



Fullerton College Adjunct Faculty Handbook

Fall 2019

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An electronic version of this handbook is available on the Fullerton College Staff Development website.

Updates and revisions can be submitted to Campus Communications at

campus.communications@fullcoll.edu

FULLERTON COLLEGE ACADEMIC CALENDAR

2019 - 2020

FALL TERM 2019		WINTER 2020		SPRING TERM 2020		FREQUENTLY CALLED NUMBERS	
August 22	Mandatory Flex Day	January 2	Winter Session Begins	January 20	Martin L. King Holiday	Admissions & Records	905-5162
August 23	Non-Student Duty Day	January 18	Winter Session Ends	January 23	Mandatory Flex Day	Bookstore	27008
August 26	Fall Term Begins			January 24	Non-Student Duty Day	Bursar's Office	27006
September 2	Labor Day Holiday			January 27	Spring Term Begins	Business & CIS Division	27032
September 6	Last Day to File Audit and P/NP Forms			February 7	Last Day to File Audit and P/NP Forms	Campus Communications	27013
September 8	Last Day to Drop and Qualify for Refund			February 9	Last Day to Drop and Qualify for Refund	Campus Safety	27080
September 8	Last Day to Add			February 9	Last Day to Add	Counseling	27084
September 8	Last Day to Drop Without a "W"			February 9	Last Day to Drop Without a "W"	Disability Support Services	27099
September 12	Last Day to Apply for Fall Graduation			February 13	Last Day to Apply for Spring Graduation	District Office (NOCCCD)	84500
September 15	First Day to Apply for Admission for Spring 2020 Term			February 14 ²	Lincoln's Birthday Holiday	District Human Resources	84810
September 17	¡Bienvenidos! 10:00 am - 1:00 pm			February 17	Presidents' Day Holiday	Faculty Senate	27130
October 1	First Day to Apply for Admission for Summer or Fall 2020 Terms			April 6-10 ¹	Spring Recess	Financial Aid Office	(714) 888-7588
November 11	Veterans' Day Holiday			April 9	Cesar Chavez Holiday (Observed)	Fine Arts Division	27034
November 17	Last Day to Withdraw			April 10	Spring Holiday	Humanities Division	27036
November 28 - 29 ¹	Thanksgiving Holiday			April 23	WorldFest 10:00 am - 1:30 pm (WorldFest Rain Date: April 30)	Mail Room	27023
December 14	Fall Term Ends			April 26	Last Day to Withdraw	Math & Computer Sciences Division	27041
December 24 - Jan 1	Winter Holiday			May 23	Commencement	Media Equipment - Orders/Repair/Delivery	27141
				May 23	Spring Term Ends	Natural Sciences Division	27043
				May 25	Memorial Day Holiday	Physical Education Division	27045
						President's Office	27001
						Social Science Division	27047
						Special Programs	27067
						Staff Development	27062
						Technology & Engineering Division	27051
						Vice President - Administrative Services	27017
						Vice President - Instruction	27030
						Vice President - Student Services	27073
						EMERGENCY (Security)	27777
						Fire Department	9-911

Short Term - Open Entry Classes

Deadlines to Add, Drop, and Qualify for Refunds - Refer to Comment Line Under CRN in Class Schedule.

¹ Includes Saturday & Sunday, November 30 & December 1

² Includes Saturday & Sunday, February 15 & 16

³ Includes Saturday & Sunday, April 11 & 12

Dates and info subject to change without notice

Calendar of Important Dates

FALL FULL-TERM CLASSES

These dates apply to regularly scheduled classes meeting the full length of the term.

Apply Now!	Submit an Application for Admission (Apply Online)
Tuesday, July 9	Registration for classes begins*
Tuesday, July 9 – Thursday September 12	Filing period for Fall Graduation
Monday, August 26	Classes Begin
Monday, September 2	Labor Day Holiday (Sat/Sun classes will meet Aug 31 & Sept 1)
Sunday, September 8	Last day to drop classes and qualify for refunds*
	Last day to add classes*
	Last day to drop classes without a "W"*
Friday, September 6	Last day to file Audit and P/NP forms
Thursday September 12	Last day to apply for Fall graduation
Monday, November 11	Veterans Day Holiday (Sat/Sun classes will meet Nov 9 & 10)
Thursday, November 14	Last Day to Increase/Decrease Variable Unit Classes
Sunday, November 17	Last day to withdraw from classes*
Thursday, November 28 – Sunday, December 1	Thanksgiving Holiday (Sat/Sun classes will <u>not</u> meet Nov 30 & Dec 1)
Saturday, December 14	Last day of term

All Registration, Adds, Drops and Withdrawals are to be completed ONLINE through myGateway

SHORT-TERM/OPEN ENTRY CLASSES

These are regularly scheduled classes meeting less than the full length of the term, or self-paced classes in which students may enroll at various times throughout the term.

- ▶ Refer to the comment line under the CRN in the printed Class Schedule for add, drop and refund deadlines.

PARKING INFORMATION

Valid Parking Permits are required in all Student Parking Lots at all times with the following exceptions:

- Parking Permits NOT required: July 9 – July 12 in Lot 10 ONLY
- Parking Permits NOT required: Aug 26 – Aug 31 (in student lots only)

One-day parking permits can be purchased from the yellow parking permit machines located in every student parking lot and the Campus Safety Office.

FINAL GRADES

Available on myGateway approximately 2 weeks after the class ends.

TRANSCRIPTS WITH FINAL GRADES

Students must check to see that all grades are posted before requesting transcripts. Visit admissions.fullcoll.edu and click Student Records for more information.

Fullerton College

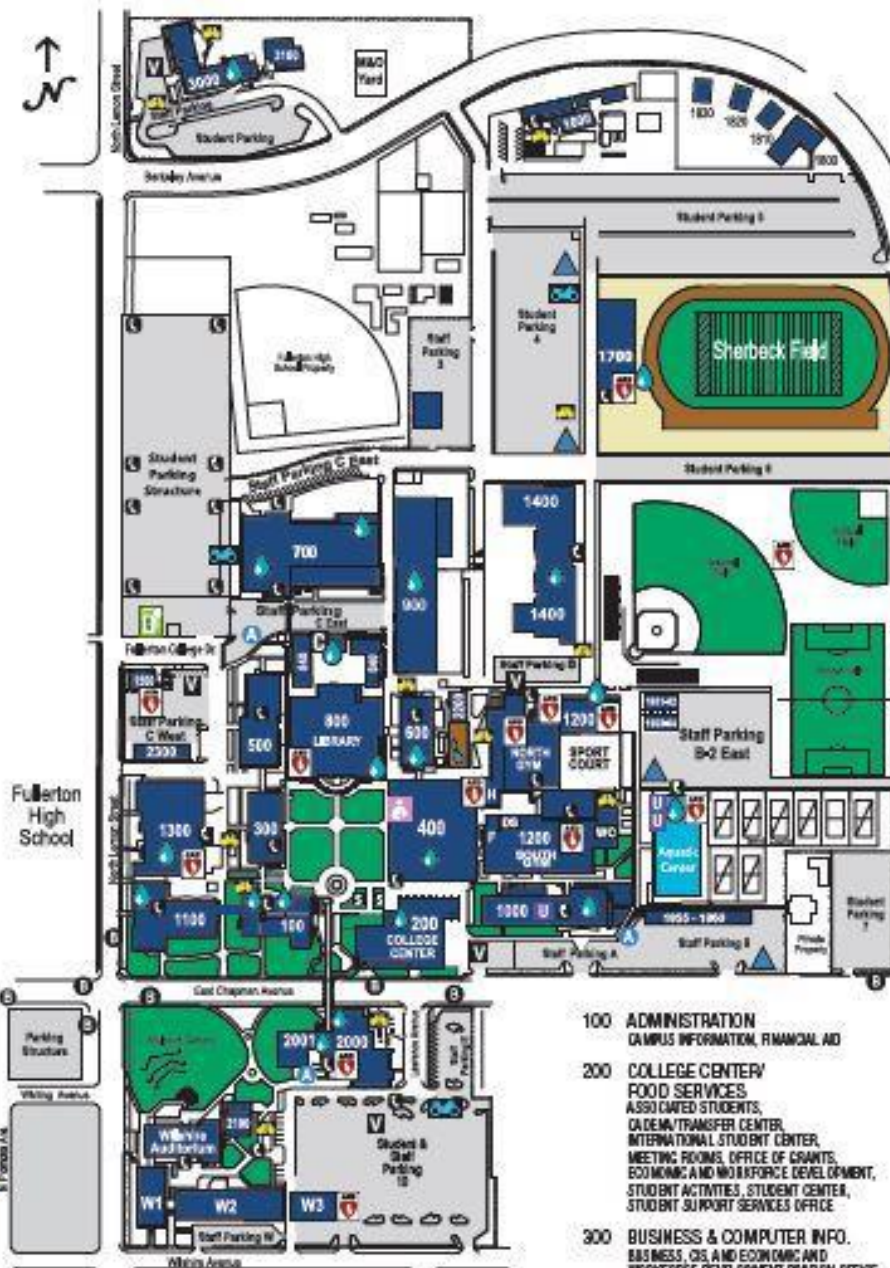
FALL 2019



DIRECTIONS FROM FREEWAYS

TO FULLERTON COLLEGE:

From 57 Fwy: Exit at Chapman Ave.,
West to Lemon St.
From 91 Fwy: Exit at Lemon St.,
North to Chapman Ave.



