The Continuing & Community Education, Instructor Handbook is a reference material and is subject to change at any time.
April 2014
Welcome

Thank you for sharing your knowledge and expertise with the community. The goal of Continuing and Community Education is to connect the resources (you) with the students so that we can enrich the people around us. This program has grown from 86 students in the spring of 1994 to now serving an average of 1000 students each quarter. We also offer classes at Centralia College East in Morton and Lewis County Senior Centers. We are always excited to offer new classes and welcome any ideas you have. We hope this handbook gives you a reference guide that will answer your questions.

Centralia College

Centralia College was established in 1925 and has a long standing commitment to help students reach their educational goals. At Centralia College you will find a small learning community of dedicated instructors. Our student population is approximately 3,000 per year which allows students the ability to create relationships with their advisors and faculty. We pride ourselves with serving each student as our number one client. 95 percent of our graduates that complete technical training are employed or are continuing their education. We provide all levels of education from earning your GED, to an associates degree, to classes for personal enrichment. Continuing Education classes offer students affordable ways to broaden their interests and get quality education outside of the credit courses. Many Continuing Education students use these classes as a way to explore their interests and choose a path for their academic future.

Maps

There are also maps on the parking permit.
**Instructor Responsibilities**

1. Turn in course information before each quarter that you would like to have your class offered. This can be done by emailing our manager, Karie Jorgensen at kjorgensen@centralia.edu.

2. Have course materials ready for the course. If you need copies please send the original, at least a week ahead of time, to the Continuing Education office for duplication. If you do not want to use the college-copying center you can also duplicate your materials yourself. If you do not use the College sources, printing costs are your responsibility.

3. Check with the college 3 to 4 days prior to your class for enrollment figures. We take registrations up until the start of the class, 3 to 4 days prior to your class will give us time to make a determination on whether the class will go or not. If there is low enrollment we will discuss with you the options for running the class and the contract amount with you. If we decide to cancel the class, we will call the students and inform them.

4. Bring extra copies of any hand-outs or supplies to your first class. Please make sure you are there 15 minutes early on your class days.

5. Turn in evaluation forms to us after your course is completed.

**Contact Information**

**Durelle Sullivan** - Dean of Workforce & Continuing Education & Training  
600 Centralia College Blvd  
Centralia, WA 98531  
(360) 736-9391 ext. 378 / From Olympia 753-3433 ext. 378  
E-mail: dsullivan@centralia.edu

**Karie Jorgensen** - Program Manager of Workforce & Continuing Education  
600 Centralia College Blvd  
Centralia, WA 98531  
(360) 736-9391 ext. 623 / From Olympia 753-3433 ext. 623  
Email: kjorgensen@centralia.edu

**Security – Western Washington Merchant Patrol**  
(360) 736-7663

**Building and Grounds**  
(360) 736-9391 ext. 218  
Weekend pager 740-4963

**Centralia College East**  
701 Airport Way/PO Box 147  
Morton, WA 98356  
(360) 496-5022  
(360) 736-9391 ext. 380

**Office Hours**

The Centralia College main campus is open from 8am-5pm on Monday - Friday. During the Summer quarter we are open 7:30am-5:00pm, Monday - Thursday.
Getting Paid

The contract process here at Centralia College is time intensive and we apologize. We want to explain the process so that when you get paperwork in the mail you know what it means.

1st Step: Prior to class beginning
Complete employment packet and return to the Continuing Education office.

2nd Step: Writing the contract
Contracts are generated by the Continuing Education office as soon as the class has reached its complete enrollment or has enough registrations to generate a complete contract. If the class is on the borderline, or is based on enrollment, we wait until the class has started to ensure we capture all registrations for the contract.

3rd Step: Personnel receives contract
The Personnel office writes the contract on NCR paper and sends it back to the Continuing Education office for the Director’s signature. You are sent an informational copy indicating the classes you taught, when you will be paid, and the amount of the payment.

4th Step: Check comes
Checks are cut once a month for payment on the 25th. If your contract copy is received in the Payroll office before the 15th of each month then you will be paid on the 25th. If the contract is recorded after the cut-off date, a “retro” check may be issued on the 10th of the following month and then the regular payment process on the 25th will resume until the contract is paid in full.

If you have any problems with your contract amount, or don’t receive any correspondence from personnel one month after your class starts, please call Karie Jorgensen.

FAQ continued

What if someone has a disability that hinders his or her success in the class?
We have access to equipment and interpreters for people with disabilities. Have the student contact Disability Services at (360) 736-9391, ext. 320.

What if an instructor is already in my room teaching when I am scheduled?
Sometimes a class is just wrapping up before yours starts. Classes end at 10 minutes before the hour, so please be patient and wait to see if they leave at that time. If they do not politely ask them if they are scheduled in the room for the hours that you are. If they are not they will leave and find another place to finish up. If there has been a mistake and we have double booked a room, follow the same steps you would if the door is locked. The custodians will find another room for you to use.

