



Faculty
Handbook
&
Resource
Guide
2023-2024
(Updated 7/14/2023)

The handbook is available on [Helena College's Website](#) and is updated as needed.

Table of Contents

Table of Contents

2023-2024 Institutional Calendar Fall 2023	3
2023-2024 Institutional Calendar Spring 2024.....	5
2023-2024 Institutional Calendar Summer 2024.....	7
Welcome to Our Campus	8
Academic Freedom	8
Office of eLearning	9
Wireless Access Instructions.....	11
Smartphone Instructions.....	12
Accessing email on Smart device	13
IT Support Request	13
Directions on how to set up email signature in Outlook	14
How to use the Microsoft Email Encryption	17
Human Resources	18
Timesheets	18
Leave Options as per UM Human Resources policies:.....	18
Leave Requests	19
Link to Payroll Calendar:	19
Campus Information	20
Auto Generate Syllabus	22
Syllabus Template 2023-2024.....	23
Book Adoptions.....	24
Book Adoptions.....	25
Book Adoption FAQ's.....	26
Faculty Support Desk	27
Professional Development - Vector	28
.....	29
Record Your Professional Development Activities.....	29
Apply for Professional Development Funding.....	30
Sign up for Professional Development Events / Training	30
Generating PD Activity Reports.....	30
Office Hours Template.....	32
Release of Information (ROI) to Students & Contact Information.....	33
Room & Equinox Car Reservations on Campus	34
Cisco Phone System	37
Cisco Phone System – Phone Call Instructions.....	38
Cisco Phone System – Enrolling / Initializing Voicemail	39
Student Life & Wellness.....	40
Report a Student to the CARE Team:	42
Microsoft Bookings.....	43
IT Department.....	51
Amy Kong	51
Travel Check List	52
ProCard	53
Posting Grades.....	54
Assessment Database.....	55
Pathways	57
New Pathway Form Information:.....	58
Faculty Annual Work Plan Assessment.....	59

Dual Enrollment / Early College Students..... 60
Faculty Liaison Responsibilities 62
Montana Educator Licensure Application Instructions 63
Wellness Champions 65
Montana University System 66
Administration..... 67
Organizational Chart..... 68
Helena College Foundation Board Members 69
Staff Profiles 70
Facilities Maintenance: 70

2023-2024 Institutional Calendar Fall 2023



* Orientation, registration, book buyback dates subject to change

July 31	Priority Application Date
August 18	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied. (Application Deadline for fall semester)
August TBD	Orientation Airport Campus
August TBD	Orientation Donaldson Campus
August 28	Fall Semester Classes Begin, First Block Classes Begin
August 30	Last day to add classes through MyHC - An add form, instructor approval, will be required after today. Students registered on or after this day will be assessed a \$40 late fee.
September 1	First Deferred Payment Due
September 1	Last day to drop First Block Classes without record and receive a refund.
September 4	Labor Day - No Classes, College Closed
September 7	Last day to add classes. Instructor approval required after this date.
September 18	15th class day - Last day to drop full semester courses online without a grade of "W" and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied. First financial aid disbursement to accounts in the Business Office within 7 to 10 days if applicable.
September 25	Last day to drop First Block Classes; grade received will be a "W".
October 2	End of First Block
October 2	Second deferred payment due
October 3	Start of Second Block Classes
October 9	Last day to drop second Block Classes; without record and receive a refund.
October 10	Last day to drop first half only class
October 18	First half semester classes end
October 19	Second half semester classes begin
October 20	Midterm grades due. Second financial aid disbursement to accounts in the Business Office within 7 to 10 days if applicable.
October 23	Registration for spring/summer semester begins for current students.
October 30	Last day to drop second Block Classes; grade received will be a "W".
November 1	Final deferred payment due
November 6	End of Second Block Classes
November 7	Start of Third Block Classes

November 10.....	Veteran's Day - No Classes, College Closed
November 13.....	Registration for spring/summers semesters begins for new students
November 14.....	Last day to drop Third Block Classes without record and receive a refund.
November 22.....	Thanksgiving Break – No Classes, College OPEN
November 23-24.....	Thanksgiving Break - College Closed
November 27	Last day to drop classes
December 1	Graduation application for Spring/Summer 2024 graduates due.
December 6	Last day to drop second half-only classes
December 11	Last day to drop Third Block Classes; grade received will be a "W".
November 13.....	Registration begins for spring/summer semesters for current students
December 15.....	Last day of Fall Semester & Third Block, Priority Application Date for Spring 2024
December 16	Fall Graduation
December 19.....	Grades Due
December 22.....	Grades posted to MyHC
December 25.....	Christmas Day - College Closed

2023-2024 Institutional Calendar Spring 2024



November 13, 2023.....	Registration begins for spring/summer semesters for current students
December 15, 2023	Priority Application Date for Spring 2024
January 1, 2024.....	New Year's Day - College Closed
January 5.....	Final Application Deadline for Spring 2024
January 5.....	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
January TBD.....	Spring Orientation TBD
January 15.....	Martin Luther King Day - No Classes, College Closed
January 16.....	Spring Semester Classes Begin, First Block Classes Begin
January 18.....	Last day to add classes without instructor permission.
January 22.....	Last day to drop First Block classes without record and receive a refund.
January 25.....	Last day to add classes. An add form, instructor approval, will be required after today.
February 1	First deferred payment due
February 5	Last day to drop without record and receive a partial refund.
February 5	Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied. First financial aid disbursement to accounts in the Business Office within 7 to 10 days if applicable.
February 12	Last Day to drop First Block Classes
February 16	End of First Block Classes
February 19	President's Day - No Classes, College Closed
February 20	Student Break – No Classes, College Open
February 21	Second Block Classes Begin
February 27	Last day to drop Second Block Classes
February 27	Last day to drop first half only class
March 1	Second deferred payment due
March 8	First Half Semester Classes End
March 11	Second Half Semester Classes Begin
March 12	Mid-Term Grades Due. Second financial aid disbursement to accounts in the Business Office within 7 to 10 days if applicable.
March 18	Registration begins for current students
March 20	Last day to drop Second Block Classes; grade received is a "V"
March 26	End of Second Block
March 27-29	Spring Break - No Classes, College Open
April 1	Start of Third Block; Final deferred payment due
April 5	Last day to drop Third Block Classes without record and receive a refund

April 15	Registration for fall 2024 semester begins for new students.
April 15	Last Day to Drop Classes
April 24	Last day to drop second half only class
April 29	Last day to drop Third Block Classes; grade received is a "W"
April 29	Graduation applications are due for fall 2024 graduates.
May 3	Last day of Spring Semester, End of Third Block Classes.
May 3	Airport Campus Graduation
May 4	Donaldson Campus Graduation
May 7	Spring grades due
May 10	Spring grades posted to MyHC

2023-2024 Institutional Calendar Summer 2024



May 13	Beginning of Aviation Summer Session
May 20	Beginning of first 5-week session and 10-week sessions
May 21	Last day to add first 5-week session classes without instructor permission. Payment due for students registered in 5-week, 6-week, or 10-week sessions for summer
May 22	Last day to add 10-week session classes without instructor permission
May 23	Last day to add first 5-week session classes (instructor permission required)
May 24	Last day to add 10-week session classes (instructor permission required)
May 24	Last day to drop first 5-week session classes without record and receive partial refund
May 27	Memorial Day - No classes, College Closed
June 3	Last day to drop 10-week session classes without record and receive partial refund
June 14	Last day to drop first 5-week classes
June 17	Beginning of 6-week Session
June 18	Last day to add 6-week session classes without instructor permission
June 20	Last day to add 6-week session classes. (instructor permission required)
June 21	End of first 5-week session
June 24	Last day to drop 6-week session classes without instructor permission
June 24	Beginning of second 5-week session
June 25	Last day to add second 5-week session classes without instructor permission
June 27	Last day to add second 5-week session classes. (instructor permission required)
June 28	Last day to drop second 5-week session classes without record and receive partial refund
July 4	Independence Day - No classes, College Closed
July 15	Last day to drop 10-week session classes; grade received will be a "W"
July 19	Last day to drop 6-week session classes; grade received will be a "W"
July 22	Last day to drop second 5-week session classes; grade received will be a "W"
July 26	End of 10-week, 6-week and second 5-week sessions
August 9	End of Aviation summer session

Welcome to Our Campus

The purpose of this handbook is to provide Faculty members of Helena College with a guide. The handbook will be a useful resource in regards to matters of employment and relevant information about Helena College and its mission. You will be guided with step-by-step written instructions and visual aids. This handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to the Academic Administrative Coordinator.

You are joining a group of dedicated and knowledgeable faculty supported by a wonderful and helpful team of staff members. We are here to help, and we are pleased that you are part of our team.

Academic Freedom

Academic freedom is important to the fulfillment of the purposes of the Montana University System and Helena College. The welfare and strength of The College and of society at large depend upon the free search for truth and its free expression. To this end The College shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and, for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or reprisal. This right extends to other facets of campus life to include the right of a faculty member to speak on general educational questions or about the administration and operation of The University of Montana, Helena College, and the Montana University System. The right of academic freedom shall be the right of every faculty member whether tenured or untenured. Each faculty member is also a citizen and a member of a learned profession, as well as an employee of an educational institution. When the faculty member speaks or writes as a citizen, the faculty member shall be free from institutional censorship or discipline. When acting as a private citizen, in writing, speech, or actions, the faculty member has an obligation to make it clear that the action, speech, or writing is as an individual and not as a representative of The University of Montana, Helena College, or the Montana University System.

Office of eLearning

The Office of eLearning expands and complements the programs at Helena College by offering a variety of online and hybrid learning experiences for our diverse student community.

As a student taking an online or hybrid course, you will be able to access your online course content through the Moodle course portal available from the Helena College website. Moodle is our online learning management system.

In order to locate your class in **Moodle**. Choose “Portals” (top right), then “Student Portal”:

1. Click on the Moodle icon.
2. Click on ‘NetID Login’.
3. Enter your NetID and Password.
4. Click on ‘My Courses’.

Once you have accessed **Moodle**, you will find a variety of student resources on the Moodle homepage. The ‘Moodle Tutorial for Students’ course can assist you with learning and navigating Moodle.

Delivery methods using Moodle include the following as outlined in **BOR Policy 303.7**:

- Program Modality Definitions (see also **BOR Policy 940.20**)
 - *Online Program*: Any academic degree or certificate program in which all of the required coursework can be completed through online delivery.
 - *Blended Program*: Any academic degree or certificate program in which 80% or more of the required coursework (but not all) can be completed through online delivery.
- Course Modality Definitions
 - *Internet or Online* delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructors and students**.
 - *Video Conferencing* is characterized by a course section offered through scheduled (synchronous) interactive video, including desktop conferencing.
 - *Blended* delivery is designed specifically to be delivered partially online in an asynchronous format and partially through face-to-face (F2F) interaction, typically in the classroom. Both online and F2F interactions are required for the course. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit classroom course.
 - *Hybrid-Flexible* or ‘Hyflex’ delivery is any class section where students may choose to attend either in an assigned face-to-face environment or in an online environment, synchronously or asynchronously.
 - *Other Distance* delivery includes courses other than internet/online and interactive video, and may include correspondence courses, tape/DVD delivery, etc.

***Some online classes may require synchronous (e.g. chat rooms, online meetings, webinars, etc.) and/or onsite learning events (e.g. field trips, testing sites, etc.). Contact the instructor for more details on a specific class.*

If you need any assistance with eLearning, please contact:

The Office of eLearning
elarning@HelenaCollege.edu
406-447-6364

The **eLearning webpage** includes many great resources about Moodle and Instructional Technologies for faculty:

eLearning

ScreenPal is a screen-capturing software to allow faculty to create instructional videos:

ScreenPal

Quality Matters is a nationally recognized program, which provides online delivery training to instructors. Through the rigorous Quality Matters process, instructors can enhance their skills on the course design and learning outcomes. All instructors (especially those teaching online courses) are encouraged to take these online training workshops. Their workshops are usually two weeks:

Quality Matters

SMART Technologies help modernize for digital learning experiences and distance learning in our classrooms:

SMART Technologies Resources

If you need any assistance with eLearning, please contact:

The Office of eLearning

elearning@HelenaCollege.edu

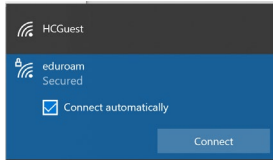
406-447-6364

Wireless Access Instructions

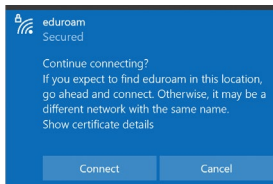
Helena College Employee Wireless Access Instructions

Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

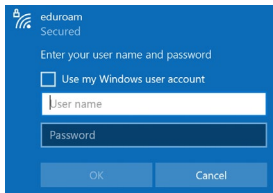
5. Select the **Eduroam** wireless network from the list of available networks.
6. You can check the box to connect automatically if you wish



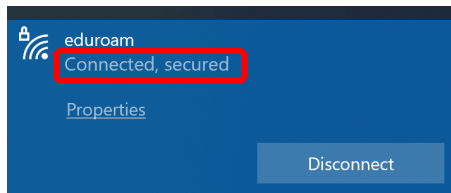
7. Select Connect at the next screen



8. At the next screen, enter your NETID (HCF#####) NETID@helenacollege.edu and your NetID Password. DO NOT select the "Use my Windows Account"; you may get another "Connect Anyway" screen, just select Connect again.



9. Once connected, you will get a confirmation screen. You can disconnect from here if you wish.



10. You should now be connect to the Internet and the Helena College network

If you need further assistance, please bring your device to the IT office, Room 004, Donaldson Campus.

Smartphone Instructions

Helena College



Employee Smartphone Instructions

Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.


1. Select the Eduroam wireless network from the list of available networks.
2. Android Phones may ask for a CA certificate. Select it and choose "Don't validate."
3. iPhones will show a certificate and you just need to accept it.
4. For your Identity, enter your NETID@helenacollege.edu and then your NetID Password.
5. Select Connect and you should now be connect to the Internet and the Helena College network

If you need further assistance, please bring your device to the IT office, Room 004, Donaldson Campus.

Accessing email on Smart device

1. On your device, open either the Play Store or Apple Store and search for “outlook”. The one you want to load has the blue  icon
2. After loading, open the app and go through the welcome screens.
3. Add an account. When prompted, enter your **HCF#####@helenacollege.edu**
4. If you are prompted for the account type, select Office 365 with this  icon:
5. You will be taken to the Helena College login screen. Login with your HCE number and password.




 For your security, please close your web browser when not in use.

NetID

[Look up my NetID](#)

Password

[I don't know my password](#)



6. There may be more informational screens that you can skip if you wish.
7. Once loaded, your email will show up.

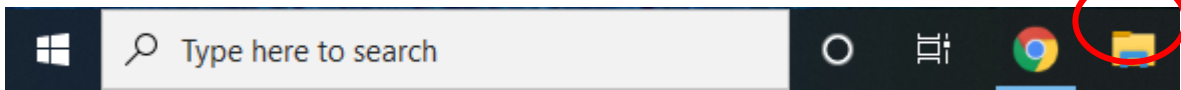
IT Support Request

IT utilizes Help Desk Ticket software to better serve Helena College faculty and staff. Please email IT Help if you need assistance.

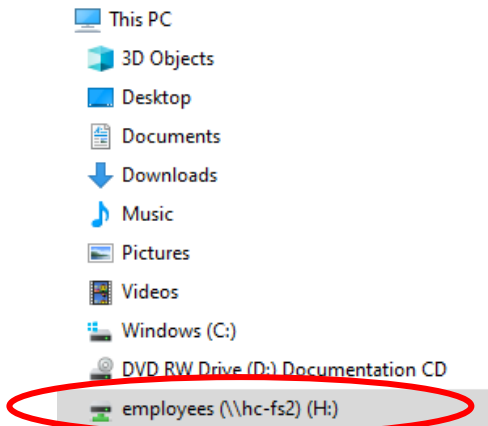
Email request: <mailto:ITHelp@HelenaCollege.edu>

Directions on how to set up email signature in Outlook

1. Select the File Manager at the bottom of the screen.



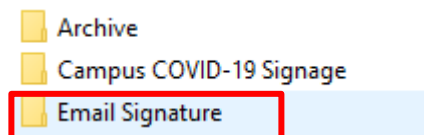
2. On the left side, look for the "Employees" drive:



3. On the right side, double click on the folder named "Marketing Materials"



4. Double click to open the folder "Email Signature"



5. Double click on the Word document named "Email Signature Template"

6. Start in the upper left side of the area you need to copy from and then click and hold your mouse button and drag to the bottom right to highlight the signature block. Either enter Ctrl-C to copy this to the "Clipboard".

Your Name | Your Title

Pronouns:

p: 406.447.#### | f: 406.447.#### | e: Your_email_name@helenacollege.edu



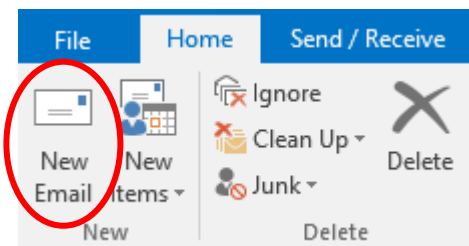
Donaldson Campus 1115 North Roberts, Helena, MT 59601

Airport Campus 2300 Airport Road, Helena, MT 59601

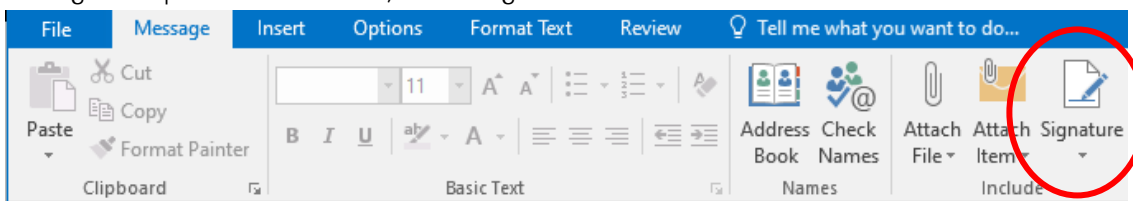
p: 406.447.6900 | www.helenacollege.edu

This message may contain confidential and/or privileged information.
If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein.

