Community Services/Fee-based Guidelines

Welcome to Community Education’s Community Service/Fee-based Program. This program is intended to meet the community’s educational, vocational, and cultural enrichment needs. This program is self-supporting and does not receive any state funding. Below are general guidelines to familiarize you with the functions of the program. We hope you enjoy your experience with our program.

Registration & Attendance
All registered students will be listed on your class roster. Students must be registered to attend class. Rosters are available for download at the myHancock portal. For specific instructions on accessing your roster, see page 3.

1. Print Roster: Please print your roster as close to the class start date as possible, as some students may register at the last minute. See page three for instructions on printing rosters.

2. Register New Students: If a student attends class, but is not on your roster, please ask the student to complete a Community Education Fee-Based Admissions & Registration form and collect payment (see attached). A check (payable to AHC Community Education) or credit card is preferable. All credit card information at the bottom of the registration form must be complete. Please ensure the registration form is complete, signed, and dated. Staple the check to the CE Fee-Based Admissions & Registration form. If the student insists he/she registered and paid, inform the student that his/her name does not appear on the roster and you are obligated to collect the registration form and payment. Inform the student that office staff will return the registration and payment, if it’s a duplicate registration. Write the walk-in student’s name and phone number on your roster. Students cannot attend class without being registered. If your class has a materials fee, ensure the amount is included in the payment.

3. Take Attendance: On the first day of class, please ask students to initial next to their name under the Total column (see sample roster on pg. 4). Thereafter, as you call roll, check mark dates of attendance. See sample roster (p.4).

4. Submit Registration Forms to Community Ed: If your class meets for one day only, please drop off any walk-in student registration forms (w/payment) along with the roster (reflecting student initials and/or attendance confirmation) as soon as possible and within 24 hours of class meeting. Please sign and date the roster. Submit to Marti Moreno (922-6966 ext. 3286, mmoreno@hancockcollege.edu) in Community Ed. If you need to drop off these documents after hours, please use the mail slot located at the front of the Community Education building.

5. Submit Roster/Attendance: If your class meets more than one day, please submit any walk-in student registration forms (w/payment) within 24 hours of class meeting. Please submit a copy of your roster (reflecting student initials and/or attendance confirmation). Keep the original roster until the end of the class session and submit to Marti Moreno. Ensure you download an up to date roster as some students may register after you class begins.

Absence
If you need to be absent due to a medical or other emergency, please call our office immediately at 922-6966 ext. 3209. Please speak with Marti Moreno (ext. 3286) or Elaine Healy (ext. 3492). If unavailable, speak with a staff member and give
the class name, CRN number, time/day of class. Please do not leave a voice message. Ensure you speak with someone and call us in a timely manner to allow adequate time to call students and post a sign on the classroom door.

**Evaluation Forms**
Please allow a few minutes at the end of class to distribute and collect evaluation forms from students. Please submit them to Marti Moreno in Community Education. You may obtain a supply of evaluation forms from Community Education office.

**Flyers and Publicity**
To request a flyer, please contact Community Education’s public information specialist Cordelia Rackley (ext. 3550, crackley@hancockcollege.edu). All instructors receive 100 flyers free of charge. If you need more than 100 flyers, you may pay to have them printed by Campus Graphics or an off-campus print vendor. Please submit requests for flyers as soon as possible but no later than 30 days prior to the class start date. Fee-based classes are listed in Spectrum, the Community Education schedule of classes, and listed online. If you wish, you may contact Cordelia Rackley to develop a news release for your class. Instructors are encouraged to promote their classes. Any print publicity must be approved by Cordelia Rackley.

**Mail**
If you request it, a mailbox will be created for you in Community Education, building S. Please check your mailbox periodically for student messages or mail. If you wish students to contact you, we encourage you to give them your AHC email address.

**Materials Fees / Reimbursement**
All material fees are paid at the time of enrollment. Instructors will be reimbursed after the class has ended.

**Reimbursement Process**
1. The instructor purchases materials and submits all itemized receipts to Marti Moreno for reimbursement after the class has ended.
2. The instructor must fill out a Reimbursement Certification form. The form is available from the myHancock portal under the Doc/Forms Library tab. A request for reimbursement cannot exceed the materials fees collected. Funds will only be reimbursed once receipts and the reimbursement form are submitted.

**Minimum Enrollment**
Fee-based classes have a minimum enrollment requirement of ten. If enrollment is below ten one week prior to the class start date, please contact Marti Moreno (ext. 3286) or Elaine Healy (ext. 3492) as the class is subject to cancellation.

**Class Schedule**
Class days and times should not be changed once classes have been advertised in the Spectrum schedule of classes.

**Payment/Payroll**
Payment requests for instructors are submitted to Payroll on the 10th of each month. A check is processed for you the last day of the month and is normally mailed to your home. Typically, payment is based on class enrollment. Be sure all students attending are registered and you have submitted a signed/dated class roster by the 7th of the month.

**Photocopies / Handouts**
Fee-based instructors can purchase photocopies from Campus Graphics or any off-campus vendor they choose. You may contact Gordon Rivera at extension 3447 in Campus Graphics to set up an account. Photocopies are not covered by class enrollment fees.
myHancock Portal

The myHancock portal is a gateway to all college Web-based services. The portal allows you to access class rosters and web mail. Based on your login, the portal recognizes your role (i.e., student, faculty, staff, etc.) and displays tabs and channels accordingly. You can access the portal 24/7 both on and off campus from any computer with an Internet connection. The portal login page can be found by clicking the myHancock button in the top right corner of the www.hancockcollege.edu home page. If you do not know your user name or password, please call 922-6966, ext. 3345 or email the ITS helpdesk at helpdesk@hancockcollege.edu. All Community Education instructors are required to gain access to the portal. Please email Anna Rice at arice@hancockcollege.edu to attend training on campus.

Accessing the myHANCOCK Portal & Your Roster

It is important that you print your class rosters to confirm that students who attend class are registered. Instructors should also regularly check their AHC email account as this is the primary means of AHC communication.

Printing Class Rosters & Accessing AHC Web Mail

1. Go to the AHC Homepage: http://www.hancockcollege.edu and click “myHancock” in the top right corner.
2. Enter your user name and password (see instructions below). If you are unable to log-in, please click “failed login?” If you are still unable to log-in, click “Still having problems logging in?” These links are found below the User Name and Password boxes.
3. Once you log-on, you can access your official AHC email account by clicking “Web Mail” in the top right corner.
4. To access class rosters, click on the “Faculty” tab. After you click on the “Faculty” tab, you will see a box title “My Faculty Stuff.” Click on “Class Roster Search” in this box.
5. Highlight the current term and click “Set Term.” Scroll down to “Fast Lane . . .” Enter your 5-digit CRN. Click the circle next to “Printable Roster,” then click “Submit.” You should now see your roster showing students currently enrolled in your class.
6. To print the roster, click “Print Roster.” You will need to print the roster in landscape orientation. You may also have to change options on your print menu to ensure proper printing on your particular printer. There is a computer and printer available for faculty use in Community Education.

<table>
<thead>
<tr>
<th>USER NAME</th>
<th>PASSWORD</th>
<th>AHC EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>firstname.lastname</td>
<td>Ahc!YYYYMMDD</td>
<td><a href="mailto:firstname.lastname@hancockcollege.edu">firstname.lastname@hancockcollege.edu</a></td>
</tr>
</tbody>
</table>
At the first class meeting, please ask students to initial next to their name in the Total column. Please sign and date at the bottom of the roster.

Instructor's Signature   Date