbursed will be determined by the Business Office, VP for Business Affairs. The VP for Financial Affairs has the authority to withhold payment of further claims for reimbursement of any officer or employee of the college if any outstanding advances have not been settled.

Reasonable miscellaneous incidental expenses incurred by employees that are attributable to the trip will be reimbursed. Examples include, but are not limited to, the following:

Permitted	Not Permitted
Phone calls for official SMCC business	Personal phone calls
Taxi fares	Movies
Baggage fares	Alcoholic beverages
Gratuities	Personal entertainment expenses
Toll and parking charges	Expenses relating to personal side trips

http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/

General Procedures:

- o Complete the travel authorization form.
- o Have the travel authorization form approved using the same approval path as a purchase requisition.
- o After obtaining the needed approval(s) submit travel authorization form to the Business Office.
- o If a college vehicle was not requested, the travel authorization form, once approved by the Business Office, will be returned to you.
- o If a college vehicle was requested, the travel authorization form, once approved by the Business Office, will be forwarded to Student Services for assignment of a vehicle (if available) and Student Services will return the travel authorization form to you.

How to Access Leave/Payroll in Athena

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

2. On the landing page, you will see options on the right/middle of your screen with expansion arrows on the right of each.
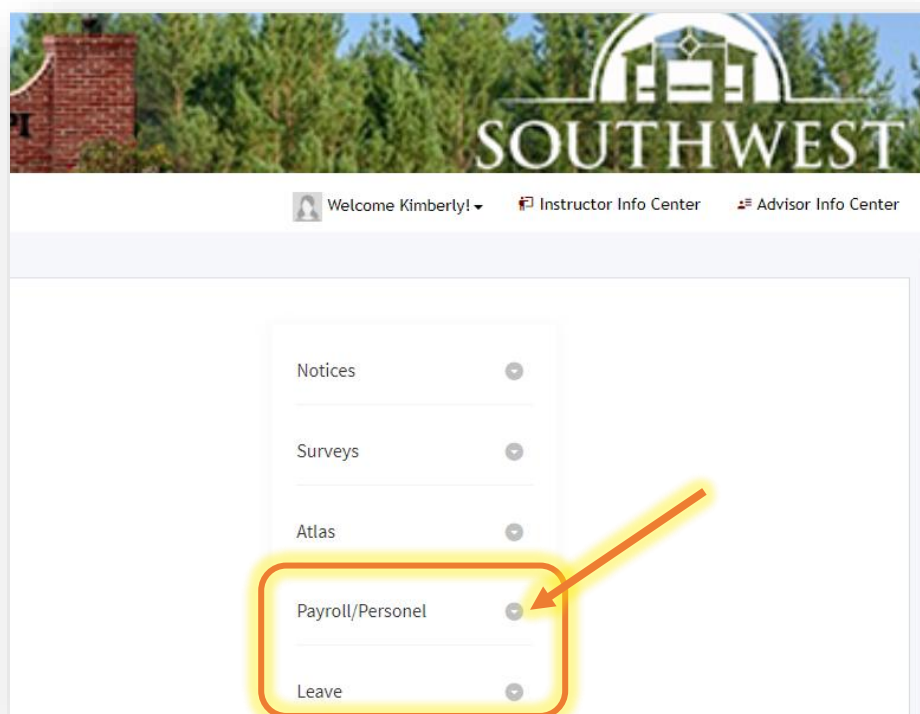
3. Click the arrow next to **PAYROLL/PERSONNEL** to see all of the options you can view or click the arrow next to **LEAVE** to view all of your options for submitting/viewing leave requests.

4. To submit a leave request, choose VIEW/REQUEST LEAVE
5. Choose ADD RECORD on the right side of the screen.

6. Complete the form accordingly by selecting your **LEAVE TYPE**, **START/END** dates, **DAY(S) OF WEEK**, **HOURS PER DAY**. Then choose **NEXT**.

TIP: To get out of any option, choose <mark>CANCEL</mark> or you can click <mark>ATHENA</mark> at the top/left BANNER of your screen to go to the landing page.

Personal Leave

Personal leave may be used for personal business.
Full-time faculty are allowed credit for three (3) personal leave days per year computed at the rate of .333 days per month.

