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- Campus Security
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- Facilities
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- NFCC Faculty
- Faculty & Adjunct Resources
- Academic Success Center
- Online High School
- Sentinel Cafe
- Campus Life
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- College Advancement

Faculty & Adjunct Resources

Important Adjunct Information Links

- [Class Schedule](#)
- [NFCC College Catalog](#)
- [NFCC Employee Handbook](#)
- [Board of Trustees Policy Manual \(Adjunct Instructor Policy page 46\)](#)
- [Course Syllabus Template](#)
- [Security/Emergency Protocol](#)
- [Academic Honesty](#)
- [Adjunct Check-Out Form](#)
- [FERPA](#)
- [Entering Final Grades](#)
- [Access to class rolls and My NFCC Info Network](#)
- [Learning Resource Center](#)

Departmental Contacts

Virtual Bookstore	Virtual Bookstore	Bookstore Manager: Janie Mitchell (850) 973-9437 bookstore@nfcc.edu	Student Services Director: Kim Halfhill (850) 973-1623 HalfhillK@nfcc.edu
Human Resources Contracts Payroll Info	Human Resources	Bill Hunter (850) 973-9448 hunter@nfcc.edu	Karen Turner (850) 973-9487 turnerk@nfcc.edu
Duplication (Printing)		Tammy Home (850) 973-9464 duplication@nfcc.edu	Bldg #5 for duplication of course materials.
Audio Visual Classroom Tech. Smartboards		Linda Brown (850) 973-9456 AudioVisual@nfcc.edu	Bldg #5 for audio-visual needs or assistance with SmartBoard issues.
Desire2Learn (D2L)	D2L	Carolyn Thigpen (850) 973-9434 D2LHelp@nfcc.edu	Bldg #5 for assistance with D2L.

Library

www.nfcc.edu/library

When instructors receive their IDs in the library, they will be activated for use as a library card. ID allows access to all the library's online resources as well as print and AV materials. We encourage requests for materials and look forward to working with you and your classes.

Testing Center

www.nfcc.edu/admissions--records/testing--assessment

PLACEMENT TESTING INFORMATION

All students entering degree programs, taking degree-credit courses, or any level of English, math, or reading courses must take a placement test before registering. ACT, SAT, and CPT are accepted. PSAV (Vocational Certificate) programs must take the T.A.B.E (Test of Adult Basic Education). Students entering Corrections or Law Enforcement must take the CJBAT test. Scores may be no more than two years old.

Testing Schedule: Call 850/973-9451 or 973-1665 to schedule an appointment. A schedule is available at www.nfcc.edu and

NFCC PREVIEW

CALENDAR

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	1	1	1	1		1
2	3	4	5	6	7	8
			1	1		
9	10	11	12	13	14	15
					1	1
16	17	18	19	20	21	22
	1	1				
23	24	25	26	27	28	1
					1	1
2	3	4	5	6	7	8

in the Enrollment Services office.

Duplication

Instructors can send their copy requests to Duplication@nfcc.edu or they can bring the documents to the Duplication center in building. Also, there is a secured drop slot located on the outer back door of the Duplication office so that anyone can drop off requests before or after hours. Please allow at least 24 hour turnaround time. Duplication staff hours are 8-4:30 with a lunch hour from 2:30-3:30 daily. Duplication staff can leave copies in the adjunct mailboxes located in the library if requested. If the stack of copies is too large for boxes, it can be left with library staff for pickup after hours.

Campus Email / NFCC Network Computer Access

[Webmail](#)

[MyNFCC Information](#)

Once the appropriate paperwork is completed and signed in Human Resources, Computer Services will be notified to set up a campus email address, network ID/ account, and NFCC Information Network (Banner) ID for the instructor.

Office for Students with Disabilities

[Disability Services](#)

Americans with Disabilities Act

NFCC is dedicated to the concept of equal opportunity. Students wishing modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Office of Student Disability Services directly. Accommodations and modifications will be made after the student registers with the Office for Student Disability Services and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Please call Suzie Cashwell (973-1683)(V). The TTY number is 973-9611.

College ID/Parking Decal/ Office and Classroom Keys

ID cards can be obtained in the library once proof of level 2 fingerprinting (pass) has been supplied. See Claudette Alexander in the Business office for a staff parking decal. See your department chair for a key request form if keys are needed.

Parking

STUDENTS/VISITORS: WHERE TO PARK ON CAMPUS

Questions: Contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full and part-time employees of the college. Faculty and Staff parking spaces are clearly marked. Students/Visitors should only park in white-lined parking spaces and/or in areas specifically designated for Student/Visitor parking. Vehicles illegally parked will be towed at the owner's expense.

ENFORCEMENT

If a vehicle is parked illegally anywhere on campus, the vehicle is subject to be towed at the owner's expense. Signs will be displayed near parking areas with the name and address of what company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida Community College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Office Hours

Adjunct/Part-time faculty must be available to students. A minimum of 2 office hours per 3 hour course per week must be scheduled and posted. An instructor is urged to make additional appointments to see students if requested.

What to Do/ Who to Ask FAQ

Running Late	Call your department chair
Not Able to meet a class	Notify the department chair so he/she can make arrangements to cover your class. This may involve some or all of the following: <ul style="list-style-type: none"> ● Proctor for exams ● Assignments, class work ● Note on classroom door
Have a	

e classroom e m e r g e n c y	Call Security at 973-0280
Have a c l a s s r o o m i s s u e o r d i s p u t e	Notify the department chair for assistance.

Small College. Big Possibilities.

[MSDS Online](#)

[Virtual Bookstore](#)

[Accreditation](#)

[D2L](#)

[Equal Opportunity](#)

[GoMail](#)

[Library](#)

[MyNFCC Info Network](#)

[Privacy Policy](#)

[Webmail](#)

[Webmaster](#)

325 NW Turner Davis Dr. Madison, FL 32340 850.973.2288 or
866.937.6322

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