



JOHN A. LOGAN COLLEGE

CONTINUING EDUCATION DEPARTMENT POLICIES AND PROCEDURES

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**CONTINUING EDUCATION DEPARTMENT
POLICIES AND PROCEDURES**

I. Salary

A. The rate of pay for instructors, per contact hour is as follows:

12 to 15 students.....	\$19.00
16 to 19 students.....	\$21.00
20 students or more.....	\$23.00

B. Classes with beginning enrollments of fewer than 12 students will have to have the approval of the Dean for Community Education or the Director of Continuing Education before the class becomes official.

C. Class size shall be based on those students enrolled as of the designated end-of-registration date. Instructors will **not** be paid for additional students registering after the first two sessions. Payroll is calculated at the end of the second session.

D. **Method of Payment.** All instructors will be paid according to dates per the Dean in letters sent at the beginning of each term.

Instructors daily attendance record, and other necessary forms must be submitted as usual and all reports must be received before the final check will be released. Complete grades in HiR before turning in attendance record(s).

Part-time Continuing Education instructors are entitled to some fee waivers. Contact our office to register. For instance, instructors can use our Health Education Complex at no charge during the semester they are teaching.

II. Special Instructions to Teachers

A. All classes must meet the required number of hours each session with the exception of a ten minute break each hour. Any missed class sessions must be made up by holding an alternate session. Makeup schedule must be cleared with the Dean for Community Education

B. All instructors teaching public services courses must prepare and discuss or distribute a course syllabus to the students at the first class meeting in an effort to adequately inform each student of the specific objectives, course content, course outline, course requirements, and the basis for evaluating student progress.

C. Please begin and end each class promptly and use the entire period for instructional purposes, including the first meeting. Go to each class with a definite instructional plan in mind. Since continuing education classes only meet once or twice a week, instructors must use each session to the greatest advantage possible in order to be effective and cover the necessary materials.

- D. Instruction can and should begin at the first class meeting with an enrollment of (12) twelve students or more. These are automatically official classes. **Do not** fill out registration forms or start instruction before you have an official class. No compensation will be given to the instructor if an enrollment of 12 is not reached, unless by prior approval of the Dean for Community Education.
- E. Withdrawal Policy (Read carefully to each class). Students withdrawing from classes, for whatever reason, during the first two weeks will receive a 100% refund by contacting the Office of continuing Education requesting to be dropped. Refunds will not be given after the second week of classes.
- F. Instructor Attendance Record. **At the beginning of each semester, please check your class roster online and print out an attendance sheet from the website for each class you are teaching.** The names should be filled out at the beginning of your course. List all students enrolled, then keep an accurate, weekly count of those present. This will be beneficial to you in preparing your final grade report.

Each Instructor Attendance Record must be completed and one copy returned to the Office of Continuing Education Department immediately after your last class session **before final salary payment can be made and after you have completed your grades online.**

- G. Changes in Class Schedules or Class Cancellations. John A. Logan College reserves the right to cancel, combine or divide classes; to change the time, date or place of meeting; to make other revisions in these course offerings which may become necessary, and to do so without incurring obligation. The College may discontinue a class at any time if attendance falls below expected levels.
- H. Advertising. All advertising of courses offered by John A. Logan College must be approved in advance by the Dean for Community Education. Instructors should not circulate course flyers or buy newspaper advertising space unless they have College approval for the flyers or ad space. Instructors should begin the approval process by contacting Continuing Education Department.

III. Registering Students

Registration in Continuing Education courses can be accomplished by registering online at www.jalc.edu or by filling out a registration form from the brochure and mailing it to the Continuing Education Office. If the registration form is not filled out correctly, the form may be returned to the student. Students may also register in the CE Office or at the first or second class session. Those students who have pre-paid will have seating priority if the class has filled. We are encouraging students to register and pay online. If registering in CE Office, students may be invoiced but only have 2 weeks to pay their bill. Any student with a past due balance at John A. Logan College cannot register until payment

Students pre-registering online will receive a confirmation email from the college stating they are in the class. If the class has filled due to pre-registration, an additional section may be offered if instructors and classroom space are available. Students with personal laptop computers may be admitted to a closed class with permission from the Dean for Community Education.

Students registering in class should know the following information:

- < Name and Address (No P.O. boxes please)
- < Date of Birth - Email address
- < Home and Business Telephone Numbers

Students who register will be billed through their email account or by mail for their course fee (s) and will have two weeks after the class begins to pay their bill. Students will be billed or can do the following.

* Make checks payable to John A. Logan College and send to our Bursar's Office, 700 Logan College Rd, Carterville, IL 62959.

