This booklet contains important details regarding off-campus teaching. The frequently asked questions section is presented chronologically from the time a faculty member is asked to teach an off-campus course to the time the course is completed. Additionally, directions to the off-campus sites, along with information about parking and security are presented. If you have any further questions please contact the Office of Extension and Education or the Academic (Faculty) Coordinator for the respective off-campus program.
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Getting Started: The Course Information Request Form

I've been asked to teach an off-campus course. What do I do first?

Upon request from your chair, you'll need to complete appropriate sections of the Course Information Request Form. A sample form, with those areas highlighted, is shown on Pages 18 and 19. This form is initiated in the college in which the cohort is housed and is circulated through appropriate channels. A routing slip is attached to the form so you'll know where to send it next after you complete your portion.

Are there any parameters for selecting the days, times and dates of the course?

Each off-campus cohort has an Academic Coordinator, a faculty member selected from the department of the major who handles course scheduling for the cohort. The Academic Coordinator can provide important information about days and times which seem most workable for the particular cohort. Generally, part-time undergraduate cohort classes meet one evening per week and begin at 6:00 pm on weekdays. In the full-time undergraduate programs classes are usually delivered during the daytime hours one day per week. Graduate cohorts are typically classified as part time and classes may start as early as 4:00 pm, but you should talk with the Academic Coordinator about starting times prior to 6:00 pm. Additionally, faculty follow Appalachian’s term calendar for the course. (The site campus may be operating under a different term calendar, but Extension and Distance Education ensures the site is scheduled by Appalachian’s calendar.)

The form asks about the textbook I will use for this course. What if I'm not yet sure about the text?

The Office of Extension and Distance Education submits textbook requests to the University Bookstore well in advance of the term in order to ensure texts will be available at the time students need to order them. If you are unsure about the textbook at the time you receive the Course Information Request Form please place “TBA” in the textbook portion and continue routing the form. Then, provide the Office of Extension and Distance Education with complete textbook information as soon as possible but no later than 2-3 months prior to the beginning of the term.

If I plan to use my own vehicle in delivering this course how will I be reimbursed?

If you are a faculty member whose primary teaching assignment is on the main campus you will be able to complete the Travel Reimbursement form at the end of your course and receive the reimbursement at the time your remuneration for teaching is made (see Pages 16-17). Mileage incurred in traveling to and from the off-campus site will be reimbursed at the NC State allowable rate for travel by personal vehicle when a state car is available. Faculty not having a primary teaching assignment on main campus may inquire about travel reimbursement through the dean of the college housing the course prior to the beginning of the term.

Should I find that I need a state car for this course what do I do?

State vehicles are available only for faculty whose primary teaching assignment is on main campus. If you check the space for a state car on the Course Information Request Form, Extension and Distance Education will request a state vehicle for your use and will ask that it be available for you to pick up at the Motor Pool on the afternoon of your course and then to return later that evening (or early the next morning). If you do not check the space for a state car and later find you’ll need a state vehicle, contact Extension and Distance Education so that arrangements may be made.

Since I will be teaching during the evening hours will I receive reimbursement for an evening meal?

For a faculty member whose primary teaching assignment is on the main campus: If your teaching this course will extend your typical on-campus workday beyond 8:00 pm and the site is at least 35 miles away you will be allowed reimbursement for dinner at the NC State allowable rate for each evening you travel to the class site (see Page 17). Those without a primary assignment on main campus may contact their dean.
FAQ’s About Teaching in Off-Campus Programs

In the “Room and Equipment Requests” section of the form I’m not sure how much I need to list. What should I anticipate will automatically be made available to me?

Classroom configurations vary among the sites. Unless specifications are shown on your course information request form, a traditional classroom—which may include only standard desks and a chalkboard—will be requested. If your course will require anything different you must place the information on the form. Every effort will be made to meet your classroom request, and you will be notified as soon as possible if it appears your request cannot be accommodated at the site. Classroom information is posted on the online Schedule of Off-Campus Course, and before the term begins Extension and Distance Education will send an e-mail to you with a link to the schedule page so that you may view the schedule particulars.

What if I need special software at the site?

You will need to note any and all software requirements for a particular course on the Course Information Request Form (and do so as early as possible) so that the availability of the software can be addressed before the term. Academic Computing Services works directly with the Appalachian Learning Alliance institutional representatives in responding to your software requests.

If I’m planning a web-based or web-assisted course what do I need to know?

Web designers are available on campus to help faculty develop courses on the web (which usually requires months’ advance notice). For off-campus courses that will be delivered partially via the web, be sure to inform Extension and Distance Education of exactly what dates, if any, you plan for your course to meet at an off-campus site. (Unless otherwise noted on the Course Information Request Form the classroom at that site will be reserved each week according to Appalachian’s term calendar.) Each enrolled student is issued a computer account. Since the students may not have used WebCT previously, be sure there is "how to" information made available to them.

