

Collin Higher Education Center

Faculty Resource Guide Fall 2022 – Summer 2023



Welcome

Welcome to the Collin Higher Education Center (CHEC). The following information about CHEC operations and facilities is provided to help make your teaching experience at CHEC enjoyable and productive. Please contact feel free to bring any questions to the Collin College staff members in Suite 120 (972-599-3100) or to a university representative at CHEC. We are all here to assist you.

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Academic Partnerships

Hours of Operation

Monday - Thursday: 8:00 a.m. – 8:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

Staff

The center is staffed by the following Collin College employees:

Jamie Mills/Dean Academic Partnerships	972-985-3734	jmills@collin.edu
Michele Boverie/Administrative Assistant	972-599-3100	mboverie@collin.edu
Becky Burton/Administrative Assistant	972-599-3100	rburton@collin.edu
Darla Christensen/Administrative Assistant	972-599-3100	dkchristensen@collin.edu
Grace McKennon/Administrative Assistant	972-599-3100	gracemckennon@collin.edu
Alexandra Mintle/Assistant to the Dean	972-599-3167	amintle@collin.edu

Building Information

The building is closed on Saturdays and Sundays. Collin College Police are on duty during all building hours.

Fall and Spring Building Hours of Operation

Monday - Thursday: 6:30 a.m. – 10:00 p.m.
Friday: 6:30 a.m. – 6:00 p.m.
Saturday: Closed
Sunday: Closed

Summer Hours of Operation

Monday – Friday: 6:30 am – 5:00 pm

Driving Directions

From the North:

Take US-75 (Central Expressway) South.
Take the El Dorado Exit.
Turn left (east) on El Dorado.
Turn right on Medical Center Drive, which is the first light after US-75.
Turn right onto the service road at Spur 399 intersection.
Entrances are the first two on the right.

From the South:

Take US-75 (Central Expressway) North.
Exit 38B (Medical Center Drive) and follow the blue H (hospital) signs to Medical Center Drive.
Take the turn-around under the freeway or turn left at the Medical Center Drive intersection.
Entrances are the first two on the right.

From the East:

Take Highway 380 West.
Turn left, heading South on Highway 5/North McDonald Street.
Take the Medical Center Drive exit.
Entrances are on the right just past the Medical Center Drive intersection.

From the West:

Take Sam Rayburn Tollway (TX Highway 121) East.
Exit at Medical Center Drive.
Take the turn-around under the freeway at the Medical Center Drive intersection.
Entrances are the first two on the right.

Parking

Parking is free at CHEC, but requires a Collin College parking sticker. You may obtain a parking sticker at the Information Desk or Academic Partnerships (Suite 120). Parking is available in any non-reserved parking spaces in the five (5) level parking garage (to the east of the building) or parking lots (to the east and south of the building) during building hours. Please refrain from parking in the large lot to the north of the building. This lot does NOT belong to the college and does not have security. (Refer to page 10 for the CHEC Site/Parking Map.)

Information Desk

The Information Desk is located in the first-floor atrium. CHEC Information Desk Staff answers CHEC's main phone line (**972-599-3100**) and may assist with general inquiries, directions, and visitors. If no one is at the desk, you can call ext. 3100 from the courtesy phone. For personal assistance, please see the staff in Academic Partnerships (Suite 120).

Campus Closures

In the event of inclement weather, CHEC will be closed if and when Collin County Community College District is ordered closed. Campus closures are reported to the DFW area TV and radio stations and posted on the Collin College web-page.

You can also learn of Collin College emergencies or campus closures by enrolling in *CougarAlert*, Collin's automated emergency alert system. To establish an account, go to <http://www.collin.edu/cougaralert.html>. The service is free, but your wireless carrier's usual text fees may apply if you choose to sign up for text alerts.

In the event that your home university closes for inclement weather, but CHEC remains open, please refer to the class syllabus and/or official university e-mail communication system to determine if your professor will conduct class.

