Faculty Handbook
for Teaching at Bitterroot College (BC)

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Activate & Access Online Accounts

Your Two Important ID Numbers

As BC faculty, you are assigned two important identification numbers:

- Your **Employee ID number, 790-xx-xxxx**, which is used for payroll, HR, employee records, and other administrative purposes. **IMPORTANT**: You should keep your Employee ID number confidential unless its disclosure is needed for BC purposes. Contact the BC Director of Administrative and Facilities Services (**John Schneeberger – 406.370.3230 (john.schneeberger**) for Your Employee ID number (790-XX-XXXX).

- Your **NetID number**, which starts with your initials, followed by six digits, and ends in "e". The NetID number is used for access to BC resources, including Moodle and Cyberbear among others. **IMPORTANT**: For security of student records, you should keep your NetID number entirely confidential.

Activating your NetID number

Step 1) Contact the BC Director of Administrative and Facilities Services (**John Schneeberger - 406.370.3230 (john Schneeberger@mso.umt.edu**) for your Employee ID number (790-XX-XXXX).

Step 2) Go to [NetID Lookup](#) at [login.umt.edu](#) and provide Last Name and Birth Date.


Step 3) Go to Cyberbear page.

Step 4) In NetID box, type NetID; in Password box, type last six digits of your Employee ID number; click on Login button.

Step 5) Complete activation by following steps to reset password and establish a security question.

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o **Questions** about activating your NetID and UM Email account should be directed to the BC Director of Administrative and Facilities Services (John Schneeberger 406.370.3230 (john.schneeber@mso.umt.edu) or contact UM IT Central (406.243-HELP (4357), italk@umontana.edu) .

o ## General Faculty Information

All employee information can be found using the my.umt.edu website. Start by clicking on the "Employee version" button to see options for faculty.
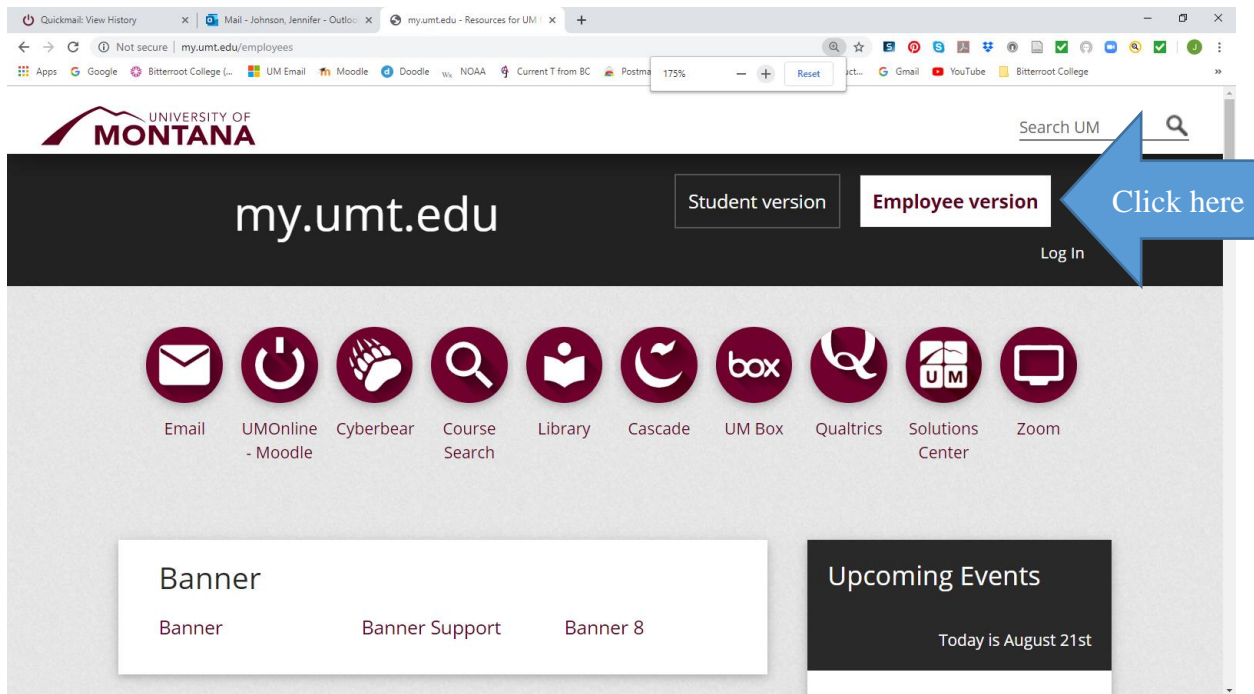
For your convenience, however, you may wish to peruse the following categories:

