

GENERAL INFORMATION

- A. **Emergency and Changes in Class Schedules** - if an emergency prevents you from meeting your class, please call your supervisor so your students can be notified. It is expected that a makeup will be scheduled for any missed class. See page 40 for **Instructional Time Make-up Form**. This form should be submitted to your dean within one week of the missed class. Document this in your grade/roll book.

If your class will be on a field trip, at the LRC, or in any other location other than your assigned classroom, please let your supervisor know ahead of time and leave a note on the classroom door.

- B. **Work Stations** - it is the duty and responsibility of instructors to be on time for each class and to provide at least 50 minutes of instruction per hour as scheduled.
- C. **Alcoholic Beverages and/or Narcotics:** - these are not permitted on campus, and any instructor under the influence of alcohol or narcotics during the performance of instructional duties will be subject to immediate dismissal. Smoking is permitted only in designated areas.
- D. **Information to Students** - The following information should be discussed with students:

- # Secure parking permits from the Business Office.
- # **No smoking** in any building. Smoking is permitted in designated areas.
- # **No food** or beverages are to be brought in labs, shops, or computer labs.
- # Library facilities are available to all students and instructors. No charge. Open 8:00 a.m. until 9:00 p.m., Monday through Thursday, Fridays 8:00 a.m. until 5:00 p.m., Saturdays 9:00 a.m. - 2:00 p.m.
- # Learning Assistance Lab is staffed from 8:00 a.m. until 8:00 p.m., Monday through Thursday, and from 8:00 a.m. until 4:00 p.m. on Friday. The Center is on the second floor of Oaks Hall.
- # Bookstore hours are 5:00 to 7:00 p.m. Monday and Tuesday and from 9:00 a.m. to 2:00 p.m. Monday through Friday. During registration and drop/add periods, the hours are extended to accommodate students/faculty/staff.
- # Care of class area is the responsibility of students and instructors. Put area back in order for next class before you leave.
- # Policy on cancellation of classes due to weather conditions or for emergency reasons; SCC will not close except in extreme circumstances. We also have the option for a delayed schedule. When closed or delayed, a general announcement will be made by local radio and/or TV stations. An announcement will also be available by calling the Sylva campus. See page 23 for **Inclement Weather Delayed Class Schedule**.

Office Numbers: Sylva campus 586-4091 or 800-447-4091
 Macon Center 369-7331
 Cherokee Center 497-7233
 Swain Center 488-6413
 Cashiers Center 743-6688

- # Computer lab available to SCC students and faculty - Learning Resource Center. Hours are 8:00 a.m. - 9:00 p.m. Monday through Thursday, 8:00 a.m. - 5:00 p.m. Friday, and 9:00 a.m. - 2:00 p.m. Saturday.