What about delivering a course via the two-way audio-video NC Information Highway (NCIH)?

Use of the NCIH must be scheduled well in advance of the term. Typically, these arrangements are made only for certain cohort programs which were initially planned for NCIH delivery. You should contact Extension and Distance Education immediately if you are considering two-way audio-video delivery.

What if the off-campus site has a term calendar different from Appalachian’s?

Extension and Distance Education notifies the site of the Appalachian calendar and students are informed to follow Appalachian’s calendar and not that of the site campus. There are occasions (e.g., MerleFest at Wilkes CC) when faculty and students may decide to rearrange certain class meetings. (If you decide to rearrange class meetings, please inform Extension and Distance Education.)

Receiving the course contract and getting the course organized:

How will I be contracted and paid for the course I teach off-campus?

Contracts are prepared based upon information from the respective dean’s office. Any faculty member new to Appalachian must ensure that all HRS paperwork is submitted in advance of the term.) Generally, contracts for all approved faculty are routed through the signature channels within a month after the term begins and all signatures must be affixed before the contract becomes official. The contracted amount for the off-campus course is paid at the end of the month in which the course concludes. (Typically, the amount will be included in a regular faculty member’s monthly check). Any changes requested in payment time must be discussed early (i.e., at the time the contract is presented for signature).

How are library resources handled for the off-campus students?

Many students and faculty wrongly assume that few or no library resources are available for off-campus
students. The University Library is committed to meeting the needs of all faculty, students, and staff wherever these individuals are located. Students who take classes off campus, and faculty who teach them, are served by the Distance Learning Library Services Team. We recommend that you contact Dr. Martha H. Kreszock, the Coordinator of Distance Learning Library Services (at 262-7188 or kreszocmh@appstate.edu), shortly after you receive your off-campus assignment. Dr. Kreszock can talk with you about the specialized library resources available for you and your off-campus students.

Faculty are encouraged to invite a Distance Learning Librarian to visit their off-site class during the first term of a cohort. When appropriate lab facilities are available, hands-on computer sessions can be arranged on site. A library instruction session will alert your students, and you, to the many library services and resources to which they are entitled as Appalachian students. Students in these sessions tend to make more use of library resources throughout the semester, including online journal databases. Students also learn about specialized document delivery services, including having books and journal articles mailed directly to their homes free of charge. Encourage your students to bookmark “Library Support for Distance Learners” at www.library.appstate.edu/distance_learning/ for quick reference. The page also includes a link to a useful online virtual research guide for off-campus students.

Electronic reserves are particularly useful for faculty who teach off campus. Students will need a PDF reader, which can be downloaded free, to read e-reserves on their computers. See the webpage: http://www.library.appstate.edu/distance_learning/facultyteachingoffcampus.html for procedures for placing materials on electronic reserve. Printed books and journal articles can also be placed on reserve in the library at the Appalachian Learning Alliance community college program site. Contact Dr. Kreszock about placing print materials at an off-campus site.

Three important reminders about Distance Learning Library Services:

1. At the beginning of each term there is a brief lag time before the registered student’s record is entered as a patron in the library database. Please keep this in mind if you plan to make a library-related assignment the first night of class.

2. Off-campus students are welcome to visit the main campus Library at any time and may call ahead if they would like to meet with a librarian on campus. Remind them that they must bring their ASU ID card in order to check out materials. (At the time of cohort orientation, Extension and Distance Education takes photos for the ASU ID and students are sent their ID’s within 2-3 weeks; or, students may go by Trivette Hall Monday through Friday, 8:00 am to 5:00 pm, except on holidays, for an Appalachian ID.)

3. The Appalachian Library has developed written library services agreements with all ten of the community colleges within the Appalachian Learning Alliance. Off-campus students may visit these libraries and receive certain privileges and assistance. (A brochure outlining services at each site is available through Distance Learning Library Services.)

What if I need handouts for my course?
A limited supply line is made available to each department offering an off-campus course. This funding is for purposes of covering expenses for paper, photocopying, and special supplies which the department may incur as a result of your preparing for the off-campus course. Please check with your department’s administrative assistant or chair if you have questions about supplies for your off-campus course.

Where and when will the students register and acquire their textbooks?
For continuing off-campus students the online Schedule of Off-Campus Courses provides complete information regarding registration and textbooks. Students receive information about when to register via TRS or WRS and are asked to acquire the textbook/s listed for each course by the first class. Students
FAQ’s About Teaching in Off-Campus Programs

may purchase their texts from the University Bookstore, if they so desire, and instructions for ordering texts are provided in the online schedule. (Effective Fall 2003 undergraduate students became exempt from the textbook rental system.) For new cohorts, information regarding textbooks is sent prior to orientation.

