The Handbook for faculty and adjunct will be provided to each person assigned to teach an off-campus course through the Division of Continuing Education. The manual contains information and procedures to be followed in ordering textbooks, library materials and/or audio-visual equipment, registration instructions, transfers, withdrawals, fees and/or refund of fees, certification questions, regulations for Florida Public School Teachers, class attendance, travel and reimbursement for instructors, and related matters affecting faculty persons at the time of appointment.
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ACADEMIC DEGREE PROGRAMS

The Division of Continuing Education provides educational opportunities to individuals located outside of the main campus, Leon County. To meet the mission of the University, the Division of Continuing Education is the administrative unit charged with providing educational programs and services to non-traditional students and groups. Classes meet once a week.

The Continuing Education staff serves as ombudsman and assists with issues related to student support services to students enrolled in off-campus courses.

Current undergraduate and graduate degree programs are offered at six instructional sites in Florida:

- **Chattahoochee, FL**
  - Counselor Education  M.Ed.

- **Madison, FL**
  - Criminal Justice  B.S.
  - Elementary Education  B.S.
  - Educational Leadership  M.Ed.

- **Jacksonville, FL**
  - Elementary Education  B.S.
  - Counselor Education  M. Ed.

- **Lakeland, FL**
  - Elementary Education  B.S.

- **Live Oak, FL**
  - Elementary Education  B.S.

- **Macclenny, FL**
  - Educational Leadership  M.Ed.

OPERATIONAL PROCEDURES

**Responsibility of the Director**

In keeping with Florida A and M University’s policy for extending educational opportunities to all who can benefit from such experiences, the Division of Continuing Education will develop cooperatively with the deans of all academic units, plans for off-campus credit courses. The Division of Continuing Education is charged with the supervision and coordination of the off-campus credit programs of the University.
The Division is an autonomous unit, administered by the Director who reports to the Dean of Graduate Studies and Research.

The director is responsible for:

1. Reporting directly to the Dean of Graduate Studies. The Director is responsible for planning, administering and coordinating off-campus credit programs in cooperation with the various colleges and other units of the University.

2. Working with the Dean of the School of Graduate Studies to assure academic responsibility and active participation in the implementation of the off-campus credit programs.

3. Working closely with the FAMU colleges/schools/institute/departments to ensure that the university policies and procedures for off-campus students are applicable.

4. Working closely with the FAMU colleges/schools/institutes/departments to ensure that arrangements are made, when possible, to provide student support to students taking off-campus courses because of the distance from the main campus.

5. Maintaining communication with the administrators from the community college, school boards and other institutions to make sure we are in compliance with agreements and arranging annual meetings.

6. Serving as ombudsman to students registered in off-campus courses.

7. Coordinating publicity in cooperation with the Office of University Relations. This includes the preparation and release of the Off-campus Schedule of Courses and other publications describing off-campus credit programs.

8. Submitting the compensation and travel budget request to the Dean of Graduate Studies.

9. Collecting all travel requests, travel vouchers, and appointment papers for personnel whose salaries are charged in whole or in part against the budget of Continuing Education.

10. Working closely with the colleges/schools/institutes with the development of a recruitment plan and orientation program for off-campus students.

11. Supervising the coordinators at the Madison and Lakeland Instructional sites to make sure that the appropriate services are provided to students, faculty and adjunct faculty.
Responsibility of the Colleges/Schools/Institutes
The colleges/schools/institutes offering credit courses are responsible for:

1. Ensuring that qualified faculty and adjunct faculty are appointed to teach off-campus courses.
2. Submitting the appropriate personnel paperwork to the Director of the Division of Continuing Education to hire faculty and adjunct faculty.
3. Determining courses to be offered each semester.
4. Submitting courses to be offered to the Registrar's Office for input into the Peoplesoft system.
5. Cancelling courses for lack of enrollment, funding or other reasons.
6. Providing on-site evaluation of all faculty and adjunct faculty teaching off-campus courses.
7. Ensuring completion of Faculty evaluation forms for faculty and adjunct faculty teaching off-campus courses.
8. Maintaining a log, e-mail addresses, mailing addresses of all students accepted into the respective programs who are taking off-campus courses.
9. Advising students and assigning advisors to all students taking off-campus courses.
10. Working closely with the Director of Continuing Education on the implementation of a recruitment and retention plan and orientation program.