Collin College Recognized Holidays

On Collin College recognized holidays, CHEC will be **open** if a partner's home university has a class scheduled at CHEC, but Academic Partnerships will be **closed**. Academic Partnerships' 2022-2023 holidays include:

Sept. 5, 2022	Labor Day
Nov. 23 – 27, 2022.....	Thanksgiving Holiday
Dec. 23, 2022 – Jan. 2, 2023	Winter Break
Jan. 16, 2023	Martin Luther King Day
Mar. 6 - 12, 2023.....	Spring Break (Collin)
April 7 – 9, 2023	Spring Holiday (Collin)
May 29, 2023	Memorial Day
July 4, 2023	Independence Day

<i>Food/Drinks</i>	Food and drinks are NOT allowed in CHEC classrooms or computer labs. Please limit consumption of these items to appropriate locations in the building.
<i>Faculty Breakroom/ Vending Machines</i>	<p>A break room for faculty and staff is located inside Academic Partnerships (Suite 120) on the first floor. Students are not to use this room. The break room is equipped with a refrigerator with icemaker and a microwave.</p> <p>Vending machines for snacks and beverages are located on the second floor, in the open lounge. There is no cafeteria or snack bar at CHEC. However, a local restaurant guide, complete with a listing of most eateries within a mile of CHEC is available at the Information Desk and in Academic Partnerships.</p>
<i>Patio Courtyard</i>	The patio courtyard between the main building and the parking garage has several tables and benches that you can utilize for eating, studying, or simply relaxing.
<i>Children</i>	By college policy, minor children, 16 years of age and under, may not be left unattended on college property, including CHEC. Children are also not allowed in classrooms or computer labs at any time. If your child accompanies you to CHEC, please keep them with you and under your supervision at all times.
<i>Smoking</i>	Collin College campuses are smoke free. Smoking is prohibited at CHEC, even in parking areas. This includes all electronic cigarettes. Collin College Police enforce this policy, which can carry a fine of up to \$200 for violations.
<i>Lost and Found</i>	The Lost and Found service is located inside Academic Partnerships in Suite 120. Items can be claimed during Academic Partnerships' regular hours.
<i>Campus Police/Security</i>	<p>Collin College's Police Department is comprised of state certified police officers. The CHEC is fully staffed with Collin College Police during all building hours. The police office is located on the first floor, just inside the east atrium entrance in Suite 134. If you need police assistance on campus, please dial 972-578-5555, or simply ext. 5555 from a campus phone. In the event of a fire or medical emergency, please dial 911 directly from a campus phone.</p> <p>You can also learn of Collin College emergencies or campus closures by enrolling in <i>CougarAlert</i>, Collin's automated emergency alert system. To establish an account, go to http://www.collin.edu/cougaralert.html. This service is free, but your wireless carrier's usual text fees may apply for text alerts.</p> <p>Effective August 1, 2017, Texas Government Code, Section 411.2031, CARRYING OF HANDGUNS BY LICENSE HOLDERS ON CERTAIN CAMPUSES will be implemented at Collin College. Policies and Procedures are located online http://www.collin.edu/aboutus/concealedcarry.html.</p>

