Compiled by
Alan Natachu
Technology Training Coordinator
anatachu@madisoncollege.edu
608-246-6050

Center for Excellence in Teaching and Learning (CETL)
Rm B2208, 2nd Floor, Truax
608-246-6646
madisoncollege.edu/cetl

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Fort Atkinson
Rm 109

Building Hours
Monday – Thursday
7:00 am - 10:00 pm
Friday
7:00 am - 4:30 pm
Saturday
8:30 am – 11:30 am
(1st Saturday of the Month)

TelePresence Phone Number
920-568-7303 or x7303

TelePresence Room Contacts
Office Staff
920-568-7200
Local Faculty Help
Telepresence Mentor/Fellow
Kristine Held, Fellow
920-568-7232
Carrie Andersen, Mentor
920-568-7233
Blackboard Mentor
TBD
Campus Manager
Jeff Dodge
920-568-7218
Cindy Bowen
920-568-7217

Student Help
Blackboard Help
Go to the Library or Student Achievement Center (SAC).
Call Student Help Desk x4444

Email help
Go to the Library or Student Achievement Center (SAC).
Call Student Help Desk x4444

Writing Center
The Writing Center is in the Student Achievement Center. 
Check the sign outside the SAC for information on current staffing hours.

Computer Labs
Students may use the computers in the student lounge during normal business hours. 
Additional computers are available in the Student Achievement Center and the library 
and may be used when the library is open.

Textbooks Obtained by Students
Textbooks for face to face classes should be purchased at the campus where the 
student is taking the class. Textbooks for online classes should be ordered online with 
the books shipped directly to the student's home or other site.

Disability Resources Contact
Jennifer Kwapiil, DRS
x8023 or 920 – 206 – 8023
Jaya Mathew, Counselor
920 – 206 – 8000, x3452
Each counselor works 19 hours per week and splits time between the Fort Atkinson & 
Watertown campuses.

Special Needs Testing Resource
Email Accomtesting@madisoncollege.edu or call 608-243-4217 for information.

Students should submit a Student Reservation Form to have a test accommodated, 
http://madisoncollege.edu/reservation-sheet-test-taking-accommodations, five 
school days prior to the test date.

Make Up Tests
Proctored tests usually take place in the library. Students must call 920-568-7200 at 
least two business days ahead of requested date to make an appointment for 
proctored tests.

Document Delivery & Copies
Where to Turn in intercampus envelopes
Students should drop completed envelopes at the main office. Interdepartmental 
envelopes should be addressed by the students to their instructor. If the office is 
closed, envelopes can be slipped under the office door or through the window cage.

Where are intercampus envelopes stored
Campus envelopes are stored on the open bookcase in the Cisco classroom. 
Additional envelopes may be picked up at the main office.

Average delivery time to this campus
3-5 days business days

Where to pick up envelopes
See answer below.

Where copies of course materials for absent students stored
Course materials are stored in the main office and can be picked up between 
7:30 am and 6:00 pm (Mon.-Thurs.)
7:30 am - 4:30 pm (Fri.)
8:30 am - 11:30 am (1st Saturday of the month).
Portage
Rm 104 (16 Seat)
Rm 123 (10 Seat)

Building Hours
Monday - Thursday
7:30 am-10:00 pm
Friday
7:30 am-4:30 pm
Saturday
8:00 am- 2:00 pm

TelePresence Phone Number
Rm 104
608-745-3120 or x3120
Rm 123
608-742-3126 or x3126

TelePresence Room Contacts
Mon – Fri
Linda Nellen
7:30 am – 4:00 pm
608-745-3103
Kathy Frost
8:00 am-4:30 pm
608-745-3102
Sue Trimmer
8:00 am-4:30 pm
608-745-3104
Mon & Wed
Lisa Carlson
1:00 pm – 7:00 pm
608-745-3165

Tues & Thur
Terri Bean
10:30 am – 7:00 pm
608-745-3166

Sat
Lisa Carlson
7:30 am – 12:30 pm
608-745-3165

Local Faculty Help
Telepresence Mentor/Fellow
Michelle Andersen, Mentor
608-745-3136

Blackboard Mentor
TBD

Campus Manager
Scott Beard
608-745-3101

Student Help
Blackboard Help
Librarian Autumn Hall-Tun
ahalt-tun@madisoncollege.edu
(608) 828-7911

Email help
Librarian Autumn Hall-Tun
ahalt-tun@madisoncollege.edu
(608) 828-7911

Writing Center
Monday
11:00 am – 2:30 pm
Room varies, please check with main office.

Computer Labs
Library open computer lab. Other computer labs have posted hours outside the classroom, they are only available when classes are not in session.

Textbooks Obtained by Students
All textbooks are sold out of the main office.

Disability Resources Contact
David Medearis (x3117)

Special Needs Testing Resource
Refer students to Disability Resource person.

Students should submit a Student Reservation Form to have a test accommodated, http://madisoncollege.edu/reservation-sheet-test-taking-accommodations, five school days prior to the test date.