What if a student requests permission of me, as instructor, to enroll in this off-campus course?

Off-campus courses are generally made available to a designated cohort and spaces are limited; therefore, a student requesting enrollment should be directed to the Office of Extension and Distance Education. That office will communicate with the academic coordinator of the cohort who will, in turn, determine if a student who is not a member of the cohort can be offered space in a particular course.

Can you provide a typical off-campus student body profile?

Evaluation data collected during the past several years show at least 60% of the off-campus students are over 30 years of age, approximately 70% are employed full time and over 10% part time. Over 80% use a computer almost daily, but there are still a few students who have had limited exposure to computers. Suffice it to say that all off-campus students have busy schedules and need to plan for course expectations at the beginning of the term.

The First Class and Beyond:

When will my classroom be opened?

Most of the sites will have your classroom open about 15 minutes before class begins. In some instances there may be another class in session immediately before yours, so you may have only a 5-10 minute time period when the classroom will be available before your class starts. If you find that you will need to access your classroom earlier than it appears it will be open for you, please contact Extension and Distance Education. If for some reason you find that your classroom is not open by the time your course is scheduled to begin, it probably will be best to ask a student to go to the switchboard area of the school and ask that Security open the room.

What if my classroom is not what I expected?

Community colleges have had substantial enrollment increases in recent years and classroom scheduling has become more difficult for everyone. If the classroom assigned presents significant obstacles for your classes (e.g., the classroom is not large enough to accommodate the number of students enrolled, or the classroom is positioned near vocational training areas that generate noise which disrupts your class), contact Extension and Distance Education and other arrangements will be sought for the next meeting. (Should you be relocated to another classroom prior to your contacting Extension and Distance Education, please proceed with letting Extension and Distance Education know so that classroom usage reports will be accurate.)

Is it possible for me to rearrange the classroom furniture to suit the needs of activities planned?

Furniture in classrooms and labs is arranged to accommodate scheduled classes and the maximum number of students on the site campus. If the furniture arrangement in a classroom/lab should be changed during class time, it must be returned to the original arrangement at the conclusion of that class. Furniture should not be moved to/from another classroom or into hallways. Equipment such as computers, printers and other permanent non-mobile items should not be moved.

Am I expected to secure the classroom upon my departure?

Generally speaking, the Appalachian course which ends after 8:30 pm will usually be the last class in that room for the day. We recommend that you close the door when you are departing at the end of class. If you are in a room with portable AV and/or computer equipment, ensure the door locks when closed. (If it does not, please mention that fact to the switchboard attendant so that Security can take care of it.)
FAQ’s About Teaching in Off-Campus Programs

You should, also, let the Office of Extension and Distance Education know so that the problem can be resolved before your next class.)

**Should there be another class in session at the time my class is to begin, what should I do?**
The Office of Extension and Distance Education is very careful to specify the times, dates, and classroom requirements for each course to be delivered to the site. Be sure to follow the agreed-upon course schedule or this complication will likely occur. If you are following the course schedule and your assigned classroom is unavailable, the best course of action is to go to the switchboard attendant (or the evening director of the site) and explain the problem. That institution’s site administrator should then seek to remedy the situation so that you may proceed with your class instruction.

**If I need special audio-visual equipment what do I do?**
If you did not include the request for audio-visual equipment on the Course Information Request Form, contact the Office of Extension and Distance Education about your needs. Typically, with sufficient advance notice the site institution is able to make certain audio-visual equipment available at the time of cohort classes. Please be sure any equipment borrowed at the site institution is secured in the classroom following the class or, if requested, returned to a designated location.

**What if I decide to have a computer lab session?**
If you have not already requested use of a computer lab for particular classes, contact Extension and Distance Education. Be aware that most of the Learning Alliance sites will require unique security for logging in at their campuses. Staff members in Extension and Distance Education can put you in touch with computer technicians at the given site if you wish to expedite completing any security set-ups required.

**What if I decide to incorporate web-assisted activities and not meet class on certain occasions?**
If you will not be using the classroom scheduled for you on the regular dates (according to Appalachian’s term calendar) please advise the Coordinator of Room Scheduling in the Office of Extension and Distance Education. That person will then contact the site institution so that there will not be any room security complications.

**If I must cancel a class unexpectedly how do I handle that?**
On the first night of class be sure to check with the students about a telephone calling tree for emergency situations. (Don’t rely exclusively on e-mail to notify students if a class must be adjusted. Sometimes power outages or lack of access to computers can create problems with getting information circulated quickly enough.) If there isn’t a telephone calling tree in place for all students, make sure there is one by the end of that class. If a class must be cancelled due to inclement weather or an emergency situation, an announcement will be posted on the Extension and Distance Education website (www.ext-dl.appstate.edu) and that office will assist by contacting students. If a class is cancelled by choice of the instructor, it is the instructor’s responsibility to ensure students are contacted.

