

# SALT LAKE COMMUNITY COLLEGE



## UNIVERSITY PARTNERSHIPS HANDBOOK

This handbook defines Salt Lake Community College  
University Partnerships guidelines and responsibilities.

# University Partnerships Handbook

(Updated April 2014)

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## GENERAL OVERVIEW

Salt Lake Community College, a comprehensive community college institution, will develop partnerships with four-year institutions as recognized by a demonstrated need. Consequently, SLCC has established University Partnerships within the Curriculum, Scheduling, and Regional Management Office to coordinate the relationship with four-year institutions.

### Types of Partnerships:

Hand-off Partnership: Students complete a course or program at SLCC and the partner institution agrees to accept them in a specific way.

Hand-back Partnership: Students complete a course or program at another institution and SLCC agrees to accept them in a specific way.

Dual Enrollment Partnership: Students simultaneously take courses at SLCC and at another institution to complete a program at one or both institutions.

Hosting Partnership: SLCC provides classroom space and limited support for students and faculty for a partner institution to offer upper-division coursework leading toward a baccalaureate degree.

*Note: These categories are not mutually exclusive.*

### Components of Partnerships:

Partnership Lead: Each partnership must have an institutional primary point of contact at partner institution and SLCC. Although the dean is ultimately responsible for the partnership, an associate dean or department chair will typically be the primary partnership lead for SLCC.

Program Coordinator: Each partnership must have a coordinator of contact at partner institution and SLCC. This is typically a faculty member of the partner institution who is assigned to coordinate instruction and advising at SLCC.

*Note: Either Partnership Lead or Program Coordinator may be the Institutional Representative.*

Articulation Agreement: A formal articulation agreement *may* be required. This is particularly important when academic articulation is conditional (e.g., “If a student completes x at SLCC, then Institution B will grant the student y,” or “SLCC and Institution B agree to adapt their curriculum in the following way to accommodate the partnership”).

Contractual Agreement: If an exchange of goods (including physical facilities), services (including student or faculty support), or if funds are involved, a contractual agreement between institutions must be entered into.

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Physical Facilities: Classroom and faculty office space will be allocated based on program need and availability of office space. Special equipment, software, etc. required only by the partner institution will be acquired and maintained at their expense. In general, office space will be shared with a partner rather than exclusively dedicated to institutional partner use.

Information and Advising for Students: Strategies for informing and advising both SLCC and non-SLCC students must be in place which includes marketing plans and emergency response plans.

Support for Faculty: Guest faculty from partner institutions instructing classes on SLCC campus will have access to adequate support.

Support for Students: SLCC and non-SLCC students attending classes on SLCC campus will have access to adequate support.

Logistical Support: SLCC's Curriculum, Scheduling, & Regional Management Office will provide logistical support for University Partnerships.

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## PARTNERSHIPS RESPONSIBILITIES

### Four-Year Partner Institution

Decide on what courses will be offered each semester, including days, times and faculty. Provide University Partnerships Coordinator with a schedule of anticipated classes and provide immediate notification when classes are cancelled or changed.

Provide faculty support to upper-course instructors.

Recruit students for upper-division courses.

Provide student services, including advising, to all non-SLCC students and SLCC students taking upper-division courses. Distribute information to students about where to find classes and how to obtain SLCC services on campus.

Provide student enrollment and faculty information to University Partnerships Coordinator. Student enrollment should be done three times at the beginning of each semester.

Fulfill contractual obligations including cost/revenue sharing and facility enhancements (where required and authorized) in a timely way.

Four-year institutions should develop and produce their marketing materials and coordinate with University Partnerships office.

### SLCC University Partnerships Office

Coordinate the formation and implementation of articulation agreements and contracts.

Facilitate arrangement of instructional classrooms.

Coordinate with SLCC Scheduling Office to assign classes to SLCC.

Collect and disseminate the semester class schedule to SLCC supporting offices.

Track costs and bill partners in keeping with contract stipulations.

Maintain University Partnerships website.

University Partnerships will provide daily operational support to guest faculty by coordinating with other SLCC offices to aid the instructors (i.e. copies, keys, parking, etc.) throughout the semester for success in the classroom.