<i>Elevators</i>	Elevators are in the atrium across from the Information Desk, by Academic Partnerships. Stairwells are located just east of the elevator (to the second floor only). Also, in the northwest and northeast corners of the building.
<i>Restrooms</i>	Restrooms are located at the east end of the building on all floors.
<i>Courtesy Phone</i>	A courtesy phone is located at the Information Desk. Only local calls can be made from the courtesy phone.
<i>First Floor</i>	<p>Most students will enter CHEC through the east atrium doors near the parking garage. As you enter the atrium, to your immediate right will be the Campus Police Office. Past that, the Information Desk will be on your left and the elevators will be to your right. Behind the elevator lobby is Academic Partnerships, university offices and computers for student use.</p> <p>First floor classrooms are in the U-shaped hallway located to the left and right of Academic Partnerships (Suite 120). On the opposite side of the atrium is iCollin (Suite 146). Next to that side of the atrium is the board room for the Collin College Board of Trustees. (Refer to the first-floor map on page 11 for more details.)</p>
<i>Second Floor</i>	As you exit the elevators on the second floor, you will see the student lounge. Second floor classrooms are located in the U-shaped hallway located to the left and right of the student lounge. (Refer to the second-floor map on page 12 for more details.)
<i>Third/Fourth Floors</i>	These floors house the district administrative offices of Collin College.
<i>Messages/Notification to Students</i>	As a service to faculty commuting to CHEC, the Academic Partnerships staff can relay messages to students if class is to start late or needs to be canceled. Call Academic Partnerships at 972-599-3100 and provide the information you want relayed to students. You may also direct substitute professors or guest lecturers to Academic Partnerships for assistance.
<i>General Mail</i>	Other internal mail, USPS mail, etc. will also be distributed via your university representative.
<i>Assignments from Students/Your Mail Folder</i>	Students needing to turn in an assignment to a CHEC professor may leave the assignment (<u>with prior consent from the professor</u>) with a Collin College employee in Academic Partnerships (Suite 120). The assignment will be time-stamped and placed in the professor's mail folder. We will NOT notify the professor. The student will need to send an e-mail to the professor that the assignment is in the mail folder. This service is only available during the hours that Academic Partnerships is staffed. Mail folders will be set up upon request of the professor. This mail folder can also be used to leave assignments for students.

Classrooms

Classrooms at CHEC are located on the first and second floors of the building. Most are arranged in the traditional classroom format with tables and chairs. CHEC also has three computer classrooms and three classrooms equipped for video-conferencing instruction. Students should **NOT** be in the classrooms without an instructor.

Faculty with needs beyond the typical classroom set-up should request those items during the schedule-building process with your home campus division during the semester prior to the class offering, or as soon as possible before the semester begins.

Supplies

CHEC does not generally provide classroom supplies, but in an emergency Academic Partnerships (Suite 120) may be able to assist. Collin College provides all markers. Specific markers are necessary for use with CHEC's whiteboards (Claridge or BIC Brand); **please DO NOT use EXPO brand markers**. If there are no markers in your classroom, please call 972-599-3100, or visit Academic Partnerships to pick up some.

Student supplies such as exam booklets, Scantron Sheets, pens, and pencils are available in a vending machine located in the open lounge on the second floor. If you have a large class, please inform the staff of your test dates and the need for exam booklets and Scantron Sheets to ensure there are sufficient quantities available

Final Exams

Final exam times are to be held during your normally scheduled class day and time. Do not use the times that are supplied by your home university. If you need additional time, a different day, or time, please contact your university representative as soon as you know this information so that you can be accommodated.

Test Administration

Proctored Exams: Universities are required to provide their own proctor for exams that require supervision when the regular professor cannot be present. CHEC does not have staff available to proctor exams.

Un-Proctored Make-Up Exams: Academic Partnerships will assist faculty in making arrangements for a make-up exam for a single student during the normal operating hours. The Academic Partnerships staff can arrange a quiet testing room, receive the exam from the faculty, and safeguard the completed exam for return to faculty. The Academic Partnerships staff are not available to monitor the exam or provide test security while the exam is in the student's possession. Requests for this assistance must be made at least 48-72 hours in advance and should be routed through your university representative.

Course Evaluations

Course evaluation packets can be picked up from and returned to the Academic Partnerships staff with the permission of the university representative. Returned packets will be delivered to the on-site university representative for appropriate routing to the home university.

