

Handbook for Students at the University Center 2009-2010

In this document staff at University Center (UC) will introduce you to services and resources available to you in Gray Wolf Hall and throughout the Everett Community College campus. The document also describes University Center student responsibilities in contributing to a lively and vital learning community.

Gray Wolf Hall: Gray Wolf Hall hosts University Center classes as well as Everett Community College classes in humanities, social sciences and communications. Classrooms are located on all three floors of the brick wing of Gray Wolf Hall while faculty and administrative offices occupy the glass wing. University Center (UC) administrative offices are on the first floor of the office wing, and UC partner faculty and staff offices are located on the second floor, see Attachment A. Stairs are located near the bridge of the classroom wing and on the interior side of the office wing. An elevator is located near the bathrooms toward the center of the classroom wing.

University Center Resource Room Services: The University Center Resource Room (room 100) is open and staffed 8AM-8PM Monday through Thursday, 8AM-4:30PM Friday, and 9AM-3PM Saturday, phone 425.259.8900. Feel welcome to use its services. The Resource Room offers computer kiosks with printers for student use. Additionally, this room is well stocked with materials about area bachelor and graduate degrees, and during daytime office hours (8AM-5PM), the University Center's Coordinator of Student Services is glad to offer information and advice about higher education opportunities in our region. Finally, the resource room features a freezer with frozen ice cream and sandwiches available for purchase.

Student Resources on the EvCC campus: University Center staff will provide you with an EvCC Student Identification Number (SID) which is needed to set up campus computer accounts, access wireless connectivity, use the open computer labs across campus, purchase a parking permit, and access EvCC's library/media services. Your EvCC SID is good only at Everett; use your home university's SID for transactions with your sponsoring university. A complete summary of student resources is attached, see Attachment B.

EvCC Student Activities: University Center students are welcome to participate in EvCC campus-wide activities. Information tables frequently line the main floor of Parks with assorted resources. For a calendar of events, visit <http://www.everettcc.edu/resources/sa/> or Student Activities, Parks main floor.

Setting Up Computer Accounts: Students with SIDs can set up their computer accounts according to the directions, see Attachment C. If you encounter any difficulties in this process, ask University Center staff or open computer lab assistants for help.

Open Computer Labs: Among the services listed in Attachment B is open computer labs along with their locations and hours. As part of the campus' sustainability efforts, staff and students have embarked on a program of "conservative printing" – printing only when necessary. Students are limited to 350 prints per quarter. If additional printing is necessary, you can purchase additional capacity in \$5 increments from the Cashier's Office, Jackson Center.

Email: You are issued an EvCC SID so that you can have access to campus computer labs, wireless access and purchase a parking permit. An SID also means that you have been issued an EvCC e-mail account. Your sponsoring university will also issue you an email account. For EvCC e-mail instructions, visit: <http://gw.students.everettcc.edu/> We really do not expect that you will use your EvCC account since your university will provide you with an account that you should check and use frequently. However, there are instructions on the EvCC e-mail page that will tell you how to forward any EvCC e-mail to your personal account.

Printing: Students get a \$21 printing credit - equal to 350 pages of black and white printing each quarter. A black and white print will deduct 6 cents from their credit balance, and a color print will deduct 12 cents. Students are responsible for budgeting their printing credits.

Balances will always be a dollar amount, because we offer both color and black and white printing. Students need to divide their balance by .06 or .12 to see how many black and white or color pages they can print. Think of this as a debit system.

IVC Room Etiquette: IVC room microphones are extremely sensitive. During class time, talking should be limited to the instructor or when a question arises. Whispering and side conversations are detected by the system and interrupt class flow. Additional protocol includes:

- Select a seat at the front of the classroom so the other sites can see you better
- Speak up when you cannot hear or see the presenter
- Identify yourself when speaking, "This is John from Everett."
- Audio delays of 1-2 seconds are common. Use visual cues like nodding instead of verbal affirmations
- Remember you are on camera at all times – practice face-to-face manners in this environment

IVC Presentations: Please provide John Reeg, UC Room110, 9:00-6:00 daily, phone 425.259.8903, with 3 days advanced noticed, if you will be presenting (PowerPoint) in class. Special technical assistance is needed to ensure remote locations will be able to view your work.

Library Services: In order to check out library materials, you will need to get an EvCC photo ID/student card at the Paperclip, see Attachment B. Your sponsoring university will also be issuing you ID for use on their home campus.

Disability Services: University Center provides facilities-related accommodations including ADA-approved tables and chairs in every classroom. Your home university provides additional services to students who register with the university's office for disabilities support services. Gretchen Rowe, UC's Coordinator of Student Services, is glad to consult with students who need services (room 112, 425.259.8902).

Reserving Space for Meetings or Study Groups at UC: Please make any requests for space reservations to Pam Gillum, 8:00-4:30, at the front desk (425.259.8900) in the Resource Room. Since Gray Wolf Hall space is often at a premium, you'd be prudent to request space well in advance of your activity.

Classroom Furniture Configuration: Each classroom has a template for furniture arrangement posted on the wall. However, students and instructors are welcome to arrange the furniture in any way that



supports learning during class time. At the end of class, please return the furniture to its planned arrangement. Thank you!

