The purpose of the Mt. San Jacinto College (MSJC) Faculty Handbook is to provide faculty with information about college policies and procedures and to serve as resource for faculty in support of their teaching and professional development.

Every effort is made to maintain the currency of the information, however, please keep in mind that changes and transitions do occur.
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COLLEGE MISSION

Mt. San Jacinto College (MSJC), a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

INSTITUTIONAL LEARNING OUTCOMES

- **Communication**: The student will communicate effectively, expressing thoughts, goals and needs through use of appropriate modes and technologies.
- **Critical Thinking**: The student will reason and think critically.
- **Aesthetic Awareness**: The student will possess aesthetic awareness.
- **Social Awareness**: The student will demonstrate societal awareness.
- **Responsibility**: The student will display personal and civic responsibility.
- **Scientific Awareness**: The student will possess an awareness of the physical and biological principles related to science.

At Mt. San Jacinto College, faculty, staff, administrators, and students all share in the student learning outcomes and assessment process. The process for incorporating student learning outcomes into our college culture led to the adoption in 2007 of the Institutional Learning Outcomes or education core competencies. The MSJC College Catalog lists discipline-level student learning outcomes for each program of study at the college. All faculty members are involved in the process of developing and assessing student learning outcomes for the courses which they teach.
STRATEGIC MASTERPLAN GOALS

Pending approval by the Mt. San Jacinto College Board of Trustees in fall 2014, the following are the 10 key institutional goals of the 2014-2017 Strategic Plan:

Goal 1: Reduce time to completion of student educational goals to increase degree, transfer and certificate completion

Goal 2: Drive institutional decision-making using internal and external data to inform planning and prioritize resources

Goal 3: Improve fiscal responsibility that is sustainable for the long term

Goal 4: Expand and improve student involvement in campus life

Goal 5: Increase the College's visibility, value, and recognition in the service area

Goal 6: Promote quality of institution through enhanced communication within community (internal/external)

Goal 7: Identify sustainability strategies to improve efficiencies in processes district-wide

Goal 8: Enhance the overall campus life

Goal 9: Refine staffing plan and process

Goal 10: In an effort to serve students, build bridges between instructional services, student services, and administrative services
INTRODUCTION TO MT. SAN JACINTO COLLEGE

As a comprehensive community college, MSJC offers courses and programs that satisfy the transfer requirements of four-year colleges and universities. We offer a variety of vocational and technical programs to prepare students for a rewarding career. Basic Skills and English as a Second Language (ESL) training programs are designed for students who want to build a strong foundation and ensure academic success. Community Education programs and classes help lifelong learners and those seeking personal enrichment.

The Mt. San Jacinto Community College District was formed in 1962 by a vote of the citizens in Banning, Beaumont, Hemet and San Jacinto. Named for the majestic 10,000-foot peak that dominates the area’s skyline, the Mt. San Jacinto Community College District stretches 45 miles from east to west and 35 miles north to south. It includes the communities of Banning, Beaumont, Idyllwild, San Jacinto, Hemet, Perris, Sun City, Lake Elsinore, Canyon Lake, Murrieta, Menifee, Temecula, Aguanga and Anza. Economic activity includes a varied agricultural industry, light manufacturing, tourism and a thriving service sector meeting the needs of the region’s growing population. District geography is diverse, ranging from desert and valley grasslands to pine-forested mountains.

The college enrolled its first students in the fall of 1963, holding classes in rented facilities in Banning. The San Jacinto Campus (SJC) was opened in 1965 with two buildings and has grown into a comprehensive college campus serving the needs of students and the community. In 1975, the residents of Temecula, Lake Elsinore, Perris and adjacent areas voted to join the Mt. San Jacinto Community College District, increasing the college’s area to the present 1,700 square miles. The Menifee Valley Campus (MVC) opened in 1990. The College experienced rapid expansion in 2008. That year it opened the Temecula Education Complex (TEC), giving residents of the Temecula and Murrieta areas one location to register, receive counseling and placement testing and also take classes. That same year, the college opened its San Gorgonio Pass Service Center to provide counseling, registration and other services to residents of the Banning and Beaumont areas. In January 2011, students began attending classes at the new San Gorgonio Pass Campus (SGP) located just south of Interstate 10 in Banning. The Temecula Higher Education Center (The Center), located approximately a mile north of TEC started offering classes in fall 2014.
MSJC Enrollment Overview
Students
- FTES Funding Level: 10,000
- Number of Students: 18,000
- Percent Female: 57%
- Percent Male: 42%
- Percent White: 40%
- Percent Hispanic: 38%
- Percent Black: 8%
- Percent Filipino: 3%
- Percent Asian: 2%
- Percent American Indian: 0.7%
- Percent Pacific Islander: 0.4%
- Percent Disabled: 4%
- Percent First Generation: 75%

Basic Skills Placement
- Mathematics: 87%
- English: 89%
- Reading: 74%

Ages of Students
- Percent Less Than 18: 3%
- Percent 18 & 19: 26%
- Percent 20 to 24: 40%
- Percent 25 to 29: 14%
- Percent 30 or More: 25%

Number of Degrees (AA/AS)/year: 1568
- Percent Female: 60%
- Percent Male: 39%

Associate Degree for Transfer
The Associate Degree for Transfer-ADT (A.A.-T or A.S.-T) is a new degree offered at California Community Colleges. To pursue this degree rather than a traditional AA or AS degree.

The guarantee itself means that students who earn an A.A.-T or A.S.-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, students may be given a GPA bump when applying to an impacted campus outside the local area or an impacted major that is deemed similar. In addition, once admitted at the CSU, and enrolled in a designated similar degree program you will complete your bachelor’s degree within the 60 semester units or 90 quarter units of upper division coursework.

MSJC A.A.-T/A.S.-T Degrees
- Administration of Justice
- Anthropology
- Art
  - Art History
  - Studio Arts
- Business Administration
- Early Childhood Education
- Communication Studies
- Computer Science
- English
- Geography
- History
- Mathematics
- Music
- Philosophy
- Political Science
- Psychology
INSTRUCTIONAL DIVISION MISSION

We are dedicated to the quality, integrity, and breadth of all educational programs in the District and support the college's mission of successful student learning by providing programs that are innovative and responsive to all students and ensures that teaching excellence and a learner-centered curriculum are core values. The Instructional Services Division provides leadership and support for all instructional programs both credit and non-credit on all instructional sites within the District.

INSTRUCTIONAL SERVICES ADMINISTRATOR DIRECTORY

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of Instructional Services, Dr. Patrick Schwertdfeger*</td>
<td>SJC</td>
<td>(951) 487-3404</td>
</tr>
<tr>
<td>Executive Assistant, Jill Lanphere</td>
<td>SJC</td>
<td>(951) 487-3401</td>
</tr>
<tr>
<td>Associate Dean, Kristi DiMemmo*</td>
<td>SJC</td>
<td>(951) 487-3409</td>
</tr>
<tr>
<td>Dean of Instruction, Academic Programs, Dr. Carlos Tovares</td>
<td>SJC</td>
<td>(951) 487-3410</td>
</tr>
<tr>
<td>Administrative Assistant, Debbie Perez-Flores</td>
<td></td>
<td>(951) 487-3421</td>
</tr>
<tr>
<td>Administrative Assistant, Kathy Ponio</td>
<td></td>
<td>(951) 487-3407</td>
</tr>
<tr>
<td>Dean of Physical Education and Athletics, Patrick Springer</td>
<td>SJC</td>
<td>(951) 487-3590</td>
</tr>
<tr>
<td>Administrative Assistant, Amber Rogers</td>
<td></td>
<td>(951) 487-3591</td>
</tr>
<tr>
<td>Dean of Instruction, Allied Health and Nursing, Dr. Kathleen Winston</td>
<td>MVC</td>
<td>(951) 639-5561</td>
</tr>
<tr>
<td>Administrative Assistant, Debbie Vesey</td>
<td>MVC</td>
<td>(951) 639-5561</td>
</tr>
<tr>
<td>Dean of Instruction, Arts, Humanities, and Social Sciences, Dr. Richard Rowley</td>
<td>MVC</td>
<td>(951) 639-5420</td>
</tr>
<tr>
<td>Administrative Assistant, Rose Russell</td>
<td>MVC</td>
<td>(951) 639-5421</td>
</tr>
<tr>
<td>Dean of Instruction, Career and Technical Education, Joyce Johnson</td>
<td>MVC</td>
<td>(951) 639-5439</td>
</tr>
<tr>
<td>Administrative Assistant, Dawn Bridge</td>
<td>MVC</td>
<td>(951) 639-5351</td>
</tr>
<tr>
<td>Dean of Instruction, Distance Education and Technology, Micah Orloff*</td>
<td>MVC</td>
<td>(951) 639-5440</td>
</tr>
<tr>
<td>Administrative Assistant, Shelley Excel-Wortman</td>
<td>MVC</td>
<td>(951) 639-5441</td>
</tr>
<tr>
<td>Dean of Instruction, Math and Sciences, Brandon Moore*</td>
<td>MVC</td>
<td>(951) 639-5426</td>
</tr>
<tr>
<td>Administrative Assistant, Carrie Stanz</td>
<td>MVC</td>
<td>(951) 639-5431</td>
</tr>
</tbody>
</table>

*Temporary/Interim
EVENING COVERAGE

Administrators and office staff have normal work hours. At SJC and MVC, a member of the deans’ staff is normally on duty until 8 pm. Staff members can also be found the Libraries and Learning Resource Centers until 8 pm Monday through Thursday. At SGP and TEC the college utilizes Evening Administrators, part-time employees who take turns providing coverage Monday through Thursday evenings, 4:30 pm to 10:00 pm.

The first week of the fall and spring terms there is an administrator in the Instruction office at SJC and MVC until 8 pm.

<table>
<thead>
<tr>
<th>Week 1 Evening Dean, Varies</th>
<th>SJC</th>
<th>(951) 487-3400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Evening Dean, Varies</td>
<td>MVC</td>
<td>(951) 639-5400</td>
</tr>
<tr>
<td>Evening Classified Staff Member, Sandy Darnell*</td>
<td>SJC</td>
<td>(951) 487-3400</td>
</tr>
<tr>
<td>Evening Classified Staff Member, Diane Rhodes</td>
<td>SJC</td>
<td>(951) 639-5400</td>
</tr>
<tr>
<td>Evening Administrator, Drew Scherrer</td>
<td>SGP</td>
<td>(951)-264-2992</td>
</tr>
<tr>
<td>Evening Administrator, Greg Abt</td>
<td>SGP</td>
<td>(909)-435-5554</td>
</tr>
<tr>
<td>Evening Administrator, Nancy Mierzwik</td>
<td>SGP</td>
<td>(951)-222-1034</td>
</tr>
<tr>
<td>Evening Administrator, Brian May</td>
<td>TEC1</td>
<td>(951)-764-2465</td>
</tr>
<tr>
<td>Evening Administrator, Mark Koscielak</td>
<td>TEC1</td>
<td>(909)-229-0645</td>
</tr>
</tbody>
</table>

*Substitute/Interim
Mt. San Jacinto College Calendar 2014-2015

SUMMER 2014

JUNE

3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

July

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MARCH

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

APRIL

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29

FALL SEMESTER 2014

SEPTEMBER

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

OCTOBER

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

NOVEMBER

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

DECEMBER

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

80 days

FALL SEMESTER 2015

JANUARY

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

FEBRUARY

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

MARCH

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

APRIL

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

MAY

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

JUNE

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

85 days

SUMMER 2015

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

Institutional Days

Fall Semester
Spring Semester
* Summer Session: 8 weeks
* Summer school conditional pending funding
Final Exam

Holiday-College closed...
No Classes-College closed...
Optional Faculty Development...
Required Faculty Development...
Classified Staff Development Day...
Required Faculty Day (no classes)...
Commencement—May 29, 2015...
Faculty EagleAdvisor is a portal for faculty information and processes. Accessing FacultyEagleAdvisor is essential for faculty to perform their duties. Below is information for accessing Faculty EagleAdvisor.

**EagleAdvisor**

Class Schedules, Class Rosters, Census Rosters, Grading, Important Deadlines

On the College’s main web page, under “MY MSJC,” click on “EagleAdvisor.”

Login following the examples.
Click on the “Faculty EagleAdvisor” tab.

“Faculty EagleAdvisor” provides you with access to class rosters, census rosters, add codes, and other important information, such as census roster due dates and grade submission deadlines.

College Name & Acronym

The legal name of the college is the Mt. San Jacinto Community College District. It is also proper and more colloquial, to use: Mt. San Jacinto College.

DO NOT use “Mount,” or any other variation, as it is not interchangeable with Mt.

The acronym for the college is MSJC, which stands for Mt. San Jacinto College. DO NOT use MSJCC or MSJCCD or any other variation.

The proper names of the MSJC locations are:

Menifee Valley Campus
San Gorgonio Pass Campus
San Jacinto Campus
Temecula Education Complex
Temecula Higher Education Center
FACULTY EMAIL

As a Faculty member at Mt. San Jacinto College you will receive an MSJC email account. It is imperative that you utilize your MSJC e-mail account as this is the only address given to students and used by staff to reach you. Even if you choose to offer other contact options, they should not preclude you using/checking your MSJC account.

You can access your MSJC email at access.msjc.edu.

URL: access.msjc.edu

User Name: <first initial> + <last name>
Initial Password is your birthdate in MMDDYY format.