- 600 NORTH SCIENCE
MATHEMATICS & COMPUTER SCIENCE
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING
TECHNOLOGY & ENGINEERING
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE
CENTER
ACADEMIC SUPPORT CENTER,
ADAPTIVE COMPUTER LAB, LIBRARY,
MATH LAB, STAFF DEVELOPMENT,
STUDY ABOARD
- 840 DISABILITY SUPPORT SERVICES/
MAILROOM
CLASSIFIED LOUNGE, STINGER'S CAFE
- 900 AUTO/MACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION
DANCE STUDIO,
FACILITY LOUNGE, HEALTH SERVICES,
PHYSICAL EDUCATION DIVISION OFFICE,
WELLNESS CENTER
- 1300 THEATRE ARTS
BOX OFFICE, CAMPUS THEATRE
- 1400 SOCIAL SCIENCES
READING LAB, SOCIAL SCIENCES DIVISION
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/
TEMPORARY CLASSROOMS
1800 TEMPORARY CLASSROOMS
1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK
1901 - 1904 CLASSROOMS
1955 FOOD BANK
1956 - 1960 CLASSROOMS
- 2000 STUDENT SERVICES/T.V.
ADMISSIONS & RECORDS, BOOKSTORE,
BURSAR, CAREER & LIFE PLANNING CENTER,
COUNSELING, DISTANCE EDUCATION,
EDPS/CARE
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC
COMPUTING/M&O SHOPS
- 3000 BERKELEY CENTER
ASSESSMENT CENTER, FACILITIES, HIGH SCHOOL
OUTREACH OFFICE, MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING TECHNOLOGY

- AUTOMATED EXTERNAL DEFIBRILLATOR
- BIKE RACKS
- CALWORKS/FOUNDATION
BEN FRANKLIN HOUSE
315 N. POMONA AVENUE
- CLASSIFIED LOUNGE
- EMERGENCY PHONE
- EV CHARGING STATIONS
- FACULTY LOUNGE
- FREE SPEECH LOCATION
- HEALTH CENTER
- HYDRATION STATION
- LACTATION ROOM
- MOTORCYCLE PARKING
- OCTA ACCESS BUS STOPS
- OCTA BUS STOPS
- STUDENT DROP-OFF AREA
- UNISEX BATHROOM
- VISITOR PARKING
- WELLNESS CENTER
- W1-W3 NORTH ORANGE CONTINUING EDUCATION I
WILSHIRE CENTER

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • www.fullcoll.edu

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Fullerton College

Dr. Greg Schulz
President

Jean Foster
Executive Assistant

Nitzya Hamblet
Admin Assistant II

Lisa McPherson
Director Campus
Communications

Switchboard
Master Calendar
Marketing &
Outreach

Dr. Joseph Ramirez
Interim Director
Institutional
Research & Planning

Rodrigo Garcia
Vice President
Administrative
Services

Nick Karvia
Director of
Bookstore

Co Ho
Manager Systems
Tech Services

Cyndi Grein
Manager Campus
Accounting

Business Office
Mailroom
Campus Dining

Larry Lara
Director Physical
Plant/Facilities

Randy Harris
Manager
Maintenance &
Operations

Stephen Trapp
Manager
Custodial
Services

Oscar Saghiel
Manager Campus
Capital Projects

Carlos Ayon
Interim Dean
Business, CIS &
EWD

John Tebay
Dean Fine Arts

Dr. Dani Wilson
Dean LLR & Inst
Support Programs
& Services

Dr. Richard
Hartmann Dean
Natural Sciences

Dr. Jorge Gamboa
Dean Social
Sciences

Dr. José Ramón
Núñez
Vice President
Instruction

Curriculum/Catalog
/ Schedule

Dan Willoughby
Dean Humanities

Mark Greenhalgh
Dean Math &
Computer Science

Dr. David Grossman
Dean Physical
Education

Kenneth Starkman
Dean Technology &
Engineering

Albert Abutin
Dean Admissions &
Records

Rena Martinez
Stuka Registrar

Pilar Ellis
Manager
International
Student Program

Greg Ryan
Director Financial
Aid

Dr. Jennifer
LaBounty
Dean Counseling
and Student
Development

Cecilia Arriaza
Director Cadena
Transfer Center

Dr. Gilbert Contreras
Vice President
Student Services

Dr. Elaine Lipiz
Gonzalez
Dean Student
Support Services &
Title IX

Naomi Abesamis
Director Student
Services

Dana Timmermans
Director Health
Services

Veterans Resource
Center

Dr. Eddie Roth
Director Disability
Services

Sonia Duran
Director
EOPS/CARE,
CalWORKS, FYSI

Steve Selby
Director Campus
Safety

Effective Fall 2019

Departmental Directory – Fall 2019



Academic Computing Technologies	27019	Institutional Effectiveness Office	27063
Desktop Services.....	27126	International Students Center	27078
Help Desk.....	27111	Lab School (Child Development Center)	27069
Media Equipment (Repairs/Orders/Deliveries) ..	27141	Library/Learning Resources and Instructional	
Academic Support Center	27065	Support Programs and Services	27039
Skills Center.....	27144	Honors Program.....	27133
Tutoring Center.....	27151	Staff Development.....	27062
Writing Center.....	27153	Study Abroad.....	25688
Admissions & Records	714-905-5162	Mailroom	27023
Associated Students	27118	FAX.....	714-992-9930
Auto Shop	27119	Math & Computer Science Division	27041
Bookstore	27008	Math Lab.....	27140
Bursar's Office	27006	Natural Sciences Division	27043
Business Office (Budget & Finance)	27004	North Orange Continuing Education (NOCE) Campuses	
Business, CIS, and Economic Workforce		Anaheim Campus.....	714-808-4645
Development Division	27032	Cypress Campus.....	714-484-7038
Cadena/Cultural Center	27086	Wilshire Campus.....	714-992-9500
CalWorks (Ben Franklin House)	27101	Physical Education Division	27045
Campus Communications Office	27013	President's Office	27001
FAX.....	714-992-9933	Social Sciences Division	27047
Campus Dining (Sodexo)	714-732-5784	Sodexo (Campus Dining)	714-732-5784
Campus Safety Office	27080	Staff Development	27062
Cosmetology	27123	Student Activities Office	27095
Counseling	27084	Student Support Services Division	27089
Anaheim Pledge.....	27189	Behavioral Intervention Team (BIT).....	27089
Assessment/Placement Center.....	27117	Teaching Effectiveness Center (TEC)	27146
Career & Life Planning Center.....	27121	Technology & Engineering Division	27051
CSEA	27124	Media Studies Department.....	27122
CTA (United Faculty)	27125	Title IX Coordinator	27088
Cypress College	714-484-7000	Transfer Center	27086
Disability Support Services	27099	UMOJA Office	27155
Adaptive Computer Lab.....	714-732-5366	Veterans Resource Center	27102
Distance Education	27059	Vice President, Administrative Services	27017
District Office	714-808-4500	Vice President, Instruction	27030
EOPS	27097	Vice President, Student Services	27073
Facilities Office	27024	Wellness Center	27045
Faculty Senate	27130		
Faculty Lounge	24166		
Financial Aid Office	714-888-7588		
Fine Arts Division	27034		
Art Department.....	27116		
Art Gallery.....	27131		
Box Office.....	27150		
Music Department.....	27142		
Theatre Arts.....	27149		
Food Bank	27162		
Foundation Office (Ben Franklin House)	714-992-7790		
315 N. Pomona Ave., Fullerton, CA 92832			
Grants/Economic & Workforce Development	27067		
Health Services	27093		
Hornet	27134		
Horticulture Department	27135		
Humanities Division	27036		
Humanities Annex.....	27128		
		EMERGENCY	27777
		Fire Department.....	9-911
		For corrections, please contact Melissa McLellan at x25075	
		or via email at MMcLellan@fullcoll.edu	

Rev. 7/16/19

North Orange County Community College District Administration

BOARD OF TRUSTEES

President Jeffrey P. Brown
Vice President Ryan Bent
Secretary Dr. Barbara Dunsheath
Member Stephen T. Blount
Member Ed Lopez
Member Molly McClanahan
Member Jacqueline Rodarte
Student Trustee, Cypress College Ester Plavdjan
Student Trustee, Fullerton College Chloe Reyes

ADMINISTRATION

Chancellor Dr. Cheryl A. Marshall
Vice Chancellor, Educational Services & Technology Dr. Cherry Li-Bugg
Vice Chancellor, Finance and Facilities Fred Williams
Vice Chancellor, Human Resources Irma Ramos
District Director, Public & Governmental Affairs Kai Stearns Moore
President, Cypress College Dr. JoAnna Schilling
President, Fullerton College Dr. Greg Schulz
Provost, North Orange Education Center Valentina Purtell

ANAHEIM CAMPUS

1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4500

CYPRESS COLLEGE

9200 Valley View Street
Cypress, CA 90630
(714) 484-7000

FULLERTON COLLEGE

321 E. Chapman Avenue
Fullerton, CA 92832 (714) 992-7000

NORTH ORANGE CONTINUING EDUCATION CENTER

1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4999

NOCE CYPRESS COLLEGE CENTER

9200 Valley View Street Cypress, CA 90630
(714) 484-7038

NOCE WILSHIRE CENTER

315 E. Wilshire Avenue Fullerton, CA 92832
(714) 992-7700

Employee Organizations

Asian American/Pacific Islander Faculty and Staff Association

President: Jane Ishibashi; (714)992-7378; jishibashi@fullcoll.edu

Black Faculty and Staff Association

President: Queen Peterson; (714)992-7249; qpeterson@fullcoll.edu

Gay and Lesbian Association of District Employees

Contact: Mark Greenhalgh; (714) 992-7042; mgreenhalgh@fullcoll.edu

Latino Faculty and Staff Association

President: Dr. Therese Mosqueda-Ponce; (714) 484-7180; tmponce@cypresscollege.edu

Faculty Contracts

Agreement between NOCCCD and United Faculty

This is the official contract between the full-time Faculty and the District. A copy is on file in each Division Office, and is mailed to each full-time faculty member.

Agreement between NOCCCD and Adjunct Faculty United.

This is the official contract between the Adjunct Faculty and the District. A copy is on file in each Division Office, and is available to each adjunct faculty member.

Contracts are online at <http://www.nocccd.edu/union-contracts-263>

Faculty Evaluations

Unit members performing credit assignments shall be evaluated in the first regular semester of paid service, if feasible, but not later than the second regular semester of paid service, and at least once every six regular semesters of paid service thereafter.

Details about the evaluation process can be found in Article 9 of the Agreement with the American Federation of Teachers (AFT) Local 6106, Adjunct Faculty United AFT/CFT. If you have questions about evaluations or Article 9 in the Agreement, please see your dean.

Absence and Sick Leave Policy

Absences

All instructor absences, both planned (such as a conference) or unplanned (such as illness or other emergency), must be reported to the Division Office before the time of the class meeting. A sign will be posted outside the classroom so that students will know that the class will not be meeting. If you call to report your absence after your Division Office is closed, leave a message on the division/dean line and contact Campus Safety at (714) 992-7080.

Substitutes

All substitutes must have the approval of your Division Dean. (A guest lecturer, or any individual who is not employed as a faculty member at Fullerton College, or in the District, may not substitute for your class.) It is important to provide detailed instructions to the substitute regarding the material students are expected to cover in class.

Class Schedule

If you know well in advance that you will be missing a class, it is a good idea to either build it into your class schedule so that students have a specific assignment to work on during the time that the class would have normally met.

Sick Leave Policy

Unit members who perform assignments during a regular semester or trimester shall be credited with one and three-tenths (1.3) hours of regular sick leave for every eighteen (18) hours of service. For additional information concerning sick leave see NOCCCD Adjunct Faculty Contract.

Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
 - a. Stealing or passing off as one's own the ideas or words of another, or
 - b. using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
 - making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
 - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
 - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as:
 - a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - b. misreporting or altering the data in laboratory or research projects involving the collection of data.
 3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an "F" on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

Add/Drop Procedure

Adding Students

All classes close when the seat count is met or at 12:00 midnight on the evening prior to the first day that a class meets. After that time, all students whom you wish to add to your classes must be provided with an Add Authorization Code (AAC). The AAC is a CRN specific code that will override a closed class message on WebStar. Students who have an AAC will be able to add a closed class online.