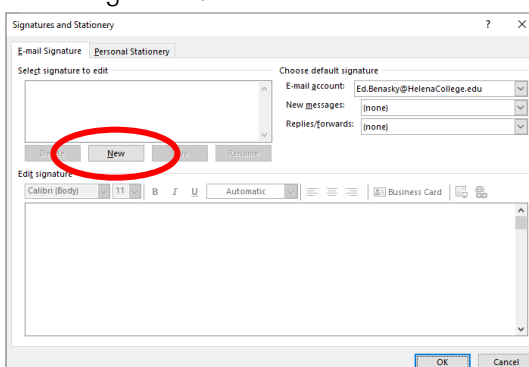
7. Close the Word document.
8. Open Outlook
9. Select New Email
- 10.



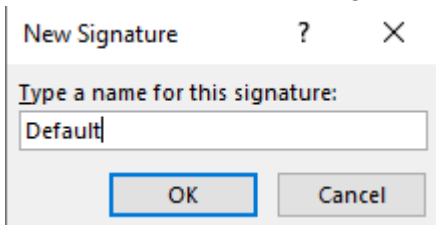
11. Along the top of the menu line, select Signature



12. On the "Pull Down" select Signatures. This will open the Signatures and Stationery. Select New to create a new signature.

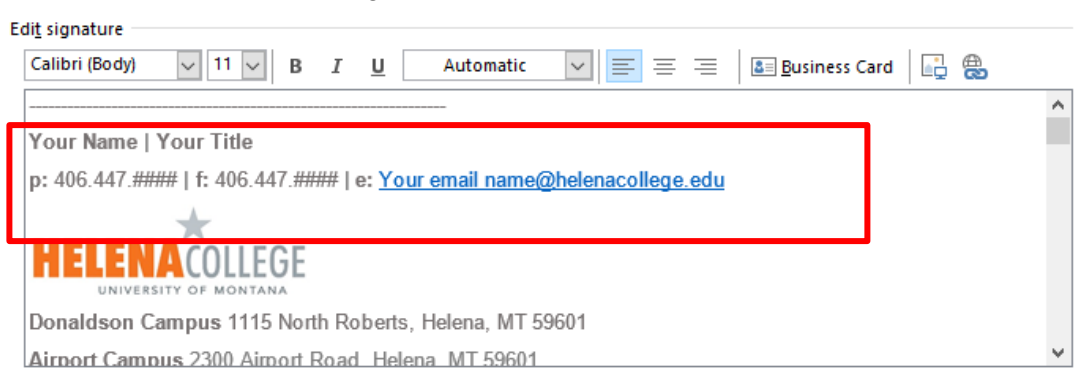


13. Enter a name for the new signature. In this case, I named it "Default" but it can be anything. Select OK

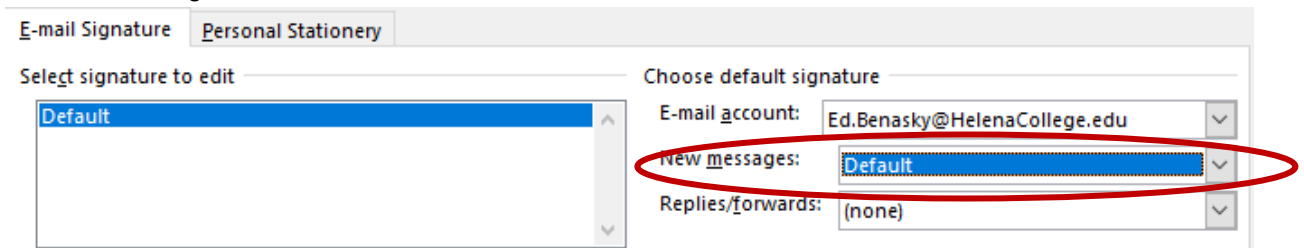


14. On the Signatures and Stationery screen, select the "Edit signature" on the lower part of the screen. Select Ctrl-V to copy the information from the clipboard to this area. If you do not see the information or it is incorrect, you may need to reselect it again per instruction #6.

15. Make the corrections to the signature area as needed.



16. On the upper right side of the Signatures and Stationery, make sure to at least select your signature name for New messages:



17. Select OK to save your signature. Close the blank email that you had opened and do not save it.

18. Open a new email again and your signature will appear at the bottom.

How to use the Microsoft Email Encryption

How to use the Microsoft Email Encryption

The Helena College IT department has found a better solution to the clunky and hard to use ZIXMail encryption program. The replacement is part of the Microsoft email system and is extremely easy to use. The new system is also available to **everyone** without having to load any special software.

1. Create a new email message to an outside recipient.
2. Within the Subject line or body of the message, simply add the word Encrypt or Encryption. It can even be part of the message, ie:
 - a. Subject: *encrypt* Information on students
 - b. This message is to have *encryption* on it.
3. Along with the message, all attachments are encrypted as well.
4. That is it! When sending to external sources they will receive an email that indicates that the message is encrypted.

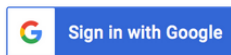
Benasky, Ed (Ed.Benasky@HelenaCollege.edu) has sent you a protected message.



Read the message

5. When they click the Read the Message, they get the following. *I sent it to Gmail so it is asking about logging in with Google.*

Sign in to view the message



Sign in with a One-time passcode

[Need Help?](#)

6. Internal messages do not need to be encrypted. The system is already secure. If you send an encrypted message to someone within the college, it should just open automatically but have a note that the message was encrypted and recipients cannot remove that encryption.

If you have any problems or questions, please reach out to the IT department and we will be happy to help.

Human Resources

Timesheets

The payroll calendar and biweekly timesheets can be found at <http://www.helenacollege.edu/hr/forms.aspx> under payroll. Indicate regular hours on the first line and other hours on designated lines. Note any overtime at the bottom.

Leave Options as per UM Human Resources policies:

Holidays	<p>A legal state holiday as provided in 1-1-216, Montana Code Annotated (MCA) with the exception of Columbus Day (second Monday in October) exchange for the day after Thanksgiving (day following the fourth Thursday in November) as provided in BOR Policy 801.5 – Holiday Exchanges:</p> <ul style="list-style-type: none"> • New Year's Day, January 1; • Martin Luther King Jr. Day, the third Monday in January; • Lincoln's and Washington's Birthdays, the third Monday in February; • Memorial Day, the last Monday in May; • Independence Day, July 4; • Labor Day, the first Monday in September; • Veterans' Day, November 11; • Thanksgiving Day, the fourth Thursday in November, and the following Friday (as per BOR Policy 801.5); • Christmas Day, December 25; • State general election day November 8. (Under certain circumstances, the Commissioner of Higher Education may designate specific business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA, as per BOR Policy 801.5 – Holiday Exchanges.) <p>If any of the holidays fall on a Sunday, the Monday following is a holiday. If any of the holidays fall on a Saturday, the Friday preceding is a holiday.</p>
Annual Leave	<p>A leave of absence with pay for the purpose of rest, relaxation, or personal business at the request of the employee and with the concurrence of the employer as provided in 2-18-601 (19), MCA. An employee must be continuously employed for a six (6) calendar-month period to be eligible to use annual leave credits. Accrual rate depends on position and the number of years of service.</p>
Sick Leave	<p>A leave of absence with pay for a sickness suffered by an employee or their immediate family or for a permanent employee who is eligible for parental leave under the provisions of 2-18-606, MCA. Includes the following conditions: illness, injury, medical disability, maternity/paternity-related absence including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; care of or attendance to an immediate family member or, at the supervisor's discretion, for another person; death or funeral attendance for an immediate family member or, at the supervisor's discretion, for another person. An employee must be continuously employed for a 90 calendar-day period to be eligible to use sick leave credits. Accrual rate is approximately 8 hours per month.</p>

Juror/Witness Leave	A non-student employee summoned as a juror or subpoenaed as a witness in a court or judicial proceeding must elect to receive leave with pay or annual leave, if eligible. If the employee elects leave with pay, juror or witness fees paid to the employee shall be forwarded by the employee to the office of Human Resource Services within three (3) days of receipt. The fees shall be applied against the amount due the employee from the University. If an employee elects to charge witness or juror leave against annual leave, the employee shall retain juror/witness fees paid by the court.
Military Leave	An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States, and who has been an employee for a period of six (6) continuous months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training cruises, and similar active duty training programs of the organized militia of the state or the military forces of the United States. Such leave of absence will not be charged against any other leave credit earned by the employee. Military leave shall not be taken for regularly scheduled drills.
Staff Professional Development Leave	A staff member of UM who has served a minimum of five (5) consecutive years of full-time service or its equivalent may apply. Following completion of a leave, the staff member must remain with UM for at least two (2) consecutive years of additional full-time service before becoming eligible to apply for another Staff Professional Development Leave.

Leave Requests

A Leave Request form must be signed by your supervisor and turned into HR at least 5 days in advance of planned leave. Unplanned leave (emergency or sick leave) must be reported to your supervisor immediately. Upon return to work, complete the Leave Request form. Forms can be found at <https://www.helenacollege.edu/hr/docs/LeaveRequestform.PDF>

Link to Payroll Calendar:

2022-2023 Payroll Calendar Bi-Weekly:

https://www.helenacollege.edu/hr/docs/2022-2023_payroll-calendar-biweekly.pdf

2023 Biweekly Pay Schedule:

<https://helenacollege.edu/hr/docs/2023-biweekly-pay-schedule.pdf>

Timecard – Salaried Bi Weekly:

https://helenacollege.edu/hr/docs/timecard-salaried-hc_2-14-23.xlsx

Leave Request Form:

<https://helenacollege.edu/hr/docs/LeaveRequestform.PDF>

Campus Information

Books & Supplies

Helena College Retail Services consists of a Campus Store, and the Coffee Counter. The Campus Store provides supplies, apparel, some hot food, beverages, and snacks Monday through Friday during the academic year. The Campus Store accepts cash, credit cards (except for American Express), and checks made payable to Helena College for the amount of purchase only. The Donaldson Campus Store also features a full-service Coffee Counter with a wide selection of hot and cold drinks Monday through Friday during the academic year. Course materials can be purchased online at BNC Virtual.

Library Learning Hub (HUB)

The mission of the Helena College Learning Hub is to enable student success in the programs and degrees offered at the College. Professional librarians, along with an Academic Coach and Tutor Coordinator, will achieve this mission by collaborating with the Helena College community, and the Montana library community, in the selection, purchase, and creation of information resources and services; and by providing coaching, tutoring, and information literacy instruction targeted to the curriculum. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

Library HUB

The library has a location on each campus. The main library is located in room 140 on the Donaldson Campus. The Airport Campus library is located in the southwest corner of the building and can be accessed through the back hallway. These combined locations house over 10,000 print book titles, one daily print newspapers, more than 41 print magazines and journals reflecting the diversity of programs at the College, and 20 laptops for student use. The OneSearch search box on the library homepage allows users to place requests on books and DVDs from sixteen academic libraries across the state participating in the Treasure State Academic Library Services (TRAILS) consortium. The library also provides access to materials internationally through interlibrary loan. The library [website](#) provides full-text online access to articles from periodicals (magazines, journals, and newspapers), reference sources, and scholarly e-books, as well as e-books and digital audiobooks for leisure reading. All electronic resources are available both on and off campus. The library also provides computers for public use, group and quiet study areas, a multi-function photocopier/printer/scanner, and a color printer. A professional library staff member is available during open hours for individual assistance or group instruction. We have a “For Faculty” button on the HUB [homepage](#) that describes all services for the faculty. You will also find a Microsoft Bookings link for Library and Research help for faculty and students here.

Tutoring and Academic Coaching HUB

Individualized tutoring is free for Helena College students and is available for most courses. For more information, contact the [Library Learning Hub](#). For courses not covered, or for students needing help outside of the hours offered, online tutoring is available through TutorMe; you will find TutorMe in Moodle. Academic coaching is available to all students to help them develop the skills they need to achieve their goals by providing individual support in the areas of time management and study skills. Appointments may be made for tutoring and academic coaching using Microsoft Bookings Links on the HUB [homepage](#). Tutoring services and academic coaching are located in room 140 of the Library Learning Hub on the Donaldson Campus.

Parking

All employees receive one parking permit free of charge annually and may purchase additional permits for the standard \$17.50 fee. For more questions, contact the Cashier’s Office. Temporary parking permits are available to campus visitors by contacting the Welcome Center receptionist or the Executive Assistant to the Dean/CEO. Moving forward, HC license plates now qualify as a basic campus parking pass. Even if you’re not on campus regularly, investing in an HC license plate is a great cause and supports students’ scholarships. Get yours at a DMV near you!



Field Trips and Student Travel Forms

Student travel is considered college-sponsored if any travel expenses are being covered by Helena College. Helena College will not assume liability or responsibility for participants of any trip that is not college-sponsored. Students taking trips that are not college-sponsored must be informed of that fact in advance. Faculty or staff who violate policy may be subject to disciplinary action, up to and including termination of employment.

All participants in college-sponsored travel must comply with state statute regarding employee travel and Helena College, UM, and BOR policy. The faculty/staff member leading travel should utilize the Student Travel Procedures Checklist to ensure such compliance.

For student travel forms and the checklist, please contact the [Academic Administrative Coordinator](#) for more information.

Work Study Positions

Part-time jobs for students with significant financial needs are funded through both federal and state programs.

Many students must work to earn money to pay for their educational expenses. Benefits of the Work-Study Program

- Help pay for educational and other related expenses;
- Encourage community service and work related to the student's field of study;
- Gain valuable work experience and build relationships on- and off-campus;
- Improve time management, communication, organizational, and budgeting skills;
- Help to further develop the student's resume and professional experiences;
- Reference or recommendation for future employment; and
- Connect and contribute to College operations, student life, and campus and the local community.

Office Supplies

- Faculty/Academic supplies may be obtained through the Administrative Associate for Academics.
- Supplies may be purchased through vendors with signed supervisor approval. For every purchase, a Purchase Order form is required.
- Supplies must be approved as part of the departmental budget by the corresponding department chair/supervisor. A budget modification must be completed and approved for any purchases not already outlined in the department budget.

Auto Generate Syllabus

How to generate a syllabus for your course(s) each semester:

Home > Faculty Home > Select Course > Generate Syllabus

1. Log in Home on navigation page
2. Faculty Home page on the Database
3. Verify term is correct
4. Select the course (e.g. CSCI292)
5. Select Generate Syllabus
 - a. Within 10 minutes, you will get an email with the selected course syllabus attached.
6. Do this process for each course

Helena College - Faculty Admin Page

Your sections for Fall 2021

CSCI100

CSCI100

CSCI121

CSCI194

CSCI292

CSCI298

CSCI299

Syllabus will be emailed to you within 10 minutes.

Syllabus Template 2023-2024



Each academic year starting in the Fall a new syllabus is produced, this syllabus will be used throughout the academic year (fall, spring, summer). Check with your Director for an updated syllabus for your department.

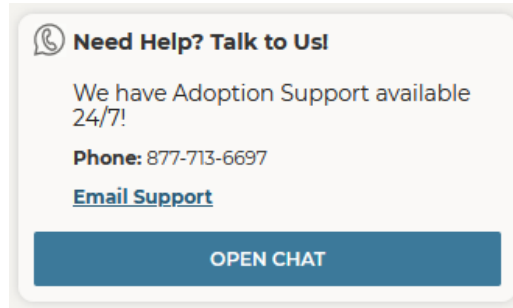
Book Adoptions

The online adoption portal is live! You will no longer need to complete tedious spreadsheets or email your book information. Now you can enter your adoptions in just a few minutes (per title) directly with MBS. Below is an updated FAQ and the user-training guide specific to faculty (not campus specific). You can also click [here](#) for a YouTube video that will walk you through the process. The system will send you reminders as you have new courses/sections to provide adoptions information. You will also receive reminders as the deadline for adoptions approaches, or passes.

There are a couple of known issues at this time:

- Prior adoptions may not show for all courses and the loading process can take up to 90 seconds. You can still adopt your materials you just have to use the guided path.
- There should be a comment box when adopting OER

Please remember that your book adoption is a *binding contract* with both MBS and the student, so please choose carefully. Most questions can be answered through the adoption guide and the FAQ. If you still have issues there is embedded support built into the portal. This is what they get paid for, use them if you need them.



You can find the portal on the Helena College website – Employee Portal – Academics

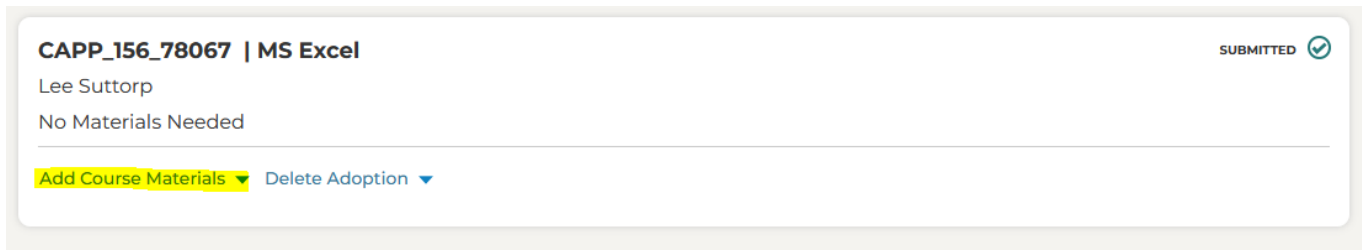
A screenshot of the Helena College website's Employee Portal Academics section. At the top is a grey header with the word "Employees" in bold. Below it is a breadcrumb trail: "Helena College > Employee Resources". The main content area features a grid of 12 circular icons, each with a label below it: Cyberbear (brown bear paw), Starfish (green star), MyHC (orange HC), Moodle (yellow graduation cap), Human Resources (red handshake), Business Services (yellow briefcase), Meeting Room Availability (green people), Library Learning Hub (red book), Password Manager (teal padlock), MS Teams (blue T), and O-365 Apps (orange Office 365). Below the icons is a "News & Announcements" section with the text "No current news". At the bottom is a grey header with the word "Academics" and a row of blue links: "Camtasia Relay Software", "Course Outcome Form", "Course Evaluations", "Info Griz", "Banner Support", and "Online Faculty Adoptions" (which is underlined in red).