Coordination of Off-Campus Courses
The following information formulates a workable policy in line with the stated objectives of the University:

1. Requests to offer an approved program at an off-campus instructional site that is already offered on the main campus, the procedures outlined in BOT Regulation 4.010 must be followed. The initial paperwork is to be sent to the Director of Continuing Education. If the program is new to the University, i.e., not previously approved for main campus or any other location, the request should be sent directly to the Associate Vice President for Academic Affairs and must follow the procedure in BOT Regulation 4.010. The acceptance of such requests will be contingent
upon the availability of suitable instructors, adequate class enrollments, and the agreement of the respective academic dean to field the course. All necessary details will be worked out jointly with the respective academic dean, Provost and Vice President of Academic Affairs, Vice President for Academic Affairs, Dean of Graduate Studies and the Director of Continuing Education.

2. In an effort to coordinate planning and assure quality offerings of off-campus courses, the department chairs are to submit the list of courses to be offered at each instructional site directly to the respective Dean’s Office or administrator assigned the responsibility of coordinating off-campus course assignments. The Dean’s Office or the administrator assigned the responsibility of coordinating off-campus course assignments will send the approved list of courses to be offered directly to the Director of the Division of Continuing Education. Course offerings are to be sent no less than three months prior to the beginning of the spring and summer semesters, and six months prior to the fall semesters. The Director will forward the list to the Dean of Graduate Studies.

3. The department chairs will forward the names of the faculty and adjunct faculty who have been assigned to teach off-campus credit courses to the Director of the Division of Continuing Education. A budget request, for compensation and travel, will be prepared by the Director of the Division of Continuing Education and forwarded to the Dean of Graduate Studies based on the number of courses submitted and the location of the courses to be offered. The Dean of Graduate Studies will forward the budget request to the Provost and Vice President for Academic Affairs.

4. The department chairs will prepare the appropriate employment packet and submit it to the respective Dean. After review, the Dean should initial the employment paperwork and submit it to the Director of the Division of Continuing Education for signature approval. The Director will forward the employment paperwork to the Dean of Graduate Studies. The Dean of Graduate Studies will forward the paperwork to the Provost and Vice President for Academic Affairs.

5. The schools/colleges/institute should consider qualified adjuncts, 18 courses in the course they are teaching, and must meet the same requirements as permanent appointments to the campus faculty.

The adjunct faculty should submit the following paperwork to the department chairs for employment. The payroll sign-up packet should include the following:

- OPS Personnel Action Form
- Direct Deposit Authorization Form
• W-4 Form
• A properly and fully completed application form
• Official transcripts of all college and university transcripts
• Applicant’s resume
• Three letters of recommendation from persons qualified to address the applicant’s ability, experience, and professional preparation to teach at the University level
• Documentation of applicant’s research, publications, grants and professional participation
• Photocopies of applicant’s driver’s license and social security number
• Personal Information Sheet
• Notarized Loyalty Oath
• A completed I-9 form

The following payroll sign-up packet should be sent for faculty:
• OPS Personnel Action Form
• Request for Additional Employment

6. It is the responsibility of the Division of Continuing Education to ascertain appropriate facilities for instruction. The Dean of the School of Graduate Studies will ascertain funding for rental of space when necessary. Once the courses submitted have been approved, classroom space will be assigned by the Division of Continuing Education.

7. The Director for Continuing Education will be responsible for evaluating, monitoring, and reporting to the Dean of Graduate Studies concerns and issues related to the effective and efficient operation of off-campus credit programs.

RECRUITMENT AND HIRING OF FACULTY AND ADJUNCT FACULTY

Hiring of Faculty and Adjunct Faculty on E&G
Faculty teaching at off-campus instructional sites must be selected utilizing the same standards used by the University. They are required to follow all procedures outlined in the University’s Faculty Handbook. The off-campus faculty must meet the same criteria for academic professional preparation as on-campus faculty. The respective college/school is responsible for submitting the appropriate paperwork for the employment of all adjuncts/faculty who teach at off-campus sites at Florida A&M University.