At your first login, you will be prompted to change your password.

Contact the Help Desk helpdesk@msjc.edu or (MVC) 951-639-5344, (SJC) 951-487-3344 for assistance or problems with your email.
QUICK-START: PREPARING FOR THE FIRST DAY OF CLASS

COURSE SYLLABUS
All faculty members must provide students with a course syllabus specific to the class. The Academic Senate has developed the Syllabus Content Checklist. The syllabus includes instructor contact information, course description, courses objectives, student learning outcomes, assigned texts and materials, grading policy, expectations for classroom behavior, plagiarism policy and penalties, disability statement, and a schedule of topics, reading, activities, and assignments.

The syllabus is a contract with the students in the class. The clearer the detail, the fewer misunderstandings will arise. Instructors often include detailed descriptions of assignments and rubrics for evaluation. The syllabus may include safety procedures, especially in lab classes. While syllabi should be available on the first day of classes, they do not need to be provided in hard copy form. Many instructors are using the Blackboard course site to post the syllabus for student download.

Faculty must submit a copy of their respective course syllabi to the Office of Instruction no later than the 2nd week of the semester. Your syllabi should be submitted by email:

SJC/SGP Faculty Syllabus Email Address: sjcsyllabi@msjc.edu
MVC/TEC Faculty Syllabus Email Address: mvcsyllabi@msjc.edu
SYLLABUS CHECKLIST

Preamble
The course syllabus is important. If well-written, it provides vital information for the students and protects and supports faculty members. The following guidance is intended to help you start your class with a syllabus that will serve both you and your students.

Organization
The syllabus should be divided into two sections, one that contains your policies as an instructor and vital policy information for the students and a second that walks the students through your class meeting by meeting.

Part I: Policy Section
Introduction. Your syllabus should contain the following information in this section:

1. Mt. San Jacinto College (on the first page)

2. Basic course information that includes course description, course objectives, section number, room number, meeting times, and course number.

Comments and suggestions: if you like, course description information could be taken from the college catalogue and outline of record.

3. Information about you: Name, e-mail, school phone number, office number, if appropriate (on the first page), Office Hours (for full-time faculty)

4. Books and assigned materials (list complete information about all recommended and required reading and about any other materials or resources you would like students to have to be successful in the course.)

Comments and Suggestions: If this list is excessive then it may be appropriate to have a separate sheet for course materials.

5. Grading policy (Grade system: point, letter, etc.) What is your policy about late work? Make-up work and exams? Please note: while it is appropriate to base the grade on class participation, it is not appropriate to use attendance as a grading criterion; however, you may drop a student based upon missing a stated amount of class time.)
SYLLABUS CHECKLIST (CONTINUED)

6. Classroom etiquette (how do you feel about inappropriate talking in class? cell phones and pagers? tardiness or early departures? sleeping?)

Comments and Suggestions: This section should be your opportunity to inform students about inappropriate behavior. If you mention these behaviors in this section, it could very well reinforce you and protect you if problems with students arise during the semester.

7. A plagiarism and cheating policy (what will you do if a student plagiarizes or cheats? Will you allow the work to be made up? Do you in all cases fail the student on an assignment that was plagiarized or was the result of cheating? )

Comments and Suggestions: There is standard language on plagiarism and cheating available to help you with this section. One source in located in the college catalog.

8. Academic Support is available for all students through the services provided in each campus Learning Resources Centers. Inquire at each center regarding hours of operations and specific subjects for which tutors are available. In addition, some subject area specialist tutors are available for courses through specific departments. Ask your instructor if specialized tutors are available for your individual course.

Comments and suggestions: This item is included so that we can better serve the students and obtain apportionment for these activities in part by putting this into the syllabus.

9. Disability statement: "Mt. San Jacinto College abides by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a counselor in Disabled Students Programs and Services (DSP&S) as soon as possible.

10. The Federal Government and the Accreditation Team requires Course Learning Outcomes (CLOs) be accessible to students. CLOs must be in the Blackboard shell, course syllabus, or as a link to the course outline of record.
SYLLABUS CHECKLIST (CONTINUED)

Part II: The Schedule
List every meeting or week when your class will meet. Include descriptions of the following: what you will cover in class, homework and assignments, anticipated assignments and test due dates, the grade weight of the assignments if not already mentioned in the policy section. A statement that the final is a requirement of the course and is to be administrated at the scheduled time and day.

Comments and Suggestions: The final should be followed as close as possible and only modified for individual students under only exceptional circumstances. To change the final requires administrative approval.

COURSE ENROLLMENT/CLASS ROSTERS
Faculty members play a key role in ensuring that all students attending classes are properly registered in each class. While Enrollment Services can tell you who is enrolled, they don't know who isn't enrolled unless you tell them.

Check your class roster(s) on my.msjc.edu under the Faculty EagleAdvisor tab.
Directions for my.msjc.edu: Viewing/Printing Class Rosters, Waitlists, Late Add Codes, Census Rosters, Entering Positive Attendance and Grading

SPECIAL NOTICE: You must make certain that all students attending your class are officially enrolled and appear on your class roster by the end of the second week.

We are providing these written directions for you to utilize in my.msjc.edu to view/print rosters, waitlists, late add codes, submit census rosters, enter positive attendance (if needed) and submit grades.

- Go to the MSJC website at www.msjc.edu and click on my.msjc.edu.
- Login to the site by using your first initial, full last name and the last three digits of your ID number (e.g. rrowley123). If you do not know your ID number, please see your Administrative Associate in the Instruction Office. Your password is your six-digit birth date entered in mmddyy format (e.g. 120152). For security reasons you will be asked to change your password when you login to my.msjc.edu the first time.

Should you have questions about enrollment procedures, you may visit or call one of the Enrollment Services staff members during office hours.
Cheri Naish, Director of Enrollment Services and Student Support Services
(SJC) (951) 487-3210

Susan Loomis, Associate Dean, Student Support Services
(MVC) (951) 639-5212

Spring and Fall Hours
San Jacinto and Menifee Valley Campuses
Monday - Thursday 8 am-5:30 pm
Friday 8am-12:00pm

Temecula Education Complex
Monday - Thursday 8 am-5:30 pm
Friday -Closed

San Gorgonio Pass Campus
Monday - Thursday 8 am-5:30 pm
Friday -Closed

WAITLIST
When a class section enrollment reaches capacity and closes, a waitlist will open (if the course section has a waitlist option). If a student enrolled in a closed section drops the course, the waitlist procedure will auto-enroll the first student from the waitlist into the section. That student will have four days in which to pay their enrollment fees for the class or risk being dropped for non-payment.

Waitlists will not be available until seven days prior to the start of a class.

If you wish to get a list of students who have requested to be waitlisted in your closed class, check the box “Print Waitlist Roster” when you are requesting the class roster.

VIEWING/PRINTING CLASS ROSTERS
Click on Faculty EagleAdvisor tab and then on “Class Roster, Waitlist and Late Add Codes.” Login, enter the term and click on the Submit button. On the next screen you can select the roster you wish to view/print (if you have more than one class) and then click on the Submit button. Use your browser print button to print the roster.
BLACKBOARD
Every course offered at MSJC is given an online site for posting materials through our Blackboard Course Management System. At the beginning of each semester a space will be opened for your course and your students will have access to it when they enroll. You may choose whether to use the course space or to leave the institutional informational message automatically posted there by our Instructional Technology staff.

- To get to the Blackboard Portal go to www.msjc.edu. In the “MY MSJC” area click on “Blackboard”

- For information about how to use the Blackboard site, please check our online resources or contact our distance education coordinators.
TEXTBOOK REQUISITIONS
Informing the bookstore about textbooks is an essential element of schedule development. In order to provide students with the correct texts at the best price, we need information from faculty in a timely manner. The Higher Education Opportunity Act (2008) requires that colleges have book lists ready for students so they can assess the true cost of taking a particular course.

Below is a link to the MSJC Textbook Requisition web site. Please use the link even if you are not ordering textbooks - simply select the option that no textbooks are required. However, all course material needs to be available in the bookstore so that students on financial aid can use their vouchers. This is a federal requirement. Failure to comply could jeopardize our ability to participate in federal financial aid programs.

In some departments, the faculty decide to use the same texts. In that case, individual faculty members do not need to submit textbooks requisitions. It is done by the chair of the department. When in doubt, ask the chair of your department.

If you have responsibility for selecting textbooks, please submit by the deadlines: October 31, 2014 for spring 2015/March 21 for summer & fall 2015.

Please submit your book orders online. Below is a link for textbook requisitions. You will find an option to select a term.

MSJC Online Faculty Textbook Requisition
or
http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6036

The login account is specific to the bookstore-not the same as EagleAdvisor or Blackboard.

To establish an account, please contact Justin Naish: jnaish@msjc.edu
(951)487-3117

DESK COPIES
Contact the office of the appropriate dean.

SJC/SGP (951) 487-3400
MVC/TEC (951) 639-5400
FIRST-DAY SUGGESTIONS
The first day of class can be challenging, especially when most sections are full with sizable waitlists of anxious, possibly frustrated, students trying to add classes. Here are some guidelines developed from past experience:

• Please hold to class caps as closely as possible. Besides the issue of fire code violations in the classrooms, the Curriculum Committee has approved class size based on pedagogical reasons. Adding more students compromises the experience for all students. Let students know that class size is not determined by the number of seats available in the classroom. Administrators know that exceeding class-size sometimes happens inadvertently, but please hold to the caps as closely as possible.

• In addition, please do not bring in furniture from surrounding classrooms to accommodate students. It will leave the other rooms short and create problems for multiple instructors. If you need seats in order to accommodate the class cap, let your Instruction Office know. We need to work out a long term solution for your class.

• Be aware that you have the right to drop no-shows at the first class meeting, and use this right with discretion. Registered and waitlisted students are required to be present the first day to protect their status. If a registered student communicates with you about an extenuating circumstance which prevents him or her from attending the first day, we encourage you to work with this student to stay in the class.

• Use your waitlist to add students. It is the fairest and least biased way to approach this stressful situation. Some students may argue that they were not able to get on the waitlist. However, waitlists are capped at ten; be assured that the students on the waitlist have been waiting longer and may have just as compelling reasons to be added to the class as those who tried to register later.

• Be empathic and gentle in turning students away even though they may express anger and frustration. Deescalate the emotion, but hold firm on your decisions.

• Avoid giving petitioning students the option to return to the class another day. If it is unlikely that a space will open up, they are much better off looking for another class, rather than spinning their wheels.

• When you give a student a late-add code, check your class roster on EagleAdvisor to ensure that they have enrolled before the next class meeting. After the first day, no student should be sitting in your class who is not enrolled.
Your administrators know that turning away students is not easy. We are here to help you deal with this and other situations. Let us know how we can assist you.

**CLASS SIZE AND CANCELLATION**

Class sizes vary based on subject area and available facilities. Classes may be cancelled if there is not sufficient enrollment. Monitor your enrollments, for example by checking the number of open seats through “Search Open Classes” on the main MSJC web site. Contact your Department Chair or Dean of Instruction for additional information.
FACULTY RESOURCES

FACULTY MAILBOXES
An instructor’s mail will be placed in mailboxes located at each campus where you teach most of your classes. Only one mailbox per instructor is assigned district-wide:

- San Jacinto Campus
  Full-Time Faculty – Room 1256
  Associate Faculty – Room 1201G
- Menifee Valley Campus
  Full-Time - Building 1020
  Associate Faculty - Building 1020
  Nursing Faculty - Nursing Department
- Temecula Education Complex (TEC)
  See the evening administrator for location.
- San Gorgonio Pass Campus
  Full-Time Faculty - Building 100
  Associate Faculty - Building 100

FULL-TIME FACULTY VOICEMAIL
To set up voicemail, select the Messages button on your office phone and follow the oral instructions. When voicemail is ready to be received, the red light on the receiver will be lit. To check voicemail, press the Messages button and follow the oral instructions.

ASSOCIATE FACULTY VOICEMAIL
Voicemail Phone Numbers

| SJC (951) 487-3335 | MVC (951) 639-5335 |

Voicemail Extension
Your voicemail extension(s) will be prefix 6 + 4-digit Class Section number. Example: Teaching Section 2110, your extension number is 62110.

Teaching Multiple Sections
You will be granted multiple extensions. You can choose to use all extensions, by class, or choose to use only one. Just let your students know what number you are going to use for class communications.

Accessing your voicemail
1. Dial (951) 487-3335 (SJC)
   (951) 639-5335 (MVC)
2. Enter your Voicemail Number 6 + four-digit class section number
3. Press the * (Star) key
4. Enter your password four-digit Class Section Number

**Password:**
Your password is the four digit section number
Example: Teaching Section 2110
Password: 2110

**Problems Checking Voicemail:**
Contact HELP! at 951-487-3411

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**Tip!** For more updates from Information Technology, visit our website at www.msjc.edu/IT/Pages/helpdesk.aspx

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**PARKING**

**Who to Contact:**
Lana May, (951) 487-3182
Dispatch, (951) 639-5188

Please take the time to familiarize yourself with the district’s rules and regulations regarding parking on campus. Your initial permit will be issued at no charge, additional permits can be purchased at the cost of $10.00 each. Parking permits will be valid in Staff lots and staff spaces on all campuses, as well as in all student areas. Staff lots are clearly posted with signs that state “Staff/Faculty parking only.” Employees are not allowed to utilize visitor spaces.