Book Adoptions

Create your own Note for your classes!

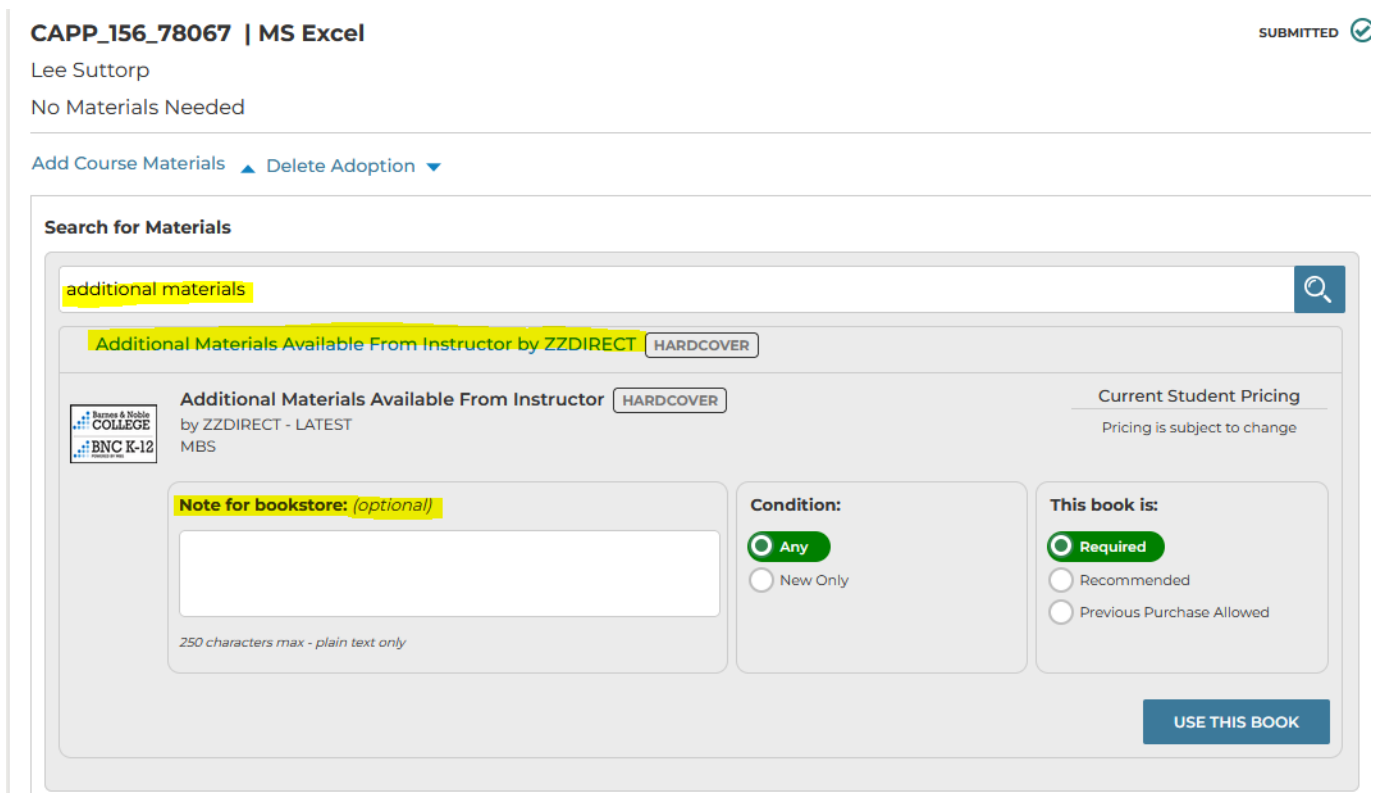
BNC helped Cari Schwen create a way for you to go into the adoption portal and create your own note for your classes.

Once you navigate to your class select 'add course materials':



CAPP_156_78067 | MS Excel SUBMITTED ✓
Lee Suttorp
No Materials Needed
[Add Course Materials](#) [Delete Adoption](#)

In the box to search for materials type 'Additional materials available from instructor by ZZDirect':



CAPP_156_78067 | MS Excel SUBMITTED ✓
Lee Suttorp
No Materials Needed
[Add Course Materials](#) [Delete Adoption](#)

Search for Materials

🔍

Additional Materials Available From Instructor by ZZDIRECT HARDCOVER

Additional Materials Available From Instructor HARDCOVER Current Student Pricing
by ZZDIRECT - LATEST
MBS Pricing is subject to change

Note for bookstore: *(optional)*

250 characters max - plain text only

Condition:
 Any
 New Only

This book is:
 Required
 Recommended
 Previous Purchase Allowed

[USE THIS BOOK](#)

In the note for bookstore box, please add a note to students telling them that you will provide a link to course materials. Once you have completed that, click the 'use this book' button and submit your adoption.

Book Adoption FAQ's

1. My course doesn't have an adoption. Am I still required to do anything?

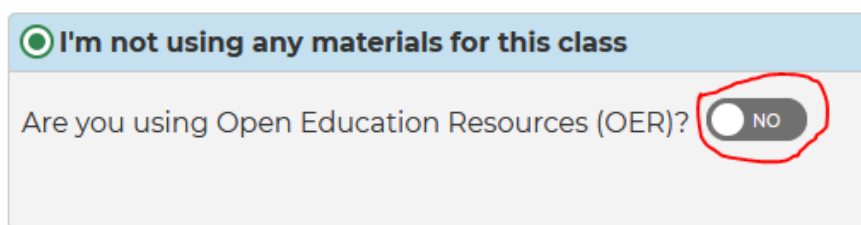
- a. Yes. You will need to select "I'm not using any materials for this class" on the adoption overview page. Your students will see a message on the virtual bookstore and in the booklist posted on our website letting them know that there are no required texts.

Course 1 of 2: Summer Term 2021 • Helena College • ARTZ 191 CRN 58072 SPECIAL TOPICS • 06/21/2021 - 07/30/2021

No Text Required For This Course

2. I use open-source materials that are free to my students. Am I still required to do anything?

- a. Yes. You will still indicate what materials you are using in your course. You will need to select "I'm not using any materials for this class" on the adoption overview page. The click on slider that says, "Are you using Open Education Resources?" Clicking the word "No" will change the slider to green and the word "Yes" will display.



The virtual bookstore will indicate that students need to acquire their materials from another source. The published booklist on the campus store site will direct them to their materials.

- b. Virtual bookstore

Course 2 of 2: Summer Term 2021 • Helena College • WRIT 101 CRN 58064 COLLEGE WRITING I • 06/21/2021 - 07/30/2021

Additional Materials Available From Other Source

- c. Campus store booklist

Writing for Success	University of Minnesota	9781946135285	Text is FREE / open source online via download
Writing for Success	University of Minnesota	9781946135285	Text is FREE / open source online via download

3. My course has more than one adoption. What do I do?

- a. If you are readopting from a prior term you should see all of your course materials and you can select to readopt all of them. If you do not see all of your desired materials you can still readopt the title that does appear by submitting it and then select "I'd like to be guided through the adoption process" to adopt additional materials.
- b. If you are adopting all new materials, or your prior adoptions are incorrect or not displaying, select "I'd like to be guided through the adoption process" to adopt your materials. You will submit each material one at a time.

4. My course requires a book and online course access; can I pull the ISBN from the back of my book?

- a. No. If you require a book and digital media you will need to find the ISBN provided by the publisher for the bundle.

5. I want my students to be able to choose between print and etext; how do I indicate that?
- You will list the ISBN's for both print and etext in the ISBN column. In comments please indicate that students only need 1.

Print: 9780393674170	Students only need 1; either print or etext
Etext: 9780393674217	

User-Training Guide

https://helenacollege.edu/faculty_staff/docs/ai_2.7_user_training_guide-faculty.pdf

Faculty Support Desk

Faculty Support Desk

The faculty support desk, located across from Faculty Office Suite 103 on the Donaldson campus and inside the welcome area of the Airport campus lobby, can provide information, assistance with photocopying (form sample below), (24-hour advance notice is requested for copying) and assistance with obtaining minor supplies for classes such as whiteboard markers. Additionally, students needing to drop off papers or pick up papers from instructors should visit the Faculty Support Desk on the campus where the course is offered. We refer to this as the "Envelope Service." A photo ID is required to pick up any graded work.



COPY REQUEST FORM

Date of Request	Date Needed	Requestor	Amount of Copies

Please Check All That Apply		Special Instructions
1 sided – 1 sided copies	<input checked="" type="checkbox"/>	
1 sided – 2 sided copies	<input type="checkbox"/>	
2 sided – 1 sided split	<input type="checkbox"/>	
2 sided – 2 sided copies	<input type="checkbox"/>	
Non-Sort / Non-Staple	<input type="checkbox"/>	
Front Staple Sort	<input type="checkbox"/>	
Magazine Sort	<input type="checkbox"/>	
Sort / Non-Staple	<input type="checkbox"/>	
Group	<input type="checkbox"/>	
Double Sort Staple	<input type="checkbox"/>	
Rear Staple Sort	<input type="checkbox"/>	
Hole Punch	<input type="checkbox"/>	

Professional Development - Vector

Vector Solutions

You should have received an invitation email from Vector Solutions to ask you to create your own password for your Vector Solutions account.

At HC, we use Vector Solutions to track employee's professional development activities.

You can see the instructions about how to log into Vector and use Vector here:

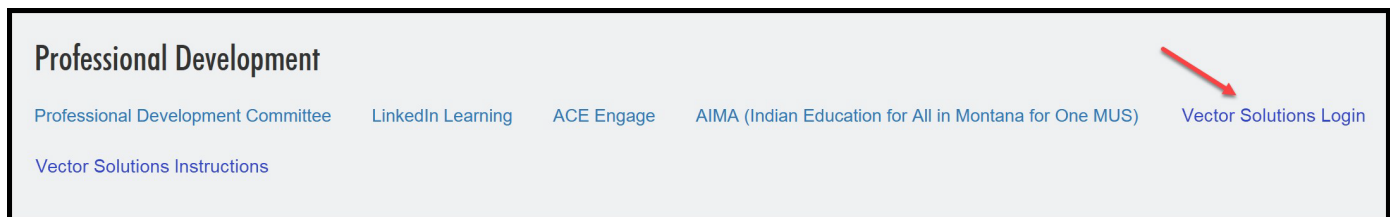
https://helenacollege.edu/faculty_staff/docs/vector-solutions-tutorial-handout.pdf

Vector Solutions is a professional development tracking software, which can help you plan, manage and track professional development activities.

On the **Vector Solutions** platform, you can

- Record your professional development activities.
- Apply for professional development funding.
- Sign up for professional development events / training.

On the [Employee Portal page](#), scroll down to the **"Professional Development"** box, click on the **"Vector Solutions Login"** link to sign into your Vector Solutions account.



The District ID is **helenacollege**.
Username is your NetID #.

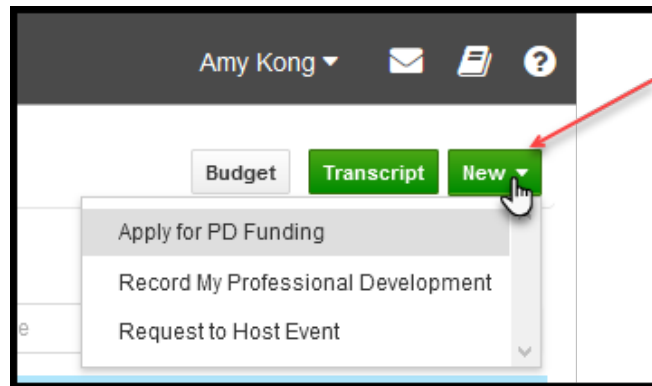
That is, your hcf / hce #.

A screenshot of the Vector Solutions login page. At the top is the Vector Solutions logo. Below it are three input fields: "District ID" with the value "helenacollege", "Username" with the value "your NetID", and "Password" which is empty. A blue "Sign in" button is at the bottom. A link "Difficulty signing in? Click here." is below the button. A red box highlights the "Username" field, and a red arrow points from the text "That is, your hcf / hce #." to it. Another red box highlights the "Password" field, and a red arrow points from the text "You should have received an email invitation from Vector Solutions to ask you to create your own password." to it.

You should have received an email invitation from Vector Solutions to ask you to create your own password.

Once you are successfully logged into your Vector Solutions account, you can choose your options by clicking on the “New” button, which is located on, top right:

(*Only those who have the permission to host events will see the “Request to Host Event” option.)



Record Your Professional Development Activities

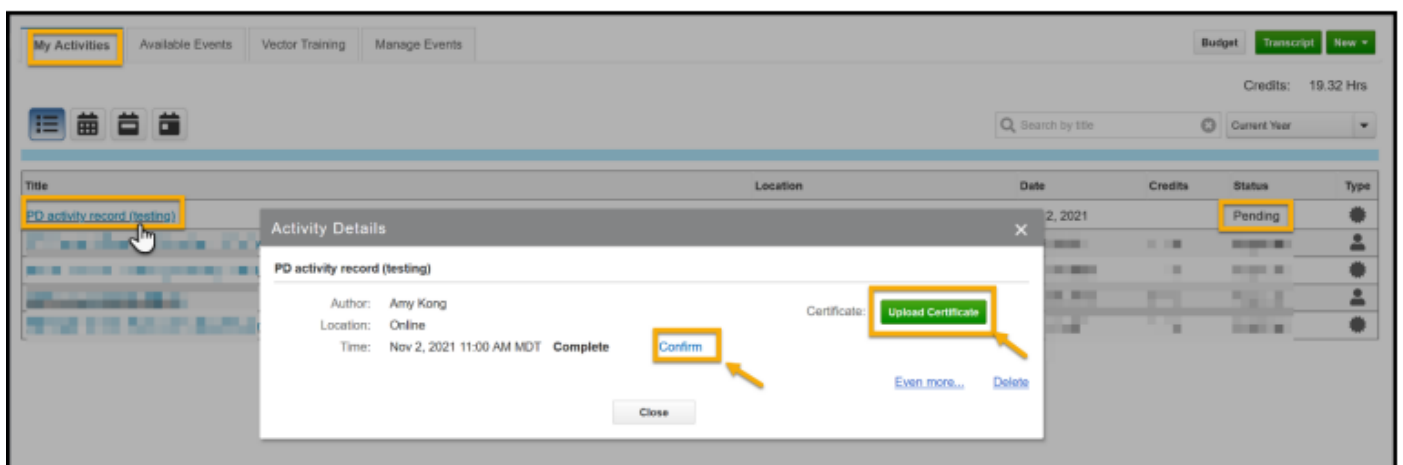
You can record all types of professional development activities which are funded by PD Committee, funded by department, funded externally, sponsored by HR, or free activities (e.g. webinars, etc).

After filling in the PD activity details, don't forget to click on the **Submit** button.



Once you submit your PD activity record, it will appear in the “My Activities” section.

In order to change the record status from Pending to Approved, you will need to click on the activity record link, then **confirm** the attendance. You can also upload a completion certificate too.



Apply for Professional Development Funding

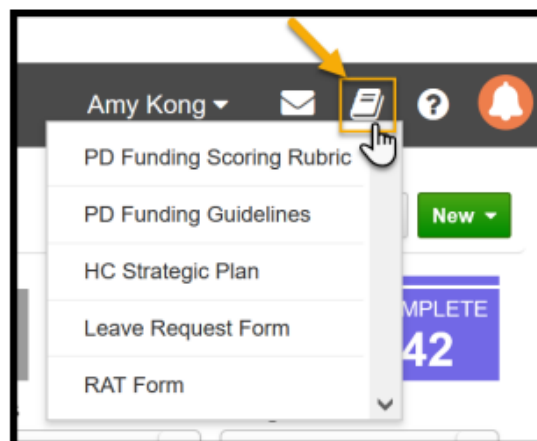
You can fill in the PD application form and submit the relevant documents under the “Apply for PD Funding” option. Vector Solutions will then send the application form to your supervisor for approval automatically.

Once approved by supervisor, please notify the PD committee chair (via email or Teams chats) so the PD committee will review the application.

You will be notified by email the outcome of the application from the PD committee chair.

If you click on the “Resources” icon located on top right, you can view the “PD Funding Scoring Rubric” (that the PD committee uses to evaluate applications), “PD Funding Guidelines”, “HC Strategic Plan”, “Leave Request Form”, and “RAT Form”.

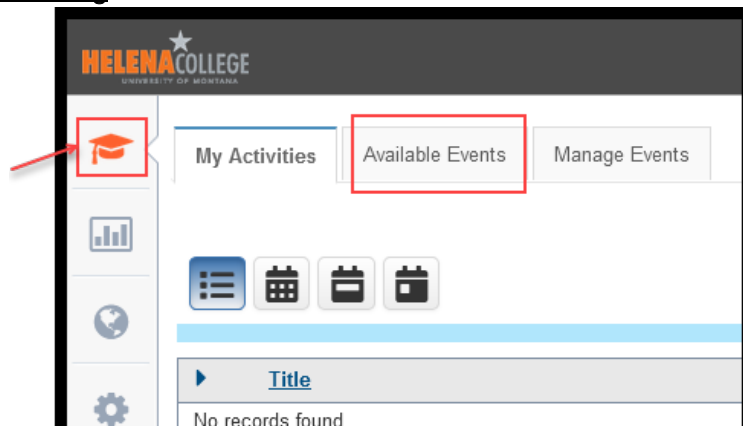
These resources will be helpful for you when filling in the PD application form.



