WEST CAMPUS
PART-TIME AND FULL-TIME INSTRUCTOR INFORMATION

Important Phone Numbers
Welcome Center - Ext. 7902 (Internal only)
Bookstore - 243-5413
Security - 243-4357
Custodian - 246-6030
Facilities - 246-6020
Linda Williams - Campus Administrative Coordinator - 243-5418 - lwilliams@matcmadison.edu
Lorin Toepper - Executive Director West Campus & Economic & Workforce Development - 243-5415
ltoepper@matcmadison.edu

EMAIL ACCOUNT
Activate your Madison College email account through the website (matcmadison.edu). Click on the A-Z Index and then locate Account Activation for Employees to proceed. All full- and part-time instructors are required to set up a Madison College Email account as this is the preferred direct contact link we have with instructors. Please check your messages regularly. If you have trouble activating your account, contact the Help Desk at 246-6666.

MAILBOXES/MAIL ROOM/WORK ROOM (121F (old room number 122))
West Campus mailboxes are requested by center office and are issued and maintained by West Campus personnel. The purpose of the mailbox is to ensure that the instructor receives important communication from students, the Enrollment Center, and other offices at Madison College. This is the best way (besides email) that you are able to receive communication, so it is very important that you retrieve your mail before each teaching session or at least once per week if you are only teaching online classes. Mailboxes are reissued each semester. As you are facing the mail slots, the first section (left side) are full-time teachers. The part-time teacher mail slots are located next. Please try not to pull out the mailbox trays as they are difficult to put back in.

The mailroom is located in Room 121F. Mailroom hours are 7:00 am to 4:00 pm. All full- and part-time instructors are given one card access to this room as well. This room is for faculty and staff use only.

Incoming mail is delivered from the Truax Campus daily between 10:00 and 11:00 am. Notices are put in mailboxes for packages that are too big to place in the mailbox. These packages can be found on the table in this room. Please return the notice to the bookshelf to the right of the mailbox slots.

Outgoing interoffice mail should be placed in the orange bin labeled "Outgoing" on top of the file cabinet. Larger packages going to Truax or another campus should be stacked near the door on top of the Shred-It container or on the table near the door. These packages should be clearly marked as to where they are going (i.e., Truax Campus bookstore, etc.). Outgoing UPS packages with appropriate UPS delivery or return labels attached should be placed on the other side of the shredder. Outgoing US Postal Service mail (stamped or no postage necessary) should be placed in the red filing bin on the table labeled "US Mail" and is picked up by the postal carrier once per day.
usually late morning to mid-afternoon. Incoming US mail is sorted into mailboxes later in the day or the next morning.

Incoming faxes are placed in the brown box near the fax/copier machine. They may also be placed in your mailbox if time allows but check here first if you are expecting a fax. Outgoing fax error reports are placed in this box as well.

There is a small cart located in the Work Room which can be used to transport packages to your classroom or office. Please return the cart promptly to the Work Room so it is available for the next person.

Please keep the mailroom/workroom neat by picking up after yourself, throwing away any mail items you no longer need, and putting away supplies and paper after using them.

**ONE CARD/ROOM ACCESS**
All full- and part-time instructors **MUST HAVE** a valid Madison College One Card in order to get into instructor offices, the mailroom/work center, and many classrooms. If you are a new instructor or if you have not received a One Card, **you will need to get one before classes begin**. One card pictures can be taken at the West Campus during Welcome Center business hours. A photo ID is required to obtain a One Card. The forms are then sent to the Truax Campus for the cards to be printed and are returned to the West Campus within approximately two weeks. You will be notified by email when your card has arrived. All employment paperwork needs to be turned into your center office and you need to be in the PeopleSoft system before a one card will be issued. It typically takes about two to three weeks after your paperwork is submitted before you are able to get the one card. If you are unable to get into a room that you need access to, contact Linda Williams or Welcome Center staff during regular business hours. After office hours or on Saturdays, call the Security number above.

**KEYS**
Instructors will be issued keys for any specialty classrooms they are assigned to that do not have one card access. Keys should be returned at the end of each semester.

**PART-TIME INSTRUCTOR VOICE MAIL**
Voice mail is available for part-time instructors and can be accessed from any phone. If you would like a voice mail box, contact your center office to have one set up.

**ROOM NUMBERS**
Room numbers at the West Campus have changed beginning with the Fall 2011 semester. Please obtain a campus floor plan from the Welcome Center area if desired.

**TELEPHONE USAGE TRAINING**
For questions on how to use the phone system, log in to MyMadisonCollege and locate the links to instructional videos on the lower left-hand side of the page.

**BUILDING HOURS**
During the school year, the West Campus is open from 7:00 am to 9:00 pm Monday through Thursday, 7:00 am to 4:30 pm on Friday, and 8:00 am to 1:00 pm on Saturdays. During holiday weeks and convocations days, the building hours may change.
PARKING
Parking stickers are currently not required for students or staff at the West Campus. You may park in any designated stalls. Do not park in stalls specified as “Disabled Parking” unless you have the designated license plate or disabled parking identification card.

RESTROOMS
Restrooms are located on each floor near the elevator. Unisex ADA-compliant restrooms are also available on 2nd and 4th floors. Please report any restroom problems to the Welcome Center or call 246-6030 to report the problem.