In sections that have seats available, in agreement with the Faculty Senate, instructors will issue add codes to wait list students and/or qualified petitioners. Only if an instructor is unavailable to issue the add code will the Division Offices issue AACs, and only prior to the add deadline of the course.

Adding Students

1. Log onto WebStar and access the Faculty Services Page.
2. Click on "Printable Attendance Roster." AACs are included on the "Printable Attendance Roster" page below the roster of names. Initially 45 codes will be provided for each CRN; however, this number can be increased by the Division Office.
3. When you provide a student with an AAC, write the student's name on the AAC roster to verify later that the appropriate student has used that code. Also impress upon students that to be officially enrolled in the class, they need to access myGateway immediately, add the class in the normal fashion, and then enter the AAC when prompted.
4. Students must have met prerequisites to add the class. AACs will not override prerequisites.
5. Information on AACs is available on the college website and the class schedule.

Note: Throughout the semester you will receive emails listing students who have added or dropped your class on the previous day. Use this email to verify students have used the AACs you provided.

Dropping Students

You can drop students electronically using WebStar. "No-Show," "No-Show Confirmation" and "W" drops will be accepted, but late drops will not be permitted in WebStar. Deadlines for "No-show" drops, "No-Show Confirmation" and "W" drops are posted on the printable attendance rosters and appear on the drop/withdraw page. As a reminder, you will get an automatic email approximately one week before the drop deadline for each section.

To drop students:

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on the link entitled "Drop Students from a Class List." Select the term and CRN. A roster of enrolled students will be displayed.

3. Click in the Drop/Withdraw box for any students you wish to drop and click on “Submit Changes.” A confirmation message will be displayed. Click YES to confirm drops.
4. The next step is **click the “Confirm Roster” button**. This step is required to confirm that all inactive enrollments have been dropped.
5. To access a list of all student adds and drops from a given CRN, click on the link “Add/Drop Listing.” You may view a list of activity since the start of registration or the first day of class. By clicking on the envelope icon, you can access the student’s email and send students a message informing them that they have been dropped.

Attendance Policy

Regular and prompt attendance in all class and laboratory sessions is expected of every Fullerton College student. Students, therefore, should be thoroughly informed of and should comply with the following attendance regulations:

Attendance at the first class meeting is advised because of enrollment demands. Any student not reporting to the first class may be dropped by the instructor. In the case where a class is taught entirely online, instructors may drop students who have not been in contact with the instructor by the end of the first day of classes for that semester or short-term session. Students should not rely on the instructor to drop them from classes. Non-attendance does not constitute an official drop. Failure to officially withdraw may result in a failing grade.

Absences

By direction of the Chancellor of Community Colleges of California, attendance shall be taken at all class sessions. Absences are handled as follows:

After a student accumulates in any class more than a week's absences (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may drop the student according to the drop deadline dates.

For short-term or intersession classes, an instructor may drop a student who accumulates absences greater than the *equivalent* of one week of class during a regular semester.

For online classes, an absence may be identified as a missed assignment and/or inactivity in the course site.

Non-attendance or non-payment for a class does not release students from their responsibility to drop a class and may result in a failing grade being awarded.

Illness and Authorized Absences

If a student accumulates an excessive number of absences due to illness or other reasons, and the instructor feels that the student can no longer profitably continue the course, the instructor **may** drop the student from the class.

A student who must miss one or more classes because of a field trip or other authorized activity, such as athletics or music groups, may obtain an Authorized Absence Excuse from the instructor under whose supervision the activity will occur. The student shall have this excuse signed by the instructors of the classes that will be missed before the absence occurs. It is recommended that this form be completed at least two days before the activity. The signed excuse must be presented to the instructor in charge of the activity.

No absence excuses a student from making up the work missed. Students should realize that every absence may adversely affect their grades.

In the event a student is absent for a prolonged period of time, it is expected that the student will make contact with all instructors immediately to advise the instructor of this absence and the reasons behind it. The instructors can then decide whether or not the student may continue in the class or withdraw. It should

be noted that failure to make this contact and follow through with the instructors could result in the student receiving a substandard grade in the class.

If you are uncertain whether or not a student is planning to come back to your class after several absences, it is a good idea to use the email or telephone information provided in WebStar to contact the student in order to provide encouragement to come back to the class. The email and telephone information is strictly confidential and for the use of the instructor only.

It is important to keep accurate attendance records throughout the semester.

In addition, it is a good idea for you to know who is coming to class, and who has been absent. Take a few minutes to call or email students who have been absent in order to encourage them to continue their involvement class.

If you feel it is too cumbersome to spend time calling roll at the beginning of each class meeting, particularly in larger classes, you may choose to send around a sign-in sheet to all students so that you can enter the absences later in your attendance record.

Auditing a Course

Auditing of designated, approved college courses is permitted under specific conditions. Students may audit a designated course only if they have previously taken the course and received a passing grade and/or taken the course the maximum times allowable at Fullerton College.

An enrolled student choosing to audit a course must file an “Audit Request Form” in the Admissions & Records Office no **later than the add deadline of the course**. Both instructor and Division Dean approval is required prior to submitting the form. Once the request has been made, students will not be permitted to change from an audit to a credit status.

Fees charged for auditing college courses are subject to change. Students can see the Admissions & Records Office for current information and procedures. The fees per unit do not include the additional mandatory health fee. All students are strongly encouraged to purchase the campus photo ID card. All fees are payable at the time of submitting the petition. (Fees are non-refundable.) Students on fee waivers must pay the auditing fees.

Audit petitions and procedures are available in the Admissions & Records Office.

Changing Meeting Location

All classes are to meet in their scheduled rooms as shown in the class schedule. Do not make any changes in your class meeting place, even for one session, without notifying your Division Office. Students sometimes forget that their class meeting location has been changed for one meeting, and they will often call the Division Office for assistance in locating their class.

Class Hours and Class Meeting Length

The number of lecture and lab hours for each class can be found in the Course Description section of the College Catalog. The standard is 54 hours per semester in class for a three unit lecture course or a one unit lab course. On the 16-week calendar this equates to three hours and 10 minutes per week.

- Student homework and preparation time: The College Catalog states that for each hour spent in class, a student should plan to spend about two hours in study and homework.
- Lecture hours: Although called "lecture" hours, this does not mean that the only teaching method which may be used is a lecture delivered by the instructor. A lecture hour should incorporate a variety of teaching techniques that stimulates active learning by the students.
- Lab hours: Lab hours are distinguished from lecture hours in that the primary mode of learning is a hands-on experience for the students. During lab classes there should be a minimum of presentation by the instructor, and a maximum of time for students to actually do a project-based learning or practice hands-on skills. Many of our lab classes are tied to a lecture class: students learn the theory in the "lecture" class, and have an opportunity for the practical application of the theory in the "lab."
- Arranged lab hours: The Class Schedule, College Catalog, and Course Outline of Record (COR) may indicate that some of our courses have "arranged hours." This means that some of the "in class" instructional time is completed by students outside of the scheduled class meeting times (usually in an open lab); these "arranged hours" are required class hours. For this reason, State attendance rules require that the College meet specific criteria if a course contains "arranged hours." If you are teaching a class with "arranged hours" you should check with your dean regarding the various requirements that must be followed to be in compliance with the State.

The California Education Code and Title 5 of the California Code of Regulations specify a 10-minute instructional break or passing time period per class hour. It is important to hold to the scheduled class meeting length for the greatest benefit to your students, to meet your contractual responsibility, and to assure that the College is in compliance with State regulations.

Classroom Environment

Eating, drinking, and smoking are not permitted in any Fullerton College classroom or in the hallways of buildings. Fullerton College is a smoke-free campus.

Drug-Free Environment

Housekeeping

The classroom should be left clean and orderly after your class. Desktops and tabletops should be left clean, chairs should be left in their normal arranged order, boards should be erased, lights turned off, and doors locked. When you dismiss your class, try to leave the room in good order for the next instructor who is assigned to the room.

Course Catalog and Class Schedule

The Course Catalog is a handy reference guide to all of the courses and programs offered by Fullerton College as well as all general policies. A new Course Catalog is published in July of each year. It is available only online at <https://www.fullcoll.edu/schedule>

The Class Schedule is a listing of that semester's classes which includes the meeting days and times, the instructor, and the CRN (course reference number) needed for registration. In addition, the Class Schedule includes a listing of all deadlines for adding and dropping classes, and a calendar which includes all college holidays. Class Schedules are available online and hard copies are distributed free of charge (by request) to the mailroom for all full-time and adjunct faculty through the campus mail as soon as they are available. They are available to students for \$2 in the Bookstore and the Library. It is recommended to keep your Class Schedule with you at all times when you are on campus so that you may refer to it as questions arise. Also, any changes made to the printed schedule (additions, cancellations, or changes to days or times), can be found at <https://www.fullcoll.edu/schedule> (see "click here" to see list of changes).

Course Outlines

Course Outlines are available through CurricUNET for the class you will be teaching by going to <http://www.curricunet.com/fullerton/> and clicking on "Fullerton College Course" under "Search To."

- This outline provides more detail than the outline of the courses provided to students in your syllabus.
- This course outline meets Title 5 guidelines: such as several methods of grading, and fostering critical thinking.
- Use it in planning your syllabus.

Course Outline Development

1. Talk to other faculty (full-time and part-time) in your department who teach this class or related classes. Ask your dean or department chair for contacts.
 - Is there a pre-developed syllabus used by all faculty who teach this class?
 - Is there a specific schedule for all faculty who teach this class?
 - (If the answers to the above two questions are "Yes," you may not need to do all of the extensive course planning listed below.)
 - Talk to faculty in the department who teach the same class to gain insights into the organization and teaching methods that work well in this class.
 - Talk to other faculty who teach advanced classes for which this is a prerequisite to find out which skills or information are particularly important for students to have mastered in order to be successful in the next class.
2. Consult the current College Calendar.
 - Note holidays which affect your class meetings.
 - Note the Final Exam Schedule. Classes are in regular session up to the start of finals. Once finals begin, classes meet only for their assigned final exam time.
3. Develop your own class calendar.
 - Count up the number of class meetings.
 - Make a list of all of the dates of your class meetings. This may be used when you develop your class schedule.
 - Take into account the following time periods for your class meetings:
 - Each hour of class is actually 50 minutes
 - Students in lecture classes are expected to do two hours of out-of-class assignment, (homework, studying, or other preparation) for every hour spent in class. For instance, in a 3-hour lecture class students will be doing about 6 hours of homework and preparation each week.
4. Develop a list of general topics to be covered over the semester.
 - Break them down into more detailed, smaller topics.
 - Slot the topics into the class calendar you have developed.
 - Make decisions about approximately how much class time you plan to spend on each topic. The amount of class time will depend on the difficulty or the relative importance of the topic.
5. Decide which teaching methods you will use to present each topic for maximum student learning.