Make Up Tests
We don't have adequate staff for one on one proctoring. Students can take an exam in the lobby in front of our office windows.

Document Delivery & Copies
Where To Turn In Intercampus Envelopes
Front Office

Where are Intercampus Envelopes Stored
Front Office

Average Delivery Time To This Campus
2-3 days

Where To Pick Up Envelopes
Envelopes will be delivered via Speedy Delivery to the Front Office and will wait in the file cabinet for pick-up.

Where Copies Of Course Materials For Absent Students Stored
We have a file cabinet in the office with day by day deliveries.
Reedsburg
Rm 130
Rm 141

**Building Hours**
- **Monday-Thursday**
  7:30am-10:00pm
- **Friday**
  7:30am-4:30pm
- **Saturday**
  8:00am-3:00pm

**TelePresence Phone Number**
- **Rm 130**
  608-524-7751 or x7751
- **Rm 141**
  608-524-7762 or x7762

**TelePresence Room Contacts**
- **Mon - Fri**
  AM & PM
  Patti Fuhrman
  608-524-7764
  PM
  Office staff
  608-524-7800
- **Sat**
  Mary Washa
  608-393-5085

**Local Faculty Help**
- **Telepresence Mentor/ Fellow**
  TBD
- **Blackboard Mentor**
  TBD
- **Campus Manager**
  Scott Beard
  608-745-3101

**Student Help**

**Blackboard Help**
Our librarians help or we refer students to the Help Desk.

**Email help**
Our librarians help or we refer students to the Help Desk.

**Writing Center**
Student Achievement Center, Rm. 102.
The Student Achievement Center hours will vary.

**Computer Labs**
We have two computer labs located next to TP room. We have open hours in between classes. Computers are also available in Library and Student Commons area.

**Textbooks Obtained by Students**
All textbooks are sold out of the main office.

**Disability Resources Contact**
David Medearis (x3117)

**Special Needs Testing Resource**
Refer students to Disability Resource person.

Students should submit a Student Reservation Form to have a test accommodated, http://madisoncollege.edu/reservation-sheet-test-taking-accommodations, five school days prior to the test date.

**Make Up Tests**
Librarian or office staff will in special situations

**Document Delivery & Copies**

**Where To Turn In Intercampus Envelopes**
Office until 7pm, after that, must locate custodian to open office.

**Where are Intercampus Envelopes Stored**
Front Office

**Average Delivery Time To This Campus**
2-3 days

**Where To Pick Up Envelopes**
Front Office

**Where Copies Of Course Materials For Absent Students Stored**
Front office either in “Student Materials mailbox” or the instructor’s folder.
**Truax**  
Rm C1447

**Building Hours**  
Monday-Friday  
7:00am-9:45pm  
Saturday-Sunday  
7:00am-3:00pm

**TelePresence Phone Number**  
608-243-4722 or x4722

**TelePresence Room Contacts**  
**Mon – Fri**  
AM-PM:  
Public Safety Office  
608-246-6932 or 6932  
PM (Evenings)  
Public Safety After Hours  
243-4357  

**Sat**  
Public Safety After Hours  
243-4357

**Local Faculty Help**  
Telepresence Mentor/Fellow  
TBD  
Blackboard Mentor  
TBD  
Campus Manager  
TBD

**Student Help**  
Blackboard Help  
Truax Library: Student Help

**Email help**  
Truax Library: Student Help

**Writing Center**  
Student Achievement Center

**Computer Labs**  
Varies by School & Center. Truax Library has the largest computer lab on campus.

**Textbooks Obtained by Students**  
Truax Bookstore

**Disability Resources Contact**  
Sandy Hall  
Room 159H  
608-246-6791 or 6791

**Special Needs Testing Resource**  
(608) 243-4217 or Toll Free (800) 322-6282

Students should submit a Student Reservation Form to have a test accommodated,  
http://madisoncollege.edu/reservation-sheet-test-taking-accommodations, five  
school days prior to the test date.

**Make Up Tests**  
There are no official accommodations

**Document Delivery & Copies**  
Where To Turn In Intercampus Envelopes  
In the mail slot labeled, "Truax Mail" under the 'Mailroom' ceiling sign.

**Where are Intercampus Envelopes Stored**  
Blue envelopes are available in the TelePresence room.

**Average Delivery Time To This Campus**  
1-2 Days

**Where To Pick Up Handouts**  
Handouts will be delivered via the Learner Success Hub to the bookcase under the  
auxiliary monitor in the TelePresence room. Missing handouts should be resolved with  
the Learner Success Hub (608-246-6435)

**Where Copies Of Course Materials For Absent Students Stored**  
In the Truax TelePresence room bookshelf with the students' name on it.
**Watertown**
Rm 161

