



MISSISSIPPI DELTA
COMMUNITY COLLEGE

Adjunct/Dual Enrollment/eLearning Faculty Resource Book

2026-2027

Notice of Non-discrimination Statement

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Waunita Roberts Jones, Director of Human Resources; 662.246.6309 or EEOC@msdelta.edu. Title IX: Dannielle Taylor, Esq., Dean of Student Services, 662.246.6487 or titleIX@msdelta.edu. Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

MEMORANDUM

TO: MDCC Adjunct Faculty

FROM: Dr. Valarie Morgan, Vice President of Instruction

DATE: July 1, 2026

SUBJECT: FAQ by Adjunct Faculty

Adjunct faculty members at Mississippi Delta Community College provide a vital contribution toward the academic success of this institution. We recognize each adjunct faculty member as a competent professional who represents the highest level of excellence and integrity and who shares the sense of mission of providing educational training and opportunities to the students enrolled at MDCC.

During the academic year, you may have questions and/or concerns. Your Department Chair and Center Director (if teaching at Greenwood or Greenville) are always willing to help with any questions you may have. We have a web page dedicated especially to you. The **Adjunct Faculty Resource Page** can be found on our website, www.msdelta.edu, under Faculty and Staff. The following pages also provide a “short-list” of answers to frequently asked questions.

It is my hope that each of you will utilize your expertise in helping our students. In addition, it is my goal to provide you with the administrative support that you may need. My door is always open to each of you and for suggestions for making your work and our students’ learning the best possible model of an outstanding educational environment.

Looking forward to an exciting school year!

Adjunct/Dual Enrollment/eLearning Faculty Resource Book

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Frequently Asked Questions:

What is adjunct/dual enrollment/eLearning faculty? These are instructors who may or may not be employed as full-time status with another entity, but teach one or more classes for MDCC. They also maintain some type of office hours, whether they hold online discussion groups, or make themselves available before and after classes. Adjunct/dual enrollment/eLearning faculty are limited to teaching no more than nine semester hours.

What is part-time faculty? These are MDCC full-time employees who have other responsibilities but also teach classes.

How is the pay computed for adjunct/dual enrollment and part-time?

MDCC pays \$2,000 per 3 contact hours for fall and spring terms with enrollments of 12 or more students, and \$2,100 per 3 contact hours for courses taught during the summer term with enrollments of 12 or more students. Adjunct/Dual Enrollment/eLearning instructors are paid on a sliding scale using the previous formula, but considering the enrollment for each course taught. Once the enrollment reaches 12 students, the full \$1,300/\$1,400 is paid.

Contact Sarah Buchanan (sbuchanan@msdelta.edu), eLearning Coordinator, if you need an explanation of your pay if you are being paid on a sliding scale.

Note: All adjunct/dual enrollment/eLearning faculty will fill out a "Contract Addendum Form (Credit Hour Production)" which will be provided by your department chair. Fall overloads are paid in four (4) monthly increments beginning at the end of September, and spring payments are made in four (4) monthly increments beginning at the end of February. Intersessions as well as summer payments are divided according to the various terms and may be prorated if the term has not been completed. (ex. If a summer term has two weeks in June and one in July, the instructor will be paid 2/3 of the amount at the end of June and the remainder at the end of July).

How is travel compensated for adjunct/dual enrollment? Travel mileage is compensated up to a maximum of 80 miles per day for travel at the federal mileage rate for a round trip from your residence to the MDCC location. A Travel Voucher should be completed by the instructor. Please fill out the front and back of the form. Be sure to include the CRN, Course Number, Section Number, Name and where you are traveling from on the back. This should be turned in monthly and should be completed entirely.

Who is my direct supervisor? Each faculty member is part of a team of professionals within a college. At MDCC, we have three colleges: College of Academics, College of Career-Technical, and College of Health Sciences. Each college has a chair or dean who serves as the administrator of that area. The Department Chairs, the Dean of Career-Technical and Adult Education, and the Dean of Health Sciences are responsible for all areas of education and training within their respective departments (for the sake of brevity, all heads will be referred to as department chairs in this document).

