WELCOME

As a member of our Continuing Education teaching faculty, we want to be sure that all of your teaching needs are met. Included in this abbreviated handbook is important information regarding the College’s policies and procedures, contact numbers, College closure dates, and other pertinent information.

For the complete Continuing Education Instructor Handbook, please visit www.harford.edu/cethandbook.
GENERAL INFORMATION

The College’s main number is 443-412-2000. There is a Harford Community College house phone in each building on campus. From these phones, you may reach the following:

- Public Safety ................................................................. Ext. 2272
- College Store ............................................................... Ext. 2209
- Continuing Education and Training Division ............. Ext. 2376
- Facilities Use - Conferences & Meetings .................... Ext. 2117
- Food Services ............................................................... Ext. 2216
- Housekeeping (7 AM - 3 PM) ....................................... Ext. 7183
- Inclement Weather ....................................................... Ext. 2322
- Instructional Resources ............................................... Ext. 2256
- Main Switchboard ....................................................... Ext. 2000
- Maintenance (7 AM - 3 PM) .......................................... Ext. 2260
- Test Center ................................................................. Ext. 2352

For maintenance and/or housekeeping during off hours, call Public Safety at Ext. 2272.

OFFICE HOURS

The CET Division in Edgewood Hall is open Monday through Thursday, 7:30 AM-7 PM and Friday, 7:30 AM-4:30 PM.
CONTACT INFORMATION

Office of the Dean for Community Education
Dean for Community Education ................................................. 443-412-2160
Coordinator for CET Operations ................................................. 443-412-2204

Adult Developmental and Literacy Program
Instructional Specialist .............................................................. 443-412-2054
Intake/Assessment Specialist .................................................... 443-412-2616
Transition Specialist ................................................................... 443-412-2115
CET Associate for Literacy Education Programs ......................... 443-412-2269

Community Education
Coordinator for Lifestyle & Community Fitness ......................... 443-412-2113
Coordinator for Senior & Adult Programs .................................. 443-412-2175
Coordinator for Youth Programs ................................................ 443-412-2191
CET Associate for Community Education ................................... 443-412-2241/2177
Program Assistant for Driver Education ................................. 443-412-2212

Workforce Development
Director, Corporate & Professional Training .............................. 443-412-2398
Director for Government, Contractor, and IT Training ............... 443-360-9108
Assistant Director for Workforce Development ......................... 443-412-2337
Coordinator, Professional Training ........................................... 443-412-2173
CET Associate, Corporate & Professional Training ..................... 443-412-2163
Program Assistant, Government, Contract, IT Training ........... 443-360-9149
Dean, Nursing & Allied Health Professions .............................. 443-412-2438
CET Associate, Nursing & Allied Health Professions ................ 443-412-2317
Coordinator for Allied Health Programs ................................. 443-412-2038
INSTRUCTOR RESPONSIBILITIES

Class Roster, Attendance Sheets, and Completion Requirements
Rosters and attendance sheets will be given to instructors prior to the start of class. If there is a student in the class whose name does not appear on the roster, record that individual's name, address, phone number and Harford student identification number and give this information to your Director/Coordinator within 24 hours. Attendance sheets must be signed by each student and then must be initialed by the student each time the class meets. Rosters and attendance sheets must be returned to the College within seven days of the completion of the class or as indicated by program requirements. Successful completion requires a minimum of 70% attendance in class and/or satisfaction of any other designated course requirements.

Class Schedule and Changes
All Continuing Education courses must meet the required number of hours in the schedule. Classes must start and end on time. If classes are officially canceled by the College (for example, due to inclement weather), a make-up is required. Call your Director/Coordinator to coordinate the means by which time will be made up. Class schedules cannot be changed (location/meeting times) without prior approval of the Director/Coordinator. All students must be informed of changes.

Instructor Absences and Substitutions
Planned Absences - When you are aware of an impending absence, notify your Director/Coordinator as soon as possible. You may (a) contact students in the class and schedule a “make-up,” or (b) request a substitute. Your Director/Coordinator must be informed of the date for any make-up to ensure room availability. Substitutes must be qualified instructors who are recommended by you or the Director/Coordinator. Substitutes should not be engaged without the consent of the appropriate Director/Coordinator.

Emergency Absences - In the event of an emergency and you cannot teach the class, notify your Director/Coordinator or the CET Associate in the Contact Information List in the absence of the Director/Coordinator. Students must be notified and a make-up class must be scheduled if a substitute is unavailable.
Instructor Non-Compete Policy
If a student/client requests further education or training, the instructor is responsible for notifying Harford Community College of the training opportunity. View the entire Non-Compete Policy in the Instructor Handbook for Continuing Education at www.harford.edu/cethandbook.

Instructor Standards of Conduct and Behavior
Any conduct that is illegal and/or interferes with operations, discredits the College, or is offensive to students, coworkers, and/or visitors will not be tolerated. The complete set of standards of conduct and behavior may be viewed in the Instructor Handbook for Continuing Education at www.harford.edu/cethandbook. Contact the Human Resources Office to obtain a complete, current copy of the College’s policies and procedures.

Registration Forms and Payment
In all classes other than contract training, students are responsible for submitting registration forms with payment to the CET office prior to the start of the first class.

Audio-Visual Equipment
All requests for audio-visual equipment should be scheduled through your department CET Associate. Requests should be submitted at least one week in advance. Should you require assistance with the use of the audio-visual equipment, please call the Help Line at 443-412-2477 or ext. 2477 from an HCC phone.