Sign up for Professional Development Events / Training

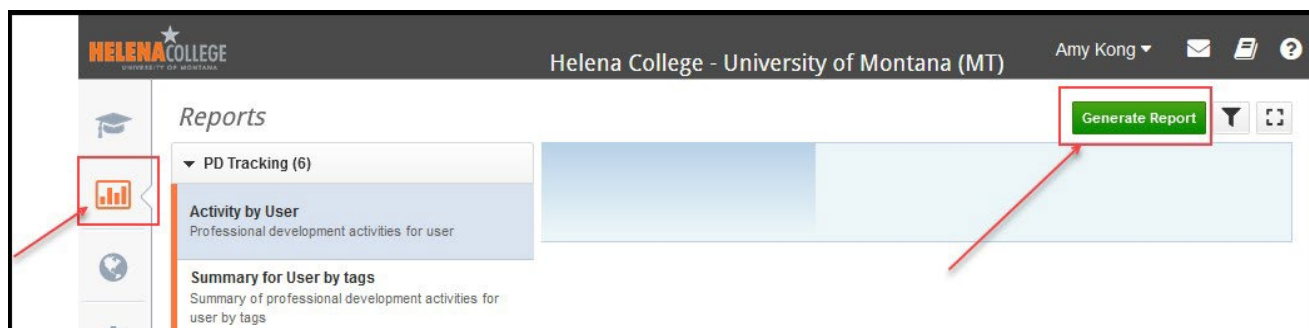
In the “graduate hat” section on the right, under the “Available Events” tab, you can sign up for any PDEvents that are available for you.

You can also view your PD activities under the “My Activities” tab.



Generating PD Activity Reports

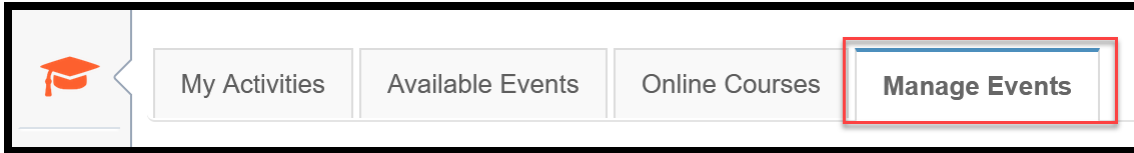
In the “report” section on the right, you can generate PD tracking reports.



For **Supervisors**:

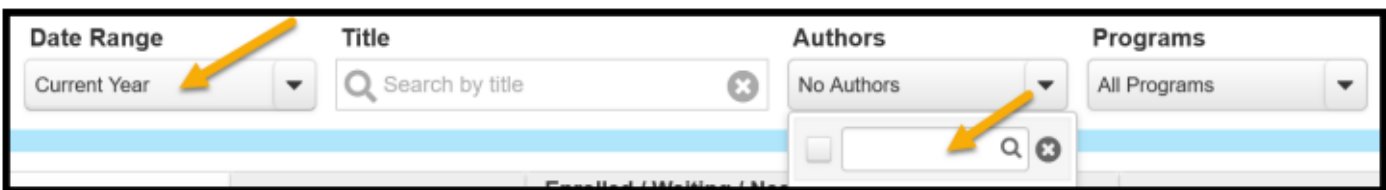
When your direct report submits a PD application request, you will receive an email notification.

The PD application request can be found under the “**Manage Events**” tab, which is located on the top of your Vector Solutions homepage:



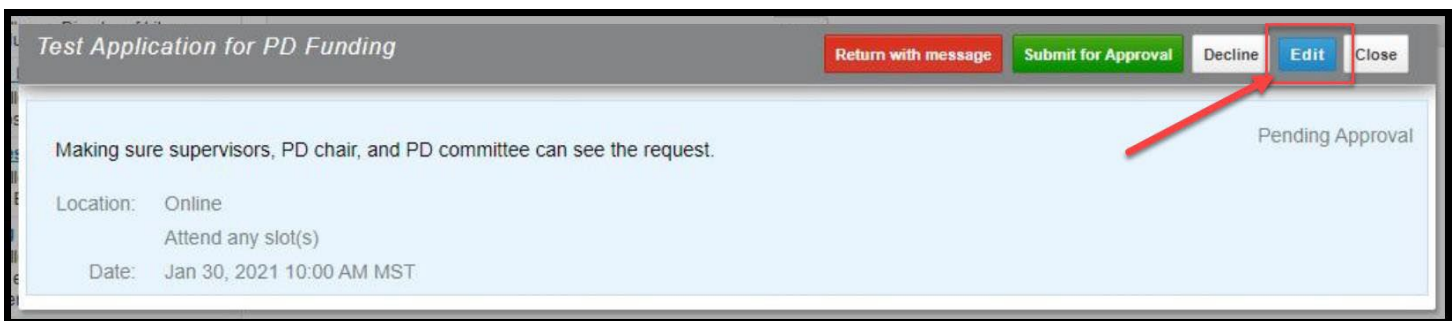
Please choose the appropriate **Date Range** to view the application.

You can also filter applications by entering the applicant’s name in the search box:



By clicking on the application title, you will be provided options for what you can do for the application.

Please click the “**Edit**” button to view the full application.



If you have any questions about Vector Solutions, please contact:

Jessie Pate
Director of Institutional Research
447-6951
jessie.pate@HelenaCollege.edu

Amy Kong
Director of eLearning and Faculty Development
447-6364
amy.kong@HelenaCollege.edu

Office Hours Template

Each semester fill out this form to provide guidance for students.

Faculty Name

SEMESTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					
5:00-5:30					
5:30-7:00					
7:00-8:30					

Release of Information (ROI) to Students & Contact Information

This form assist each program with current information per semester. Please make sure to fill it out and return it along with your Letter of Employment.

Release of Information to Students & Contact Information

Contact information may be used by Helena College for official purposes.

Information **will not be released** to students or others unless **authorized below**.

(Return to Program Administrative Associate)

(Print please)

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): Cell: _____

Home: _____

Work: _____

Authorization to Release information to students:

- Cell
- Home
- Work
- Do not release my phone number(s)

Personal Email Address: _____

Authorization to Release information to students:

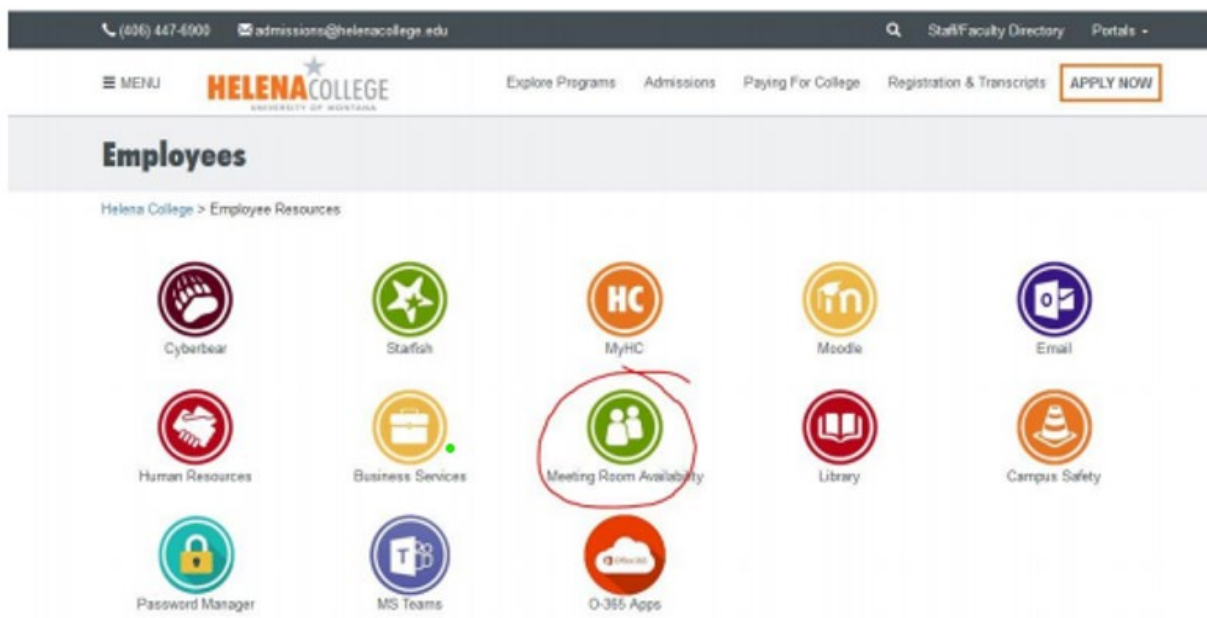
- Personal email address
- Do not release my email address

Room & Equinox Car Reservations on Campus

The following information is helpful if you need to schedule an additional room/time for a meeting, exam, or presentation. Any permanent changes to existing classroom assignments must be made through the office of the Assistant Registrar.

REQUEST MEETING SPACE or CAMPUS VEHICLE

You may schedule your meeting through the [Event Management System \(EMS\)](#) portal.



You will need a login specific to EMS in order to use the program. If you use the “request a room” button without logging in, your request does not get flagged as a “priority reservation” and stays in limbo as “pending.”

Please contact the Community Education office CE@HelenaCollege.edu to request an account.

The system will not currently allow you to book a room with less than 24 hours’ notice. To book a space with short notice, please contact the scheduler in Continuing Education

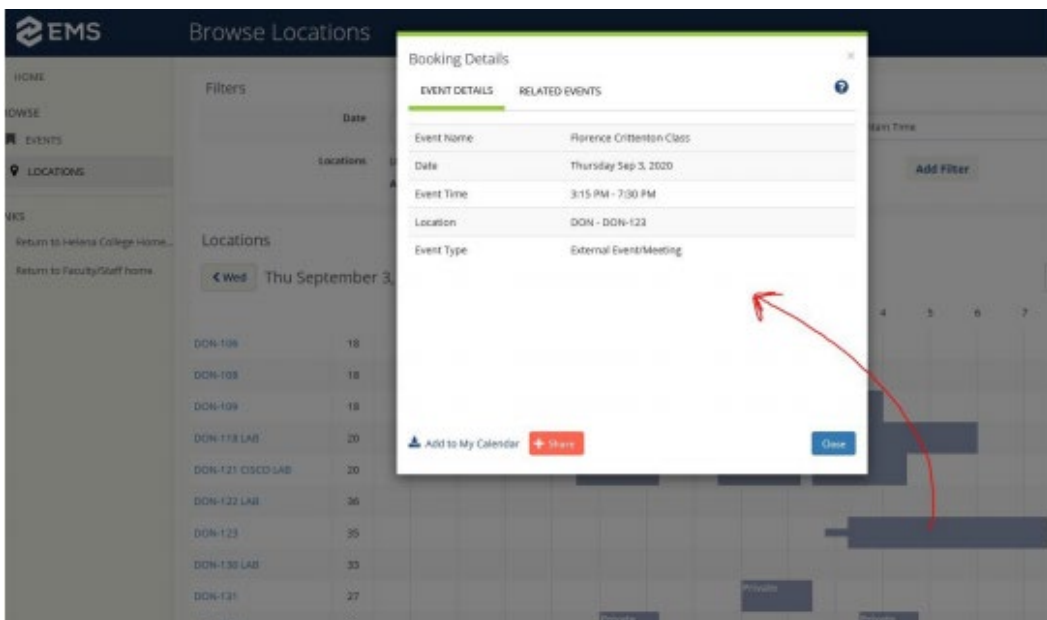
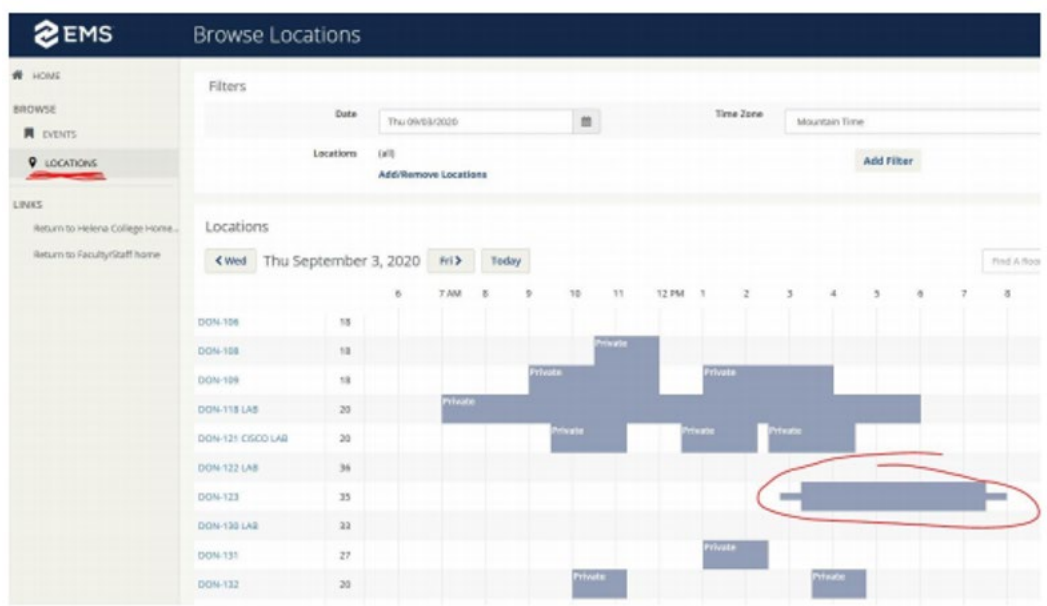
To book the Helena College owned *Vehicle* – the Equinox, look for it below the Student Center on the Donaldson Campus.

Donaldson (MT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3
+ Student Center	200									
+ Equinox	5									

Note: If you are curious about an existing reservation in a space, items marked “Private” are courses for academic credit. The system cannot efficiently display the large number of entries in this category. If the item is not private, you can click on the reservation to see the event name and which general department is the host.

If you are interested in viewing a calendar of non-credit events, on the left side of the EMS screen, select Browse – either events (for a calendar listing) or browse locations (for a grid view of rooms.)

If you are interested in viewing a calendar of non-credit events, on the left side of the EMS screen, select Browse – either events (for a calendar listing) or browse locations (for a grid view of rooms.)



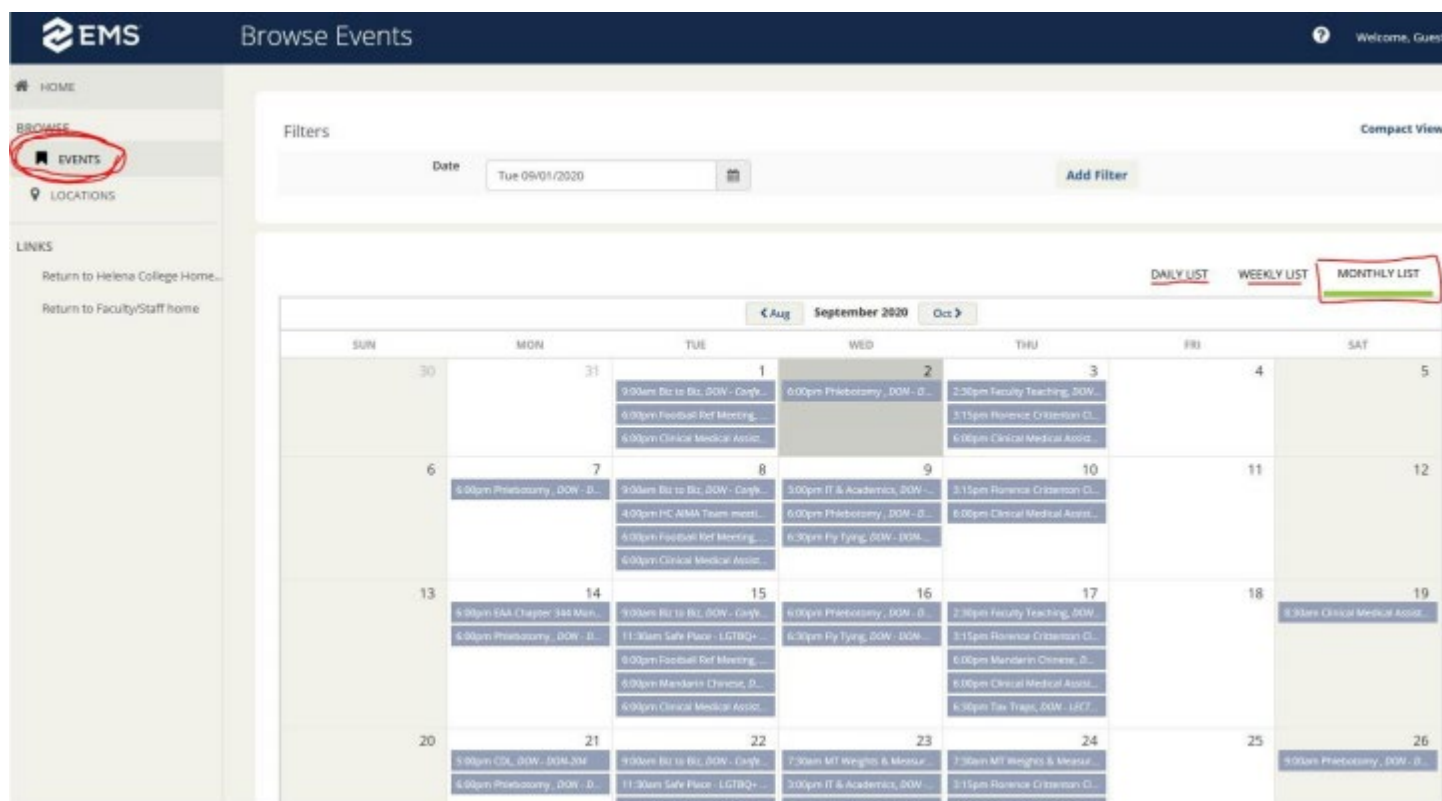
To see event listings for the day or month, go to Meeting Room Availability in the Employee portal.