All employment of faculty and adjunct faculty must be approved by the department chair. If the continuing education courses taught by the faculty member are not part of the FAMU FTE faculty course load, a Request for Additional Employment Form must be completed. No instructor will be placed on payroll until all appropriate paperwork has
been approved by the Payroll Office. The budget to pay for compensation and travel of faculty and adjunct faculty should be approved at least two months before the beginning of each semester. The College/school’s Off-Campus Academic Coordinator will submit the estimated request for funding to the Dean of Graduate Studies and the Director of the Division of Continuing Education.

Adjuncts who apply to teach at off-campus sites must provide documentation of the required credentials before the OPS Personnel Action Form is completed. Official offers of employment may be extended by the college/school/institute upon budget approval. Faculty within the College/school may be appointed by the department chair with approval by the dean. All teaching faculty and adjuncts must meet or exceed the professional and educational requirements of the Southern Association of Colleges and Schools and must provide the required academic credentials.

**Hiring of Faculty and Adjunct Faculty on Grants**
The same employment paperwork must be completed for the hiring of faculty/adjuncts that are paid out of a grant. However, the Principle Investigator (P.I.) sends the OPS Personnel Action forms to the Division of Sponsored Research for approval.

**Payroll**
Compensation for faculty and adjunct faculty who teach off-campus courses is provided through the Division of Continuing Education. The Director of the Division of Continuing Education will provide a budget request to the Dean of Graduate Studies. The Dean of Graduate Studies will submit the budget request to the Provost and Vice President for Academic Affairs.

**Direct Deposit**
Adjunct faculty must complete the State of Florida Direct Deposit Authorization form. This will allow payroll checks to be directly deposited into the adjunct faculty’s banking account in a timely manner. Failure to complete and submit the form will result in the adjunct faculty not getting paid.

**Adjunct Instructors**
When a course request cannot be met with regular faculty, the department chair will obtain the services of adjunct professors. The Director of the Division of Continuing Education will be notified.

**Substitutes and Additional Instructors**
If it is desirable or necessary to have an additional instructor and/or substitute instructor to assist with one or more meetings of the class, the regular instructor must obtain the approval of the department chair who will notify the Director of Continuing Education before services are obtained.
OVERLOAD PAYMENT POLICY

Conditions for Overload
The following policy governs overload payment to Florida A and M University faculty and professional staff participating in service programs conducted by Florida A and M University.

Overload payment may be paid when the following conditions exist:
1. The activity is sponsored or coordinated by the Division of Continuing Education.
2. The work is done in addition to a normal full load.
3. The additional duties will not interfere with the performance of regularly assigned teaching or research responsibilities.
4. No qualified person within the institution is available to perform the works part of his normal load.

Compensation for Faculty Teaching Off-campus Courses
Compensation for faculty on 12 month contract for the Summer, Fall and Spring will be:

1. Graduate Courses - $4,000 per course per semester.
2. Undergraduate Courses - $3,000 per course per semester.

Summer compensation for faculty on 9 month contract will be calculated according to the faculty's salary.

Compensation for Adjunct Instructors
Adjunct faculty's compensation will be:

1. Graduate Courses - $4,000 per course per semester.
2. Undergraduate Courses - $3,000 per course per semester.

Limitations on Overload Compensation
Requests for added involvement that exceed the overload limitation must be authorized by the appropriate academic dean involved and reported to the Provost and Vice President for Academic Affairs.

GENERAL POLICIES AND PROCEDURES

Cancellation of a Class
If an instructor finds it impossible to meet a scheduled class because of an emergency, he/she is directed to contact the chair of his/her respective department at Florida A and M University. A phone call or e-mail is sufficient communication. The department chair will notify the Director of the Division of Continuing Education. Every effort should be made to contact the students prior to the cancelled class meeting.
Change of Class Meeting Day and Time
The faculty and adjunct faculty must get approval to change the day and time of a schedule class. Approval must be given by the respective department chair. The Director of the Division of Continuing Education must be informed as it may conflict with facility arrangements already made.

Travel and Reimbursement
At the beginning of each semester, the faculty and adjunct faculty should sign a Travel Authorization Request. The TAR will be prepared by the Division of Continuing Education. The TAR form will be forwarded to the Dean of Graduate Studies for signature approval. The filing of this form with the Travel Office constitutes the instructor’s authority to begin travel.

