

MSJC

Mt. San Jacinto College

Faculty Handbook

2021-2022

PREFACE

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 a 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 STATEMENT

Mt. San Jacinto College offers quality, accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals.

We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities.

Our commitment to learning and achievement empowers students to enrich our communities and participate meaningfully in today's complex world.

MSJC INSTITUTIONAL LEARNING OUTCOMES

- **Communication:** Communicate clearly, express themselves creatively, interpret thoughtfully and logically, and engage actively in dialogue and discussion, while paying attention to audience, situation, and (inter) cultural context. Communication may be oral, verbal, nonverbal, informational, or artistic.
- **Critical Thinking:** Analyze arguments, create and test models, solve problems, evaluate ideas, estimate and predict outcomes based on underlying principles relative to a particular discipline, interpret literary, artistic, and scientific works, utilize symbols and symbolic systems, apply qualitative and quantitative analysis, verify reasonableness of conclusions, explore alternatives, empathize with differing perspectives, adapt ideas and methods to new situations.
- **Information and Technology Literacy:** The student will access, interpret, evaluate and apply relevant information sources and digital media effectively, and in an ethical and legal manner.
- **Responsibility:** The student will display personal and civic responsibility, recognize their role as local, national, and global citizens, recognize lifestyles that promote physical and mental well-being, engage in self-reflection and ethical decision-making, practice effective individual and collaborative work habits, and demonstrate a commitment to ongoing learning.
- **Scientific Awareness:** The student will possess an awareness of the physical and biological principles related to science.
- **Social Awareness:** Participate in a democratic process, respect social and cultural diversity, and understand the significance of both environmental sustainability and social justice.

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. 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.

MSJC Equity Pledge

Mt. San Jacinto College is committed to supporting the diversity of its students and communities. We are proud to unveil our new [MSJC Equity Pledge](#) ...

We, the Mt. San Jacinto College Faculty, Classified Professionals, and Administrators, acknowledge there are systemic barriers that have historically excluded and prevented equal outcomes for students on the basis of:

- Race/ethnicity
- Gender Identity and Expression
- Sexuality
- National Origin
- Socioeconomic status
- (Dis)Ability
- Language
- Religion
- Age
- Physical Appearance
- Intersections of these identities.

Therefore, we define equity as an investment and commitment to achieving parity in academic outcomes by removing institutional barriers and creating an inclusive and culturally affirming learning environment. As such, we are dedicated to challenging our perceptions, biases, and blind spots through self-reflection and constant inquiry to identify and eliminate equity gaps and reinvest in our communities.

Our purpose is to celebrate diversity, instill hope, and empower our students to transform their lives and those around them.

Equity Values @ MSJC

We believe in the Community College system Vision for Success - making sure students from all backgrounds succeed in reaching their goals and improving their families and communities. We have bold and straightforward goals to significantly increase the numbers of student transferring to a UC or CSU campus; increasing the numbers of students earning degrees and certificates and completing career education programs leading to good jobs; reducing the number of unnecessary units many students are taking to get their degree and eliminating achievement gaps once and for all.

FastFacts:

<https://www.msjc.edu/collegeinformation/documents/FactSheetRed.pdf>

History of MSJC

<https://msjc.edu/collegeinformation/history-of-msjc.html>

Student Performance Data

PERFORMANCE DATA: The following reports show MSJC performance data for the previous 5-10 years.

- [Graduates and Awards](#)
- [Outcome Indicators](#)
- [Persistence & Cohort Tracker](#)
- [Student Demographics](#)
- [Student Performance Data - Headcount, Seats, FTES, Success, Retention](#)
- [Transfer Summary](#)

Associate Degree for Transfer

Associate Degrees for Transfer (also referred to as ADT) are associate degrees that are fully transferable to the California State University (CSU) system and are no more than 60 transferable semester units. With these ADTs, students who meet the CSU's minimum eligibility requirements are guaranteed priority admission to a CSU campus, though not necessarily to a particular campus or major.

