

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 - 4pm	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 123	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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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 021	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 Talent Management System, HR's Organizational Development (OD) offers required online and face-to-face training applicable to all employee groups.
Parking & ID Services GB 2110	www.lcc.edu/parking/ 483-1798	Obtain Star Cards, CATA information, shuttle services, and parking information here.
Police and Public Safety GB 2110	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.
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 1313	www.lcc.edu/tutorial 483-1206	Learning support services offers: tutoring free of charge for currently registered students, study space, laptops, textbooks, calculatbrs or use, and study strategy assistance.
The Writing Studio A&S 1313	www.lcc.edu/as/writingcenter/ 483-1206	The Writing Studio provides online and face-to-face assistance to LCC students with writing projects in courses across the curriculum.

