GUIDE TO SOUTH CAMPUS

IMPORTANT PHONE NUMBERS
South Campus Main Office Telephone Number: (608) 243-4200
Office of Public Safety: (608) 243-4357
Non-Emergency: (608) 246-6932
Emergency: 9-911

CONTACTS
Claudia Mikkelson – Administrative Planner, Office of Diversity and Community Relations, 243-4203, cmmikkelson1@madisoncollege.edu
Valentina Ahedo – South Campus Lead – 246-6461, vahedo@madisoncollege.edu
Corina Diaz-Suazo – Administrative Planner – SMEC, 243-4203, cmdiazsuazo@madisoncollege.edu
Maria Lopez – Administrative Planner – SMEC, 243-4258, melopezlara@madisoncollege.edu
Javier Neira – Administrative Planner – SMEC, 243-4526, jneira@madisoncollege.edu
Luisa Rios Jimenez – Clerical Technician – SMEC, 243-4200, LRIos-Jimenez@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! If you have voicemail, you can access these messages via email.

MAILBOXES
South Campus mailboxes are requested by School offices and are maintained by South Campus personnel. 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 South Campus during weekday mornings, Monday – Friday.

ONECARD/ ROOM ACCESS
Assigned South 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 front office staff can take your picture and request for your OneCard to be delivered to the South Campus.

You do need to be “officially hired” before a OneCard can be issued (i.e., have 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 Valentina Ahedo or your respective School. For immediate access to the room see the front office staff.

PART-TIME INSTRUCTOR VOICEMAIL
Voicemail is available for part-time instructors and can be accessed from any college phone and college email system. 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 South Campus building is open as follows:
- Monday – Thursday: 7:30 am to 10:00 pm
- Friday: 7:30 am - 4:30 pm
- Saturday: 7:30 am - 5:00 pm
- Sunday: 11:30 am - 5:00 pm

**SERVICE HOURS**
Services such as enrollment, student payments, OneCard and the Student Resource Center are available as follows:
- Sunday: 12:00 pm - 4:30 pm
- Monday – Thursday: 8:00 am to 8:00 pm
- Friday: 8:00 am - 4:00 pm
- Saturday: 8:00 am to 4:30 pm

**PARKING**
Parking stickers are currently not required for students or staff at the South Campus. Parking is available throughout the site. There is plenty of parking on the north side of the complex.

Please do not park in stalls marked “Disabled Parking” unless you have the designated license plate or disabled parking identification card. Use “One-Hour Parking” when you will only be onsite for an hour….tickets have been issued to our staff and students parking longer than one hour in these stalls!

**RESTROOMS & DRINKING FOUNTAINS**
Restrooms and drinking fountains are located on each floor in the Atrium area.

**COMPUTER OPEN LAB**
We will almost always have a computer lab available for student use in Room SM104. At times, the location may rotate based on scheduling needs.

South Campus Student Computer Lab hours are as follows:
- Sunday: 12:00 pm - 4:30 pm
- Monday – Thursday: 8:00 am to 9:00 pm
- Friday: 8:00 am - 4:00 pm
- Saturday: 8:00 am - 4:30 pm

**BOOKS ON CLOSED RESERVE**
We encourage all faculty to donate a copy of their required textbook to the South Campus Closed Reserve collection. Students who cannot afford the text use these while studying in the Student Resource Room. These books are not removed from the campus.

**BOOK SALES**
The Downtown Bookstore supports South Campus class offerings. This fall we continue to pilot book sales of high-enrollment classes at South. Students may inquire at the front desk for titles and payment options.

**COMMONS AREA**
Tables and chairs are available on the first and second floors of the Atrium. A microwave is available for student use on the first floor of the Atrium, in rm SM148.

**STAFF & FACULTY SHARED OFFICE SPACE**
Room SM105 is designated as a shared office space for all faculty and staff at South. Request access to
this room through your School office. This shared space has 7 stations with desks, computers, phones, and storage space (overhead bins, single file drawers, and vertical file drawers). Storage drawers can be checked out for the semester. See the front office staff for assistance.

The office is meant for the temporary use of faculty and staff who need a place to prepare for class, grade assignments, use a computer, consult with colleagues, etc. As a shared space, it is not intended for any one faculty to “claim” their own space, but to use as needed to prepare to teach. Since the room is locked at all times, access is provided via a OneCard.

A refrigerator and microwave are also available in this space. The refrigerator is cleaned every Friday. Unmarked food will be discarded weekly.

**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 stop at the front desk and we will provide access to a confidential office.

**PRINTING/DUPLICATING**
A multipurpose copier and printer are available in Room SM105 for your use. This machine is for small duplicating jobs only. For larger 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

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

**SUPPLIES & EQUIPMENT**
Basic instructional supplies such as paper, pens/pencils, paper clips, etc., are available at the front office. If you need larger quantities or other supplies, please contact your School office. A stapler, paper cutter, scissors, three-hole punch and shred-it box are available in room SM105. While a Scantron reader is also available, Scantron forms must be purchased through your School office.

**AUDIO VISUAL EQUIPMENT/SMART CLASSROOMS**
All renovated classrooms are equipped as smart classrooms. A media cart is available for use in RM SM138.

For any equipment that is not already in the room, Audio Visual Equipment can be scheduled for instruction by contacting the Instructional Media Services area at the Truax Campus. Requests may be made by calling (608) 246-6084. Please note that typically do not deliver equipment to the South Campus. You will need to make arrangements to pick up and return the equipment to Truax.

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. Please have them visit or call the front office to make an appointment.

**WRITING CENTER & MATH TUTORING**
The college is committed to student success! Please encourage your students to utilize the writing center and request math tutoring (through the tutoring office) for assistance with writing papers and completing math homework. Check postings at front office for more information.

**ENROLLMENT & STUDENT PAYMENT SERVICES**
Students can enroll in or drop classes at the front office during service hours. They can also make payments and obtain a OneCard and bus pass.
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

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

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, WTSO-1070 AM, WZEE-104.1 FM, WMMP-105.5 FM, WYZM-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. This includes the Villager Mall parking lot.

Please direct smokers to the sidewalks along Park and Hughes Streets.

INSTRUCTOR ABSENCES OR LATE ARRIVALS
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.

It would also be helpful and much appreciated if the instructor would also contact the South Campus office at (608) 243-4200 to advise of an absence or late arrival so we can post signage of the class cancellation/ late start. If an instructor does not arrive within 15 minutes of the class start time, students may leave without penalty.

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.

FOOD IN THE CLASSROOM
Because South Madison is a leased facility, we have limited custodial services. As we know sharing a meal with your class is important, please ask to reserve Rm SM111 for your “class potluck” needs.

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.