No student will be admitted to class after the second class meeting without special permission from the Dean for Community Education.

IV. Enrollment Policy

- A. Enrollment in continuing education, public service (PS) courses will be accepted without application for admission to the College. There is no application fee, nor is it necessary to have transcripts of previous work. U. S. citizens 12 years of age or older are eligible to enroll in public service classes. Classes for children will have the age limit noted in the course description.
- B. Generally speaking, a second meeting enrollment of twelve (12) students or more will be required for all classes to be declared official. This is to be considered a general rule, and individual classes may be allowed to vary from this requirement at the discretion of the Dean. We should strive for an overall class enrollment average of at least 17 students per class. Instructors are encouraged to "drum up students" for their classes.
- C. Tuition waivers **do not** apply to Public Service courses. Class fees, lab fees, book fees, etc., must be paid by each student.

V. Late Registration Policy

Instructors are responsible for registering students at the first or second class meeting if not registered already. Students will be billed. **Instructors should not collect any form of payment.**

Each instructor will receive 20 registration forms for each class to be taught. Unused forms should be returned to the College. Registration can be a simple process if you will observe the following procedures:

1. Encourage students to register online before the first or second class meeting.
2. Distribute the registration forms (Attachment 2) and go over each item with the class as they fill in the necessary information.
3. Check each form to make sure it has been completed correctly and signed by the student.
4. No student will be accepted in a class until this form is completed in its entirety which includes their birth date. These are required by the state and used for statistical purposes.
5. Your area coordinator will attempt to visit your class to help you with any problems the first night and to collect your registration forms.

VI. Textbooks

All checks for textbooks are to be made payable to John A. Logan College Bookstore (Follett Bookstore).

On-Campus. The College bookstore will be open for your convenience each evening during the first week of registration. You may call the Continuing Education Department for hours they will be open.

Instructors teaching on-campus classes with required textbooks are to send students to the bookstore to purchase books at the beginning of class.

Remember, **Do Not** collect the book fee. The bookstore will collect the proper amount at the time the books are purchased by the students.

Off-Campus. Instructors may pick up books during the day or make arrangements with the Office of Continuing Education Department to pick up books in the evening for their students. You may call the Office of Continuing Education for hours they will be open.

The purchase of textbooks **should not** be required of any student, although it is realized that some classes, by their very nature, will not be meaningful unless a text is used. Nevertheless, purchase of textbooks should remain optional.

VII. Counseling, LRC, Copy Machines

Students and faculty have full use of all facilities and are encouraged to use the College Learning Resources Center (Library), 985-2828, ext. 8338 on campus. Library cards are available to students for \$1. Bring your I.D. It is open and available to all adult enrollees from 7:30 a.m. to 6:00 p.m. Monday and Tuesday and Wednesday – Friday 7:30 a.m. to 4:30 p.m. Library is closed on Saturdays.

Instructors should consider the LRC as a natural extension of the classroom. As the material center of the College, it provides books, DVD's, periodicals, pamphlets, microfilm, filmstrips, slides, films, records, audio tapes, and programmed instruction.

We will be glad to help you with making copies if needed, provided you give advanced notice.

VIII. Makeup Classes

Classes held in public schools do not meet on days that those schools are not in session due to holidays, snow days, etc., but this time must be made up through special arrangements with the school administration. There will be no classes in continuing education when the regular College credit classes are not in session. Examples: Thanksgiving, Christmas, Spring Break, Snow Days, the Friday and Saturday prior to Easter, Independence Day, Labor Day, Veterans Day, Martin Luther Kings Birthday, and President's Birthday.

Please note that the College is on spring break during one week in March. We encourage you to cancel your classes during this week unless there are extenuating circumstances. If you have had to miss a week or two already due to sickness, etc. and would like to meet, make sure you let my office and your students know. Please be aware that our IT Department may not be delivering equipment during spring break. The buildings are open but the maintenance department often has rooms taken apart for special cleaning and your classroom may not be available. Any classes missed during the quarter must be made up either by adding additional time to another session or by adding an additional class meeting. The Continuing Education Department should be notified of any missed classes and the makeup session. Any make-up class time should be complete by the end of the semester!

IX. Class Visitors

Because of John A. Logan College's responsibility, visitors in the building or class shall not be permitted. In this instance, a visitor is anyone not officially registered for your class.

X. Smoking Regulations

Smoking by students & instructors is not permitted in bldgs. on or off campus.

XI. Evaluation Procedure (See CE Website)

Evaluation of instruction is an integral and important part of any educational system. Classes will be evaluated as time permits. Student assessment forms may also be a part of class evaluation.