Your permit should be placed in the lower left portion of your vehicle’s front windshield. This is a static cling permit and can be easily moved for your convenience. Please note that failure to display your permit may result in a citation being issued. Employment by the district does not exempt you from fines incurred for parking or traffic violations that occur on campus. For this reason it is extremely important that you understand the rules and regulations regarding parking.

If you do not have your parking permit, you may contact the Police Department. Parking permits can be obtained by contacting Lana May (951) 487-3182 or Dispatch (951) 639-5188.
PRINT SHOP

Who to Contact:
Steve Runner, Print Shop Supervisor
Rm 800 (SJC)/Rm 1020 (MVC)
Phone: (951) 487-3120 (SJC)
(951) 639-5122 (MVC)

Scope of Service
The Print Shop furnishes to faculty and administration a wide variety of printing and bindery services. Examples of printed materials include, syllabi, reports, brochures, invitations, memo pads, flyers, testing materials, instructional printed material, Board of Trustee agenda/materials, athletic programs, business cards, posters, applications, tickets, registration materials and more.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>San Jacinto Print Shop</th>
<th>Menifee Print Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>M–Th 6:30 a.m. to 4:00 p.m.</td>
<td>M–Th 6:30 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>F 8 a.m. to 12 p.m.</td>
<td>F 8 a.m. to 12 p.m.</td>
</tr>
</tbody>
</table>

BOTH Print Shops closed Saturday and Sunday

SGP faculty should utilize the SJC Print Shop. TEC faculty should utilize the MVC Print Shop.

Guidelines
The Print Shop only copies materials for use at Mt. San Jacinto College. Please place Mt. San Jacinto College somewhere on the first page of the document.

All requests shall be made on the Request for Printing Form. Fill out the form completely. A budget code for instructional material is not needed.

Electronic Print Request Forms – Word Document
The Print Shop accepts print requests online. Click here for the On-Line Print Request Form
Or through Black Board, under the Faculty Resources tab at https://my.msjc.edu

You may also request a copy of the On-Line Print Request Form by sending an email to printshop@msjc.edu and the form will be sent to you as an attachment.

Save the form to your computer by right clicking on the form link and selecting “Save Target As...” Note that the form is “read only”. If you want to save a copy of this after filling it out save it under a different name.
Email Print Request Guidelines/Instructions

- Open the print request form as “read only”
- Please fill out the Print Request completely. Use Tab Key or Mouse to move throughout form.
- Document Name – Use the exact name that you have used for the document.
- Please place Mt. San Jacinto College somewhere on the first page of the document.
- Email the completed form and your documents as attachments to printshop@msjc.edu
- You will receive a reply informing you of the receipt of your print request
- If you use other programs, they must be saved in a format the Print Shop can open. Please use standard type fonts, such as Times Roman, Arial, Helvetica.

Guidelines for Quick Print Jobs

We do not Print Copyrighted materials, if you send copyrighted materials without written permission from the author attached, they will be returned. We do not accept verbal approval.

1. Copy for quick print jobs should be submitted in camera ready form. Remember the quality of the originals you send us will control the quality of the job you receive from us.
2. Do not use dark colored paper for your originals or light type, they do not copy well. Use red or black ink only.
3. Highlighting words or sentences blocks out the material you are highlighting. Underlining is better.
4. Do not use lightweight paper such as onionskin or tracing paper. They can be copied; however the Print Shop will not be responsible for any damages to the originals.
5. Staples will bind all multiple page copies unless otherwise requested.
6. Submit quick print jobs (3) days in advance of your deadline. Large books or long runs require more time; check with the Print Shop staff if in doubt.
7. Make your due date the day before you need it.
8. When ordering, if you will use the material for more than one class, order enough for both at the same time.
9. Please do not order your entire semester’s needs at the beginning of the semester, spread out your requests over the semester.
10. All copying will be double sided to save paper and costs unless justified otherwise. (Except tests and quizzes). Write reasons under special instructions.
11. Customers who plan ahead will be given priority over those who don’t. We can no longer stop a job in progress to handle walk-in customers who expect immediate service.

**Copyright Policy** (Board Policy 501.05 – Copyright)
It is the intent of the Board of Trustees of Mt. San Jacinto College to adhere to the provisions of the current copyright laws and Congressional guidelines. The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law, which is in conflict with the educational goals of this District.

The Board directs that District employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyright", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:
1. Only lawful copies of copyrighted materials may be reproduced on College-owned equipment.
2. Only lawful copies of copyrighted materials may be used with College-owned equipment, within College-owned facilities, or at College-sponsored functions.
**MSJC BOOKSTORE – ONE STOP EAGLE SHOP**
San Jacinto Campus – Building 1450  
Menifee Valley Campus – Building 250

Hours:  Monday – Thursday 8:00am-5:00pm  
        Friday –Closed

San Gorgonio Pass Campus - Testing Supplies Only  
Monday through Thursday only, during regular office hours

Temecula Education Center - Full Service Vending Machine  
Available during regular hours of operation

**Who to Contact:**
Teri Sisco – Associate Dean of Procurement & General Services  951-487-3110  tsisco@msjc.edu

Justin Naish, Textbook Coordinator  
951-487-3131,  jnaish@msjc.edu

Brett Long, SJC Bookstore Assistant  
951-487-3133,  blong@msjc.edu

Rae Escalera, MVC Bookstore Assistant II  
951-639-5134  rescalera@msjc.edu

**Bookstore Policies**

**a. Textbook Orders**
Contact your department chair for procedures/instructions.  
A textbook requisition form is provided by the Bookstore Textbook Buyer  
and all book orders must be submitted on this form.  Any changes must be  
sent to the Bookstore by the appropriate deadlines. You are to indicate on  
the order form as to the book being **required** or **optional**. If the book is  
required, it will be sold to each student registered for the class. Please note  
that certain programs do not cover the cost of optional books.

**b. Desk Copies**
The Bookstore cannot order desk copies. Contact your area Department  
Chair Support staff member for assistance with ordering desk copies of  
texts.

**c. Syllabus or Booklet**
If you plan to use an MSJC-published syllabus or booklet rather than a  
textbook, it must be ordered on a textbook requisition form. An original of  
your syllabus must be submitted to the Bookstore. The MSJC Print Shop
will not produce your syllabus unless it is ordered by the Bookstore. The syllabus needs to be approved by your department chair for content.

d. Instructor Charges
All instructors wanting to charge books or supplies must have a purchase requisition, authorized by their Dean of Instruction (available from the Office of Instruction), and processed through Business Services.

e. Class Enrollment
If you admit more students to your class than the number of books you ordered, please notify Justin Naish, Menifee Valley Campus, (951) 639-5133, Brett Long, San Jacinto Campus, (951) 487-3133 as soon as possible.

f. Return Policy
Our return policy on textbooks is 5 days from the start of class for a full refund.
CENSUS ROSTERS

Census Rosters are a mandatory requirement of employment. All faculty members are required to submit census rosters electronically prior to the census roster due date. The education code mandates completion of census rosters to provide an accurate count of students. The college submits census data to the Chancellor’s Office to determine state funding for the district.

Faculty members need to submit census rosters electronically through Faculty_EagleAdvisor.

The aim of the census is to clear your roster of students who have not attended or who have stopped attending.

The census deadline is usually about 3 weeks into the start of a full-term class. There is a window of time to submit a census roster. Do not wait until the deadline!

See information in “New Associate Packet” folder in your CD. Be sure to check your course early to determine the date which each census roster is due. Due dates are determined by education code and will vary based on the start date and the length of the class.
LATE ADD CODES
Late Add Codes will appear on your class rosters and can be issued to those students entering your class from the waitlist who were not auto-enrolled into the section. You can view your class roster with Late Add Codes three (3) days prior to the start of the class.

Print out a list of Late Add Codes along with your class and waitlist roster. These codes are available three days prior to the start of the term for full-term classes. If you are teaching a short-term class, your codes are available three days prior to the start of the class.

ADD PROCEDURES
Students who wish to add a class the first week of the semester (or proportional amount of time for those classes that are shorter than semester) or who wish to enroll in a class that is full must receive a late add code. Beginning Spring 2011 the number of late add codes for classes that require Instructor Consent will match the class capacity. Now students will not have to go into Enrollment Services to register, instead they can register online in the Eagle Access Center or from a home computer. However, they still need to submit their Instructor Consent form to Enrollment Services prior to enrolling in the course for prerequisite documentation. The form can be found by clicking on the following link: Enrollment Services – Commonly Needed Forms and can be submitted to Enrollment Services at any time prior to enrollment for approval. Once the student has gained approval via the Instructor Consent form and has submitted it to Enrollment Services they can register in an open class online. Once the class starts, registration will require a late add code to be used online in which there should be an adequate number available.

In addition, this will enforce the same means of registration (late add codes) uniformly once a class starts.

MAINTAINING CLASS ROSTERS
At the beginning of the semester, it is important to monitor class rosters and take attendance. Students who are not on your roster are not registered for your section, and they should not be attending the class.

There are many reasons why a student may not be registered. For example, waitlisted students sometimes believe that they automatically become registered when the instructor accepts them into the class. Alternatively students have been known to register for one section of a course and attend another section. It also happens that the instructor in a cross-listed class does not look at the roster for the cross-listed section. Students who are no longer on the roster may have dropped the wrong
In other cases, students are lurking in the hopes that they can complete the class and get a grade, in spite of the fact that they were never allowed to register.

In many cases, the remedy for handling an unregistered student is simply letting the student know that he or she is not registered and should not be attending your class. If you believe that there are extenuating circumstances, please see your dean to discuss the issues and the options available on a case by case basis. Do it immediately. It cannot be emphasized enough that unregistered students should not be in a classroom.

**DROP PROCEDURES**

**Student Initiated Withdrawal**

A student who decides to voluntarily withdraw from a class has the responsibility to go through the online drop procedure in EagleAdvisor to ensure that they do not receive an F in the course.

A student may drop a class with no grade at any time during the first three or four weeks of the semester depending on the length of the semester. From the fourth or fifth week to the end of the thirteenth or fourteenth week of the semester a student who drops a class will receive a "W" grade. The last date to drop with a “W” grade in short-term and fast-track classes is calculated at the 75% point in a course; if you need help with the drop dates for these types of courses please contact your department chair or dean.

If the student does not drop the course and the instructor does not drop the student from the course by the drop deadline, the student will receive a "F" grade on his/her transcript.

**Instructor Initiated Drops**

Mandated: Students **must be dropped** from class for failure to attend the first meeting of the class if they have not made prior arrangements. Students may be dropped for failure to attend the second meeting if they have not made prior arrangements with the instructor.

**Online:**

The student check-in process begins five business days prior to the first class date, and the last day for check-in for classes is the second day after the first class date. If students have not checked in by midnight on the second day, faculty reserve the right to drop them and add students from the waitlist. The procedure is to email students being dropped to inform them that they have not checked in and will be dropped from the course. It will be followed by an email to the students on the waitlist, in order, to let them know that they may be added if they email the faculty member by the end of the first week of classes (faculty can set the time). Students will be required to contact enrollment services to pay for the course and
complete their registration. Faculty are required to send an add code to the student on the waitlist using MSJC email obtained from the student roster in Eagle Advisor. It takes approximately one hour for a student who is added to the system to be enrolled in the course. If a class is not full, the instructor can at his/her discretion to keep the non-checked in student in the class. In this case, faculty may want to send an email to the student letting them know that they need to check in. Below are examples of the emails that an instructor can send to the students:

To dropped student:
Please be informed that since you have not checked into your online course, [course name, and section], you will be dropped from the course effective at midnight [insert date here], to allow waitlisted students to enroll.

To Waitlisted student:
It is my pleasure to inform you that as of [insert date here], you will be added to [course name and section] if you respond to this email by 9:00 a.m. on [insert date here]. It is your responsibility to contact enrollment services with this adds code [put in code] as soon as possible so that you can be added to this online course. **Please let me know immediately, via email, if you do not intend to participate in the course this semester so that I may give this slot to another student on the waitlist.**

Faculty are required to add an announcement when the course shell is open for student check in that distinguishes an online course from a hybrid course indicating the appropriate definition as an announcement.

Students are dropped through the faculty EagleAdvisor system. **Faculty teaching learning communities should communicate instructor drops with fellow instructors to ensure each faculty member drops the student from their roster.**

Definitions of nonparticipation shall include, but not be limited to, excessive unexcused absences. Students who have not engaged in the academic activities of the course for the equivalence of two weeks of a full-term class, or 11% of a short term (weeks) class, may be dropped. It is the instructor’s responsibility to document the date that the student stops engaging in the academic activities of the class.

It is the student’s responsibility to officially drop. However, if the student does not drop the course, and the instructor does not drop the student from the course by the drop deadline, the student will end up with an "F" grade on his/her transcript which must be issued.
Guidelines:
- Be reasonable with the first day of class. Students often go to the wrong site or may have difficulty finding parking, etc. It’s a good idea to wait until the end of the class session to drop or add students.

- If you mistakenly drop a student and want to add them back to the class, but you have given their “seat” to a student from the waitlist, please contact your dean for permission to add that student back in, if it would exceed the capacity of your class. (Example: If you get home from class and find that three students have emailed you that they had legitimate reasons for missing the first class, and you gave other students access, call your dean for assistance. **If possible, always check your email right before the first class session.**)

- The waitlist is compiled on a first-registered basis. Students on the waitlist should be considered in the order they are presented on the list. Do not arbitrarily distribute add codes out of order (you can’t sell them either) or to students who are not on the waitlist until you have exhausted the list.

