CCPE Faculty Manual

CCPE TEAM CONTACT INFORMATION

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- Monique Hawkins, Assistant Director,
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- Hernando Zambrano, Operations
  Manager
  202-784-7322, haz3@georgetown.edu

- Helen Ryan, Inquiry Manager
  202-784-7144, htr3@georgetown.edu
CCPE DIRECTORY

*If you need assistance during weekdays, please contact a program coordinator directly at 202-687-7000. If you need assistance during an evening or weekend class, contact the Operations team at the front desk: 202-687-7723.*

Admissions and Enrollment Management

For admissions and enrollment questions please contact cceprograms@georgetown.edu or 202.687.7000.

Academic Programs and Faculty & Student Services

For questions related to the Institute for Transformational Leadership please contact Lynn Levis at itlprograms@georgetown.edu or 202-687-7329.

For questions related to the Paralegal Studies Program please contact Corey Brooks at paralegalstudies@georgetown.edu or 202-687-8466.

For questions related to Corporate & Custom Education Programs please contact Sanea Pinkney at ccpecustomeducation@georgetown.edu or 202-687-7762.

For questions related to all other professional certificate programs, or for questions related to faculty & student services, please contact ccpeacademics@georgetown.edu or 202-687-7000.

For Non-Credit Student NetID Questions: Visit servicecenter.georgetown.edu

Student Accounts and Funding Sources

For questions related to student accounts, third-party billing, payment plans, or funding sources, please contact Kelly Mason at ccp.studentaccounts@georgetown.edu or 202-687-7696.

For questions related to veterans benefits, please contact Monique Hawkins at ccp.vabenefits@georgetown.edu or 202-784-7321.

Communications and Outreach

For website issues, newsletters/announcements, partnerships/industry connections, events, or career services, please contact Tanya Ilse at tmi2@georgetown.edu or 202-687-1514.
BUILDING OPERATIONS AND EMERGENCY INFORMATION

Building Operational Hours

- Monday-Friday: 8 a.m.-11:30 p.m.
- Saturday: 8 a.m.-6 p.m.
- Sunday: Closed

Students, faculty, staff, and approved guests **MUST present valid ID** upon entering the SCS Campus at 640 Massachusetts Ave NW. Students and faculty should scan their GoCards at the turn-styles or display a government issued ID to the guard on duty. Non-credit students, speakers, and guests for events and meetings must sign in with the security guards. **Lack of proper ID may deny you access to the building.**

Front Desk & Operations Staff: 202-687-7723

Chris Smith, Operations Assistant cjs287@georgetown.edu (weekday afternoon & evenings)
Marta Rivell, Evening Operations Manager mmr114@georgetown.edu

The front desk has the following items available for checkout to students or faculty:

- A key for the Wellness Room
- Daytime locker keys
- VGA and HDMI Cables
- Slide projector clickers, microphones, and remote computer mice
- Easels and poster paper
- One large rolling white board

**Emergencies/ Fire Drills**

- In case of emergency, please call 911.
- In each classroom, there is a map showing the nearest exit.
- There will be at least one fire drill per semester. Occupants will have only a few minutes to exit the building entirely. Please exit via the nearest stairwell. In case of an actual fire emergency, the white atrium stairs will not be available.
- If you have not done so already, **please sign up for SCS HOYAlert.** HOYAlert is the University’s emergency notification system and is the primary notification mechanism for changes in the University’s operating status. You will be given the option of signing up for SCS HOYAlerts at 640 Massachusetts Ave NW, and you may select to receive emergency notifications via SMS message and/or email. **Please sign up here.**
GENERAL SCS/CCPE INFORMATION

Academic Policies

A comprehensive list of CCPE policies, resources, and forms can be found on the website here.

Audio/Visual Support

Each classroom now has an A/V help number and a quick reference guide listed on the wall. The classroom phone rings directly to the Operations assistant at the front desk.

If you are experiencing A/V problems, do not change rooms without first notifying the front desk.

Bikes

Bicycle parking is available in the 7th Street LAZ garage. Bicycles are not permitted in the building.

Blackboard

Blackboard is the online learning management system used at Georgetown. Please refer to the site for training. Blackboard specific support can be found here.

Bookstore

Location: Main Level #103
Phone: 202.784.7378
Regular Hours: Mon-Thurs: 11 a.m.-6 p.m.
Friday: 11 a.m.-5 p.m.
Saturday: 1st and 3rd of the month; 10 a.m.-2 p.m.
Sunday: Closed

Café/Sweet Yo

Location: Level C2
Phone: 202.784.7194
Hours: Mon-Thurs: 9:30 a.m.-9:30 p.m.
Friday: 9 a.m.-7 p.m. & Saturday: 8 a.m.- 4 p.m.

Certificates/Certificate Request

If students have successfully completed all courses required for that certificate program, received a grade of SC in all courses, and have no outstanding financial obligations with the university may request a certificate online by logging into the MySCS Non-credit Student Portal.