- *Faculty Email*

    For communicating electronically with students, staff, or administration, activate your **UM Employee Office 365 Email** account. To activate and login to email, visit UM Employee Email link on the BC homepage. For activation password, contact the BC Director of Administrative and Facilities Services (John Schneeberger (john.schneeberger@mso.umt.edu). **IMPORTANT**: Take special care in language choices when communicating with students using email, texting, and discussion boards or rooms as written forms of communication can be misinterpreted by students.

- *Faculty Profile*

    Post or update your professional information and picture in the BC faculty directory using your NetID to login to the UM Employee Database.

- *Moodle LMS (Learning Management System)*

    To post course information and/or communicate with students online, establish a **Moodle Supplement** for your course by request at Request a Moodle Supplement. Once completed, you will be able to develop your course website to your specifications.

    Support for developing a Moodle course website can be found at the UM Instructional Design webpage. **NOTE**: Firefox is the preferred browser for Moodle; other browsers have shown to limit Moodle's functionality. For help with any Moodle-related issue, contact Moodle Support (406.243-4999, umonline-help@umontana.edu). **IMPORTANT**: Take special care in language choices when developing your course website as written forms of communication can be misinterpreted by students.

    Any questions about activating a Moodle Supplement can be directed to Moodle Support (406.243-4999, umonline-help@umontana.edu.

    Required Faculty Courses and Tutorials

    All UM employees are required to take a **Discrimination Prevention Tutorial** accessible from your Moodle account via UM Login. Instructions for the tutorial are available to download via the Office of Equal Opportunity and Affirmative Action. For an understanding of **UM discrimination and sexual harassment policies**, visit the UM Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation website.

    All UM employees are required to take the ***Indian Education for All in Montana*** **online course**, accessible from your Moodle account via *UM Login*. The course is designed to take about two hours. Participants must complete three short quizzes, which may be re-attempted, and must earn a 100% score for the completion to be registered. The course will include an opportunity to provide feedback through a survey.

- *Collective Bargaining Agreements*

    Depending on your contract, your role and responsibilities as faculty may be covered under the UM Collective Bargaining Agreement (UMCBA) or the Missoula College Collective Bargaining Agreement (MCCBA). For clarification on which CBA covers you, contact the BC Director Angela McLean (amclean@montana.edu). Both the UMCBA and MCCBA documents can be found on the Collective Bargaining webpage in the Office of the Executive Vice President and Provost website.

- *Professional Development Opportunities*

    There are many opportunities for professional development through the UM Faculty Development Office. If you cannot attend workshops in person, many workshops can be streamed live using Zoom; just ask the workshop coordinator or host about streaming options. Any BC classroom can be used for streaming workshops using the Calendar in Office 365. For assistance scheduling a room, contact the Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu).

Textbooks, Equipment, and Supplies

Computers and printers

- Faculty computers and printers are located in BC101A (Faculty Office). Faculty can **login using your umt.edu email address and password**. **IMPORTANT:** For security reasons, do not share any passwords with students.

- Faculty **computers** can print either to the printer in the Faculty Office or to the **copier** located in BC110 (Copier/Mailroom). Please remember that **printers are not copiers**. If you need to produce multiple batches of documents, use a printer to print an original and use a copier to make subsequent copies or send your copy job directly to the copier from the Faculty Office computers.