If a John A. Logan College administrator or coordinator visits your class, please cooperate but continue your regular instruction. Remember, the purpose of the evaluation is the improvement of instruction. Evaluation Forms can be printed from the Continuing Education website.

Surveys, questionnaires, or other research activities by anyone outside the area of the Community Education requires prior approval from the Dean. **Do not** allow unauthorized solicitation in your classroom.

XII. Fees

- A. Fees for continuing education (public service) courses are listed following the description in the schedule of classes. Having a course number which begins with a **PS** (example, Dog Obedience, PS 400). Money for cost of materials (COM) will be collected in class by the instructor.
- B. Employee Waiver. All continuing education instructors are allowed to take use our Community Health Education Center at no charge. Contact the CE office for more information. **All** lab fees, book fees, Public Service (hobby and leisure) class fees and registration fees must be paid by all students.

XIII. Medical Emergency Procedures

- A. On-Campus
Call the campus Security Police Department if you need assistance. Emergency telephone number--8218. If the Security Police Department cannot be reached, contact the College switchboard by dialing "O."
 - 1. If serious injury or illness occurs on campus, immediately dial Security Police Department, extension 8218. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Do not hang up until told to do so.
 - 2. In case of minor injury or illness, provide first aid care. *Use only sterile first aid materials.

3. In case of serious injury or illness, Red Cross or AHA trained personnel* should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **Do not move the victim.**
 - b. Call 911
 - c. Ask victim, “Are you okay?” and “What is wrong?”
 - d. Check breathing and give artificial respiration if necessary.
 - e. Control serious bleeding by direct pressure to the wound.
 - f. Continue to assist the victim until help arrives.
 - g. Look for emergency medical ID, question witnesses, and give all information to the EMTs.

4. Instructors should report all accidents to our Campus Police and to the Dean. **Please fill out appropriate report which can be found on our website.**

Location of First Aid Kits:

ANNEX	C 204	G 119 A
ANNEX MAIN OFFICE	C 215	G 120
ANNEX BREAK ROOM	C 219	G 121
B 29	C 227	G 124
B 30	C 228A	G 211
B 33E	C 230	G 215
B 39	C 232- MAINT. STORAGE	H 101
B 43	C 237	H 104
B 54	C 251A	H 105
B 71	C 253	J (CHEC) 104
LIBRARY	D 166	J (CHEC) 112
HUMAN RESOURCES	D 174	J (CHEC) 222
ADMISSIONS	D 214	REHAB
FINANCIAL AID	D 223	VOC. 3A
VETERAN'S AFFAIRS	D 230	VOC. 9
J (CHEC) MAIN OFFICE	D 238	VOC. 11
C 101	D 271	VOC. 21
C 102	E 102	VOC. 21-2
C 109	E 106	VOC. 25
C 113	E 105	VOC. 30
C 114G	E 107	
C 115	E 108	
C 122	E 120	
C 129	E 202	
C 132	F113	
C 140	F115	
C 143	G 105A	
	G 106 A	
	G 117	

Location of Automatic External Defibrillators (AED's):

E Hall across from E105
 Campus Police Office
 New E Wing, first floor, near E142
 New E Wing, second floor, near E242
 Admin
 Mees Center
 West Lobby, near Gym
 F Wing hallway

Dental hall
G Wing hall near G204
Voc- Auto Body
Voc- Main hall
Voc- Auto lab, west bay area
H- lobby
Chec- pool side, and aerobic side

B. Off-Campus

1. In case of an accident or illness during your class period, these procedures should be followed:
 - a. Observe the established procedures of the facility, if known.
 - b. Call 911.
 - c. Make the individual as comfortable as possible. Wait for the service requested.
 - d. Complete an "Accident Report Form" (Attachment 1) and forward to the Office of Continuing Education as soon as possible.

Emergency Calls: Dial 911

XIV. Insurance Coverage

Remember, John A. Logan College liability insurance covers only you as an instructor. Students are not covered for accidents except under their own insurance policies. Common sense and calmness are important in all emergencies. "Accident Reports" (Attachment 1) must be filed with the Dean for Community Education.

Higher Reach Policies and Procedures:

1.) **New Higher Reach (HiR) software is now in operation as of the August 11th, 2014.**

2.) **Having a valid *email account* is now required!**

- The HiR system requires students and instructors to have valid email addresses.
- HiR automatically sends registration confirmations, payment invoice, and a thank you for registering email upon enrollment.

3.) **Instructor Duties**

Online Registration Assistance

- All instructors who have internet access in their class rooms are expected to show their students the new online HiR registration process. This will be a guided instructional benefit after learning how to navigate the system.