In addition, once the student has transferred, they will in most cases only be required to complete 60-semester units (or 90 quarter units) of coursework after transfer to complete the bachelor's degree. A counselor can help students determine which four-year universities offer similar bachelor's degrees that correspond to the Associate Degree for Transfer (ADT). It is still important for students to apply to the schools that interest them and to follow all admission requirements and deadlines to be considered.

MSJC ADT Degrees

<https://catalog.msjc.edu/degrees-certificates-curricula/associate-degrees-transfer/>

- Administration of Justice
- Anthropology
- Art: Art History and Studio Arts
- Biology
- Business Administration
- Chemistry
- Child and Adolescent Development
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Environmental Science
- Film, TV, and Electronic Media
- Geography
- Geology
- History
- Journalism
- Kinesiology
- Law, Public Policy and Society
- Mathematics
- Music
- Nutrition and Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health Science
- Social Justice Studies
- Sociology
- Spanish
- Theater Arts

INSTRUCTIONAL DIVISION MISSION

MSJC's Instructional Services Division is dedicated to the quality and integrity of all educational programs in the District. We advance the college's vision of transforming learners, transforming communities, and transforming lives by providing programs that are innovative and responsive to all students. The Instructional Services Division provides leadership and instructional support that ensures learner-centered and equity-minded teaching practices and curriculum that promotes academic excellence.

INSTRUCTIONAL SERVICES DIRECTORY

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 at the libraries until 8 pm, and in the Learning Resource Centers until 7 pm, on Mondays-Thursdays. At SGP, Evening Administrators 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.

Week 1 Evening Dean, SJC	(951) 487-3400
Week 1 Evening Dean, MVC	(951) 639-5400
Evening Classified Staff Member, SJC	(951) 487-3400
Evening Classified Staff Member, MVC	(951) 639-5400
Evening Administrator, SGP	(951)-264-2992
Evening Administrator, SGP	(909)-435-5554
Evening Administrator, SGP	(951)-222-1034

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JUL
2022

Spring Semester 2022

Fall Semester 2021

Summer Session

88 Service Days
(1 Conv, 86 Teaching, 1 Flex)

- # = Fall Semester
- # = Spring Semester
- # = Final Exams
- # = Holiday - College Closed
- # = 6 Week Summer Sessions
- # = 8 Week Summer Sessions

88 Service Days
(1 Grad, 85 Teaching, 2 Flex)

- 13 = Convocation - Required Faculty Day
- # = Optional- Faculty Instructional Improvement Days
- 30 = Classified Staff Development Day
- 26 = Commencement - Required Faculty Day
- 2 = Voting Day - College Open and Classes in Session
- # = No Classes - College Closed

2021-22 Academic Calendar

Summer Session 2021 (SU21)

- Eight Week Session: June 7 - July 29
- Six Week Session: June 21 - July 29
- Independence Day Holiday: College Closed July 5

Fall Semester 2021 (FA21)

- Optional Faculty Instructional Improvement Day: August 5
- Convocation (Required Faculty Day): August 13
- Instructional Days: August 16 – December 17
- Labor Day Holiday: College Closed September 6
- Voting Day: College Open and Classes in Session November 2
- Veterans' Day Holiday: College Closed November 11
- Thanksgiving Holiday: College Closed November 25 and 26
- Final Exam Week: December 11 – December 17
- Winter Recess: Classes Not in Session December 20 – January 14
- Winter Holiday: College Closed December 24 – December 31

Spring Semester 2022 (SP22)

- New Year's Day Holiday (Observance): College Closed December 31
- Optional Faculty Instructional Improvement Days: January 12 and 13
- Martin Luther King Jr. Day Holiday: College Closed January 17
- Instructional Days: January 18 – May 25
- Presidents' Weekend Holiday: College Closed February 18 – February 21
- Spring Break: Classes Not in Session March 28 – April 3
- Classified Staff Development Day: March 30
- Spring Break Holiday: College Closed April 1
- Final Exam Week: May 19 - May 25
- Commencement (Required Faculty Day): May 26
- Memorial Day Holiday: College Closed May 30

