

Fall 2008 Semester Specific Information

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Class Cancellations Due to Inclement Weather

- If classes need to be cancelled due to weather, notification will take place no later than 3:00 p.m. on weekdays and early morning on weekends.
- Check all major television stations and WBZ or WRKO radio stations.
- Check the main college website [www.salemstate.edu]
- If the announcement says that DAY classes are cancelled, check back later to see if evening classes will be running.
- Faculty are expected to be present when classes are scheduled.

SSC Email

To activate your Salem State College Email address:

- Log in to www.salemstate.edu
- Click on SSC Mail
- Look at the Employee Email Groupwise box and click on Activate your Account
- Complete the web form and follow the prompts to activate your account

Class Roster

To get your class roster, you will need to log in to Navigator. If you have been submitting grades in Navigator, the process is the same. If you have not yet used Navigator, here is what to do:

- Log in to www.salemstate.edu/navigator
- Click on the tab labeled Faculty Home
- In the box labeled Academics is a list of options. Select the task you wish to complete- in this case View Class Roster. Select the appropriate semester and then the specific class to see your roster.

Classroom Assignments

- For public safety reasons, we must know where classes are located.
- Do not move from your assigned classroom
- A room that is empty is not necessarily not scheduled

- If you need a room change, please speak with the Registrar’s Office

Compensation

- 15 week courses
 - According to the terms of the DGCE contract, course compensation for regular courses for the Fall will be paid in two installments providing that you meet certain contractual obligations.
 - **The first payment will occur on October 17th and the second will be paid on December 26th.**
 - In order to be paid on October 19th, you must:
 - submit your signed contract (Article VI, C, 5)
 - and course syllabus (Article VIII, A, 1, iv)
 - no later than September 17th.
 - If your materials are not submitted by the September 17th deadline, it will not be possible to process your first payment in time for the October 19th payroll and you will have to wait to be paid until December 28th.
 - In order to be paid on December 26th, you must:
 - Submit your grades no later than noon on December 24th
- Internship/practicum supervisors/directed studies

Copying

- There is a photocopier in the DGCE Workroom, 112 Sullivan Building that is available on a first-come first-serve basis, Monday through Thursday from 8:30 a.m. to 7:00 p.m. and Fridays from 8:30 a.m. to 5:00 p.m.
- The Copy Center in Meier Hall, 117, is routinely available for drop-off copy jobs from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- The Copy Center will provide extended hours, until 7:00 p.m., on Opening Day and the first few days of the semester, around midterms, and around finals.
- You can email jobs to the Copy Center at copycenter@salemstate.edu
- All DGCE faculty are pre-authorized for basic copying needs at the Copy Center including black and white copies, collating, stapling, and transparencies.
- Questions about the Copy Center can be directed to Rose Cooke at 978-542-6722.

Course Evaluations

- Course evaluations will be distributed during the weeks of November 16th and 23rd.

Important Dates

Month	Date	Day	Information
September	3	Wednesday	Classes begin, Copy Center open until 7:00 p.m.
September	17	Wednesday	Contracts and syllabus due in CE (112-A Sullivan Bldg)
October	13	Monday	Columbus Day, No classes
October	17	Friday	Make-up for Columbus Day

October	19	Friday	First payment (if contract & syllabus were received on time)
October	31	Friday	Halloween, No classes
November	11	Tuesday	Veteran's Day, No classes
November	14	Friday	Make-up for Veteran's Day
November	17-21	Monday-Friday	Evaluations will be distributed
November	21	Friday	Last day to Withdraw
November	26-28	Wednesday-Friday	Thanksgiving Recess
December	18	Thursday	Classes end
December	24	Wednesday	Grades are due (must be submitted electronically)
December	26	Friday	Second payment (if grades were received on time)

Grades

To submit your grades, you will need to log in to Navigator. If you have not yet used Navigator, here is what to do:

- Log in to www.salemstate.edu/navigator
- Click on the tab labeled Faculty Home
- In the box labeled Academics is a list of options. Select the task you wish to complete- in this case Submit Grades. Select the appropriate semester and then the specific class to enter your grades.
- You will only be able to submit grades during approximately the last week of the semester.
- Grades are due by December 24.

Student Withdrawals

- If students wish to withdraw from a class, they must do so officially by completing the appropriate form in the Registrar's Office.
- Students should check the Continuing Education or Graduate Fall Brochure for information on refund policies.
- The last day to withdraw from an undergraduate course is November 21st.
- The Registrar's Office cannot accept notes from faculty giving students permission to withdraw from class.