1. Where do I get a Western ID?

You can get your Western ID in the Student Development Office in the Kumm Center (La Crosse Campus, Room 100). At the RLCs, contact the office staff and they can take your picture and have your badge created and sent to whichever campus you prefer. The Western ID is primarily used for security and access to campus buildings. However if an online-only instructor wishes to have a Western ID, please contact Human Resources at 608-785-9077 to aid you with this process.

Note: check your city for local discounts using your Western ID

2. Where can I buy a parking pass?

You can purchase a parking pass in the Student Development Office in the Kumm Center (Room 100). Parking passes are only needed on the La Crosse campus. All of the RLCs have free parking.

3. Is there a dress code for faculty?

Yes, there is a dress code for faculty.

“During regular work hours, Western expects that each employee's dress and appearance should present a professional and businesslike image to students, visitors, and the public. Employees should feel comfortable at work, yet always look neat and professional (business casual). Use good judgment and common sense when selecting clothing for work. Dress code guidelines apply to all employees including student workers and part-time/temporary workers. The following table lists some examples of appropriate and inappropriate attire as a starting guideline.”

See the Employee Handbook at:

4. How do I access my Western email account from home?

You can access your Western email by going to the Faculty Resources Website at: https://facultyresources.westerntc.edu/ The Web Mail link is at the top of the page. You will need to enter your full Western email address and Western password to access your Western email.
5. **What are Professional Days? Am I required to attend?**

   Professional days are contract days scheduled for full-time faculty. As an adjunct, you are welcome to attend any sessions or workshops, but you are not required to attend. Check with your dean or program chair for more specifics.

6. **Do I need to attend departmental meetings?**

   Program meetings are not required, but you are welcome to attend. Check with your dean or program chair for more details. Online only instructors should contact the dean of the division for web conferencing options.

7. **Is there a college-wide grading scale?**

   Yes and No. No, we don’t have a college-wide grading scale. Yes, we have a guideline you can review, showing you the GPA in relation to letter grades. You can see more about GPAs in [Academic Policies](#) area on the Western intranet. As far as grading goes, a common scale looks like:

   - A  93-100%
   - A/B  88-92
   - B  83-87
   - B/C  78-82
   - C  70-77
   - D  60-69
   - F  <60
   - F  For a student who attends and fails the class
   - FX  For a student who never attended class
   - F1  For a student who attends at least one class and stops attending.
   - I  Incomplete

   **An Incomplete is up to the instructor to give out.** Make sure to review the information on what this process involves before you agree to an Incomplete. You can read Western’s grading policy at: [https://intranet.westerntc.edu/depts/Academics/policies/Current%20Policies/Grading%20Policy%20doc%20.pdf](https://intranet.westerntc.edu/depts/Academics/policies/Current%20Policies/Grading%20Policy%20doc%20.pdf)

8. **How do I know if the College will be closed due to inclement weather?**

   If the college is closed due to inclement weather, it will be communicated via radio and television stations, Western email, [Western’s Facebook page](#) and [Western’s Twitter account](#). You can also be added to their text message alert system. Go to [https://www.westerntc.edu/emergency-notification-system](https://www.westerntc.edu/emergency-notification-system) to register.
9. **What if I have to miss class?**

   Check with your program head/dean or front office staff to find out what the policy is for your particular division, program, and campus.

10. **Are adjunct faculty expected to post office hours?**

    No, most adjuncts will have “virtual” hours. This simply means you agree to communicate with your students via email, or any way you feel comfortable with. You do not have to give out your phone number unless you choose to.

11. **Who do I contact if I am not able to get into my classroom?**

    At the RLCs, you’ll be able to check in with the front office staff for help. In La Crosse, you can pick up any emergency phone (located in each building) and ask security to come open your room (there is nothing to dial, simply pick up the phone and you’ll get through). **NOTE: Work with your mentor, dean and/or associate dean prior to starting your class to make sure the right people have been notified when and where you’ll need access.**

12. **Will I have access to administrative assistance (clerical services)?**

    Each department is different; you will need to check with your mentor, dean or program chair. For example, most of the RLCs will help with limited printing needs, etc. Please be mindful of turn-around time. If you need something printed for your 6pm class, and you’re teaching via IDL, give each campus enough time to process your request. There are printing services you can use if you need bulk printing, (such as DigiCOPY), etc.

13. **Where is the copy center?**

    Western uses an off campus copy center, DigiCOPY. Check with your dean or program chair for any further copying instructions. The link for DigiCOPY is located at [http://wtc.dcopy.net/login](http://wtc.dcopy.net/login). At the RLCs, you can have the front office staff help you with copies.

