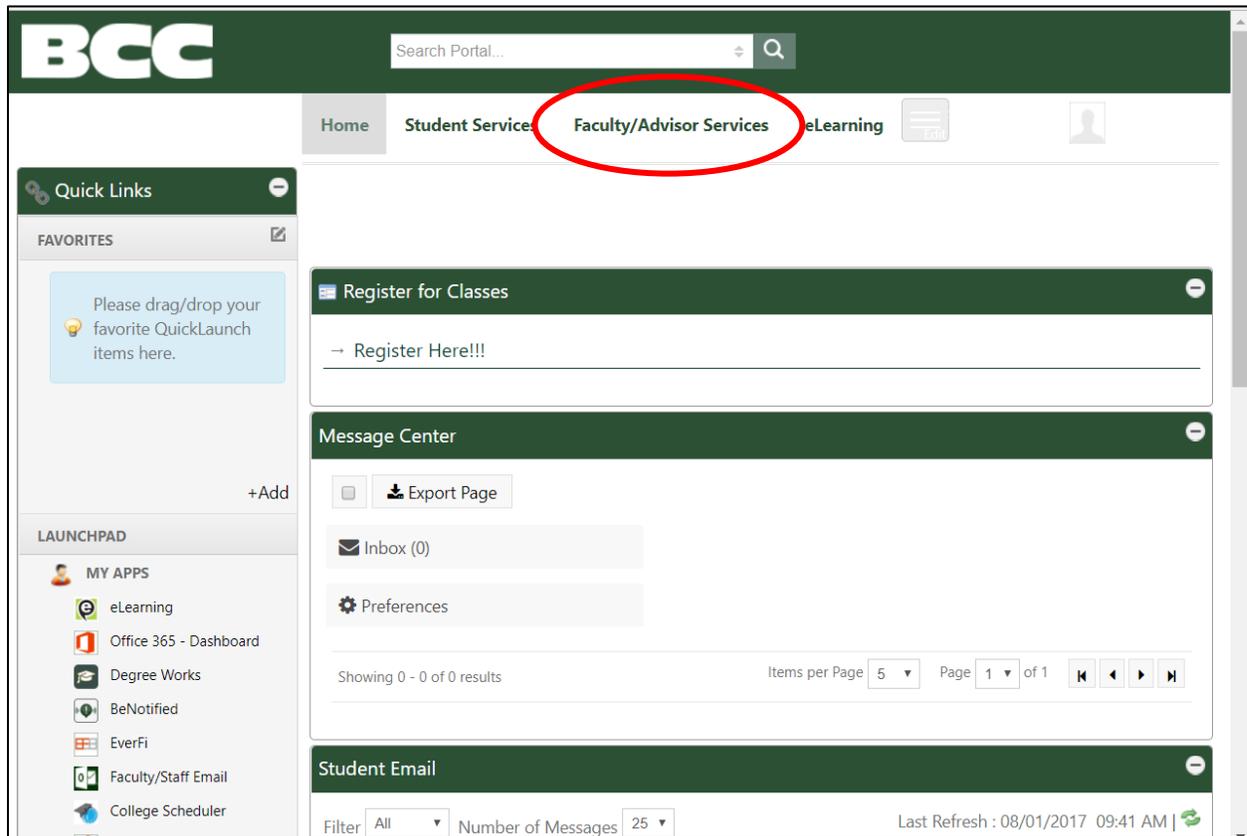
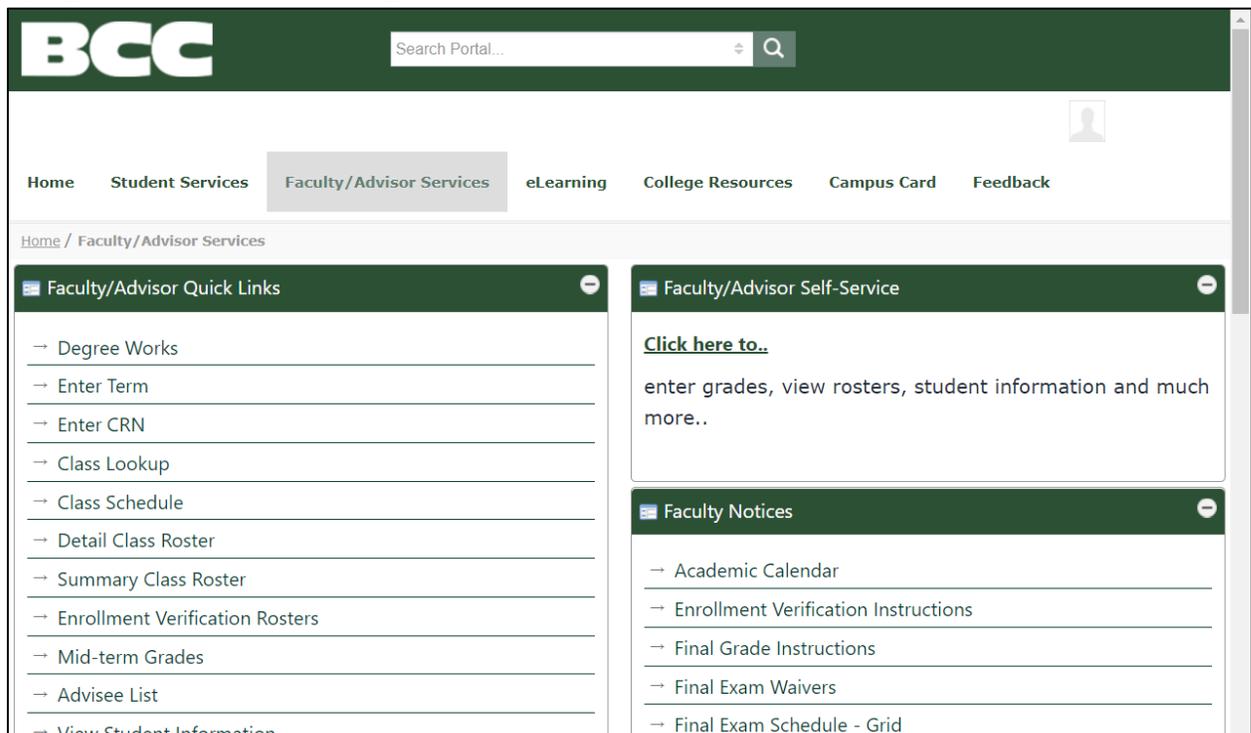


