

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Off-Site Centers



Policy #:	CVCC0122
Effective:	__/__/__
Last Reviewed/Revised:	01/24/2023
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Off-Site Centers

1. Assigning Classrooms

The Administrative Assistant at each off-site center assigns courses/faculty to the classrooms in which they will teach. This information is then submitted to each Division AVP to be entered into PeopleSoft.

2. Emergency Procedures

General Policies

Procedures for handling emergencies are available at each off-site center. It is assumed that in instances of natural disasters i.e., hurricanes, tornadoes, etc. — the College will have advance warnings through the Alertus system and act accordingly. It is imperative that all students, faculty, and staff cooperate fully in the implementation of these procedures to prevent possible harm to individuals on our campus.

Decision-Making Personnel and Their Responsibilities

The Off-Site Center Director or designee will take immediate appropriate action during any general emergency or disaster. The Off-Site Center Director or designee will notify the main campus of actions taken.

Lines of Communication:

The primary lines of communication in the event of an emergency are the phones. All information concerning the completion of actions under this plan will be called in to 911 operators by the responsible administrator upon the declaration by the Off-Site Center Director of an emergency alert.

Building Evacuation Plan:

The internal fire alarm system will be used to sound evacuation alarms.

- When the alarm sounds, all students, faculty, and staff should immediately proceed from buildings by nearest **EXIT**.
- Instructors should check their respective classrooms before leaving buildings to ensure that everyone has evacuated. Lights should be left on in the classrooms and classroom doors closed as they *exit*. Remember - **LIGHTS ON! DOORS CLOSED!**
- All students, faculty, and staff will move to dispersal areas.

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3. Delivery of Mail

Each off-site center maintains a central mailbox area for use by faculty and staff. Regular and, as needed, courier service to the main campus is provided by each off-site center director or designee. This includes both intra-agency departmental mail as well as mail to be delivered by the US Post Office.

4. Equipment Use

The IT Help Desk provides audio/visual and PC support services for faculty and staff. The IT Help Desk maintains all PCs located in student labs and offices and maintains security measures to protect against computer viruses, worms, and other malware. The IT Help Desk also provides support for sound systems and projectors located in computer labs and classrooms.

- Help Desk Phone Number: (434) 832-7649
- Email: helpdesk@centralvirginia.edu
- Support requests can be submitted from PCs on campus by navigating to <https://help.centralvirginia.edu>
- After-hours emergency support can be obtained by calling (434) 832-7649 and leaving a detailed message. Any messages left after hours will be delivered to an on-call IT employee

5. Inclement Weather

Off-site centers will follow the same procedure as the main campus. However, Early College programs may operate on a different delayed opening schedule based on the schedule of individual school systems so that bus transportation is available to students.

Unusual Closings

Off-site Centers will remain open when the Main Campus is closed for rare occurrences such as pipe bursts or power outages that do not affect the Off-site centers.

6. Student Support Services

Student support services are provided by off-site center staff as appropriate and include the following:

- Admissions and enrollment;
- Payment processing; Checks only.
- Assistance with financial aid;
- Academic advising and curriculum placement;
- Assessment services including placement testing, career and interest inventories, proctored testing, and student outcome assessments;
- Working with students with disabilities to provide ADA accommodations;
- Offering orientation for new students;
- Offering tutoring on-site or referral to main campus;
- Advising services to facilitate student academic success;

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- Student activities to aid in retention;
- Referral to community agencies as needed; and
- Coordination for students with main campus services and offices including Admissions, Financial Aid, Bookstore, Library, Distance Education, Information Technology departments, etc.