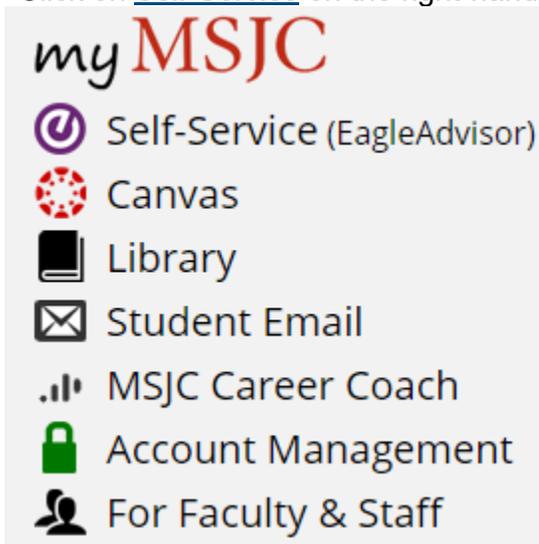
Summer Session 2022 (SU22)

- Eight Week Session: June 6 - July 28
- Six Week Session: June 20 - July 28
- Independence Day Holiday: College Closed July 4

Self-Service

A portal for faculty information and processes. Self-Service is essential for faculty to perform their duties. Below is information for accessing Self-Service.

1. Click on [Self-Service](#) on the right-hand side of the main page of the website.



2. Enter Username (no digits) and password and enroll in the Single Sign on Accounts Management program.

See instructions at <https://www.msjc.edu/MyMSJC/Pages/default.aspx>

A screenshot of the MSJC login page. The page features the MSJC logo (an eagle) and the text "MSJC MT. SAN JACINTO COLLEGE". Below the logo, there is a "Username" field with a placeholder text: "First Initial of First Name + Last Name + Last 3 digits of Student ID (ex jdoe789)". A link "What is my MyMSJC username and Student ID?" is provided. Below the username field is a "Password" field. A note states: "New users: initial password is your 6 digit birth date (MMDDYY)". There is a "Forgot Password?" link. A red "Login" button is located below the password field. At the bottom, there is a "Need Help?" link and a note: "Documentation available at http://msjc.edu/MyMSJC/".

To Access MSJC faculty Email click on the link below and enter your username and password.

<https://outlook.msjc.edu>

The first time you log in you will be asked to reset your password.

Password requirements are as follows:

- a. The password must be at least 6 characters in length and have three of the following 3 requirements:
 - at least one upper case alphabet,
 - at least one lower case alphabet,
 - A number or a symbol.
 - b. The password cannot be any part of your name, Date of Birth, or the last 5 passwords you have used.
 - c. **Passwords expire every 90 days,**
Helpdesk suggests you put a reminder in your Outlook Calendar on day 85 from the day you reset your password to remind you that it needs to be updated.
3. Enter username (First initial of your first name and full last name (no digits), then enter your password.

Microsoft
Outlook Web App

MSJC MT. SAN JACINTO COLLEGE

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer
 Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

mailweb1

If you have any questions, or need further assistance, please contact the Helpdesk@msjc.edu, or call (951) 639-5344.

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:

- Meniffee Valley Campus
- San Gorgonio Pass Campus
- San Jacinto Campus
- Temecula Valley Campus

QUICK-START: PREPARING FOR THE FIRST DAY OF CLASS

COURSE SYLLABUS

Mt. San Jacinto College is a mid-sized community college serving the needs of an extremely diverse community in the largest network of colleges in the world. We are proud to be a federally designated Hispanic Serving Institution (HSI), with over 51% of students identifying as Latin-x. Founded in 1963, the college has grown to serving over 21,000 students across a large service area. Given MSJC's strength in diversity, we encourage you to "equitize" your syllabus in as many ways as possible.

The course syllabus provides vital information to encourage students in their academic endeavors and supports the learning process and classroom norms. The syllabus is an official welcome to the course, and in some cases, to the college. Effective practice shows that a warm and welcoming tone in your syllabus can reduce anxiety among our students, many of whom are first generation college goers, while allowing faculty to articulate the high standards expected in the classroom. Please consider language that is encouraging, clear, and precise and that first generation and/or new students may need some explanations that may not be immediately obvious to those of us who have a career in academia.