- Computer Classrooms* Computer classrooms at the CHEC can be reserved for use by any class if the room is available. An instructor must be present when a class is using a computer classroom. Availability is on a first-come-first-served basis, but these classrooms can be reserved. Please contact your university representative to schedule time in a computer classroom.
- Conference Rooms* Two conference rooms are available in this the building for faculty use. Faculty can reserve these conference rooms through Academic Partnerships at 972-599-3100. Please do not use CHEC, Suite 128, as a meeting space.
- Copying* Faculty may use the copier located in Academic Partnerships (Suite 120). Faculty can obtain a copy code from their university’s on-site representative.
- Scanning* The copier located in Academic Partnerships has a scanning feature. For assistance in scanning documents, please refer to an employee in Academic Partnerships (Suite 120).
- Custodial Services* Report custodial needs to the Information Desk by calling 972-599-3100.
- Media Services* Media Services is available any time that classes are in session. Please call Media Services at extension 3170, from the podium phone, regarding any media problems. Make all requests for additional media equipment or special services through your university representative. Media needs not permanently installed in classrooms such as video equipment, overhead projectors, laptops, or a projection system must be requested at least 48 hours prior to date needed.
- Office Space* Office space is available to faculty on a first-come-first-served basis. You may use your university’s open office any time one is available. Office space at CHEC is only provided for university personnel that are currently teaching classes at CHEC and/or advising current or potential students in degree programs offered at the CHEC.
- University Representatives at CHEC* Each partner university has assigned a representative to be housed at CHEC to assist students with information and student services in relation to the degree programs they are offering. Please feel free to contact your university representative for assistance. Some universities also have academic advisors available as various times. Contact the representative listed below for additional information.

TAMUC/Dr. Laura Isbell	972-599-3122	CHEC@tamuc.edu
UNT/Admissions	972-668-7100	GoFrisco@UNT.edu
UT Dallas/Meagan Julian	972-599-3127	jsomugadvising@utdallas.edu

*Admissions/
Registration*

Admissions and registration for degree programs offered at CHEC follow the policies and procedures of the home university. Computer workstations are available in Academic Partnerships for students to access the online portals for their home university. Additionally, the on-site university representatives can assist in these areas.

Advising

Academic advising is also a function of the home university offering the degree. Please visit with an on-site university representative for assistance, or contact the degree program contact person at the home university. Phone numbers and e-mail addresses for these contacts can be found on the CHEC web-page, under Contacts/University.

Financial Aid

Financial Aid is also a function of the home university. Please fill out the Free Application for Federal Financial Assistance (FAFSA) online at <http://fafsa.ed.gov> and contact the home university's financial aid office directly. CHEC staff can only assist with general questions regarding financial aid.

Final Exams

Final exam times are to be held during your normally scheduled class day and time. Do not use the times that are supplied by your home university. If you need additional time, a different day, or time, please contact your university representative as soon as you know this information so that you can be accommodated.

University Policies

The rules, policies, deadlines, fees, etc. associated with each degree program are those of the individual university offering the program. Students should always refer to their university catalog or their university's representative(s) for information in these areas.

Textbooks/Materials

Required textbooks can be ordered from the home university's bookstore or other textbook providers and mailed directly to a student's home. There is no bookstore at CHEC.

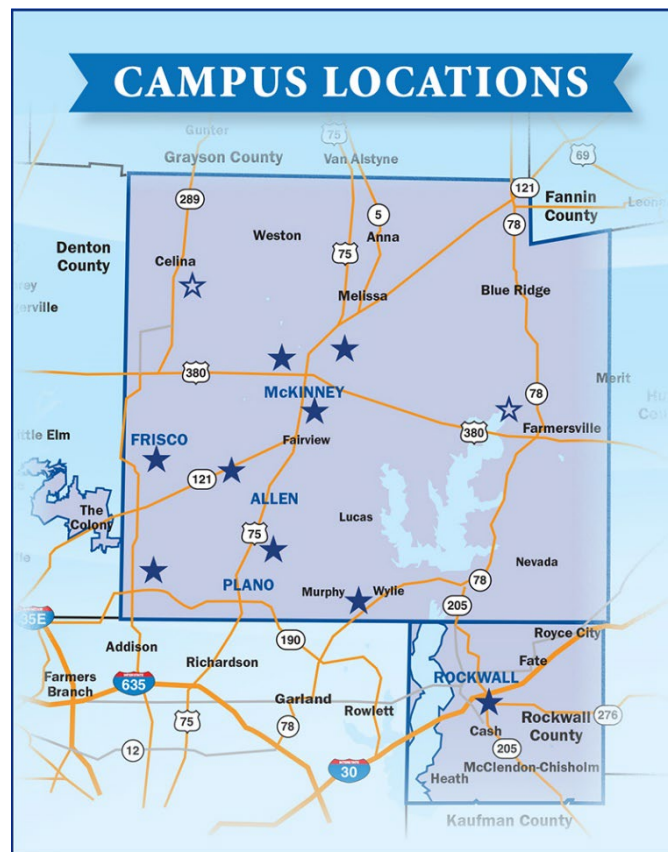
Supplies, such as scantrons, exam bluebooks, pens and pencils, can be purchased in the vending machine located inside the open lounge on the 2nd floor. Students may also check with their bookstores or professor for information regarding their university's textbook services and/or supplies needed for class.

