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**Fall 2015  
Adjunct Orientation Information Packet  
  
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| **Arts, Business, Behavioral Science & Social Sciences Division** |
| **Fall 2015 Semester dates:**   |  |  |  |  | | --- | --- | --- | --- | | **Session** | **Official Day** | **W Day** | **Grades Due** | | 16 week | 9/4/15 | 11/9/15 | 12/15/15 | | 12 week 1 | 9/29/15 | 11/13/15 | 12/15/15 | | 14 week 1 | 9/17/15 | 11/10/15 | 12/15/15 | | 15 weekend | 9/17/15 | 11/10/15 | 12/15/15 | | 1st 8 week | 8/31/15 | 10/2/15 | 10/20/15 | | 2nd 8 week | 10/26/15 | 11/30/15 | 12/15/15 |   For additional semester dates please contact Deena Donaho |
| **IMPORTANT CONTACT INFORMATION**  Lone Star College – Tomball  ABBSSS Division, W219  30555 Tomball Parkway  Tomball, TX 77375 |
| **Division Office at Tomball: West Hall – 2nd Floor, Office suite: W219** |
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| Division Staff Assistant: Donna Fitzpatrick, (281) 401‐1816, [donna.m.fitzpatrick@lonestar.edu](mailto:donna.m.fitzpatrick@lonestar.edu)  ***Contact Donna regarding: syllabi, vitae, desk copies, copy codes,  end-of-the-semester checkout, supplies***  Division Coordinator: Deena R. Donaho, (281) 357‐3798, [deena.r.donaho@lonestar.edu](mailto:deena.r.donaho@lonestar.edu)  ***Contact Deena regarding: classes, classrooms, keys/keycards***  Division Operations Manager: Adriane Hutchison,(281) 357-3760, [adriane.hutchison@lonestar.edu](mailto:adriane.hutchison@lonestar.edu)  ***Hiring paperwork, transcripts,***  ***pay schedule, absence forms and travel, payroll issues and budget questions***  Dean: Jill Riethmayer, (281) 351‐3342 [jill.riethmayer@lonestar.edu](mailto:jill.riethmayer@lonestar.edu)  **Department Chairs**  **Business:** Joe Cahill, (281) 357‐3617, Office: E213D, [joseph.m.cahill@lonestar.edu](mailto:joseph.m.cahill@lonestar.edu)  **Behavioral Sciences:** Debra Parish, (281) 351‐3341, Office: S153G, [debra.parish@lonestar.edu](mailto:debra.parish@lonestar.edu)  **Social Sciences:** Dr. Annie Benifield, (281) 357‐3761, Office: S257D, [annie.j.benifield@lonestar.edu](mailto:annie.j.benifield@lonestar.edu) **Program Coordinators**  **Arts:** Jill Riethmayer, Dean – Until further notice please contact Deena Donaho (281) 357 -3798, Office:  W219, [deena.r.donaho@lonestar.edu](mailto:deena.r.donaho@lonestar.edu%20)  **Drama/Theatre:** Sherri White, (281) 357‐3654, Office: E171E, [sherri.r.white@lonestar.edu](mailto:sherri.r.white@lonestar.edu)  **Music:** Dr. Lisa Morales, (281) 401-1845, Office: E152, [lisa.morales@lonestar.edu](mailto:lisa.morales@lonestar.edu)  **POLICE**  For campus emergencies and non-emergencies (unlocking classroom doors), please call 5911 from an on-campus phone or (281) 290-5911. |
| **Links to important information** |
| **Academic Calendar for each semester:** [**http://www.lonestar.edu/academic-calendar.htm**](http://www.lonestar.edu/academic-calendar.htm)  **Final Exam Schedule:** [**http://www.lonestar.edu/examschedule.htm**](http://www.lonestar.edu/examschedule.htm) |

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| **Important Information** |
| **Absences**  If you are absent, you will need to notify your department chair and also the division office. If you know in advance you will need to be absent, you should contact your Department Chair to arrange for a substitute. You will need to provide lesson plans for a substitute.  In the case of a last minute absence, please contact your Department Chair as well as someone in the division office to post a cancellation notice on your classroom door to inform your students. Contact the division staff: Donna Fitzpatrick (281) 401-1816 or Deena Donaho (281) 357-3798.  Adjunct instructors are allowed the equivalent of 1/16 per course of paid absence per semester. This is defined by the number of contact hours the course has (ex: 1/16th of a 48 contact hour course = 3 hours). Absence in excess of the allowed amount will result in pay being reduced at the rate of $39.75 per hour. Time does not accrue from semester to semester. You will also need to submit a Vacation/Sick Leave form to Adriane Hutchison. |
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| **Adjunct Offices**  The Adjunct Faculty Offices are located in E212 and E213. They are equipped with computers, printers and a copier. These offices are located in the Faculty Office Suite in the East Hall on the 2nd floor. |