The following guidance is intended to help you start your class with a syllabus that will serve both you and your students.

You must submit a syllabus for every course by the third week of classes each term by uploading it into the canvas module, "Syllabi Collection" (SYLcollect).

You are required to follow the Course Outline of Record for your class.

Organization: The syllabus should be divided into two sections, one section addressing policy information and the second section addressing course information.

[Syllabus Content Checklist](#)

[CLOs and PLOs \(Student Learning Outcomes\) for Your Syllabus](#)

1234. His attachment (the syllabus) would ideally be named: **PSYC 101-1234 S. Freud.**

Syllabus Checklist

All syllabi should be provided in a printed or printable format. For online courses, all syllabi should be provided in a digital format and a printable format. All syllabi should be submitted to the Syllabus Collection Course Shell (SYLcollect) by each semester's due date.

Required Technical Information:

	Name of the College, "Mt. San Jacinto College," and Campus
	Semester and Year
	Course Title, Number, and Section Number
	Course Meeting Times and Location
	Course Catalog Description*
	Instructor Name and MSJC E-Mail
	<i>FT Faculty:</i> Student Hours (Office Hours), Location, and Office Phone Number
	Course Objectives (from the Course Outline of Record) **
	Course Learning Outcomes (CLOs)***
	Course Materials, Texts, OER, and Technology/Software
	<i>Online:</i> Designation and Description of Real-Time, Anytime, or Blended Online

Required Policies:

	Grading Policy which includes: grading scale, types of assignments/categories with values, clear grading expectations
	Policies Regarding Late Work/Make-Up Work
	Policy Regarding Dropping and Withdrawing from the Course
	Explanation of and Policy Regarding Academic Integrity and Honesty (see sample language)
	Explanation of Support Services, including ADA Acknowledgment (see sample language)
	Estimated Timeframes to Receive Feedback/Grades
	<i>Online/Hybrid:</i> Regular Effective Contact Policy

Required Elements for the Course Schedule:

	Dates for Each Class Session or For Each Module/Unit
	Due Dates for Major Assignments/Exams and Reading
	Date and Time for Final Exam

Recommendations:

	Include an Equity Statement (see sample language)
	Consider Using OER and Low or No-cost Resources. (Carrie Consalvi, our OER Coordinator can help with this! cconsalvi@msjc.edu)
	Include a "Tips for Success" Section
	Add a Personalized Course Description (this does not replace catalog description)
	Land Acknowledgement
	Include Drop/Withdraw Dates and Guidance on Incomplete Grading
	Information About the Instructor
	Teaching Philosophy
	Guidance on How to Address You (Professor, Dr., First Name, etc.)
	Consider Using Clear and Specific Language to Help Guide Students Through the

* Course description information is located in the course outline of record or college catalog.

**Please use this link to view the course outline of record and Course Objectives: [LINK](#)

*** Please use the following, and only this link, to access your CLOs. Do not utilize CLOs from eLumen, CurricUNET, Canvas or instructor/department websites: [LIN](#)

Materials

Books and assigned materials and resources (list complete information addressing all recommended and required reading materials and resources).

Note: If the list is excessive then it may be appropriate to have a separate sheet for course materials.

Grading Policy

- Grading policies should address the following:
- Grade system: point, letter, %, etc.
- Late work
- Make-up work
- Exams and quizzes
- Class participation

Note: While it is appropriate to base grades 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.)

Miscellaneous

Classroom Etiquette: use of technology, inappropriate talking in class, tardiness or early departures, sleeping, etc.

[Netiquette](#): rubric for grading online discussions and expected discussion etiquette.

[Regular Effective Contact](#) (online only): policy describing faculty interaction with students including frequency, expectations, absences, and type of contact.

Plagiarism and Cheating: copyright policy, process and consequences for addressing cheating or plagiarism, consequences for source use outside authorized source list, inappropriate use of technology, etc.

Note: refer to the [Standards of Student Conduct](#) (AP 5500), [Student Discipline Procedures](#) (AP 5520). Standardized language on plagiarism and cheating is also available in the course catalog.