A 9-month, 10-month, or 11-month employee will earn 2.67 hours per month of personal leave time for each month that the employee works totaling 24.00 hours per school year. The leave time is not available until it has been earned. Leave taken must be in hourly increments. All personal leave must be approved in advance. Employees are required to submit a request for leave in Alliant which is sent to their immediate supervisor for approval. Generally, the employee's wishes will be respected regarding the use of personal leave; however, the welfare of the college must be protected. The immediate supervisor, division chair, or the President may deny the request for leave if it is determined that the best interest of the college is not served by the employee's absence. There is no limit of accumulation of earned personal leave. Upon termination of employment, no payment will be made for any accumulation of personal leave. Instead, all unused leave will be counted as creditable service for retirement purposes. A person who has been terminated and is later re-instated will begin a new period of employment for leave purposes.

Employees will be allowed to donate available leave to fellow employees who experience a catastrophic illness.
The college will transfer accrued, unused leave to or from another Mississippi state agency or public educational institution (K-12, community college, or university).

Sick Leave

Sick leave will be used only for illness, injuries due to accidents, medical and dental appointments, or visits to a hospital or clinic for continuing treatment of a chronic disease of the employee or a member of the employee's immediate family – spouse, children, parents (including parents-in-law).

Sick leave will be earned at the rate of one day (8 hours) per month and is pro-rated based on months of employment. Nine-month employees earn nine days per academic year and ten-month employees earn ten days. If contracted faculty teach summer sessions, additional sick leave is earned for each month up to the maximum 12 days allowed. The leave is not available for use until it has been earned. Leave may be taken in hourly increments only.

All sick leave must be approved. Employees are required to submit an electronic request for leave in Alliant to the appropriate chair, immediate supervisor, or to the Vice-President of Academic Instruction for approval at least one week in advance for any leave involving scheduled doctor/dental office, hospital, or clinic visits. In the case of brief illness, the employee is required to notify his/her immediate supervisor no later than 9:00 a.m. on the day of the illness, unless an emergency situation prevents notification. Also, an electronic request for leave in Alliant shall be submitted to the division chair, immediate supervisor, or the Dean of Instruction within 24 hours of returning to work. *If an employee is absent from work more than two consecutive days for an illness, written certification by a medical doctor must be submitted attesting to the duration of the symptoms requiring the employee's extended absence.*

There is no limit for the accumulation of sick leave. Upon termination of employment, no payment will be made for any accumulation of sick leave. Instead, unused sick leave shall be counted as creditable service for retirement purposes. Sick leave earned and accumulated while employed at Southwest Mississippi Community College cannot be transferred to another system. A person who has been terminated and is later employed will begin a new period of employment for leave purposes.

Holidays

The college grants the following holidays to employees.

 o New Year's Day--January 1
 o Martin Luther King's Birthday—Third Monday of January
 o Spring Break—As published in the Calendar
 o Good Friday—As published in the Calendar
 o Memorial Day—Last Monday in May
 o Juneteenth—June 19th
 o Independence Day—July 4th
 o Labor Day—First Monday of September
 o Fall Break—As published in the Calendar
 o Thanksgiving—As published in the Calendar
 o Christmas Day—December 25 and extended holidays as authorized by the President

Additional Leave Policies

- o In addition to sick and personal leaves, the college has other established leave policies.
- o Military Leave: Military leave with pay, limited by state statute to fifteen days, will not affect vacation time for twelve-month personnel.
- o Jury Duty: The college recognizes jury duty as a civic responsibility; therefore, employees, when summoned, will be allowed time off with pay.
- o Leave of Absence: Faculty may receive up to a year's leave of absence without pay for good cause determined by the Board of Trustees, and may be re-employed if there is a vacancy at the time they wish.

General Student Advising Guidelines

Academic advising is a process that includes development and delivery of accurate, current information regarding career options, educational programs, and courses of instruction, recourses, policies, and procedures to students. This process involves faculty, student services personnel, counselors, and staff.

The advising program assists students in:
- o becoming correctly informed about educational options, graduation requirements, academic policies, and procedures
- o clarifying their educational goals
- o planning an educational program that is consistent with the student's interests, abilities, and career goals
- o utilizing the resources available at Southwest Mississippi Community College
- o simplifying the process of transferring from an associate degree program to a baccalaureate degree program
- o providing accurate information about completing career technical and vocational programs.

An Advisor's role is to:
- ▯ Provides support to advisees in developing an overall academic program
- o Counsels the advisee in selection of courses and sequencing of classes and of major program

- o Meets regularly with advisees to plan class schedules and facilitate registration
- o Get to know the student and to stay up-to-date with the student's academic progress while at SMCC
- o Help the student to find accurate, up-to-date information about SMCC's academic and career-technical offerings and requirements
- o Review Application for Graduation
- o Make time available during office hours or by appointment to meet with advisees
- o Makes necessary referrals when advisees need assistance, both academic and non-academic

NOTE:

Whether students come to SMCC undecided with respect to a major or in a declared major, they may declare or change a major at any time. They make these changes by first going to the Office of Admissions to change major and advisor (if warranted by major change).