- Clarification regarding the right to fail vs. last date of attendance requirements: Students who engage in the academic activities of a class for online or continue to come to class, for FTF, have the right to earn their “F” by completing sub-standard work. If they stop attending in a FTF class, or stop engaging in an online class, you may drop them. The difference is that if you could drop the student for non-engagement/non-attendance and you choose not to, you still have to document the LDA and grades for that student.

**STUDENT ABSENCES**
Students are expected to attend all classes in which they are enrolled. Experience demonstrates that absence and tardiness contribute to academic failure. Absence interferes with the instructional process; the legitimacy of the reason for absence in no way mitigates the loss incurred.

The instructor of a course is in the best position to judge the effect of any absence on the progress of a student in that course; hence, it is the instructor’s prerogative to report excessive absence, to recommend withdrawal or to drop a student from the course, if the student has clearly stopped attending. Each instructor, will, in the individual course requirements, establish the grading criteria; specify the written course of objectives and the standards for attendance in each class. While the instructor cannot specifically grade attendance, participation can be included in the assessment of student achievement. All requirements for the course should be included in the syllabus.
INSTRUCTOR ABSENCES
Instructors are required to meet all classes including final exam periods assigned to each course. In all cases, an absence from class must be requested or followed up with an Absence Request Form or Conference Attendance Request (in the case of discipline-related professional activity). If the instructor wishes to have a substitute, only a department chair is authorized to arrange for a substitute with the approval of the appropriate dean of instruction. Assignment of a substitute is granted on a case-by-case basis by the dean and cannot be guaranteed.

- **San Jacinto Campus.** In case of absence, notify the Office of Instruction (951) 487-3400 as early in the day as possible. Notice of class cancelations will be posted.

- **San Gorgonio Pass Campus.** In case of absence, notify the SJC Office of Instruction (951) 487-3400 as early in the day as possible. Notice of class cancelations will be posted.

- **Menifee Valley Campus.** In case of absence, notify the Office of Instruction (951) 639-5400 as early in the day as possible. Notice of class cancelations will be posted. If you need to e-mail class cancelation information, please send it to your department’s administrative associate as well as our receptionist at drhodes@msjc.edu.

- **Temecula Education Complex.** In case of absence, notify the Office of Instruction (951) 506-6466 as early in the day as possible. Notice of class cancelations will be posted. If you are calling for an evening class late in the day please contact the evening administrator (numbers are provided in this handbook) to make the notification. In any case, you must call the Menifee Valley Campus Instruction Office (951) 639-5400 as a backup to notify them of your absence.

You are responsible for submitting an Absence Request Form within two days of your absence. Send your form to the appropriate administrative assistant.

GUEST LECTURERS
Guest lecturers often bring special insights and expertise to the classroom and inviting them is encouraged. Naturally, you are also encouraged to get them to speak for free. Approval forms are available in the Office of Instruction. These forms ensure that you have District backing in case of disputes over controversial issues. If you are using a guest lecturer who will require payment, please get approval from your Dean prior to completing paperwork, and provide at least two months of lead time because the Board must approve the speaker and fee before an offer and
payment can be made. It can be embarrassing if your speaker has to wait. Guest parking passes are available through the Campus Police Department.

**CLASSROOM TEACHING MATERIALS AND SUPPLIES**

Dry-erase markers are available in various Instruction Offices. Please be conservative with use of these and be sure to bring them to each class meeting. We only have a limited supply per semester. Instructional videos (VHS tapes and DVDs) may be checked out for one week from the respective campus libraries. They should be reserved in advance to insure availability. Some departments have their own media collections. For other instructional materials, contact the appropriate department chair or dean for supply requisitions.

**INSTRUCTIONAL TECHNOLOGY SERVICES**

*Who to Contact*

SJC - Randi Lee at (951) 487-3773, email rlee@msjc.edu.

MVC - Teresa Davis at (951) 639-5773, email tDavis@msjc.edu;

**Media Equipment** - Most classrooms are equipped with a monitor and/or video projector.

The ITS Department services and maintains classroom equipment, and will also loan equipment that is not a permanent fixture in the classroom to instructors. The following equipment is available for loan from the audiovisual services department: viewers, DVD viewers, overhead projectors, slide projectors, and digital cameras. An audiovisual request form must be completed for all reservations. At least 24 hours notice must be given for all requests.

**FIELD TRIPS**

If a field trip is a **required** activity and uses college vehicles, it is eligible for district funding. However, funds are limited. **Field trips must be requested and approved no less than two weeks in advance of the trip by the campus administration.** Field Trip Request forms, Field Trip Notice and Medical Authorization forms are available online and at the Office of Instruction AND ARE REQUIRED TO BE SUBMITTED PRIOR TO ANY FIELD TRIP. Please submit completed form to your appropriate Dean for processing.

Click here for [field trip forms and information](#).
EARLY ALERT
Instructors are asked to assist students in their classes who may be having difficulty by completing an “Early Alert” form usually around the sixth week of class. The reason(s) an instructor may be concerned about a student’s progress could range from excessive absences to a failing test grade. The Early Alert form contains recommendations to various student services such as the Learning Center (tutorial), making an appointment with the instructor or seeking counseling. Early Alert is completed via the Faculty EagleAdvisor area of the website: http://www.msjc.edu/StudentServices/Pages/EagleIntervention-Early-Alert-Referral-Tutorial-for-Faculty.aspx

TUTORING REFERRAL
Title 5 Regulations require faculty to formally refer students to our tutoring centers in order for us to be able to serve them. If you would like the students in your classes to have access to tutoring in writing, math or a variety of other disciplines, you will need to submit a referral roster. This can easily be done in the Faculty EagleAdvisor area as accessed via the my.msjc.edu link into the Blackboard portal. Select “refer for tutoring” from the list of options, select the term, click on submit, and then select a course to refer from your list of courses. The roster of students will appear with boxes checked for each student. By clicking on submit, you will be referring your entire student roster, which allows students to use the services of all of the campus tutoring centers. (You can choose to NOT refer a particular student by unselecting the box in front of the student’s name.) This task should be done at the end of the first week of classes and then again after census, if you have added students.

GRADE INFLATION
In order to ensure that students transferring to four-year universities and colleges are properly prepared, the college discourages grade inflation. The "good" student who is doing better than average work is a "B" student. The grade "A" is reserved for excellence. Average students receive a "C", below average a "D", and "F" reflects a failing grade. The "W" is assigned to a student who drops a course or who is dropped by the instructor between the fourth and fourteenth week of the semester (Depending on length of semester). After this time, a letter grade must be assigned.

STUDENT RETENTION
College goals and objectives are focused on procedures designed to ensure retention and success of students in the classroom.

PASS/NO PASS CLASSES
Students who wish to take a class on a pass/no pass basis must complete a "Pass/No Pass" form (may be obtained from the Enrollment Services Office), which must be submitted by the deadline printed in the schedule of classes. When the final grade sheet is printed, the pass/no pass selection
will be indicated adjacent to the student name and ID number. Pass (P) is equivalent to completing the course work and earning a "C" grade or better in the class. If the student performs at less than a satisfactory level, he/she would receive no pass (NP). Neither the “P” nor "NP" grade is entered into the computation for the grade point average. Once the student has elected to take a course on a pass/no pass basis, this decision may NOT be reversed by either the student or the instructor.

**ONLINE INSTRUCTION**

- For information about how to use the Blackboard site, please check our [online resources](#) or contact our [distance education coordinators](#).

- To get to the Blackboard Portal go to [http://my.msjc.edu](http://my.msjc.edu) and log in as directed.

- For problems with log on or password, please contact Helpdesk, (951) 639-5344.

- Please visit [faculty online resources](#) or contact: Belinda Heiden Scott at [bscott@msjc.edu](mailto:bscott@msjc.edu) for assistance.

**Online Materials and Class Support**: While instructors are encouraged to provide syllabi, course documents, student grades, testing options, group discussion forums, and additional course-related materials, activities, and links, it is important for the instructor to include any online requirements in the course syllabus. It is also important to understand that none of these online activities can take the place of scheduled class time. The only exception is to provide students with information and activities in lieu of an instructor absence. However, the instructor is still required to submit an Absence Request Form to cover this class time.

**Online Instruction**: MSJC offers a comprehensive online program for students and holds regular in-service training on how to use the Blackboard system, how to teach online, and how to integrate technology into your teaching. The MSJC Academy Program offers workshops twice a year, during winter and summer break. For information about the Academy, contact Aurianna (Anna) Stirling ([astirling@msjc.edu](mailto:astirling@msjc.edu)), MSJC Academy Coordinator, (951) 639-5449 or Micah Orloff ([morloff@msjc.edu](mailto:morloff@msjc.edu)), Dean of Instruction, Technology (951) 639-5440. The Academy is open to all faculty and staff and registration is free.

**Information for Online Instructors**: Online instructors are required to adhere to the MSJC [Regular Effective Contact Policy](#) and to make sure their course has gone through the separate approval process in Curriculum Committee. Click here for the [Curriculum Committee website](#) for complete information about this process.
Online courses will be open for check-in five days prior to the official beginning of the class. Students have until two days into the course (a seven day window) to check into the class. After the seven days have been exhausted, instructors may choose to drop students from the course and add students from the waitlist. It is the instructor’s responsibility to email the student to inform them that they are being added to the course and that they should finalize their registration through enrollment services. Online hybrid classes deliver instruction in both online and face-to-face formats. It is important to follow the face-to-face meeting times as they are stated in the schedule of classes. When an instructor is not able to meet with a class during a scheduled meeting time, the instructor must submit an Absence Request Form. While it is recommended that online activities be substituted for the missed class time, the absence still needs to be reported to the Instruction Office.

STUDENT ENRICHMENT OPPORTUNITES

HONORS

Who to Contact:
SJC Site Coordinator: Christina Yamanaka
(951) 487-3522 cyamanaka@msjc.edu

MVC Site Coordinator: Erik Ozolins
(951) 639-5725 eozolins@msjc.edu

The Honors Enrichment Program maintains three primary objectives for student work in honors courses: first, to deepen the student’s understanding of the subject matter; second, to increase the student’s ability to think critically; and third, to challenge the student to go beyond rote learning to discover creative or original solutions and conclusions. All three of these objectives are vital to students’ success as they continue their education and enter the work place.

The Honors Enrichment Program spans the breadth of academic disciplines and IGETC area standards and provides students with numerous avenues for academic enrichment. Each Honors section at Mt. San Jacinto College is limited to five openings, thereby facilitating collaboration among Honors students in group or seminar style learning environments. By embedding Honors sections within traditional sections, the program discourages feelings of elitism among Honors students and promotes the sharing of knowledge with non-Honors peers. In order to complete the program, an Honors student must complete the Honors Seminar (HEP 200) and at least four other Honors classes in three separate academic disciplines while maintaining a 3.3 cumulative grade point average.
Honors courses are governed by an addendum approved by the Curriculum Committee. Honors addenda express goals, topics to be covered, instructional objectives, enrichment assignments, and methods of evaluation to distinguish honors courses from the non-Honors versions of the courses. All Honors students must be given an Honors syllabus at the begging of the course. Honors syllabi reflect opportunities for course enrichment, including research opportunities, additional reading and writing assignments that focus on analytical, theoretical, and critical thinking, and opportunities for hands-on educational experiences through field trips. All faculty who teach honors courses must attend an Honors Faculty Training workshop prior to teaching an Honors section. These workshops are held regularly through the semester and at the MSJC Academy.

**SPECIAL PROJECTS (299s)**

*Who to Contact:*
Contact your department chair for additional information.

For students with previous course work in the specific program area, arrangements may be made with an instructor to supervise the special project. These projects are available for variable units (see individual Program Planning Guides for number of units) and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. See specific subject areas for the course number of the special project class. Times are by arrangement. Before a student can register for the 299, a written agreement must be developed between student and instructor which detail the objectives and expectations for the project.

**OCCUPATIONAL INTERNSHIPS (149s)**

*Who to Contact:*
Dawn Bridge  
CTE Administrative Associate. (951) 639-5351, dbridge@msjc.edu

The Cooperative Work Experience Education (CWEE) Program is a unique program that has been integrated into academic departments throughout the College. The program allows students to apply knowledge gained in their college courses with practical work experience to develop job readiness skills. This would be in a paid or unpaid work setting that provides elective college credits.
FACULTY & ADMINISTRATIVE PROCEDURES

ASSOCIATE FACULTY TEACHING LOAD LIMITATION
Per Education Code, no Associate Faculty member may teach more than 67% of a full-time load at any one college. Assignments at all MSJC locations—San Jacinto, Menifee, Banning, Temecula, online, and the high schools-factor into the load limit.

Load is calculated by contact hours, not units. For example, a 3 unit lecture class (54 contact hours per semester) is 20% of a full-timer’s load. A 1 unit lab (54 contact hours per semester) is also 20% of a full-timer’s load.

For more information, contact your Instructional Dean. The 67% limit may include classroom, non-classroom and long-term substitute assignments.

FLEX
According to the California Community Colleges Chancellor’s Office, “The Flex program consists of staff development activities ‘in lieu of’ regular instruction. Flex activities (Title 5, Section 55724, Item A-4) can be, and are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials, and other instruction-related activities.”