The Director will provide the amount of funds to be encumbered to the Dean of the School of Graduate Studies who will obtain sufficient funds from the Provost and Vice President for Academic Affairs for travel expenses based upon the information provided on the Travel Authorization Request form. If the instructor has reason to change his class schedule or mode of travel, he must inform the director of Continuing Education. The instructor must complete his/her own travel reimbursement form and submit to the Division of Continuing Education.

Class Meeting Times
Off-campus credit courses will meet once each week for a period of thirteen weeks. All courses carry resident credit.

Cancellation of a Course
Courses can be cancelled by the department, however, the Director of the Division of Continuing Education must be notified. Maximum and minimum class sizes are set by the University and may vary according to the nature of the course. In cases where the class size is too small to make the course economically feasible, the course may be cancelled.

Class Roster
All faculty and adjunct faculty must check their student class rosters at the first class meeting. All students who are in attendance and not on the roster must be notified that they must bring proof of registration to the next class meeting. If a student is unable to correct their registration problems, the student must immediately notify the Division of Continuing Education. The student should not be allowed to continue attending class until proof of registration is provided or a letter is provided by the Director of the Division of Continuing Education.

Posting of Grades
All faculty and adjunct faculty must post student attendance and student grades each semester within the time allotted by the University. If the faculty adjunct does not have
access to the PeopleSoft system, grades are to be sent to the respective department chair for posting. Contact the Division of Continuing Education to arrange for training.

Change of Grades
To change the grade of a student after a grade has been submitted, the faculty and adjunct faculty must complete the “Change-of-Grade” form. The form should be obtained from the respective college/school and signed by the chair of the Department and dean. The Change-of-Grade form will be forwarded to the Registrar's Office. If a grade change is made after a year or more has passed, a letter of justification should be submitted to the department chair. The change will require approval by the Provost. However, if a student receives a grade of “I”, the grade change will have to be submitted the following semester or the student's grade will automatically change to an “F”.

Student Attendance Holds
Faculty and adjunct faculty can remove attendance holds on students enrolled in their class through OurFAMU. Adjunct faculty not having access to the PeopleSoft system should notify the Division of Continuing Education to arrange for training.

Cancellation of a Class Meeting
Faculty/adjuncts are expected to attend class. If a class has to be cancelled in case of an emergency, the following must be done:

1. Notify the department chair and the director of the Division of Continuing Education in writing. Communication by e-mail is sufficient written notification if a faculty member is unable to meet his/her class at the scheduled time.

2. Contact the students prior to the cancelled class meeting. Arrangements should also be made to place a notice on the classroom door to notify the students about the cancellation.

Evaluation of Faculty and Adjunct Faculty
Faculty and adjunct faculty teaching off-campus courses are evaluated each semester by the students enrolled in their classes. The same process used for on-campus faculty is used for the evaluation of faculty/adjuncts teaching off-campus courses. This provides consistency in the evaluation process and makes comparison of their performance equitable with on-campus faculty. The evaluation forms are provided by the University Testing Center and mailed to the faculty and adjunct faculty by the respective department to give to a student for distribution to the class. The student should mail the evaluations directly to the Testing Center. All results will be distributed to faculty and adjunct faculty, department chairs, and deans. Evaluations are also conducted by the chair of the department who will make a classroom visit.

Orientation
The Division of Continuing Education, along with the college/school/institute, will schedule a yearly meeting with part-time faculty who teach at off-campus instructional
sites to provide updated information on policies and procedures that govern their responsibilities. Opportunities should also be provided for part-time faculty teaching at off-campus sites to interact with their full-time faculty colleagues, e.g., faculty meetings.

**STUDENT POLICIES AND PROCEDURES**

**Student Registration**
The University has a web registration procedure. Students taking off-campus courses should register through OurFAMU. All students using a State of Florida Tuition Waiver to pay for courses must register the first week of classes. These students can also register on OurFAMU and should only register for the course(s) designated by the employee. Only students who have never registered for a course should send their registration forms to the Registrar's Office to get registered. If there are questions regarding the registration procedure, students can call the Division of Continuing Education. Staff in the Division of Continuing Education will serve as ombudsman for off-campus students and will assist with resolving any problems they encounter.