- **Student laptops** are available for use and housed in a cart in the BC Student Success Center located in BC102. All student laptops connect automatically to the BC wireless network. Student login for all BC computers is their NetID and password. Questions about the student laptops can be directed to the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) or the BC IT Specialist (**Chris Rowles -406.361.0638(janette.rowles@mso.umt.edu**).

- BC faculty members may connect personal devices to the **BC wireless network**. To connect, select **eduroam** as the wireless connection and use your **umt.edu** email address and password. For assistance with setting up personal devices to access the BC wireless network, contact the BC IT Specialist (**Chris Rowles (janette.rowles@mso.umt.edu**).

- All BC classrooms are equipped with an **instructor computer** attached to a **projector.** Faculty can login using **your umt.edu email address and password**. **For security reasons,** do not share any passwords with students. **DVDs** may be played directly through each classroom's instructor computer and all BC classrooms have wall mounted speakers for audio. For assistance using classroom equipment or computers, contact the BC IT Specialist (**Chris Rowles (janette.rowles@mso.umt.edu**).

  - o **IMPORTANT**: Projector bulbs are costly and have a limited lifetime; after use, you MUST turn off the projector by pressing the power button on the remote TWICE.

  - o **IMPORTANT:** *ALL videos are required to be **closed captioned** for the hearing impaired.* This service is provided by the UM Electronic and Information Technology Accessibility office *and **takes at least a week's advance notice to prepare**.* For assistance with closed captioning, contact UM Accessible Technology Services Manager (Janet Sedgley, 406.243-5452, janet.sedgley@umt.edu) or contact Electronic and Information Technology Accessibility Office (406.243-3482, eita@umontana.edu).

- **NOTICE:** It is **recommended** that you do NOT use sync in Google Chrome when using a shared computer; for more details, see the IT Announcements on the hallway board next to the Computer Lab (BC103).
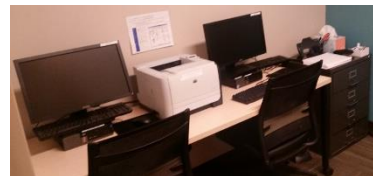
Faculty and Staff Copier

- The **copier** is located in BC110 (Copier/Mailroom). It has a **USB port** for direct printing of pdf documents only as well as **scanning**. **IMPORTANT:** *Entry into the Copier/Mailroom and use of the copier requires pass codes. See* Meri at the front desk) *for the Copier/Mailroom door pass code. The faculty pass code for the copier is posted on the wall behind the copier.*

- **For conservation purposes and as a cost saving measure**, faculty are encouraged to scan or save documents as pdf files and post them on respective course Moodle sites or send them electronically to students, rather than distributing paper copies.

- **NOTE**: The **copier** is for instructor and staff use only. Students needing copies should be directed to the Reception Desk in the Main office (101).

Course Textbooks and Materials

- Students are free to purchase course materials in any way they choose. However, purchasing from online sources can take a few days to weeks for materials to be delivered. It is recommended that you make two (2) copies of the first few chapters of the course textbook(s) for use in the SSC only; contact the BC Student Success Manager (Erin Rosenkrance, 406.541-3191, erin.rosenkrance@umt.edu for information on secured placement and checkout arrangements.

- Any required or optional course textbooks or other course materials must be adopted at the UM Bookstore using **Faculty Enlight.** Faculty Enlight is the only avenue for third-party payers (Veterans Affairs, Voc Rehab, etcetera) to pay for course materials. Additionally, it provides students with a list of required or optional course materials and allows students the option to purchase course materials right away at the UM campus. Adopting course materials for each course on Faculty Enlight should be done **as soon as you are assigned your course**. You will create an account on Faculty Enlight using your UM Email address, which will give you access to textbook adoptions used at UM as well as your previous semesters' textbook adoptions, making textbook adoptions more efficient before future semesters using History. After signing in and clicking on Search, you can search for the course textbook directly or by My School Adoptions, or you can even create a Favorite List. **NOTICE**: When you select a term, use the '*term yy MSLA CO_BCP*' option.