Collect SLCC Partnership Form and with appropriate signature submit to Human Resources. Facilitate computer access for guest faculty with Office of Information Technology.

Submit an approved list of guest faculty for parking permits and key/proximity cards.

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## **SLCC Academic Programs/Schools & Divisions/Departments**

Deans and Associate Deans will participate in the creation and implementation of articulation agreements and contracts.

Curriculum, Scheduling, and Site Support office must be involved when a partnership is being considered.

SLCC academic programs/schools offices offering the same field of study as the partner institution will work with University Partnerships Coordinator as the main contact.

SLCC academic programs/schools/divisions/departments website should link to the University Partnerships website for program information and details.

## **SLCC Academic and Career Advising & Transfer Center**

Provide accurate information to students regarding partnership agreements in accordance with standard transfer advising practices.

Support and collaborate with University Partnerships to support recruitment in accordance with standard service-level guidelines.

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## STUDENT SUPPORT SERVICES

**Academic Advising:** <http://www.slcc.edu/academicadvising/transfercenter/index.aspx>

Non-SLCC students will receive academic advising through their home institution; however, if a non-SLCC student is interested in exploring transfer options to SLCC, they can schedule an appointment with a SLCC advisor. Current SLCC students should meet with the appropriate Program Advisor.

**Wireless & Computer Access:**

Student wireless and computer access is provided based on the class list of enrolled students provided to the University Partnerships office. The University Partnership Coordinator will submit student information to the Office of Information Technology (OIT). OIT will create a username and password for each student that will be emailed directly to student's home institution email address. Sometimes that notification email end up in Junk Mail or Spam filers so please check those folders for login information.

For computer/wireless issues or problems contact SLCC's Help Desk directly at 801-957-5555 or by email [Help.Desk@slcc.edu](mailto:Help.Desk@slcc.edu). Indicate that you are a University Partnerships enrolled student.

**OneCard:** <http://www.slcc.edu/onecard/index.aspx>

The One Card is the Salt Lake Community College student identification card. Students who are enrolled in the University Partnerships bachelor degree programs may get a OneCard. The OneCard is activated at the beginning of the first week of the semester.

Cards are issued at Taylorsville Redwood Campus at the Student Center's information Desk on the main floor and at the Jordan Campus Courtesy Desk in the HTC building. Students must present a picture identification to obtain the OneCard. For more information, visit SLCC OneCard website link above.

**Computer Lab Access:**

Once students have computer access and obtained a SLCC OneCard, they have access to any open computer lab. These include common areas in the Library and Student Center on the Taylorsville Redwood and the HTC and Health Science Center at Jordan campus.

**Proctored Exams:** <http://www.slcc.edu/testing/proctoring-services.aspx>

Contact Aubrey Lewis at 801-957-4572 or by email, [Aubrey.lewis@slcc.edu](mailto:Aubrey.lewis@slcc.edu), for information and scheduling a proctored exam. Non-SLCC students will be charged a \$20.00 proctor fee for using a SLCC Testing Center even if the student is enrolled SLCC's UP program courses.

**Parking Permit:** <http://www.slcc.edu/parking/parking-permits/employee-permits.aspx>

All students who will be parking on any of SLCC's campus sites must have a parking permit. Students must have their SLCC identification number (S#) and a valid vehicle registration to purchase a parking permit. See Parking Services for locations and fees.

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## **Student Disciplinary:**

All students are expected to meet their home institution's and SLCC's Student Codes of Conduct.

If student misconduct is alleged, *Procedure for Alleged Student Misconduct* from the *SLCC Student Code of Conduct* is to be followed. When necessary, SLCC's Assistant Vice President for Student Life and Dean of students will coordinate due process and disciplinary action with the student's home institution.

## **Financial Aid:**

Non-SLCC students receive financial aid through their home institution and SLCC students receive financial aid at SLCC. Students who are registered with two institutions simultaneously and receiving financial aid will need to get a Consortium Agreement between both institutions. Counselors from both SLCC and four-year institutions will work together regarding consortium agreements. For a list of current Financial Aid Counselors see: <http://www.slcc.edu/financialaid/index.aspx>

## **ADA Accommodations:**

ADA accommodation for SLCC and non-SLCC students is available. Students may request ADA accommodations due to a disability. For more information, students should contact their home institution Disability Resource Center. See: <http://www.slcc.edu/drc/universitycenter.aspx>

## **Text Books:** <http://bookstore.slcc.edu>

All University Partnerships enrolled students can purchase their books at Taylorsville Redwood Bookstore. Students who are enrolled in the Biotechnology program purchase those textbooks at the Jordan Campus Bookstore. Click to link above for hours and information by referring to each bookstore location on the website.