14. **Are there printers in my building that I can use for emergency purposes?**

    In La Crosse, there are printers throughout the departments, but check with your mentor, dean or program chair to find out the policy on utilizing them. At the RLCs, each classroom should have a computer you will use for class. You can send copies to the office if you need to. The front office staff can also make copies for you.
15. Are there standard requirements that I need to teach for my course?

Yes, there are course outcomes set up for each course that defines what the students need to learn in each course. You can find those outcomes through our WIDS system. These “Course Outcome Summaries” COS, will be listed by class. First you go to the WIDS login site at:  https://westerntc.wids.org/Login.aspx?ReturnUrl=%2f Once you’re there, you’ll have to enter your USERNAME and PASSWORD; then it should open to the classes. Use the Search feature to find your class. If you have any trouble getting into this area, contact your mentor, or your dean/associate dean for help.

16. Do I choose the textbook for my course?

No, your textbooks will be provided by the division/program that you are teaching for. You can find a list of textbooks and materials needed for your class at the WIDS site.

17. Will I be given a copy of the course textbook?

Contact your mentor, dean/associate dean and/or the program chair to get a copy. You can also work with the front office folks at the RLCs.

18. What technologies and media are available for teaching?

Western has a number of resources and faculty members to assist you with any instructional technology questions. Go to our Faculty Resources Website and you’ll find links to multiple areas related to teaching resources: https://facultyresources.westerntc.edu/

19. Where do I get the WiFi code?

A. Information about computers, printers, networking and IP phone questions can be found by calling 608-789-6266 or emailing pcservice@westerntc.edu

B. For the RLCs, you may want to ask the front office personnel for a contact person for that particular location.

20. Wireless options?

The WESTERN STUDENT connection is the Western Wi-Fi connection for adjunct faculty to use with their personal mobile devices. When connecting to WESTERN STUDENT, you will be asked for your Western user name and password in a web page that opens, much like the internet connection at a hotel. Western owned equipment (i.e. staff or departmental laptops) use the TECHNET WIRELESS network, which requires a profile that’s loaded by IT Services on the mobile device.
21. What do I do if there is an emergency situation?

There should be an emergency guideline brochure located in each classroom. You can also contact the front office staff, call campus security, or dial 911. It is a good idea to go over basic emergency procedures with your mentor as well. You can find more information at our Emergency Information web page: https://www.westerntc.edu/emergency-information

22. How/when do I get paid?

Information about payroll can be found at: https://intranet.westerntc.edu/Payroll/_layouts/15/start.aspx#/SitePages/Home.aspx

There are time card forms available and schedules for timecard due dates and check deposit dates. Checks are done via direct deposit. Your department/division and/or dean/program chair will let you know who to submit your time card, too. Other questions can be directed to Amanda Grosse in Payroll at: grossea@westerntc.edu, 608-789-6253.

23. How do I make a student referral for counseling services?

Start by going to our Faculty Resources Website and click on “Adjunct Faculty: https://facultyresources.westerntc.edu/adjunct-faculty/

There is an Early Referral Form and a “When to Refer” guideline listed there. You can call the counseling area at 608-785-9553. You can also check out http://www.westerntc.edu/Counseling/ for more options.

24. What should I include on my syllabus?

You may want to check with your dean or program chair for specific guidelines for creating your syllabus. You should also be able to access a “shared” syllabus already created by faculty you can copy, in WIDS. Adjunct faculty are required to create their own syllabus in WIDS. This link will take you to a series of three videos showing you how to do this. (Scroll down to where videos start and start with video https://facultyresources.westerntc.edu/curriculum/syllabus/

25. How do I get my class roster?

A. You can access it at: https://mywestern.westerntc.edu/PowerCampus%20Reports/All%20Staff/ClassEnroll mentNameAddress.rdl?Web=1. Fill out the appropriate fields and it will take you to your roster.

B. There is also a section that will give you an introduction to PowerCampus and a number of E-Training opportunities where you will be able to locate and generate a
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26. How do I post grades?

Western uses a system called **PowerCampus**. You can access it at [https://ss.westerntc.edu/SelfService/Home.aspx](https://ss.westerntc.edu/SelfService/Home.aspx). You will be required to log in with your Western user name and password. There is e-training for PowerCampus, including how to enter your grades, at: [https://intranet.westerntc.edu/Pages/PowerCampus-Training.aspx](https://intranet.westerntc.edu/Pages/PowerCampus-Training.aspx). Remember to use the Microsoft Edge web browser when accessing the web page.