## How to access the Adjunct Faculty Teaching Availability Surveys

1. Log in to **AccessBCC** using Firefox  or Chrome .
2. Click the **Faculty/Advisor Services** tab



3. The page will look something like this:



4. Scroll down to the Adjunct Faculty Contract Information section of the page and click the **Teaching Availability link**.

The screenshot shows a web portal interface. On the left, there is a 'Most-Request' section with a table of files. On the right, there is a sidebar menu titled 'Adjunct Faculty Contract Information' with a list of links. A red arrow points from the 'Teaching Availability link' in the sidebar to the 'Teaching Availability link' in the file list.

Name	Size
<a href="#">Academic-Dishonesty-Policy-and-Report.doc(63.0k)</a> Last modified by portal admin 2017-03-02( 12 Download)	63.0k
<a href="#">BookstoreOrderFaculty-Summer-Fall-2013.docx(32.4k)</a> Last modified by portal admin 2017-03-02( 61 Download)	32.4k
<a href="#">Change-of-Grade-form.docx(18.2k)</a> Last modified by portal admin 2017-03-02( 31 Download)	18.2k
<a href="#">Class-Cancellation-Form-2016.docx(32.6k)</a> Last modified by portal admin 2017-03-02( 22 Download)	32.6k
<a href="#">COPY-CENTER-WORK-ORDER-REQUEST-FORM-2012.docx(26.3k)</a> Last modified by portal admin 2017-03-02( 13 Download)	26.3k
<a href="#">Incomplete-Grade-Form-Fall-2010.doc(66.0k)</a> Last modified by portal admin 2017-03-02( 16 Download)	66.0k
<a href="#">Leave-Request-Form-June-2016.doc(64.5k)</a> Last modified by portal admin 2017-03-02( 14 Download)	64.5k
<a href="#">Petition-for-Waiver-of-Academic-Requirement-3-09.pdf(206.3k)</a> Last modified by portal admin 2017-03-02( 13 Download)	206.3k
<a href="#">Registration-Override-Auth.pdf(324.2k)</a> Last modified by portal admin 2017-03-02( 12 Download)	324.2k

The sidebar menu includes the following links:

- Teaching Availability
- Summer 2017 Draft Schedule
- Fall 2017 Draft Schedule
- Course/Instructional Materials Checklist Form
- Letter from the MCCC President
- General Info for Adjuncts Related to Union Obligations
- Pay Union Dues On The MCCC DCE Unit Website
- DCE Union Dues Form (PDF)
- Evaluation/Course Materials and Classroom Observation
- Seniority List Cover Memo
- [Seniority List By Instructor and Area](#)
- Seniority By Division, Area and Instructor
- Distance Learning MCCC Information

5. Enter your telephone and alternate email address information (if you'd like), then **select the term** for which you'd like to enter your availability from the drop down menu.

The screenshot shows the 'Teaching Availability' form. The form includes a dropdown menu for selecting terms, a 'Contact Information' section with fields for First Name, Last Name, Telephone, BCC E-mail, and Alternate E-mail, and a confirmation message.

**Teaching Availability**

Please select a term from the available terms:

Terms prefixed with an asterisk(\*) are closed and available for review only.

---

**Contact Information**

First Name: **Shaylene**  
 Last Name: **Acosta**  
 Telephone:  (Phone number must be entered as 10-digits with no special characters. **Numbers only**)  
 BCC E-mail:  Upon completion of this form a confirmation will be sent to your BCC E-mail address.  
 Alternate E-mail:  You may enter an **optional** personal email to also receive a copy of your confirmation.

## 6. Fill in the requested information

Please select a term from the available terms:

Terms prefixed with an asterisk(\*) are closed and available for review only.

---

### Contact Information

First Name: **Shaylene**  
Last Name: **Acosta**  
Telephone:  (Phone number must be entered as 10-digits with no special characters. **Numbers only**)  
BCC E-mail:  Upon completion of this form a confirmation will be sent to your BCC E-mail address.  
Alternate E-mail:  You may enter an **optional** personal email to also receive a copy of your confirmation.

**Please complete the following form by September 14, 2017.**

**Are you interested in teaching in Spring 2018? (If left blank or you answer "NO," it is assumed you will not teach in Spring 2018.)**

Yes  
 No

### Comments

After you submit this information you can return to edit it anytime before the close of the survey. It will automatically be loaded for you when you select the same term from the list at the top of the page.

7. **DON'T FORGET TO HIT THE SUBMIT BUTTON** WHEN YOU'VE FINISHED COMPLETING THE FORM! Your automatic confirmation email may take a few moments to reach your inbox. Please save it for future reference.

8. Repeat steps 5-7 for the second available term.

### **\*\*Please Note:**

- You can make changes to your submissions any time during the timeframe that the respective survey is open.
- You can always return to the Teaching Availability link to review previously submitted surveys (for closed) terms.