

Quick Reference Guide to LCC Resources and Services

| What? | How to access ... | Information on ... |
|---|---|--|
| Testing Services | www.lcc.edu/assessment/ 267-5500 | Placement testing- Gannon Building StarZone Course Testing- TLC 104 Testing Support Office for Faculty- TLC 120 |
| Banner Grade Entry Instructions | www.lcc.edu/cte/lib_tech/howto/grade_entry.aspx | Easily accessible instructions on how to enter final course grades into Banner. Also, one-on-one assistance with grade entry is available in the CTE (TLC 324). |
| Center for Teaching Excellence (CTE) TLC 324 | www.lcc.edu/cte 483-1680 Open Hours: M - Th 8am - 6pm, F 8am - 5pm | A department dedicated to supporting the teaching, learning and instructional technology goals of LCC faculty. |
| LCC Policies | www.lcc.edu/policy/ | Over 90 policies on topics, such as the Acceptable Use Policy, ADA Reasonable Accommodations, "I" Grade, Withdrawal Policy, etc. |
| CTE Teaching Tips | www.lcc.edu/cte/resources/teachingtips/ | Over 70 teaching and learning tips. |
| CTE Workshops, Courses, and Faculty Orientations | www.lcc.edu/cte/workshops/registration.aspx Register via our website or call the registration hotline at 483-1977. | This area provides the most up-to-date information on all CTE offerings. |
| Faculty Self Service | 1. Go to the LCC homepage www.lcc.edu . 2. Log into myLCC using your TUID and password. 3. Once you are in myLCC, click the Banner icon, then select Faculty and Advisors. | Access this area to view a class list, complete Enrollment Verification, and enter final grades. |
| eLearning TLC 427 | www.lcc.edu/elearning/ 483-1839 | This department supports student and faculty needs related to LCC's Course Management System, Desire2Learn (D2L). |
| FERPA | www.lcc.edu/schedule/student-rights/ | Information on the Family Educational Rights and Privacy Act (FERPA) of 1974. |
| Help Desk | www.lcc.edu/helpdesk/ 483- 5221 or Toll free at 1-800-644-4522 | The LCC Help Desk provides technical assistance to students, faculty and staff. |
| Human Resources (HR) ADM 103 | www.lcc.edu/hr/ 483-1870 | Employee benefits, employee forms, job openings, labor contracts, etc. |
| LCC Directory | www.lcc.edu/locate | The LCC Directory is accessed under "Locate" at the top of any LCC webpage. You can look up email, phone numbers, and other information on LCC faculty, staff, and departments/programs. |
| LCC-MAHE CB 202 | www.lccmahe.com 483-1891 mahe@lcc.edu | MAHE is the bargaining unit for faculty. Their website includes the contract, membership information, benefits, etc. |



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| Operation 100% | www.lcc.edu/provost/one-hundred/ | The goal of Operation 100% is nothing less than 100% completion for students in degree, certificate, and/or transfer pathways. |
| Library TLC 200 | www.lcc.edu/library/ 483-1657 | Library instruction, research help, tutoring services, accessibility tools, off-campus services, Films on Demand, etc. |
| Media Services TLC 123 | www.lcc.edu/mediaservices/ For information on specific Classroom Services, go to www.lcc.edu/mediaservices/classroom_services/ 483-1670 | This department offers a wide array of media-related services and support. For Teaching Station Instructions go to www.lcc.edu/mediaservices/classroom_services/av_services/ . |
| myLCC Homepage | Sign in at www.lcc.edu . You will need your Username and a password to sign in. These are aquired approximately one week after you are hired. | This is LCC's portal to technology resources and information. |
| Center for Student Access Gannon Building StarZone | www.lcc.edu/accessibility/faculty-staff/faculty-handbook This link provides access to the Accomodating Students with Disabilities Handbook. 483-1924 | Provides information on accomodating students with disabilities, including a Faculty Handbook. |
| Organizational Development Training | www.lcc.edu/od/ 483-1879 | Through the Learning Management System, HR's Organizational Development (OD) offers required online and face-to-face training applicable to all employee groups. |
| Parking & ID Services GB 201 | www.lcc.edu/parking/ 483-1798 | Obtain Star Cards, CATA information, shuttle services, and parking information here. |
| Police and Public Safety GB 201 | www.lcc.edu/police/ In an emergency call 911 using a campus phone, otherwise dial 483-1800. | This department also serves as LCC's lost and found, escorts staff and students to vehicles if needed, opens locked cars and many other services. All injuries should be reported to this department. |
| Software Sales for Home Use TLC 123 | 483-1755 | Information Technology Services (ITS) provides discounted software to LCC employees for \$10 per product, unless otherwise specified. |
| Student General Rules and Guidelines | www.lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx#rules | The Student General Rules and Guidelines and the Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues. |
| The Learning Commons A&S 108 | www.lcc.edu/tutorial 483-1206 | Learning support services offers: tutoring free of charge for currently registered students, study space, laptops, textbooks, calculators for use, and study strategy assistance. |
| The Writing Center A&S 202 | www.lcc.edu/as/writingcenter/ 483-1907 | The Writing Center provides online and face-to-face assistance to LCC students with writing projects in courses across the curriculum. |