Why is it important to begin and end my class on time? Each course carries a specific amount of minutes which correspond to the proper credit for completing that course. It is important that each class period reflect those minutes. Part of the education of our students is preparing them to enter the business arena. Proper work ethics demand that the criteria for each course are met by both faculty and students.

What needs to be included in my syllabus? Each course taught should have an updated syllabus posted on Canvas for use by students in that course. The instructor is responsible for using the common template provided by the Department Chair. Contact information for the instructor needs to be provided as well as office hours, grading criteria, academic integrity statements for the course/department, attendance requirements, and policies held by the individual instructor as long as those policies do not conflict with the policies of the institution. It is valuable for a faculty member to cover the policies the first few days of class. Students should know the requirements for each course as well as the consequences for not meeting those requirements.

A significant challenge that all employees face is that of providing training in “soft skills” for students. Each instructor needs to strive to present the value of academic discipline, integrity, appropriate dress and demeanor, and effective communication skills touting the result as success for the student, not as a list of rules that are mandated. Positive communication results in positive results.

Do I have to use Canvas? There are several items that are required to be posted on the Canvas home page. These include:

- Instructor name
- Contact information
- Office hours
- Syllabus
- Grades (even for paper assignments/tests)

What do I do if I have to be absent from class? All instructor absences need to be communicated to the Department Chair over that area. If an instructor suddenly becomes ill or cannot make it to a day or evening class, he/she needs to call the Department Chair as well as the Center Director (if the location is not the main campus). If neither of these can be reached, please call Dr. Valarie Morgan at 246-6317. Unreported absences are inexcusable.

Why is recording attendance on a daily basis important? MDCC receives payments from the state depending on full time enrollment. At any given time, the school needs to know who is present in each class. It is imperative that instructors check rolls carefully to designate who truly is supposed to be attending. **See the separate handout on attendance for complete information on cuts, withdrawals, and no-shows.**

What contact information does MDCC and my students need from me? Each Department Chair, Off-Campus Directors, and the Office of Instruction need to be able to contact any faculty member within a 24-hour period. We request that faculty check their MDCC email **daily**, since this is the common method of communication utilized. Work numbers are also helpful as well as cell numbers, if a faculty member does not object to providing this information. MDCC does not provide any phone numbers to non-MDCC personnel other than MDCC office numbers.

When do I call the police for disturbances in my class? Each instructor is responsible for maintaining a professional learning environment. Most behavior problems fall into the category of classroom management and should be handled as such. If students demonstrate threatening or serious disruptive behavior, the instructor should call for campus police; otherwise, the instructor should meet with the student after class and discuss their need for a change of behavior. An instructor should not allow a student to cause disruption in the learning environment. He/she has the right to prevent a student from returning to class. If the same student continues to cause disruption, please notify the Dean of Student Services. Please document all behavior in order for the Dean of Students' office to have a record of any issues. All instructors are fully supported in their maintenance of a professional college classroom.

What can I do about cell phone use by students? Students should not have cell phones ringing in class, nor should students be allowed to text during a classroom session. No student should be allowed to have a cell phone or other electronic device at his/her desk when involved with graded work. Students need to notify instructors if they are concerned about an emergency due to illness of a family member, etc. MDCC has a cell phone policy. Instructors should be on high alert with students possibly using cell phones and smart watches during testing.

What if a student cheats, plagiarizes, etc.? As stated in the information on the syllabus, each faculty member should have his/her own statement concerning academic integrity. It is important that student grades accurately reflect the work of the enrolled student. Instructors must make it clear to students what constitutes academic integrity and what deviates from that attribute. A cheating policy is required on your syllabus clearly stating the consequences. Both the Department Chair and the Vice President of Instruction will fully support the highest standard of academic integrity.

Attendance

No-Show Policy and Process

A no-show constitutes a 100% refund to the student.

Fall & Spring Session

- A student is a no-show if he/she does not attend class for the first two weeks of the Fall or Spring semester.
- A student attends but his/her LDA (last date of attendance) falls within the first two weeks of the Fall or Spring semester.