- Faculty are encouraged to use **course packets**, which are made available at cost to students via the UM Bookstore. For more information about customizing a course packet, visit the Faculty Enlight website About Custom.

- You may also reserve course materials for students to checkout temporarily by placing them **on reserve through the UM Library**. For more information, visit the Place Materials on Course Reserve website or contact the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu).

- For information on and access to **UM Mansfield Library** materials and instructional resources, contact the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) in BC102C. Information is also available at the Mansfield Library webpage.

Classroom Supplies and Mailboxes

- For **supplies** such as dry erase markers, erasers, staplers, pens, etcetera, visit the supply cabinet located next to the faculty mailboxes in the kitchen area of BC110 (Copier/Mailroom).

- If there are supplies or instructional equipment **you need but we do not currently have** on-site, contact the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu**) to make procurement arrangements.

- A **mailbox** located in the kitchen area of BC110 (Copier/Mailroom) is provided to each BC faculty member (Copier/Mailroom); faculty members are encouraged to check their mailboxes frequently for internal announcements. **IMPORTANT:** To keep the contents of BC faculty mailboxes secure, *no students are allowed in the BC Copier/Mailroom at any time*.

Facilities

Physical Address, Hours of Operation, and Campus Permissions

- **Bitterroot College (BC) is located at** 103 South 9th Street, Hamilton, MT 59840.

- BC **business hours** are 8am to 5pm, except on Federal and State holidays. An evening BC employee is responsible for monitoring access in and out of the building until the last class ends as well as for securing and locking the building upon closing.

- For **parking options**, see BC Parking Map. NOTICE: Do NOT park on the residential (east) side of 9th Street; you will likely receive a ticket and could be towed. All parking at the BC is free of charge.

- **Eating and drinking** are permitted on BC campus, although they are discouraged in carpeted areas and in laboratories. Please wipe up crumbs and spills, put trash in garbage cans, and generally keep the classroom tabletops, chairs, and floors clean. **EXCEPTION**: *No food or beverages are allowed in BC Computer Lab or Science Lab at any time.*

- **Smoking with either combustible or e-cigarettes is prohibited** in and around the BC facility at all times.

BC Student Success Center (BC102)

- BC Student Success Center (SSC) is open for **tutoring, study, and computer access** Monday through Thursday (8am – 8pm), Friday (8am – 5pm) and Saturdays (10am – 2pm), except during summer and spring breaks. Check with the BC Front office (BC101) for extended weeknight and weekend hours.

- BC faculty may **reserve the use of a Study/Testing Room** in the SSC for office hours or student conferences; contact the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) for scheduling.

- **Make-up exams**, if needed, can be scheduled in the SSC by contacting the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu).

- *Disabled Student Services (DSS) at BC*

    o A student interested in obtaining DSS accommodations should email the BC Director of Academic & Student Services (**John Schneeberger (john.schneeberger@mso.umt.edu**), or call 375-0100 for more information.

    o Any student requiring DSS accommodations must provide faculty with a DSS Verification of Eligibility Letter for Test Modifications on UM letterhead from a UM Disability Services Coordinator, specifying the type of accommodations required. Accommodations may be needed for lectures, such as a note taker or alternative media format, or accommodations may be needed for testing, such as extra time, private room, exam reader, etcetera. **NOTICE: DSS status is highly confidential and should not be shared by faculty with other students.** Questions about faculty obligations for providing in-class DSS accommodations can be directed to the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu), the BC Director of Academic & Student Services (**John Schneeberger (john.schneeberger@mso.umt.edu)**

    o Students requiring DSS accommodations for exams must fill out a Test Proctor Request Form (also available in the SSC) and bring it to faculty prior to the respective exam. Faculty are required to complete the form and attach it to the exam with supplemental materials and deposit the packet in the DSS Mailbox located in the SSC (BC102). The BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) will contact students to schedule exam date, time, and room.

