

Adjunct Faculty Handbook 2025 - 2026

Welcome
to
Bergen Community College
Office of Adjunct Administration

Mission

In support of Bergen's mission, the Office of Adjunct Administration is dedicated to helping Adjunct faculty flourish as teachers, scholars, and colleagues. Faculty development programs, services, and resources enhance instructional innovation and effectiveness and support scholarly and creative activities, including the scholarship of teaching, and community service. The Office of Adjunct Administration advocates for Bergen's resources to support Adjunct faculty needs and cultivate a positive, sustainable academic environment.

Vision

Adjunct faculty who are essential at all career stages, who continue to learn, design, develop and teach courses, work as scholars and artists, and make fresh new contributions to the College.

An Adjunct Faculty Development Program (AFDP) is dedicated to promoting a culture in which faculty have the necessary time for learning, assessment, and scholarly work. AFDP provides communication and coordination across diverse college programs and encourages interdisciplinary and multicultural perspectives and activities.

Office of Adjunct Administration that brings together staff, faculty, and other college resources to support Adjunct Faculty Professional Development and collaborative work while fostering collegiality and instructional development towards the betterment of our students.

Michael Vivenzio

Coordinator of Adjunct Administration

Judy Jouan

Executive Secretary

GENERAL INFORMATION

BERGEN ID CARD

All staff, faculty, and students are required to obtain an ID card from the Office of Public Safety, L-154, on the Paramus campus or Room 101 at Bergen Community College at the Meadowlands. All members of the College community are required to have an ID card in their possession while on campus. This card also serves as a library card for checking out books and activates the entrance to the staff parking deck on the Paramus campus. Your employment status as an adjunct must have been verified by the Adjunct Administration Department before an ID card can be obtained.

BERGEN EMAIL

Email accounts are provided to all members of the College community. If you are a Bergen Community College faculty member, you should have received an email with your login credentials from your department. Adjunct Administration submits a request to IT upon your employment, and copies your department. Once the ticket is resolved, your login information is sent to your department. An example of the email you will receive with instructions is shown below. If you did not receive this email, please follow up with your department or contact the IT Help Desk at (201) 879-7109 or helpdesk@bergen.edu.

Your Portal account has been created. **Please allow 1 hour syncing time before logging in at https://my.bergen.edu, and 24 hours for LaserFiche Forms access and the Bergen email to sync up.**

Bergen username: jfaculty
Email address: jfaculty@bergen.edu
ID#: 0123456

1. Click Here to set your account password. (A verification email will be sent to your personal email address.)
2. Log into the portal with your new password by visiting my.bergen.edu.
3. Access to Webex will be available on the first day of classes at https://bergen.webex.com.

Password Requirements
Your new password must be a minimum of 8 characters long with at least one UPPERCASE letter, one lowercase letter, and a number.
Your password cannot be the same as your previous 12 passwords, and cannot contain any part of your name or Bergen username.

Set up Multi Factor Authentication (when prompted after accessing email)
For instructions with screenshots and a video tutorial, click here.

1. Download the Microsoft Authenticator App to your cell phone.
2. Browse to https://aka.ms/mfasetup on a computer or other device.
3. Log in with your full BCC email address and password.
4. You will be prompted with a notice for additional information.
5. Click next and follow the on screen prompts to set up the app with your BCC account.
6. Open the Microsoft Authenticator app.
7. Click the plus button and select "Work of School account".
8. Scan the QR code displayed on your computer screen and follow the prompts to complete setup.

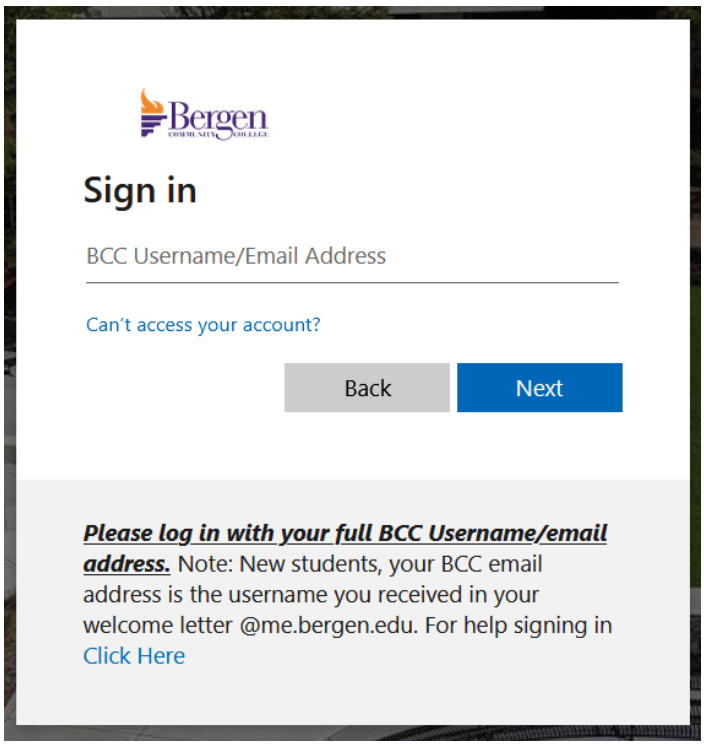
If you need assistance logging into your account, please contact the IT Help Desk at (201) 879-7109 Option 1 or helpdesk@bergen.edu.