What if students need supplies for the class?
If there are supplies that the students need to buy, you will need to develop a supply list. This can be a list that the Continuing Education office sends out as people register or it can be a list that you hand out and go over the first night of class. This is up to you.
**FAQ**

**What if I get to the college and my room is not unlocked?**

- If you have a class during the day, you can go to the information desk in the Student Center building and have them call buildings & grounds to come and unlock your room.

- If you have a class at night, go to the Phoenix Center (Library) front counter and have them call buildings & grounds to come and unlock your room.

- If your class is scheduled on a weekend, call 736-9391 ext. 211. If you are calling from a campus phone just dial 211. Let the call ring once and then speak, asking for the custodian. The request may have to be repeated until the custodian hears you. Both users must take turns talking, as in regular radio-to-radio communication, pausing for a second in between responses. At the end of the conversation press #0 to disconnect. The weekend custodian works from 7:30am-4:30pm. If none of these options work, you can call Durelle Sullivan 360-269-3078, as a last resort.

**What if I’m sick or have an emergency and need to cancel a class?**

- Immediately call the Continuing Ed office (360)736-9391 ext. 427. We will contact the students and post a note on the classroom door. If possible, provide the date you will make up the missed class. If you need to cancel after 4pm, you will be responsible for contacting the students-so save the class roster! It’s a good idea for students to confirm their phone numbers in case this happens.

**Ethical Issues**

We truly appreciate your willingness to share your time and expertise with our students. In an attempt to avoid some concerns that we have had in the past, please observe the following:

The basic ethical principle of the law is that public employment may not be used for personal gain or private advantage.

**Personal Promotion and Selling in Class**

Do not promote your own business, display private brochures, or hand out your business card in class. You may not sell products in class unless you have a written agreement to do so from your Program Director.

**Class Lists**

Using class lists with address, phone number, etc. to recruit or promote private business is a violation of the federal Family Educational Rights and Privacy Act.

**Sale of Duplicated Materials**

Occasionally, faculty have materials which they want students to purchase. Sale of such materials must be through the college bookstore. The instructor is responsible for getting permission to reprint copyrighted materials from the publisher.

If you have any questions or concerns about an activity in class, or outside of class, please call the Manager of Continuing Education, Karie Jorgensen. She can give you information on procedures and help you get the answers you need.
Most students pre-register and we encourage them to do so. There are four easy ways to register.

**BY MAIL**
Complete registration form and mail with payment to:
Centralia College Registration Office Student Center Building

**IN PERSON**
Centralia College Registration Office Student Center Building

**BY TELEPHONE**
Using VISA, NOVAS, or MASTER-CARD
call (360) 736-9391 ext. 427

**BY FAX**
Complete a registration form including credit card information and Fax to (360) 330-7504

We try to provide rosters the first night of class but they change up to the last minute and are sometimes incorrect. If there is someone who is not on the list but has a receipt from the cashier they are registered. If they are not on the sheet and claim to be registered take their word for it and we will check in the system to see if they registered late. Ask the student to provide name, phone number and address so our office can contact them if they are not registered.

If someone comes to class and it is not what they thought they were signing up for, please give them Continuing Education’s phone number and have them call and request a refund. They need to request this on the day after the first class.

We evaluate classes offered in Continuing Education. It helps us and you to see how well we are meeting the needs of our customers. The Continuing Education office will mail evaluation forms to students enrolled in the class. The students are provided with a self-addressed envelope to return the evaluation. Once the evaluations are received they are reviewed by the Program Manager and entered onto a spreadsheet. You may request a copy of the evaluations by contacting Karie Jorgensen.

If your class is held Monday - Friday and are during the day (8:00am-4:00pm), you will need a guest parking permit. In the space that says time period write that you are an instructor teaching a class. Hang this on the mirror of your car each time you park in a college parking lot. If you have a class at night or on the weekends you do not need a parking permit to park in the college lots. If you do receive a ticket call us at (360) 736-9391 ext. 331 and let us know.

Please make sure you use these phones for emergency purposes only. If a student has an emergency and cannot use a pay phone there is a phone available in the Learning Resource Center on Monday - Thursday nights till 9:00pm. During the day there is a phone in upstairs in the Student Services Building.

Instructors in Health & Wellness Center or Cafeteria will need to go to one of the following locations for a phone:
- **Kemp Hall.**
  In the Staff lounge located in middle of the building next to the mailroom.
- **Washington Hall**
  Upstairs in the computer labs there is a lab tech always on staff when the labs are open and has a phone.
- **Custodian Radio**
  On a campus phone dial 211. Or from a cell or home phone 736-9391 ext. 211. It works like a two-way radio.