

Ossining Extension Center Faculty Newsletter



On behalf of the Staff, I would like to welcome you to Westchester Community College's Ossining Extension Center. Our staff is here to assist you in any way.

For your convenience, all classrooms are equipped with a TV/VCR and an overhead projector. We also have three new smart classrooms as well as additional equipment such as LCD projectors, laptops and a scantron machine. All equipment is available on a first come, first serve basis. If you need any additional equipment, please notify the staff one day in advance or at least 30 minutes before your class begins.

An additional service we provide for our faculty is to pick up your paychecks from the Main Campus in Valhalla and bring them to the Ossining Extension Center. Pay periods are every other week. We receive checks on Thursday afternoons and they will be available for pick up by Thursday evening. Please note, paychecks or pay stubs that have not been picked up after two pay periods will be mailed out. If you have questions and/or suggestions, please feel free to contact me.

In an effort to "GO GREEN", the Ossining Extension Center has placed faculty contact and information forms on our webpage located at: www.sunywcc.edu/Ossining. Please take a moment to fill out these important forms that will allow the staff to better assist you throughout the semester. Click on the "**Ossining Faculty Information**" link on the right side of the Ossining homepage and fill out the following forms: "**The Faculty Information Sheet**" and the "**Student Services Request Form**". This information is secure and will be forwarded to our staff, please fill out EVEN if you have done so in the past so we may keep our records current. Thank you and have a wonderful semester.

Nicole Joseph, Director



From Bonnie Reyna

Welcome to the Ossining Extension Center. I am Bonnie Reyna, Assistant Director of the Ossining Extension Center. For informational purposes we also run exciting noncredit allied health programs and courses here at the Center. Stop by the front desk to pick up our noncredit course listing. Also, if you are interested in teaching a noncredit Ossining program/course or proposing a new program/course email me at bonnie.reyna@sunywcc.edu! Have a productive semester! Thank you.

Bonnie, Assistant Director

The Ossining Extension Center is Open 7 Days a Week!
Monday to Friday—8:30am to 10:00pm
Saturday and Sunday - 8:30am to 4:30pm
914-606-7400 * www.sunywcc.edu/ossining

FACULTY SUPPORT

Mailboxes

Please check your mailboxes whenever you come to the Center. All correspondence from the campus, students or the Ossining staff is placed in your mailbox.

Scantron Forms

Scantron forms will be given out on an as needed basis. Contact a front office staff member when you need forms.

Copies

We have 2 copy machines, one in the front office and the second in the faculty office. Please note, if you have a large copy job (150 copies or more), please make arrangements with the copy center on campus, we will assist you with this process. The copy center also accepts documents via email.

Student Services

(available upon request)

- Academic Tutoring
- Career Counseling
- Library Instruction

Please contact Nicole if you would like to schedule a service for your course.

Remember to Visit

www.sunywcc/ossining

For:

- Faculty Contact Info.
- Student Services Request
- General Information about the Ossining Extension Center

CLOSINGS, SICK DAYS, AND ABSENCES

Closings



In case of closings due to inclement weather or some unforeseen incident, such as a power outage, closing announcements will be recorded on the Center's voice mailbox. Please call **914-606-7400** and

a message will be on no later than **6:30am** for day classes and **4:00pm** for evening classes.

Sick Days and Absences

In the event that you are absent due to illness or another personal rea-

son, it is your responsibility to contact your department and inform them of your absence. There are sick leave forms available for you to fill out and send to your department in the faculty office.

OUR FACILITY & CONTACT INFORMATION

Classrooms and Labs

It is important to leave the classrooms in the condition that you found them. This includes the desks, chairs, and AV equipment in the classrooms, as well as supplies, models, solutions, and materials in the **Biology** and **Health**

Skills Labs. Your cooperation in this matter is greatly appreciated.

Faculty/Staff Lounge

The faculty/staff lounge is available to you. You may get the key from the front office. The lounge has a phone, computer, printer, and classroom supplies.

Contact Numbers/ Email

Nicole Joseph, Director— 606-7409

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Bonnie Reyna, Assistant Director—606-7408

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Ossining General Email— 606-7400

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