Duplication of Class Handouts and Materials
All requests for duplication of class handouts and materials should be submitted at least one week before the class begins. The copiers in Edgewood Hall are NOT to be used for this purpose. If you have questions or concerns about class handouts/materials, please contact your Director/Coordinator.

Use of Computer/Internet in Classroom
If you will need access to the computer/Internet in the classroom, please notify your Director/Coordinator at least one week prior to the start of the class so that you can be assigned a User ID and password.
IMPORTANT COLLEGE POLICIES

Family Educational Rights and Privacy Act (FERPA)
FERPA protects the privacy of a student’s record or those records that are directly related to the student and maintained by the institution. For College guidelines on what information can and cannot be shared without the written consent of the student, see http://www.harford.edu/student-services/registration-and-records/ferpa.aspx.

Emergencies
The College has specific procedures relating to students threatening harm, medical emergencies, students in distress, and disruptive students. Please refer to the pocket-size training card you received or see www.harford.edu/SIP.

For other emergencies, call the Office of Public Safety at 443-412-2272 or ext. 2272 from an HCC phone. (If phone service is interrupted, call the Public Safety cell phone at 410-459-9517.)

Restrictions on Tobacco Use
The use of any type of tobacco product or any item that simulates smoking is prohibited in all buildings, areas of the campus, and off-campus sites supervised by the College. Contact the Office of Student Activities (443-412-2140) for more information on wellness assistance and smoking cessation classes.

Student Withdrawal and Refund Policy
When a student wishes to withdraw, he or she must complete a Drop/Add form at the CET office in Edgewood Hall or call 443-412-2376. If a student needs to return textbooks, he or she will need a copy of the Drop/Add form and a cash register receipt. (No marks in the textbooks are permitted.)

- If a student withdraws prior to the first class meeting, the College will refund 100% of the tuition and fees.
- If a student withdraws before the second class meeting, the College will refund 50% of the tuition. Fees are not refunded.
- If a student withdraws after the second class meeting, he/she will receive no refund.
CLOSING INFORMATION

Holidays/Closings
Classes will not be held on the following dates for the 2017-2018 academic year:

- July 4
- September 4
- November 23 - 26
- December 23 - January 1
- January 15
- March 18 - 25
- May 24
- May 28

College Closings
If the College announces it is closing due to inclement weather, all classes, both on and off campus, will be canceled. This applies even when a particular off-campus center has not announced it is closing. Sometimes an off-campus center (such as APG or Harford County Public Schools) announces a closing. In such cases, HCC classes scheduled at that center will be canceled even if the College does not announce it is closing.

Call 443-412-2322 for up-to-date inclement weather announcements.

OFF-CAMPUS SITES

If you are teaching at one of our off-campus sites, such as Harford County Public Schools (HCPS), the following information may be helpful.

Emergencies: For all medical, fire, and police emergencies at off-campus locations, call 911. Inform your Director/Coordinator as soon as possible. Your Director/Coordinator will contact the Office of Public Safety, and you will be required to complete an Incident Report.

Smoking Policies: All public schools are smoke-free. Students and instructors cannot smoke anywhere on school grounds. Other off-campus sites may have similar smoking policies. Contact for information, if needed, prior to the start of the class.

Closings: HCPS are closed on the following dates for the 2017-2018 year:

- September 1, 21
- October 20
- November 10
- November 23 - 24
- December 25 - January 1
- January 15
- February 19
- March 30
- April 2
- May 28
- June 26

Additional closures vary from school to school. Notification is made as soon as possible.
Mission
Harford Community College provides accessible, innovative, learner-centered educational opportunities. As an open-access institution, the College promotes graduation, transfer, individual goal attainment, and career and workforce development. The College fosters lifelong learning, global awareness, and social and cultural enrichment.

Vision
To be a national higher education leader by transforming lives through imagination, compassion, and rigor.
Values

**Excellence** - We are creative and passionate in our work. Our highly qualified faculty and staff, learner-centered programs and services, and beautiful campus reflect our commitment to intentional improvement.

**Lifelong Learning** - We prepare our students and ourselves to contribute to our community as critical thinkers, knowledgeable citizens, and creative problem solvers. We believe that learning should be engaging and enjoyable.

**Diversity** - We embrace differences, respect intellectual and academic freedom, promote critical discourse, and encourage socio-cultural and global awareness.

**Service** - We are accessible and responsive to our students, our community, and each other. Helping people achieve their goals is central to our mission.

**Innovation** - We cultivate bold vision, creative exploration, and responsible risk taking.

**Sustainability** - We are responsible stewards of our resources. We work together to protect our natural resources, renew our human resources, and expand our financial and physical resources.

**Integrity** - We adhere to high ethical standards. Honesty, sincerity, fairness, respect, transparency, and trust serve as our foundation.

**Collaboration** - We foster teamwork and partnerships. Working together enhances results and builds community.

**Communication** - We share information and ideas, listen with open minds, and strive for clarity.

Goals

- Recognizing the need for more students to achieve their goals, the College will pursue excellence in teaching, learning, and assessment.

- Acknowledging that HCC plays an important role in the region, the College will expand programming, events, and facilities that engage and enhance the community.

- Understanding that the environment and the demands on higher education are changing rapidly, the College will develop resources and infrastructure required to meet future challenges.