

Welcome to the Adjunct Faculty Centers at CCBC!

ADJUNCT FACULTY CENTER HOURS

The centers are open whenever CCBC is open – generally from 7 am to 10 pm from Monday through Saturday.

PROGRAM ASSISTANTS

A program assistant is *usually* available in each center from Monday through Thursday from 3 to 7 pm during the fall and spring semesters. Questions? Contact your campus's program assistant or leave a note on the form on his/her desk:

Essex: April – acrosby@ccbcmd.edu or 443-840-2187
Dundalk: Mark – mhenderson@ccbcmd.edu or 443-840-2264
Catonsville: Savitri – spersaud@ccbcmd.edu or 443-840-5259

GUIDELINES FOR CENTER USE

- ❖ **Keep the center's door fully closed and locked at all times.**
- ❖ **Printing in the center is limited to 50 pages per day per user.** Larger print jobs must be sent to CCBC's print shop (free for instructors!). Please plan accordingly. Print shop information is on CCBC's SharePoint homepage under "E-Storefront (Creative Services)" in a lower-right menu.
- ❖ **Do not share the door code with anyone.** Please refer other faculty members who are interested in obtaining the door code to one of the program assistants above.
- ❖ **Sign in every time that you use the center.** This may result in multiple sign-ins each day.
- ❖ **Do not remove items from the center.** Please leave supplies in place so that all may use them.
- ❖ **Remove your personal items** from the workstation when you are finished working or if you will be away from the area for an extended period.
- ❖ **If you hold office hours in the center,** supervise your student(s) at all times and please do *not* share the door code with students (or with anyone else).
- ❖ **Help to maintain your workstation and the food/drink area** by keeping these neat and clean.

***Please consider others, keep areas tidy,
and enjoy the resources.***

Thank you!

CCBC Adjunct Faculty Centers

DOOR CODE AGREEMENT

FACULTY: To gain access to the Center for Adjunct Faculty Engagement, complete this form and submit it to a program assistant.

I am being given the door code to access the Center for Adjunct Faculty Engagement (hereafter called the Center) – **Catonsville's CLLB010 / Essex's ADMN106 / or Dundalk's COMM230** – at times when the Center may not be staffed. I agree to all rules for accessing the Center using the code:

1. Use of the Center is for purposes of work activities related to my role as a CCBC faculty member.
2. I agree to follow the established procedures of the Center.
3. I agree not to share the code with others.
4. I agree to allow a student to enter the Center only when I am working directly with that student.

This is to certify that I, the undersigned, an employee of CCBC, understand that any sharing of the Center door code with others is not permitted. I understand that **any unauthorized release of this information will be a breach of this agreement** and could be grounds for my losing the privilege to access the Center.

Signature:

Date:

Employee ID#:

CCBC email address:

Phone number:

Department and coordinator/program director:

Campus(es) for which the code is needed:

Submit your completed door code agreement to a Center program assistant:

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Form processed by:

Date: