

## **Hyannis Center – 540 Main St., Hyannis, MA (508) 375-5000 Information for the 2011-2012 Academic Year**

Welcome to the Hyannis Center! We're pleased that you and your students will be meeting here. The following is some information that may be helpful to you during the semester.

**Open hours:** The Hyannis Center is open Monday – Thursday, 8:00am-9:30pm when class is in session. On Fridays we are open from 8:00am-4:00pm. Before 8:00am, we recommend either McDonalds, Burger King, Perry's, or The Egg and I as possible waiting places.

**Class Cancellation:** If you need to cancel class for any reason or are meeting elsewhere on a regularly scheduled class day, please phone the receptionist in Hyannis at (508) 375-5000 who will post the cancellation notice. Please inform your department administrative assistant on the Main Campus, and, also, post notices for your students on the college Learning Management System.

**Supplies:** Supplies for your class should come from your academic department's administrative assistant at the main campus. We recommend that you carry markers for the white boards with you as part of your class supplies.

**Contact information:** Please be sure that we have your contact information in case we have an emergency and need to reach you.

**Copying:** Please have your course materials copied via Office Max on the main campus. The single machine at the Hyannis Center should only be used for last minute single page copies. Please put the documents you need on your Y drive and show them on the screen using the presentation equipment in the classes.

**Computer access:** The Computer Lab at Hyannis will be available to students as follows:  
On September 6,7,13,14, 1-3pm  
Beginning September 20, every Tuesday and Wednesday, 8:00am-3:00pm

**No Food or Drink in the Classrooms:** Just as on the Main Campus, there are signs posted that food and drink are not allowed in the classroom (other than water). We are not asking you to be victual police, but we need to keep the classroom space clean and food free.

**Mail boxes:** Faculty mail boxes are on the main campus.

**E-mail** is accessible in the labs in Hyannis.

**Phone Access:** Phones are located in each classroom to call 911 in an emergency. The phone at the front desk can be used if instructors or students need to make a quick call and they do not have a cell phone available.

**Furniture:** If you need to rearrange furniture in the classrooms, please put the desks and chairs back the way you found them before you leave so that they are ready for the next class

**Group study spaces:** There are no officially designated group study spaces in Hyannis. However, students are welcome to use Rooms 104, 105 and 106 if no classes are scheduled there.

If you have any questions, please contact Phyllis Whitney – (508) 375-5001 or Neucimari Smedley – (508) 375-5003. The receptionist is always available at 375-5000.