

Start of the Term Reminders

Rosters

Please check your roster **on WebAdvisor** at the beginning of class, and routinely during the term, to assure the students in the room are definitely registered for the course.

If a student attends who is not on your roster, you must send them to Registration to have the situation reviewed.

Behavior Intervention Team Can Help

If you are having an issue with a student in the classroom, the Behavioral Intervention Team (BIT) serves as a multidisciplinary consultation team organized to respond to serious student behaviors and concerns that may affect the educational mission and/or operation of the college. To learn more or to complete an incident report, go to the [BIT](#) page on Edison's website.

Disability Services

The legally appropriate statement for disabilities is:

Any student who feels she/he may need assistance based upon the impact of a disability should contact the Coordinator of Disability Support Services, Room 160, Ext. 7837, to coordinate accommodations for students with documented disabilities.

Remember, you should not proactively try to help anyone but if a student contacts you about a special need, have them contact Disability Support Services. This is the best route to getting that student some assistance.

Locked Classrooms?

If your class is held in a room with an electronic lock, the doors will automatically unlock 15 minutes before your scheduled class time. Contact your Discipline Coordinator if you need more time.

Computers, Projectors?

All classrooms should be left with the computer monitor, speakers, and the projectors turned off at the end of class. You may leave computers running, but please shut down the monitor. If you have equipment problems (broken, etc.) please contact the Helpdesk at x711 or Support@edisonohio.edu.

Work orders

If you see a need for a work order (light bulb, broken chair, etc.) go to the [Maintenance Request link](#) on the Employee Resources page of the Edison Website. Your Edison e-mail is your username and the submittal password is "edison".

Important Contacts:

- 1) Your Discipline Coordinator
- 2) The IT Helpdesk x711
- 3) Center for Excellence & Innovation in Teaching (CEIT) x7856
- 4) Peer Support Team ([PST!](#))

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