GUIDE TO DOWNTOWN CAMPUS
Academic Year 2014-2015

IMPORTANT PHONE NUMBERS
Downtown Campus Main Office Telephone Number: (608) 258-2300
Office of Public Safety: (608) 245-2222
Non-Emergency: (608) 246-6932
Emergency: 9+911

CONTACTS
Valentina Ahedo – Madison College–Downtown Campus Manager – (608) 246-6461,
val hedo@madisoncollege.edu
Nedra Bobo – Administrative Planner – Downtown Campus, (608) 258-2497, NBobo@madisoncollege.edu
Casey Slaney – Enrollment Center Coordinator – Downtown Campus, (608) 616-3507,
cjslaney@madisoncollege.edu
Khuyer Kue – Clerical Technician – Downtown Campus, (608) 258-2334, Kue@madisoncollege.edu
Jonny Miranda Armenta – Clerical Technician – Downtown Campus, (608) 258-2335,
JMirandaArmenta@madisoncollege.edu

BUILDING HOURS
The Downtown Campus 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
Services such as enrollment, student payments, and Student Services appointments are available.
Monday - Thursday: 7:30 am to 7:00 pm
Friday: 7:30 am - 4:30 pm

ENROLLMENT & STUDENT PAYMENT SERVICES
Students can add/drop classes and make payments in the Administration office in room D116 during
service hours. Monday – Thursday: 7:30 AM – 7:00 PM and Friday: 7:30 AM – 4:30 PM

STUDENT ADVISING & COUNSELING SERVICES
Counseling, disability resource, and academic advising services are available for your students in room
D116. Please have them visit D116 or call the Administration office 608-258-2300 to make an
appointment.

BOOKS ON CLOSED RESERVE
We are encouraging you to put your books on reserve in the library for your students use.

BOOK SALES
We have select titles available for purchase at the Downtown Campus Store. Students should be
encouraged to request their books online and have them delivered to Downtown for payment and pickup.

Campus Store – DTEC: (608) 258-2417
Monday – Thursday: 9:00 AM – 5:30 PM (Closed daily from 1:00 PM – 1:30 PM)
COMMONS AREA
Tables, chairs, and a microwave are available for students and staff in the Cafeteria on 2nd floor area.

COMPUTER OPEN LAB
A computer lab is available for student use in the Library. These systems are loaded with the latest software the college subscribes to. There are 3 computers located in the Cafeteria on the 2nd floor and some in the Student Achievement Center.

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
Mailboxes at Downtown Campus mailboxes are requested through School offices and maintained by Downtown Campus Store personnel. Once the request for a mailbox is received and processed mailroom personnel will email faculty or staff with instructions to pick up mailbox number and combination. It is important that you retrieve your mail before each teaching session or at least once per week. Mail is delivered to the Downtown Campus during weekday mornings, Monday – Friday.

ONECARD/ ROOM ACCESS
Assigned Downtown 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 D105 staff can take your picture and request for your OneCard to be delivered to the Downtown 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, please let your school office know. For immediate access to the room see the administration office staff in room D116.

PARKING
Parking expenses incurred while conducting business at the Downtown Education Center (DTEC) may be covered by the existing travel policy, procedures, or guidelines. A summary of the parking policy includes:

• Members of Madison College Teacher’s Union, Local 243 (full time faculty and PSRP), and Madison College Part-Time Teacher’s Union, Local 6100, that have to conduct business at the DTEC and are unable to secure parking in the District owned lot are eligible for parking reimbursement.

• Level 600 Part-Time Instructors not represented by such unions and whose primary worksite is DTEC are not included in this policy, however, are eligible for reimbursement of parking expense incurred when conducting college business at the Downtown Education Center through a fund set up by the DTEC Campus Administrator’s office. Processing of such claims will follow the same rules and procedures as the represented employees.

• Administrative Employees whose primary worksite is DTEC are not included in this policy, however, are eligible for reimbursement of parking expense incurred when conducting college business at DTEC. Processing of such claims will follow the same rules and procedures as the represented employees.
• Casual and temporary employees, whose primary work site is DTEC, are eligible for parking reimbursement.

• Ineligible employees for reimbursement purposes include work study, student employees and consultants.

• The chartfield for the DTEC parking reimbursement claim is 5201-100-719-96850-35.