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| **Bookstore**  The bookstore on campus is operated by Follett Higher Education Group. You can visit their website at <http://www.efollett.com>. They are located at the end of the East Hall (outside) between the main building and the East building. Their phone number is (281) 351-3398. Hours of operation are:  Monday: 7:45am – 7:00pm  Tuesday - Thursday: 7:45am – 5:00pm  Friday: 9:00am – 1:00pm  Weekends & Holidays: Closed |
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| **Class Rosters**  You can access your class rosters through your MyLoneStar Faculty Center. You are encouraged to check for the most updated class roster as close to the start date of your class as possible.  **IMPORTANT:** You must send any student who is present in your class and not on the class roster to the Admissions Office immediately. For a student to be counted for state funding, they must have paid prior to the official day. **Waiting to address this issue on the Official Day Roll is too late.** |
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| **Copy Code & Copying**  The campus is equipped with Xerox copiers. You will log on to a Xerox copier with your **Employee ID# or ID card**.  You can find your Employee ID on your pay advice in iStar (**Self Service** 🡪 **Payroll & Compensation** 🡪 **View paycheck**). Your employee ID is in the upper left portion of the paycheck. If you are new, you may obtain you Employee ID number from the division office.  Once logged in, you will see a list of departments, projects, clubs you are authorized to make copies for at LSC-Tomball. You will need to select the appropriate department, project or club and make your copies.  **Office Services**  Office Services is another option for your copying needs. The Office Services department is located in S150. This is where your mailbox and the division mailbox are located. You can email your documents electronically for copying to [TC-OfficeServices@lonestar.edu](mailto:TC-OfficeServices@lonestar.edu). Please send 24 - 48 hours in advance.  Office Services phone number: (281) 351-3309Hours of Operation: Monday – Thursday 7:30am – 7:30pm |

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| **Email Address**  All employees will have an active email address with Lone Star. **We require that you check your Lonestar email at least a minimum of 3-4 times per week.** This will be the primary means of communicating with you from the division office, department chairs, and other offices within the Lone Star College System. Please check your email often!  If you are a new adjunct, once you have been set up in our system by Human Resources, you will be able to access your email account. You will need to log into MyLoneStar (<http://my.lonestar.edu>). You will need to get your User ID & Password by using the Self-service tools. | |
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| **Field Trips for Students**  Special paperwork is required and must be completed prior to any field trip required as part of the student’s grade. Please contact Jill or Adriane for assistance and the appropriate forms. | |
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| **Forms & Supplies**  Please ask the division office staff for any forms you may need. Office & instructional supplies are also available in the division office (W219). | |
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| **Key cards**  You will be issued an electronic key card to use for unlocking your classroom and the adjunct offices. The adjunct offices are located in the East Hall office suite, rooms E212 & E213, at the Tomball campus**. If you lose your keycard, you will incur a $20 charge to replace it.** | |
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| **Library**  LSCS Library cards are available to all full-time faculty, adjuncts, students and staff. Library cards are issued at the Library Circulation Desk. The library liaison for our division is Alpana Sarangapani. She can be reached at (832) 559-4219, or by email at: [alpana.sarangapani@lonestar.edu](mailto:alpana.sarangapani@lonestar.edu). | |
| LSC-Tomball Library: | LSC-Tomball Library: (832) 559-4211 (Reference)  (832) 559-4206 (Circulation & Reserve)  (281) 826-4488 (Text a librarian) |
| Library Websites: | <http://www.lonestar.edu/library.htm>  <http://www.hcpl.net/>  E-book: <http://www.netlibrary.com>  DL/Remote Access: <http://library.lonestar.edu> |
| Hours of Operation: | Monday – Thursday 8:00am – 9:30pm  Friday 8:00am – 6:00pm  Saturday 10:00am – 5:00pm  Holidays & Breaks: Call for hours |
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| **Mailboxes**  Your mailbox will be located in Office Services in S150 at the Tomball campus. Please check your mailbox every time you are on campus. | |