        ▪ NOTE: To maintain exam integrity and security, faculty should ensure DSS students take the exam on the same date as the remainder of the class and to schedule the exam time to start so that neither remaining students taking the exam nor the student

requiring DSS accommodations can give or receive information on exam contents. Make a note for the BC Student Success Manager on the Test Proctor Request Form indicating when you wish the student to begin the exam in order to maintain integrity.

- Students should schedule exams requiring DSS accommodations with the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) in BC102. For more details on this process, visit the Testing Services section of the BC Student Success Center website.

o More information regarding DSS accommodations and services can be found at the UM Disability Services for Students website and at the UM Disability Services for Students Faculty/Staff website.

Instruction

- ➢ **IMPORTANT**: Student information is protected under the Family Educational Rights and Privacy Act (FERPA). Do not share or reveal student information or records with others. For more information, visit **FERPA for Students**.

- ➢ **IMPORTANT:** If a **student is NOT on your Cyberbear roster** after the 15th day of instruction, contact the BC Director of Academic & Student Services John Schneeberger (john.schneeberger@mso.umt.edu) immediately.

Classrooms
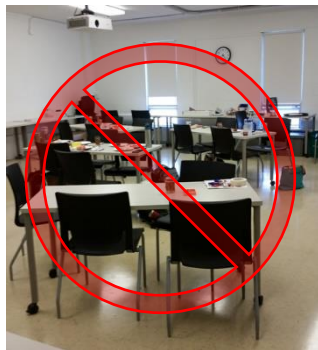
- You may wish to change the arrangement of tables and chairs in your classroom according to your teaching needs. However, you MUST return the orientation of tables and chairs to their original configuration once you are finished with your class; in other words, the rule in the BC woods is "Leave the classroom in the same or better condition than you found it". If you have found your classroom in disarray, please let the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu**) know as soon as possible.

- Before adding posters or other subject-related regalia to your classroom, please consult with the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu).**

Obtaining Student Rosters

- You will never be issued student rosters. However, you will be able to access your student rosters on Cyberbear using your NetID.

Communicating with Students

- To maintain security of student information, communication with students should be done **only within the UM Email system or in Moodle** using the Course Dashboard then Quick mail links. **IMPORTANT**: Take special care in language choices as written forms of communication can be misinterpreted by students. **NOTICE**: To maintain your personal security and mitigate liability, distribution of faculty cell phone numbers, personal email addresses, or personal street addresses to students is discouraged.

- For help with Moodle-related issues, contact Moodle Support (406.243-4999, umonline-help@umontana.edu).

Course Syllabus, Accessibility, and Record Keeping

- Please email an **electronic copy of your course syllabus** as an attachment to the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) at the beginning of each term. If you need help writing your syllabus, contact your department chair or the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) and ask for a template appropriate to your discipline.

- **All syllabi and course documents must be in a visually accessible format.** Visit UM Electronic and Information Technology Accessibility office for more information or view these other helpful accessibility links: Creating an Accessible Syllabus and Creating Accessible Documents.

- Per the MCCBA, **faculty must keep all unreturned records** as evidence of student performance (papers, worksheets, exams, etcetera) for at least one full semester following the semester in which the student was enrolled in your course. This means any work not returned to students in the fall must be kept by faculty through the next spring semester, and any work not returned to students in the spring or summer must be kept by faculty through the next fall semester. NOTE: BC can store any unreturned student work for you; contact the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu)** for more information about this option.

Teaching in the Science Laboratory

- If you are teaching a course in the Science Lab, please be sure to **inform the students in writing** of their risks to chemical exposure using the following statements:

  o "If I am pregnant, become pregnant, or if I am subject to any medical condition, especially asthma or any condition that compromises my immune system, that may affect my use of or my ability to come into contact with these substances, whether airborne or directly, or to safely work in this environment, I am advised to consult with my physician regarding participation in any lab and advise my instructor. My professor and his/her department will make every effort to work with my personal physician in attempting to determine the level of risk to me."