[Academic Support](#): support services are provided for students through each campus Learning Resource Center or Career and Technical Tutoring Center. 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. Additional Services: [Veteran Resources](#), [Accommodation Service Center \(formerly DSPS\)](#), [EOPS](#), [Puente Project](#), [more](#).

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 the [Accommodation Service Center](#) as (ACS) soon as possible.

The Schedule

List every meeting or week when your class will meet. Include descriptions of the following:

- Topics covered
- Homework and assignments
- Anticipated assignments and test due dates
- 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 the final will be administered at the scheduled time and day.

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

Students are limited to **THREE** enrollment attempts in a course if a student has earned an F, D, NP, NC, and/or W. This policy does not affect repeatable courses (courses that can be taken more than one time for credit). This means students who have enrolled in the same course three times with any combination of substandard grades and/or Ws will not be permitted to enroll in that same course again. All past enrollments before this change **will count** towards this new limit. Drops that do not result in a W grade will not count towards this limitation, nor will MW's (military withdraw) or EW's (excused withdraw). One additional enrollment may be permitted by petition with documented extenuating circumstances.

Once students have reached the maximum number of enrollments, if they would like to repeat the course again, they will have to attend another institution to enroll in the course. Students should therefore be much more judicious when considering whether to stay in a class that they do not have the time to devote to as well as whether to drop a class if doing so will result in a W.

Submission of Syllabi

All syllabi are now collected in Canvas! To submit your completed syllabi, visit the Syllabi Collection course in Canvas. There is no need to enroll in the course.

A couple helpful tips:

1. Name your syllabus using the naming convention: Course Number, Dash, Section Number, First Initial, Last Name (Example: ART101-5040PPicasso)
2. Rather than submit multiple files separately, attach multiple files to one submission using the **Add Another File** option
3. For additional instructions, review the How-to Video in the [Syllabus Collection course](#) in Canvas.

Syllabi are due by the end of the second week of class.

When you are ready to submit, just click the link below and follow the On screen instructions!

[Submit Syllabi](#)

If you have any technical issues, submit details of your issue to ats@msjc.edu and they will be glad to assist you.

(Revised and adopted by December 2019 by the Academic Senate. Adopted April 28, 2015)

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) in [Self-Service](#), click the faculty menu and choose your section.

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.

Should you have questions about enrollment procedures, you may visit or call one of the Enrollment Services staff members during office hours.

Elizabeth Mascaro, Interim Director of Enrollment Services (MVC) 951 639-5250
Akia Marshall, Director (SJC) (951) 487-3210

Spring and Fall Hours

Monday – Thursday 8 am-5:30 pm

Friday 8am-12:00pm

Connect through the Student Support HUB www.msjc.edu/HUB

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.

If you wish to get a list of students who have requested to be waitlisted in your closed class, use the “Faculty” menu in Self-Service.

VIEWING/PRINTING CLASS ROSTERS

[Click on the “Faculty” menu in Self-Service](#)

CANVAS COURSE MANAGEMENT SYSTEM

Every course offered at MSJC is given an online site for posting materials through our 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 Academic Technology Services.

- Go to www.msjc.edu. In the “MY MSJC” area click on “Canvas” Or go to <https://login.msjc.edu> and select Canvas from the Single Sign-on Portal.
- For information, please check the [online resources](#) or contact the [distance education coordinator](#).

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 colleges have book lists available for students on the day of registration, so they can assess the true cost of taking a particular course.

Below is a link to the MSJC Textbook Requisition website. 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 receiving the multiple forms of aid that are available (Financial Aid, EOPS, CalWorks, etc.) are able to use their resources.

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, check with the chair of your department.

Faculty is responsible for confirming a textbook selection. Please support student success by submitting text requisitions in a timely manner.

Please submit your book orders online.

Please use the following link to access the login page to the Bookstore's Adoptions Insight Portal (AIP): <https://sso.bncollege.com/bes-sp/besso/saml/msjcedu/aip/logon> and use your MSJC email credentials.

If you need assistance with your password, try clicking on the "Reset Password or Unlock Account" link from the login page or contact the MSJC helpdesk: helpdesk@msjc.edu or 951-487-3411.

