Welcome to Kent Campus!

Welcome to the teaching team at Green River Community College’s Kent Campus. To ensure classes go smoothly, please review the details below and let us know if you have any questions.

CONTACT INFO: The Kent Campus Staff are:

<table>
<thead>
<tr>
<th>DAYS:</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Michelle Jung</td>
<td>253-856-9595 x5000</td>
<td><a href="mailto:mjung@greenriver.edu">mjung@greenriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Connie Poleski</td>
<td>253-856-9595 x5000</td>
<td><a href="mailto:cpoleski@greenriver.edu">cpoleski@greenriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Pam Dally</td>
<td>253-856-9595 x5003</td>
<td><a href="mailto:pdally@greenriver.edu">pdally@greenriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mari Ragland</td>
<td>253-856-9595 x5022</td>
<td><a href="mailto:mragland@greenriver.edu">mragland@greenriver.edu</a></td>
</tr>
</tbody>
</table>

EVES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Call</td>
<td>253-856-9595 x5000</td>
<td><a href="mailto:dcall@greenriver.edu">dcall@greenriver.edu</a></td>
</tr>
<tr>
<td>Kim Mucke</td>
<td>253-856-9595 x5013</td>
<td><a href="mailto:kmucke@greenriver.edu">kmucke@greenriver.edu</a></td>
</tr>
</tbody>
</table>

SECURITY: As a part of the security plan at Kent, we keep all the classroom doors locked prior to and during classes. This way, if we have a need to complete an emergency lockdown, all an instructor has to do is close the classroom door. A call will be made to each class room to tell the instructor of any emergent situations. Kent Campus has a security office.

MAIL SERVICE: Kent receives intercampus mail MWF at about 11:00am. You will receive your mail in the in-box provided to you in the instructor work room (KC209). Out going mail (intercampus) can be dropped off at the front desk area [where the “outbox” is.]

HANDOUTS: Please arrange with Dolly or Nadia, in the Print Shop, the ability to send them an attachment of the materials you need to have printed. Or you should send your master to the Print Shop 10 days prior to the day you need the copies. We are subject to the same copy guidelines as the campus – no more than 11 copies for any one use. Anyone needing 12 or more copies should be sent to the Print Shop.

TEACHER WORK ROOM:
Kent Campus has a general purpose work room for instructors that contains an administrative network pc, printer, copier and scan-tron. **You will need to check out a key to gain access to this room; the key will also give you access to the lounge area (rm 233).** Your mail will be delivered to the mail slots in this room – please check prior to each class. Messages from students will be placed in your box. **Please do not have students put materials in these boxes as this area is secured for faculty and staff only.** We will accept the materials from students at the front desk, where we will date stamp and then put in your box.

COPIER CODES: Kent Campus will use the same copier codes as those used by your division chair on campus. For the copier in Faculty workroom 209 you will need to add an additional “0” to the beginning of your Auburn campus code to make it work in Kent. If you do not know the codes please call your division and they will provide it. **If by chance this code has not been programmed into our copier – call the front desk (x5000) and we will set up the code.**
The copier in 279b is networked to campus and you operate it the same as copiers on Main Campus. If you have any issues with copiers, please call x5000 and we will assist you. Please follow campus copier rules – no more than 11 pages per copier use. Any order with 12 or more pages must be sent to the campus Print Shop.

BOOKS: During the first week of school the Paper Tree will have a small book store in room 231 for all Kent classes. The schedule for Jan A903 will be posted on the door, (M-Th 10a-5p).

INSTRUCTOR OFFICES: Please email Michelle a request (mjung@greenriver.edu) if you would like the use of an office. Due to a very limited number of open offices, our instructors are asked to share the offices. In your request, please include the day and time (8am-etc) that you would like to use the office space. Once you’re assigned your office space, you may check out a key from the front desk. All offices are shared.

EMERGENCIES: When you need to call in for any reason (to cancel or arrive late to your class), please contact Kent Campus @ 253-856-9595 x5000, as well as your division chair.

FOOD OR DRINK: We do ask that you work with students so that there be no NO food or drink in the computer labs here in Kent.

IT SUPPORT & LAB: Kent often has an IT Support Tech in the lab for help. Feel free to ask them if you need IT help by going to or calling room 272. If you need to schedule the lab for class time please contact Mari or Pam via email. Student logon information: Student logon is their student ID #; passwords are set up by following the prompt that is provided. During the first week student/student will work for a student until they obtain the permanent sign on.

Printing: it is necessary for you to “connect” to the printer from an office here in Kent by signing on with your administrative sign-in or profile and taking the following steps:

1) Click on “start”;
2) click “run” & then enter \\piper
3) select the appropriate printer you wish to use in Kent Faculty Workroom 209 by selecting printer KC209 HP 4240 (for offices 224-264). For Room 279b select printer KC 279b ir2022i (for offices 275-291 & 318 & 319). You cannot print from a lecture classroom.

MISCELLANEOUS SUPPORT: AV equipment, proctoring and all other activities you need assistance with should be arranged at the front desk with one of the Kent Team.

PARKING: The parking lot is open to parking – without permits. The Kent Station parking garage is not for GRCC use. I would suggest you use the lot to the west of the campus.

BREAK ROOM: Room 233 is equipped with a microwave and a refrigerator for all faculty and staff use. There is also a water dispenser in that room. You will need to check out a key for access to this room.

Thank you!

Mari
Mari Ragland
Director x5022

11/23/2009