Bergen considers email a tool for business purposes, so it is important that it be used in an appropriate manner. Email communications should follow the same standards expected in written business communications and public meetings. Your email account will be active as long as you teach at the college. If you have any questions regarding your email or portal account, contact the IT Help Desk directly at (201) 879-7109 or helpdesk@bergen.edu.

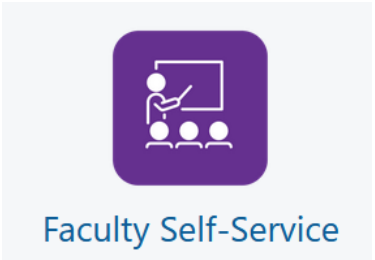
MY.BERGEN.EDU PORTAL

Go to https://my.bergen.edu, and enter your **Bergen Email** and **Password**. Click **Sign in**.

If you forget your password, enter your Bergen Email, click Next and "Forgot my password" and follow the prompts to set up a new one.



SELF-SERVICE VIA MY.BERGEN.EDU



Self-Service provides workflows that allow you to view information stored in the College's administrative information system wherever you have Internet access. Through Self-Service, you can check your section enrollment and print your schedule or class rosters. You will also enter final grades via Self-Service. To access Self-Service features, click the Faculty Self-Service icon after signing in at https://my.bergen.edu.

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INFORMATION TECHNOLOGY SERVICES HELP DESK

The IT Help Desk provides end-user technology support onsite at the walk-in location on campus, via phone, and online. They are the front door that connects users to a full spectrum of help and support resources. The Help Desk is the quickest and easiest way to get help and is staffed with representatives who are ready and waiting to take your phone call. ITS has a knowledgeable staff that can help you with the following and much more:

- my.bergen.edu Portal, Bergen Email, Canvas, and Self-Service on the Portal at https://my.bergen.edu
- Software and Hardware Issues
- Smart Classroom Equipment -- Instructions are located on the desktop of the teacher's workstation in the classroom
- Wireless and Internet Access -- Login to Wi-Fi using your Bergen Username and Password

Many issues can be resolved over the phone or by remote computer access. If your issue cannot be resolved remotely, ITS will dispatch a technician to your classroom – regardless of your location. ITS's goal is to be there as quickly as possible, so please be sure to let them know when you call if you are having a classroom emergency.

To facilitate your request, please provide the following information:

- Your 7-digit College ID# and Bergen Username
- Telephone Number and Location
- A detailed description of the problem
- Exact error messages and steps leading to the problem

How to Reach the Help Desk	**Help Desk Office Hours**
Location: In the Library, on 2nd floor Phone: (201) 879-7109 Email: helpdesk@bergen.edu	Monday - Friday: 8:00 am to 7:00 pm Saturday/Sunday: Closed ***Open first 2 Saturdays of semester from 8 am - 2 pm**

Subject: **FW: Incident 99999 has been closed**

Resolution:

Employee Name: Joe Faculty
Bergen Username: jfaculty
Email Address: jfaculty@bergen.edu

Initial Password
The first two (2) letters of your last name, with the first letter UPPERCASE, followed by the last six (6) numbers of your College ID number. (Leave off the first zero) Your College ID number can be found on your Employee ID Card.

For example:
Last name **Smith** and College ID# **0123456**
Initial password = **Sm123456**

Password Requirements
Your new password must be a minimum of 8 characters long with at least one UPPERCASE letter, one lowercase letter, and a number. Your password cannot be the same as your previous 6 passwords, and cannot contain any part of your name or Bergen username.

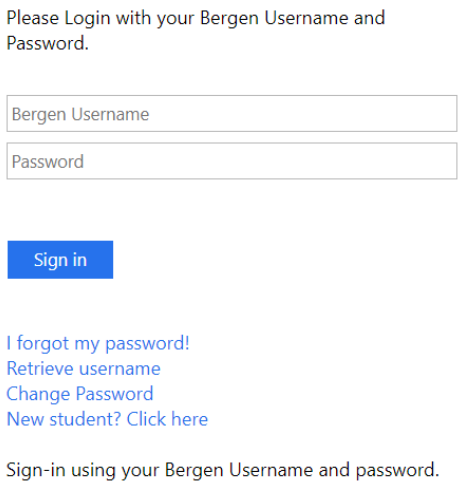
Your Bergen Username and password are used to login to any computer on campus. You can access Email in your office using Microsoft Outlook. You can also access Email, WebAdvisor, and Moodle from the Internet at the Bergen Portal https://my.bergen.edu/.