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| **Official Day Class Roll**  You will need to verify your Official Day Class Roll after the official day of record (refer to dates on Page 2). A notification will appear at the top of your Faculty Center page in MyLoneStar with a link to verify the Official Day Roll for each class you are assigned to. You can follow this link to electronically certify that the Official Day Roll is verified. It is recommended that you print a copy of the Official Day Roll for your records. **Be sure you click the VERIFIED option and then click the SAVE button**. Once you click the Save button, the Official Day Roll has been verified.  You will only have **5 working days** to verify your official day roll. If you have not verified your roll within this time period, the division dean will be notified. If you have any issues please contact Deena for help. | |

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| **Parking (All parking stickers expire on August 31, 2015)**  All students, faculty, staff and visitor vehicles utilizing LSCS parking lots and garages must display a valid LSCS parking permit or they will be issued a ticket. More information, including how to obtain a parking permit, can be found here: <http://www.lonestar.edu/parking.htm>. |
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| **Syllabus**  Please use the syllabus template provided on the COTE website: <http://www.lonestar.edu/Tomball-Adjunct-Resources.htm>. Your syllabus must be uploaded in MyLoneStar by the **end of the first week of your class**. It is mandated by law that your syllabus be posted for access by students and the general public!  Syllabi should be added / updated through the MyLoneStar portal.  **From the menu: "LSCS Custom" 🡪 "Faculty Syllabi" 🡪 "Add/Edit My Syllabi" 🡪 "Add a New Value"**  Your syllabus will now appear in the main list of faculty syllabi. The search application for the students and general public is: <https://www.lonestar.edu/syllabus.htm>. Your syllabus will be archived for two years. |
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| **Vitae**  It is mandated by law that your vitae be posted for access by students and the general public! Your vitae should be added / updated through the MyLoneStar portal. Your vitae will need to be posted once a year in the fall. Adjuncts teaching concurrent semesters will not need to re-post their vitae in the spring. If you begin teaching in the spring, you will need to post your vitae at that time.  **From the menu: "LSCS Custom" 🡪 "Faculty Vitae" 🡪 "Add/Edit Vitae" 🡪 "Add a New Value"**  Your vitae will now appear in the list of faculty vitae. The search application for students and the general public is: <https://www.lonestar.edu/vitae.htm>. |
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| **Textbooks**  Contact the Division Staff Assistant, Donna Fitzpatrick, to obtain desk copies and instructor materials for the course you are teaching. Many instructor materials are only available online through the publisher’s website. You may contact Donna for publisher information when needed. |
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| **Performance Evaluation** Adjunct faculty will be observed and assessed during the first term of teaching for LSCS by their department chair, director or designee. After the initial assessment, an observation and assessment will occur at least once every three years. Exceptions to the frequency of assessment can be made by the Academic Dean, on the recommendation of the Chair or Lead Faculty at each college.  You will be notified in advance that your class will be observed. The Chairs will work with you to be sure that they are not coming when you have scheduled an exam, a library research day, etc. Generally, the evaluator will stay for the full class period.  Following the observation, you will have a “debriefing” meeting with your Chair to add any comments that you wish, sign the form and return it to the Chair. You will be given a copy of the completed evaluation form.  **Student Evaluation**  Student evaluations are conducted every 16-week semester. Student evaluations are conducted electronically in MyLoneStar. After the semester ends, you can view the evaluations, plus all the comments through MyLoneStar. |