- Plan to use a variety of teaching methods, to vary the learning mode at least every 20 minutes, and to provide time and opportunity for feedback from students.
- Plan each topic with the following cycle:
- Class presentation/discussion, and reading assignment.
- Opportunities (homework, etc.) for students to use the new information or skill independently, outside of class.
- Review of topic, and review of homework experiences in next class meeting. Immediate feedback and an opportunity for discussion and questions are critically important to learning.
- Testing: usually best if done while the topic is fresh, rather than waiting for a major exam.
- Review of test: may be done immediately following the test during the same class meeting, or may be done at the very next class meeting. Immediate feedback is critically important!

6. Now develop a Semester Class Schedule for your class which includes:

- Class meeting dates
- Topics for each class meeting
- Weekly reading assignments
- Quiz and exam dates
- Due dates of major assignments

7. Be Flexible!

- A class is a living, breathing entity. No two classes are ever alike -- even in the same semester!
- Some groups are filled with highly motivated students who catch on quickly and need more challenges. Other students may take longer to develop their skills, but with encouragement and nurturing they can also master the material.
- For this reason, plan to make changes and adaptations in your Semester Class Schedule. With a good, detailed class schedule it is normal to make one revision around the middle of the semester, and possibly another revision in the last quarter of the semester. Students appreciate receiving printed copies of revised schedules rather than having to scribble on their own original.
- If you plan topics fairly loosely by allowing more time than you think you'll need for each topic, you should not have the problem of having to "cover" too much material in the last two weeks of the semester.

Course Prerequisites

When a course has a prerequisite, it means that a student must have certain documentable skills and/or knowledge before entering the course. This knowledge is considered necessary for a student to succeed in the course. The prior knowledge may be a skill (types 35 words per minute), a license or certificate (possession of a current Cosmetology License), an ability (speaks and writes Spanish fluently), a test score (writing assessment test score), or successful completion of a prior course (ENGL 60 F with a grade of "C" or better). The student must complete the prerequisite successfully, with a grade of "C" or better, before enrolling in the course; D, F, or NP grades are not acceptable.

Field Trips

Depending on the type of class you are teaching, an occasional field trip related to your subject may be a valuable aid to your instruction.

- If your class will be taking a field trip, a Field Trip Authorization form must be filed with your Division Dean and the appropriate President's staff member at least two weeks in advance of the field trip so that it may be approved by the college. Forms are available in Division Offices and on the J drive.
- If transportation in school vehicles is required, requests must be made through the Facilities Office at (714) 992-7024.
- If transportation on a private bus needs to be rented, contact the Business Office at (714) 992-7004.

Grade Changes

If an incorrect grade has been inadvertently assigned to a student, the instructor must visit the Admissions and Records office in person to complete a Grade Change form. Instructors must show a valid picture ID to process grade changes. **Instructor signatures are required for all grade changes.**

Grade Inputting

Click on the Input Final Grades link in WebStar. Select the term and CRN from the drop-down menu. You will see the Final Grade Worksheet. The columns in the worksheet are as follows:

1. Record Number — Sequential Number, starting at 1, for each student in your class.
2. Student Name — Click on student's name to view address and phone information. If you plan to look up transcript or other student information, be sure to note student's Banner ID (i.e.@00123456)
3. Credits — Class credits
4. Registration Status — Displays student's registration status, as well as method and date of registration. You can view an explanation of these codes under Faculty Resources: Registration Status Codes in this handbook.
5. Grade — Select the appropriate grade from the drop-down menu. Please note that the District does not use + or - in assigning grades.
 - P and NP grades can only be assigned if the course is designated as PASS/NO PASS or PASS/NO PASS/LETTER GRADE OPTION.
 - Students who wish to receive a P/NP grade in a PASS/NO PASS/LETTER GRADE OPTION course must file a request form with Admissions and Records before the add deadline of the class. A copy of this form will be mailed to you. Only these students can be assigned a P/NP grade.
 - If the class has more than 25 students, you must click on the links to enter the remaining grades. You must submit the grades for each group of 25 students before selecting the next group.
 - Students who have withdrawn will be listed on the roster with a W grade. Contact Admissions and Records if there are any discrepancies, i.e., student on the roster that you do not recognize, a no-show you did not submit, or student on the roster who stopped attending.
6. Rolled — This field indicates whether grades have been rolled from the Web into Academic History. Once rolled, grades cannot be changed over the Web. Instead, you must go to A&R in person. During finals week, grades are rolled daily so that students can see their grades. If you are unsure of any grades, you may enter some of the grades and leave others as NONE until a later time.
7. Last Attend Date (MM/DD/YYYY) — You DO NOT need to complete this field.
8. Registration Number — The order in which students registered.
9. Incompletes — If you wish to assign an Incomplete, leave the grade as NONE. Submit all the other grades on the Web, and go to A&R to record the Incomplete.

Grade Inputting Errors

If an incorrect grade has been entered and rolled, you must go to A&R to complete a Grade Change form. **Instructor signatures are required for all grade changes.**

Positive Attendance Hours

This item refers to the Input of Final Grades on WebStar for Positive Attendance (PA) type courses ONLY.

- If a grade is entered, then PA hours must also be entered. If not, the grade is NOT posted to the database, and an error message is displayed. The error message is:
You have entered grades without entering positive attendance hours. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your grades were NOT saved.
- If a grade other than W or F is entered, then the PA hours must be greater than 0. If not the grade is NOT posted to the database, and an error message is displayed. The error message is:
You have entered zero positive attendance hours for a passing grade. Grades other than "W," "F," and "NP" are not allowed to show zero positive attendance hours. Some of your attendance hours were NOT updated.
- If a grade and PA hours have already been posted, then the PA hours can be changed before grades are rolled, but they cannot be deleted. If this is attempted, the hours will not be deleted and an error message will be displayed. The error message is:
You have entered an empty value for positive attendance hours where a grade has been entered. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your attendance hours were NOT updated.
- The number of PA hours entered cannot be greater than the total contact hours for the course as specified in Banner. The error message is:
Hours cannot be greater than the section's total contact hours.
- You can (and should) assign PA hours for students whom you have assigned with a grade of "W." You should calculate hours when the student was in class before they were dropped.
- Check with your division office for the number of maximum hours for your course.
- Contact Admissions & Records for questions regarding Grade Inputting.

Grade Submission Deadlines

For short-term classes, you must submit your final grades on MyGateway seven days after the class has ended. For full-term classes, grade submission on MyGateway must be completed nine days after the class ends.

QUESTIONS?

Contact Rena Martinez Stluka, Registrar, Admissions and Records Office.

Email: rmartinezstluka@fullcoll.edu

Phone: 714-992-7077

Office Hours: 8 a.m. - 5 p.m. Monday, Wednesday, Thursday, Friday
8 a.m. – 6:30 p.m. Tuesday

Guest Speakers

All faculty members are encouraged to invite guest speakers to their class meetings. Students enjoy hearing from practitioners in the field and from others who have specialized expertise in the subject. If you plan to invite a guest speaker, either a pro-bono or paid, a Performer/Guest Speaker/Referee Agreement form must be filed with your Division Dean and the appropriate President's staff member at least two weeks in advance of the appearance so that it may be approved by the College. Forms are available in the Division offices.

When a guest speaker is invited, a request for a parking permit should be made either through your Division Office, or the Facilities Office. Having a guest speaker does not excuse the instructor from responsibility to the class. The presence of the instructor is required at all times.

No-Shows

Students who do not come to the first class meeting, and who do not otherwise contact you prior to the first class meeting to request that you keep them in the class (even though they are unable to come to the first class meeting) are considered "No-shows."

- No-shows may be dropped from the class to make additional space for those who wish to add the class at the first class meeting.
- You will receive an e-mail from the district instructing you to input your no-show students prior to the semester deadline.

No-Show/Instructor Dropped Changes

No Show / Instructor Dropped Changes

To be in compliance with Title 5, section 58004, instructors must drop all inactive enrollments (no shows) from their rosters every semester.

1. Sign in to myGateway using your banner number (without the "@" and PIN

2. Click on **WebStar**

3. Click on **Faculty Services** tab

4. Click on **Faculty & Advisors** link

5. Click on **Drop/Withdraw Students from a Class List.**

- a. Select a **Term** in the drop down list and click on **Submit**.
- b. Select the **CRN** from the drop down list and click on **Submit**

6. A Registration Drop / Withdraw roster will appear, with instructions at the top.

- a. Notice that you can see the drop and withdraw periods for your CRN appear on the left side.

Drop/Withdraw periods for CRN 30583			
Action	Description	Start Date	End Date
Drop	No Show (Attend at least once)	Jun 30, 2014	Jul 22, 2014
Drop	No Show	Jun 30, 2014	Jul 22, 2014
Withdraw	Withdrawal--Instructor	Jul 23, 2014	Jul 23, 2014

On the right side, in the red block, it will tell you the deadline date for drop confirmations.

Confirm all inactive enrollments (no shows) have been dropped for CRN 30583
Status: NOT Confirmed (confirmation required by Jul 22, 2014)

- b. Under the drop dates will be the CRN, class title and roster. Radio (round) buttons appear next to the names of students eligible for instructor drop. Based on whether or not a student attended at least one course meeting, **click on the applicable radio button to drop a student:**

- Drop No Show – they never attended any class –or–
- Drop No Show – they attended at least once

- c. When all drops have been selected, click on the **Submit Changes** button. You will then be asked to confirm your changes.

Do not drop	Drop: No Show (Never attended)	Drop: No Show (Attended at least once)	Student ID	Stu
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	@01533612	Ant
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@01483108	Arr
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	@01138183	Ga
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@01262752	Ga
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@01546285	Seq
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	@01491693	So
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	@01436386	Sp

- d. You will get a screen asking you to **verify the student(s)** you selected to drop. It lists the type of drop, student name and number.
 - If the list is correct, click on **YES to confirm**.
 - If **NOT** correct, click on **NO** to be brought back to the class roster on the previous screen.

- e. After Confirming the No Show Drops, you are taken back to the class roster. Everyone that you dropped is listed at the bottom of the

roster and there aren't any radio buttons for those students. You can also verify the student's registration status in the column on the right hand side. Ex: No show/Jul 29, 2014

Do not drop	Drop: No Show (Never attended)	Drop: No Show (Attended at least once)	Student ID	Student Name	Credits	Reg. Status/Date
*	<input type="radio"/>	<input type="radio"/>	@01456234	Harrisstrawn, Jon-Erik	2.00	Registered--Web / Jun 28, 2014
*	<input type="radio"/>	<input type="radio"/>	@01144267	Olson, Chris W.	2.00	Registered--Web / Jun 25, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	@01445551	Pesca, Philip	0.00	No Show (Attend at least once) / Jul 29, 2014
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	@01283742	Sidhu, Sukhvir S.	0.00	No Show / Jul 29, 2014

- f. The last step is to **Confirm Roster**. Click on the **Confirm Roster button** to confirm that all inactive enrollments have been dropped from your class roster. You may continue to drop additional students if needed, by the no-show drop deadline.