**I seem to have problems with my class rolls. Who can help?**
The Office of Extension and Distance Education will be happy to investigate problems with your class rolls for you--simply check with the Coordinator of Registration and Scheduling. It’s a good idea to check your class rolls carefully; otherwise, you may have to deal with problems when you submit the grades.

**If students have questions about their program of study to whom should I refer them?**
The Academic Coordinator of the program can best help the student with questions regarding the upper-division courses which Appalachian will be delivering. For undergraduate students, the Program Manager in Extension and Distance Education can assist with questions about courses which must be transferred.
FAQ’s About Teaching in Off-Campus Programs

from the community college. The Program Manager, also, addresses questions regarding student support. Off-campus students are able to call the Office of Extension and Distance Education toll-free number of 800/355-4084 (Monday-Friday, 8-5) and ask to be connected to individuals on campus.

If I should have a problem with a disruptive student, what should I do?
Please refer to the the online information contained with the Office of Student Development website at: http://studentdev.appstate.edu/files/phatfile/2006-Dealing%20with%20Disruptive%20or%20Inappropriate.pdf

Concluding the course:

How should I handle the faculty evaluation for this course?
Faculty evaluations at the end of the term should be conducted in accordance with the procedures for the college in which your department is housed. The Office of Extension and Distance Education conducts an evaluation each spring regarding student support issues, but no faculty evaluations are handled through this office. If you have questions about the evaluation process, please contact your department chair.

How will I submit the grades for the course?
Follow the same procedures you use in submitting grades for on-campus courses. Most faculty choose to submit their grades online. If you have difficulties with entering your grades online, please contact the Coordinator of Registration and Scheduling in Extension and Distance Education and that person will assist you in making sure your grades are submitted.

A student has requested an “incomplete” for this off-campus course. What is the policy for that?
The faculty member makes the decision regarding whether the “incomplete” indicator for the end-of-the-course grade is appropriate for a student. If you decide to offer an “incomplete” please be sure the student is aware of current University policy regarding when the incomplete must be removed. If you have further questions about an “incomplete” indicator, please check with the Academic Coordinator of the cohort.

What forms do I need to submit for payment?
The instructional contract will initiate payment of compensation for instruction; however, you may need to submit a Request for Travel Reimbursement. Faculty whose primary teaching assignment is on main campus should plan to complete the travel reimbursement form (Page 17) if either or both of the following apply:

~ You chose to drive your personal vehicle to and from the site for course instruction. (Mileage reimbursement will be at the NC State allowable rate “for travel by personal vehicle when a state car is available” for the mileage between the University campus [if the primary teaching assignment is in Boone] and the off-campus site.)

~ The site of the off-campus course was at least 35 miles from main campus and your workday was extended beyond 8:00 pm as a result of your onsite instruction. (The NC State evening meal allowance may then be requested.)

Faculty whose primary teaching assignment is not on Appalachian's campus who have questions regarding travel reimbursement should contact the dean’s office (of the college housing the course) prior to the term.

If applicable, the completed Request for Travel Reimbursement must be submitted to the dean’s office. Reimbursements are typically processed at the conclusion of the course unless prior arrangements are made in the dean's office. Payment for instruction is automatically processed at the end of the month in which the term (or course) concludes (unless prior arrangements are made). For on-campus faculty compensation for instruction is added to the regular paycheck for that month and the travel reimbursement check is sent separately. Payments for faculty not assigned to main campus will be mailed to the address on record.
Alexander Center of Catawba Valley Community College, Taylorsville

Approximate driving time: 1 hr, 15 min  Approximate distance one way: 51 miles

Directions: Take Hwy 421 South to the Hwy 16 exit in the Wilkesboro area (signage to Taylorsville). At the end of the exit ramp, turn right and proceed to Taylorsville. At the intersection of Hwy. 90 in Taylorsville, turn left (this will ensure you remain on Hwy. 16). At next light turn right. Proceed on Hwy 16 until you see the WalMart store on your left. There will be a stoplight at the main entrance to WalMart; turn right at that stoplight into the Industrial Park. The Alexander Center will be located on the right.

Parking regulations: No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved). At present, evening students may use parking areas at building across the street from the Center.

Switchboard and Security Information: 828/632-8221 (available until 9:00pm). Location: Main Entrance area. Classrooms in the Alexander Center are in one building. An evening representative is available on site.

Caldwell Community College & Technical Institute, Hudson

Approximate driving time: 45 min  Approximate distance one way: 35 miles

Directions: Take Blowing Rock Road (Hwy 321 S). CCC&TI is located on Hwy 321 (on the right).