What Guidelines Should An Advisor Follow In Relating To Students?
- o Learn the student's name as soon as possible and address him/her by name.
- o Be accessible.
- o Give assurance of your willingness to help.
- o Keep your posted office hours.
- o Be friendly but not "chummy."
- o Listen when students talk.
- o Show empathy toward student's problems.
- o Demonstrate interest in the student as an individual
- o Respect each student as an individual.
- o Be open and honest.
- o Help build the student's confidence.
- o Challenge students: do not frustrate them.
- o Don't be afraid to show you are human.
- o Maintain a sense of humor.
- o Through your actions, show that you are "for" the students rather than "against" them. Let them know that you really would like for them to succeed.

How Faculty Can Work with Advisees

(To print a list of their advisees)
- o Go to AccessSW (Pro or Lite)
- o Login
- o Click on Info Centers
- o Click on Advisor Info Center (Your Advisees are listed)
- o Click on the horizontal lines under Action to see the menu of options

How to Advise and Schedule Students

1. Go to www.smcc.edu. Select MySW at the top and login with your SMCC email address and email password (*same thing you log into your computer with*). Click AccessSW menu at the top and choose either Lite or Pro.

2. At the top/right, select ==ADVISOR INFO CENTER==
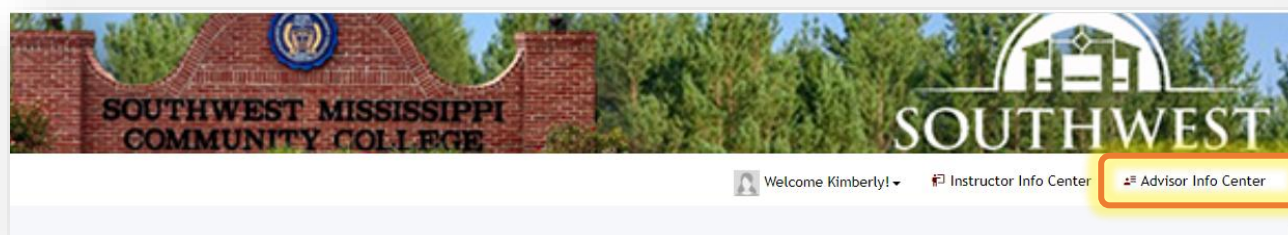
3. You will now see a similar screen as before with tabs at the top for schedule inquiry, print degree plans, etc.
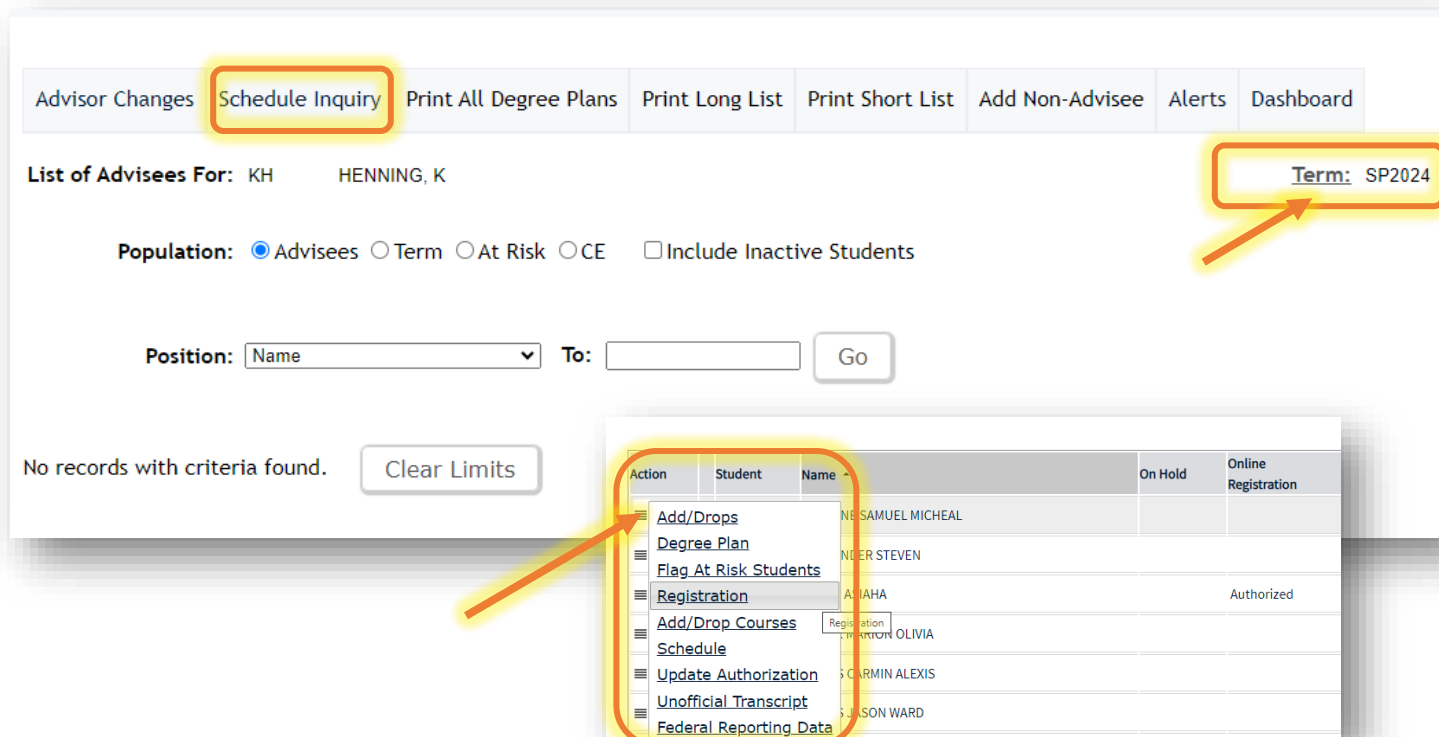
==*Please make sure to change the TERM at the top/right when prescheduling for the upcoming terms==