**Refunds**
Students withdrawing prior to the third class meeting will receive full refunds. There will be no refunds after the third class meeting. Students can go to OurFAMU to withdraw from a course(s). Refunds will automatically be sent as a result of the Peoplesoft system.

**Withdrawals**
When withdrawal takes place before the last day for registration, no grade will be recorded. After the last registration date, a grade of “W” will be reported by the instructor. If a student leaves his classes without official withdrawal, automatic grades of “F” will be recorded by the Registrar.

**Academic Advising**
The department chairs ensure that academic advisement is provided to students taking off-campus courses. The communication regarding such advisement should take place prior to the beginning of each semester. Students should contact the chair of his/her respective college/school/institute if an advisor has not been assigned. The department chairs may ask faculty and/or adjunct faculty to deliver information to students regarding their academic curriculum and other issues related to students taking courses off-campus.

**Course Descriptions and Certification**
The catalog contains the descriptions of each course offered off-campus. For the benefit of students who are teaching or preparing to teach, possible certification uses are included. This information is furnished by the State Department of Education.
Transfers from Other Courses
Transfer from one off-campus course to another is permitted, provided the course in
which the student enters has not met more than once previously. If the class has met
more than once, the student must have special permission from the instructor.

Grading Policies

Undergraduate
A cumulative grade point average of 2.0 is required for graduation. It is desirable that
students earn a 2.0 term average during each period of enrollment at the University. In
any term in which the students' cumulative average drops below 2.0, some appropriate
action is taken, i.e., warning, probation, suspension, or dismissal.

Graduate
A cumulative grade point average (GPA) of 3.00 must be maintained regardless of
course/credit hour load. Only a grade of “B” or higher is acceptable for required courses.
A required course must be repeated if the grade received is lower than a "B". A grade
of “C” or better is acceptable for all other courses. A grade of “U” in any phase of the
thesis/research/dissertation process shall require the student to be placed on probation
for one semester. A second “U” grade in the thesis/dissertation process may warrant
termination of the students' degree seeking status. Students may be placed on
probation for one semester if their cumulative GPA falls below a 3.0.

Forgiveness Policy

Undergraduate
Undergraduate students may improve their GPA by repeating an undergraduate course
(1000-4999) in which a grade of “D” or “F” was received. Only the grade and grade
points received in the final attempt shall be used in computing the students' cumulative-
grade point average. Only three such requests are available to the students during their
undergraduate career.

Graduate
Graduate students may repeat no more than two courses in any graduate program and
may repeat each course only once. A graduate student who receives a C, D, or F grade,
which fails to meet the requirements of a specific graduate program, may petition the
Academic Dean.

Registration Credit Hour Limit
A registration hold will be placed on the student’s record once the limit below has been
reached. The hold can only be cleared upon providing evidence of admission to a
degree-seeking program. Address questions to the Office of Undergraduate Admissions
at (850) 599-3796, and to the Office of Graduate Admissions at (850) 599-3505.

Alert: Non-degree seeking students are limited to the following:
1. Undergraduate students, 30 credit hours
2. Graduate students, 12 credit hours
STUDENT SUPPORT SERVICES

Blackboard
The Office of Instructional Technology provides training in the Blackboard Learning Management System for the creation of web-based courses. BlackBoard allows the instructor to deliver course materials using text, graphics and sound as well as to administer tests and send scores to students. However, it is not meant to replace attending class to present instruction directly to students. If any instructor is not able to attend class, he/she must notify the chair of his/her respective department and/or the Director of the Division of Continuing Education prior to the class. To obtain approval for use of Blackboard to offer courses on-line, approval must be received from the department chair and the appropriate paperwork completed through the Office of Instructional Technology. In order to obtain access to BlackBoard, a student must obtain a password by calling the Help Desk at 412-HELP (4357).

FaMMail
FAMMAIL is the official communication service and first enterprise e-mail system of Florida A&M University. It provides users email access from the Internet. Faculty and adjunct faculty are encouraged to use this system when communicating with students. Faculty, adjunct faculty and students are encouraged to set-up a FAMU e-mail account.