Certificate Request Instructions

Students should click on “Special Requests”, and follow the instructions to request a certificate. After a certificate has been requested, please allow 4 - 6 weeks for processing. Certificates will be mailed to the address listed in the Georgetown student profile after academic and financial audits have been completed. There is no fee for an original certificate.

Children: Minor Registration

A registration form must be filled out ahead of time for all minors visiting the building. Click here for more information.

Classrooms

Please assist SCS Operations with the following at the end of each day you teach:
- Arrange the tables and chairs back in the original configuration
- Wipe down the white board
- Place the projector screen up
- Leave the laptop open and on (log off only)
- Return any borrow items or unused poster board to the level one front desk

Copier

Faculty can make copies in the faculty lounge using their NetID’s and this code: 247

Students must make copies prior to coming to class. The nearest option in the area is
Fedex/Kinko’s (800 K St, NW).

Course Evaluations

Electronic course evaluations are prepared by the Assistant Director of professional certificate programs and posted on the Blackboard page for your course. Please reserve 15 minutes at the end of your course to direct students to the link, step out of the classroom, and allow them to complete the electronic evaluation form. Full instructions for administering the course evaluations will be provided in your Course Packet or by request from the Assistant Director of professional certificate programs.

Course Packets

A folder containing a roster, evaluation/grading instructions will be left for each faculty at the front desk on the first day of class. Please take roll or ask students to sign in for each class session.

Course Roster: University policy requires CCPE to retain all course rosters for seven years. Please make a copy of your course roster to use for grading. Sign the original and either leave it for CCPE at the front desk or return it to the program coordinator by mail. Full instructions are included on each roster. See also Walk-In Students.

Disabilities, Students with

Depending on their documentation, students with disabilities may be eligible for reasonable accommodations and/or special services. Students with disabilities are strongly encouraged to contact the Academic Resource Center (ARC) in the School of Continuing Studies (C129), (202) 784-7366, before the start of classes to allow that office time to review their documentation and to make recommendations for appropriate accommodations. For complete information, click here.

Email

Please use your Georgetown email address when corresponding with students and staff. Set up Georgetown email forwarding to forward email from your Georgetown address to go to another email account (i.e. Gmail, Yahoo, Outlook, etc.). SCS emails, alerts, and school-wide announcements will ONLY be sent to Georgetown email addresses.

Faculty Lounge

The faculty lounge on Level 2 features:

- A lounge area with comfortable seating
- Wi-Fi access
- Small conference room with conference phone
- Xerox print/scan/email capability

Food

Class-wide catered food must be set up outside of the classroom. Students may have individual food items in the classroom. If you are ordering food to be delivered, contact a program coordinator so that a table can be set up ahead of time outside of the classroom.

If you’ve ordered food for class and would like to be notified when delivered, please share the following information with Operations staff:

- Name
- Phone Number
- Course Title
- Classroom number
- Where the delivery is coming from
- Time of delivery

GoCard Office

Location: Office 105 (1st level, past front entrance security desk)
Hours: 4:30-8:00 p.m., Mondays and Thursdays
Website: gocard.georgetown.edu
Group Activities/Events

If you plan a group activity outside of a course, a list with full names must be provided prior to the event. Please share list with the program coordinator and he/she will contact Operations/Security ahead of time. Note: please alert all visitors that a photo ID will be required to enter the building.

Grades

All grades should be submitted within two weeks from the last day of a course. To submit grades, log in to the Instructor Portal.

Please alert program coordinators of any outstanding grades and possible grade changes. Academic Standards and Grades for Non-Credit Programs/Courses can be found here.

Grades, "Incomplete" Grade Change Policy

Students will be assigned a provisional grade of “I” (Incomplete) if the course instructor determines missing coursework can be completed by the student at a different time. Students who receive an “I” and wish to convert the grade to “SC” (Successfully Complete) must contact the course instructor to arrange for makeup work. Makeup work can include, but is not limited to, participating in a future session of the same course or completing an outside course assignment. All incomplete coursework must be finished within six months of the last day of that course. Students who wish to convert a grade of “I” to a grade of “SC” must also download, complete, and return the Incomplete Grade Agreement to CCPE.

Once completed work is submitted to the course instructor, students should also notify program staff at CCPE. Instructors have one month from the day a student completes the necessary work to submit an official grade change request to CCPE. Once this official request is received a delegated CCPE official will work with the Assistant Dean for Academic Affairs & Compliance to process the grade change. Students will be notified when a grade is officially changed.

If no action is taken on a grade of “I” within six months of the final day of a course, the grade of “I” will become the grade of record. In order to successfully complete the course, the student will be required to re-register for the course and complete payment at the then prevailing tuition rate.

Guest Speakers

If you plan to invite guests to a class, please contact CCPE with name, date, and time of their arrival. We will share this information with SCS Operations and security.

Handbooks

Whether you are new to teaching at Georgetown SCS or a seasoned faculty member, these guidebooks will serve as a helpful reference guides when building syllabi, evaluating student progress, and handling academic policies (such as grade appeals and suspected acts of cheating or plagiarism).

Information Sessions

Each year CCPE holds five information sessions (over lunchtime or in the evening) for prospective students. The events are well attended and faculty participation is greatly appreciated.