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MY.BERGEN.EDU PORTAL

Go to https://my.bergen.edu, and enter your **Bergen Username** and **Password**. Click **Sign in**. You can look up your Bergen Username by clicking “Retrieve username” and following the prompts. If you forget your password, click “I forgot my password!” and follow the prompts to setup a new one.



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At the Meadowlands the ITS office is Room 217, and Media support is Room 222.

PARKING

Every vehicle parked on campus must be registered with the Office of Public Safety in Room L154 or in Room 101 at the Meadowlands. After registering the vehicle, you will receive a decal and

Motor Vehicle Registration booklet. All vehicles not properly registered or not properly parked may be issued tickets.

- On the Paramus campus, employees are to park in designated spaces in W Lot, F Lot (yellow lines) and the upper level of A Lot. (In case of an emergency, there are emergency phones located in A Lot under the parking deck and on the upper level of A lot).
- The Meadowlands – the only parking is on the college property, 1280 Wall Street West.
- In Hackensack, parking is available behind the Ciarco Learning Center or in an additional lot on the corner of Camden and State Street, one block south of the building. See a Public Safety officer to obtain your parking decal or pass.

ADJUNCT LOUNGES

- On the Paramus campus, the Adjunct Faculty Lounge is in C-102 in the Pitkin Education Center. The lounge is equipped with personal computers, a printer, a Scantron machine, a break room and a room for adjuncts to meet with students.
- At the Meadowlands location, the two lounges are located in Rooms 518 and 427.
- At the Ciarco Learning Center, the faculty lounge is located on the second floor, Room 226. It contains computer workstations and printers, phones, a microwave, and refrigerator.

FOOD AND DINING SERVICES

- The cafeteria (Gourmet Dining) is located on the second floor of the Pitkin Education Center in the C-wing. The Hours are:
- **Main Café** – Monday to Friday 8:30 am to 2:30 pm, Hot Entrée 11am – 2:30pm, Grill Closed on Fridays
- **Starbucks** – Monday – Thursday 7:30 am to 5:30 pm. Friday 7:30 am to 3:00 pm
- **Bergen Pizza** – Monday – Thursday 12 pm to 5:30 pm.
- Catering available Monday to Friday – place order thru e-cater with 48 hour notice.

BOOKSTORE

Bergen Community College has their Campus Store located at the Paramus Campus, on the first floor of the Pitkin Education Center in the C-wing. Required texts, supplies, and general merchandise may be purchased at the Paramus location or online on our website, www.Bergenstore.com.

Students can shop online at. www.Bergenstore.com, using their student ID or by Course ID & Number. They can also locate our website through their Canvas page, under Follett Discover (Get your books here).

The Campus Store has partnered with Bergen Community College to implement the Follett Access Program here on our campus. More information can be found on the Bergen website, https://bergen.edu/follett-access/.

As a friendly reminder, the only place the books should be listed for purchasing is at the Campus store. This is an agreement between the College and the Bookstore. This is extremely beneficial for the students and the Faculty as all money spent through the Campus Store, goes right back to the College, and helps with building new and exciting improvements here at Bergen.

If students have any questions they should give us a call at 201-445-7174 or they can email us at bookstore@bergen.edu.

PHOTOCOPYING

Department offices can provide you with information about photocopying for class materials. You may need to ask for a code to use the machines that your department uses. There is also a machine in the Adjunct Office, C-102,. To make copies directly from the copy machine in C-102 you need to use your college ID card. The faculty rooms in the Meadowlands have copiers for faculty use only.

For large amounts of printing, 40 copies or more, you are asked to use the Copy Center. Copy Requisition Forms are available in C-102. You can send files by e-mail directly to the Copy Center. Use copycenter@bergen.edu and provide the following information:

Name:
Description:
Date needed:
Room Delivered to:
Number of Copies:
Back to Back:
Collate:
Staple:
Phone Ext:
Paper Color:

Faculty members are encouraged to limit the amount of printing required of students and to move as much as possible toward paperless classrooms. The Center for Innovations in Teaching and Learning will be offering workshops in techniques and practice to lessen the need for printing.

PAYROLL INFORMATION

Adjunct payroll schedule is consistent with the regular payroll periods (semi-monthly) effective with the current pay schedule. Additionally, as Bergen recognizes the importance of sustainability, the College encourages all faculty, staff and students to enroll in paperless payroll statements. In addition, direct deposit is now mandated by the Board of Trustees and State of New Jersey. Information on paperless pay can be obtained via e-mail from Payrolldepartment@bergen.edu or by visiting the Payroll Office, Room A315, at the Paramus campus in person.

EMERGENCY INFORMATION

CLASSROOM EMERGENCY PROCEDURE

If a student appears extremely ill, (i.e. life-threatening condition), go to the nearest classroom phone and dial "6"; if no College phone is available, call 911. However, if the individual does not appear to be in a life threatening situation, we ask that you dial the number "6," and alert our Public Safety Office to the issue and your room number. Upon their arrival, Public Safety Officers will assess the situation and decide if outside intervention is necessary.

