



## General Information for Instructors

You may wish to print for future reference

CCE Office Hours: Monday through Thursday, 8 AM to 5 PM, Friday, 8 AM to 1:30 PM

### Room, Equipment, Handouts, Other Materials

- I. Room setup:  
Please request any special setup of room in advance. Do not rearrange the room or move furniture from other rooms. If necessary to move furniture for group activities, put it back as it was.
- II. Equipment needed:  
Please request any equipment or supplies needed at least one week before your class starts so that we can make sure they will be available: overhead projector, white board and markers, easel and pad, laptop and projector, VCR/DVD, etc.
- III. Handouts:  
Send your materials for copying several days in advance of the class. The print shop copier is much less expensive than the department copier.
- IV. Problems with equipment  
If you find a problem with the classroom equipment, contact our office immediately. After office hours, contact the number listed as Evening Services in the contact list at the end of this document.
- V. Problems with students, security, or safety issues:  
Call Campus Police at 592-4911.
- VI. Problems with room temperature:  
Call Physical Plant at 592-4759 for SCC Central Campus

### Changes in schedule

- I. Class hours: Classes are scheduled with an exact amount of hours. Make sure those hours are met and recorded. Keep a copy of all your attendance.
- II. Your Contract: Do not go over your contracted hours, or the end date. Each time you turn in hours, subtract them from your total contracted hours. If changes need to be made, call our office.

- III. Change a class meeting time or date:  
Please notify the Program Manager or Assistant at 592-4900 as soon as possible if you find that you need to reschedule a class or change the time or the room.
- IV. Class cancellations due to weather:  
Listen to your local radio station or visit our [website](#) at [www.sccsc.edu](http://www.sccsc.edu).  
Decisions will be made for day classes by 7 a.m. and for evening classes by 4 p.m.
- V. Illness or family emergency:  
Please call our office and your students as soon as you know that you will not be able to attend. Remember: The first day of class have students complete the registration/sign-in with all contact information that will allow you to get in touch with them.
- VI. Class cancellation:  
The decision to run a class is usually made one week before the class starts. You can check on the enrollment for your class on the CCE website ([www.sccsc.edu/cce](http://www.sccsc.edu/cce)) by signing in, and clicking on the future rosters navigation link. If the class is cancelled, you will be notified by your office specialist.

## **Emergencies**

- I. If you discover an emergency situation, report it to the campus police at 592-4911 immediately.
- II. If an emergency situation arises, security or the campus administration will come to your class and advise you of what to do. Remain calm and follow their instructions.

## **Appropriate dress and behavior**

- I. Business, business casual clothing, uniforms or lab coat are appropriate for teaching. Please do not wear jeans, t-shirts, flip-flops, tank tops, or other inappropriately informal clothing. However, do wear whatever protective gear or clothing that is appropriate for your classroom.
- II. Be in your classroom on time with your materials. It is best to come ten to twenty minutes early to greet students.
- III. Students are customers. Maintain a professional attitude towards customer service at all times, keeping students on task, engaging them as adults with the will to learn. Please do not express opinions unfavorable to SCC or C&CE to students.
- IV. SCC policies do not allow children in classrooms or labs. Parents must make other arrangements for child care. Be polite but firm in refusing to allow the parent to bring the child to class. You may suggest that the student have another student take notes or swap contact information. This is rarely a problem with C&CE classes.

## CCE Contact information

SCC Central Campus			
Department	On-campus extension	Direct Phone Number	Toll Free Number
Campus Police	4911	864-592-4911	800-922-3679
Evening Services	4830	864-592-4830	800-922-3679
Information	0	864-592-4600	800-922-3679
Physical Plant	4759	864-592-4759	800-922-3679
Switchboard	0	864-592-4600	800-922-3679
CCE Office	4900	864-592-4900	866-591-3900
<a href="#">Rebecca Clusserath</a> , Program Manager - Computer Training, Community Education, Professional Development	4279	864-592-4279	
<a href="#">Cynthia Lister</a> BMW Center Director at TRC, Program Manager - Industrial Training	4904	864-592-4904	
<a href="#">Judy Martin</a> , Program Manager - Healthcare Training	4282	864-592-4282	
<a href="#">Sherri Mims</a> , Program Assistant - Healthcare Training	4914	864-592-4914	
<a href="#">Susan Tate</a> , Program Coordinator for Grants & Apprenticeships	4191	864-592-4191	
<a href="#">Tina Upton</a> , Program Assistant - Professional Development, Computer Training & Community Education	4997	864-592-4997	
<a href="#">Pam Sutphin</a> , Web Master & Marketing	4188	864-592-4188	
<a href="#">Evora Taylor</a> , Graphic Design & Marketing	4269	864-592-4269	

### Tyger River Campus, SCC-BMW Center, ACT Testing Center

	On-Campus Extension	Direct Phone Number	
Campus Police	4911	Give Police your Location	
Information	6200		
<a href="#">Lynn Dale</a> , Executive Director, Tyger River Campus	6207	864-592-6207	
<a href="#">Leanne Burkhead</a> , Administrative Specialist, Tyger River Campus	6206	864-592-6206	
<a href="#">Cynthia Lister</a> , BMW Center Director at TRC, Program Manager - Industrial	4904	864-592-4904	
<a href="#">Lynn Camp</a> , Administrative Assistant, BMW Center - Industrial	6105	864-592-6105	
<a href="#">Dipal Kershaw</a> , Testing Center, BMW Center	4190	864-592-4190	
C&C Education	6105		
Campus Fax	6325	864-592-6325	

### Cherokee Training Facility

	On-Campus Extension	Direct Phone Number	
Academic/Library Building			
Campus Police, SCC Central Campus	4911	864-206-2711	Central Campus
Cynthia Duncan, Administrative Assistant	2700	864-206-2700	
<a href="#">Darryl Smith</a> , CTF Director	2702	864-206-2702	
<a href="#">Ty Wright</a> , Program Director – Industrial	2803	864-206-2803	
FAX	2701	864-206-2701	
<a href="#">Dawn Hoover</a> , Administrative Specialist	2800	864-206-2800	
FAX	2801	864-206-2801	

**Union Advanced Technology Center, Union County**

	On Campus Extension	Direct Phone Number	
Ty Wright, Site Coordinator	1065	864-466-1065	
Mary Beth Griffin, Administrative Assistant	1060	864-466-1060	
Campus Fax		864-466-3839	