27. How do I find out who my program chair is?

Ask your mentor, dean/associate dean.

28. What if I have a student who says that they have a learning disability and needs accommodations?

If a student with a documented disability is requesting accommodations in your class, you will receive a confidential informational letter from Access and Language Services. If a student requests services from you directly and you have not received this letter, please refer them to the Access and Language Services Office in the Welcome Center, Room 164H or call 608-785-9875. The following link will provide you with information for working with a student with a disability:

[https://www.westerntc.edu/access-and-language-services](https://www.westerntc.edu/access-and-language-services)

29. Who do I contact to request help for a student with disabilities?

Contact: Access and Language Services in the Welcome Center, Room 164H or by calling 608-785-9875. You can also contact Kris Follansbee, Manager, Access and Language Services at: follansbeek@westerntc.edu

30. Where can I get resources and support to design and develop my course?

Western has a number of resources and faculty members to assist you with any instructional design and technology questions. One area that will be very helpful is Academic Excellence and Development. You can also click on the adjunct faculty link on our Faculty Resources Website for more information:

[https://facultyresources.westerntc.edu/adjunct-faculty/](https://facultyresources.westerntc.edu/adjunct-faculty/)

The Academic Excellence and Development Division (AEDD), is a resource you can turn to for any questions you might have related to teaching and learning. Feel free to drop by AEDD, located in Coleman 248, between 8:00am - 4:00pm, or reach out to:
31. **Are there any extra certification requirements?**

Certification questions can be referred to Jackie Kettner-Sieber at: Kettner-SieberJ@westerntc.edu or call 608-789-6233. Check out: https://facultyresources.westerntc.edu/training-development/ for more information.

32. **Who can I contact about professional development?**

Professional Development questions can be referred to Jackie Kettner-Sieber at: Kettner-SieberJ@westerntc.edu or call 608-789-6233. You can also check out: https://facultyresources.westerntc.edu/training-development/ for more information.

33. **Are there services to support students’ academic needs?**

There are a variety of resources available for students who may need academic help. The Learning Commons provides free academic support to students such as tutoring, individual help in coursework, study skills seminars and other services. Email LearningCommons@westerntc.edu or call 608-785-9198 for more information.

You can also go to the Faculty Resources Website and click on “Supporting Students”. https://facultyresources.westerntc.edu/student-support/

**Where do I find a school calendar?**

The school calendar can be found at: https://facultyresources.westerntc.edu/ in the “Calendar” box. This provides faculty and staff with a calendar that includes professional development days. A direct link to the academic calendar is: https://www.westerntc.edu/sites/default/files/documents/AcademicCalendar.pdf
**Adjunct Faculty**

**Frequently Asked Questions**

34. **How do I access student information?**

Western uses a system called **PowerCampus**. You can access it at [https://intranet.westerntc.edu/Pages/PowerCampus-Training.aspx][1]

There is a section that will give you an introduction to PowerCampus and a number of E-Training opportunities. This is where you will be able to locate how to access student information.

35. **Who do I contact for computer services?**

If you need help concerning your computer contact the Instructional Network, Media Services (INMS) at 608-789-6266 or send an email to PCservice@westerntc.edu

36. **Is there a handbook for faculty? students?**


**What is the drug and alcohol policy on campus?**

Western is a Drug-free School/Workplace. Any violation of this policy should be referred to the Student Life Office. Smoking is permitted on the “**Courtesy Zone**” located between 7th Street and Badger Street and Vine Street on the La Crosse campus. Check for information about the Tobacco-Free Policy at: [https://info.westerntc.edu/sites/Policies/Pages/F0400.aspx][4]

37. **Who are the Regional Learning Center (RLC) contacts?**

You can find out location information for the RLCs at: [https://www.westerntc.edu/regional-locations][5]

38. **Is there a cafeteria on campus?**

The Union Market is located on the first floor of the Kumm Center (La Crosse campus) Check here: [https://www.westerntc.edu/union-market][6] for more information.

39. **Where is the bookstore?**

The Cavalier Campus Shop is located on the first floor of the Kumm Center on the La Crosse campus. You can find out more at: [http://www.westerntcbooks.com/][7]
40. Is there security on campus at all times?

The Security Office, which is located in the Coleman Center Room 131, patrols the La Crosse campus through the day and night. You can report a campus emergency by calling 785-9191 or by calling 911 directly. For all other Western campuses, report all emergencies to the main office of that campus and/or call 911. Find out more at: https://www.westerntc.edu/safety-and-security