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| **Voice Mailbox**  To request a voice mailbox, please go to: <http://intranet.lonestar.edu/ots/help>. Click on “Adjunct Faculty Voicemail Request” to complete the form. Your account will be generated within 24 hours of your request. Please contact the Service Desk toll free at 1-866-614-5014 if you need assistance.  Your voice mailbox will remain active as long as you teach at least one class for the Lone Star College System per academic year. The number is the same for your students to contact you at, regardless of your teaching assignment location. These voice mailboxes are permanently assigned; they won’t change term-to-term or year-to-year. |

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| **Classroom Equipment** |
| **Phones in the Classrooms**  The purpose of the phones is to provide immediate access to campus security. These phones directly dial central dispatch and cannot be used to dial internal or external numbers. However, if you do experience a technology issue, call 5911 and advise the dispatch operator you need technical assistance. You will be connected to the Service Desk. |
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| **Media Equipment**  All classrooms are equipped with media carts which contain a computer, VCR, DVD player, as well as an overhead projector. If you need assistance with the media cart or media in your classroom, please contact the OTS Department (Office of Technology Services) at (832) 813-6600. Also, if you need a demonstration of the media cart functions, please contact the OTS department. The Media Services Department is located in S203. |
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| **End of Semester** |
| **Final exams** must be held at the publicized scheduled time. There should be no exceptions. To find out when your  final exams are scheduled, please consult the final exam schedule at <http://www.lonestar.edu/examschedule.htm>  **Grades are due in iStar and all checkout materials must be turned in to the division office by the due dates specified on Page 2.**  The following materials must be turned in to the ABBSSS Division office at LSC-Tomball, W219:   * Final Grade Roster printouts from iStar (one copy with each page signed) * Grade Sheets with grade detail (grade book insert) * Roll Sheets (if roll was taken) * Copy of Final exam and key * Incomplete Contract Forms **signed by Instructor and Student** (if applicable) * Any CE Grades (if applicable) * Any textbooks/instructor resources you will no longer be using (if not returning next semester) * Classroom card key |
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| **Other Important Information** |
| **iStar**  All employees will have an active account in iStar. You can access your account with your network user name and password. From any page at [www.lonestar.edu](http://www.lonestar.edu) click on the myLoneStar link. Enter your network username and password (this is the same information used to access your email and/or computer).  **iStar Faculty Center** - You will be able to view your class schedule, print your class rosters, use the gradebook feature to post grades throughout the semester, and post final grades at the end of the semester through the Grade Roster.  To access your iStar Faculty Center:   1. From any page at [www.lonestar.edu](http://www.lonestar.edu) click on myLoneStar link   Istar.PNG  **Grade Book inserts in iStar:**  The iStar system does not generate grade book inserts. You will need to do one of the  following to record your grades in a grade sheet format:   1. Set up your grade book categories through iStar GRADEBOOK. When you input the final grade in iStar Grade Book and submit them, it will automatically submit the final grades (no need to input grades through the grade roster). 2. Create your grade book categories through Brightspace and use Brightspace grade book. At the end of the session, you will need to transfer the final grades to the Grade Roster in iStar.   **Self-Service in iSTAR:**  You will also have a Self-Service tab in iStar with the following features:  • View and update your personal information  • View and update emergency contact information  • View non-ERS benefit information  • View and update direct deposit and W4 information  • View and update credential information and MyWorkshop learning history  • Register for future training in the Lone Star Learning Network  • Enter absence requests (adjuncts should not use this feature in iStar; complete absence form provided)  • View your paycheck  Step 1: Log into myLonestar (<http://my.lonestar.edu>)  Step 2: Scroll to the “Self-service” tab located in the left column |
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| **If you need assistance with the iStar processes, please contact Educational Services at 281‐401-1871.  You may also visit the open lab located in E‐214.** |