There are two other situations where you should dial "6" or call 911 immediately: if there is a fire or if there is a crime, especially if it is in progress.

GUIDELINES FOR DEALING WITH DISRUPTIVE STUDENTS

It is important to provide clear guidelines for acceptable behavior in your syllabus in order to ensure a classroom environment fully conducive to teaching and learning. Problematic behaviors should not be tolerated. Unacceptable behavior should be brought to the attention of the student by the faculty member as soon as possible after it occurs, preferably in a private moment just after the class. Instructors should document and date specific disruptive behaviors. Instructors should not hesitate to send written messages to students about their inappropriate behaviors, keeping a copy for themselves and giving one to their department chair at the time it is sent. Students who

cannot comply with reasonable standards of conduct can be removed from the classroom by contacting Public Safety by dialing “6”.

Whenever possible, faculty members should practice progressive discipline with disruptive students, beginning with verbal notification that the behaviors are unacceptable, adding written notification if the behaviors are not changed, and moving to the College’s formal disciplinary procedures if necessary. If a student’s behavior is dangerous, contact Public Safety immediately by dialing “6”.

The Office of Student Conduct is the source of policies and processes pertaining to disciplinary matters. For detailed information, consult www.bergen.edu/studentconduct.

The Behavioral Intervention Team (BIT) serves as a central network focused on the prevention of disruptive behavior and providing early intervention. The Behavioral Intervention Team is not a crisis emergency response team, rather seeks to implement proactive strategies before an event becomes a crisis. The team will initiate responses and actions for those within the College community who show signs of serious emotional distress, or behaviors that are disruptive/or harmful to themselves or others. For detailed information and to access the referral form, visit http://www.bergen.edu/bit.

EMERGENCY EVACUATION RESPONSE

If the building is to be evacuated, an alarm will sound. You are to lead your class out through the nearest exit (make yourself familiar with the nearest exit and inform your students where it is located). You will lead your class 50 yards away from the building. A representative of the College will inform you when you may reenter. Under no circumstances should you use the elevators.

If you have any students who are non-ambulatory, there are areas of safe refuge next to each elevator on the second and third floor at each campus location. Make yourself and your students familiar with them. These areas are posted. A representative of the College will check these areas when the building is evacuated. If your classroom is on the main floor, non-ambulatory students should exit the building with you and your class. If your classroom is on the second floor, non-ambulatory students may exit through the cafeteria or to go to a place of safe refuge. On the third floor, they will need to go to an area of safe refuge.

FIRST AID

In Paramus, the RN staff of the Center for Health Wellness and Personal Counseling provides first-aid, emergency medical response, and healthcare maintenance to all members of the campus community. All personalized medical services are offered free-of-charge in a fully accessible setting. For more information contact the Office of Health Services, HS-100, Pitkin Education Center; (201) 447-9257; healthservices@bergen.edu http://www.bergen.edu/hwpc.

At the Hackensack and Meadowlands Room 101 locations, please see Public Safety immediately.

INCLEMENT WEATHER/SCHOOL CLOSINGS

During the winter season, the College monitors potential storms, and prepares communication plans. When winter storms require closings, delays or other notifications, the College will utilize its emergency notification system; social media (Facebook and Twitter); www.bergen.edu; and faculty, staff and student email to advise the College community. Updates are posted to these media immediately after decisions are made; if nothing is posted, the College is operating normally at that time. The College also has an emergency notification system, which can be accessed via https://bergen.sendwordnow.com/HomePage.aspx.

LOST AND FOUND

Lost and Found is handled by the Public Safety office at all locations. Many items are turned in to Public Safety and never claimed. Check with Public Safety at the location where you teach if you lose anything.

COLLEGE RESOURCES AND SERVICES

ACADEMIC ADVISEMENT

The Center for Student Success provides new, current and returning students the opportunity to walk-in and meet with New Student Advisors and Academic Counselors. The advisors/counselors will explain and discuss academic degree requirements, inform students regarding College policies and procedures, help students develop realistic educational plans, and refer students to other campus offices and resources, as necessary. For more information, visit the Center for Student Success, located in the Academic Advising Center. The Academic Advising Center provides students the opportunity to walk-in and meet with faculty advisors. The advisors will explain and discuss academic degree requirements, inform students regarding College policies and procedures, help students develop realistic educational plans, and refer students to other campus offices and resources, as necessary.

For more information, visit the Center for Student Success located in the One Stop Center, in the Pitkin Education Center or on the web at http://ww.bergen.edu/new-dtudents/getting-started-atbergen/academic-advising, or call (201) 612-5480 or 201-447-7211 or at the Meadowlands Room 116-201-9699.

ADMISSIONS AND RECRUITMENT

Bergen Community College maintains an open door policy with regard to the admission of applicants. This means that most programs are open to anyone with a high school diploma or the equivalent. While, some Health Professions programs have limited space and specific entrance requirements, the College is committed to the selection of students without regard to color, age, race, creed, sex, sexual orientation, national origin, ancestry, disability, marital or veteran's status as defined by law.