Switchboard: 828/726-2200 (available until 10:00 pm). Location: Building F
(The Appalachian State University Center Office in the Faye A. Broyhill Building may be contacted weekdays 8am - 5pm at 828/759-4650.)

Parking regulations: No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or spaces designated handicapped, fire lane, loading or reserved).

Security information: For emergencies Campus Security may be reached at 828/726-2200, M-Th, until 10:00 pm, as well as for class times on Friday evenings or Saturdays.
Directions to Off-Campus Sites

Catawba Valley Community College, Hickory
Approximate driving time: 1 hr, 15 min  Approximate distance one way:  50 miles

Directions to CVCC main campus: Take Blowing Rock Road (Hwy 321 S). Continue into the Hickory area; exit onto I-40 East (toward Statesville). Continue to Exit 126. At the end of the Exit 126 ramp bear right. Continue to Hwy 70 (app.1/4 mile) and turn left onto Hwy 70. CVCC will be approximately 1/8 mile on the right.

Switchboard for CVCC main campus: 828/327-7000 "0" (available until 10:00 pm M-Th, 7:30 am to 5:00 pm on F, and 8 am to 4 pm on Sat.) Location: East Wing

Parking regulations: Parking permits are required each academic year. To acquire a permit go to the Office of Evening Administration, Main Building

Security information: For emergencies Campus Security may be reached at 828/327-7000 "0" during the times the switchboard is open.

Also see Hickory Metro Higher Ed Center

Cleveland Community College, Shelby
Approximate driving time:  1 hr, 45 min  Approximate distance one way:  85 miles

Directions: Take Blowing Rock Rd (Hwy 321 S). Upon approaching Lenoir there will be a stoplight (a Holiday quick-stop is on the left). At the stoplight turn right onto Hwy 321 Bypass. Continue to the intersection with Hwys 18 & 64. Bear right onto Hwys 18 & 64 and continue to Morganton. Remain on Hwy 18 toward Shelby. At the intersection of Hwy 180 (prior to the city of Shelby) turn left. Remain on Hwy 180 for approximately 4 miles. CCC will be on the left.

Switchboard: 704/484-4000 (available until 9:00 pm M-Th, 4:00 pm on F). Location: Campus Center Building.

Parking regulations: Parking permits are usually required each term. Simply go to the switchboard area (Main Building) and sign up for a permit; park in authorized areas

Security information: For emergencies Campus Security may be reached at 704/484-4097, Monday through Thursday as well as Friday evenings and Saturdays.
Directions to Off-Campus Sites

Forsyth Technical Community College, Winston Salem

Approximate driving time: 1 hr, 30 min   Approximate distance one way: 85 miles

Directions: Take Hwy 421 S for app. 80 miles. Bear right onto I-40 E and continue for app. 1 mile to Hwy 67 E (Silas Creek Pky). Take Hwy 67 E for app. 2 1/2 miles to the entrance of FTCC (on Miller Street).

Switchboard: 336/723-0371 (available until 11:00 pm M-Th). Location: Allman Center

Parking regulations: No parking permit required; park in authorized areas (i.e., do not park in areas designated handicapped, fire lane, loading or reserved)

Security information: For emergencies Campus Security may be reached at 336/734-7325, M-Th, until 11:00 pm. For Friday evening and Saturday class emergencies, call 336/734-7325.

Hickory Metropolitan Higher Education Center (on the East Campus of CVCC)

Approximate driving time: 1 hr, 16 min   Approximate distance one way: 51 miles

Directions: Take Blowing Rock Road (Hwy 321 S) Continue into the Hickory area; exit onto I-40 East (toward Statesville). Continue to Exit 126. At the end of the Exit 126 ramp bear right. Continue to Hwy 70 (app. 1/4 mile) and turn left onto Hwy 70. HMHEC will be approximately 3/4 mile on the right.

Parking regulations: Parking permit required (obtain from HMHEC front desk); park only in authorized areas (i.e., do not park in unmarked areas or in spaces designated as fire lane, handicapped, loading, or reserved).

Switchboard and Security Information: 828/324-6966 (available until 9:00pm). Location: Main Entrance area. Classrooms in the Hickory Metro Higher Ed Center are in one building. An evening representative is available on site.
Isothermal Community College, Spindale

**Approximate driving time:** 1 hr, 50 min  **Approximate distance one way:** 79 miles

**Directions:** Take Blowing Rock Road (Hwy 321 S). Upon approaching Lenoir there will be a stoplight (a Holiday quick-stop is on the left). At the stoplight turn right onto Hwy 321 Bypass. Continue to the intersection with Hwys 18 & 64. Bear right onto Hwys 18 & 64 and continue for app. 12 mi. Turn right onto Hwy 64 Bypass (Sanford Dr.) and continue app. 3 1/2 mi. Turn right onto Burkemont Ave (Hwy 64) and continue app. 30 mi. Turn left onto Hwy 74 Alternate and continue app. 4-5 miles. The entrance to ICC will be on the right.

