GUIDE TO Downtown Campus

IMPORTANT PHONE NUMBERS
Downtown Campus Administration: (608)246-6458
Public Safety Emergency: (608) 243-4357
Public Safety Non-Emergency: (608) 246-6932
Emergency: 9-911

CONTACTS
Kathleen Paris – Interim Campus Manager, Rm D109, 243-4189 KParis@madisoncollege.edu
Claudia Mikkelson – Administrative Planner, Rm D109, 243-4204 cmikkelson1@madisoncollege.edu

EMAIL ACCOUNT
Email via a Madison College email account is the college's official method of communication. Activate your account at MyMadisonCollege, found on the college's website. You will need your employee id number to set up your account. If you have trouble activating your account, contact the Help Desk at (608) 246-6666. Please check your account regularly!

MAILBOXES
DTEC mailboxes are requested by School offices. The purpose of the mailbox is to ensure instructors receive important communications, especially from students. It is important that you retrieve your mail before each teaching session or at least once per week. Mailboxes are re-issued each semester and should be requested through School offices.

Mail is delivered to the DTEC Campus during weekday mornings, Monday – Friday.

ONECARD/ ROOM ACCESS
Assigned DTEC Campus classrooms, workspaces and labs are accessed via a OneCard, the college's employee identification card. If you are a new instructor or if you have not yet obtained a OneCard, please arrange to obtain one as soon as possible. The Student Life office staff in room D125 can take your picture. If you have a mailbox, you can request for your OneCard to be delivered to the DTEC Campus.

You do need to be “officially hired” before a OneCard can be issued (i.e., an employee id number assigned). It typically takes about two to three weeks to fully process hiring paperwork.

If you are unable to access a room, contact Public Safety at 4357 or your respective School. For immediate access to a room during the daytime hours, contact the Campus Admin Staff.

PART-TIME INSTRUCTOR VOICEMAIL
Voicemail is available for part-time instructors and can be accessed from any college phone. If you would like a voicemail box, please contact your School office.

TELEPHONE USAGE TRAINING
Short training videos on how to use all the available features of the telephone system can be found inside MyMadisonCollege.
BUILDING HOURS
The DTEC building is open as follows:
Monday – Friday: 7:00 am to 10:00 pm
Saturday: 7:00 am to 3:00 pm
Sunday: CLOSED

SERVICE HOURS
Please refer to your DTEC Services sheet for more info.

PARKING
You can access the staff parking lot via your OneCard, however, spaces are limited! Please save your parking receipts to ensure proper reimbursement of parking ramp fees. In addition, fill out an Expense Reimbursement Claim Form and turn in to your School office for processing.

BOOK SALES
The Downtown Bookstore supports the DTEC class offerings. Your School office coordinates this service.

Cafeteria & Staff Lounge
See handout for DTEC Cafeteria hours. In addition, there is a Staff Lounge (D004) in the basement. The lounge is equipped with a refrigerator, microwave, and private male & female bathrooms. Please note that the lounge female bathroom is the designated space for nursing mothers.

PT FACULTY SHARED OFFICE SPACE
Room D413 is designated as a shared office space for all PT faculty at DTEC. You can access this space with your OneCard. Supplies such as paper, dry erase markers, and other basic classroom supplies, are replenished weekly. If you need larger quantities or other supplies, please contact your School office. Please inform our admin office if the printer is out of toner or you are in need of classroom supplies.

**Please Note** We do our best to maintain confidentiality in this space and students are not allowed in this area. If you need to meet with a student, please make arrangements with the DTEC office and we can assist with reserving a room.

PRINTING/DUPLICATING
There are multipurpose copiers and printers available in Room D127 for your use. You can obtain your respective code from your School Office. For larger duplicating jobs, please use duplicating services through the Document Services Office, located in Rm 226 at the Truax Campus. Orders may also be placed online if you have electronic copies of documents. The website is found at: [http://duplicating.madisoncollege.edu/print_services.shtm](http://duplicating.madisoncollege.edu/print_services.shtm)

You can have materials delivered directly to the DTEC Campus. Please allow ample time for production and delivery to the DTEC Campus if you choose this option.

AUDIO VISUAL EQUIPMENT/SMART CLASSROOMS
All renovated classrooms are equipped as smart classrooms. For any equipment that is not already in the room, Audio Visual Equipment can be scheduled for instruction in room D131. See Services handout for hours of operation.

For technology assistance in your classroom, contact the Help Desk at (608) 246-6666 or extension 6666 from internal phones.

STUDENT ADVISING & COUNSELING SERVICES
Counseling and advising services are available for your students. Students can make an appointment in
the Student Development office in room D116.

**WRITING CENTERS**
The college is committed to student success! Please encourage your students to utilize the Writing Center available at the DTEC Campus for assistance with writing papers, located in D223B. Students should call 258-2426 to schedule an appt.

**ENROLLMENT & STUDENT PAYMENT SERVICES**
Students can enroll in or drop classes at the Enrollment windows during service hours. They can also make payments. Students can obtain their OneCard and bus pass in the Student Life office (rm D125).

**EMERGENCY PROCEDURES & WOLFPACK ALERTS**
Emergency Procedures and Safety Orientation training is required for all new employees. Online training is available at [http://madisoncollege.edu/emergencies](http://madisoncollege.edu/emergencies)

**WolfPack Alerts** inform you of campus closures or other emergency situations and are delivered via your cell phone. Sign up to receive these alerts at: [https://www.e2campus.net/my/matcmadison/](https://www.e2campus.net/my/matcmadison/)

**SCHOOL CLOSING - WEATHER CONDITIONS**
In cases of severe weather, monitor local radio and television stations for campus closings. Radio stations are:  WIBA-101.5 FM or 1310 AM, MAGIC 98 FM, WTDY-1480 AM, WOLX-94.9 FM, WTSM-1070 AM, WZEE-104.1 FM, WMOM-105.5 FM, WYIZ-105.1 FM, Q106-106.3 FM. Television stations are:  WISC TV-Channel 3, WKOW TV-Channel 27, WMTV-Channel 15. Students/staff may also call the Madison College Emergency and Building Closure Hotline at (608) 246-6606. You can also receive notice via the WolfPack Alert system.

Madison College rarely closes due to bad weather. However, students are urged to use their own judgment as it relates to their situation considering distance, road conditions, safety and other factors and determine individually if they should report to school as usual. Students will not be penalized if they cannot report to work or attend classes as scheduled. They will be given an opportunity to take scheduled examinations at another time. Provisions shall be made by teachers on a formal or informal basis for completing any missed class work.

**NO SMOKING POLICY**
All Madison College facilities and properties follow a tobacco-free policy. Students, faculty and staff are not permitted to smoke or use tobacco products on school grounds including parking lots.

**INSTRUCTOR ABSENCES**
When an instructor is unexpectedly and unavoidably absent due to an illness or family emergency, it is his/her responsibility to notify their School office, contact their students (typically via email) and to provide as much notice of their absence as possible.

The School office will then contact DTEC to ensure a sign is posted in the classroom to notify of the cancellation or late arrival.

**CHILDREN IN THE CLASSROOM**
It is the college’s policy that children in the classroom are allowed for instructional purposes only. We encourage you to provide options for students to complete their work outside of class should they have a childcare conflict.

**OTHER QUESTIONS**
For additional questions, please feel free to ask the main office staff! We may not know the answer but we’ll do our best to point you in the right direction.