The Office of Admissions and Recruitment is located in the Pitkin Education Center, Room A-115 or Meadowlands, Room 116. Students who seek to apply to the College may do so during regular office hours. For more information, call (201) 447-7200 or visit the website at http://www.bergen.edu/admissions.

REGISTRATION

A course schedule is available each semester in WebAdvisor at https://my.bergen.edu that provides all necessary course information for all locations, the registration calendar, deadlines for add/drop periods, registration forms and policy. Currently enrolled students are given priority over all new students at the start of each registration period. Students who have earned at least 44 credits towards their degree will be invited to register first during Priority Registration. After the Priority Registration period, all continuing students will be permitted to register. Students are responsible for referring to the official Registration Calendar and complying with the dates and procedures contained therein. The calendar is available in the most recent registration booklet found on the homepage www.bergen.edu.

FINANCIAL AID

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants and tax incentives.
The College is committed to counseling and aiding current and prospective students with financial need through the Financial Aid Office, which is in the One Stop Area (A-129), on the College's main campus in Paramus. The office may be reached at (201) 447-7148, or by email at financial.aid@bergen.edu. Students may track the status of their aid application by logging onto their Bergen portal. For further information, visit http://www.bergen.edu/fa.

EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund (EOF) Program was instituted by the New Jersey State Legislature in 1968 for the purpose of helping economically and educationally disadvantaged students obtain a college education. Students who are accepted into the program may be provided with an EOF grant and comprehensive academic support services designed to enhance their college experience and to insure the success of each participant.

To ensure the success of students, faculty members are asked by the EOF Counselor/Advisor to complete an Academic Progress Report form for EOF students who are enrolled in their class. For information visit http://www.bergen.edu/eof to seek help from one of our staff.

OFFICE OF SPECIALIZED SERVICES (OSS)

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) including the Amendments Act of 2008 state, "No otherwise qualified individual with disabilities in the United States... shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity receiving Federal financial assistance."

Purpose of Office of Specialized Services (OSS)

- Review and assess student documentation to determine eligibility for accommodations.
- Provide and coordinate services and accommodations to students with disabilities so that they can freely and actively participate in all facets of College life.
- Increase the level of awareness among members of the College so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

Student Rights

- Equal access to programs, services and activities at BCC
- Reasonable accommodations and academic support services
- Confidentiality of disability related documentation

Student Responsibilities

- Submit disability documentation to OSS
- Meet with OSS faculty and staff to receive accommodations.
- Submit appropriate accommodation forms to professors as early as possible each semester.
- Be proactive. Students are encouraged to meet with professors individually to discuss how to implement accommodations.
- Follow up with OSS regarding any questions or concerns related to the College experience.

Faculty Rights

- To be notified in writing (through the use of the student accommodation form) about the student's need for and types of accommodations
- To receive requests for exam accommodations in a timely manner
- To receive support from OSS staff regarding any questions or concerns

Faculty Responsibilities

- Provide reasonable accommodations to students in a timely manner.
- Meet with students who have submitted accommodations forms to discuss and or clarify services being requested.
- Refer students, who disclose a disability but are not receiving accommodations, to the Office of Specialized Services.
- Direct any questions regarding accommodations to OSS.
- Respect confidentiality. The nature of an individual's disability, as well as the documentation, should not be shared with others.

For more information, please contact the Office of Specialized Services: Room L-115/ Pitkin Education Center, call 201-612-5269 or visit www.bergen.edu/oss.

CENTER FOR INNOVATIONS IN TEACHING AND LEARNING (CITL)

CITL helps faculty to improve student learning outcomes through the appropriate and productive use of best practices in teaching. CITL engages faculty as leaders, mentors, teachers, support teams and participants in professional development programs. These professional opportunities help with integrating innovative strategies and techniques for both online and face to-face classes. CITL provides formal training programs, individual consultation and when workshops are not in session, a place for faculty and staff to work.

Instructional Projects

Any faculty member can get help designing instructional materials for their face-to-face, online, hybrid, Hyflex or a web-enhanced course. The Center supports one-on-one consultation for building authentic assessments, designing collaborative activities and creating accessible digital content. Faculty can get help with implementing research-based teaching practices in their classes and revising their online courses based on Quality Matters standards.

Training Workshops

CITL offers training workshops on college supported applications such as the Canvas LMS, Canvas Studio, Respondus, Turitin, SoftChalk, Google apps, and on the use of technologies including mobile devices, polling solutions, and classroom capture systems. Faculty can access

college subscribed journals such as “The Teaching Professor” and Digital Resources “20-Minute Mentor Commons” from the “Teaching and Learning Exchange Canvas shell. The Monday Mentor program available for the week goes over topics of interest in the field of teaching and learning. CITL also offers live webinars from different vendors and organizations to initiate discussions and inform faculty of recent trends in technology adoption in classroom.

