

Instructor Class Requirements

The electronic forms and information should be reviewed and returned according to the dates specified. Following this schedule and procedure will ensure that your students are credited appropriately for attendance and that you are paid for your services. If you have any questions, please call me or email me. Forms can be downloaded from www.sccsc.edu/cce/instructor_forms.htm.

Form Name	Return Date	Send to Program Assistant	Notes:
Employee Contract (Adjunct)	Upon Receipt of Packet No later than start date of class	Mail or in person	Please sign and return as quickly as possible. HR requirement.
Certificate Sheet	After the 2nd Class	Email	This will help to get your certificates sent to you before the end of class. Sign-in sheets will ensure that we have the correct roster and address information.
Sign In/Registration	After the 2nd Class	Email	
Authorization for Release of Records (if included)	After the 2nd Class	Email	This form must be filled out by the contract training student for each Program/Apprenticeship, not for each class.
Attendance Sheets Adjunct	Last day of each month or at completion of class if it falls before month-end.	Mail, email, fax	Pay date is 15 th of each month. Example: You work 7 hours on June 12. You turn in your time sheet on July 1. You will be paid on July 15. If the 15 th falls on the weekend, you will be paid the following Monday. REMEMBER: No time sheet, no pay. <i>Final Grades – Give a grade of “S” or “U” at the end of the class only. You may note test scores on attendance sheet.</i>
Attendance Sheets Full-Time Instructors	End of each month or at completion of class if it falls before month-end.	Email	Some attendance sheets must be sent to employers on a monthly basis to ensure the student/employee is attending classes. Please do not mark a student present if they do not attend. Use the “Excused” space at the bottom of the attendance form to explain where the student was and if the absence was excused. <i>Final Grades – Give a grade of “S” or “U” at the end of the class only. You may note test scores on attendance sheet.</i>
Online Class Evaluations	Students complete at end of class	Online	This must be done at the end of each class.

CCE Administrative Assistant
Corporate & Community Education
864-592-4900
Fax: Central Campus 864-592-4609

Fax: BMW Center 864-592-6125 (For apprenticeship/grant classes)