

CTE Quick Reference Sheet

What?	How to Access ...	Information On ...
Assessment Center	www.lcc.edu/assessment/ GB 200 267-5500 Note: Use the Online Testing Support Office for dropping off and picking up exams.	Placement testing, course testing, off-campus proctor requests, etc. Online Testing Support Office - GB 202 Testing stops one hour before close.
Banner Grade Entry Instructions	http://www.lcc.edu/cte/lib_tech/howto/grade_entry.aspx	Easily accessible instructions on how to enter final course grades into Banner.
Center for Teaching Excellence (CTE)	www.lcc.edu/cte TLC 324 483-1680	A department dedicated to supporting the teaching, learning and instructional technology goals of Lansing Community College faculty.
Change Password	1. Go to the LCC home page www.lcc.edu 2. Go to the Starport log in page and click the "change my password" link	Changing your password.
College Policies	http://www.lcc.edu/policy/	College syllabi, staffing policies, travel and business related expense policies.
CTE Software Grant	http://www.lcc.edu/cte/services_support/cte_grants/	This section provides information, applications, and guidelines on grant funding available through the CTE.
CTE Self-Paced Online Workshops	http://www.lcc.edu/cte/resources/self_paced/	This section offers self-paced faculty development workshops, such as "Getting Your Class Off To A Great Start" and "Testing Techniques."
CTE Teaching Tips	http://www.lcc.edu/cte/resources/teachingtips/	Brief tips on teaching and learning.
CTE Workshops, Seminars, and Orientations	http://www.lcc.edu/cte/workshops/registration.aspx Register via our website or call the registration hotline at 483-1977.	This area provides the most up-to-date information on all CTE offerings.
Faculty Self Service	1. Go to the LCC homepage www.lcc.edu 2. Log into Star Port using your TUID. 3. Once you are in Star Port, select Faculty Self Service from Operational Application Quicklinks.	Access this area to view a class list and enter final grades.
FERPA	http://www.lcc.edu/schedule/student-rights/	Information on the Family Educational Rights and Privacy Act (FERPA) of 1974.
Help Desk	www.lcc.edu/helpdesk/ 483-5221 Toll free at 1-800-644-4522	The LCC Help Desk provides technical assistance to students, faculty and staff.
Human Resources (HR)	www.lcc.edu/hr/ ADM 103 483-1870	Employee benefits, employee forms, job openings, labor contracts, etc.
Learning Management System (LMS)	1. Go to the LCC home page www.lcc.edu 2. Log into Star Port using your TUID. 3. Once you are in Star Port, select Learning Management System from the eToolBox.	A Learning Management System for all LCC employees available through Organizational Development (OD).
LCC Directory	www.lcc.edu/locate	The LCC Directory is accessed on the Star Port Homepage. You can look up email addresses, phone numbers, and other information on LCC faculty and staff.
Liberal Studies Academic Resource Center (LSARC)	www.lcc.edu/as/lsarc A&S 455 483-1555	The Center provides access to computers with course specific software, physical models, tutorial services and space for group and individual work.



LCC-MAHE	www.iammea.org/lansingccea/ CB 202 483-1891 mahe@lcc.edu	MAHE is the bargaining unit for faculty. Their website includes the labor contract, membership information and benefits, grievance procedures, officer contacts, meeting notices and much more
LCC Strategic Initiatives	http://www.lcc.edu/about/strategic/	LCC's mission, motto and goals, guiding principles, facts about LCC, and long-term strategic plan.
Library	http://www.lcc.edu/library/ TLC 200 483-1657	Research help, tutoring services, other libraries, accessibility tools, off-campus services, etc.
Media Services	http://www.lcc.edu/mediaservices/ For information on specific Classroom Services go to http://www.lcc.edu/mediaservices/classroom_services/ TLC 123 483-1670	This department offers a wide array of media-related services and support. For Teaching Station Instructions go to www.lcc.edu/mediaservices/classroom_services/av_services/reference.aspx
Office of Disability Services	www.lcc.edu/odss/faculty/handbook/ This link provides access to the Office of Disability Services online Faculty Handbook. GB 204 483-1924	Provides information on accomodating students with disabilities, including an ODSS Faculty Handbook.
Organizational Development Training	http://www.lcc.edu/od/ Admin 106 483-1849	The Organizational Development (OD) Department offers online and face-to-face training, applicable to all employee groups.
Parking & ID Services	www.lcc.edu/parking/ GB 215 483-1798	Star cards, CATA information, shuttle services, and parking information.
Police and Public Safety/Lost and Found	www.lcc.edu/police/ GB 251 In an emergency call 911 using a campus phone, otherwise 483-1800.	This department also serves as LCC's lost and found, provides battery jump starts, opens locked cars and many other services. In all cases, when an injury becomes known to LCC faculty and staff, it should be reported to LCC Police and Public Safety.
Software Download Center	www.lcc.edu/pcts/sdc/	The software download center is an area where users can download common and free applications.
Student General Rules and Guidelines	http://lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx#rules	The Student General Rules and Guidelines and the Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues.
Star Port Homepage	Sign in at www.lcc.edu . You will need your TUID (Technology User ID) and a password to sign in. Your TUID is your user identification, needed along with a password, to access any LCC computer and/or online system These are acquired approximately one week after you are hired.	Portal to technology resources and information at LCC.
Tutoring Services	www.lcc.edu/tutorial A&S 103 483-1206	This department provides tutoring for current registered students in many subject areas free of charge.