**Switchboard:** 828/286-3636 (available until 4:30 pm). Location: Administration Building

**Parking regulations:** No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved).

**Security information:** For emergencies Campus Security may be reached at 828/248-5547 (beeper), Monday through Thursday, until 1:00 a.m. For Friday evening and Saturday class emergencies, call 828/248-5547 (pager).

Mayland Community College, Spruce Pine

**Approximate driving time:** 45 min  **Approximate distance one way:** 37 miles

**Directions:** Take Hwy 105 south (toward Linville). Continue on Hwy 105 to the intersection of Hwy 221 (in Linville). Follow Hwy 221 south (signage will be for Marion). Travel approximately 10 miles to the intersection of Hwy 194 (signage for Spruce Pine). Turn right onto Hwy 194 and continue to the end to the intersection of Hwy 19E. Turn left onto Hwy 19E and travel for approximately 3-4 miles. The entrance will be on the right (near the line for Mitchell County).

**Switchboard:** 828/765-7351 (available until 6:00 pm). Location: Administration Building.

**Parking regulations:** Parking permit required; parking stickers are available through the MCC Bookstore until 6:00 pm and are provided at no cost. Park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading, visitor or reserved.)

**Security information:** For emergencies Campus Security may be reached at 877/651-8390 (pager), Monday through Thursday, until 10:00 pm. For Friday evening emergencies, call 877/651-8390 (pager).
**McDowell Technical Community College, Marion**

**Approximate driving time:** 1 hr, 15 min  
**Approximate distance one way:** 54 miles

**Directions:** Take Hwy 105 to Linville and turn right onto Hwy 221 (follow signage for Marion). Continue on Hwy 221 (taking the bypass around the town of Marion). At the [stoplight] intersection with Rutherford Road continue straight ahead onto Hwy 226. Shortly after crossing under I-40 the entrance to MTCC will be on the right.

**Switchboard:** 828/652-6021 (available until 10:00 pm, M-Th, until 4:30 pm on Fri.). Location: Building 1

**Parking regulations:** No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved)

**Security information:** For emergencies Campus Security may be reached by calling the switchboard.

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**Surry Community College, Dobson**

**Approximate driving time:** 1 hr, 30 min  
**Approximate distance one way:** 78 miles

**Directions:** Take Hwy 421 S to I-77. Take I-77 N and continue to Exit 93 (Dobson exit). Bear right at the end of the ramp and :continue into the town of Dobson (about 3 miles). Turn right onto Hwy 601 Business (Main Street). SCC will be approximately 1 mile on the right.

**Switchboard:** 336/386-8121 (available until 9:30 pm, M-Th, until 5:00 pm on Friday, and until 1:00 pm on Saturday).

**Parking regulations:** Parking permit is required. Obtain information from Extension and Distance Education. Park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved)

**Security information:** For emergencies Campus Security may be reached at 336/386-8121, Monday through Thursday, until 9:30 pm. For Friday evening and Saturday class emergencies, call the Dobson Police Dept. at 336/386-8161.
Surry Community College Yadkin Center, Yadkinville

Approximate driving time: 1 hr, 15 min  Approximate distance one way: 64 miles

Directions: Take Hwy 421 South to the Hwy 601 exit in the Yadkinville area. At the end of the exit ramp, turn left. Continue on Hwy 601 approximately 3 miles. The Yadkin Center will be located on the left.

Parking regulations: No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved)

Switchboard: 336/679-4600 (available until 9:00 pm); located at the main entrance to the building.

Security Information: Classrooms in the Yadkin Center are contained within one building. An evening director is available on site.

Western Piedmont Community College, Morganton

Approximate driving time: 1 hr, 10 min  Approximate distance one way: 47 miles

Directions: Take Blowing Rock Rd (Hwy 321). Upon approaching Lenoir there will be a stoplight (a Holiday quick-stop is on the left). At the stoplight turn right onto Hwy 321 Bypass. Continue to the intersection with Hwys 18 & 64. Bear right onto Hwys 18 & 64 and continue for app. 12 miles. Turn right onto Hwy 64 Bypass (Sanford Drive) and continue app. 3 1/2 miles. Turn right onto Burkemont Ave. WPCC is app. 2/10 mile on the left (immediately prior to the intersection with I-40).

Switchboard: 828/438-6000 (available until 9:45 pm, M-Th).

