1. **Communication**

   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. If you prefer to have your ACC email automatically forwarded to another account, you can fill out a form at http://www.austincc.edu/inetsvcs/email/.

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"), the Campus Administrative Office, and in the Math-Science campus office.

   b. **On-line phonebook.** Contact the Math-Science Administrative Assistant at your campus to make corrections for you. Be sure that it lists your ACC email address and ACC (voice mail) phone number.

   c. **Math department listserv.** 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 each semester in the E-Staffing system.

3. **Mathematics department information on the web.**

   (a) Information for students and the general public: http://www.austincc.edu/math/

   (b) Information for general ACC staff: http://www.austincc.edu/math/tf/

   (c) Information for internal math department material: Ask a full-time faculty member.

   (d) Pretests: See the link from the internal math dept. material.

   (e) **Math Manual Online:** http://www.austincc.edu/mthdept2/mman03/

   (f) Faculty Evaluation Process: ___________________________

4. **Cancelled Classes**

   Generally, classes with enrollments of fewer than 12 are cancelled. If one of your classes has low enrollment, check the web schedule (http://www.austincc.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**

   The Campus Assistant Department Chairs and the Administrative Assistant in the Math-Science office can provide you with textbooks, supplies, and information (including Pretests for the MATD courses).

6. **Student Complaints**

   Student complaints should be directed to the Mathematics Department Chair (math@austincc.edu).
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 distributed a few weeks before the end of the semester. The exams themselves will be distributed 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.austince.edu/admrule/.