Confirm all inactive enrollments (no shows) have been dropped for CRN 30683

Status: NOT Confirmed (confirmation required by Jul 22, 2014)

After all drops have been completed, in compliance with Title 5, section 58004, click on the Confirm Roster button below to confirm that your roster has been cleared of any inactive enrollments.

[Confirm Roster](#)

- g. You will get a screen that says that you have reviewed your roster and cleared it of all inactive enrollments. It shows you the student(s) that were dropped and their drop date. **If correct, click on YES.** If incorrect, click on NO.

Confirm Registration Drop/Withdraw : Summer 2014

In compliance with Title 5, section 58004, I have reviewed my roster and cleared it of any inactive enrollment. By clicking on the **Yes button** at the bottom of this page, I certify that this is true and accurate to the best of my knowledge.

30583 MATH 290HF HN1 Honors Pure Math Seminar

Instructor No Show Drops:

Student ID	Student Name	Credits	Reg. Status/Date
@01277013	Song, Conan M.	0.00	No Show / Jul 21, 2014

Confirm Roster

[YES](#) [NO](#)

- h. After confirming, the red box with the deadline date goes away and is replaced by a blue box showing the date that the roster was confirmed.

Confirm all inactive enrollments (no shows) have been dropped for CRN 30583

Status: Confirmed Jul 21, 2014

7. To select another CRN **click on the Faculty Services tab**. This takes you back to the list of services available to faculty members.

- a. Click on the option **CRN Selection** (this takes you back to your list of CRN's). **Select the CRN** you want and click on **Submit**. This takes you back to the Faculty Services tab.
- b. Click on the **Drop/Withdraw Students from a Class List** option and you will get the roster for that CRN.

Faculty Services

- [Printable Attendance Roster](#)
Printable attendance roster for selected students
- [Printable Grade Record](#)
A printable grade record sheet for selected students
- [Class Roster](#)
- [CRN Selection](#)
- [Student Transcripts and Reports](#)
View a student's transcript to date
- [Wait List](#)

Syllabus Guidelines

In an earlier section of this handbook, there is a description of the Course Outlines. An important aspect of Course Outlines is the assurance that each course be taught under a set of mutually agreed upon instructional objectives and that anyone that teaches this course will cover these objectives. In order to insure this goal is met, the Faculty Senate passed a resolution that every instructor is required to prepare and distribute a syllabus at the beginning of each course. The goals in the syllabus must conform to the goals in the curriculum approved course outline. Careful development of the syllabus is critical. The clear delineation of course objectives and requirements not only contributes significantly to student success and retention but also protects faculty in cases of petition and possible litigation by students.

Campus Requirements

1. List course objectives as indicated in the curriculum approved Course Outline:
 - Special Note: Specific divisions, accredited by outside agencies, must provide unit objectives rather than, or in addition to, course objectives.
2. Course-level Student Learning Outcomes (SLO):
 - The course SLOs must be included in the syllabus. This is a requirement of the Accrediting Commission of Community and Junior Colleges (ACCJC). The SLOs are in the Course Outline that is available in CurricUNET (see the section on the Course Outline for an explanation of how to obtain).
 - Some Divisions may also have Division SLOs that they would like included in the syllabus.
 - Check with your dean for more information on the inclusion of SLOs in the syllabus and where you can obtain the correct information.
3. Class assignments:
 - List of required student assignments including such things as: reading, worksheets, essays, oral presentations, research papers, projects
 - List of the number and kind(s) of tests, including such things as: objective and/ or essay; quizzes, tests, midterm(s), final - comprehensive or not
 - Schedule of due dates
4. Grading policy:
 - Statement of grade weight and grading criteria for student assignments
 - Statement clearly indicating if and how grading criteria includes class attendance and/or class participation
 - Statement of policy on make-ups, late assignments, and extra credit
 - Statement of criteria for final grade
5. Other items:
 - A reference to, or attachment of, College Policy on Academic Honesty as well as the Fullerton College Standards of Student Conduct and Discipline Policy
 - For online or hybrid courses, the syllabus should state the following:
Students enrolled in Distance Education courses at Fullerton College are expected to conform to the established Standards of Student Conduct and Discipline Policy the same as all other students who are enrolled at the College. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal,

suspension or expulsion of the student." You are in violation of the Standards of Student Conduct and Discipline Policy any time you allow someone else to login and/or complete your coursework on your behalf.

- Statements on classroom guidelines and policies (clearly defined classroom expectations and guidelines serves to minimize the number of student complaints, grievances, and appeals)
- Emergency Response
- ADA Statement:
Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.
- Academic Support Center Statement:
Academic Support Center
The Academic Support Center at Fullerton College offers various forms of services to students including free tutoring, workshops, group tutoring, writing consultation, and computer access to assist students in their academic development and success. The Academic Support Center includes three centers located in the LLRC each designed to address specific subject needs. The Math Lab is also available in the LLRC and provides similar services for students directed at Math.

Math Lab	Room 807	(714) 992-7140
Skills Center	Room 801	(714) 992-7144
Tutoring Center	Room 806	(714) 992-7151
Writing Center	Room 808	(714) 992-7153

Call the Centers or consult the college website at <http://academicsupport.fullcoll.edu/> for more information.

6. Other Important Inclusions:

- Course Identification: Should appear at the top of page one of the syllabus and include instructor's name, instructor's office hours, course title, course number, semester, prerequisite, catalog description.
- Schedule of lecture topics - may vary in detail but should include dates, preparation, and work due.
- List of supplies and other expenses - required textbooks, blue books, Scantron sheets, pencils, pens, lab fees, materials, photocopying of papers, attendance at plays or concerts, special equipment etc.
- List of resources - textbooks, supplementary reading, worksheets, reserved readings, software, videos, CD's, websites and annotated bibliographies.

Waitlists

Waitlists are available to students for all classes. Courses will have a minimum waitlist of 5. (NOTE: In cases where two or more classes are linked together, waitlists cannot exist due to system restrictions). Except in the case where two or more classes are linked to each other. Division deans, in consultation with faculty coordinators, may choose to increase the size of a waitlist by class section. Exceptions will be made through the Vice President of Instruction.

Before the first day of the semester

Once a class is full, registering students will be presented with the option of adding their names to a waitlist. If a registered student drops the class or is dropped for non-payment, the first student on the waitlist will be sent a personal announcement via myGateway and given 48 hours to register for the class. If that student does not register in the class, a personal announcement via myGateway is sent to the next student on the waitlist.

Once the semester begins

Instructors' roll sheets will list the registered students and the students currently on the waitlist. The waitlist students will have their waitlist priority number next to their names.

On the first day of class

If the instructor chooses to add any non-enrolled students to the course, he or she will first use the waitlist. If students appear on the waitlist but are not present on the first day of class, they will lose their place on the waitlist and the next person on the waitlist may be given an add code. Once all waitlisted students who are present have been given an add code, any others may also be given an add code.

Campus Mail

- New mailbox assignments are given to all faculty members at the beginning of each school year. A card which indicates your new mailbox number and the combination may be picked up in the Mail Room during the first week of the semester.
- Most part-time faculty share a mailbox with other part-time faculty members. Be sure to take only the mail addressed to you. When there are two copies of a flier or announcement or newsletter, take one and leave the other copy.
- Check your mail **every** time you come on campus! Often students leave messages in your campus mailbox in the Mail Room. All campus communication about new policies and procedures, staff development opportunities, and special events are sent to you in your campus mailbox in the mailroom. In addition, much of your communication with your Division Dean will be done through the campus mail: notices of upcoming division meetings, announcements about department and division activities, etc.
- Go to the Mail Room **before** you go to your class. It is best to arrive sufficiently early to have a chance to glance through your mail for any urgent messages: messages from your students; messages from your Division Dean about something which should be done while you're on campus, etc.
- Keep all of your mail, and take it home with you or back to your office so that you may read through your mail carefully when you have more time. Although part-time faculty are invited to all on-campus events, opportunities for staff development workshops or campus events are often missed simply because the mail items are not read carefully or are not read while the item is still current. In addition, any new policies or procedures are always distributed to all staff, including part-time faculty. It is best to keep your own file of these information items for your future reference.
- Some divisions also have a **second mailbox** in the Division Office for each full-time and part-time faculty member. If this is the case in your division, always check both mailboxes every time you come on campus, before your class.

Computer Labs

FCNet Accounts

FCNet accounts provide access to the campus network resources including computer login, network file storage, printing, email, SharePoint sites, Microsoft Office 365 and Microsoft Teams, FC Wi-Fi and Web Space. Staff and faculty can find a link to the Network Account Request Form by visiting

<https://fcnet.fullcoll.edu>

Computer Labs

Academic Computing Technologies operates two open general purpose computer labs, located in room 511 and 2200 and one reserved computer lab in room 611. All three labs are PC based running Windows 10. The Lab Hours of operation can be found at <https://fcnet.fullcoll.edu/computer-labs/hours/>. The 611 Lab is available by reservation via the Outlook public folders for instructors with classes. The 611 Lab consists of 54 student stations and one instructor demo station.

The reservation schedule for the 611 Lab is available in an Outlook public folder. To view the reservation schedule, or to request a reservation, please load the MS Outlook application that is installed on your campus workstation. Then choose folder list view from the drop down menu in Outlook by clicking on the three dots located near the bottom left hand corner and choosing folders. This will bring up the public folders for the campus. Double click All Public Folders, this will expand the directory to display Public Calendars within this folder. The first calendar is the 611 Lab Calendar. Click once on 611 Lab Calendar. This should bring up the 611 Lab Calendar in Month view. You can change the view by clicking on the Day, Work Week, Week, or Month options in the arrange group on the home ribbon up at the top.

Remember to please read the Lab Utilization Policies at <https://fcnet.fullcoll.edu/computer-labs/computer-lab-policies/>

prior to reserving the lab. (Policies related specifically to 611 are at the bottom of the page). The 611 Lab is reserved on a first-come, first-served basis.

If your students will be required to complete an assignment that might be interpreted to be in violation of the lab policies, please attach a description on the assignment so that we may accommodate your students.

To make an appointment, right click on the calendar and select **New Appointment**. (It is strongly recommended that you view the 611 Lab Calendar in Week view so that you can clearly see the reservations made by other instructors). Set the starting and ending date and time for when you want to reserve the lab. Put the name of the class in the subject line and your name in the location. Saving the appointment will submit it to the system and your reservation should appear automatically within 10 sec or less. Unfortunately, the system does not auto detect schedule conflicts. (It is the responsibility of the Instructor/Staff Member to verify that their reservation does not conflict with any other 611 Lab reservation). If you need to cancel your reservation, please email Gabriel Rodriguez at grodriguez@fullcoll.edu (with the specific date and time of the 611 reservation you would like to cancel).

Emailing Your Class

Option One – WebStar Class Roster

Clicking on the link at the bottom of the Class Roster in WebStar launches a 'mailto:' action that strings together all the student email addresses, separated by commas, into the 'BCC:' field of an email launched by the web browser's default email program. This is not the recommended way to email your class, as it does not work if the class size is too large.