Student Orientations

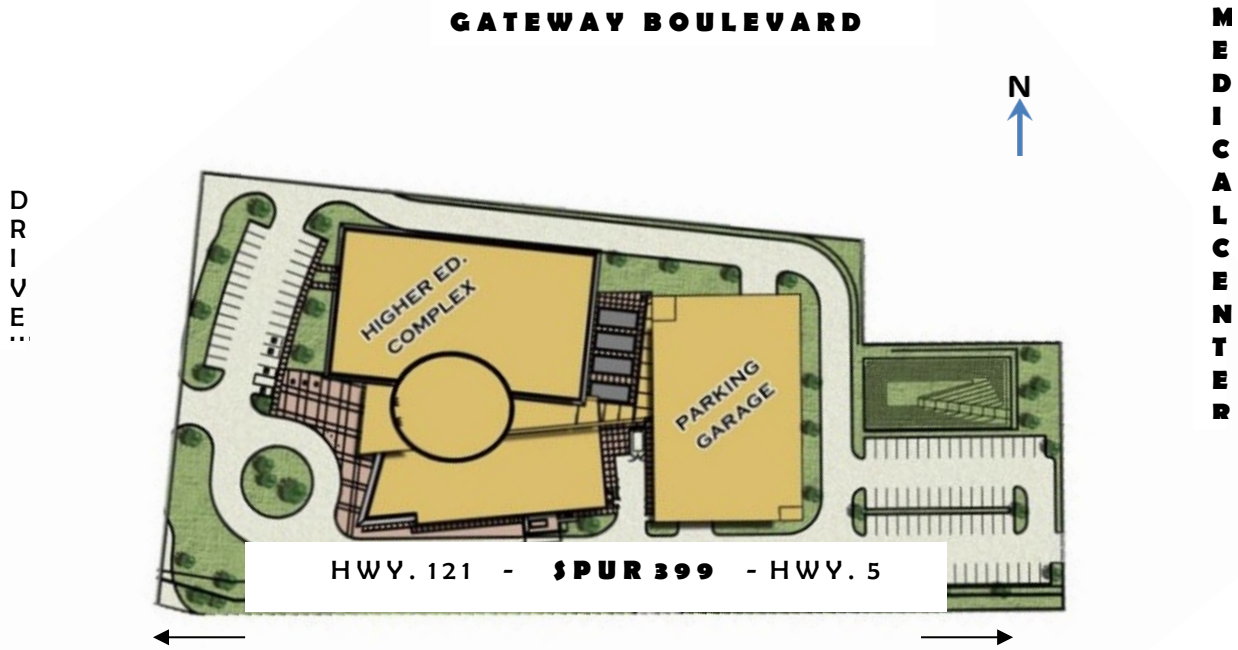
Partnering universities often offer their new student orientations at CHEC at the beginning of each new semester. Contact your university representative for more information on availability of student orientation.