LMS Support

Bergen Community College provides access to the learning management system Canvas to all faculty. To find your course login to the Portal site (my.bergen.edu) and click on Online/Canvas item. Once you have a blank course shell add Bergen template from the Commons area. The Bergen template uses the core style to provide consistent experience to all students and address many of the QM standards for all courses on Canvas.

To begin learning canvas you can start with the Self-paced Training Course “Bergen Canvas Training Course” which is listed next to your course on the Canvas Dashboard. You can also attend any of the Canvas workshops by selecting and registering for the workshops listed on the web site: http://bergen.edu/citlworkshops. The Canvas Instructor Guide website provides step by step instructions https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor on how to work with Canvas tools. The CITL YouTube channel provides short tutorials on using Canvas and related e-tools. If you need assistance with issues/problems, contact the Canvas support team 24×7 by clicking **Help?** option from Global navigation bar from within your Canvas course.

Faculty and Staff Resource rooms

CITL’s **Resource Room** C-326 is open to full-time and part-time faculty and staff to work on their projects when workshops are not in session. The room has smart classroom capabilities including a document camera, scanners and color printers. It has state-of-the-art VDI personal computers for designing multimedia projects and has full Internet connectivity. In addition to Microsoft Office, the computers are equipped with software such as the Techsmith Camtasia to record presentations, “Snagit” for screen captures and, “Respondus program” for batch uploading of exams to a Canvas course, as well as other software.

The **SOTL Lab** A-228 (Scholarship of Teaching and Learning Lab) provides space to faculty to begin conversations on how students learn, understand teaching and learning theories, design classroom

interventions to share findings with fellow colleagues. This room is setup to practice active and collaborative teaching techniques and has a state-of-the-art digital projection screen for real time sharing of applications on mobile devices.

Contact Information
Email : citl@bergen.edu
Website: http://www.bergen.edu/citl

THE HENRY AND EDITH CERULLO LEARNING ASSISTANCE CENTER

The Cerullo Learning Assistance Center (CLAC) is comprised of the Tutoring Center, Ender Mathematics & Science Walk-In Center, Writing Center, the English Language Resource Center, the Supplemental Instruction (SI) Center, and the Tutoring Center at the Meadowlands Campus.
Peer and Professional Tutors are employed in all divisions of the CLAC.

Tutoring Center Services - www.bergen.edu/tutoring

- One-on-One Appointments
- Drop-In Assistance
- Mathematics and Science Walk-In
- Writing Walk-In
- Reading Comprehension
- Supplemental Instruction (SI)
- In-Class Tutoring
- In-Lab Tutoring
- Study Groups
- Permanent Appointments
- Workshops
- Online Tutoring
- Moodle Workshops
- Accuplacer and Proficiency Exam Review
- College/Transfer Essay Assistance
- WriteNow (online essay assistance)
- Academic Coaching

Ender Mathematics & Science Walk-In Center (MSWIN) – L-131

Students can receive quick assistance with the following:

- Assignments on “MyMathLab,” homework concepts, or studying for an exam
- Obtaining practice worksheets or cumulative reviews for finals and proficiency tests
- Reinforcing learned concepts and applying them to solve problems
- Basic Mathematics, Algebra, Pre-Calculus, and Calculus I

• Chemistry, Physics, Biology and Computer Science, and other mathematics course assistance upon tutor availability.

Writing Center (WWIN) – L-125

Students can receive quick assistance with the following:

• Writing and Reading Across the Curriculum
• English Basic Skills, Composition, and all Literature courses
• Developing writing, revision techniques, and time management skills
• Becoming familiar with citation guides such as MLA, APA, and Chicago

*English Language Resource Center (ELRC) – C-*212 http://www.bergen.edu/elrc

In the ELRC, students who are not native speakers can improve their English through:

• One-On-One Appointments
• Intercultural Conversation Partners
• A borrowing library
• Website resources
• Group Sessions
• Workshops

Tutoring at the Meadowlands Campus – LYN-202

https://bergen.edu/tutoring/tutoring-center-at-the-meadowlands/

Tutoring Center at the Meadowlands aims to offer BCC students with a seamless tutorial experience at the Meadowlands Campus through:

• One-on-One Appointments
• Walk-In Assistance
• Study Groups
• Supplemental Instruction
• Permanent Appointments
• Online Tutoring

TESTING SERVICES

The Office of Testing Services (OTS) in the One Stop provides faculty with the service of proctoring make-up tests for students who for compelling reasons such as ill health, accident, or other extraordinary circumstances, are unable to take scheduled in-class major examinations proctored by the instructor.