Option Two – myGateway Faculty Dashboard

Clicking the 'envelope' next to the class launches a window where the user can input the email text (plain or rich text), add recipients, with no limitation on class size, no issue with email delimiter, and the addresses are populated in the BCC field of the email.

Option Three - Canvas

For more information and training options visit <https://online.fullcoll.edu>

Emergency Procedures

Emergency procedures for earthquakes, fires, medical emergencies, and other emergencies are outlined in the "Emergency Procedures" document located in each classroom. Copies can also be obtained from the office of the Vice President of Administrative Services.

Emergency telephones are located in every classroom and on each floor of each building on campus. These phones may be used to call Campus Safety to respond to emergencies. Campus Safety is at extension 27777 or (714) 992-7777.

Keys

General Guidelines

- With the approval of the dean, classroom and office keys are distributed to faculty, regular classified staff, adult hourly workers, and Associated Student officers.
- Keys are not issued to students.
- Possession of keys mandates responsibility for securing classrooms and offices.

Requests for Keys

- Deans may request keys for new adjunct faculty at the Facilities Office.
- Keys may be requested by using the Service Request System (SRS) on the FC homepage.
- The SRS has been upgraded and will allow you to use your FCNet account information for login. This removes the need to maintain a separate user name and password. (See “Service Request System”)

Distribution

- Requests should indicate one of two pick-up options:
 - Keys may be picked up at the Facilities Office during working hours (7:30 a.m. – 4 p.m.).
 - At the request of the dean, keys may be picked up from the appropriate Division Office.
- Individuals are required to sign the key card indicating receipt of a campus key.

*Faculty and staff should return keys no longer needed to the Facilities Office.
These keys will be removed from the individual's key card.*

Parking

- Parking permits are required by all staff to park in campus parking lots. All faculty will receive a free parking permit before the start of the semester. Follow all parking rules and regulations in the brochure attached to your parking permit. See the Campus Map for the location of the Staff Parking lots.
- Parking rules and regulations are strictly enforced 24 hours/7 days a week.
- If you leave your class late in the evening, it is generally best to arrange to walk to the parking lot with other faculty members or with your students. In addition, encourage your students to walk to their cars in groups during evening hours. If you would like an escort, or should an incident occur, call (714) 992-7080 Ext. 0. If there is an emergency of any kind, call (714) 992-7777 or locate a blue light box and press the emergency button.

Paychecks

Pay Schedule for Adjunct Faculty and/or Overload

During the fall semester, four paychecks are issued, each on the last working day of September, October, and November, and on the first working day of January. During the spring semester, four paychecks are issued, each on the last working day of February, March, April, and May. If you teach winter intersession, you will be paid on the last working day of January (adjunct). Summer school paychecks are issued based on the dates of the class(es) taught. All paper checks will be mailed to the current address on file, or you can arrange for direct deposit with District Payroll.

For questions regarding all payroll matters, contact the District Payroll Office at (714) 808-4754.

Salary Schedule

Salary is based on your placement on the salary schedule according to Class and Step. Changes in class and step go into effect at the beginning of the academic year, in the fall semester. If you do not have a copy of the current salary schedule, you may request one from the District Human Resources Office at (714) 808-4810 or download it from <http://www.nocccd.edu/salary-schedules-257>

Production Center (Copying)

While some divisions and departments have copy machines in their offices, as much as possible, all requests for copying services should go to the Production Center, located in the Campus Mailroom.

Service Requirements

All service request forms must be completed by a regular full/part time employee. Student workers are not authorized to fill out or sign request forms.

Any material that is “copyrighted” MUST follow copyright guidelines.

All copies requested must be limited to school business only. Any personal or personal business material will be returned. Any work requested for other institutions will be returned.

Photocopier Service Options

Copy requests are made using a Production Request Form and may be submitted at any time for routine processing. The requestor should allow at least two (2) full business days for completion. There are two (2) options to request production services:

1. **Drop off** your request using a hard copy form available in the mailroom.
2. **Email** your request using the Word file **Email Production Request Form - 2013** located on the J: Drive. To access the form:
 - a. Access the J: Drive.
 - b. Click on the **Forms and Procedures** folder.
 - c. Click on the **Production Center – Mailroom** folder.
 - d. Open the Word file named **Email Production Request Form - 2013**.
 - e. Fill out your request and email it to Mailroom@fullcoll.edu.

Copyright Law and Guidelines

1. An Instructor may not:
 - Make a copy of “consumable” materials, such as workbooks.
2. An Instructor may:
 - Make multiple copies for classroom use only.

NOTE: When use goes beyond “fair use,” permission must be granted by the copyright owner in writing. The letter granting permission to copy any material must be on file.

**PLEASE CONTACT THE PRODUCTION STAFF FOR MORE DETAILS
IN ROOM 841, OR CALL EXTENSION 27023**

Service Request System

The Service Request System (SRS) is accessed from the Fullerton College main web page, under the Faculty & Staff link. This system can be used to submit requests to Facilities and Academic Computing Technologies for issues such as:

Academic Computing Technologies	Facilities & Maintenance
* Campus phone system	* Carpentry
* Email	* Custodial
* Problems with the network or Wifi	* Electrician
* Problems with your campus workstation	* Keys / locksmith
* Requesting media equipment	* HVAC / air conditioning and heating

Your FCNET account is linked to the SRS:

When accessing SRS, you may be prompted to login. Enter your campus email address, example ido@fullcoll.edu and your FCNET password. This is the same password used to login to a campus computer/workstation.

If you have difficulty accessing a SRS:

Call the ACT Help Desk at 714-992-7111 and they will walk you through the process.

Staff Development

The Fullerton College Staff Development Committee and the Office of Staff Development provide a comprehensive staff development program for managers, faculty and staff. Staff Development funds allow the college to offer on-campus events and workshops designed to improve teaching, technical, leadership and other workplace skills. Funds for travel to conferences are available, with adjunct staff eligible for a maximum of \$1,000 support and full-time staff eligible for up to \$2,000 in funding. Faculty interested in applying for Staff Development funding to attend conferences must submit a Professional Activity Request and Dissemination Plan; guidelines for the application process and appropriate forms are available on the Staff Development website, <https://staffdev.fullcoll.edu>.

Staff Development also maintains a Teaching Effectiveness Center. Staff development resources and training are available to all members of the Fullerton College community including:

- Computer lab
- Teaching and Learning and Equity libraries
- Small group planning and project meeting room
- Technology assistance and training
- Teaching and Learning Certificate (TLC) workshops on topics of interest to staff and faculty including instructional technology (Canvas, web page development, etc.), serving diverse students, growth mindset and mindfulness, pedagogy, and more. Check email and the website for each semester's TLC workshop schedule.
- Equipment checkouts

Location: Teaching Effectiveness Center (TEC), 800 Building, Room 800.

Contacts:

Phone/Email: (714)992-7062; staffdev@fullcoll.edu

Jeanne Costello, Staff Development Coordinator

Phone/Email: (714)992-7306; jcostello@fullcoll.edu or staffdev@fullcoll.edu

Website: <https://staffdev.fullcoll.edu/>

Student Discipline

Students of Concern & Behavioral Intervention Team

The Fullerton College Behavioral Intervention Team (BIT) responds to concerns about student well-being and safety. These concerns may be regarding suspicion of or actual self-harm, and/or possible threats of harm to others. If you are working with a student who may be at immediate risk for self-harm or may pose a safety threat to others, it is critical to immediately call Campus Safety at ext. 27777 from a campus phone, (714) 992-7777 from a cell phone or use one of the Emergency Phones located on campus. You may then submit a report to BIT for additional follow up after appropriate emergency response has been arranged.

It is also helpful to refer students of concern to the Behavioral Intervention Team (BIT) who may not yet be in a crisis situation, but may be at risk in the future without appropriate intervention and access to resources. With early reporting, assessment, and intervention, we can prevent crises and help support students to reach their goals.

To access reporting forms please contact the Student Support Services Division at 714-992-7089.

Student Conduct Process

The Fullerton College Student Support Services Division is committed to administer a thorough and fair student conduct process in accordance with the NOCCCD Board Policy 5500 and Administrative Procedures 5500 in order to uphold community standards while respecting the rights of the individual.

Visit <https://www.nocccd.edu/policies-and-procedures> for [NOCCCD Board Policy 5500 Standards of Student Conduct](#) and [NOCCCD Administrative Policy 5500 Standards of Student Conduct and Discipline](#)

The student conduct process is designed to be educational and to also protect the rights of students, faculty, and staff to learn and work in a safe and welcoming campus community. Faculty and staff are expected to submit incident reports immediately after witnessing any behavior both inside and outside of the classroom environment that may be in violation of the Standards of Student Conduct and Discipline.

To submit an incident report, please contact the Student Support Services Division at 714-992-7089.

Students in Crisis

Warning Signs

- Serious stated intent to harm self or others
- Undue aggressive or threatening behavior toward self or others
- Drug use or impairment from drugs/alcohol
- Neglect of academic work/personal appearance
- Signs and symptoms of physical abuse (bruising, weight loss, lacerations, etc.)
- Expressions of distress, either verbally or in writing (emotional lability; crying, anger outbursts, inappropriate laughter)
- Abrupt changes in personality
- Unusual sadness and discouragement
- Unwillingness or inability to communicate
- Confusion or inability to concentrate
- Restlessness, disorganized behavior
- Isolated socially
- Displays impulsive behavior (bullies, threats, abusive language)
- A pronounced and sudden change in attendance patterns, tardiness and increased absences

Immediate Threat

*If you believe that someone may pose an immediate threat to him/herself or others **immediately call Campus Safety** at ext. 27777 from a campus phone or 714- 992-7777 from a cell phone or use one of the Emergency Phones located on campus.*

NO Immediate Threat

You can assist him/her in accessing help by referring them to the Student Health Center psychologist at 714- 992-7093. If possible and appropriate, escort the student to the contacted office. See Health Center for hours of operation and Crisis Resources for phone numbers that can be given to the student. Faculty and staff should also report to the area dean or manager.

For more information on how to respond to students in crisis and/or to access reporting forms, contact Student Support Services Division at 714-992-7089.

Crisis Resources

National Suicide Prevention Lifeline	(800) 273-TALK (8255)
Domestic Violence Hotline	(714) 992-1931
Domestic Violence Assistance Program	(714) 935-7956
LGBT Hotline	(888) 843-4564
Sexual Assault/Rape Crisis (24 hours)	(714) 957-2737 (949) 831-9110
Anaheim Memorial Hospital (Safe Place-Evidence collection & treatment)	(714) 999-5136
Fullerton Police Department	(714) 738-6800

Students with Disabilities

Disability Support Services (DSS) is the FC designated office that verifies disabilities based upon official documentation and in turn, prescribes mandated educational accommodations that “level the playing field” for these students based upon the functional limitations of the disability(ies).