For more information on eligible activities, as well as necessary forms, please visit: www.msjc.edu/FLEX

FACULTY EVALUATIONS
Faculty will be evaluated using a combination of student, peer, administrative, and self-evaluation. Faculty scheduled for evaluation are notified by their respective dean early in the semester.

Associate faculty are evaluated during their first semester of service and every six semesters thereafter.

Contract (Full-time interims and tenure-track) faculty will be evaluated each year for the first four years of service.

Regular (Tenured) Faculty will be evaluated once every three years. Evaluation procedures are governed by the Faculty Contracts:

- Full-Time Faculty – Faculty Association CTA/NEA Contract, October 11, 2010 to June 30, 2013.
- Associate Faculty – Communications Workers of America CWA Contract, July 1, 2008 - June 30, 2011.
CONFIDENTIALITY & COMPLAINT PROCEDURES

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
In order to protect students’ right to privacy, federal and state laws place strict limits on the release of student records and information. These limits apply to college employees and a third party as well as to the students themselves. As a faculty member of MSJC, you may have access to the student records as long as your access is for educational purposes. Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. Students have a right to expect that their academic records are being treated with the same care and respect that we would for our own records; therefore, posting of grades by social security or student identification numbers is not permissible.

Parents of community college students do not have a right to access their children’s student records regardless of whether the student is under the age of 18. In some cases, these students will give permission for access to their parents. Please check with the Enrollment Services Office.

Faculty who have a “need to know” may review student records if they present a valid education related reason why they should have such access. The official custodian of all student records is the Associate Dean, Student Support Services. The Associate Dean, Student Support Services or the Vice President of Student Services determine validity of requests and provide appropriate access.

If you are in doubt or have questions about the F.E.R.P.A., please contact Cheri Naish, Director of Enrollment Services and Student Support Services (SJC), or Susan Loomis, Associate Dean, Student Support Services, or William Vincent, Vice President of Student Services.

UNLAWFUL DISCRIMINATION POLICY
The policy of the Mt. San Jacinto Community College District is to provide an educational and employment environment including but not limited to access to its services, classes and programs in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in any program or activity that is administered by, funded directly by, by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.
SEXUAL HARASSMENT POLICY
Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination, such as that based on race, color, sex, ancestry, national original, disability (mental and physical), including HIV and AIDS, medical conditions such as cancer, age (40 and above), and marital status, are also prohibited. Sexual harassment is abusive and illegal behavior that harms victims and negatively impacts the district’s culture by creating an environment of fear, distrust and intolerance. Because the district is committed to provide a safe, healthy environment for all employees and students that promote respect, dignity, and equality, it is the purpose of this policy to create and preserve an educational environment free from unlawful sexual harassment and discrimination on the basis of sex.

The District requires that all reports of discrimination, including harassment on the basis of disability, be addressed by the District’s complaint procedure pursuant to California Code of Regulations, Title 5, sections 59300 et seq. The District’s procedures for complaints of discrimination may be found in the “Mt. San Jacinto Community College District Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Sections 59300 et seq.” and in “Mt. San Jacinto Community College District Notice of Grievance Procedures for Complaints of Discrimination Under Sections 59300 et seq.”

STUDENT GRIEVANCES
The Mt. San Jacinto Community College Board of Trustees has established a grievance policy that helps to ensure that every student has the right to pursue an educational goal in an environment that is supportive, fair, and conducive to learning. It is the policy of the Mt. San Jacinto Community College District that all students who believe they have been treated unfairly or inappropriately have the right to pursue a grievance against the employee or employees alleged to have committed the unfair act or acts against the student. The college shall develop, maintain and publish procedures for students to seek redress of their grievances in a fair and timely manner.

A formal process has been established for student grievance; however, as part of the administrative procedures, a student must first attempt to resolve the conflict with the instructor before the official grievance may be filed and the process initiated.

Items that are grievable include:
- Americans with Disabilities Act (A.D.A.) for issues of student access or alleged illegal discrimination -- heard under separate process handled by the ADA/§504 Coordinator.
- Sexual Harassment by an employee against a student – heard under separate process handled by Human Resources.
- Harassment based upon gender, race/ethnicity, religion/creed, or other
areas protected under the law.
- Unfair acts by an employee against a student where the act has a negative impact on the student.

Items that are not grievable include
- Grades except with evidence of:
  1. Mistake – unintentional error on part of the instructor.
  2. Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome.
  3. Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student.
  4. Incompetence – there is evidence that the instructor does not have the knowledge, skills and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident.
- Acts by another student (see Student Code of Conduct).
- Acts which, though deemed unfair, do not have a specific negative impact on the student. Included among non-grievable issues are situations which are deemed to be petty or to have no significant negative impact upon the student in question.
- Acts which affect another student. Only the student affected by an act may file a grievance. A student may not file on behalf of another student.

To view the full copy of the student grievance policy and procedures, please consult the current MSJC catalog or go to www.msjc.edu and click on Student Services.
AFTER THE FIRST DAY: ADDITIONAL INFORMATION

CAMPUS SECURITY
MSJC College Police Department phone number is 7777 from a campus phone/(951) 639-5188 from an outside line.

CLASSROOM EMERGENCY COMMUNICATIONS PROCEDURE
EMERGENCY - DIAL 7777 FROM A CAMPUS PHONE OR 9-911

Mt. San Jacinto Community College District is committed to employee and student safety. Good communications are essential in reducing or eliminating potential injury to staff and students, and damage to property.

This procedure shall be used in coordination with the adopted Emergency and Disaster Preparedness Plans of Mt. San Jacinto Community College District. This procedure is established to improve classroom communications in the case of an emergency and is written as part of the district's Injury and Illness Prevention Program.

A classroom emergency is considered, but not limited to, a medical emergency, a possible threat of injury or medical emergency, or an incident or potential incident that poses a threat to the welfare of teachers, staff, and students, or damage to property.

Each instructor shall follow this general classroom emergency communications procedure. This procedure is written to allow for flexibility and adaptability to each class. It is each teacher's responsibility to adopt a classroom emergency communications procedure that addresses the specific needs of the class by using the Emergency Communications Procedure - Classroom Plan which is located on page 20 of the Emergency and Disaster Preparedness Plan.

Each instructor shall be aware of the location of each public phone on campus, the main campus switchboard, the campus offices that are open and accessible during the period of class, and the nearest fire alarm lever.

Each instructor should select two (2) or more students and alternates to be classroom "runners." "Runners" are students who agree to assist the instructor in case of a classroom emergency.

In the case of a classroom emergency the runners may be asked to seek assistance for the class by leaving the class and using the nearest campus emergency phone or other appropriate assistance.
ACCIDENT/INJURY PROTOCOLS FACULTY AND STAFF

If You Experience A Life Threatening Injury On Campus
• If you are seriously injured and need help call 911.
• Notify the office of the dean of instruction as soon as possible. As soon as you are able, provide a written statement with as many details as possible.

If You Experience A Non-Life Threatening Injury On Campus
• For non-emergency situations call Company Nurse at 1-877-518-6702, immediately.
• Report the incident to the office of the dean of instruction immediately and to risk management.

If You Witness An Accident
• Talk to the person and ask them how they feel and what happened.
• For any person, when in doubt about the extent of injuries call 911.
• For non-emergency situations, refer injured employees to Company Nurse at 1-877-518-6702.
• Report the incident to the office of the dean of instruction immediately and to risk management.

After Addressing Immediate Concerns
• Write down what you experienced, heard, or witnessed. Provide as many details as possible.
• Describe medical complaint/injured part of body. Document the scene. For example: a broken chair; poor lighting; extension cord across a pathway; a bunched rug, standing water, etc. What was the employee doing when accident occurred? What actions, events or conditions contributed most directly to the accident? Take pictures in addition to writing notes.

Important Phone Numbers

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<td>Emergencies</td>
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<td><strong>Company Nurse</strong></td>
<td><strong>877-518-6702</strong></td>
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<tr>
<td>Office of Instruction</td>
<td>951-487-3400</td>
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<tr>
<td>Campus Police</td>
<td>951-639-5188</td>
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<tr>
<td>Risk Management</td>
<td>951-487-3190</td>
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ACCOMODATIONS

Who to Contact:
Your Dean
Veronica Jones, Human Resources. (951) 487-3157, vjones@msjc.edu

Faculty and staff should request an accommodation when there is a barrier that prevents or makes it difficult for them to perform their job functions, meet job standards, or otherwise disrupts standard practices. Medical conditions are confidential information. Faculty do not need to discuss reasons for needing an accommodation. Your department chair, fellow faculty, college staff, etc. should not be asking you about your medical conditions.

If you or your doctor determine that you need an accommodation to perform your job, we suggest submitting a request in writing to your dean or to Human Resources. Typically a physician or other care provider provides specific recommendations, for example, that a wheelchair is needed for 3 months, or that an employee should not be seated for more than two hours at a time.

Approval of requests for accommodations is not automatic. The District carefully considers all inquiries for accommodations and will work with the employee and the supervisor to meet all reasonable requests.

If a staff or faculty members has a serious illness, injury, or situation that causes them to miss work, they should contact their supervisor (the dean) or Human Resources before returning to work. They must not ask fellow faculty, fellow staff members, students, family members, etc. for assistance as this would create liability for the college. Any assistance/accommodation request must be formally approved by the college.

FOOD SERVICE

MVC CAFÉ
Bldg. 200
M-TH 8:00 am-6:00pm
F 8:00 am-12:00pm
Closed – Weekends and Holidays

SJC EAGLE EXPRESS
Bldg. 1100
M-TH 8:00 am-6:00pm
F 8:00 am-12:00pm
Closed – Weekends and Holidays

Pens, pencils, Blue Books, and Scantrons are available at the vending machine.

PAYROLL
Pay stubs are mailed to your home address. Please make sure your address is correct.
END OF TERM: EXAMS, GRADING/POSITIVE ATTENDANCE

POSITIVE ATTENDANCE
Positive attendance (PA) is an accounting method, primarily for very short classes or irregularly scheduled ones. If you have a Positive Attendance class, you will have to input the total number of hours attended for each student. You will also assign each student a grade. The rules for (PA) also require each instructor to keep daily attendance logs.

FINAL EXAM SCHEDULE
The official final exam schedule will be available at the “For Faculty and Staff” page of MSJC’s web site.

1. Please honor the final exam schedule. While it is not mandatory to give a final exam, the instructor must meet the class and use the time constructively.
2. If you have a major conflict (professional commitment elsewhere on the day of an exam), please discuss the matter with your Department Chair or Dean of Instruction.
3. If a student wants an early final, refer the student to the appropriate Dean where he/she will have to receive approval before you offer an early exam.
4. Pay special attention to the needs of disabled students. Special testing accommodations may be required for DSP&S students. You will receive written requirements from the DSP&S department that will be put in your campus mailbox prior to any tests.

GRADING
Please note that each student listed on the roster is officially enrolled in your class and must receive a grade. Students auditing courses will not appear on the grading screen. **Grading is available seven (7) days prior to the end of full-term courses and one (1) calendar day prior to the end of short-term courses. The deadline to submit grades is five (5) working days after the end of the term.** You may go into a particular section and enter grades as long as it is within the grading period timeframe. **All dates are listed for each of your class sections.**

The authorized grades are A, B, C, D, F, P, NP or I. (Note: The district is now replacing the grade “C” – Credit or “NC” – No-Credit, with “P” – Pass, and “NP” – No Pass.) If you issue an Incomplete (I) grade, you must submit an “Incomplete Grade Form” to Enrollment Services prior to or when you submit your roster online. Click here for the [Request for Incomplete Grade form](#).

INCOMPLETES
The "I" grade is given only in cases in which a student is doing passing work, but is unable to complete the requirements for the course during the
semester **due to an emergency in the last few weeks of school.** Such a grade should be made up within 6 weeks following the semester in which the "I" grade was given. To change the "I" to a letter grade, the instructor must complete a "Change of Grade" form and submit it to the Enrollment Services Office. The "I" may be made up no later than 6 weeks into the following semester. Instructors must assign a specific task or tasks for the students to complete such as:

1. Make up hours missed.
2. Submit mandatory papers and all exams.
3. Complete term paper and two tests. If a student requires longer time to make up the work, then an extension may be approved. However, the maximum time is one year.

After submitting your grades, you will get a resolution screen that shows all the grades submitted. You are not required to submit any roster(s) to Enrollment Services; however, you may print the resolution screen that shows after the grades are submitted. If you wish to submit any attendance information or other class assignment information to be kept on a permanent basis, please send it along with the web printout.

**POSTING GRADES**

It is the faculty member’s obligation to complete and submit grades by the designated date each semester. Grades may be submitted online by going to [www.msjc.edu](http://www.msjc.edu), click on my.msjc.edu login and click the **Faculty EagleAdvisor** tab. Grading starts on the last day of the term and continues for five working days. After that time, all students will be graded with an RD (report delayed) grade.

When grades are not submitted on time, an RD (report delayed) notation appears on the students’ transcripts. Students can actually be denied graduation, scholarships or admission to transfer institutions as a result of RD grades. Please support our students by timely submission of all grades.

Students can actually be denied graduation, scholarships or admission to transfer institutions as a result of RD grades. Please support our students by timely submission of all grades.