Instructional Continuity

Inspired by the creative solutions that many faculty devised during the snow closures in 2010, this site is designed to address the challenges of continuing course work without
being able to meet with students face-to-face. Click here for more info.

**Kitchen**

Vending machines, filtered water, an ice machine, a microwave, and a sink are available in the C1 kitchenette.

**Library and Digital Media Center**

Hours of operation:
- Library (C223): Monday-Thursday, 3:30-8 p.m.
- Digital Media Center: Mon., Tues., Thurs., 2-8 p.m. (equipment checkout from library)
- Mac Lab (C226): Mon., Tues., Thur., 2-5 p.m.
- Click here for more information.

**Loading Dock:**

If you need to use the loading dock, please contact the operations staff upon arrival (or before, if possible), so that your vehicle isn’t towed by the security staff.

Vehicles can only be parked in the alley or loading dock for a short period of time.

**Lockers**

Day lockers are available to SCS students, faculty and staff, free of charge. Please sign-in at the reception desk in the main lobby on Level 1 to receive your locker assignment and key. Lockers are assigned on a first-come, first-serve basis.

**Locker policies:**

- Lockers are available for day use only. Users must remove their items and return the key to the reception desk before campus closes.
- There is a $10 fee for an unreturned or lost key.
- Georgetown University and the School of Continuing Studies are not responsible for lost or stolen items.
- Location: Adjacent to C206
- Phone: 202.687.7723
- Sign-in: Reception Desk, Main Lobby on Level 1

**Microphones**

Microphones can be checked out at the front desk.

**Noise**

We make every effort to reserve rooms that do not conflict with events at SCS, but if there is an activity that is disturbing your class, please contact the Operations staff at the front Desk. If possible, a more suitable room will be found for your class.

**Overnight Storage**

Please do not leave any items in the classrooms overnight, unless previously approved by a program coordinator who would make the arrangements through operations. *When items are left overnight without notice they could easily be removed by any member of the cleaning staff, security staff, or operations team.*

**Packages**

Delivered: If you need to send a package directly to SCS, please arrange it with a CCPE staff member and use their name on the delivery address.

Student Assignments: If it is necessary for students to leave assignments at the front desk, please contact your program coordinator ahead of time and he/she will make the necessary arrangements.
Other: If you need to leave any items for students, please contact your program staff.

Parking

Georgetown GoCard holders receive a special rate on weekdays after 4 pm or on weekends at located at 900 Massachusetts Ave, NW.  

Room Reservations

Prior to class: If you need to reserve a classroom for additional time for your class or for a makeup, please contact program staff ahead of time.

Same day: please see Operations staff at the front desk to reserve a room.

If you are experiencing A/V problems or want a room reassignment, contact Operations staff and do not change rooms without notifying the front desk. Operations staff will confirm what rooms are available.

Rosters

See Course Packets

Security

On weeknights there is additional security contracted for the purpose of walking students, faculty, or staff to their cars or the metro. Please ask at the front desk.

The security staff is not able to store items at the security desk. Please use a locker on the C2 level to secure your belongings or keep them with you at all times.

Social Media: Connect with Georgetown CCPE

Join CCPE's LinkedIn group to stay connected to your students, program alumni, and colleagues.

Follow us on Twitter.

Read, share, and contribute to our blogs:

- Institute for Transformational Leadership: Leading and Coaching for Transformation

MySCS Portal

Students can access enrollment history and reports, grades, profile information, and request certificates through the MySCS Non-credit Student Portal.

Instructors can access schedules, profile information, and enter grades through the MySCS Faculty Portal.

Both portals can be accessed on the MySCS tab in the top right corner of the SCS webpage.

Teaching and Learning Tools

Learn more about Blackboard, Collaborate, Echo360, Turnitin, ZOOM, and other teaching and learning resources sponsored by Georgetown and available to faculty here.

Temperature

If the classroom is uncomfortable, please contact the front desk using the phone in the room or email: scsservicerequests@georgetown.edu.

Unattended Items/Lost and Found

Bags and other personal items should not be left unattended in the building. If belongings are found unattended, they will be collected and brought to the security desk for investigation. Lost items will be held at the front desk.

Visitors
The Georgetown University School of Continuing Studies has an obligation to students, faculty, and staff to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. To ensure safety and to preserve the academic environment of the School, SCS has established the following Visitor Policy. The policy and minor registration form can be found here.

**Walk-In Students**

If there are students not listed on the official roster, ask them to write their name and NetID on the roster. Please email that information to CCPEprograms@georgetown.edu so we can confirm that they are officially registered in the course.

**Wi-Fi**

The SaxaNet Secure Wireless Network provides over-the-air access to the university network and the Internet. Your wireless signal is encrypted, securing your connection against eavesdropping and possible data theft. SaxaNet is available to all current members of the university community, including students, faculty, staff, and other affiliates. You must have an active NetID and know your NetID password to connect.

The GuestNet network provides Internet access for visitors, and for other users without NetIDs. The network is also available to current Georgetown students, faculty, staff, and other affiliates. GuestNet permits access to the Internet only.