The focus of this brief document is to discuss the faculty role in the educational accommodation process. A common misunderstanding is that DSS **provides** the educational accommodation. In fact, we **assist** all college representatives (including faculty) in providing the accommodations within the realm of their specialty – in your case – the classroom.

We can all agree that faculty have the responsibility of delivering educational content and assessing the students’ knowledge of this content. The role of DSS is to assist the instructor in delivering educational content that is accessible to all students, regardless of limitations, in a timely and equal manner/medium (Office of Civil Rights legal interpretation). DSS promotes the use of Universal Design for Learning principles that call for designing educational content in formats that are accessible to all students and does not exclude any student regardless of ability. This best practice minimizes the chances of an Office of Civil Rights complaint being filed. DSS is at your service to assist you in being proactive and developing materials that are accessible. Auditory media must have an accompanying transcript and all video must be captioned. YouTube auto-captions do not meet the captioning requirement.

DSS can also assist instructors in providing mandated test accommodations. This usually consists of three possible accommodations - extended time, distraction-reduced environment and/or tests in alternate format. Instructors are always welcome to accommodate any or all of the test accommodations as prescribed by our office, and some do so very effectively.

Some useful information and interesting points to ponder:

- The FC population of students with disabilities is skyrocketing. DSS serves over 1700 students with verified disabilities. These students **will** be in your classes.
- Students with disabilities are held to **all** the same standards, policies and procedures as all FC students – including code of conduct, grading, etc.
- The learning outcomes of a course should not be altered because of a disability. Remember that accommodations are put in place to level the playing field - not to give a student with a disability an unfair advantage.
- Recently it took 300+ DSS staff hours to create Braille materials for a Math student. This was even with the help of a conscientious instructor who supplied DSS with his materials in formats that made our job easier. Please have your materials available in an accessible format for easy production – we can help you with this!
- Note-taking assistance and test accommodations are by far the two most prescribed accommodations so please become familiar with these. Instructors play an important role in both of these.
- Students who may be utilizing accommodations should present a green instructor letter noting they have registered with DSS. Remember to maintain confidentiality.
- We have a campus license for SensusAccess, an automated document conversion tool. Visit the DSS website at <https://dss.fullcoll.edu/> to learn more.
- Students with autism, psychological disabilities and veteran-related disabilities are the fastest growing disability groups on our campus.
- 65% of the students we serve have a verified learning disability.

- 12% of the student population has a disability and this rises to 17+% in Basic Skills classes.

Welcome and thank you for taking a moment to review the valuable information in this document. This is not meant to be an inclusive list of Disability Support Services and faculty requirements. Additional important information can be found at <https://dss.fullcoll.edu/>. You will also find our 6th edition of the **Faculty and Staff Resource Guide** helpful and it is available on the DSS Resources webpage or on the Staff Development website.

DSS is located in room 842, next to the mailroom. Drop in for a visit or email Director, Dr. Edward Roth at ERoth@fullcoll.edu should you ever have any questions or concerns.

Textbooks

Textbook and course material adoptions are due in the Bookstore mid-March for summer sessions, mid-April for fall semesters, and mid-October for spring semesters, or EARLIER. Division Offices notify instructors when adoptions are due and distribute adoption forms.

The Bookstore is committed to keeping the prices on course materials down for students. On-time adoptions, early publishers' orders, used books, minimized freight costs, and lower returns are important factors in maintaining lower text prices. Textbook returns (to the Bookstore and the publishers) drive costs up dramatically. Low return rates can affect the cost of books by up to 15%. Please advise students to wait until your official notice of the materials required (the first class) and to make sure they are eligible for class before buying books.

Veteran Students

Fullerton College has a Veterans Resource Center (VRC) located in room 518. The college is honored to have more than 1,200 Veterans registered through this office. Feel free to direct any Veterans, dependents, reservist, or active duty personnel to this office for services and assistance.

Some of the services provided by the VRC include:

- VA Certification
- Academic Support
 - Full-time Academic Counselor Appointments
 - Peer Tutoring Program
- Veteran Support – on-campus visits by:
 - Outside the Wire – Mental Health Counseling
 - Vocational Rehabilitation & Employment, Ch.31
 - OC Veterans Service Office
 - And more!
- Other Support
 - Employment Development workshops
 - Financial planning workshops
 - Computer stations
 - Camaraderie Room
 - Student Veterans Club

Instructional Tips:

- Be sensitive to discussion topics being introduced in class that might have a negative effect on the Veteran.
 - Critical thinking can be stimulated by using many subject areas outside of those that might be sensitive to a Veteran. Please consider this and be willing to allow a Veteran to opt out of sensitive discussions.
- Over 50% of Veterans returning to the education system have some disability related to their service. Veterans do not consider themselves to be “disabled” but often they do consider themselves to be “wounded warriors.” Some are hesitant to receive accommodations and services from the Disability Support Services Office. Please discreetly and confidentially discuss DSS as an added support service available to all FC students, including them.
- Seating is important to many Vets and they might need to sit with their back to a wall, near an exit, away from windows, away from a “free-flowing, high-traffic” area or other arrangement that allows them a sense of security.
- A highly disciplined, distraction-reduced classroom environment is generally a “best fit” for a Veteran.
- Engage Veterans and seek out their experiences. The majority of their experiences are positive and meaningful and can enrich the learning experiences of the entire class.
- Some Veterans have experienced war, death, horror, shock, fear, etc., and may still be experiencing the physical and/or mental after-effects long after being discharged.
- Many Veterans want to work only with other Veterans because of their shared experiences and work ethic. You should respect this but also help them to transition into an integrated environment.

New training program – The State Chancellor’s Office is funding this training for a limited time. This is an interactive training that takes about 30 minutes. You can enter and go back as many times as you would

like. We have received very positive feedback from other faculty about this training. Take a moment to view it.

Veterans on Campus

<http://kognitocampus.com/vet/ccc>

Click on “Access Training” and then create your own account using enrollment key: ccc4554

WebStar

WebStar is the district Web-based record keeping and grade entry program that links with the Banner Information System. Faculty can drop students, submit grades, see their schedule, access their sick leave balance and perform other tasks in WebStar. WebStar is accessed through the district portal, myGateway. The following instructions describe how to log onto myGateway to access WebStar, and the links available in the program.

To Access WebStar:

1. Connect to the Internet and go to the Fullerton College website www.fullcoll.edu.
2. Click on the myGateway logo.
3. A User Login screen displays:
 - Click in the box labeled Username. Type in your Banner ID Number. This number is available from your Division Office. Remember that your Banner ID number begins with the @ sign and is followed by 8 digits, for example @00001234. It is not necessary to enter the @ symbol as part of your Banner ID in the login process.
 - Click in the box labeled Password: Type in your password. If this is the first time you are using myGateway, your password will be your birth date in six (6) digit format using zeros as place holders for numbers less than 10. (For example: January 7, 1968 would be entered as 010768)
 - Click on the Login button.
4. If you forget your password, click on the "Forgot password" link and follow the instructions. If you are still having trouble with your password, call FC Staff Development at (714) 992-7146.
 - During busy times, such as registration, access to myGateway may be slow or you may not be able to access myGateway. If so, try back at another time.
5. It is recommended that you change your password frequently. To do so, follow the instructions listed on the myGateway homepage. Your password must consist of six digits.
6. Once you are in the portal (myGateway), you will need to click the WebStar icon in the top right box to get into WebStar.

Faculty Services Page

Scroll down and click on Faculty & Advisors. The following list of options will appear:

- Printable Attendance Roster You can access a printable attendance roster for selected term and CRN. Click "Print" on the browser. You may need to configure the margins for printing: In Internet Explorer go to "File", "Page Setup", and set the margins at Left: .25; Right: .25; Top: .5; Bottom: .5. Click "OK" to save. In Netscape go to "File", "Page Setup", and set the margins at Top: .5; Bottom: .5; Left: .15; Right: .15. Click "OK" to save. Add Authorization Codes are printed on this page, see instructions below.
- Printable Grade Record You can access a printable grade record sheet for the selected term and CRN. The roster is based on the most current student registration status.

- Class Roster You can access class rosters here, after entering the term and selecting the CRN. Print this roster for your records after inputting final grades.
- CRN Selection You will see a pull down list of courses that you are scheduled to teach.
- Student Transcripts and Grades You can view a student's transcript to check for prerequisites or view prior grades of only your registered students. You cannot view prerequisites for your waitlisted students.
- Student Information You can display student information or view a student's schedule.
- Wait List Although you can view wait listed students here, they are also listed at the bottom of the class list on the Printable Attendance Roster. Their priority wait list position is in the column to the right of their name.
- Input Final Grades Instructions on how to enter grades.
- Faculty Schedule by Day and Time You can access your teaching schedule.
- Faculty Detail Schedule Another version of your schedule.
- Detail Class Roster This roster contains student contact information.
- Term Selection To select a term make sure that you do not choose terms that begin with "SCE."
- View Sick Leave Balance To view your sick leave hours.
- Add/Drop Listing This screen allows you to see a list of students that have added or dropped a class.
- Drop Students from a Class List This screen allows you to drop students from a class.

You may access all the Faculty Services links from the bottom of any Faculty Service page.

Registration Status Codes

The following codes may appear in the Reg. column on your Printable Attendance Roster:

CN	Cancelled	RE	Registered
DA	Drop – Administrative	RN	Registered - Course Rep – No FTES
DD	Drop – Delete	RW	Registered - Web
DN	Drop Non-payment	WD	Waitlist Drop
DO	Drop - On-line	WI	Withdrawal - Instructor
DP	Drop – Prerequisite	WL	Waitlisted
DS	Drop – Student	WM	Withdrawal – Military
NF	No Show Drop (Attend at least once)	WS	Withdrawal – Student
NS	No Show Drop	WW	Withdrawal – Web
RC	Registered – Course Rep - FTES	WE	Withdrawal Excused

If a student has other than **RE, RW, RC or RN**, the student is **NOT REGISTERED** in your class. Please have the student contact Admissions and Records immediately.

Academic Support Center

The Academic Support Center (ASC) provides instructional services to assist students in achieving success in all academic areas. Services are available for students and faculty. The ASC is comprised of three centers: Skills Center, Tutoring Center and Writing Center. The ASC is located on the first floor of the Library and Learning Resource Center (800 building).

Skills Center

The Skills Center offers software programs that focus on skills development in specific subjects such as Reading, ESL, Learning Strategies, Critical Thinking, Writing, Test-Taking, and Foreign Language. In addition, the following services are provided:

- **Make-up Tests:** The Skills Center will administer make-up exams for students who missed your in-class test.
- **Monthly Student Lab Use Reports:** For all classes with required lab attendance (and for any other class at your request), a monthly list of students and their accumulated lab time will be provided.