NOTE: Hover over the stack on the left of each student's name for the same list of options as before such as ==REGISTRATION== to preschedule a student, add/drop courses (once they have completed registration), SCHEDULE to

view student schedules, degree plan, unofficial transcript, and the **UPDATE AUTHORIZATION** *(this option is beneficial to the students for scheduling purposes and <u>will allow them to complete registration via the Web</u>)*.

TIP: To get out of any option, choose **CANCEL** or you can click **ATHENA** at the top/left BANNER of your screen to go to the landing page.

Send Student Alerts Using ConexED

1. Login to your MySW
2. Choose the ConexED from the drop-down menu at the top
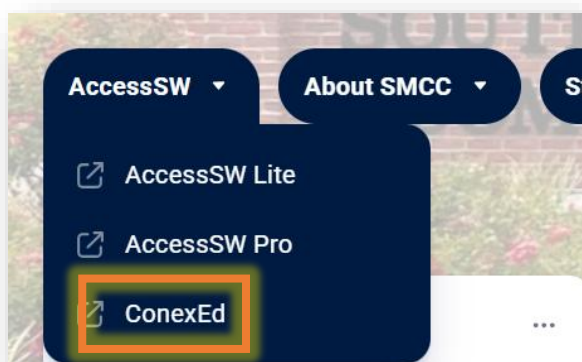
3. Login by clicking CURRENT STUDENTS and STAFF. (*Because you are already logged into MySW, you will not be prompted for a username and password. However, the login info is the same as MySW and the same that you log into your computer with: your SMCC email address and password*).
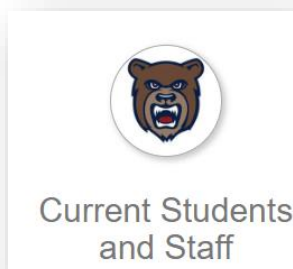
4. Choose Alert and Case Management on the left then Student Search to search for the student you would like to add the alert. Click the student then choose SEND EARLY ALERT at the top in RED.
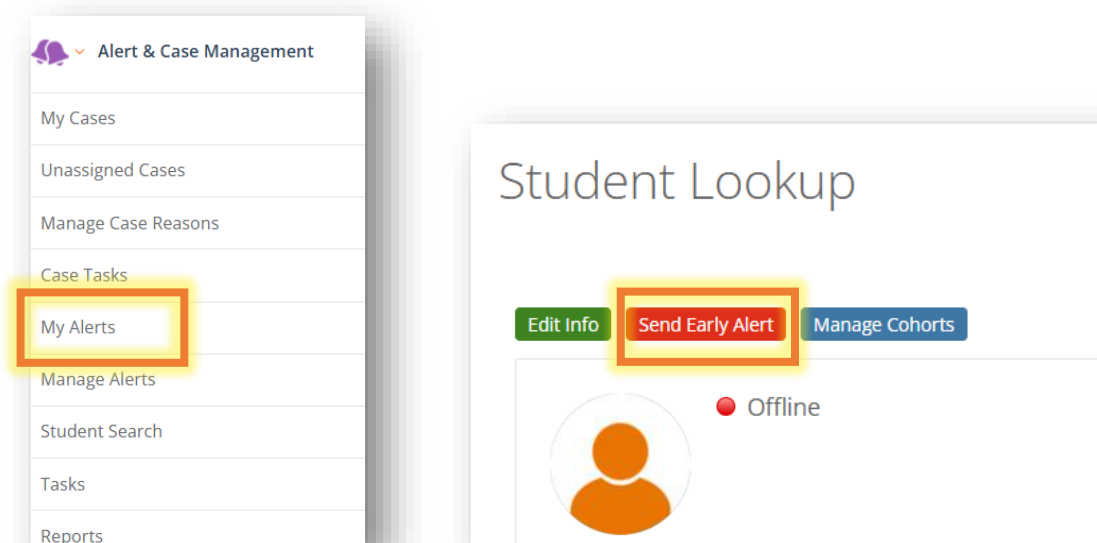
Faculty Evaluations