It has never been easier to submit your adoptions. Here is a quick YouTube video should you need assistance <https://www.youtube.com/watch?v=rTnuv7X63y8&feature=youtu.be>.

OPEN EDUCATIONAL RESOURCES (OER)

The term open educational resource (OER) refers to educational material in the public domain or copyrighted with a license that allows it to be used and distributed it for free. The aim of OER and other zero cost textbook (ZCT) options is to reduce the financial burden of college for students. Major sources of OER textbooks are [Merlot](#), [OER Commons](#), [California Open Online Library for Education](#) (COOL4ED), and [LibreTexts](#).

The use of OER is supported by academic senates at the local and state levels. Here at MSJC, the OER Task Force, headed by Librarian Carrie Consalvi, is helping faculty explore and utilize free resources. The task force is committed to helping faculty research and adopt OER in the broader effort to promote equity, increase retention, and increase student success.

It is important that faculty using OER textbooks inform the bookstore when submitting their requisitions. When doing your textbook orders click "I am not using any materials for this class." You will then be asked if you are using OER. Adjust the radio button to yes and submit adoption. Follow the directions to complete the requisition process.

Sections using OER or ZCT options are listed in the [Search for Classes](#) web page.

DESK COPIES

Contact the office of the appropriate dean.

SJC/SGP (951) 487-3400

MVC (951) 639-5400

FIRST-DAY SUGGESTIONS

The first day of class can be challenging, especially when most sections are full and have sizable waitlists of anxious, possibly frustrated, students trying to add classes. Here are some guidelines developed from experiences:

- 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. 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 become available, they are much better off looking for another class, rather than spinning their wheels.
- When you grant a student add authorization, check your class roster in [Self-Service](#) 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 website. 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 Faculty-Building 2006
Associate Faculty-Building 2006
- Nursing Faculty-Nursing
Department
- San Geronimo Pass Campus
All Faculty - Building 100

ASSOCIATE FACULTY WORKROOM

There is an Associate Faculty workroom space on each of the two campuses, San Jacinto and Menifee. The spaces are available to all Associate Faculty members whenever classes are in session and/or the College is officially open for business. The workrooms are equipped with work tables and chairs, interoffice/ intercampus mailboxes, basic office and instructional supplies (pens, pencils, markers, paper, staplers, etc.), bulletin board, a telephone for the use of Associate Faculty members in support of their instructional activities and working computers with software appropriate to maintain instructional service. The District provides and maintains photocopying equipment in the workrooms for use by Associate Faculty for their MSJC students.

PARKING

Who to Contact:

(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. If you do not have your parking permit, you may contact the Campus Safety. Parking permits can be obtained by calling (951) 487-3182 or Dispatch (951) 639-5188

PRINT SHOP

Who to Contact:

Karl Melzer, Print Shop Supervisor Rm 800 (SJC) Rm 2006 (MVC)

Phone: (951) 487-3120 (SJC)

(951) 639-5122 (MVC)

Scope of Service

The Print Shop furnishes 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, athletic programs, business cards, posters, banners, applications, tickets, registration materials and more.

HOURS OF OPERATION

<u>San Jacinto Print Shop</u> M–Th 7:00 a.m. to 4:30 p.m. F 8 a.m. to 12 p.m.	<u>Menifee Print Shop</u> M–Th 7:00 a.m. to 4:30 p.m. F 8 a.m. to 12 p.m.
<u>BOTH Print Shops closed Saturday and Sunday</u>	

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.

MarketDirect Storefront ordering -

An online ordering system has been set up. To sign in, go to:

<https://msjc.myprintdesk.net/DSF/SmartStore.aspx?/Storefront>

Electronic Print Request Forms – PDF

The Print Shop accepts print requests online. Click here for the [On-Line Print Request Form](#)

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. 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 in **Adobe Reader**, do not use your internet browser to open it.
- 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
- Accepted document formats: Microsoft Word, Excel, Power Point, Publisher, Adobe Acrobat PDF, or Adobe Photoshop.
- 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, and Helvetica.
- Please remove “path footers” on your documents. The print shop computer automatically changes footers and headers to reflect current user and paths.