Office hours

- Student success in coursework can be affected by accessibility to faculty, especially when students encounter challenges. Face-to-face and online faculty are expected to hold at least one (1) weekly office hour with students, if appropriate for the course. However, faculty may hold as many office hours as deemed necessary. Speak with your department chair about departmental expectations for holding office hours.

- To ensure a safe space for all parties and to mitigate faculty liability, faculty are advised to leave office doors open during office hours. However, if privacy requires the office door be shut, be sure to open any blinds.

Cancelling a Class

- If you need to cancel a class during the semester due to personal circumstances, please follow through with **ALL three of the actions below**:

  Action 1: Call the BC office at 406-375-0100 *(always leave a message)*

  Action 2: Email the Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu)

  Action 3: Email your students using Moodle to let them know class is canceled and provide them with homework/make-up work instructions.

Grades

- Adequate feedback is critical for learning and pivotal for support of faculty by BC Administration. BC faculty should make every effort to **provide timely and fair feedback** to students in grading their course performance; this may entail posting grades to the Moodle Gradebook or by handing graded work back to students as quickly as possible. Additionally, faculty should make a statement in the syllabus of how grades are assigned or provide a grade distribution. Per the MCCBA, students

have the right to file a complaint regarding faculty actions that adversely affect student academic performance, which includes not getting timely feedback.

- On exams or assignments, faculty should let students know on what they will be evaluated. But it is your prerogative to offer extra credit, curve grades upwards on exams, assignments, or on final grades. However, faculty should always take special care to apply the same standards to all students in the course. For questions about grading specific to your discipline, contact your department chair.

- Grades are posted on Cyberbear using your NetID. A deadline notification for posting grades will be sent to your UM email each semester; however, grades are often due to be posted early in the week following final exams. An 'NF' grade should be given for students who registered but did not attend. For other information about **entering final grades**, visit the *UM Registrar's Office* website.

- If you use an electronic gradebook (Excel, Moodle, etcetera), faculty are recommended to keep a printed copy of it with course records after all grades have been entered.

Adding Students, Overrides, or Dropping Students

- If you course is currently full, you may grant a student an override into your course by using the Registration Overrides link in CyberBear. If you have questions regarding this process, contact Meri Telin (meri.telin@mso.umt.edu).

- For information on **adding or dropping** students, **changing grade options** for students, and the **Early Alert Grading System**, visit the UM Registrar's Office Faculty/Staff Information webpage.

Course Evaluations

- The collective bargaining agreement (CBA) requires that faculty for each course be evaluated by students. Approved evaluation forms and instructions will be delivered in envelopes to your mailbox and should be administered during the last week of class. Faculty should NOT be present during the completion of evaluations and should ask a student volunteer to deliver completed evaluation forms in the envelope to the BC Director of Administrative and Facilities Services (**John Schneeberger**) or the Student Success & Operations Manager (**Meri Telin**) in BC101. The results of these evaluations, including written student comments, will be disclosed to you after each semester and will become part of your faculty record at BC.

Final Exams

- BC sets the **final exam schedule** as close to UM/Missoula College as possible but it is NOT the same. Contact the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu)**) with any special requests for scheduling your final exam date and/or time. Usually, an email regarding the final exam schedule will go out approximately a month before the end of the semester.

Payroll

- The BC Director of Administrative and Facilities Services (**John Schneeberger -406.330.3230 (john.schneeberger@mso.umt.edu**) handles all Bitterroot College payroll and payroll-related questions.

- BC faculty are paid on the **first day of each month**. If the first day of the month falls on a Saturday, direct deposit occurs on Friday. If the first day of the month falls on a Sunday, direct deposit occurs on Monday. For the monthly payroll schedule, visit UM Pay Schedules

- For new faculty, the **first wage paymen**t is always sent to your mailing address via **paper check** (direct deposit does not start until the second wage payment). If you do not receive this paper check in the mail within the first seven days of the month, contact the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu**).