Tutoring Center

The Tutoring Center is committed to empowering students to become independent life-long learners, and to creating a supportive growth-oriented academic environment. Student-centered individualized and small-group tutoring is offered in most disciplines and most classes. Trained and faculty recommended peer and professional tutors staff walk-in tutoring for math, sciences and accounting, and one-hour appointment tutoring for most other subjects. Walk-in tutoring schedules are posted at the start of every week and change slightly from week to week. Students may come in to the Tutoring Center or call to schedule appointments for tutoring appointment subjects. Faculty members are encouraged to recommend the Tutoring Center to their students.

Writing Center

The Writing Center promotes students' success and independence as writers in college and beyond. Faculty and trained peer tutors collaborate with students one-on-one to assist with any stage of their writing project—planning, drafting, revising and editing—for any class at any level. Emphasis is first placed on higher-order concerns, such as focus, development, and organization before addressing sentence-level problems and error analysis. The Writing Center encourages students to retain ownership of their writing by helping them to help themselves.

In addition, Writing Center faculty members offer 10-12 workshops on various writing topics including the writing process, revising strategies, transfer essays, grammar review, academic research, cover letters/résumés, and editing strategies throughout the semester. Workshops are provided free of charge and registration is not required. Announcements will be sent to faculty and students throughout the semester.

The Writing Center encourages faculty members to include Writing Center visits as part of an assignment grade or to offer extra credit for student participation.

Associated Student Care Bank

The A.S. Care Bank provides short-term emergency help to Fullerton College students. Students may receive a food certificate or fuel card one time per semester. Referrals for assistance are also available.

To benefit from the A.S. Care Bank a student must be currently enrolled in at least five (5) units. Funding for the A.S. Care Bank is dependent on donations and funds are limited.

Students needing assistance from the A.S. Care Bank may stop by the Associated Student Office in room 222 of the College Center or call (714) 992-7118 to make an appointment with an A.S. Care Bank Coordinator. All information will be kept strictly confidential.

Cadena Cultural Center

Vision

To create an inclusive campus community where diversity is celebrated and all identities and experiences are respected, appreciated, supported and empowered.

Mission

To provide opportunities for Fullerton College community members to increase cultural awareness and competence, examine one's own world view, and increase their sense of belonging to the campus.

A Resource

The Cadena Cultural Center is a dynamic department co-located with the Transfer Center in room 212. We strive to provide a network ("Cadena") of various departments, student organizations, and staff to enhance our awareness of diversity and promote a sense of belonging among our students and staff.

Services Provided

- Cultural celebrations
- Tours to local museums and cultural sites
- Conversation circles
- Guest speakers
- Forums and seminars
- Film resource library
- Online campus calendar of diversity events
- Computer lab and printer
- Study space

Collaborations are Key!

The Cadena Cultural Center relies upon our collaboration with students and faculty like you! Faculty have made our services part of their classroom experience usually by offering extra credit to students. The Cadena Cultural Center provides proof of attendance slips to students after the event has completed. In addition, the center provides a film resource library consisting of award-winning documentaries that faculty may check out or have students view in our center (students must bring their own headphones). Lastly, faculty have participated in our services as keynote speakers, tour guides, and small group facilitators in our forums!

To learn more, please visit the Cadena Cultural Center website at <https://cadena.fullcoll.edu/>

Career & Life Planning Center

The Career and Life Planning (CLP) Center's mission is to provide students assistance with making informed decisions about choosing a major and career. The Career Planning Process encourages students to research, network with others, and experience their choices to initiate career exploration in order to make and/or confirm their decisions. Services are available to students throughout the career development process which include: career research assistance to facilitate career exploration; career counseling to assist with career decision-making (during non-registration times); workshops on various career development topics; resume and cover letter writing assistance; mock interviews; career-related assessments (free and fee-based); online occupational and educational databases; and postings of full-time, part-time, and temporary employment opportunities. All faculty are encouraged to contact the CLP Center to schedule a brief presentation in their classrooms or a full orientation in the center. For more information, please visit <http://careercenter.fullcoll.edu/>

Location: 2000 Building, 2nd floor, Room 2029
Contact: Janine Cirrito, Career Center Coordinator
Jennifer Merchant, Career Center Coordinator I
Phone/Email: (714) 992-7121
Website: <http://careercenter.fullcoll.edu>

Campus Safety

The Campus Safety Department offers a variety of services to the college community including responding to all campus emergencies, assisting with crime and traffic accident reporting, staff and student escorts, unlocking vehicles, jump-starting vehicles, managing the campus' lost & found inventory, issuing parking permits, and parking enforcement on campus. To contact campus safety for non-emergency issues and/or routine business, call (714) 992-7080, extension 0, or extension 27080 from your office phone.

To contact campus safety for an emergency, call (714) 992-7777 or press the emergency button on your Cisco office phone. Blue light box emergency phones are located throughout the campus; press the emergency button on a blue light box to immediately contact a Campus Safety Officer.

Child Development and Educational Studies Department Lab School

The CDES Lab School is a preschool program serving primarily children of students and employees. The program is designed for children two through five years of age.

The Child Development Laboratory School is located in building 1830 at the north end of Lot 5, near Berkeley Ave. For more information on current hours and availability, call (714) 992-7069 or visit their website at <http://childdev.fullcoll.edu/lab-school/>

Dr. Christine Lamm & Dr. Toni DuBois-Walker Memorial Food Bank

The Chris Lamm & Toni DuBois-Walker Memorial Food Bank was established by faculty, managers, staff, students, retirees and volunteers to address the growing number of Fullerton College students struggling to find nutritional food & resources to meet their needs.

Location and Hours

Location: Room 1955

Hours Open: Tuesdays 12:00 – 2 p.m. & 4 – 6 p.m.

Mission

The mission of the FC Chris Lamm & Toni DuBois-Walker Memorial Food Bank is to foster a healthy college community by providing nutritious food to students and their families who are in need. We hope to alleviate hunger and provide access to quality and nutritious food.

Eligibility

The FC Food Bank serves all Fullerton College students in need, but must be enrolled in at least three units. Students are required to show a student ID or state issued ID with a recent class schedule bill

For more information visit <https://fcfoodbank.fullcoll.edu>

Student Health Services

When Fullerton College students register for classes, they are charged a health fee of \$19. These fees are used to support a comprehensive Health Center on campus. The Health Center is staffed with physicians, nurse practitioners, registered nurses, behavioral health providers, health educators, peer health educators and clerical assistants. Each is trained to assist in a professional and confidential manner.

Services in the FC Health Center include:

- Birth control medication*
- Breast and pelvic exams*
- Crisis intervention
- Diagnosis and treatment of short term illnesses
- Emergency/First Aid
- Health education/counseling
- Immunizations*
- Laboratory tests*
 - Blood tests
 - STD tests
 - Urinalysis
 - Pregnancy tests
 - Pap exams
- Maintenance of health records
- Medications and/or prescriptions*
- Orthopedic supplies (such as splints, elastic bandages, and crutches)*
- Physician/Nurse Practitioner consultation by appointment
- Psychological counseling
- Radiology referral and follow-up
- Referral to specialists and community hospitals/agencies
- Registered nurse assessment/screening
- Wellness physical/pre-employment evaluations*
- Referral for eye care services

Most services are provided without charge. An asterisk indicates a small fee for those services.

Contact:

Student Health Services

Phone: (714) 992-7093

Website: <https://health.fullcoll.edu/>

Library Services (LLRC)

ID Cards

Library books and materials may be checked out by faculty members with an FC ID. The adjunct faculty member's dean must email Student Services Specialist Stephanie Rodriguez (srodriguez2@fullcoll.edu), providing the faculty person's name, contact information, Banner ID, and position to request an ID card. After receiving the information from the dean, the Associated Students Office at (714) 992-7118 will contact the adjunct faculty member to set up an appointment to make the ID. Visit the library website <https://library.fullcoll.edu/> > *Borrowing* for more information.

Instruction

The library offers 1-on-1 research consultations for students and faculty seeking help strategizing their research. Students may visit the library website <https://library.fullcoll.edu/> > *Hands-On-Help* > *Ask a Librarian* and submit the Research Consultation form.

In addition to the research consultations, instructors may bring their class(es) to the library for general or subject specific library instruction sessions. The general instruction session provides students with an overview of the resources that are available to them at Fullerton College. The subject specific sessions allow instructors the opportunity to have the instruction session tailored around a specific research assignment. Requests need to be submitted at least one week in advance. Visit the library website <https://library.fullcoll.edu/> > *Faculty Resources* > *Instruction Requests* and submit the Library Instruction Request form.

Faculty Reserves

Faculty may put books or other class materials on "reserve." Faculty must provide their own materials for the Reserve collection and follow copyright restrictions. Visit the library website <https://library.fullcoll.edu/> > *Faculty Resources* > *Reserve Procedures* for more information.

Databases

The library offers a number of valuable research tools in the form of online databases for students and faculty. These include eBooks and encyclopedias, statistics, current and controversial issues, and periodical databases with peer-reviewed journals, magazines, newspapers and more. For off-campus access, students and faculty may access databases directly from the library Databases page using their student number and last name: <https://library.fullcoll.edu/> > *Research* > *Databases*, or by logging in to MyGateway using their Banner ID number and pin.

Inter-library Loan

Faculty and students may take advantage of the library's inter-library loan service. If needed books or journals are unavailable in the campus library, they may be borrowed from other libraries. Visit the library website <https://library.fullcoll.edu/> > *Research* > > *Interlibrary Loan* for more information.

Book Recommendations

Faculty may make a request to add a book to the permanent circulating collection. Whether or not the library can order the book often depends on the current budget, but every effort is made to accommodate instructor requests. Visit the library website <https://library.fullcoll.edu/> > *Faculty Resources* > *Purchase Requests* for more information.

More about the Library

For more information about Library instruction support, Library 100: Introduction to Research, and Library services visit the library website <https://library.fullcoll.edu/>

Transfer Center

Vision

Our vision is that all Fullerton College students are able to realize their transfer goals.

Mission

To increase awareness of transfer among Fullerton College students, faculty and staff; provide support for students in the preparation, application and transition stages of the transfer process; and enhance opportunities for transfer by collaborating with universities.

Assisting Transfer Students

There are many steps to transfer, from college exploration to college selection, major exploration to major preparation, not to mention the entire application process. The center provides services to help students explore, prepare, and succeed in their transfer plans. We are co-located with the Cadena Cultural Center in room 212.

Services Provided

- Advising and counseling
- Application assistance
 - 5-part workshop series
 - University essay review
 - Drop-in assistance
- College fairs
- University tours
- University representative presentations and individual appointments
- Transfer resources (online and printed)
- Transfer information presentations
- Computer lab and printer
- Study space
- Transfer Celebration (held annually in May)

Faculty Role in Transfer Success

Fullerton College has a long history of supporting our students' transfer process and the key to this success is the on-going collaboration we have with our remarkable faculty! Faculty, we rely upon you to share important transfer deadlines with students and to make them aware of our services. This can be accomplished by making announcements in your classes, participating in our bi-annual Transfer Awareness Week, or inviting Transfer Center staff to present to your classes!

To learn more, please visit the Transfer Center website at <https://transfer.fullcoll.edu>

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