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 1120
Menifee Valley Campus – Building 700

Hours: Monday – Thursday 7:30am – 5:00pm
Friday – 8:00am – 12:00pm
Saturday & Sunday CLOSED

San Gorgonio Pass Campus – Testing Supplies Only Available during regular hours of operation

Who to Contact:

Ann Jensen, Associate Dean of Support Services, 951-487-3131, ajensen@msjc.edu

Tammy Cunningham, Director Procurement and General Services, 951-487-3116, tcunningham@msjc.edu

Justin Naish, Supervisor Procurement and General Services, 951-487-3192, jnaish@msjc.edu

Claudia Marquez, SJC Bookstore Assistant II 951-487-3130, cmarquez@msjc.edu

Patti Ward, MVC Bookstore Assistant II 951- 639-5133, oward@msjc.edu

Bookstore Policies

a. Textbook Orders

Textbook orders are submitted on the textbook requisition site.

<https://sso.bncollege.com/bes-sp/bessso/saml/msjcedu/aip/logon>

Use your MSJC email credentials to login

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 Faculty Course Packs

If you plan to use an MSJC-published syllabus or Course Pack 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. Adopting OER materials within the Bookstores Adoption Insight Portal

If you already know what OER materials you want to use for your section, click "I am not using any materials for this class" you will then be asked if you are using OER, adjust the radio button to yes and submit adoption. You will need to email the URL of your the resource to the representative from B&N, Alexis Hildebrand, ahildebrand@BNCservices.com so, the materials can be listed for students. Include your course and section number in the subject line and copy inaish@msjc.edu.

If you would like to explore, OER materials select guided adoption and then view affordability solutions (note these are low-cost options). The primary solutions come from OpenStack, Merlot, and OER commons. This may give you some ideas on what you can use. You do not have to choose to adopt one of these listings if there is a free PDF source available. If this is the case, follow the instructions above.

Return Policy

- **Print textbooks/course materials purchased directly from BNC Virtual** must be returned within 2 weeks after class start date or within 21 days of date shipped, whichever is later. However, note that if more than 50% of the term has passed, based on the posted course start and end dates, materials are no longer eligible for return credit. To return print textbooks/course materials purchased directly from BNC Virtual, please [log in to your account](#), go to the Return Center under your orders, select the item(s) you want to return, and generate a pre-paid UPS return label. The cost of return shipping will be deducted from your return credit.
- **Non-activated eBooks, digital content, and access codes** can be returned within 14 days after class start date or within 14 days of purchase, whichever is later. To return non-activated eBooks, digital content, and access codes, please contact customer support.
- **NOTE: Digital content such as access codes, eBooks, etc. are non-returnable once accessed, activated, downloaded, or revealed. No exceptions.**
- **Apple iBooks** are not eligible for a return or refund at any time. All sales are final.
- For traditional-length courses, **rental books** must be returned for refund within 14 days of purchase. For courses shorter than 4 weeks, rental books must be returned for a refund before 50% of the course has passed. To return a rental item, please log in to your account, go to the Return Center under your orders, select the rental(s) you want to return, and generate a pre-paid UPS return label. The cost of return shipping will be deducted from your return credit.
- We do not pay for shipping on returns. However, for your convenience, we do offer the option of pre-paid UPS shipping. Please look for this option in the Returns Center under your account. Pre-paid shipping costs are based on weight and location.
- Original shipping costs are non-refundable.
- New course materials must be returned in new, unopened condition in order to receive a full refund.
- All components of a packaged item must be returned together, unopened, and in the original shrink-wrap to receive credit. All components of an item must come back in the same shipment to receive credit.
- Loose-leaf items must be in the original shrink-wrap.
- CDs, DVDs, software, access codes, study guides, Info Trac pass codes (internet pass codes included with your textbook) and other supplemental components originally included with a book or sold alone must be intact, in the original packaging or it will be non-refundable.
- Books damaged in shipping may not be eligible for full refund.