*District Campuses/
Locations*

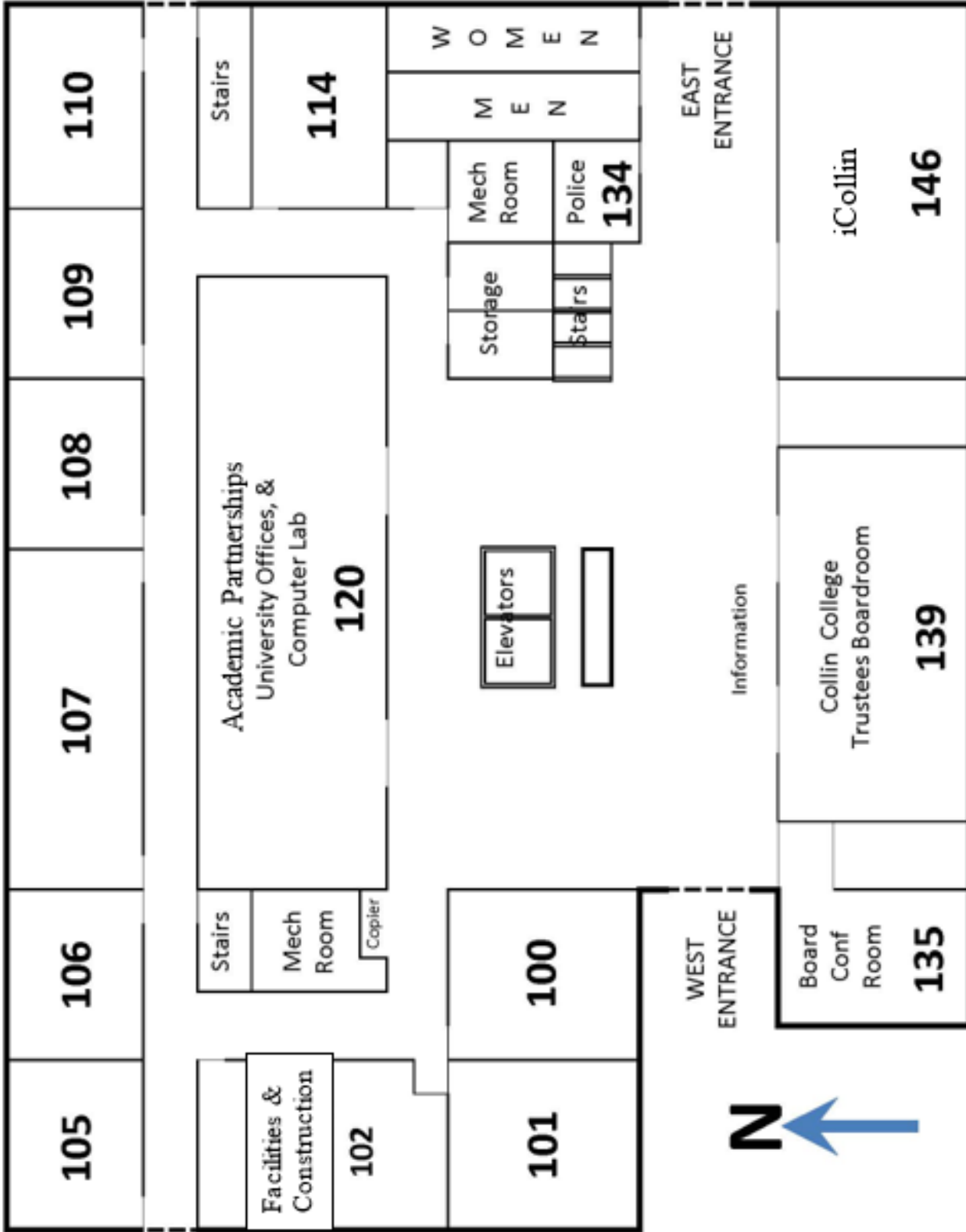
- Allen Technical Campus (TA)
- Celina Campus (CEC)
- Collin Higher Education Center (CHEC)
- Courtyard Center (CYC)
- Farmersville Campus (FVC)
- Frisco Campus (Preston Ridge) (PRC)
- McKinney Campus (Central Park) (CPC)
- Plano Campus (Spring Creek) (SCC)
- Public Safety Training Center (PSTC)
- Rockwall Center (RW)
- Wylie Campus (WC)