The default screen is the “Browse by LOCATIONS” screen.

All credit classes are marked “private” so that they do not show up on the calendar page. If they did show here, that page would be so long!

All non-credit events (meetings, CE classes, and special events) do NOT say private. You can click for details - see next image.

Sometimes it would be easier to use the “Browse by EVENTS” screen.



In the “browse by EVENT” or calendar page, MONTHLY LIST is the default. All non-credit class items are listed by time and title. If you click on the item, a booking details screen pops up (similar to the previous illustration.)

Cisco Phone System

1. Phone Screen
2. Video Camera
3. Lens Cover Button
4. Softkey Buttons
5. Navigation Pad and Select Button
6. Conference Button
7. Hold Button
8. Transfer Button
9. Redial Button
10. Keypad
11. Speakerphone Button
12. Video Mute Button
13. Mute Button
14. Headset Button
15. Volume Button
16. Messages Button
17. Applications Button
18. Contacts Button
19. Phone Speaker
20. Line Buttons
21. Handset Rest



LED indicators:

Flashing Amber—Incoming Call

Solid Green—Your Call

Flashing Green—Call on Hold

Solid Red—Line in use by another user

Flashing Red—Line on hold by another user

Cisco Phone System – Phone Call Instructions

Lift the handset, press the **SPEAKER** button, press a **LINE** button, or press the **CALL** softkey to place the call. You may dial the number before lifting the handset.

- Dial the 4-digit extension for other Helena College phone numbers
- **Dial 8 to get an outside line, then the 7- or 10-digit phone number**
- Emergency 911 or 8911

Call History/Missed Call

- Select **CALL HISTORY** and **APPLICATIONS** to view the last 150 calls.
- When there are missed calls on the phone, an indicator for missed call info will appear next to the line info. View **CALL HISTORY**, then tab over to **MISSED CALLS** to clear the indicator.

Placing a Call on Hold

- Press the **HOLD** button
- Press **RESUME** softkey to return to a call. If multiple calls are on hold, press line button of desired call.
- If you have two calls on one key, use the navigation bar and highlight call to return to and press **RESUME**.

Transferring a Call

- During a call, press the **TRANSFER** button. This places the call on hold.
- Dial extension number of person you wish to transfer caller to.
- When ringing begins, press **TRANSFER** again, or wait for party to answer then press **TRANSFER**.
- To cancel the transfer, press **END CALL**, then **RESUME** softkey, or extension key where call is held.

Transferring a Call to Voicemail

- Press **DIVERT** softkey while a call is ringing, on hold or active.
- To transfer direct to voicemail, press the **TRANSFER** button, Press ***#**, Dial the **4-digit extension** number, *QUICKLY* press the **TRANSFER** button.

Cisco Phone System – Enrolling / Initializing Voicemail

To access your voicemail, you will first need to initialize/enroll your mailbox (record your name, record a greeting, and change your password). Contact IT Support for your temporary password. Your new password must be 4-15 digits in length.

Accessing Voicemail

- To access voicemail, press the **MESSAGES** button or dial voicemail extension 6996. Enter your password followed by the **#** key when prompted.
- **Press 1**, to listen to new messages
- **Press 2**, to send a message
- **Press 3**, to review old messages
- **Press 4**, for setup options
 - *Press 1*, to change greeting
 - *Press 2*, for message settings
 - *Press 3*, for preferences
 - *Press 4*, for transfer settings
 - *Press 0*, for help
 - *Press **, to exit
- **Press ***, to exit
- **Press 0**, for help

Voicemail Tips:

- Limit background noise
- Be unique
- Smile—a smile is a great way to make your greeting have a pleasant tone.
- Rehearse
- Identify yourself and the college
- Update greeting frequently

Voicemail Examples:

- “Hello, this is _____. I’m sorry, I’m not available to take your call. If you will a detailed message, I will get back to you as soon as possible.”
- “This is _____ and I am not available to answer your call right now. You may leave a message after the tone.”

Voicemail Remote Access

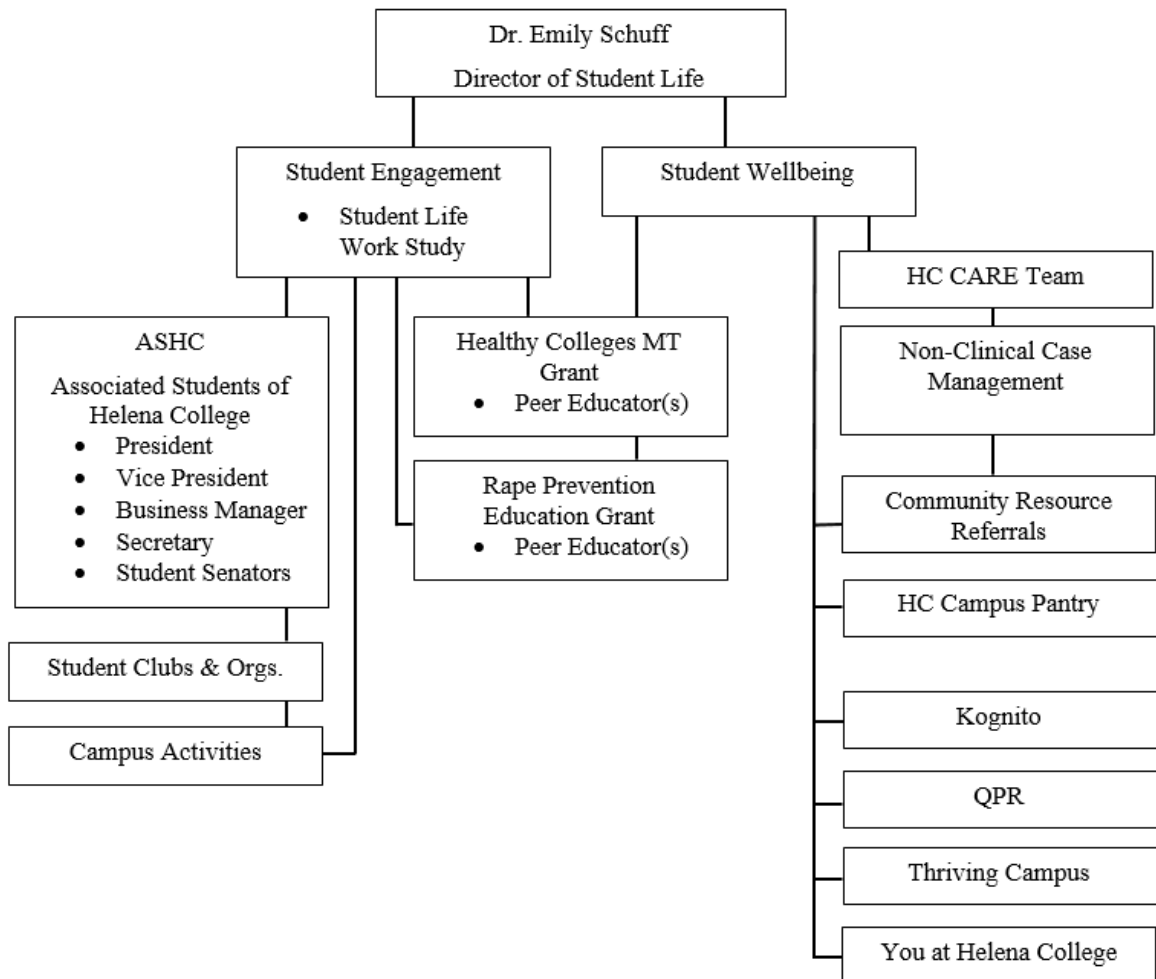
- Dial 406-447-6996.
- When voice mail answers, press ***** key.
- Enter your **4-digit mailbox ID** (your extension) number followed by the **#** key.
- Enter your **password** followed by the **#** key.

Student Life & Wellness

Student Life

Student Life at Helena College encompasses student engagement and wellbeing including the Associated Students of Helena College (ASHC student government), student clubs, campus activities, HC campus pantry, and HC CARE Team. Through non-clinical case management, the Director of Student Life connects students with additional needs to outside resources and community partners. As educators, we know that students who are connected to campus maintain better grades and higher completion rates. Student life provides a physical and conceptual space for Helena College to connect with students and care for them while fostering the development of important skills they will use in their personal and professional lives.

Together we can co-construct opportunities for your students that make sense for your program and offer valuable experiential learning. Faculty are encouraged to attend campus events, serve as a club advisor, or engage with student senate through workshops and service. Learn more about connecting your classroom goals to co-curricular activities by emailing Emily.schuff@helenacollege.edu or visiting me in my office located in 104 H, Donaldson Campus.



Student Wellbeing

The Office of Student Life provides wellness coaching and community referral services to registered Helena College students. The office also provides outreach and educational programming to the campus community in the context of health and wellness, sexual violence prevention, and suicide prevention initiatives.

Helena College partners with the Helena Food Share, hosting several pop-up pantries around our campus. Students will find grab-and-go items, hygiene items, lunch, dinner and breakfast items, and canned goods on our campus pantry shelves. Items are free, no sign-in is required, and the shelves are replenished on a quarterly rotation. Pantry shelves are located in the hallway by the Library, in the Student Center Suites on the Donaldson Campus, and down the hallway off the Lecture Hall at the Airport Campus. For access to fresh fruits and vegetables, dairy items, eggs, and other fresh or refrigerated items, students should visit the formal Helena Food Share locations. Find more information about the [Helena Food Share](#) or call (406) 443-3663.

Kognito –Crisis Intervention and Suicide Prevention Training

In partnership with the Montana University System (MUS), Helena College offers Kognito for mental health; an online evidence-based virtual simulation training module for both faculty/staff and students that teaches how to recognize and respond to someone who may be experiencing distress or suicidal thinking. It is an interactive web-based module that can be accessed from any device. This resource can be found on the Helena College Wellness webpage. Use the access codes below to get started!

- **Enrollment Key Faculty and Staff: helenaeemployee**
- **Enrollment Key Student: helenastudents**

QPR Suicide Prevention Training

Emily Schuff serves as the Helena College Suicide Prevention Coordinator, partnered with the Lewis and Clark County Suicide Prevention Coordinator to provide QPR Suicide Prevention Gatekeeper training to our campus community. If you are interested in coordinating a QPR training for your students, please contact Emily Schuff.

You at Helena College

[You at College](#) is a personalized digital tool created by behavioral health experts to foster campus wide well-being to help students, faculty and staff thrive. Students can create custom profiles, set goals for themselves, access health and wellness content, and explore ways to keep their mental and physical health sharp. This resource can also be found on the [HC Wellness Webpage](#). Students will use their myhc credentials to log in.

Thriving Campus -Connecting to local Mental Healthcare Providers

[Thriving Campus](#), is an online directory that allows students to access a list of off-campus, licensed mental health clinicians, many of whom specialize working with students. The website includes various guides and resources that assist students through the process of securing off-campus outpatient care. Access this interactive directory on the Helena College Wellness page.

Emergency Services

We list the following emergency services in the student handbook; if you require emergency services please call 911 or see assistance at the following facilities & emergency rooms:

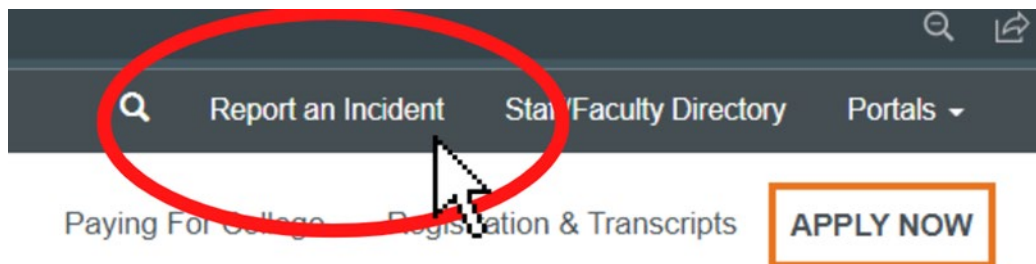
PureView Health Center 1930 9 th Ave. 406-457-0000	Suicide Prevention Lifeline Available 24/7 988 Or text "MT" to 741741	St. Peter's Hospital Emergency Room 2475 Broadway Ave. 406-444-2150
St. Peter's Urgent Care 2475 Broadway Ave. 406-447-2770	St. Peter's Urgent Care - North 3330 Ptarmigan Lane 406-443-5354	

Report a Student to the CARE Team

The Helena College CARE Team (Crisis Assessment Risk Evaluation) is a multidisciplinary team strategically selected to evaluate reports of concerning student behavior on campus. Our CARE Team is chaired by Emily Schuff, Director of Student; membership includes advising staff, disability resources, student conduct, among others.

The goal of the CARE Team is to proactively address concerning behavior and appropriately intervene as early as possible to connect the student to appropriate resources. Faculty are encouraged to "see something, say something." Concerning behavior may look like social isolation, a noticeable change in student behavior in class, depression or anxiety, inappropriate classroom behavior, concerning or violent written course material.

Submit a referral to the CARE Team by accessing the reporting form on the Helena College website. CARE Contact: Emily.schuff@helenacollege.edu



Report a Student to the CARE Team:

[Report an Incident](#)

Microsoft Bookings

Microsoft Bookings Quick Reference Guide for Faculty and Staff

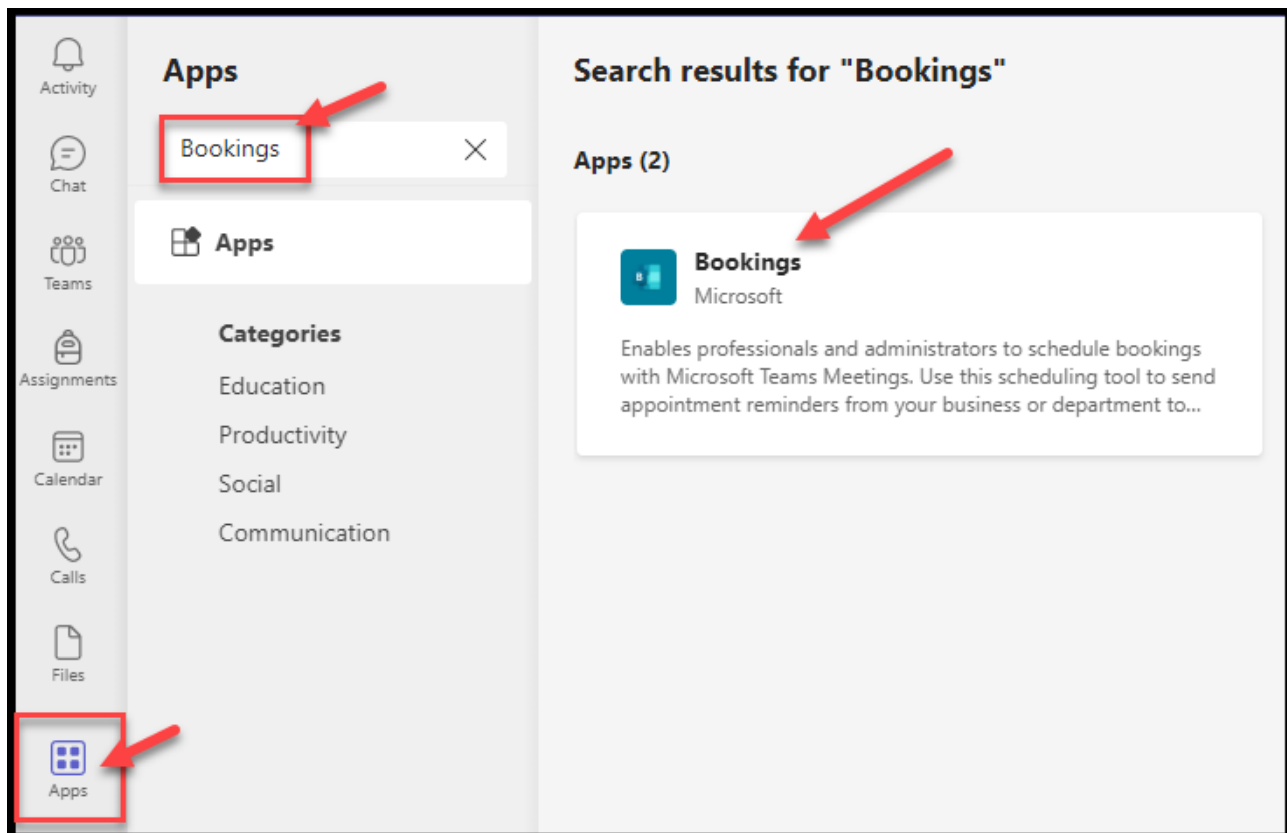
Microsoft Bookings is an online and mobile app designed to allow students and colleagues the ability to schedule appointments with faculty and staff. Using Bookings, you can set student hours or other specific booking times, duration of appointments, acceptable lead and cancellation times, and automatic notifications of booking changes.