Phones: Phones are available in every classroom near the instructional podium. To reach an outside local line, dial “5” + area code + number. If you need to contact the University Center front desk (x 8900), or any campus number, from any campus phone simply dial the last 4 digits. Long distance calls are not available.

Parking: Parking on campus and in EVCC parking lots is by permit or day ticket only. Once you have your SID, you can purchase permits quarterly in the Cashier’s Office for \$14 (part-time student) and \$20 (full-time student) plus tax; we strongly recommend that you do so in advance.

Student permit parking is for unmarked slots only. Please do not park in slots designated for staff.

Day tickets for \$1.00 can be purchased from parking permit machines in the EvCC parking lot behind the DSHS building on Broadway, Lot 3-E. These one-day tickets are for any unmarked slots on the East and West of side of Broadway. If these lots are full, day tickets may be used in any unmarked slot in other lots. Parking is free, and no permits are needed after 4:30 PM Friday, on weekends, and during EvCC breaks. See Attachment D for a parking map.

Parking is at a premium. Arrive at least 15 minutes early to ensure adequate time to find a space and get to class on time.

Bus/Transit Station: The EvCC campus now includes an Everett Transit bus station just east of Whitehorse Hall. Bus schedules are available both at the bus station and in the Campus Safety and Security Office, Parks Building.

Recycling: The EvCC community is committed to making our campus as sustainable as possible. To that end, receptacles for recyclables are available in the classrooms.

Blue bins = paper products only

Green bins = plastic with the recyclable emblem, cans and glass

Grey bins = garbage (wrappers, tissue, etc.)

Because volunteers collect the materials only once a day, receptacles can become full. Please help us by dumping any full classroom containers into the larger recycling bins in the hall. Thanks for helping us go green!

Smoking: Smoking is only allowed in designated areas: outside the east door of Parks at the cement benches; between Parks and Baker in the covered area; next to Shuksan in the covered area. Please be courteous of others and smoke only these areas. Keep our campus clean by throwing your cigarette butts in the garbage.

Children on Campus: In general, children are not permitted on campus unless they are directly supervised by a parent or the responsible adult, officially enrolled in classes, or directly involved in an instructional process. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security.

Fragrance: Several college employees and students have olfactory sensitivities. Please refrain from wearing or spraying perfume and other items in the buildings.

Pets: Pets are not allowed on campus. The only exception to this is certified service animals.

Food: EvCC offers a variety of food at the campus cafeteria. The cafeteria is also available to cater classroom events. Food is also available at the two coffee bars, in the bookstore, in Gray Wolf 100, and at several vending machines across campus, see Attachment B for locations and hours.

Sickness: Please be considerate of your fellow students and UC staff by staying home if you feel feverish, have a cough, or demonstrate other flu like symptoms. Remember to cough/sneeze into your sleeve to decrease the spread of germs.

Personal Security: Although EvCC is a relatively safe campus, thefts have been reported. You would be wise to secure personal belongings and not leave laptops or other portable valuables unattended. Refer to Student Resources, attachment B, for services provided by Campus Security.

Emergencies: Please review the emergency procedures posted in each classroom. Note that in the case of a building evacuation, your instructors are the contact people for each class and will account for all students. Gray Wolf's evacuation site is the Nippon Business Institute directly west of the building. EvCC's Department of Safety, Security & Emergency Management in Parks 224 is open 7:30AM-4:30 PM Monday through Friday. Telephone x9990. For assistance after office hours, call x9998.

- **Call 911-** When using a classroom phone, dial-911. In this case, you **DO NOT** dial "5" first.
- **Notify University Center Staff** at 425.259.8900 (or x8900 if calling from any campus phone)
- **Use Emergency Supplies** Orange buckets with emergency supplies (flashlight, snacks, etc.) are located in classrooms and first aid kits are available in the workroom (118) and the Resource Room (100).
- **Defibrillators/First Aid Kits/Fire Extinguishers** are located in the hallway near:
 - Room 147
 - Room 270
 - Room 370
 - Resource Room 100 by the wall of college brochures

Emergency Evacuation Assistance Locations – for those who are not mobile during an emergency there are two main meeting areas. Both are near the main stairs, near rooms 264 and 364.

Emergency Closure: EvCC will cancel classes and close offices if severe weather or other emergency conditions on the main North Everett campus threaten safety. Every effort will be made to post closure information by 6 a.m. for day classes and 4 p.m. for evening classes. The College provides closure information to local radio and television stations and posts information on the EvCC website (www.everettcc.edu) and the main campus number, 425.388.9100. You can also sign up to get text messages and e-mail messages regarding closures – the quickest, easiest way to find out about closures and other emergencies. Go to the following URL to sign up for notification services: <http://www.everettcc.edu/emergency/> Check with your sponsoring university for class make-up procedures.

Policies and Procedures: This handbook is an overview for your assistance and by no means inclusive of everything. As a student of the University Center at EvCC, please observe those policies and procedures that pertain to the use of the campus and its resources. Additionally, we suggest reviewing EvCC's policy website including drug free campus policy, tobacco use policy, and computer use policy. www.everettcc.edu/administration/policy/ The UC Staff is available to answer questions or assist to ensure you have an enjoyable experience. Feel free to contact any of us for clarification or additional information. Have a great year!