Traditional Late Start Session/Summer Sessions (including Interim)

- A student is a no-show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

eLearning Regular and Condensed (Late Start) Sessions

- Consult the policies distributed by the eLearning Coordinator

Cut-Outs

- 4 cuts allowed in a class that meets twice a week
- 2 cuts for a class that meets once a week.
- Traditional condensed (late start session) cuts should not exceed 2.
- Regular summer school session cuts should not exceed 2.
- Summer interim session cuts should not exceed 1.
- eLearning session cuts should not exceed missing more than two attendance markers in a regular session.

Upon cutting out, the student will receive an F unless they complete the withdrawal form after the announced 60% date.

Class Withdrawal Information

- Please take note of the 60% withdrawal dates each term.
- A student may not withdraw before the 60% date or after the announced final date for withdrawing.
- If a student wishes to withdraw, the instructor should complete a withdrawal form with the student after the 60% date to receive a W (**this is the student's responsibility**) If the form is not completed, the student should receive an F for cutting out of class. See your department chair for withdrawal forms for face-to-face classes.
- For Financial Aid reasons, it is important for the students to continue attending the class until the 60% date.

School Withdrawal Information

Students wishing to officially withdraw from all classes at MDCC, should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with an academic counselor in the Office of Advising where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
 - the Library (staff will check for any materials the student may have checked out)
 - the Business Office (staff will check for any fines the student may have incurred)
 - Financial Aid (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her full understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and a copy of his/her current class schedule back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.
4. Students who attend classes at off-campus sites may see office personnel at those locations to pursue the withdrawal process.

eLearning Withdrawal Information

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date which will be published on the eLearning web page and on Canvas. The form may be found at > eLearning > Withdrawal Form. Forms received prior to the 60% date will not be processed.

General Information

- No show dates will be published on the Academic Calendar, which is available on the MDCC website.
- Admissions and Records Office will send reminder emails with instructions for processing no-shows.
- No-shows processed during the correct timeframe, in the current semester, can be processed by the instructor. The Change of Grade Form will not be necessary. Withdrawal forms are not necessary during the 100% refund period.

Importance of Accurate Attendance Records

- Attendance must be processed daily for accurate records.
- This process is critical to the accuracy of the student's account.

Offices Affected by Accurate Attendance Records

- **Admissions and Records**
 - Critical for the state audit which affects our state funding
- **Financial Aid**
 - Federal aid is based on the number of credit hours in which a student is enrolled
 - Critical for correct federal aid and refund balances
- **Business Office**
 - Accurate attendance is critical for correct student account balances
 - Students are checking their account balances via Banner Self-Service
 - Students are receiving statements in the mail several times a semester
 - No-shows as well as adding and dropping classes change the student's account balance
 - Amount of financial aid refunded to student is affected

Information from Campus Police

Emergency Numbers by Campus

Moorhead Main Campus	662-246-8011 (available 24/7)
Greenville Higher Education Center (GHEC)	662-379-7305
Greenwood Center	662-299-6300
Capps Center	662-887-2876

Please be aware that police officers work a rotating shift with a variety of schedules, on a weekly basis.

Please inform campus police by calling the appropriate emergency number that is listed above, if a need arises to enter any building after hours.

Canvas Handbook for Instructors

Complete handbook
may be found at:

www.msdelta.edu,
MyDelta, Forms and
Documents, General
Resources



MISSISSIPPI DELTA
COMMUNITY COLLEGE

Sarah Buchanan, Canvas Administrator

Mississippi Delta Community College

sbuchanan@msdelta.edu; 662-246-6319

Welcome to the **TROJAN** Family!

For information from the Office of Information Technology regarding MyDelta, MyBanner and MDCC email, if you have a QR scanner app on your smartphone or tablet, scan the QR code below. Or, if you prefer, access the IT page on the MDCC website - <https://www.msdelta.edu/information-technology/>



If you have problems or questions related to your admission status, grades, or transcripts, please contact the **Office of Admissions & Records** by emailing admissions@msdelta.edu or calling **662.246.6306**.

If you have problems or questions about your Financial Aid, please contact the **Office of Financial Aid** by emailing financialaid@msdelta.edu or calling **662.246.6263** or **662.246.6310**.

If you have problems or questions about your student account, financial aid refunds, please contact the **Business Office** at **662.246.6312**.