How to set up Microsoft Bookings

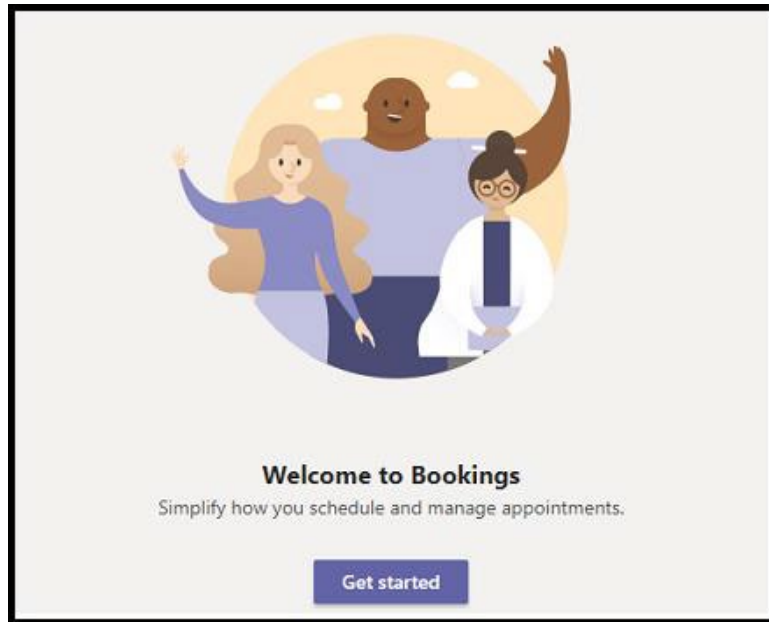
Step 1:

1. Go to **Apps** on the left side of **Microsoft Teams**.

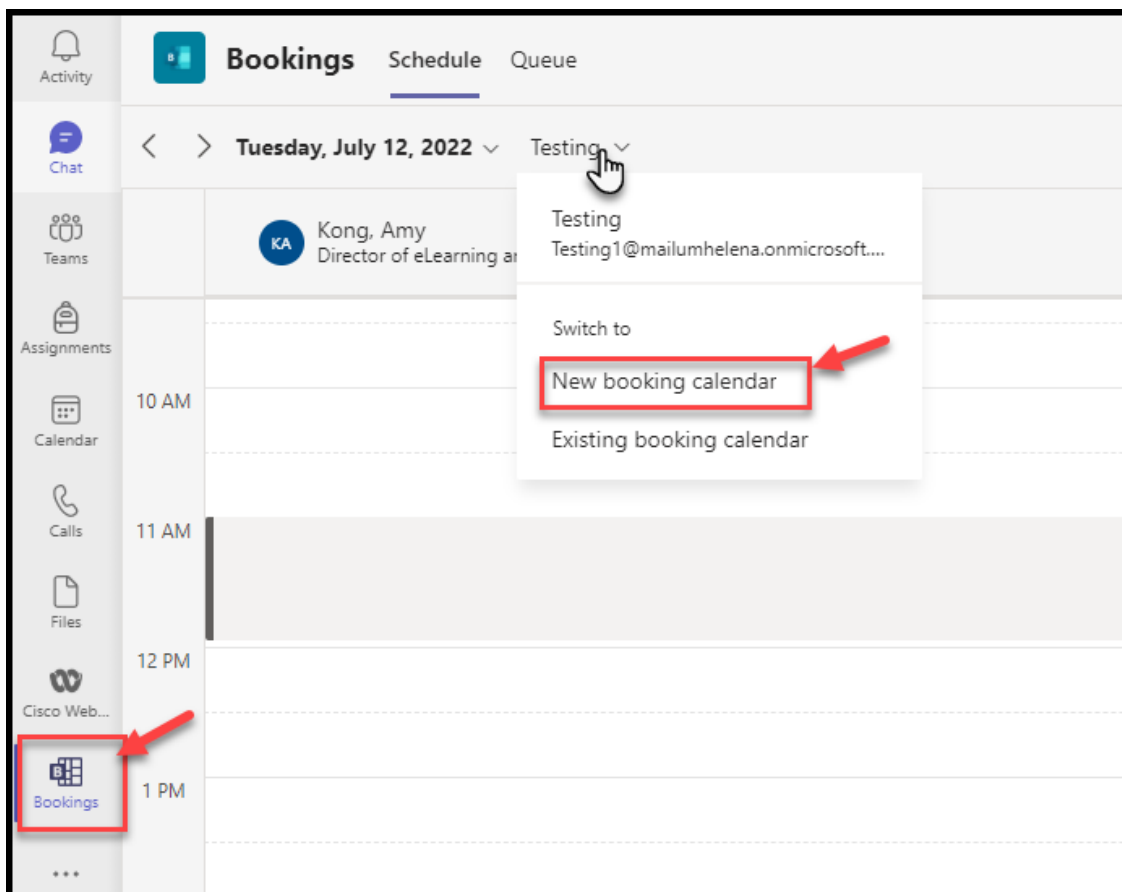
Type **Bookings** in the search box, select it, and hit **Add**.



2. Select **Get started**.



3. Choose Add a New booking calendar.

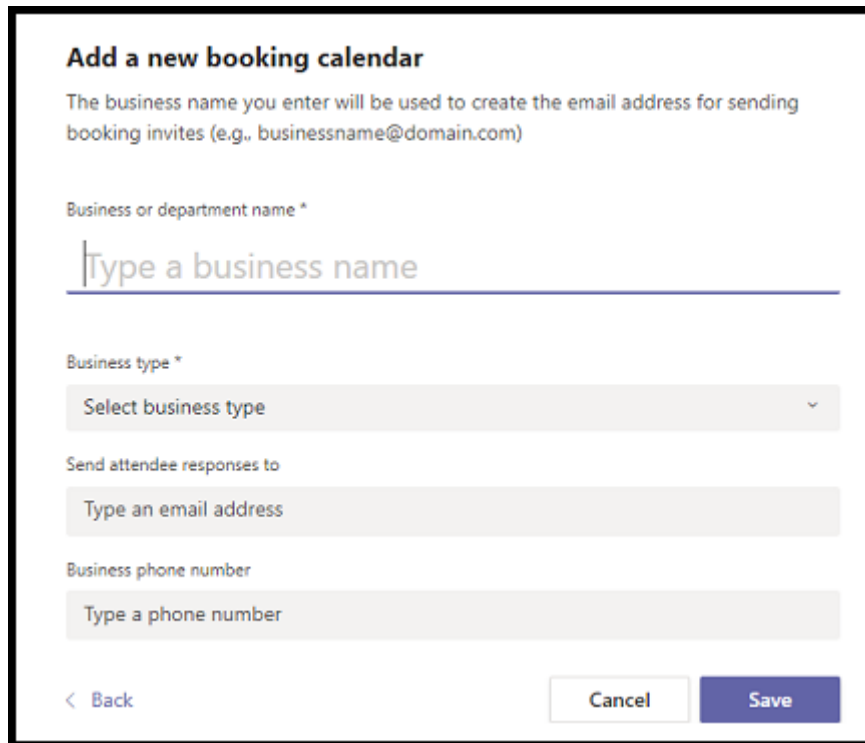


4. Fill out the form. Keep in mind, the info you enter will appear in appointment emails that go to attendees.

Under the "Business name" field, name the Booking calendar.

Examples: "Placement Testing", "Financial Aid Office", "Dual Enrollment Advising", "Appointments with Dr. John Smith", "HC eLearning & Faculty Development", etc.

Then click on "Save".



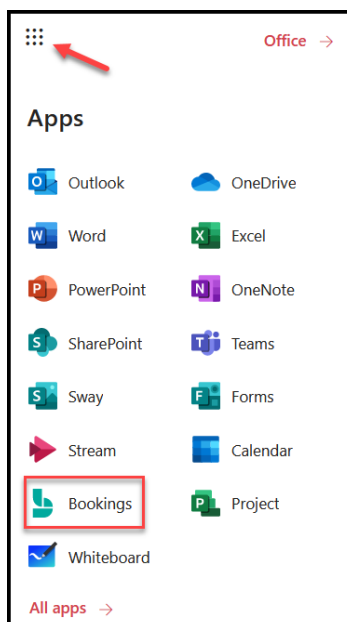
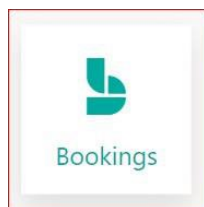
The screenshot shows a web form titled "Add a new booking calendar". Below the title is a note: "The business name you enter will be used to create the email address for sending booking invites (e.g., businessname@domain.com)". The form contains several input fields: "Business or department name *" with a placeholder "Type a business name"; "Business type *" with a dropdown menu "Select business type"; "Send attendee responses to" with a placeholder "Type an email address"; and "Business phone number" with a placeholder "Type a phone number". At the bottom, there are three buttons: a back arrow labeled "Back", a "Cancel" button, and a blue "Save" button.

Step 2:

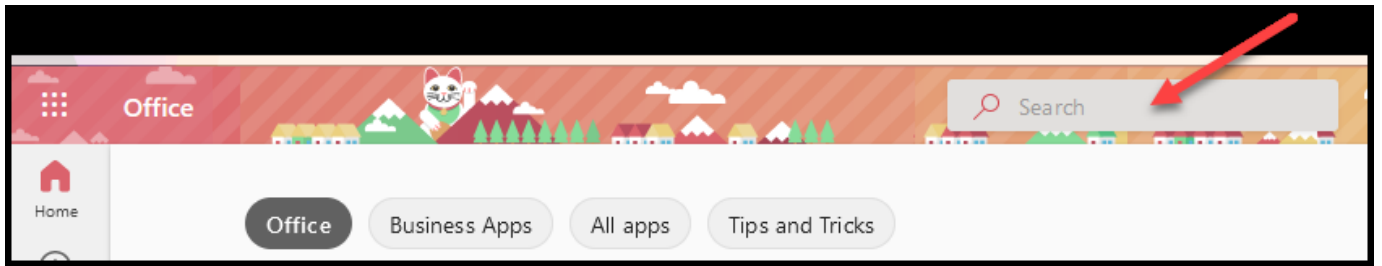
1. Visit the Office 365 website at, <https://www.office.com/>, and log in with your HC NetID credentials (your hcf # or hce #).

2. Click on the 9-dot menu on top left.

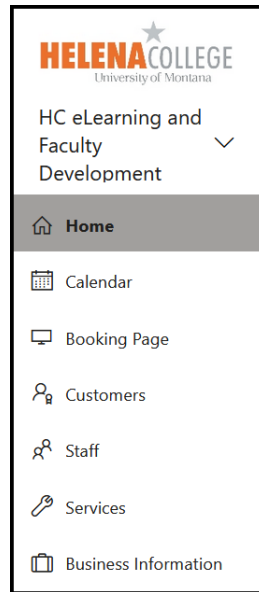
Select and open the Bookings App.



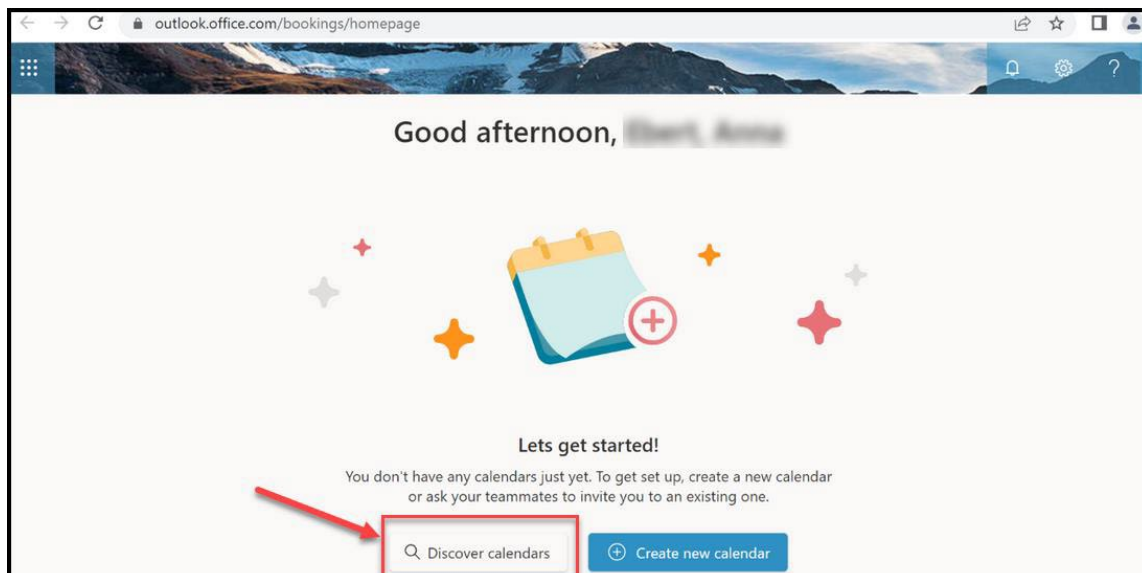
If you don't see the Bookings app in the menu, you can search for it in the **Search** box on the top.



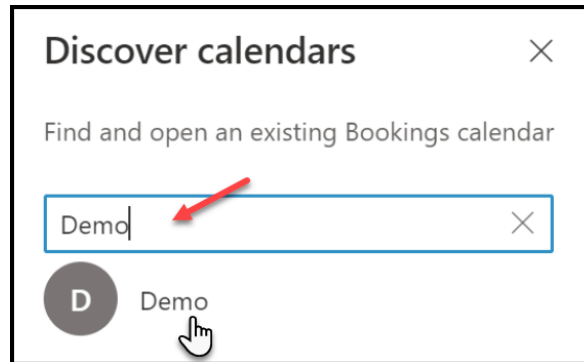
3. You should be directed to your Bookings setup page.



Or, you might see the following page instead. If so, choose “Discover calendars”.

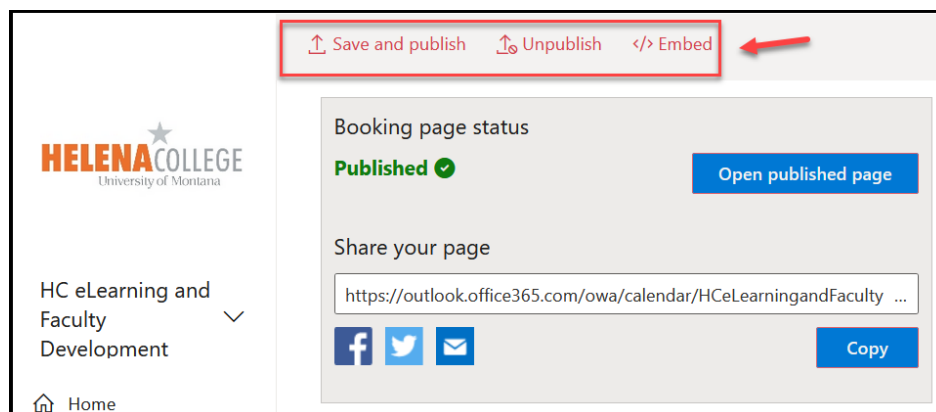
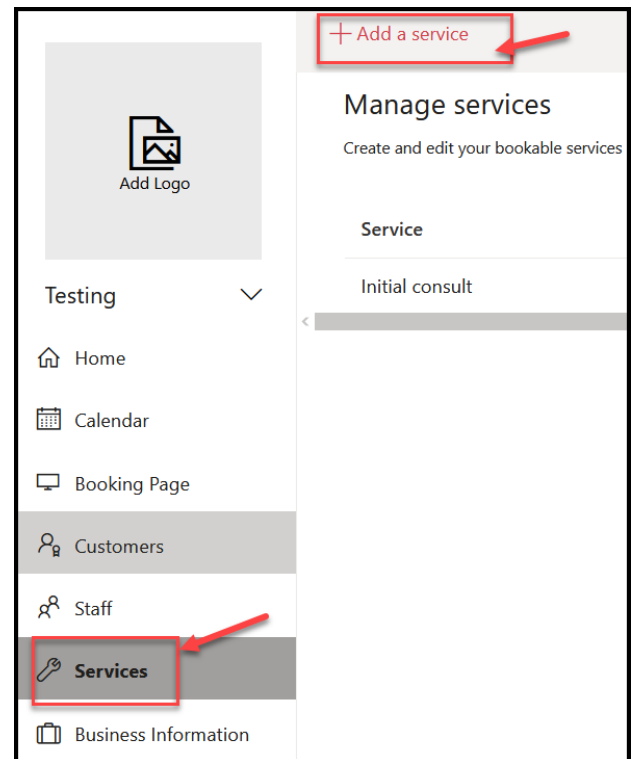


Search for the Bookings calendar you just created. See below for an example:



Step 3:

1. Select “Services” on the navigation bar on the left side of the screen to add one or more services. Examples of service could be “Student Hours”, “Academic Advising”, “Placement Testing”, “Tech Help”, “Tutoring”, etc...
2. Select “Staff” in the left-hand navigation to add/remove faculty, staff, students (e.g. work-study), or anyone who will be holding the meetings.
3. Select “Booking Page” in the navigation bar on the left side of the screen.
4. Set up your booking preferences (See **Setup Overview** on Page 8).
5. Select “Save and Publish” (see picture below).
6. Select “Embed” to obtain the hyperlink to direct students to your respective page (see picture below).
7. Share the hyperlink with students.



Adding Custom Questions (Recommended)

Our Bookings and Teams apps are connected. Once an appointment is scheduled on Bookings, a Teams meeting link is automatically generated for that appointment too. Sometimes, it is confusing for students if the meeting is going to be in-person or virtually on Teams.

One good question to add onto your Bookings page is:

How do you want to meet? In person or virtually on Teams?

See below for an example:

Provide additional information

How do you want to meet?