LOCKERS
Lockers are not available at the West Campus.

ATRIUM
The atrium is very beautiful but not available for use because it is not up to code for fire suppression and ADA compliance.

COMPUTER ROOM OPEN LAB
Room 457 is designated as an open lab for student use. We do not schedule classes in this room. However, the room is reserved occasionally for testing or for outside agencies. A schedule is posted on the door of the room. The Library also has computers available for student use.

BOOKSTORE/FOOD SERVICE
Books and supplies for classes held at the West Campus are available for purchase in the Bookstore, Room 140. Limited food service, beverages and snacks are also available. Book orders are placed through the Truax Campus Bookstore.

COMMONS AREA/ATM
The Commons area, Room 102, has limited seating for food service patrons. A microwave, no-fee ATM and a copier for student use is also in this area. There is a per copy charge for the copier.

STAFF “KITCHEN”
There is a faculty break room inside Room 465 with a microwave, sink, refrigerator and a few tables. There is another microwave, sink and refrigerator on 1st floor near the Mail Room/Work Center. It is everyone’s responsibility to keep these areas clean and remove items from the refrigerator on a routine basis.

LIBRARY
The library is located on 3rd floor across from the elevator. There are computers available for student and staff use in this area. Library hours are 7:30 am to 7:00 pm Monday through Thursday and 7:30 am to 4:30 pm on Fridays.

PART-TIME SHARED OFFICE SPACE
Room 320 (old room number 322) is the designated area for PT Faculty Shared Office Space. This shared space with desks, computers, phones, and storage space (vertical file drawers) is meant for the temporary use of PT faculty who need a place to prepare for class, grade assignments, use a computer to work online, contact students, consult with colleagues, etc. This area is also utilized by FT faculty who have offices at other locations but also have classes at the West Campus. As a shared space, it is not intended for PT faculty to claim desk space, but to use as necessary to be
prepared to teach. Since the room is locked, PT faculty will only have access via their One Cards. You may request access to this room through Linda Williams.

There may also be part-time work stations in and around full-time teacher offices within your program area. Individual programs also often have lab space you can use. Check with the lead teacher in your program area for information. Any problems with computer lab equipment should be directed to the Help Desk at 246-6666.

COPYING/DUPLICATING
Copy machines with fax capability are available in Room 121F, 341, 320, and 465 at the West Campus for instructional staff. Instructors may do their own duplicating at these machines for small jobs only. Multiple copies of handouts should be done through the Duplicating Center, Room 226, at the Truax Campus. Orders may also be placed online for electronic copies of documents. The website is [http://matcmadison.edu/in/print-services-form](http://matcmadison.edu/in/print-services-form). Please allow ample time for production and delivery to the West Campus.

SUPPLIES & EQUIPMENT
Limited basic supplies such as paper, pens/pencils, paper clips, etc. are available in the Mail Room/Work Center, Room 121F. If you need larger quantities or any items that are not supplied, please contact your center office. Staplers, paper shredders, paper cutters, etc. are available in each instructor office area. A Scantron reader is available in Room 465. Scantron forms may be purchased through your center office.

AUDIO VISUAL EQUIPMENT/SMART CLASSROOMS
All classrooms are equipped as smart classrooms. For any A/V 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 246-6084 however they do not typically deliver the equipment to the West Campus. You will need to make arrangements to pick it up at the Truax Campus.

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

COUNSELING/ADVISING SERVICES, WRITING CENTER AND ENROLLMENT SERVICES
These services are available to students and faculty. The Counseling and Advising Office provides educational, admissions, vocational, personal, social and group counseling to any student who wishes to take advantage of these services. The Writing Center's primary mission is to help members of the Madison College community become more effective, confident, and successful writers. Enrollment Services can help answer questions on admissions, registration and financial aid basics. These three offices are located on first floor down the hallway to the right as you are facing the elevators.

EMERGENCY PROCEDURES
Emergency Procedures and Safety Orientation training is required for all new employees. Online training is available on the Environmental Health and Safety office website. [http://matcmadison.edu/emergencies](http://matcmadison.edu/emergencies).
**SCHOOL CLOSING - WEATHER CONDITIONS**

In cases of severe weather, Madison College students, faculty, and staff should monitor local radio and television stations for campus closings. Radio stations: WIBA-101.5 FM or 1310 AM, MAGIC 98 FM, WTDY-1480 AM, WOLX-94.9 FM, WTSO-1070 AM, WZEE-104.1 FM, WMMM-105.5 FM, WYZM-105.1 FM, Q106-106.3 FM. Television stations: 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 for Truax Campus closings. Madison College seldom closes because of bad weather. 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 as usual. Students will not be penalized if they cannot report to work or meet classes as scheduled. They will be given an opportunity to take scheduled examinations at another time. Provisions shall be made by teachers for completing any classroom work on a formal or informal basis.

**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 anywhere on school grounds including parking lots. The closest smoking area is on the city sidewalks on Gammon or Mineral Point Road.

**INSTRUCTOR ABSENCES**

When an instructor is to be unavoidably absent due to an illness or family emergency, it is his/her responsibility to notify their Center office and give as much notice as possible. It would be helpful if the instructor would also contact the West Campus (828-7902 or 243-5418) so we may post the cancelled class as soon as possible.

Thanks for your contribution to our students and have a great semester!!