



Evening News

FOR PART-TIME INSTRUCTORS

Spring Quarter 2012

12401 SE 320th Street
Auburn, WA 98092-3622

(253) 833-9111 Auburn
(206) 464-6133 Seattle
(253) 924-0180 Tacoma

Evening and Saturday Programs Support

Continuing Education and the Evening Program's Office has been moved to the WT building on the south side of the campus.

Darla is still available to provide support services to all part-time faculty teaching evening or Saturday classes on the GRCC Campus.

Support Services

- Emergency messages, call Ext. 2537 (late for class, illness, cancellations, etc.)
- Duplicating Class Material
- Audio-visual Support

C.E. Office Hours Spring Quarter

Monday - Thursday
9:00 a.m. - 7:30 p.m.

Friday
9:00 a.m. - 5:00 p.m.

Continuing Education Extension 2535

Support Staff:

Darla Abraham,
Program Coordinator
Judy McIvor,
Administrative Assistant

Grades

All instructors shall turn in grades to the Registrar on Monday, June 18 by 5 p.m. Web Grading is available; due date is Tuesday, June 19 by 11:30 p.m. If you need help, please contact Angie Brenner on extension 2518.



Copying and Printing

The copier in the former CE building can no longer be used. The copier in the WT building cannot be used to make more than 15 copies per original. Any copies made in WT must be charged to your own department's copy code.

Please allow at least two days for copying and three days for printing requests. All high volume duplicating (15+ copies per original) **must** be sent to the Print Shop. Please complete a duplicating request form with specific instructions regarding the number of copies, date required, etc.

Audio-Visual Support

Audio-visual equipment may be ordered through the CE Office. Please allow at least two days lead time to process your request. The AV Department has a catalog of videos and films available at GRCC for use in your class.

Mail Boxes

Evening instructors who wish to have a mail box assigned in another building, may request a mailbox in the WT building. Please check your box regularly for grade rosters, bulletins, notes from students, telephone messages, etc. Mail boxes will be emptied at the end of the quarter.

Class Rosters

Please check your mailbox prior to your first class session to pick up your class roster, student evaluation forms and miscellaneous information. It is important that all students in your class are properly registered. Please follow up on any discrepancies between class rosters and actual enrollment.

Parking

There is no charge for faculty to park in any open (non-designated) parking space at any time, or for parking in STAFF spaces after 5 p.m. (STAFF parking by Holman Library is for STAFF only, 24 hours a day, 7 days a week and DOES require a parking permit.) To park in other STAFF spaces before 5 p.m., you must have a faculty parking permit. These permits are \$20 per quarter and are available at the Cashier's window in the Lindbloom Student Center.

Part-time Faculty Handbook

Many College policies, procedures, rules, regulations, etc., are outlined in the GRCC Policy and Procedure Manual and the Negotiated Agreement. These publications provide information on:

- Services for Students
- Administrative Services for Faculty
- Instructional Policies & Procedures

All of these publications are on file in the Human Resources office. To inquire about eligibility criteria for part-time faculty benefits, contact Human Resources at ext. 2600.

Holman Library Hours:
 Monday - Thursday, 7 a.m. - 10 p.m.
 Friday, 7 a.m. - 6 p.m.
 Saturday & Sunday, 2 p.m. - 6 p.m.

The Paper Tree Book Store Hours:
 Monday - Thursday, 7 a.m. - 7 p.m.
 Friday, 7:45 a.m. - 4 p.m.
 Saturday & Sunday, Closed

Book Buy Back Dates:
 June 13, & 14, 8 a.m. - 7 p.m.
 June 15, 8 a.m. - 3 p.m.

CAMPUS CLOSED
 Monday, May 28, Memorial day

*Welcome or
 Welcome back!*

PERSONAL VOICEMAIL BOX

Voicemail service is still the most efficient message service for part-time faculty. If you would like a voice mailbox established, please contact Shirley Benson at extension 3355, or leave a message on her voicemail box.

GRCC Telephone Extensions



Evening Programs	x 2537
Human Resources	x 3320
Payroll	x 2012
Bookstore	x 2069
Registration	x 2500
Security / Emergencies	x 2250
Parking	x 3350
Evening Support Services	x 2537
Educational Planning	x 2500
Testing Center	x 2650
Media Center	x 2108
Disabled Student Coordinator	x 2631
Women's Center	x 2547
Enumclaw Campus	x 3400
Kent Campus	x 5000

EMERGENCY PROCEDURES

Life Threatening

In the case of a life-threatening emergency, dial "9" plus 9-1-1 from a campus extension. From a cell phone, dial 9-1-1 directly.

Other Emergencies

For all other emergencies, please call Security on Ext. 2250, or 833-9111, ext. 2250.

FACILITIES

Vending Machines

- Lindbloom Student Center
- Technology Center



Final Exam Schedule for Evening Classes

If classes are held only one night a week, the final examination will be held during the normal class session unless alternate arrangements are approved by the respective associate dean/division chair.