--select an option--


--select an option--

In-person in DON 203 (eLearning Office)

Virtually through Microsoft Teams (you will get a Teams meeting joining link in the confirmation email once this booking is scheduled)

Steps to add custom / required questions onto your Bookings page:

1. Go to **Services** and choose to **edit** an existing service:



HELENA COLLEGE
University of Montana



HC eLearning and Faculty Development

- Home
- Calendar
- Booking Page
- Customers
- Staff
- Services**
- Business Information

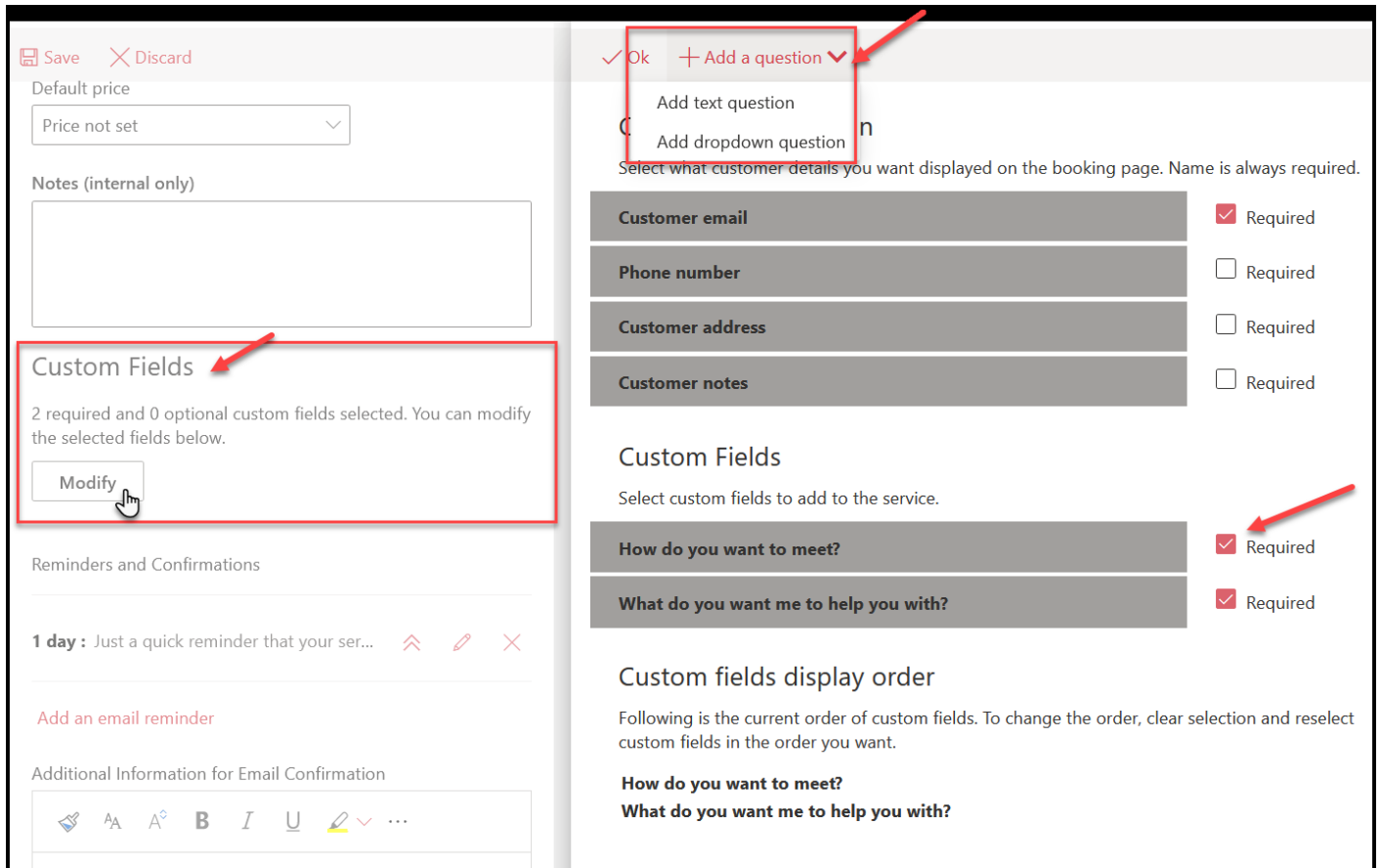
+ Add a service

Manage services

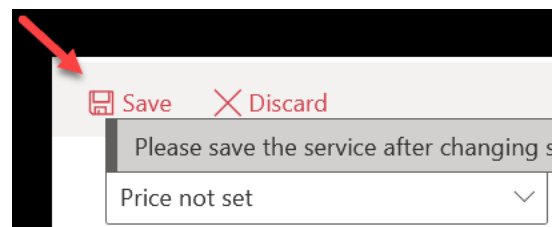
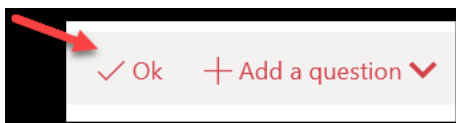
Create and edit your bookable services

Service	Duration	Default price	Assigned staff	
Meeting with eLearning and Fac...	1 hour	Price not set	No staff assigned	<div style="border: 2px solid red; display: inline-block; padding: 2px;"> </div>

2. Scroll down to the **Custom fields** section, and then select **Modify**.
3. To create a custom question, select **Add a question** from the top of the panel, write your question, and then select **Save**.
4. When the question first shows up in the Custom fields section, it will be turned off. Click on it to make sure the highlighted box around it shows up.
5. To make the question required, tick the **Required** checkbox and students won't be able to complete the booking until they've answered the required questions.



6. Click **Ok** at the top of the page, and then **Save** the service.



Setup Overview

The booking page can be tailored to specific needs and preferences.

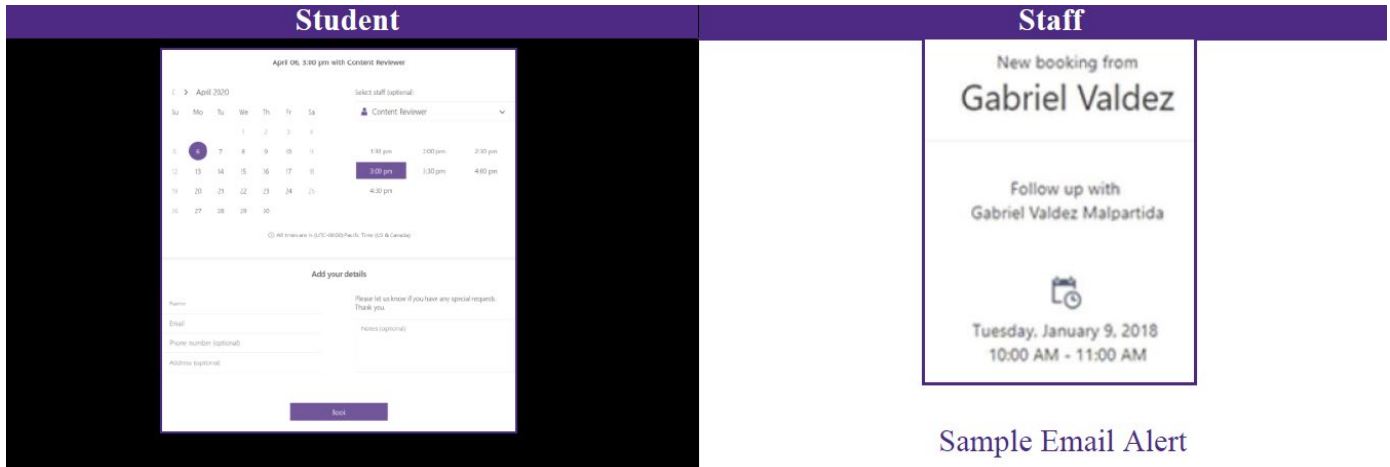
The screenshot shows the booking page configuration interface with several callout boxes:

- Save & Embed:** Save your settings or click embed to get a shareable link.
- Access Control:** Allow all emails to book an appointment & disable search engine indexing.
- Scheduling Policy:** Set increments for available time slots. Set minimum and maximum lead time for bookings.
- Email Notifications:** Receive an email notification when a booking is created or changed.
- Customize:** Personalize your page with a color theme and business logo.
- Time Zones:** Choose your language and time zone. Click "Always show..." to create consistent time zones.
- Availability:** Customize availability by selecting the days, times, for the desired date range, including specific dates.

The interface includes sections for: Booking page status (Not published), Booking page access control, Customer data usage consent, Scheduling policy (Time increments: 30 minutes, Minimum lead time: 24, Maximum lead time: 365), Email notifications, Staff, Availability (General availability: Custom hours (recurring weekly)), and Region and time zone settings (Language: English (United States), Current time zone: (UTC-08:00) Pacific Time (US & Canada)).

Views

Students will be able to book appointments. Staff and students will both receive an email alert, and the appointment will sync with their Outlook calendar. Calendar invites will contain Microsoft Teams online meeting joining link.



Sample Email Alert

The following is an example of a Bookings page of the HC eLearning & Faculty Development Office for students:

Support

If you have technical issues with Bookings, please contact

IT Department
447-6960

IT@helenacollege.edu

If you have questions about how to use Bookings, please contact

Amy Kong
Director of eLearning & Faculty Development
447- 6364

Amy.Kong@helenacollege.edu

Travel Check List

Travel forms can be found on the Helena College Business Services page under Travel:

<https://helenacollege.edu/businessservices/default.aspx>

Travel Check List from Standard Operating Procedures Guide

Prior to making travel arrangements, your Division Director's approval is needed.

- Submit a completed Request and Authorization Travel (RAT) form to the Business Office via the cashier.
- Select the "RAT" tab of the spreadsheet.
- The form must be signed by the employee and their supervisor.
- Include all expense documentation – i.e. Airline tickets, registration fees, hotel estimates, etc.
- If using Professional Development funding, the request must be approved prior to making travel arrangements (See Section 4.2 Professional Development).

Making travel arrangements:

- You must use a ProCard to purchase:
 - Airline tickets
 - Hotel/Motel rooms
 - Rental cars

If you do not have a ProCard, you will need to either (a) request one 6 weeks in advance of travel or (b) have someone else make the arrangements for you (See Section 5.4 ProCard).

- Reserve a Motor Pool vehicle for all out-of-town car travel (See Section 7.2 Motor Pool).
- Make lodging arrangements (if needed):
 - Request the "State Rate" for in-state lodging (hotels may require your employee ID at check-in).
 - For out-of-state travel, room rate guidelines can be found at:
<http://www.gsa.gov/portal/category/21287>
- Book your airline tickets (if needed):
 - Print your flight confirmation receipt and submit to the Business Office via the cashier with a Purchase Order form.
 - Include a copy of your Request and Authorization to Travel form.

Upon return:

- Complete a Travel Expense Report (TER tab of the spreadsheet) listing the actual costs incurred.
- List all ProCard charges Expense tab. For more information about travel guidelines refer to the UM Travel QuickReference Guide for UM Business Travel:
<https://helenacollege.edu/businessservices/docs/UM%20Travel.pdf>
- Attach all relevant receipts to the form and submit to the Business Office via the cashier.
 - Hotel/Motel itemized receipts
 - Miscellaneous business expenses; i.e. copies, office supplies, etc.
 - Motor Pool vehicle trip receipt HC Campus-Wide Standard Operating Procedures Last Updated February 17, 2022
 - Copy of the meeting agenda
 - Per diem for meals being claimed (not available when meals are provided as part of the meeting).
- Any amount owed to the employee will be paid via separate check directly to the employee.

ProCard

ProCards enable simplified departmental purchasing by allowing designated UM employees (cardholders) to make appropriate purchases from vendors for the College through a charge card. All lodging, rental cars, and airfare must be purchased using a ProCard. The application must be submitted 6 weeks prior to departure to allow for processing. ProCards may NOT be used in restaurants or to purchase gifts or gift cards/certificates or for personal expenses. For more guidelines, see <http://helenacollege.edu/businessservices/docs/UM%20Procard.pdf>

To obtain a ProCard Read the UM ProCard Purchasing Procedure manual, complete the UM ProCard Quiz, apply by completing the UM ProCard application with your department supervisor and submit to the Business Office via the Cashier. All documents can be found on the UM Business Services ProCard page at: <http://www.umt.edu/business-services/Employees/Services/Accounts%20Payable/Procard%20Reports.php>

To make ProCard Purchases:

- Complete a Purchase Order for all ProCard purchases
<https://www.helenacollege.edu/businessservices/docs/PurchaseForm.pdf>
- If you are responsible for completing the purchase order, but you are not the cardholder, please clearly indicate the name of the cardholder under the item description.
- Billing address: 32 Campus Drive #2304, Missoula, MT 59801
- Upon receipt of the item, attach the packing slip to the purchase order and original itemized receipt and submit to the Business Office via the Cashier.
- If delivery is not expected within a week of purchase, make and retain a copy of the invoice. Submit the original invoice with a Purchase Order to the Business Office via the Cashier, turning in the copies when the item arrives.

Missing ProCard Receipt

If you do not have a ProCard receipt, complete the ProCard Missing Receipt Declaration form located at <https://www.umt.edu/business-services/docs/procardmissing.pdf>

This form is for emergency use only if you are unable to obtain a duplicate receipt. If an individual uses this form twice in a 12-month period, their ProCard will be suspended.

Monthly ProCard Statement

A monthly statement will be placed in your mailbox if you have used your ProCard. It will have the stamp below on the statement. You will need to label each item charged and sign on the Employee line. Your supervisor will then need to approve the charges before you return the statement to Laura Gifreda in the Cashier Office.

I have reviewed this statement and all charges are
compliant with University policy

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

COPY

Posting Grades

Grades are submitted through MyHC. If you have any questions about how to turn in grades please contact the Registrar's Office, 447-6909. If you have questions about how to logon you will need to contact IT, 447-6960. **Please try to log on before the end of the semester to make sure you are able to do so.**

An email similar to the list below will be sent to faculty when the semester is almost over from the registrar's office. It will note when final grades for the semester are due.

Please read the information below before you turn in your grades:

1. **Please, do not leave a grade blank.** If you are unsure what to select after looking through the options contact registrar's office or your division chair to make a determination.
2. **If a student earned a grade of "F", through coursework or by not attending, you must include the last date of attendance.** The system is picky about the format of the last date. It must be entered as MM/DD/YYYY for the system to recognize it. Your grades will not be saved if you put in an F without the last date of attendance. Financial Aid uses this date to determine if the student needs to pay back some of their financial aid. Veterans Benefits also needs this date for their reporting.
3. **If a student never attended the class, a grade of "NF" should be assigned.** If the student has ever been to class, even just the first day, please, use option 2.
4. **If somebody is not on your roster, but they have attended class, please send an email to marika.adamek@helenacollege.edu with their grade.**
We will contact the student and work on getting them registered.
5. **If you are assigning an incomplete, the attached Incomplete Form must be signed and submitted to the Registrar's Office.**

Attendance for Online Classes:

If a student has logged into Moodle and done anything, i.e. opened a lesson or completed a discussion forum, they have attended. If you have any students that have not even attended or logged into Moodle, you will flag them as never attended.

If it is asking for last date of attendance, you should be able to pull that from Moodle reports—it should list the last time a student participated in anything Moodle.

Assessment Database

Accessing the Database:

Location route: Helena College website > Employee Portal > Academics (see arrow below) Assessment Database > Curriculum > Course Maintenance > Revise, Inactivate, Create New, Add CHAI, Diversity or Honors Course.

When creating a *New Course* only select Create New Course once, and then use ASCR Home to access the new course for further edits.

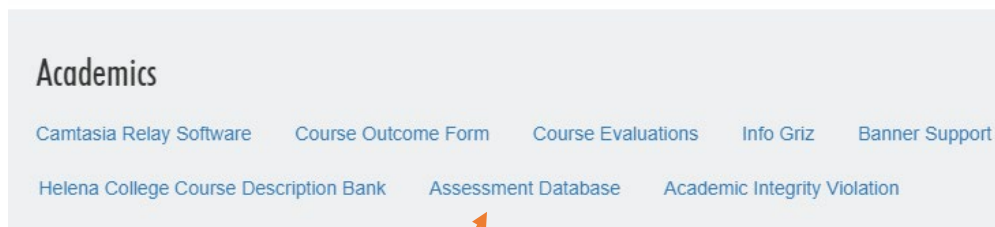
Course maintenance:

Helena College website > Employee Portal > Academics (see arrow below) Assessment Database > Curriculum > Course Maintenance > Select the Course. Make changes or update a course when complete ASCR Submit. Remember to double check the credits for the course.



News & Announcements

No current news



Create Course Modifications

To view in progress course modifications go to ASCR Home: [ASCR Home Page](#)

Instructions
Select Course

Active

- Revise Course
- Inactivate Course
- Create New Course
- Add CHAI Criteria for Course
- Add Diversity Criteria for Course
- Add Honors Criteria for Course

[ASCR Home Page](#)

Links to Course Information:

New Course

<https://www.youtube.com/watch?v=fZF3JRSMvZO>

Course Revision

https://www.youtube.com/watch?v=Y_fWboEV7aU

Course Inactivation

<https://www.youtube.com/watch?v=h4sLBtYpYTQ>

Course Honors

<https://www.youtube.com/watch?v=vKuY2tsnjRA>

Course Diversity

https://www.youtube.com/watch?v=ZZOm44_qRak

Course CHAI

<https://www.youtube.com/watch?v=8LD2tjE91-I>

Outcome Mapping

<https://www.youtube.com/watch?app=desktop&v=FV8niN1cf7o>

Pathways

Academic Pathway for AY 2022-2023

Location route:

HC Website > Academics > Assessment Database > Sign in with NetID & Password > Under Curriculum select ASCR Home > Select a Pathway toward the bottom of the page > Select View Selected Pathway Change button, the view below is what you will see.

Current Status: *Editing* Select Status: *Faculty Editing* (drop down arrow)

Then choose one of the following: 1) Accept as is / 2) Modifications Required / 3) Do not move forward

Helena College Assessment and Curriculum Site

HELENA COLLEGE University of Montana

Continue Pathway Form Software Development (AAS) AY2223

If everything is correct and can move forward for next year, change status to "Accept as is"
If changes need to be made, change status to "Modifications Required". You will be able to make changes once selected again from ASCRC Home Page.
If pathway will not move forward for next year, change status to "Do not move forward".