If an RD grade is issued, you must follow the following process to change the grade for your students. You must submit a “grade change form” for each student enrolled in your course. Please contact Enrollment Services for further information.
COLLEGE RESOURCES FOR FACULTY AND STUDENTS

STUDENT CODE OF CONDUCT

Who to Contact:
Fred Frontino, Coordinator, Student Judicial Affairs
951-487-3301

Disruptive Students
Faculty members have rights, though somewhat limited, to keep a student out of class when that student is disruptive. However, the instructor must carefully adhere to the student’s due process rights.

Faculty must advise students about class conduct requirements in advance. It is best when this occurs in the syllabus. Be sure to mention that repeated or extreme violations of class conduct policies will result in a two-day suspension and possible further disciplinary action by the college. Except in serious disruptive situations, the student should get at least one in-class warning before disciplinary action takes place. In serious cases of disruption, however, the instructor may act on the first incident.

The instructor may suspend the student from the class section in question for a maximum of two class days. Two class days is defined as the day of the infraction plus the next class meeting. However, the student may attend all other classes, including other classes with the same instructor. Use of the two-day suspension should be applied sparingly, and only as a last resort with a prior warning. Any breach of due process can create a real problem. When in doubt, always contact the relevant campus dean or your area dean.

Filing a Student Code of Conduct Complaint
Report student code of conduct violations in writing no later than 5 working days after the incident by submitting a “Violation: Student Code of Conduct” form. Verbal or email submissions will not be accepted. Information regarding student conduct can be found on the college’s website: http://www.msjc.edu/StudentServices/StudentConduct/Pages/default.aspx. On this website you will be able to access the online Student Code of Conduct violation form in addition to the College’s policies and procedures. When utilizing the online violation form you are also able to upload supplemental documents along with the complaint; if you are unable to electronically upload the documents, you may forward them to the dean appointed to your campus (see above contact information) through intercampus mail. Please include a note with your name and the student’s name along with the documents.
CHEATING & PLAGIARISM

Who to Contact:
Fred Frontino, Coordinator, Student Judicial Affairs
951-487-3301

It is important to notify your students in your syllabus that academic honesty is one of the fundamental bases for the academic community. To this end, we wish to assist students in defining acceptable standards of academic honesty as they pertain to written work. It is important to acknowledge sources used when writing papers. Plagiarism – to take and submit it as one’s own work or using the work or ideas of another are forms of academic dishonesty.

Plagiarism is any one of the following:
• Verbatim copying without proper acknowledgment;
• Paraphrasing without proper acknowledgment;
  • Assembling a “patchwork” paper from diverse sources, without proper acknowledgment of those sources;
• Unacknowledged appropriation of information or of someone else’s ideas.

SafeAssign is a component of the Blackboard course shell which instructors can use to check papers for plagiarism. SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

How SafeAssignments Work
SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. SafeAssignments are compared against several different databases, including:

• Internet – comprehensive index of documents available for public access on the Internet
• ProQuest ABI/Inform database – more than 1,100 publication titles and about 2.6 million articles from 1990's to present time, updated weekly (exclusive access)
• Institutional document archives – contains all papers submitted to SafeAssign by users in their respective institutions
• Global Reference Database – contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism
SafeAssign Originality Reports
After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can delete matching sources from the report and process it again. This may be useful if the paper is a continuation of a previously submitted work by the same student. Because SafeAssign identifies all matching blocks of text, it is important to read the report carefully and investigate whether or not the block of text is properly attributed.

Interpreting SafeAssign Scores
Sentence matching scores represent the percentage probability that two phrases have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

- Scores below 15 percent: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.
- Scores over 40 percent: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

Grade Center Integration
SafeAssignments are created with associated Grade Center items. The score is then recorded in the Grade Center. For more information about the Grade Center, refer to the Blackboard Learn Instructor Manual.
Filing a Student Code of Conduct Violation
If a student has committed an act of plagiarism or cheating, please:
1. Complete a “Violation of Student Code of Conduct” form outlining the student’s action. The form is available online: www.msjc.edu/studentservices/studentconduct
2. Attach all relevant documentation, e.g. paper, sources, etc.
3. Submit the documents to the relevant campus dean.

It is assumed you have already approached the student, cited your policy and consequences from your syllabus and informed him/her the act is a violation of student conduct and has been reported. Students cannot be permanently removed or dropped from a class without benefit of due process. Assigning a failing grade for the class must be based upon the holistic grading procedures of the instructor; academic sanctions for plagiarism and/or cheating that may be applied by the instructor include assigning a failing grade for the assignment or zero points for the assignment.

Once the appropriate dean receives the above documents, the student will be issued a written warning that includes sanctions for future incidents.

STUDENT ACADEMIC COUNSELING
Who to Contact:
JoAnna Quejada, Dean of Counseling and Student Support Services
(951) 487-3250 or (951) 639-5250

San Jacinto Campus Counseling
(951) 487-3255

Menifee Valley Campus Counseling
(951) 639-5255

Temecula Education Complex Counseling
(951) 308-1059

San Gorgonio Pass Campus Counseling
(951) 922-1327

Mt. San Jacinto College offers comprehensive counseling services to assist students in meeting academic, personal, transfer and career goals. The counseling program further seeks to contribute to the development and maintenance of a college environment.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see a counselor each semester to review their educational plan. Additional services provided by the counseling staff
include: 1) assistance to adults returning to school; 2) interpretation of aptitude and career assessments; 3) information and guidance for transfer to other colleges and universities; 4) information regarding completion of MSJC certificates and associate degrees; 5) personal counseling and crisis intervention; 6) New Student Counseling Sessions; 7) assistance with development of a student educational plan; and 8) counseling for students who are on academic and/or progress probation.

Other Services provided are Athletic, ESL, Veterans, Financial Aid, and Honors Counseling, as well as, Study Abroad Advisement/Assistances, Online Advising, and Graduation and Transcript Evaluations.

The counseling staff utilizes the expertise of and can refer students to the Career/Transfer Center, Child Development and Teacher Training Centers, Extended Opportunity Programs & Services (EOP&S), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSP&S), Financial Aid, and Learning Resource Center.

Counseling office hours are 8:00 a.m. to 7:00 p.m. Monday and Thursday, 8:00 a.m. to 5:00 p.m. Tuesday and Wednesday, and 8:00 a.m. to noon on Fridays. The Counseling Office is scheduling half hour appointments. Counseling Appointments are scheduled up to two weeks in advance. Students contact the Counseling Department to schedule an appointment.

Walk-in Counseling is available on Wednesdays only for quick questions at the San Jacinto and Menifee Valley Campuses only. Students are served on a first-come, first-served basis. Walk-in Counseling is limited to 15 minutes for general information. Students who need a comprehensive educational plan or have transcripts from other colleges or universities to evaluate, should schedule a 30-minute appointment with a Counselor.

All new students who have never taken college courses are advised to attend a New Student Counseling Session which is offered prior to, as well as at the beginning of, each semester.

Counselors are available for classroom presentations on most counseling topics, such as career, transfer, student success skills, and graduation requirements. Contact the Counseling Office for more information or visit www.msjc.edu/counseling.
FACULTY RESOURCES FOR DISABLED STUDENTS

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Who to Contact:
Laurie Flynn, Director of DSPS

San Jacinto Campus DSP&S Office
(951) 487-3305

San Gorgonio Pass Campus contact San Jacinto Campus
(951) 487-3305

Menifee Valley Campus DSP&S Office
(951) 639-5305

Temecula Education Complex contact Menifee Valley Campus
(951) 639-5305

In accordance with current federal and state legislation, each student at Mt. San Jacinto College is afforded the same rights and privileges as any other student to enter the mainstream of the college's programs, activities, and classes; this includes students with disabilities. The mission of DSP&S is to empower students with disabilities to attain maximum independence, integration, and success in a fully accessible college environment. Mt. San Jacinto College is dedicated to providing educational opportunity to students with disabilities because of the conviction that the fullest possible development of each individual's abilities is essential to the welfare of the community, the state, and the nation. This dedication commits the college to offer opportunities to students to develop their unique potential and to explore their individual abilities and talents. It commits the college to promote the idea that students pursue education beyond the curriculum, to widening horizons throughout their lifetime, and thus it commits the college to provide post-secondary opportunities to all, including citizens with disabilities. It commits the college to continuously evaluate the quality of its offerings, the standard of achievement, the effectiveness of its instruction, and the relevance of its programs.

Students with disabilities, like other students, have the responsibility to communicate directly with you with any questions they may have about the course and with DSP&S regarding requests for services and accommodations. Once one or more qualifying disabilities are identified and the educational limitations are determined, the job of DSP&S begins.
Services for Students
A primary goal of the Disabled Students Programs and Services (DSP&S) is to assure an equal educational opportunity for students with disabilities. An example of services listed below have been designed to provide accommodation for students related directly to documented disabilities and therefore educational limitations.

- Absenteeism Services
- Agency Liaison
- Alternate Media Center
- Assistive Listening Device (ALD)
- Closed Captioning
- Counseling
- E-Text
- High Tech Center
- Instructor Communication Form
- Sign Language Interpreters
- Large Print
- Learning Disabilities Program
- Mobility Assistance
- In-Class Note Takers
- Test Facilitation

For more detailed information regarding accommodations and services for students with disabilities provided through DSP&S, please visit the DSP&S Faculty Handbook

SUGGESTIONS FOR HELPING STUDENTS WITH DISABILITIES SUCCEED IN THE CLASSROOM

- Provide students with a clear and detailed course syllabus, which explains expectations for course (e.g. grading, material to be covered, projects, exams, due dates).
- In addition, DSPS has collaborated with the MSJC Academic Senate in its adoption of a syllabus statement for instructors and is available from the DSPS website, under Resources for Faculty, http://www.msjc.edu/StudentServices/DisabledStudentsProgramsServices/Pages/Syllabi-Statement.aspx. The adopted statement states:

“Mt. San Jacinto College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students who have a documented disability which may impact work in this course should meet with a counselor in Disabled Students Services and Programs (DSPS) as soon as possible.

Students with disabilities qualifying for DSPS services are required to follow the guidelines and procedures set forth in the DSPS Student Handbook. Students with disabilities electing to use qualified testing accommodations must arrange for those accommodations to be rendered at the DSPS office in accordance with the DSPS Test Accommodation Procedure. Missing a scheduled exam appointment at the DSPS office constitutes exam absenteeism. Students with disabilities who choose not to requisition testing accommodations at the DSPS office in accordance with the DSPS Test Accommodation
Procedure are expected to take their exams without accommodations in the regular classroom setting.”

Start each lecture with an outline of material to be covered that period. At the conclusion of the class, briefly summarize key points.

- Speak directly to students, and use gestures and natural expressions to convey further meaning. Do not address your questions to an aide, attendant, or communication specialist in the classroom who is working with a student with a disability. In class lectures and demonstrations, try to use concrete examples, dramatic attention-getting devices and practical applications to highlight important information.
- Present new or technical vocabulary on the board or in a handout. Terms should be used in context to convey greater and more accurate meaning.
- Give assignments *both* orally and in written form to avoid confusion.
- Announce extra-required reading assignments well in advance for students who are using alternate media approaches. Supplemental materials which are required by some students need to be submitted well in advance.
- Provide study questions for exams that demonstrate the format, as well as the content of the test. Explain what constitutes a good answer and why.
- Encourage tape recording of class lectures and verbal presentations that will enable the student to re-listen to promote and increase information gained and/or fill-in notes where information was missed or noted incorrectly. The Instructor Communication Form may indicate the student with a disability needs to use a tape recorder. Under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Section 56026 of Title V regulations, this student may need to tape your class as reasonable accommodation for his/her disability.
- Structure class so that all students must participate or are asked to become more involved in the learning process.
- Provide adequate opportunities for questions and answers, including review sessions.
- Encourage students who qualify to use campus support services such as pre-registration, note takers, assistance in ordering taped texts, alternative testing arrangements, and academic tutoring early in the semester.

**LEARNING SKILLS PROGRAM**

*Who to Contact:*

Marlene Cvetko, Learning Disabilities Specialist, (951) 487-3490
James Decker, Learning Disabilities Specialist, (951) 639-5491

This academic department offers specialized classes in math, adaptive technology, learning strategies, and English to students who have been identified with specific learning disabilities or other cognitive difficulties.
Referral for testing to identify a specific learning disability may be made directly to the Learning Skills Program or through DSP&S.

**KEY SIGNS OF POSSIBLE LEARNING DISABILITIES**
The characteristics listed are indicators that a diagnostic evaluation might be appropriate. If you think a student may have some of these characteristics, please refer them to a Learning Disabilities Specialist or DSP&S.

- Extreme difficulty reading textbooks, reading aloud, or pronouncing long and unfamiliar words.
- Extreme difficulty understanding basic math facts language, or concepts.
- Extreme difficulty understanding lectures or written or verbal directions not attributed to language barriers or educational deprivation.
- Apparent discrepancy between verbal ability and written performance including significant errors in spelling, grammar and mechanics.
- Disorganized thinking, writing, and speaking.
- Poor memory or failure to take appropriate class notes.
- Poor grades on tests that are not congruent with the student’s apparent understanding of material presented.
LIBRARY SERVICES

SAN JACINTO CAMPUS
Hours: Monday – Thursday 8:00 am to 8:00 pm
      Friday 8:00 am to 12:00 pm

Website: www.msjc.edu.sjclibrary

Librarian –
Adrienne Walker (951) 487-3450, awalker@msjc.edu

Circulation Supervisor & Reserves –
Vali Reese (951) 487-3455, vreese@msjc.edu

Circulation Desk & Reference Desk (951) 487-3455

Interlibrary Loans - Form at www.msjc.edu/sjclibrary or contact Robert Pipes (951) 487-3453, rpipes@msjc.edu

Wireless with Blackboard username and password.