If you have problems or questions concerning online classes or Canvas, please contact the **Office of eLearning** at **662.246.6319** or **662.246.6341** or email elarning@msdelta.edu.

If you have technical problems with MyDelta, MyBanner or Student Email, contact **Information Technology** at **662.246.6330** or by emailing it@msdelta.edu. You MUST provide your Banner ID number, full name, and a thorough description of your problem or what you need assistance with.



MISSISSIPPI DELTA

COMMUNITY COLLEGE

DISABILITY RESOURCE GUIDE AND PROCEDURAL STANDARDS

Guidelines for Mississippi Delta Community Co. designated ADA/504 Coordinators faculty, students and administration in compliance with the federal mandated laws (ADA and Section 504) and legal precedents.

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THE COMPLETE MANUAL MAY BE FOUND
AT WWW.MSDELTA.EDU, CURRENT
STUDENTS, DISABILITY SERVICES.



August 10, 2026

Dear Teachers:

Welcome to the 2026-2027 school year! We hope all of you had a wonderful summer and wish you a successful semester. We would love for you to browse our website and see what is available to you and your students. Our student policy and procedure manual is available online along with some FAQ's.

We are available to conduct orientations for you and your classes, letting you/your students know what resources are available and how to access them. Please be aware that you cannot send a class to the library without reserving the time period. You should reserve the library 24 hours before you want your orientation; this will enable us to customize the orientation to fit your classes' needs.

Also, please remember if you plan to send your class to work on an assignment where library resources are needed, please give us a 24-hour notice before sending your students. We would also like a copy of the assignment so we can better assist your students.

You may also reserve materials in the library for your classes. These books/materials will be shelved separately from the collection and may not be taken from the library unless a special request is made by the instructor. We can email a form to you upon request.

If you would like for the library to purchase books and/or material to add to our collection, please send us the title, author and ISBN of the item(s).

Please let us know if there is anything you need throughout the school year.

Thank you,

Kristy Bariola, Director of Library Services

kbariola@msdelta.edu

246-6378

ONLINE LIBRARY RESOURCES

Passwords for databases are listed on Canvas

Online Library Catalog The Online Library Catalog is an alphabetical index of all books and audiovisual materials in the MDCC library system.



eBooks are digital versions of works offered by the MDCC Library.



World Data Analyst; Gateway to the Classics; Merriam-Webster's Collegiate Dictionary & Thesaurus; Merriam-Webster's Dictionary of Quotations; Full-text journal and magazine articles from EBSCO and ProQuest journals; BBC, New York Times & SBS World News daily headlines; The Web's Best; World Atlas; Advanced search capabilities and Britannica's exclusive "Workspace", a research organizer; Over 75,000 articles from Encyclopedia Britannica and over 23,000 biographies; Year in Review Browse.



Using the **24/7 REFERENCE SERVICE** students can chat with a librarian anytime.



This database includes hundreds of Professor Bloom's essays, which examine the lives and works of great writers throughout history and the world; contains an archive of more than 40,000 characters, as well as extensive entries on literary topics, themes, movements, and genres.



The world's most comprehensive source of full text for nursing and allied health journals, providing full text for more than 520 journals indexed in CINAHL. This authoritative file contains full text for many of the most used journals in the CINAHL index – with no embargo. With full text coverage going back to 1982, CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature.



Credo Reference is an information skills solutions provider that serves libraries worldwide. We build platforms and instructional materials that enable the flexible configuration of content, technology and services for the purpose of connecting learners, faculty and teachers, librarians and publishers. Credo promotes knowledge building, problem solving and critical thinking to give people the information skills necessary for success throughout their academic, professional and personal lives.



MAGNOLIA is the acronym for Mississippi Alliance for gaining New Opportunities through Library Information Access. It is paid for by the State of Mississippi and is available in all public libraries, public elementary and secondary schools, and colleges/universities. Various databases are broken down by discipline and located under subject specific links.



MISSISSIPPI ELECTRONIC
LIBRARIES ONLINE



MELO (Mississippi Electronic Libraries Online) is the virtual Library for the Mississippi Community/Junior Colleges with links to other online databases, electronic books, journals, and scholarly websites.