Location: Moore Hall, 1st floor

Parking regulations: No parking permit required; park in authorized areas only (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved)

Security information: For emergencies Campus Security may be reached at 828/438-6196 M-Th until 9:45 pm. For Friday evening and Saturday class emergencies, call 828/438-6196 or Morganton Department of Public Safety at 828/437-1211.
Wilkes Community College, Wilkesboro

**Approximate driving time:** 45 min  
**Approximate distance one way:** 35 miles

**Directions:** Take Hwy 421 S to the Wilkesboro area. Bear right onto ramp connecting to Hwy 268 (signage for WCC). At stoplight at the end of the ramp turn right onto Hwy 268. Continue to the next stoplight and turn left onto Collegiate Avenue, which leads directly to WCC.

**Switchboard:** 336/838-6100 (available until 5:00 pm).  
Location: Student Services Office

**Parking regulations:** No parking permit required; park in authorized areas (i.e., do not park in unmarked areas or in spaces designated handicapped, fire lane, loading or reserved)

**Security information:** For emergencies Campus Security may be reached at 336/838-6275, Monday through Thursday, until 12:00 a.m. For Friday evening and Saturday class emergencies, call 336/838-6275.

Winston-Salem Graduate Center

**Winston-Salem**

**Approximate driving time:** 1 hr, 30 min  
**Approximate distance one way:** 87 miles

**Directions:** Take Hwy 421 South toward Winston Salem. Exit onto I-40 East. Take Exit 193-B, which will position you on Hwy 52 North. Stay in the right lane and take Stadium Dr. Exit. Turn left at the top of the exit onto Stadium Dr. At the light turn right onto MLK Jr. Dr. At the bottom of the hill turn right into the Anderson Center parking lot (which is the Winston Salem Graduate Center).

**Switchboard:** 336/750-2102 (available until 5:00 pm M-F); located at the main entrance to building.

**Parking regulations:** Faculty must display a state license plate or an Appalachian parking permit to park at the Graduate Center. (Adjunct faculty who do not have a parking permit must contact the WSSU Public Safety Office. Office hours are 8 - 4:30, Mon - Fri, in the Old Maintenance Building.) Park in authorized areas only.

**Security information:** For emergencies Campus Security may be reached at 336/750-2900 Mon - Sun.
Forms Used by Faculty with Off-Campus Assignments

The following pages show examples of two forms used by faculty with off-campus course assignments:

An example of the **REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES** is shown on Page 17. For information regarding who should complete the form, refer to "What forms do I need to present for payment?" on Page 8. The completed Request for Travel Reimbursement should be submitted to the dean's office (of the college in which the course is housed).

The **REQUEST FOR PROGRAM / COURSE INFORMATION** form (shown on Pages 18 and 19) provides details for the course schedule, textbook information, specifications for classroom needs, instructional contract information, and faculty transportation needs. The form is initially completed by the faculty member assigned to the course and the respective department chair (of the course) in conjunction with the academic coordinator of the off-campus cohort/program. The completed form is then circulated to the dean's office of the course (as well as the dean's office and the department of the cohort major, if the course is outside the major college) for the final signature/s. The academic coordinator for the cohort/program will ensure that the form is finalized (with appropriate information and signatures) and presented to the dean's office (of the course) for timely transfer (by the dean's office) to the Office of Extension and Distance Education (for course scheduling purposes and for instructional contract preparation).
APPALACHIAN STATE UNIVERSITY

REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY-INCLUDING PER DIEM

Payee's Name  
Faculty Member's Name  
Social Security Number  
Date of this Request  

Account Number

Transportation

<table>
<thead>
<tr>
<th>In/State</th>
<th>Out/State</th>
<th>Out/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>3111</td>
<td>3112</td>
</tr>
<tr>
<td></td>
<td>3113</td>
<td>3114</td>
</tr>
<tr>
<td>Ground</td>
<td>3112</td>
<td>3115</td>
</tr>
<tr>
<td></td>
<td>3116</td>
<td>3117</td>
</tr>
<tr>
<td>Subsistence</td>
<td>Lodging</td>
<td>3114</td>
</tr>
<tr>
<td>Meals</td>
<td>3115</td>
<td>3119</td>
</tr>
<tr>
<td>Other</td>
<td>3116</td>
<td>3120</td>
</tr>
<tr>
<td>Registration</td>
<td>3118</td>
<td>3121</td>
</tr>
</tbody>
</table>

Total Expense $570.50

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State. I hereby acknowledge that provision of my Social Security number is voluntary and authorize its use as a personal identifier for record keeping purposes.

Dr. Traveling Professor

(Company)

I have examined this reimbursement request and certify that it is just and reasonable.

(Optional)

Transportation

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Time</th>
<th>Mode</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/3, 10, 17, 18; 10/1, 8, 12; 11/3, 7, 9, 12, 17 12/4, 8, 12, 18</td>
<td>Boone to Hickory</td>
<td></td>
<td></td>
<td>p</td>
<td>1400</td>
</tr>
</tbody>
</table>

(4 trips to site @ 100 miles each round and $15.75 dinner each trip)

All dates of travel to the off-campus site may be entered together, as shown, so long as the amounts are exactly the same for each day.