Safety and Security

- ➢ In the case of fire, medical, or security emergency, contact 911 immediately.

- ➢ Visit the BC Safety and Security webpage for detailed safety and security procedures.

Armed Intruder Situation

- In the case of an **armed intruder situation**, follow procedures provided on armed intruder information sheet located in plastic container in classroom podiums. Faculty should review this procedure with their students the first week of classes. Announced drills will be conducted during semester.

Suspicious Packages

- If a suspicious package is observed or reported to you, do NOT attempt to touch or make contact with it; **immediately alert** the BC Director of Administrative and Facilities Services (**John Schneeberger 406.370.3230**)**,** the BC Director (**Angela McLean 406.560.4498**)**,** or Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu).

Building Emergency (i.e., plumbing, heating, electrical)

- In the case of any **building emergency** (i.e., plumbing, heating, electricity), contact the BC Director of Administrative and Facilities Services (**John Schneeberger -406.370.3230 (john.schneeberger@mso.umt.edu**).

First Aid Kits

- **First aid kits** are available at the BC front desk, in the hall cabinet next to the boiler room door, and in the Science Lab. If a first aid kit item needs to be restocked, contact the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu**), as soon as possible.

General Safety Concerns

- If you are having **concerns regarding your safety or the safety of your students** while at the BC facility, **immediately notify** the BC Director of Administrative and Facilities Services (**John Schneeberger (john.schneeberger@mso.umt.edu**) or the BC Director (**Angela McLean (amclean@montana.edu).**

- If you need information **concerning acceptable parameters of student behavior**, refer to the [UM Student Conduct Code](#), which is also available on the [Conduct Codes, and Policies](#) webpage of the UM Campus Safety website.

- If **you are uncomfortable with the behavior** of any student, faculty, or staff member at BC, **immediately notify** the BC Director of Administrative and Facilities Services (**John Schneeberger - 406.3703230 ([john.schneeberger@mso.umt.edu](#))**, the BC Director (**Angela McLean ([amclean@montana.edu](#).** BC is committed to ensuring a safe and productive learning and working environment.

Informing Students, the First Day

➢ IMPORTANT: Student information is protected under the Family Educational Rights and Privacy Act (FERPA). Do not share or reveal student information or records with others. For more information, visit **[FERPA for Students](#)**.

Textbooks

- Students are free to purchase course materials in any way they choose. However, purchasing from online sources can take a few days to a few weeks for materials to be delivered. Inform students if you have made copies of the first few chapters of the course textbook(s) for use in the SSC. If students wish to purchase textbooks and other related materials directly, they may do so at the [Bookstore at the UM](#).

IT Issues and/or Questions

- BC students (and faculty) experiencing **IT-related issues** (UM Login, Cyberbear, UMconnect [student email], Moodle, Library) can contact the BC IT Specialist (**Chris Rowles -406.361.0638 (janette.rowles@mso.umt.edu**). If you or your students need to contact [UM IT Central](#), be sure to

identify yourselves accordingly in order to resolve problems without IT requesting that you or your students drive to Missoula. The IT Central phone number is 243-HELP (4357); email is italk@umontana.edu.

- BC students needing access to BC **printers, copiers, or other office equipment** should be referred to the SSC (BC102) or the BC Front Desk (BC101).

- Refer BC students needing to **add, drop, or change their grade option** after the 15th day of instruction or who need **registration or financial aid forms** to the Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu). Information is also available via the UM Office of the Registrar.

- Avoid advising students about changing classes; BC students needing **academic advising** can schedule an appointment with a counsellor through the Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu). If a **student is having trouble academically**, inform the BC Director of Academic & Student Services (**John Schneeberger (john.schneeberger@mso.umt.edu**) as soon as possible.

- Inform students of acceptable parameters of **student behavior** and responses to academic misconduct such as **plagiarism or cheating** per the UM Student Conduct Code. For assistance with understanding/interpreting the UM Student Conduct Code, have students contact the Student Success & Operations Manager (**Meri Telin** (meri1.telin@umontana.edu) or BC Director of Academic & Student Services (John Schneeberger (john.schneeberger@mso.umt.edu).