Number of Terms:

Last Revised Date: 10/17/2021
Calculated Total Credits Minimum: 63
Calculated Total Credits Maximum: 63
Total Credits Text (60 or 62 - 64 or 65.5 - 67.5):

Is Part Time: False

Is transfer to Institution: False Institution:

Targeted to Career Field: False Career Field:

Current Status: Editing Select Status: Faculty Editing

Lead Faculty:

Term:

Term 1

Requirement Text	Course or Requirement	Credits	Term	Offered	Milestone	Course	Notes
CSC1100	INTRODUCTION TO PROGRAMMING	3	Fall			M	
CSC1194	CT Seminar	2	Fall				
ITS164	NETWORKING FUNDAMENTALS	3	Fall				

The New Pathway Form is needed if it is a new Pathway that did not exist prior. Email Bryon or Melanie for the form, and then send it into Bryon, so he can get the basic information built into the Database. Sample below:

New Pathway Form Information:

Effective Academic Year (e.g. *AY 2023-24*):

Name (e.g. *Business Transfer to MSU (AS) AY2324*):

Short Name (e.g. *BusTransMSUAS AY2324*):

Meta Major: Academic Career Pathway

If Academic what is the Destination - College/University:

Is it a junior status/transfer Pathway: Yes No

List what area the Pathway is in (e.g. *list below*):

1. Arts & Humanities
2. Business & Accounting (updated)
3. Computer Science & Technology (new)
4. Education
5. Engineering & Math (new)
6. Health Sciences
7. Industry & Trades
8. Law & Public Safety
9. Science (new)
10. Social Science & Human Services
11. Cosmetology

Credential(s) (e.g. *Accounting AAS*):

Lead Faculty on Pathway:

Once the form is processed, the pathway will be able to be edited/completed. It will be accessible via the ASCR Home Page as a curriculum item.

Faculty Annual Work Plan Assessment

[Link to Planned Outcome Academic Assessment YouTube Video Link:](#)

Planned Outcome Assessment

<https://www.youtube.com/watch?v=bwdFpnE0IUo>

Faculty Annual Work Plan Assessment: Your goals for the academic year.

HC Website > Academics > Assessment Database > Sign in with NetID & Password > Acad. Assessment > Planned Course Assessment (note it take a bit to load all the courses, so please wait patiently)> Select Show only my course this term >

Curriculum

Acad. Assessment

- Outcome Mapping
- Planned Course Assessment
- Planned Course Assess. Last Term
- View Course Assessments
- View Mapped Course Outcomes
- View Mapped Degree Outcomes

Course Assessment

[Go to Course Outcome Mapping page.](#)

Show only my courses this term

Hide assessments by other users

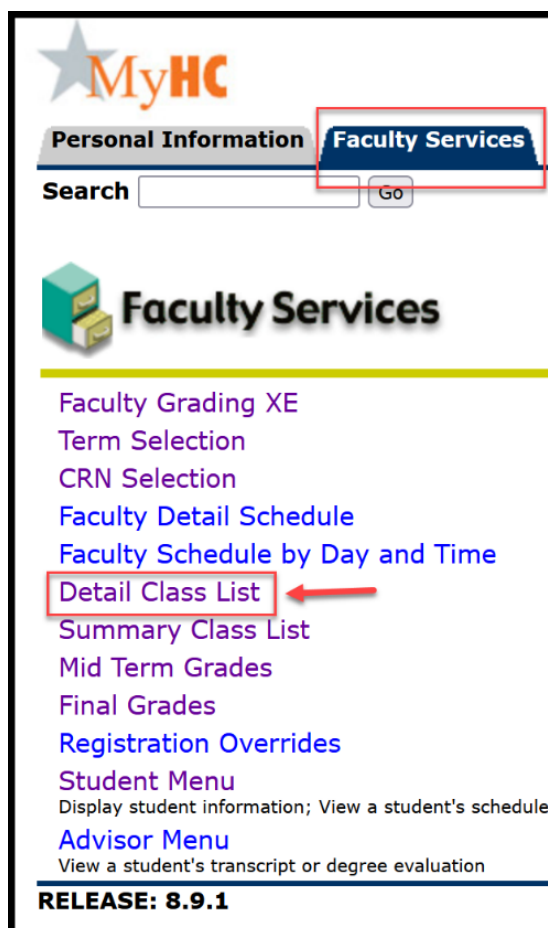
Dual Enrollment / Early College Students

Identifying dual enrollment/early college students who are enrolled in your classes. Why does this matter? It can provide some additional information to you as you are looking at your rosters. Many of you have high school students enrolled in your classes and some have asked how you can identify them. These students are “high school students” but they are enrolled in a college class and should be treated as college students. It is not important that you know who they are, but if you are curious, the document below will help you identify those students. General education faculty have the largest number of dual enrollment students.

If you have a high school student in your class, the Dual Enrollment Coordinator is the academic advisor to that student.

How to Identify Dual Enrollment (High School) Students Enrolled in Your Class

1. Sign into MyHC and choose “Detail Class List” under the Faculty Services tab:



2. Select Term:

Select Term

Select the Term for processing then press th

Select a Term: Fall Semester 2021

Submit

RELEASE: 8.7.1

Fall Semester 2021
Summer Semester 2021
Spring Semester 2021

3. Select the course:

Select CRN

Please enter the CRN you wish to access, or select a differe

CRN: M 092 H1: Algebra I, 75130 (23)

Submit

M 092 H1: Algebra I, 75130 (23)
M 093 H1: Algebra II- STEM Prep, 75131 (23)
M 111T O1: Technical Mathematics, 75134 (21)
M 151 O1: Pre-Calculus, 75142 (15)

4. See the Admit Type/Campus to identify high school students enrolled in your class:

Current Program

Non-degree

Level: Undergraduate

Program: Non-Degree

Admit Term: Fall Semester 2021

Admit Type: High school pilot(ugnon)

Catalog Term: Fall Semester 2021

College: Helena College

Campus: Dual Credit

Major: Non-degree

Faculty Liaison Responsibilities

Faculty Liaison Responsibilities

Prior to the start of the fall semester, the Dual Enrollment Coordinator will provide an updated list of the dual credit teachers to Helena College faculty. Over the summer, faculty will be introduced to new teachers via email. These are the responsibilities of faculty liaisons based on NACEP standards:

1. Onboard new dual credit teachers

- Meet in-person or virtually at least once prior to the start of the new teacher's class.
- This onboarding prepares dual credit teachers to teach their course(es); builds parity, alignment, and common understanding; and establishes a collegial relationship upon which an ongoing partnership can be built.
- Follow checklist provided by Dual Enrollment Coordinator with specific topics to address:
 - Course philosophy
 - Curriculum
 - Pedagogy
 - Assessment
- Teachers are also encouraged to attend a college class to gain familiarity with the college pace/environment and course structure.

2. Organize and schedule at least 1 discipline-specific gathering for dual credit teachers and Helena College faculty per year

- The Dual Enrollment Coordinator will assist in the scheduling and also attend.
- Zoom/Teams meeting is encouraged, particularly for disciplines, which include teachers from multiple districts.
- The meeting can happen at any point throughout the academic year, at a time that works best for the majority of participants.
- Agenda will be created and distributed in advance.
- These meetings serve a dual purpose: ongoing professional development & rapport building
 - Example topics/format: grade norming exercise, best practice sharing, reporting of any course changes, discussion surrounding a timely topic, guest speaker/tie to professional conference

3. Be available for questions and to offer support in an ongoing manner throughout the academic year

- Dual credit teachers should be given a faculty liaison contact name, phone number, email address by the Dual Enrollment Coordinator Director (in the case of certain departments, it may be more than one person). Each year, the assigned liaison(s) should send an email of introduction/reintroduction.
- The Dual Enrollment Coordinator will provide support related to grade entry, policies for teaching, college experience-related questions, etc. In contrast, faculty liaisons will provide ongoing support related to course content and methods for student evaluation.
- Invitations can and should be extended to dual credit teachers for any relevant training or meetings throughout the year. (Advisory boards, certain departmental meetings, etc.)
- Each department is encouraged to establish a shared drive (google, for instance) to act as a repository of sample syllabi, assignments, lesson plans, etc.

Montana Educator Licensure Application Instructions

Montana Educator Licensure Application Instructions

When Helena College faculty obtain their teaching license through the state of Montana, Helena College can advertise these courses to high school students as dual credit eligible (available for high school and college credit). Helena College will pay for you to apply for and renew a license.

This document describes the process of obtaining a Montana Educator License:

1. Information about Licensing can be found at: <https://opi.mt.gov/Educators/Licensure/Become-a-Licensed-Montana-Educator>
2. Most Helena College faculty will be eligible for Class 4 or Class 8 teaching licenses:
 - a. **Class 4 License:** Career & Technical Education
 - b. **Class 8 License:** Dual Credit Post-Secondary License
3. To apply for a license you will need:
 - a. Paper application:

Class 4 License	Class 8 License
<ul style="list-style-type: none">• Paper Application—Class 4 CTE License• Class 4 Verification of Work Experience form	<ul style="list-style-type: none">• Class 8 Dual Credit Post-secondary Faculty License Application• Class 8 Renewal Application

- b. Documents that support adequate education and experience (e.g. curriculum vitae, official transcripts, teaching philosophy, syllabi, course examples, screenshots of your courses in Moodle, etc). If you have questions about what exact documents you need to provide, you can contact Office of Public Instruction (see next page for contact information).
- c. Application fee: \$36 for first-time applicants (paid by Helena College; please send the copy of the receipt to **Melanie Heinitz** for reimbursement).
- d. Notarized signature (**Melanie Heinitz** and **Paige Payne** are both Notary Public).
- e. Fingerprint background check (details are listed in the application form).
- f. A user account in the **Montana State Educator Information System** (MSEIS).
- g. For Class 8 License: a certificate verifying completion of “Indian Education for All”.
- h. For Class 4 License: documentation of 10,000 hours of relevant work-based experience.

4. Once license is obtained, please inform Administrative Associate for Academics or the Dual Enrollment Coordinator. Contact information below.

Melanie Heinitz
 Administrative Associate - Academic Support Desk
 447-6971
melanie.heinitz@helenacollege.edu

Cheryl Ravenscroft
 Dual Enrollment Coordinator
 447-6993
dualenrollment@helenacollege.edu

OFFICE OF PUBLIC INSTRUCTION

Educator Licensure (Certification) Program	
Director of Educator Licensure, Crystal.Andrews@mt.gov , Crystal Andrews	444-3150
Licensing Specialist, Cert@mt.gov , Lorri Weiss	444-3150
Licensing Specialist, Cert@mt.gov , Bekki Flanagan	444-3150
Fax	444-0743

Wellness Champions



Wellness Champions are campus individuals that support health & well-being in the workplace and are always looking for new members. We keep the campus up to date on MUS Wellness Program opportunities and events such as the bi-annual Well Check and the Wellness Incentive Program, which is **an** online program that allows you to set goals, participate in challenges throughout the year, compete against your coworkers, and earn awesome incentives! Wellness Champions receive bi-monthly newsletters from MUS Wellness, have the opportunity to apply for grants to bring wellness opportunities to campus and receive special champion-only swag!



Montana University System

Commissioner of Higher Education

Clayton Christian
560 North Park Avenue
P.O. Box 203201
Helena, MT 59620-3201

Board of Regents of Higher Education

Brianne Rogers, Chair, Bozeman (2024)

Casey Lozar, Helena (2025)

Joyce Dombrowski, Missoula (2026)

Loren Bough, (2027)

Todd Buchanan, (2028)

Jeff Southworth, Lewistown (2029)

Vacant, Student Regent

The Honorable Greg Gianforte, Governor of Montana, Ex-Officio

Elsie Arntzen, Superintendent of Public Instruction, Ex-Officio

THE UNIVERSITY OF MONTANA CAMPUSES

University of Montana – Missoula

Missoula College

Bitterroot College

Montana Tech

Highlands College

University of Montana – Western

Helena College

MONTANA STATE UNIVERSITY CAMPUSES

Montana State University – Bozeman

Gallatin College

Montana State University – Billings

City College

Montana State University – Northern

Great Falls College

COMMUNITY COLLEGES

Dawson Community College

Flathead Valley Community College

Miles Community College

Administration

HELENA COLLEGE UNIVERSITY OF MONTANA

1115 North Roberts
Helena, Montana 59601
Phone: 406-447-6900
Fax: 406-447-6397
www.HelenaCollege.edu

Administrator Profile

Dr. Sandra Bauman, Dean/CEO
B.A., Montana State University
M.S., Montana State University Billings
Ed.D., Montana State University

Division Director Profiles

Stephanie Hunthausen, Executive Director of Career Technical Education & Dual Enrollment
B.A., Carroll College
M.A., University of Idaho

Robyn Kiesling, Executive Director of General Education & Transfer
B.S., Montana State University Billings

Ryan Loomis, Director of Community Education Center/SBDC
B.S., University of Montana
M.B.A., University of Montana

Debra Rapaport, Director of Nursing Program
B.S.N., California State University
M.S.N., Capella University

Organizational Chart

Helena College of the University of Montana
Organizational Chart

Helena College Dean/CEO
Sandra J. Bauman

Director of Nursing
Debra Rapaport

Admin. Assoc: Nametha LeFebvre & Lucy Kruke
Nursing Faculty: Kristina Kanning, Jamie Garcia,
Sara Mosher, Marie Page

Executive Director of Global Initiatives
Suhan Chen

Director of Community Education Center
Regional SBDC Director
Ryan Loomis

SBDC Senior Bus. Advisor: Joshua Bennett
CEC Admin: Julie Adams
CEC Coordinator: Christy Storgar

Executive Assistant
Paige Payne

Helena College Dean/CEO

Dean's Cabinet
Director of Marketing,
Communication
& Alumni Relations
Abigail Rasach

Executive Director of
General Education
& Transfer
Robyn Kiesling

Academic Admin Coord:
Melanie Heintz

Gen Ed Faculty:
Kimberly Feig
William Hallinan
John Hartman
Karen Henderson
Rick Henry
Keri Jaynes
Bonnie Johnson
Veronica Mohrmann
Nathan Munn
Virginia Reeves
Seth Roby
Phillip Sawatzki
Bryon Steinwand
Larry Taylor
Joyce Walborn

**Director of Library
Learning Hub**
Debra Dubbe

Librarian:
Patricia Pierson
Academic Coach/Tutors:
Kim Caldwell

**Director of eLearning &
Faculty Development**
Amy Kong

Executive Director of
Career Technical
Education & Dual Credit
Stephanie Hunthausen

Admin Associate IV:
Melissa Mousel

APC Faculty:
Todd Dumas
Derrick Hauer
Dave Jones
John McLaughlin
Paul Nicholson
Rick Purcell
Jerry Stewart
Lyn Stimpson
Cody Torres
Wesley Walker
Glen Zeigler

Asst. Director of K-12
Partnerships:
Lewis Jackson
DE Coordinator:
Angela Poole

Executive Director of
Compliance & Financial
Aid
Valerie Curtin

Scholarship & Work Study
Officer:
Kyra Merchen

Grant & Loan Officer:
Alyssa Reace

Director of Student Life
Emily Schuff

Disability Resources
Kimberly Feig

Director of Institutional
Research
& Effectiveness
Jocue Pata

Dean's Campus Advisory Council
Dean's Cabinet
Faculty, Staff, & ASAC Presidents
Student Life Director
CEC/SBDC Director
Nursing Director

Helena College Foundation
Support provided by Sandy B.,
Abigail R., Kyra M.,
& Paige P.

Chief Information
Officer
Melvin Ewing

LMS Administrator:
Sophia Romanic
Specialist:
Jeremy Bunge APC
Computer System Analyst:
Bradley Collins
Enterprise Systems
Administrator:
Ed Benasny
Cole Wagner

Executive Director of
Enrollment
Sarah Delwio

Admin Associate:
Nina Hansen
Asst. Registrar:
Marika Adamek
Admissions Counselor:
Tyler Fife
Kylie Carr
Trades Retention Specialist:
Career Coordinator:
Kathy Mortimore
Retention Specialist/ASMA
& Veterans:
Greg Thompson

**Director of TRIO &
Special Retention
Initiatives**
Ann Wilcockson

TRIO Program Coord:
Cheryl Ravenscroft
TRIO Retention:
Kelsey Anderson
TRIO Transition Spec:
Kassandra Reddington

Executive Director of
Fiscal Services
Cari Schwen

Cashier:
Laura Giffreda

Accounting Assoc:
Beau Howard
Amanda Zigan
Student Accts:
Candice Miller

Executive Director of
Operations
Kelley Turner

Human Resource
Generalist
Mary Twardos

Campus Store
Virginia Fontaine

**Director of Facilities &
Maintenance**
John Rutherford

Asst. Director
Tummi Hakka

Maintenance:
Mike Marston
Jeff Nelson
Tony Rogers APC
Custodial:
Supervisor: Eric Belghard
Andy Rose



Helena College Foundation Board Members

FOUNDATION BOARD MEMBERS

Greg Strizich – President

President/CEO
Intrepid Credit Union

Sam Martin – Vice President

Client Support Services
Allegra Marketing

Monica Latham –Treasurer

Administrative Assistant
Montana Historical Society

Joel Silverman

Owner
Silverman Law Office, PLLC

Nan LeFebvre

Retired

Summer Marston

Administrative Specialist
North Western Energy

Staff Profiles

LINK: [Helena College Faculty/Staff Directory](#)

URL: <https://helenacollege.edu/directory/default.aspx>

LINK: [Student Handbook](#) Update this when the current 22-23 is posted

URL: https://www.helenacollege.edu/student_services/docs/hc-student-handbook-2020-2021.pdf

LINK: [Catalog](#)

URL: <http://helenacollege.edu/catalog/>

LINK: [Standard Operating Procedures](#)

URL: https://www.helenacollege.edu/faculty_staff/docs/hc-standard-operating-procedures-20220217.pdf

LINK: [Business Office Travel Forms](#)

URL: <https://helenacollege.edu/businessservices/default.aspx>

Facilities Maintenance:

Email your Maintenance to HCMaintenance@helenacollege.edu