Contains resources that present multiple sides of an issue. This database provides the basis from which students can realize an develop persuasive arguments and essays, better understand controversial issues and develop analytical thinking skills.



Issues and Controversies helps researchers understand the crucial issues we face today, exploring more than 800 hot topics in business, politics, government, education, and popular culture. Updated weekly, with links to a 12-year back-file, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates. This database is great for research papers and debate prep. Issues and Controversies offers in-depth articles made to inspire thought-provoking debates. This database is great for research papers and debate prep.



PrepSTEP is packed with online tutorials, test practice, e-books and articles to help students achieve academic success and workplace readiness. It has skill building in English, math and science, career licensing test prep, workplace skill building, basic computer skills tutorials, college success skills development and much more.



Contains articles exploring social, scientific, historic, economic, political, and global issues. Articles are selected from domestic and international newspapers, magazines, journals and government publications. All articles are indexed according to Library of Congress.



The perfect resource for well-rounded, complete, and timely biographical research for library patrons in any discipline, as well as patrons working in multidisciplinary fields, such as women's studies, cultural studies, media studies, and more.








Films Media Group is the leading source of high-quality video and multimedia for academic, vocational, and life-skills content. Films Media Group serves the education community through its four brands. Films for the Humanities and Sciences, Cambridge Education, Meridian Education, and Shopeware.



MAGNOLIA: Mississippi Delta Community College
 Library System
 P.O. Box 668 Moorhead, MS 38761

Database (*Includes Full-text Content)	Description
Academic Search Complete* 	is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,400 journals
AGRICOLA	Bibliographic records from the U.S. Department of Agriculture's National Agricultural Library, covering all aspects of agriculture and allied disciplines, including animal and veterinary science, plant sciences, forestry, farming, and more.
Alt Health Watch* 	This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. Alt Health Watch provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine.
Bibliography of Native North Americans (BNNA)	BNNA is a bibliographic database covering all aspects of native North American culture, history, and life. Topics include archaeology, multicultural relations, gaming, governance and literacy. Indexing covers books, essays, journal articles and government documents for both the United States and Canada.
Book Collection: Nonfiction*	Designed for school libraries, this database contains abstracts and searchable full-text for 3,370 popular nonfiction books.
Business Source Complete* 	An upgrade from Business Source Premier, this database covers all areas of business and economics. Over 11,000 journals and magazines are indexed (with over 1,900 peer-reviewed titles), and 10,380 are available with full-text access (1,299 peer-reviewed). Also includes author profiles and company reports.
Computer Source*	Includes nearly 300 full-text journals and magazines covering topics such as computer science, programming, artificial intelligence, cybernetics and information systems.
Consumer Health Complete	Consumer Health Complete (CHC) is the single most comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. CHC provides content covering all areas of health and wellness from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine. This full text database covers topics such as aging, cancer, diabetes, drugs & alcohol, fitness, nutrition & dietetics, children's health, men & women's health, etc. Also available in Spanish in Salud in Espanol .
Educational Administration Abstracts	This research database includes bibliographic records covering areas related to educational administration, including educational leadership, educational management, educational research and other areas of key relevance to the discipline.
Explora - Middle Schools	Explora - Middle Schools (replacing Middle Search) is EBSCO's interface for Schools and Public Libraries. Designed to meet the unique needs of its users, Explora supports both student research and classroom instruction with features including a simple search, easily browsed categories, topic overviews, Lexile measures, text-to-speech, and a Curriculum Standards Module.
Explora - Secondary Schools	Explora - Secondary Schools (replacing Student Research Center) is EBSCO's interface for Schools and Public Libraries. Designed to meet the unique needs of its users, Explora supports both student research and classroom instruction with features including a simple search, easily browsed categories, topic overviews, Lexile measures, text-to-speech, and a Curriculum Standards Module.
Environment Complete	Deep coverage in applicable areas of agriculture, ecosystem ecology, energy, renewable energy resources, natural resources, marine & freshwater science, geography, pollution & waste management, environmental technology, environmental law, public policy, social impacts, urban planning, and more.