The college conducts an annual evaluation, based on the performance of the duties and responsibilities of all faculty in the spring semester of the academic year. Although all faculty are evaluated each spring semester, new faculty are evaluated the first semester they teach. The evaluation form currently used is included in Appendix II of the SMCC Employee Handbook found at https://www.smcc.edu/wp-content/uploads/Faculty-Handbook.pdf .

Students and division chairs evaluate faculty; the Vice-President for Academic Instruction evaluates the division chairs. Some divisions may conduct additional evaluations to maintain compliance with specific state and national regulatory or accrediting agencies, and individual instructors may conduct their own evaluations within the classroom.

The college administers faculty evaluations for faculty to use the evaluation instrument as a feedback mechanism for self-improvement, to document institutional effectiveness, and to plan faculty development activities for the improvement of the educational program. The evaluative instrument is subject to periodic revision through faculty or administrative input. Written recommendations by the faculty are submitted to the Vice-President for Academic Instruction, and results of the evaluations are available to each instructor in the offices of the Vice-President for Academic Instruction and the division chair.

Student Evaluation of Faculty

The Vice-President for Academic Instruction, faculty, or staff designated by the Vice-President for Academic Instruction administers and collects the evaluation in the appropriate classrooms through our SMCC website. Students will complete on-line evaluations through their student Canvas account and the Vice-President for Academic Instruction and/or division chair reviews the findings for each faculty member. Faculty members are given a computerized summary of their student evaluations. Any faculty member who makes a score less than 4.0 on any item of the evaluation must provide, prior to the beginning of the next academic year, the division chair and the Vice-President for Instruction with a written plan as to how he/she plans to improve the scores.

How to View Your Student Evaluations

1. Login to AccessSW (Pro or Lite)
2. Click on Info Centers, Instructor Information Center

3. If you select the Course Administration tab and choose "View Survey Reports" or "View Survey Comments", you will be able to view the results of the surveys by individual course section. While this is a helpful view to see disaggregated results of the course evaluations, you are not required to take any action based on the section-by-section view in Course Administration.

4. Instead, select Miscellaneous Options (which is just to the right of Course Administration) and then choose "View Survey Reports" to see all of your survey results for the spring combined into one report. If any item in that view is rated below 4.00, submit a plan of action to improve in that area to the Vice-President of Academic Affairs.

IINIIC - Instructor Information Center

Course Administration Miscellaneous Options

Term: SP2025

Selected Course: Selected Option:

Faculty (division chairs/faculty) Evaluations

The Vice-President for Instruction administers the evaluation of the division chairs, and the division chairs administer the evaluation of that division's faculty. The Vice-President for Instruction and/or division chairs review, either verbally or in writing, the findings with each faculty member. Any faculty member and/or division chair who receives a rating of N- needs improvement- is responsible for discussing plans for improvement with the division chair and/or Vice-President for Instruction where appropriate, and all U- unsatisfactory -ratings require a written plan, submitted before the end of the semester in which they were evaluated, containing methods for improvement.

School-Sponsored Activities

Faculty and staff have free access to these events with appropriate faculty ID.

In Case of an Emergency

Call Campus Police and Vice-President for Student Affairs
if there is a disturbance in a classroom, on campus, or in one's building.

Campus Police: (601) 551-3838 or (601) 551-3837

Vice-President for Student Affairs: (601) 276-3717 or (601) 276-4810

There is a first-aid kit in each building—SEE YOUR DEPARTMENT CHAIR.

Non-Discrimination Statement

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885 ; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717 ; SMCC, 1156 College Drive, Summit, MS 39666.

Campus Map