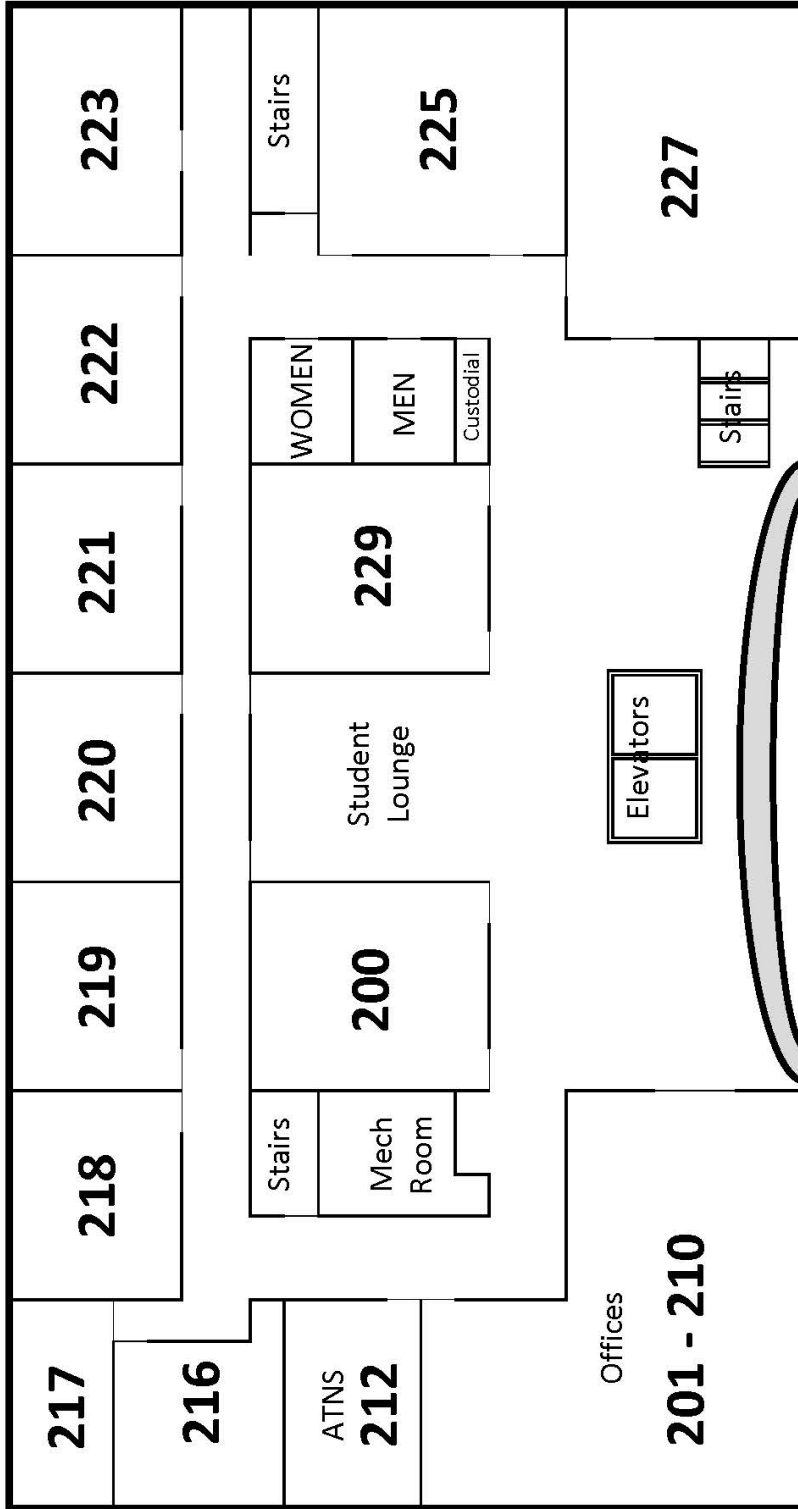
There is ample parking in the five (5) level parking garage.



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3452 Spur 399
McKinney, TX 75069
972.599.3100

BUILDING HOURS:

Monday - Friday, 7:00am-11:00pm
Saturday, 8:00am-5:00pm