GUIDE TO SOUTH CAMPUS
Academic Year 2014-2015

IMPORTANT PHONE NUMBERS
South Campus Main Office Telephone Number: (608) 243-4200
Office of Public Safety: (608) 245-2222
Non-Emergency: (608) 246-6932
Emergency: 9+911

CONTACTS
Valentina Ahedo – Madison College-South Campus Manager – 246-6461, vahedo@madisoncollege.edu
Javier Neira – Administrative Planner (Short-term leave to another area in the college) – South Campus, 243-4526, jneira@madisoncollege.edu
Jodie Pope – Administrative Planner – South Campus, 243-4627, jepope1@madisoncollege.edu
Luisa Rios Jimenez – Clerical Technician – South Campus, 616-3524, Lrios-Jimenez@madisoncollege.edu
Nancy Yang – Interim-Administrative Planner – South Campus, 616-3523, nyang3@madisoncollege.edu
Yolanda Cruz-Perez – Administrative Planner – South Campus, 243-4255, ycruz-perez@madisoncollege.edu

BUILDING HOURS
The South Campus building is open as follows:
Sunday: 11:30 am – 5:00 pm
Monday – Thursday: 7:30 am to 9:30 pm
Friday: 7:30 am - 4:30 pm
Saturday: 7:30 am to 5:00 pm

Generally, exterior doors lock one-half (weekends) to one-hour (weekdays) before closing time.

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

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.

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.

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.

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AUDI O VI SU AL E奎I P ME N T/ S MI RT C LASS R OOM S
All classrooms are equipped as smart classrooms. Some have mobile furniture (on casters).

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 this office does 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.

BOOKS ON C LOSED R EERVE
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
We have select titles available for purchase at the South Campus. Students should be encouraged to
request their books online and have them delivered to South for payment and pickup.

COMMONS AREA
Tables, chairs and a microwave are available for students and staff in the Atrium area.

COMPUTER OPEN LAB
A computer lab is available for student use in Room SM104. At times, the location may rotate based on
scheduling needs. These systems are loaded with the latest software the college subscribes to.

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 to 4:30 pm

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
“Official mailboxes” at South Campus mailboxes are requested through School offices and maintained by
South Campus personnel. The purpose of the mailbox is to ensure instructors receive important
communications, especially from students. Regardless of where your “official” mailbox is located
(i.e., Truax, West, DTEC), all instructors will have a mailbox at South; therefore, it is
important that you retrieve your mail before each teaching session or at least once per
week. 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, please let our front office staff know. Valentina will request access for you with the OneCard office. 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.

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 and south 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.

Parking times are enforced. Please park in these spots if you will only be there for the designated time.

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 B2257 at the Truax Campus. Orders may also be placed online if you have electronic copies of documents. The website is found at: http://madisoncollege.edu/in/document-duplication-services.

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

RESTROOMS & DRINKING FOUNTAINS
Restrooms and drinking fountains are located on each floor in the Atrium area (not the College’s space).

STAFF & FACULTY SHARED OFFICE SPACE
Room SM105 is designated as a shared office space for faculty and staff at South. Request access to this room through your School office. This shared space has 6 stations with desks, computers, phones, and storage space (overhead bins, single file drawers, and vertical file drawers). One of these stations is currently completely designated for Bill Clingan of BigStep. You’ll know it when you see it. Please do not use this station. 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.

SHUTTLE
Thanks to the Student Senate, the College Shuttle is now at South! It is open for students, faculty and staff! It’s free for credit students, faculty and staff. Just show your OneCard! Non-degree students pay the $75 access fee and they get access to the shuttle, bus pass and fitness facilities. The shuttle schedule is found online at: http://madisoncollege.edu/commuter-services.
**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.**

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

**WRITING CENTER, GENERAL & 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.

**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](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, WTSO-1070 AM, WZEE-104.1 FM, WMMM-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.

**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.
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 (including e-cigarettes or vaping) on school grounds including parking lots. This includes the parking lot. Please direct smokers to the sidewalks along Park and Hughes Streets.

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.