BC Student Success Center (SSC)

- The BC Student Success Center (SSC) is open for **tutoring, study, and computer access** Monday through Thursday (8am – 8pm), Friday (8am – 5pm) and Saturdays (10am – 2pm), except during summer and spring breaks. The BC SSC offers free tutoring in several subject areas; for a full listing of subjects, days and times, visit the BC Student Success Center webpage. Also available is free one-on-one online writing tutoring through the UM Writing and Public Speaking Center where students can make an appointment by logging in with their NetID. For tutoring questions or requests, contact the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu).

- All **make-up exams**, if allowed, will be proctored in the SSC by the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu) or by a person designated by Erin.

- BC **students requiring DSS accommodations** are encouraged to contact BC Director of Academic & Student Services (Meri Telin (meri.telin@mso.umt.edu) or call 375-0100 for more information and visit the Testing Services section of the BC Student Success Center website. Students granted test modifications through DSS need to approach faculty with their DSS Verification of Eligibility Letter for Test Modifications on UM letterhead. Students requiring DSS accommodations for exams must fill out a Test Proctor Request Form (also available in the SSC) and bring it to faculty prior to the respective exam. **NOTICE: DSS status is highly confidential and should not be shared by faculty with other students.** DSS-proctored exams are taken in the SSC (BC102) and should be scheduled on the same day and at the same time as the exam being given to the main class. It is the

DSS students' responsibility to schedule exams with the BC Student Success Manager (**Erin Rosenkrance**, 406.541-3191, erin.rosenkrance@umt.edu). For more details on this process, visit the Testing Services section of the BC Student Success Center website. More information regarding **DSS accommodations** and services can be found at the UM Disability Services for Students website.
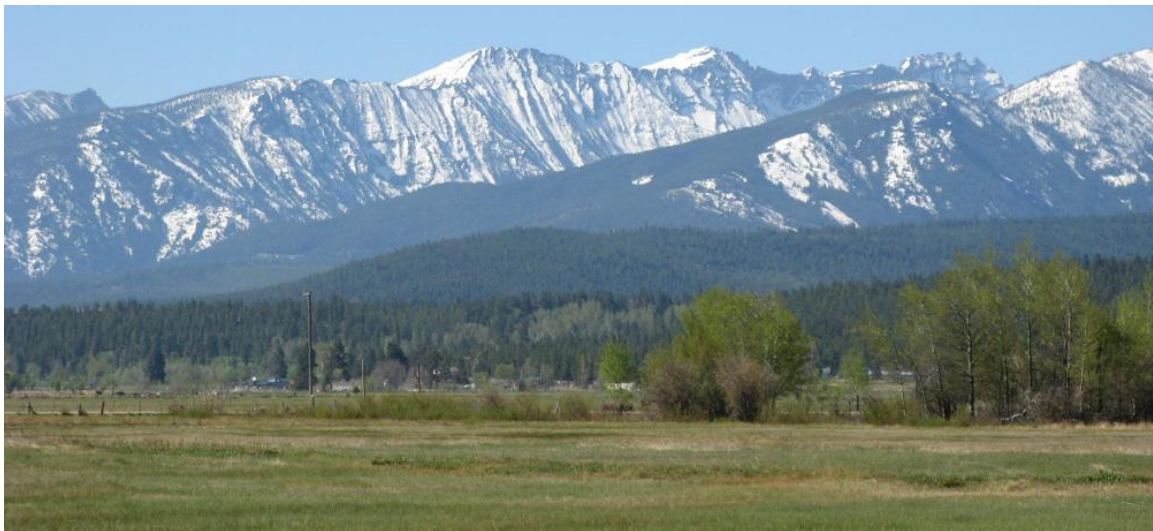
Questions regarding this Faculty Handbook should be directed to John Schneeberger -406.370.3230 (john.schneeberger@mso.umt.edu)