## **Library Services:** <http://libweb.slcc.edu>

Non-SLCC students may access any SLCC Library once they have their OneCard. Click to the link above for more information.



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## FACULTY SUPPORT SERVICES

### **SLCC Partnership Form:**

SLCC requires a completed SLCC Partnership Form from each guest faculty. Partnership form initiates the obtaining of a SLCC ID number (S#), which is required to getting computer/wireless access, approval for the parking permit, and a classroom key/proximity card and any other support needed on SLCC campus. If needed, a *SLCC Partnership form* will be emailed to you. The completed form should be returned to the University Partnerships Coordinator for authorization, do not send form to Human Resources.

*NOTE: If a faculty member is not active in SLCC Banner system, they must complete an updated Partnership Form.*

### **Classroom Key/Proximity Card Access:**

University Partnerships Coordinator will authorize guest faculty keys/proximity cards with SLCC Key Office. Faculty will be notified when they are available for pick-up. Keys or Proximity Cards should be obtained by each faculty member prior to the first day of class.

**Parking Permits:** <http://www.slcc.edu/parking/index.aspx> A list of approved faculty parking will be provided to Parking Services by University Partnerships Coordinator each semester. Faculty will need to take current vehicle registration and indicate whether an annual or semester permit is needed. Inform Parking Services staff that you are *University Partnerships guest faculty*. Payment for parking permit is unique to your institution and/or program. Consult with your coordinator with questions.

### **Computer/Wireless Access:**

Upon receipt of the Partnership form, a *Computer Access Request* form will be submitted to SLCC Office of Information Technology (OIT). Once access is complete, an email will be sent directly to the guest faculty to their username and password by OIT. Passwords are effective for one semester; all instructors will receive new password at the beginning of each semester from OIT.

### **Help Desk/Computer Assistance:**

The Help Desk, a part of OIT, resolves login issues, software problems, computer hardware issues, network issues and any other computer related problems. They can be contacted at 801-957-5555 or by email, [Help.Desk@slcc.edu](mailto:Help.Desk@slcc.edu), to generate an I.T. ticket. For quick assistance, disclose that you are teaching with University Partnerships.

### **Printing and Copier Service:** <http://www.slcc.edu/printingservices/index.aspx>

Printing and copying requests can be emailed to Printing Services and must be picked up no later than 5:00pm Monday through Thursday. Cost codes should be provided by your home institution. Depending on the building where you are teaching, University Partnerships faculty may be able to use the department's copy machine with your home institution copy code. Verify availability with University Partnerships coordinator.

### **ADA Accommodations:** <http://www.slcc.edu/drc/faculty/index.aspx>

Faculty may request ADA accommodations through their home institution. Questions or concerns at SLCC should be address to SLCC Risk Management Office at 801-957-4041.

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## **Emergency Numbers & Preparedness:**

Security is provided by Utah Highway Patrol, 801-957-3800. For an emergency call 911. For emergency preparedness information, visit their website: <http://www.slcc.edu/emergency-prepare/site-administrator-information.aspx>. Weather related and other closures will be posted on the main SLCC webpage, [www.slcc.edu](http://www.slcc.edu), or call 801-957-4636 (INFO) or visit the website above. It is recommended you enroll in the SLCC emergency notification system.

## **Text Books:** <http://bookstore.slcc.edu>

University Partnerships Coordinator will notify Institutional Representatives when Textbook Adoptions form are due at the bookstore. The Institutional Representatives will send the textbook adoptions form directly to Marianne Gines at Taylorsville Redwood Campus Bookstore, STC 120 with a courtesy copy of each textbook adoptions form to University Partnerships Coordinator.

A courtesy copy of a textbook can be placed on reserve in the Markosian Library upon institutional representative request. For more information contact Marianne Gines at 801-957-4046.