Rattler Card
The Rattler Card is the official identification card of the University. This card is used for many services, including library services. For off-campus students, the request for the Rattler card can be made directly through the Division of Continuing Education and/or through the faculty or adjunct faculty. Faculty and adjunct faculty can submit the requests to the Division of Continuing Education for the students enrolled in their class. The Rattler Card is paid out of student registration fees. If a student losses his/her Rattler Card, there is a replacement cost of $15.00.

Textbooks
To get a desk copy, faculty and adjunct faculty should call the publisher of the text. In order for students to receive their textbooks prior to the beginning of the first class session, faculty should submit book requests to the FAMU bookstore by the deadline established each semester. Requests should be submitted to Lynn Hartman, tm753@bncollege.com. The FAMU Bookstore telephone number is (850) 599-3070. The fax number is (850) 222-5987. MBS Direct is the supplier of textbooks for off-campus students. The web address for MBS is: http://msdirect.net/famu.htm

Obtaining Books and Articles
The FAMU libraries provide distance learners with direct home delivery of journal articles. To get a copy of a periodical article mailed directly to your home, the online interlibrary loan request form should be completed. Use the "comments" box to indicate that you are a distance learner and you need the articles mailed to your home. To
request a book, make your loan request through your nearest public or State University System library. Faculty, adjunct faculty and students at a State University System (SUS) institution, have borrowing privileges at any SUS or community college library. Please contact the library you plan to use to learn about its policies and procedures. Consult the list of Florida libraries to locate the library nearest you. Books may be renewed if another borrower has not requested them. Renew them online via the online library catalog.

**Immunizations**

Proof of immunization is required of all students. Only students born on or after January 1, 1957 are required to submit proof of immunization and complete the FAMU Immunization Form. If born before January 1, 1957, students must complete the FAMU Immunization form and provide a copy of their driver’s license. For more information, please contact Student Health Services at (850) 599-3777. Forms can be faxed to (850) 412-5643

**FAMU INSTRUCTIONAL SITES**

If there are questions concerning the opening or closing of an instructional site, call the numbers listed below and/or the Division of Continuing Education (850) 599-3474.

**LOCATIONS AND EMERGENCY NUMBERS**

**Chattahoochee, FL - Gadsden CO**
Florida State Hospital
Landis Hall
Mrs. Marie Alday - FAMU Liaison (850) 663-7001
Parking – No parking decal needed.
Evening Emergency Contact – Security (850) 663-7445

**Lakeland, FL - Polk CO**
Rochelle School for the Arts
1501 Martin Luther King Jr. Ave.
Dr. Kenneth James, FAMU Coordinator (863) 499-2745
(3 p.m. to 7 p.m., Monday thru Friday)
Parking – No parking decal is needed.
Evening Emergency Contact – Night Head Custodian

**Madison, FL - Madison CO**
North Florida Community College
325 Northwest Turner Davis Dr.
(850) 973-1600 (NFCC)
Mr. Clyde Alexander, Coordinator (850) 973-1609
(5:00 p.m. to 8:00 p.m. Monday thru Thursday)
Parking – No decal needed for night classes
Evening Emergency Contact – Security (850) 973-0280
Jacksonville, FL - Duval CO  
FAMU Pharmacy Building  
2050 Art Museum Dr.  
4800 Building Suite 200  
Dr. Frank Emmanuel (904) 391-3900  
Parking – No decal is needed.  
Evening Emergency Contact – Security (904) 591-6279  
(Counselor Education Courses.)

Jacksonville, FL - Duval CO  
Jacksonville Urban League Head Start Program  
Northeast Springfield Center  
1221 East 16th St.  
Dr. Patty Ball-Thomas, Assistant Professor, FAMU (850) 599-3107  
Parking – No decal is needed.  
Evening Emergency Contact – Security (904) 591-6279  
(Pre-Kindergarten/Elementary Education Courses.)

Macclenney, FL - Baker CO  
Baker County Middle School  
Media Center  
211 E. Jonathan St. 32063  
(904) 259-2226  
Sherry Barrett – FAMU Liaison (904) 259-0452  
Mrs. Sherry Barrett, FAMU Liaison (904) 259-0452  
Parking – No decal is needed.  
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