There is a 9-hour maximum limit per day, and receipts are required. The parking rate is based on the hourly rate of the public parking ramp across from DTEC. Requests for reimbursement must be made by using the Expense Reimbursement Claim Form (XLS, 157 KB).

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.

PRINTING/DUPLICATING
A multipurpose copier and printer are available in Room D127 for your use. White copy paper is supplied to this area; please let administration staff in D116 know if more paper is need. Colored paper is not provided and you would need to request colored paper from your School office. This machine is for small duplicating jobs only. For larger jobs, please use duplicating services through the Document Services Office, located in B2257 at the Truax Campus. Orders may also be placed online if you have electronic copies of documents. The website can be found at: http://madisoncollege.edu/in/document-duplication-services.

Duplication will deliver materials to the Downtown Campus; please allow ample time for production and delivery via inter-department mail should you choose this option.

If you don’t yet have a mailbox assigned at DTEC to take delivery of your items, then just address the job to DTEC Administration Room D116 and it will be delivered to our office. We will notify you via email when it has arrived and is available for pick-up.

RESTROOMS & DRINKING FOUNTAINS
Restrooms and drinking fountains are located on each floor except 5th where only the women’s restroom is on 5th and men’s is on 4th.

SHUTTLE
Madison College Faculty, Staff & Administrators are welcomed to use shuttle services ... provided there is room on the shuttle. Priority always goes to students first! Faculty, staff & administrator use of the shuttle is NOT funded by student fees. The Student Senate has worked with the college to fund these rides via the “parking reimbursement fund.”

Students, faculty, staff & administrators may use the shuttles by simply presenting their Madison College OneCard. No money or other passes are necessary when boarding the shuttles. The shuttle schedule can be found online at: http://madisoncollege.edu/commuter-services.

SMART CLASSROOMS/AUDIO VISUAL EQUIPMENT
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. 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.
STAFF & FACULTY SHARED OFFICE SPACES

Room D413 Part-time faculty shared office space for all part-time faculties at Downtown. You can request access to this room through your School office. This shared space has six stations with desks, computers, phones, and storage space. The office is meant for temporary use of faculty and staffs 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.

Room D129 Technology Resource Center is a shared space for faculty and staff at Downtown. There are three mac and seven PC computers, printer, and white board in this space.

Room D004 Faculty and Staff Lounge is a shared space with a refrigerator, microwave, table, and chairs.

STUDENT ACHIEVEMENT, LEARNING AND WRITING CENTERS AND LIBRARY

The college is committed to student success! Please encourage your students to utilize the Student Achievement Center, Academic Advancement Learning Center, DTEC Library, and the Writing Center.

The Student Achievement Center is located in room D125 and can help credit-bearing students with courses like math, history, psychology, Spanish, English, etc.

The Academic Advancement Learning Center is located in room D237 and can help non-credit bearing students enrolled in ESL, math concepts, basic algebra, reading foundations, writing foundations, and academic writing courses.

The Library has the following resources available for students: computer lab, reference and research help, UW Library Courtesy Card, and quiet study areas.

The Writing Center is located in room D131 and can help student with their paper (getting started, organizing ideas, or if they have a draft that simply needs a final polish). Appointments are encouraged.

SUPPLIES & EQUIPMENT

Basic instructional supplies such as paper, pens/pencils, paper clips, etc., are available at the Administration office in room D116. 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 (for confidential documents, including correspondence and any materials with identifying or sensitive information) are available in room D127.

TELEPHONE USAGE TRAINING

Short training videos on how to use all the available features of the telephone system can be found inside MyMadisonCollege.

EMERGENCY PROCEDURES & WOLFPACK ALERTS

In addition to emergency procedure booklets found in each classroom, additional emergency information can also be found online 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: 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, WY2M-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. You can also receive notice via the WolfPack Alert system (See WolfPack Alerts).

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.

Faculty and Staff are urged to use their discretion and remember to contact their department for departmental protocol for contacting students and reporting their absence.

NO SMOKING POLICY
All Madison College facilities and properties follow a tobacco-free policy. Students, faculty, and staff are not permitted to smoke nor use tobacco products nor e-cigarettes on school grounds including parking lots. Please direct smokers to the sidewalks.

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 Downtown Administration office at (608) 258-2300 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.

OTHER QUESTIONS
For additional questions, please feel free to ask the Administration staff in room D116 or call (608) 258-2300. If we do not know the answer, we will do our best to point you in the right direction.