Higher Reach Instructor Resources

- All instructors will do their own attendance and final grades for each class they teach. Please give the Grades of Pass, Fail or INC., (not N/A). Let the Continuing Education Office know if students are not attending your class by the 2nd class session.
- Course rosters can be printed by instructors on HiR (higherreach.jalc.edu). (See instructions provided on page 3 & 4).

4.) **Student Payment**

- Students are being highly encouraged to register online.
 - Students can mail a check or money order to the college Attn: JALC Bursars Office, 700 Logan College Rd., Carterville, IL 62918,
 - Take Invoice over to the Bursar Office window and pay. (Room C213)
 - Call Bursar Office at 618-985-2828, Ext. 8201 or 8440 and pay over the phone if they are already enrolled into the course.
 - Call CE Office at 618-985-2828 Ext. 8248 or 8537 and pay over the phone.

We will no longer collect payments in the class room. Payments are accepted when registering students over the phone. Students can register in the Continuing Education Office and pay or an Invoice with a due date of two weeks is given.

5.) **Online Registration**

- Online class registration *prior* to class meeting will be beneficial not only to instructors but also students and CE staff. There are course registration links within each class offered. Students click their chosen class link and register on the form that opens. Students can either register online, here in office or in class first day. They have 2 weeks to pay their bill. If we are promoting online registration prior to the first class meeting, classes will be more likely to meet

student enrollment needs, allowing classes to start the first night of class instead of waiting to see if the class meets the next week, and then allowing instructors and students more class time. (See page 5)

6.) Instructor Policy Manual

- Instructors can access Policy Manual information by going to www.jalc.edu/continuing-education, by clicking the Instructor Resources folder to view and print needed documents for each semester you are teaching.
- The Attendance Record and Personal Injury Accident Report will need to be printed and kept with you each semester. For the Attendance Record, you will fill in your class name, your name, dates teaching, list all student names and fill in student grades. This information can then be used to add the student's grades to HiR. Please mail, bring in, or fax your attendance record(s) to the Continuing Education Department after your last class session and Grades have been entered. The other links listed on the website are there for you to access if needed.

7.) Coordinator Duties

- Promote the online registration when checking on their classes and speaking with instructors and students.
- Let instructors know students must have a valid email address and express this to students.
- Inform instructors and students that we only accept *checks in person and credit card payments over the phone in the CE Office while students are registering for semester classes.*
- Inform students that they can register in the CE office or on the first day/night of class, if seats available, if they have no online access. This will serve beneficial to Coordinators, Instructors and CE office staff.

Higher Reach Instructor Resources

- Higher Reach will generate a login and password for each instructor and be sent to you via email. You should change your password once logged in.
- Website: higherreach.jalc.edu
- Instructors
 - Click Instructor Login

- Login

- Once logged in from here the instructor can view schedule, their current sections, completed sections, and change their password.
- Clicking current sections is where the instructor will go to view roster, email their class, input grades, and attendance.
 - Under current section show details brings up the class roster and grade details.

The screenshot shows a web browser window with the URL <https://jalc.staging.campusops.net:8443/modules/instructor/index.html?action=gradeSection§ionID=31>. The page is titled "Grade Roster" and features a navigation bar with options: "View Schedule", "Current Sections", "Completed Sections", and "Change Password". The "Current Sections" option is selected.

The "Grade Roster" table contains the following data:

Serial Number	Student Name	Email Address	Grade Scale	Attendance Expected (Hours)	Attendance Actual (Hours)	Current Grade	Assign Grade
0000000010	Colombo, Sheila	sheilacolombo@jalc.edu	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000407	Etienne, Camilla D	launa.davis@jalc.edu	Pass/Fail	37.5	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000376	Klug, Kate	kate.klug@jenzabar.net	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000377	Klug, Trey	kate.klug@jenzabar.net	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000399	Newberry, Michael J.	launadavis@jalc.edu	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000396	Shepard, John A	aprilstanly@jalc.edu	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>
0000000401	Stanly, Lori	aprilstanly@jalc.edu	Pass/Fail	12	<input type="text"/>	<input type="text"/>	<input type="button" value="SUBMIT"/>

The footer of the page includes links for "About", "Contact Us", "Privacy Policy", and "FAQ", along with the copyright notice "© 2011-2020 John A. Logan College".

Higher Reach Online Student Registration

1. To Register for courses
 - Go to www.jalc.edu
 - Click Continuing Education and Health Complex
 - Click Continuing Education
 - Click View Classes and Register Online or the Complete CE semester Catalog
 - Search for the class Category of your choice
 - Click on the blue link that says **Click here to register online**
2. Completed Registration
 - Once the student has completed their registration, they will receive 3 separate emails. They will get a registration confirmation email, an Invoice email and a Payment Receipt email.