**Building Hours**
**Monday-Thursday**
7:00am-10:00pm

**Friday**
7:00am-4:00pm

**Saturday**
7:30am-12pm (or 1:00pm)

**TelePresence Phone Number**
920-206-8031 or x8031

**TelePresence Room Contacts**
Mon – Fri
AM
*Sue Padron*
7:30 am – 4:00 pm
920-206-8017

PM (Evening)
*Joyce Otterstatter*
10:00 am – 6:00 pm
920-206-8006

Sat
*Bonnie Dettmann*
8:30 am – 11:30 am
920-206-8000

(1st Saturday of the month only)

**Local Faculty Help**
*Telepresence Mentor/ Fellow*
TBD

*Blackboard Mentor*
TBD

*Campus Manager*
*Jeff Dodge*
920-568-7218

**Student Help**

*Blackboard Help*
Call Student Help Desk x4444

*Email help*
Call Student Help Desk x4444

*Writing Center*
Available in Student Achievement Center during posted times.

**Computer Labs**
Computers available in student lounge during normal building hours. Computers and printers available in Student Achievement Center and Library during their posted open times.

**Textbooks Obtained by Students**
All textbooks are sold out of the main office. Campus bookstore only stocks books used for classes located on the Watertown Campus. Online class’s books need to be purchased online or from the Truax bookstore.

**Disability Resources Contact**
Jennifer Kwapil, DRS
x8023 or 920 – 206 – 8023

**Special Needs Testing Resource**
Jennifer Kwapil, DRS
x8023 or 920 – 206 – 8023

*Jaya Mathew, Counselor*
920 – 206 – 8000, x3452

Each work 19 hours per week and split time between Fort Atkinson & Watertown Campuses.

**Make Up Tests**
Do not have adequate staff for one on one proctoring. Students can take exam in the lobby in front of the front office.

**Document Delivery & Copies**

*Where To Turn In Intercampus Envelopes*
Front Office

*Where are Intercampus Envelopes Stored*
Front Office

*Average Delivery Time To This Campus*
1-3 days

*Where To Pick Up Envelopes*
Front Office

*Where Copies Of Course Materials For Absent Students Stored*
Front Office.
### Building Hours
- **Monday-Thursday**: 7:00am-9:00pm
- **Friday**: 7:00am-4:30pm
- **Saturday**: 8:15 am - 1 pm

### TelePresence Room Contacts
- **Mon - Fri**: AM & PM
  - **Linda Williams**: 608-243-5418
  - PM (Evening): Welcome Center (Until 6pm) 608-828-7902
- **Sat**: Welcome Center 8:15 am - 1:00 pm 608-828-7902

### Local Faculty Help
- **Telepresence Mentor/Fellow**: TBD
- **Blackboard Mentor**: TBD
- **Campus Manager**: Lorin Toepper 608-243-5415

### Student Help
- **Blackboard Help**: The Library, Rm 302.
  - Monday - Thursday: 7:30 am - 7:00 pm
  - Friday: 7:30 am - 4:00 pm

### Email help
- Welcome Center, Rm 302.

### Writing Center
- **Rm 162**: Mondays & Wednesdays, 11:00 am - 5:00 pm
  - Tuesdays & Thursdays, 11:00 am - 2:00 pm.

### Computer Labs
- **Rm 457**: Monday - Thursday, 7:00am-9:00pm
  - Friday, 7:00am-4:30
  - Saturday, 8:00-1:00 pm

### Textbooks Obtained by Students
- **On Campus Bookstore**

### Disability Resources Contact
- **Deb Reichert**: 608-259-2950
  - Tuesday, 8:00 am – 4:00 pm

### Special Needs Testing Resource
- **Room 340**
  - Students should submit a Student Reservation Form to have a test accommodated, http://madisoncollege.edu/reservation-sheet-test-taking-accommodations, five school days prior to the test date.

### Make Up Tests
- **No proctor on-site yet**

### Document Delivery & Copies
- **Where To Turn In Intercampus Envelopes**: Welcome Center
- **Where are Intercampus Envelopes Stored**: Welcome Center
- **Average Delivery Time To This Campus**: 1 - 2 Days
- **Where To Pick Up Envelopes**: In the Telepresence Room
- **Where Copies Of Course Materials For Absent Students Stored**: Welcome Center
**Madison College Telepresence Contacts**

**TelePresence Fellows**

Kris Held  
920-568-7232  
kheld@madisoncollege.edu

**TelePresence Mentors**

Michelle Andersen, Mentor  
608-745-3136  
mmanderson1@madisoncollege.edu

Carrie Andersen, Mentor  
920-568-7233  
andersen@madisoncollege.edu

**TelePresence Trainers**

Alan Natachu  
608-246-6050  
anatachu@madisoncollege.edu

Patrick Barlow  
608-246-6910  
wbarlow@madisoncollege.edu

**TelePresence Administrative Team**

**Learner Success Hub**

Lori Sebranek  
608-243-4185  
lsebranek@madisoncollege.edu

Kelly Schulte  
608-246-6718  
kschulte@madisoncollege.edu

Mecchelle Mitchell  
608-246-6163  
mmitchell@madisoncollege.edu