When employing the Office of Testing Services (OTS), you are asked to follow these guidelines:

- Faculty should present to students a clear and consistent make-up testing policy for each class.
- Require that the student initiate the request for a make-up examination. Please remember that OTS provides make-up testing as a last alternative to students who are unable to take in-class examinations.
- For reasons of security, develop different versions of tests and always note your full name and course name on each page of your tests.
- When depositing make-up tests in OTS for administration, please be sure to complete the Examination Administration Request form available in OTS and submit the form and the exams directly to the OTS staff for prior review to ensure that the request is consistent with these guidelines. OTS does not accept submissions via interoffice mail, email, slipped under our office door during off hours, or via fax for reasons of security.
  All submissions must be made in person at the reception area in the One Stop.
- Please do not submit make-up tests for testing an entire class.
- Please be aware that make-up exams are not open-ended. When depositing make-up exams in OTS, explicitly indicate on the request form the last date by which the student must complete the examination. OTS will not accept undated or open-ended make-up tests. The day after the make-up test's deadline, faculty is responsible for picking up their completed examinations at the reception area.
- When directing students to OTS for their make-up tests, instruct your students to arrive at OTS with valid photo identification, to know their instructor's full name and to allow sufficient time to take and complete their test before the official closing time. OTS will not administer tests to students who do not have proper identification or who do not arrive to allow sufficient time to take their tests; OTS will direct these students back to the instructor. While classes are in session, OTS's regular hours are distributed via email and posted at the One Stop.

For additional information, contact The Office of Testing Services, at (201) 447-7203 or visit the Pitkin Building, Paramus, One Stop or visit the website www.bergen.edu/testing Arrangements for testing can be made at the Meadowlands location.

SIDNEY SILVERMAN LIBRARY

LIBRARY SERVICES FOR FACULTY

Library Hours: Mon.-Fri.: 7:40 am -9:00 pm; 2nd floor of Pitkin Education Center. Please check the Library Web site www.bergen.edu/library for Library hours at BCC at the Meadowlands.

ONLINE, MULTIMEDIA, AND PRINT RESOURCES

E-books, streaming video, journals, newspapers, encyclopedias, and other reference resources are available online for class assignments, 24/7. Find links to all of our databases and a searchable list of all journal holdings on the Library homepage. Authentication is needed for off campus access to subscription databases: use your Bergen username and password, the same log-in information to access the portal. The Library also has an extensive print collection and permits semester-long borrowing for most print items.

REFERENCE SERVICES

Reference Librarians are available at the Reference Desk, by phone (201-447-7436), and email from 9 am to 9 pm, Monday to Thursday, and until 5 pm Fridays. They assist your students in their research assignments, papers, and bibliographies. Ask about the Library's individualized support, too.

LIBRARY INSTRUCTION CLASSES

Library instruction is available during all regularly scheduled class hours. To request a class, use our online request form at http://bergen.libguides.com/infoliteracy . Librarians will tailor library instruction to the needs of your students and assignments. Submit requests at least two weeks in advance and supply a copy of the assignment, topics, and course syllabus.

COURSE RESERVES – TEXTBOOKS & ELECTRONIC RESERVES

The reserve collection includes most BCC textbooks. Students may use reserve material in the Library for up to 2 hours with their Bergen ID card. To place other materials on reserve, email reserves@bergen.edu. To create e-reserves, please contact Amarjit Kaur at the Center for Innovation in Teaching and Learning. For further information, please email CITL@ bergen.edu.

MEDIA SERVICES

Media Services provides multimedia materials, equipment, and expert assistance for library and classroom use. Equipment for classroom use includes: PET stations (combination of laptop, projector and DVD/VHS combo equipment), TVs, projectors, and audio equipment. Media Viewing Rooms are available for faculty and students to view multimedia materials.
To reserve equipment for use in the Pitkin Education Center, call 201-447-7972 or use the online request form at www.bergen.edu/library. Equipment and materials must be reserved 24 hours in advance. For media requests at the Meadowlands, call Media Technologies at 201-301-1285.

INTERLIBRARY LOAN

If the Library does not own the book or article that you need, the staff will make every effort to obtain it from another source. Please use the online Interlibrary Loan form on the Library Web site www.bergen.edu/library. Note that textbooks, DVDs, CDs, and videos cannot be borrowed from other libraries.

COLLABORATION

BCC librarians are liaisons to all academic departments. They collaborate with faculty and solicit input on Library services and selection of materials. Librarians are available to provide brief individual orientations to Library services along with assistance on research projects. Visit the Library Web site www.bergen.edu/library for the list of liaisons.

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE AND ABSENCE POLICY

Students are expected to attend all class meetings punctually. All instructors must have a clearly stated absence and lateness policy (whether departmental or individual) in their course guides (syllabi), including how attendance will affect final grades. In several cases (e.g., Mathematics) a department policy is in place, which instructors in these areas should follow. It is important to keep accurate attendance records.

CLASS CANCELLATIONS

If you are unable to meet for a class session, please notify your students, your department AND the Adjunct Administration Office, the latter is open until 6:00pm. During your call, you must provide your full name, course id and section, course name, scheduled start time, and class location. Class cancellation notices can be accessed online by using the Bergen home page http://www.bergen.edu/ under Current Student / Student Support Services .

Please Note: class cancellations and their subsequent postings can be made by calling the Adjunct Administration Office at (201) 447-7172 from 8:00 am - 9:00 a.m. and 4:00 - 6:00 p.m. daily. At other times, please call your department secretary. In addition, if you teach in the Meadowlands, please call the Welcome Desk (201) 447-7920 to let the staff know you are canceling class.