For assistance in ensuring availability of course textbooks to students, contact Marianne Gines at Taylorsville Redwood campus bookstore, 801-957-4046.

## **Class Cancellation Postings**

For class cancellation, contact University Partnerships office to arrange for the cancellation then University Partnerships Coordinator will notify SLCC program deans and Scheduling Office.

## **Exam Proctoring:** <http://www.slcc.edu/testing/proctoring-services.aspx>

Contact Aubrey Lewis at 801-957-4572 or [aubrey.lewis@slcc.edu](mailto:aubrey.lewis@slcc.edu) for information on how to get SLCC approved as a proctor site with the exam originator. Non-SLCC students will be charged a \$20.00 proctor fee for using SLCC's Testing Center **even if the student is enrolled under the partnership agreement**. Click on above link for more information. *Note: If an instructor sets-up a proctored exam, each student in the class must pay the \$20.00 fee.*

**Faculty Disciplinary Issues:** All faculty members are expected to follow their home institution's policies and procedures as outlined in their respective Policies and Procedures Manual. While teaching for their home institution at SLCC, it is expected that they would adhere to the same ethical guidelines expected of them by their home institution and SLCC.

If faculty misconduct is alleged, University Partnerships Coordinator will inform their respective department chair and consult with the Policies and Procedures Manual regarding the complaint procedures outlined therein.

As determined by the complaint process, the SLCC Department Chair associated with the program will be informed and made aware of any necessary steps or cautionary measures. When necessary, the SLCC Department Chair will coordinate due process and disciplinary action with the faculty member's home institution.

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## SEMESTER TIMELINE

**All timelines are aligned with the four-year institution's academic calendar.**

### **Six Weeks Before Institutional Semester Registration Begins**

University Partnerships Coordinator will notify Institutional Representatives when to submit the upcoming semester calendar, class schedule and faculty information with due dates.

Institutional Representatives will provide the UP Coordinator the following information, in writing/by email, in order to assign classrooms/labs and post courses for the semester:

1. Institution semester start and ending dates.
2. Dates of any breaks, i.e. spring break, fall break, holidays, etc.
3. Semester class schedule along with the names of the instructors and requested classroom.
4. Identify faculty listed as TBA as new or continuing two to three weeks prior to semester start.

Upon receiving semester class schedules and classroom requests, UP Coordinator will work with SLCC Scheduling Office to assign of classrooms and labs. Then, UP Coordinator will notify Institutional Representatives of their classroom assignments for their review and approval.

Due to different start dates at each institution and to support student academic planning, semester courses will be posted **four weeks prior to student registration** start date at their home institution.

The UP Coordinator will notify SLCC Academic Advisors, Enrollment Services, and Courtesy Desk at all SLCC campus sites and institutional program representatives of the semester schedule. Semester schedules will be placed on University Partnerships website:

[www.slcc.edu/universitypartnerships/index.aspx](http://www.slcc.edu/universitypartnerships/index.aspx).

### **Three Weeks before Institutional Semester Start Date**

Institutional Representative will submit the first class list of enrolled students, with their email addresses, to the University Partnerships Coordinator.

Upon receiving enrolled students information, UP Coordinator will communicate with the students the following information: parking services, maps, bookstore, One Card, computer/wireless access, etc.

Upon receiving enrolled students information, computer access requests will be submitted to OIT.

### **One Week before Institutional Semester Start Date**

University Partnerships Coordinator will do the following to support guest faculty:

- a. Notify SLCC Facilities of institutional class start dates, times, and location of classroom.
- b. Notify Parking Services with a list of guest faculty who are approved for parking permits.
- c. Notify Key Office of faculty approved for classroom keys and/or Proximity card.

*Note: For Spring Semester only, Facilities will be notified no later than December 15.*

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## **First Week of Classes**

Institutional Representative will submit the second list of enrolled students with their email addresses to the University Partnerships Coordinator.

University Partnership Coordinator will visit with each guest faculty to give a welcome package and answer any questions or problem(s) they may be experiencing.

## **Three Weeks after Classes Begin**

Institutional Representative will submit the third final list of enrolled students with their email addresses to the University Partnerships Coordinator.

Any unidentified needs will be addressed by the Institutional Representative and University Partnerships Coordinator.