Organizational Topics
Overview

1. Communication
   a. Students, prospective students, the Math Department, and other ACC staff members will send
      messages to your ACC email and ACC voicemail. Please check both of these regularly. ACC
      email will not be forwarded to home email addresses. If you do not have an ACC email and
      voicemail please contact the help desk at 223-8133 or helpdesk@austincc.edu To check your
      ACC email from your home computer log on to http://webmail.austincc.edu (note there is no
      www in the address). This is an easy system to use but help can be found at
      http://www.austinecc.edu/ITdocs/TwigWeb/twig.html
   b. Faculty online access is used to enter grades, check student information, change address
      information. In order to access faculty will need to set up an ACCeID full information can be
      found at http://www.austinecc.edu/acceid/step1.htm

2. Contact information
   a. Office hours. Your office hours should be clearly indicated on your first-day handout and
      listed in the online office hours (http://www.austincc.edu/schedule/ and follow the link to
      "Office Hour Input Form" at the bottom of the page), the Campus Administrative Office, and in
      the Math-Science campus office.
   b. On-line phonebook. Contact the Math-Science Administrative Assistant at your campus
      (http://www.austinecc.edu/mthdept5/mman08/CampusContacts.htm ) to make corrections for you.
      Be sure that it lists your ACC email address and ACC (voice mail) phone number. On-line
      phonebook can be found at http://www.austinecc.edu/directory/
   c. Math department listserve. If you are not receiving math department email announcements,
      send an email message to math@austincc.edu and ask to be included on the list. Non -ACC
      email addresses are accepted.
   d. Datatel system. The Human Resources Department maintains information such as your home
      phone number and address in the Datatel system. You may review and/or correct this
      information at https://onlineserv.austinecc.edu/WebAdvisor/WebAdvisor You will need your
      ACCeID and password.

   (a) Information for students and the general public: http://www.austinecc.edu/math/
   (b) Information for internal math department material: Ask a full-time faculty member.
   (c) Pretests – See math manual online http://www.austinecc.edu/mthdept5/mman08
   (d) Math Manual Online: http://www.austinecc.edu/mthdept5/mman08

4. Cancelled Classes
   Generally, classes with enrollments of fewer than 14 are cancelled. If one of your classes has low
   enrollment, check the web schedule (http://www.austinecc.edu/schedule/ ) before classes start to
determine whether the class has been cancelled. If a class is cancelled, the web schedule will
show x under "number of students." The Department Chair will attempt to contact any instructor
whose class has been cancelled.
5. **Textbooks and Supplies**

   Administrative Assistants in the Math-Science office can provide you with textbooks, supplies, and information.

6. **Student Complaints**

   Student complaints should be directed to the Mathematics Department Chair. Students can complete an online form with their concerns at [http://www.austincc.edu/mthdept5/concerns/](http://www.austincc.edu/mthdept5/concerns/).

7. **Departmental Final Exams**

   You are required to give a departmental final exam on the last day of class in these MATD courses: 0330, 0370, and 0390. Review sheets for students will be available online at [http://www.austincc.edu/mthdept5/Revtests/indexr.htm](http://www.austincc.edu/mthdept5/Revtests/indexr.htm) a few weeks before the end of the semester. The final exams themselves will be available from the Administrative Assistant at your campus a week or so before the end of the semester. **Security is very important. Do not return the exams to students.**

8. **Administrative rules.**

   ACC's administrative rules are available at [http://www.austinecc.edu/admrule/](http://www.austinecc.edu/admrule/).