MENIFEE VALLEY CAMPUS
Hours: Monday – Thursday 8:00 am to 8:00 pm
      Friday 8:00 am to 12:00 pm

Website: www.msjc.edu/mvclibrary
General information: (951) 639-5455

Librarians –
Sherri Moore (951) 639-5451, smoore@msjc.edu
Monica Flores (951) 639-5456, mflores@msjc.edu

Coordinator of Library Services –
Cheryl Devenney (951) 639-5453, e-mail : cdevenne@msjc.edu

Circulation desk – (951) 639- 5455

Reference Desk/Orientation Scheduling (951) 639- 5450

Reserves/Textbooks– Jeanne Maggard (951) 639-5455

Interlibrary loans – forms at www.msjc.edu/mvclibrary or contact Tracy Pitt (951) 639-5442

Wireless with Blackboard username and password.
Library Cards – Full and Part time faculty must now present a MSJC faculty ID card in order to check out materials. The ID cards are free, and can be obtained from Enrollment Services.

Library Resources - Catalog of library materials (WorldCat). Over 23,000 Electronic (E) Books available on the Internet through the campus links. Thousands of videos through Academic Video Online, Alexander Street Press streaming video collections are now cross-searchable through the Academic Video Online platform.

San Jacinto Campus Library  
Menifee Campus Library

Online Databases – The MSJC libraries subscribe to a variety of electronic databases for access to full text journals, magazines, newspapers, encyclopedias, streaming audio, streaming video and other reference material. All databases are available via the Internet, and may be accessed from campus computers, and remotely. For off-campus access, go to the MVC or SJC Library homepage: Databases, and you will be prompted for your MSJC username and password.

Reference – Librarians are on duty to assist students, faculty and staff with their research needs. The library will provide instructions in database searching, formulating search strategies, and in selecting appropriate resources.

Library Orientations - Faculty may schedule library orientations for their classes at any time during the semester. Orientations include an overview of library resources and services, and focus on searching the library catalog, databases, and formulating search strategies in appropriate resources. A list of databases and passwords for access is given to all students who attend. Orientations may be general or customized to a special assignment, and usually last from 40 minutes to an hour. Allow at least one week’s notice in scheduling an orientation.

Reserve Materials - Faculty may place their ancillary class materials (see below for textbooks) on reserve by filling out a registration form at the library circulation desk, or you may print the RESERVED REGISTRATION FORM, from the website, fill it out, and bring it to the library with your reserved item. NOTE: a separate form must accompany each item.

The deadline for placing items on reserve is 3 weeks prior to the start of finals. MATERIALS RECEIVED THE WEEK THAT CLASSES BEGIN MAY TAKE UP TO TWO WEEKS FOR PROCESSING. In order to insure that your reserved materials will be available to your students during the first week of classes, you must deliver them to the library at least two weeks before classes begin. Library personnel are available during the breaks. Please call
ahead to schedule a time to drop off materials. See the website at http://www.msjc.edu/sjclibrary/ for more details.

The Library does not purchase current textbooks. However, you may donate a copy of your textbook to the Library by filling out a donation form at the circulation desk, or you may print the TEXTBOOK DONATION FORM from the website, fill it out, and bring it to the library with the book. Note: a separate form must accompany each textbook.

Textbooks are placed on a “Self-Service” shelf near the REFERENCE section of the library, and are available to students for library use only, on a first come, first served basis. NO CHECK OUT REQUIRED. Please see the website under faculty resources at http://www.msjc.edu/sjclibrary/ for more details

Suggestions for Purchase of Materials - Librarians accept recommendations from faculty any time during the year. However, requests received after February 15th may not be filled until the following school year. Formal request forms are available, or requests may be e-mailed to librarians with the following information: Title, ISBN (if known), Author/Editor/Producer, Requestor’s Name, Number and E-mail address.

Interlibrary Loans - The library is able to borrow materials it does not hold from other libraries throughout the United States via our online OCLC service. This service is available to instructors and students free of charge. Please allow one or more weeks for delivery of materials.

Suggestions for Purchase of Materials - The Library welcomes recommendations from faculty at any time during the year. There is no formal request form. However, every request should contain the following information: Title, ISBN or ISSN (if known), Author/editor (if known), Requester’s name and telephone number, Publisher/Supplier Source of information.

Notification of New Materials (SJC) - A complete listing of new acquisitions acquired during the year is published once a year, at the beginning of the fall semester. Every attempt is made to notify instructors individually when their specific requests have arrived and are available. New book acquisitions are shelved on the “New Books Shelf” in the library.
LEARNING RESOURCE CENTERS

The Learning Centers at the San Jacinto and Menifee campuses offer a variety of Services to both students and instructors. This guide provides a brief description of our services and procedures. We invite you to stop by for a visit, meet the staff, and let us assist you in your efforts this semester. All services are free to enrolled students. We ask that you present your college ID card when you check in and out of the center.

San Jacinto Campus
Learning Resource Center/Library
300 Building
M - TH 8:00am to 8:00pm
F 8:00am to 12:00pm
Phone: (951) 487-3480
Tutoring starts at 9am

Menifee Valley Campus
Learning Resource Center/Library
800 Building, First floor in room 812C
M - TH 9:00am to 7:00pm
F 9:00am to 12:00pm
Phone: (951) 639-5480
Tutoring starts at 9am

Learning Resource Center Staffing - The Learning Centers are under the supervision of academic deans. Both Learning Centers are coordinated by faculty and a tutorial Services Specialist.

SJC Contacts
Learning Center Coordinator:
Evelyn Menz, emenz@msjc.edu, (951) 487-3488

Front Desk:
Connie Hill, chill@msjc.edu, (951) 487-3480

Tutorial Services Specialist:
Maria M. Aquino, maquino@msjc.edu (951) 487-3481

Math Center Coordinator:
Alex Cuatok, acuatok@msjc.edu, (951) 487-3751

Writing Center Coordinator:
Andrea Hammock, ahammock@msjc.edu, (951) 487-3755

MVC Contacts
Learning Center Coordinator:
Ted Blake, tblake@msjc.edu, (951) 639-5487

Front Desk:
(951) 639-5480

Tutorial Services Specialist:
Madeline Pesanovik, mpesanovik@msjc.edu, (951) 639-5481
Math Center Coordinator:  
Vacant

Writing Center Coordinator:  
Lorrie Ross, lross@msjc.edu, (951) 639-5485

SERVICES AVAILABLE FOR STUDENTS

**Tutoring** - The Learning Centers at both campuses offer trained, highly qualified tutors for most academic areas. The centers are staffed with Associate Faculty and peer tutors. The peer tutors have taken the classes for which they provide tutorial assistance and have received an A/B in those classes. All peer tutors have successfully completed a tutor training class and have received recommendations from college instructors. Each year a memo is sent to all instructors inviting them to recommend their top students as potential tutors. Instructor recommendations have provided the Learning Centers with a continuing source of high quality tutors.

**Title 5 regulations require instructors to refer students to the centers which allow students to receive services. Referrals should be made via EagleAdvisor at the beginning of each semester.**

For information regarding online tutoring contact the Learning Resource Center at either the Menifee campus or the San Jacinto campus.

**Computer Lab** - The Learning Centers at both campuses maintain an instructional computer lab with computers and software available for student use. All of the computers are equipped with word processing software, which students may use for writing term papers and other course assignments. They all have internet connectivity. Students must bring their own storage media. In addition, a wide range of academic support software is available at both campuses. If you utilize specific software in a class and would like the software made available to your students in the Learning Centers please contact the respective Tutorial Services Specialist or Faculty Coordinator. As long as there are no licensing issues and/or software incompatibility issues, the software will be made available for your students in the LRC.

**Testing Services** - Testing services are available to students who must make up missed exams. All tests are stored in secure file cabinets, and students are required to show picture ID before taking any exams. Tests are monitored and timed, if necessary, and then returned to the instructor's file in the Learning Center's workroom. Procedure guides are available on request, which will outline how to set up a testing service.

**Resource Handouts** - The Learning Centers at both campuses maintain a supply of resource handouts which are available to students at no charge. These handouts include term paper packets, MLA and APA documentation
guidelines, English and Math worksheets, and helpful information on study skills and time management. Other materials are developed as the need arises.

SERVICES AVAILABLE FOR INSTRUCTORS

Classroom Visits - Each semester, upon the instructor’s request, members of the Learning Center staff will visit your classroom and explain the services of the Center to your students. To schedule a visit, just fill out the online form or e-mail the Tutorial Services Specialist or Faculty Coordinator and return it to the appropriate Learning Center's mailbox. The promotional visits take approximately ten to fifteen minutes and include time for student questions. When a personal visit is not possible due to schedule conflicts or off-campus location of classes, the Center will provide copies of brochures or an electronic document, which describe the services available at each campus.

Computers - Faculty are welcome to use computers in the Learning Center labs as long as no students are waiting to use them. More and more publishers are providing computer software to supplement textbooks used in college classes. As part of our plan to improve Learning Center services and to better meet the needs of our students, we are offering to house your academic support software and to make it available to your students during our hours of operation. Please identify your computer disks and CDs with your name and course number if you wish them to be returned. Provide instructions, if necessary on how to access the disk and how to run the program.

Readability Levels - The Learning Center has a readability analysis program which can be used to determine the reading level of any written material. If you are interested in using this service, you may leave a copy of your textbook at the Center for analysis. The service is provided on a first-come, first-served basis as staff time permits. Since it may take several days to a week for the text to be returned, faculty may choose to provide the Center with a copy of the title page and copies of three pages sampling the beginning, the middle, and the end of the text. The computer program is housed at the San Jacinto campus; however, instructors at both campuses, as well as off-site locations are welcome to request this service.

Homework Drop Off Service - The Learning Center provides a convenient location where students may drop off homework assignments for their instructors. Assignments are logged in time/date stamped, and placed in an instructor file for instructor’s to pick up from the Learning Center.

NOTE: The Offices of Instruction DO NOT accept homework from students. Please inform your students that they should use the Learning Center in order to drop off homework or other assignments for your classes.
SHARED GOVERNANCE

ACADEMIC SENATE

In the spirit of collegiality and in accordance with Title 5 of the Administrative Code of California, Section 53200, the faculty is provided the opportunity to participate in the formulation and development of district and college policies and procedures that will have an effect on teaching, learning, or faculty responsibilities. The Academic Senate is the representative body that effects this participation. Specific areas of participation, as outlined in Title 5 California Administrative Code 53200, are:

1. Curriculum, including establishing prerequisites and places courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

According to Education Code, the Academic Senate is also responsible for jointly developing with the District policies and procedures related to faculty hiring (section 87360B), Administrative retreat rights (section 87458A), and Delegation of Authority to the Academic Senate (BP 2100.1 and 2100.2 - Reference BP 4011.1).

MSJC Academic Senate’s web site.

Academic Senate Executive Committee, 2014-2015

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Lorraine Slattery-Farrell</td>
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<td>Vice-President</td>
<td>Stacey Searl-Chapin</td>
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<td>Correspondence Secretary</td>
<td>Alma Ramirez</td>
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<td>Appointment Secretary</td>
<td>Jeremy Brown</td>
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<td>Associate Faculty Delegate – SJC</td>
<td>Herb Alarcon</td>
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<td>Associate Faculty Delegate – MVC</td>
<td>Susan Winslow</td>
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Site Councils, 2014-2015

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<td>Senator</td>
<td>Evelyn Menz</td>
<td>Caren Hennessy</td>
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<td>Denise Daliamo</td>
<td>Nick Reeves</td>
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<td>Senator</td>
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**SHARED GOVERNANCE COMMITTEE STRUCTURE**

The structure of collegial consultation at Mt. San Jacinto College is a committee structure. This committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Management) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action. The following are standing committees:

- **College Council** - The College Council is the decision-making body that forwards recommendations on shared governance issues that do not require mutual agreement between the Academic Senate and Board to the Superintendent/President for action or for presentation to the Board for action. The College Council provides the means for the combined thinking of faculty, staff, students, and management to be included in the formation of all these recommendations except curriculum issues. The College Council may also review and provide input for all items that require MAC consideration with the exception of Curriculum Committee issues.

- **Mutual Agreement Council (MAC)** – The Mutual Agreement Council is composed of the College President, Vice President of Instruction, Academic Senate President, and Vice President of the Academic Senate. MAC does not meet regularly, but convenes to respond when needed to actions initiated by the co-chairs of standing committees or College Council or initiate actions to introduce into the shared governance process.

- **Basic Skills Committee** - This committee shall serve to organize, coordinate, assess, and recommend programs and services related to Basic Skills students and programs to increase student success. The committee shall also decide matters of dispersal of funds such as those from the Basic Skills Initiative and track yearly expenditures related to that funding and/or other funding designated for basic skills use.