If a private vehicle is used to travel to and from the site, particulars should be shown where indicated.

Times of departure and return are required. Refer to Resource Manual Travel Section, Policy 9 for current subsistence rates.

Deduct: Advance 1
Deduct: 1
Amount Due Appalachian 1
Amount Due Claimant $570.50
Amount subject to Federal and State Income Tax Law

I have examined this reimbursement request and certify that it is just and reasonable.

(Supervisor)

I have examined this reimbursement request and certify that it is just and reasonable.

(Controller's Office)
REQUEST FOR PROGRAM/COURSE INFORMATION – FALL 2004 (8/24/04 – 12/15/04)

NAME OF EXTENSION PROGRAM: ___________________________________________ Degree Level: __________________

Course to be taught: (To be completed by coordinator of this program prior to sending to chair.)
Course Number: ___________ Credit Hours: _______ Enrollment Cap: ___________
Course Title: __________________________
Day(s) course will meet: (circle) Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Time of Course: __________________________
Beginning and ending dates: __________________________
Will this course be taught through the NCCH? _____ Yes _____ No
Will any portion of this course be delivered on-line? _____ Yes _____ No
NOTE: Unless otherwise specified, classes will not meet on university holidays/breaks.

Textbook Information to be completed by the Instructor:
(Please attach additional sheet if more space is needed)
MAIN TEXT(S)
Title
Author
Publisher
ISBN (required by bookstore): __________________________
SUPPLEMENTAL TEXT(S):
Title
Author
Publisher
ISBN (required by bookstore): __________________________

_____ DO NOT ORDER TEXTBOOKS FOR THIS COURSE

Information to be completed by instructor’s department chairperson:
Faculty member’s name: __________________________ Full-time ASU _____ or Adjunct _____
This course is a part of this faculty member’s: _____ In-load or _____ Over-load assignment
Social Security Number (for off-campus teaching contract): __________________________
If Adjunct: Business address: __________________________
Business telephone: __________________________
If applicable, has this instructor been approved for graduate faculty status? ________
If adjunct, has this instructor been approved by the DPC? ________

I approve the offering of this course for the Extension & Distance Education program stated:

(1) __________________________ Academic Program Coordinator’s Signature

(2) __________________________ Signature of Dept. Chair for stated course

(3) __________________________ Signature of Dean for stated course (if outside college of major)

(4) __________________________ Signature of Chair for Program/Cohort

(5) __________________________ Signature of Dean (for college of major delivered)

FOR OFFICE USE ONLY
Textbook information given to office assistance on: __________________________ Textbook ordered on: __________________________
Number of Students: __________________________ Course Section Number: __________________________

Instructor please complete back page
Forms Used by Faculty with Off-Campus Assignments

TRANSPORTATION:
Indicate your need for a state car below (if no selection is made, a car will not be reserved).

☐ I wish to have a state car made available for traveling to/from this class
☐ I will not need a state car

ROOM AND EQUIPMENT REQUESTS:

NOTE: The Office of Extension and Distance Education requests room and equipment usage at the various off-campus sites. Every effort will be made to fill your request(s), but there are sometimes limitations encountered. If it appears that your request(s) cannot be met, you will be notified as soon as our office hears from the site scheduler.

☐ I have no special room or equipment requests for this course. (Proceed to the signature section.)

☐ My requests for this off-campus course are indicated below. (Complete Items 1, 2 & 3.)

1. Special consideration in room assignment: (for example, a PE Methods course may require a gym; an art course may require tables)

2. Audio/Visual Equipment: Please list any equipment needed (TV/VCR, Overhead Projector, etc.)

3. Computer Lab: If you anticipate using a computer lab at any point during the semester, please indicate below. (Lab availability is limited at most sites, so requests must be made early.)

☐ The students will need access to an open lab (if available)
☐ I will need a computer lab for each class meeting.
☐ Entire Class or ☐ Portion of class (indicate times):

☐ I will need access to a computer lab for class meeting for only selected dates.

Dates:

Please indicate any software needed:

"Please know that each off-campus course is made available to a select group of students (typically identified as an off-campus cohort) and not to the general student population. Any individual inquiring about enrollment in an off-campus course who is not a member of the respective off-campus cohort must contact the Office of Extension and Distance Education to petition for permission to enroll."

REQUIRED SIGNATURE:

Instructor's Signature

Instructor Email Address

Office Phone Number

Date
Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of race, color, national origin, religion, gender, age, disability or sexual orientation. Appalachian also actively promotes diversity among students and employees.