PROCEDURES FOR EVENING COVERAGE
Office of Academic Affairs

Start time: 5:00pm
End time: 10:00pm

1. Check out the set of MASTER KEYS from the Payroll window. You may be asked to unlock classrooms. Turn in the keys the following morning. You will be asked to sign a check out/in sheet.

2. On the day(s) of your scheduled evening coverage:

   • Confirm with the communications/switchboard operator that you are on duty as the designated evening manager; be sure they have your cell # or your extension #. (They close at 8:00 pm)

   • Notify Campus Police ext. 3202 / 3076 that you are on duty; be sure they have your cell # or your extension #.

3. Circulate on campus, especially at the beginning of evening classes. Be alert to any problems

4. The following are some of the problems that may need your attention:

   • Student problems (e.g., fee payment problems, enrollment problems, complaints about instructors, etc.). Listen and get details so that you can refer them to the proper office. Send your own message to that office alerting it about the situation.

   • Changes in class schedule (e.g., change in room location). Division Offices will have the correct information. The online class schedule is the most accurate schedule since it is updated when changes are made.

   • An instructor calling in sick or cancelling a class meeting. Many, but not all, divisions have evening staff to handle such calls and they frequently come in far enough in advance for the division to post a notice on the classroom door. However, for last-minute cancellations in divisions without evening staff, you will need to post a notice on the classroom door to notify students of the changed situation. Also notify the division office.

   • **Emergencies. Notify Campus Police ext. 3202 / 3076.**