CLASSROOM POLICIES

Any person attending a class, lab, or workshop must be registered as a student, except for those special guests, speakers, or others granted temporary access to the classroom by the instructor, and College officials while conducting their official duties.

In addition, children are not allowed in the classroom, as described in the Bergen Community Policy Manual: Because of disruption of the teaching and learning process, the College discourages students from bringing children to classes." Furthermore, Bergen Community College policy discourages students from bringing their children on campus and leaving them without supervision by a responsible adult while they attend classes. Supervision cannot and will not be

provided by staff in the library, student center, gymnasium, cafeteria, office, or any other facility. The administration, faculty, and staff of the College are concerned about the safety and well-being of unsupervised children.

For information about the Child Development Center at BCC, visit http://www.bergen.edu/cdc.

CLASS ROSTERS

Rosters are available online through self-service.

The attendance roster and the semester grade roster must be submitted to your department at the end of the semester. You are strongly encouraged to photocopy these rosters for your personal records before you hand them in to your department at the end of the semester.
Please regularly check the listing against the names of the students attending your section(s). Students who do not appear on your roster that you have a final grade for should be treated as a student not officially registered or paid. If you have a student attending whose name does not appear on the listing for that section, please ask that student to report to the One Stop Center on the first floor of the Pitkin Building to resolve the problem.

END OF SEMESTER PROCEDURES

Classes run into the end of the semester. No later than 48 hours after the final day of the semester (see Academic Calendar), you need to submit the following clearances:

A. Final grade roster – Copy of final grades entered online – Department office
B. Semester grade rosters - Department office
C. Attendance rosters - Department office
D. Classroom Keys - Public Safety (L-154) or Meadowlands Room 101 or department office

You will receive the *End of Semester Form* in your email. This form must be provided to your Department office when grades are turned in. If you teach in the Meadowlands, you may submit your paperwork to the Meadowlands Administration offices – either Room 430 or 319.

FINAL GRADES

Final grades are assigned by instructors at the end of each semester. Students may request an academic report reflecting their final grades from the Office of Admissions and Registration.

The following are grades that may be assigned by the instructor:

A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.0
N	Incomplete
F	0.0 (A last date of attendance must be provided with an F grade)

“N” GRADE - Incomplete

Incomplete grades (“N”) indicate that a portion of required coursework has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach an agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the “N” grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract (which is available in the Registration office) with the exception of missing the final exam due to an emergency. All “N” grades that are not resolved by the deadline in the academic calendar will be converted to grades of “F” Course Failure: Course requirements have not been satisfactorily met.

ENTERING GRADES IN YOUR PORTAL

Go to the Faculty Self Service section through the my.bergen.edu portal.

Select Faculty Information, and then click on the Grading link.
Click on the drop-down menu to choose the term and click Submit.
Click in the open box next to the course section that you would like to grade, and press Submit.
You can only choose one section at a time.
On the grading screen, click on the drop-down menu and choose the grade under the column titled, Grade.

After you have submitted all your grades, return to the roster, and make a screen print to submit to your department. When you are finished, click on Log Out and close the browser window. This will ensure that others will not be able to access your private information or that of your students. Grades are due 48 hours after the final exam or the last class meeting.

CHANGE OF GRADE

A change of grade can be made only when the change has resulted from a clerical or mathematical error or when a grade of "N" must be resolved. Once a grade is submitted to the Registrar, it becomes part of the student's permanent College record.

To change a grade, go to Self Service for Faculty via https://my.bergen.edu. Under Faculty Information, you will find a tab for Change of Grades. You can also ask your department chair or department secretary to show you the process for online grade changes.

RECREATIONAL SERVICES

On the Paramus campus, Bergen Community College has a gym, pool and an eight-lane track and a Wellness Center. At the Meadowlands, the Fitness Center is located in Room 316. Hours of operation are posted and the College usage guidelines are followed.

Employees may use the recreational facilities when accompanied by a workout partner and when classes are not being held. Employees must have a medical on file with the Health Services Department and have a decal placed on your employee I.D. All employees must comply with guidelines for usage of the Fitness Center. Any employee found misusing the facilities by definition of the College may lose the privilege of doing so and could be subject to disciplinary action.

ADJUNCT FACULTY DEVELOPMENT PROGRAM – AFDP

The AFDP permits you to accumulate hours of professional development over the course of an academic year leading to a certificate and a stipend. A first time participant who successfully completes 10 hours of approved instruction will receive a stipend of $300. The AFDP website is presently under review. More information will be provided in the near future.

ADJUNCT ADMINISTRATION OFFICE

The Adjunct Administration Office is located in Room C-102. The office has a work room with a copy machine, a computer room with 12 computers, a break room, and a room for professors to meet with their students. The office hours are 8:00 am until 6:00 pm. Monday thru Friday.