ERIC 	ERIC, the Educational Resources Information Center, contains more than 2,200 education digests along with references for additional information, citations, and abstracts from over 980 educational and education-related journals.
Funk and Wagnalls Encyclopedia*	Provides over 25,000 full- text encyclopedic entries. Searchable by subject or keywords within the entry.
Garden, Landscape and Horticulture Literature Index	Indexes and abstracts over 300 core titles in the area of horticulture, botany, garden and landscape design/history, ecology, plant and garden conservation, garden management, and horticultural therapy.
GreenFILE	Provides well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for approximately 295,000 records, as well as Open Access full text for more than 4,600 records.
Health Source: Nursing/Academic Edition	Provides nearly 550 scholarly full text journals, including nearly 450 peer-reviewed journals focusing on many medical disciplines. Also featured are abstracts and indexing for nearly 850 journals.
History Reference Center*	The database contains more than 1,500 full- text reference books, encyclopedias and non- fiction books from leading scholarly publishers. Over 100 leading historical periodicals are also indexed and available full-text. Additional content includes 58,000 historical documents, 43,000 biographies of historical figures, more than 12,000 historical photographs and maps, and more than 80 hours of historical video.
Hospitality and Tourism Index Complete*	With coverage dating back to 1965, this database includes more than 200 full-text periodicals, company and country reports, and books. Topics covered include the culinary arts, food and beverage management, hospitality law, hotel management, and leisure/business travel.
Humanities International Complete*	Provide full-text access to journals, books, and other published sources in all areas of the humanities. Overall, the database has over 1.6 million records, with selected content available online.
Information Science & Technology Abstracts	Indexes more than 450 journals in the area of classification, cataloging, bibliometrics, information management, and scholarly communication. Also includes books, research reports, and conference proceedings.
LexiPals (AHFS Consumer Medication Information)	A database of Patient Advisory Leaflets from Lexi-Comp that provides vital education on medications for patients. The approach for each pamphlet is to present each medication in an easy to follow and understand question-and-answer format.
Legal Collection*	An authoritative source for information on criminal justice, international law, organized crime, ethics, and more.
Literary Reference Center* 	Provides full-text access to approximately 250 scholarly law journals. Topics covered include criminal justice, international law, labor & human law, and legal ethics.
Library, Information Science & Technology Abstracts	A comprehensive literary database, LRC includes over 10,000 plot summaries, 75,000 articles of literary criticism, over 130,000 author biographies, 500,000 book reviews, 25,000 online poems, 11,000 online short stories, and over 300 full-text literary journals. Also includes several hundred full-text reference works.
Middle and Junior High Core Collection (H.W. Wilson)	Indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.
MAS Ultra: School Edition*	Full text for hundreds of popular high school magazines, biographies, primary source documents, and reference books, along with a large collection of images, maps and flags.
Mississippi Digital Library	An expanded edition of the MAS database includes more than 700 full-text magazines, 518 pamphlets, over 350 full-text reference books, and over 83,000 primary resources. Designed for school libraries.
Natural & Alternative Treatments	Current information on complementary and alternative medicine and natural health, including medical conditions, alternative therapies, drug interactions, and homeopathy.
Newspaper Source* 	Full text for 28 U.S. and international newspapers and more than 260 regional newspapers. In addition, full text television and radio news transcripts are provided from ABC, CBS News, CNN, Fox News, NPR, and more.
NoveList 	A complete suite of book-finding tools for librarians and readers.