- **Budget Committee** - Budget Committee is charged with recommending the parameters, process, and documentation for developing the annual budget; reviewing and recommending the process by which the District’s discretionary funds are allocated; and assessing the effectiveness of the allocation process in the prior and current years.
- **Career Education Advisory Committee** - The Career Education Advisory Committee will study the needs for career education, workforce development, and professional training programs in the Mt. San Jacinto College District. The committee will make recommendations to the Career and Technical Education department, administration, and the Curriculum Committee as they relate to the planning of new program offerings.

- **Curriculum Committee** - The Curriculum Committee shall serve to consider and recommend policies and procedures regarding curriculum development, prerequisites, graduation requirements, general education requirements, program review, grading policies, and program discontinuance.

- **District Staff Development** - The Staff Development Committee discovers, through survey and various other tools, staff development needs within all constituents at MSJC (faculty, classified, and management) and produces the district staff development yearly plan. This includes the FLEX calendar, classified staff development calendar, and the management staff development calendar.

- **Diversity Advisory Committee** - The Diversity Advisory Committee engages in an ongoing, active process that creates, celebrates, and promotes knowledge and respect for the diversity of the human experience within the District and surrounding communities. Active engagement involves the creation, promotion, and maintenance of programs/activities that further the understanding of diversity and programs/activities that discourage discrimination and intolerance.

- **Educational Technology Committee** - The committee will address the evolving technology needs of Mt. San Jacinto College in a variety of areas related to the use of technology for instructional purposes and function as the recommending body for curriculum, policies, procedures, systems and purchases that relate to distance education and technology used for teaching and learning.

- **Information, Communication, and Technology Committee** - The Information, Communication, and Technology Committee evaluates the existing District technological structure on campus; develops, monitors, and updates the Technology Master Plan for the District to incorporate a process for continuous replacement and upgrading as appropriate; and evaluates benefits and applications of current and planned technology through continuous assessment and maintain state-of-the-art awareness in educational technology.

- **Institutional Planning Committee** - The Institutional Planning Committee shall oversee and coordinate district-wide strategic planning through the following: (1) review and provide advice to the groups on campus that develop plans and the budget development committee, (2) review and endorse the Integrated Institutional Plan, Education Master Plan, Facilities Master Plan, Strategic Master Plan, Staffing Plan and Technology Plan; (3) review critical data needed for planning, including analysis of internal and external trends, and publish its findings to assist planning throughout the college; (4) contribute to the development of
District annual strategic and multi-year planning goals; and (5) review forecasts and recommend planned growth, program development parameters for education planning, and staffing allocation levels.

- **Instructional Program Review** - The Program Review Committee will design and oversee the program review process, develop a schedule of reviews each year, approve the date to be used in the reviews, and approve each written program review when submitted for content and completeness.

- **Matriculation Committee** - The Matriculation Committee is responsible for guiding the development, implementation, and evaluation of matriculation services. These services include the processes of admissions, orientation, assessment, advisement, and follow-up to ensure that students receive the educational services necessary to optimize their opportunities for success.

- **Safety Committee** - The Safety Committee assumes the responsibility of overseeing and promoting safety throughout the College based on Local, State, and Federal laws and regulations as they pertain to the facilities and their occupants. Included in the charge of this committee is the responsibility of conducting periodic inspections of all facilities and work sites.

- **Student Equity Committee** – The Student Equity Committee develops and recommends programs, resources, and policies (i.e., student equity plan) to increase the access, retention, completion, and transfer of all student groups, especially underrepresented ones. Ongoing coordination, evaluation, and revisions of programs and policies are designed to achieve student equity.

- **Student Services Committee** - The Student Services Committee studies the support needs of students and recommends changes in policy and procedures to the College Council. The areas of concern are primarily admissions and records; registration procedures; attendance; grading policies; athletics; academic and career counseling; articulation; disabled student programs; EOPS; student activities; financial aid and academic standards. The committee (minus the student members) also functions as the appeals committee for academic standards and financial aid petitions.

For more information go to the MSJC Shared Governance webpage.

**CURRICULUM**

Courses offered by the college must be taught following an outline of record which is approved by the local Curriculum Committee, the MSJC Board of Trustees, and the California Community College Chancellor’s Office. In addition, degrees and certificates granted by MSJC must be likewise approved. Faculty members are responsible for developing and reviewing curriculum and wards.
The curriculum at MSJC has been used as a model across the state. The Curriculum Committee website and various publications developed by the Committee detail and process and procedures by which courses, degrees, and certificates are written, adopted, and revised (See in particular MSJC Curriculum Best Practices Handbook and CurricUNET Guide.)

The Chancellor's Office identifies as necessary for good curriculum (derived from statute, regulation, guidelines provided by transfer institutions [including IGETC] and industry, recommendations of accrediting institutions and standards of good practice established in the field of curriculum design):

- Appropriateness to mission. A course or program should be an appropriate level for a community college, should address a valid transfer, occupational, basic skills, civic education or lifelong learning purpose, and should provide distinct instructional content and specific instructional objectives.
- Need. There should be evidence of the need for a course or program in the college service area.
- Curriculum Standards. There should be a local approval process that includes scrutiny by faculty and administrators, consistent with the requirements of accrediting agencies.
- Adequate Resources. The college should have the resources needed to offer the course or program at the quality described in the course outlines of record.
- Compliance. The design of a course or program cannot be in conflict with any state or federal law, statutes or regulations.

Since curriculum develops out of Program Review, faculty members who wish to get involved in writing and revising curriculum should contact their department chairs before starting to make sure that courses and programs fit the need and direction of the department. The Curriculum Committee offers periodic workshops for faculty members who are writing and revising curriculum. Courses and programs are developed through the CurricUNET database; therefore, faculty authors must take CurricUNET training.
PROGRAM REVIEW

Program review is a systematic process of data collection, analysis, and interpretation for effective planning and accreditation review. Program review ought to be a “360-degree” review or a review from all angles over time, of the effectiveness of an “educational program”. Fundamentally, program reviews require an institution to ask important questions about itself and to perform analysis about its own performance. The review of the quality of effectiveness of Mt. San Jacinto College programs is an ongoing professional responsibility and should be both meaningful and practical. A complete program review cycle involves distinct conceptual steps: a precise and accurate description of things as they exist, evaluation of whether those things are sufficient or appropriate or “good enough” to satisfy the institution’s pursuit of excellence, planning for needed improvement, implementation of those plans, and evaluation of the effectiveness of the actions taken in achieving the desired results.

The major objectives of Program Review are to:
- State program goals and align future goals with the college’s mission and goals
- Collect and analyze data on key performance indicators, administrative unit outcomes, program activities and accomplishments
- Examine and document the effectiveness of administrative services
- Facilitate program improvement through analysis of student learning outcomes at the course, program, administrative and institutional level
- Aid in institutional planning and decision-making processes within the college structure
- To use program review data and goals as rationale for budget, staff, facilities, professional development, curriculum, and other planning decisions
- Comply with Accreditation Standards, Federal and State law, Title 5, and other legal certification requirements

Plans for improvement that result from program review should be integrated with or connected to overall institutional plans so that the regular institutional processes for setting directions and timelines, and providing resources for action, support the implementation of those plans.
ACADEMIC FREEDOM AND PROFESSIONAL ETHICS

Academic freedom and professional ethics are governed by Board Policy. See the text of BP 4030 below.

Board Policy on Academic Freedom and Professional Ethics
BP 4030 Academic Freedom

References:
Title 5 Section 51023; Accreditation Standard 2.2

Academic Freedom

(A) Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(B) Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(C) College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

(D) Faculty members in non-teaching fields have the same claim to freedom of inquiry and expression of professional opinion as teaching faculty, and they have parallel obligations as well.

Statement on Professional Ethics

(A) Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as
they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

(B) Faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

(C) As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

(D) As members of an academic institution, faculty members seek above all to be effective faculty members and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

(E) As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid
creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
DIRECTIONS TO CAMPUSES AND SITES

SAN GORGONIO PASS CAMPUS
3144 West Westward Avenue,
Banning, CA 92220
(951) 922-1327

From San Jacinto or Hemet
Take N. State St. north. It becomes Gilman Springs Rd.
Turn right (north) onto SR.79, Beaumont Ave.
At I-10, go east (right).
Exit Sunset (city of Banning).
Turn right (south).
Continue on Sunset approximately ½ a mile.
The campus is on the left.

From Riverside
Take SR 60 east until it merges with I-10.
Continue on I-10 east.
Exit Sunset (city of Banning)
Turn right (south).
Continue on Sunset approximately ½ a mile.
The campus is on the left.

From Redlands
Take I-10 east.
Exit Sunset (city of Banning)
Turn right (south).
Continue on Sunset approximately ½ a mile.
The campus is on the left.

Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for $1.00.

San Gorgonio Pass Campus Maps
SAN JACINTO CAMPUS  
1499 N. State Street  
San Jacinto, CA  92583  
(951) 487-6752  
(800) 624-5561 (Toll free number accessible in 951 areas only)

From Moreno Valley  
Take SR. 60 east towards Beaumont.  
Exit Gilman Springs Rd.  
Continue on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave.  
Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus.  
The campus is on the left.

Option 1-North Campus Parking  
Turn left onto Community College Entrance.  
Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Option 2-South Campus Parking  
From N. State St. turn left onto Community College Drive at the southern edge of the campus.  
Staff Parking (Lot A) is on the left.

From Redlands  
Take I-10 east towards the city of Beaumont.  
Exit Beaumont Ave.  
Turn right (south) onto Beaumont Ave. (SR. 79).  
Exit Gilman Springs Rd.  
Turn left (east) on Gilman Springs Rd.  
Stay on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave.  
Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus.  
The campus is on the left.

Option 1-North Campus Parking  
Turn left onto Community College Entrance.  
Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Option 2-South Campus Parking  
From N. State St. turn left onto Community College Drive.  
Staff Parking (Lot A) is on the left.
From Beaumont/Banning
Take I-10 west towards Riverside.
Exit Beaumont Ave.
Turn left (south) on Beaumont Ave. (SR. 79).
Exit Gilman Springs Rd.
Turn left (east) on Gilman Springs Rd.
Stay on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave.
Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus.
The campus is on the left.

Parking Option 1-North Campus Parking
Turn left onto Community College Entrance.
Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Parking Option 2-South Campus Parking
From N. State St. turn left onto Community College Drive.
Staff Parking (Lot A) is on the left.

Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for $1.00.
MENIFEE VALLEY CAMPUS
28237 La Piedra Road
Menifee, CA 92584
951) 487-6752
(800) 624-5561 (Toll free number accessible in 951 areas only)

From Lake Elsinore
Take Railroad Canyon Rd. east.
Railroad Canyon Rd. becomes Newport Rd.
Take Newport Rd. across I-215.
Turn right (south) onto Antelope Rd.
The campus is on the left.
There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From Moreno Valley
Take I-215 S east towards Escondido
Take the Newport Rd. exit.
Turn left (east) onto Newport Rd.
Be on the right hand lane as you cross the bridge.
Turn right (south) onto Antelope Rd.
The campus is on the left.
There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From the San Jacinto Campus
Turn left (south) onto N. State St.
Turn right (east) onto Cottonwood Ave.
Turn left (south) onto Sanderson Ave.
Turn right (east) onto Domenigoni Parkway.
As you get closer to MVC Domenigoni Parkway becomes Newport Rd.
Turn left (south) on Menifee Rd.
Turn right (east) on La Piedra Rd.
The campus is on the left.
There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From Temecula
Take I-15 N toward Riverside.
Take the Scott Road exit.
Turn right (east) onto Scott Road.
Turn left (north) onto Antelope Rd.
The College will be on the right.
There are parking lots on the east and north sides of campus (Lots A, B, C, & D).
Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for $1.00.
**Temecula Education Complex (TEC 1)**
27447-27463 Enterprise Circle West  
Temecula, CA 92590  
(951) 506-6752

**From Lake Elsinore**  
Take I-15 south towards Escondido.  
Exit Winchester Road.  
Turn right (west) on Winchester Rd.  
Turn left (south) on Enterprise Circle South.  
Enterprise Circle South turns into Enterprise Circle West.  
College building is on the right hand side.

**From San Jacinto or Hemet**  
Take Domenigoni Parkway west toward I-215.  
Take I-215 south then merge to I-15 south.  
Exit Winchester Road.  
Turn right (west) onto Winchester Rd.  
Turn left (south) onto Enterprise Circle South.  
Enterprise Circle South turns into Enterprise Circle West.  
College building is on the right hand side.

**From Moreno Valley**  
Take I-215 south towards Escondido.  
Merge onto I-15 south.  
Exit Winchester Road  
Exit Winchester Road.  
Turn right (west) onto Winchester Rd.  
Turn left (south) onto Enterprise Circle South  
Enterprise Circle South turns into Enterprise Circle West  
College building is on the right hand side.
Temecula Higher Education Center
43200 Business Park Drive
Temecula, CA 92590
(951) 506-6752

From Menifee
Take I-215 south and merge onto I-15 south.
Exit Winchester Rd./CA-79.
Turn right (west) onto Winchester Rd.
Turn left (south) onto Diaz Rd.
Turn right (west) onto Rancho Way.
Turn right (north) onto Business Park Dr.
The Center is on the left.

From Escondido
Take the I-15 N toward Riverside
Exit Rancho California Rd. toward Old Town Front St.
Turn left (west) onto Rancho California Rd.
Turn right (north) onto Diaz Rd.
Turn left (west) onto Rancho Way.
Turn right (north) onto Business Park Dr.
The Center is on the left.

Temecula Higher Education Center Map

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