Professional Development Collection	A highly specialized collection of electronic information especially for professional educators, librarians and education researchers, on everything from children's health and development to cutting-edge pedagogical theory and practice.
Psychology & Behavioral Sciences Collection*	Psychology & Behavioral Sciences Collection is a comprehensive database covering topics in emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods. The collection can also be accessed from citations within PsycINFO.
Race Relations Abstracts	With a singular focus on relationship between and among races, this resource includes abstracting for the top academic journals, books, periodicals and newspapers in the field.
Regional Business News 	Regional Business News provides full text for more than 50 regional business publications.
Religion & Philosophy Collection*	More than 300 full text journals and unparalleled coverage of topics such as world religions, major denominations, biblical studies, religious history, and the history of philosophy.
Serials Directory	Access to the most up-to-date and accurate bibliographic information as well as current pricing structures for popular serials.
Senior High Core Collection (H.W. Wilson)	This selective list of books recommended for young people in grades 9 through 12 is invaluable for collection development and maintenance, readers' advisory and curriculum support in the high school library and the young adult section of the public library. With more than 28,000 recommended titles, Senior High Core Collection covers fiction and nonfiction works for high school readers.
TOPICsearch*	Full text for over 102,000 articles on social, political and economic issues, scientific discoveries, and other popular topics discussed in today's classrooms, including controversial opinions and viewpoints.
Vocational & Career Collection*	Vocational & Career Collection provides full text coverage for nearly 350 trade and industry-related periodicals, including American Machinist, Pediatric Nursing, Hotel and Motel management, Advertising Age, and many more.
Worldcat Discovery Service	WorldCat Discovery enables library staff and users to discover more than 1.9 billion electronic, digital and physical resources in your library and libraries around the world through a single search of WorldCat and a central index that represents more than 2,200 e-content collections. It also makes your collections visible on the websites where people often begin their information searches.

Passwords for Online Databases

Academic Search Complete (MAGNOLIA)	Username: magn0119 Password: Delta25!
Biography Reference	Username: magn0119 Password: Delta25!
Bloom's Literary Reference	Username: mdcc Password: mdcc
Britannica Online	Username: mdcc Password: mdcc
CINHAL	Username: magn0119 Password: Delta25!
Credo Reference	Username: magn0119 Password: mdcc
eBook Collection	Password: magn0119
Films on Demand	Username: mdcc Password: mdcc
Flipster (Online Popular Magazines)	Username: magn0119 Password: Delta25!
Gale Virtual Library	Password: magn0119
Issues and Controversies	Username: mdcc Password: mdcc
Literary Reference Center (MAGNOLIA)	Username: magn0119 Password: Delta25!
MAGNOLIA	Password: magn0119
Ovid Nursing Journals Nursing, AJN, & MEDSURG Nursing	Username: msdcc999 Password: research
Points of View	Username: magn0119 Password: Delta25!
PrepSTEP	User creates his/her own username and password
SIRS Researcher (MELO)	Username: magn0119 Password: mdcc

Procurement Procedures

Each contract/service agreement must go through one of the following evaluation processes.

Steps for Contracts/Agreements:

- If your purchase is \$1,000 or less:
Complete a Purchase Requisition form and forward it to the Business Office. If the Purchase Requisition is itemized, please include the appropriate price list to show where you received the pricing information. MDCC must take steps to protect the budget from unexpected price increases. Only signed and dated quotes hold prices and only for the item specified on the quote. Complete the Contracts/Consortium Evaluation form (Appendix A) and attach it to the Purchase Requisition. Send both documents to the Business Office.
- If your purchase is \$1,000.01 or more:
Complete the Purchase Requisition form. Attach price list or quotes and other documentation as required. A formal agreement must be attached to the Purchase Requisition. This agreement can come from the vendor or MDCC. MDCC uses a Memorandum of Agreement. Before attaching it to the Purchase Requisition, make sure it is already signed by the selected vendor. Then obtain all appropriate MDCC signatures. Complete the Contracts/Consortium Evaluation form. Forward the Purchase Requisition, the vendor agreement or MOA, and the Contracts/Consortium Evaluation form to the Business Office. A member of the Procurement Committee will determine which of the following approvals are necessary.
- Agreements of \$1,000.01 to \$5,000 require the President's signature on the Contract/Agreement/MOA for approval.
- Agreements of \$5,000.01 to \$24,999.99 will require at least 2 quotes and ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
- Agreements of \$25,000 or more will require multiple bids or quotes as appropriate, and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements must also include the criteria used to evaluate the proposals and the completed evaluation forms attached to the Contracts/Consortium Evaluation form. After appropriate approval and processing, copies of all executed leases or agreements over \$25,000 will be forwarded to the Office of Institutional Effectiveness for archiving.

See the Employee Resources section of the website to obtain Business Office forms or for more information, which can be found in the Business Service Procedures Manual.