AFTER THE FIRST DAY: COLLEGE INFORMATION AND RESOURCES

CENSUS

Census completion is a mandatory requirement of employment. All faculty members are required to complete census requirements in Self-Service. The education code mandates the college to establish census procedures and ensure they are followed. Census enrollment reported to the Chancellor's Office ~~to~~ determines state funding for the district.

3 Steps to Census Completion:

1. Identify Students that Never Attended
2. Identify Students No Longer Participating
3. Accept Census Agreements

The aim of the census is to drop students who have never attended or who have stopped attending and certify that you have done so. Census drops should be completed no later than the day prior to census but will be honored for one week past to serve as a grace period. Census agreements are a way for you to certify that you have dropped no show and inactive students. Census agreement notifications appear in Self-Service once they become due (day prior to census) and can be submitted for up to one week. You can find the day prior to census for each section by viewing the deadline dates in Self-Service.

To perform census drops, click on the grading menu and then final grade tab. Click the Never Attended box for no shows. Enter a date in the Last Date of Attendance box for inactive students. Once your census agreement(s) become available, all you have to do is click accept.

Be sure to check Self-Service notifications as well as your email for an alert that you have a census agreement to accept.

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 be granted add authorization. Instead of providing waitlisted students with Late Add Codes, add authorization will be granted in Self-Service. You can begin granting add authorizations three days prior to the start of the class. If you are teaching a short-term class, add authorization can be granted **three days** prior to the start of the class. However, a student will not be able to add the class until the first day. Use the permission menu in Self-Service to navigate to the Add Authorization option. It is preferable to enter the student ID in the search box and then verify the name. Student ID numbers can be copied from the waitlist. If you only have a partial student ID number, you can type a name in the search box and then compare the last three numbers of the ID. You will be able to see the students that you have granted add authorization and revoke the authorization if necessary.

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 class.

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

- **Census Drops**

According to Title 5 Ed Code 58004, instructors are required to drop students who have not shown up for class or who are no longer attending. Drops should be completed no later than the day prior to census but will be honored for one week past to serve as a grace period and accept their Census Agreement in Self-Service. The policy also applies to online classes regardless of whether they have waitlists or not. Online and Hybrid sections open to students for check-in at 8AM on the class start date. The students have 48 hours to check into the discussion area of the Canvas class shell. If students have not checked-in during this timeframe, the instructor may drop the student in order to make room for those on the waitlist. **All instructors must drop students who do not check in by the day prior to census date.**

- **Attendance and Drops**

Students may be dropped for failure to attend the second class meeting if they have not made prior arrangements with the instructor. Classes with extensive waitlists *and* have students present on the waitlist the first day of class may find it necessary to drop no-show students at the end of the first class meeting to make seats available. Throughout the semester, students may also be dropped from a full-term class for continuous or cumulative absences that total the number of hours the class is scheduled to meet in a two-week period. For short-term courses, students may be dropped after missing 11% of the total class hours. In online courses, logging into the course **does not** constitute attendance but, rather, an online student must actively engage in an academically-related course activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

- **Last Date of Attendance**

By law, instructors are required to document the date that students stop attending class (last date of attendance or active engagement in an online class). U.S. Code of Federal Regulations (34 CFR 668.164) requires us to track student attendance in order to identify how Financial Aid calculates the disbursement and all Title IV funds earned. Therefore, the last date of attendance or participation must be documented in [Self-Service](#).

Student Initiated Drops

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

Instructor Guidelines for Dropping Students

- Instructors who mistakenly drop a student and want to add them back to the class will need to contact Enrollment Services to reinstate them.
- The waitlist is generated on a first-registered basis. Students on the waitlist should be considered in the order they are presented on the list. Instructors should not arbitrarily [grant add authorization](#) out of the waitlist order or to students who are not on the waitlist until after waitlisted students have been presented with an opportunity to enroll.
- Students who actively engage in the academic activities of an online class or continue to attend a campus class have the right to earn their “F” by completing sub-standard work. Students have the right to fail. If they stop attending a campus class or stop participating in an online class, an instructor may choose to officially drop the student. Instructors must document the last day of attendance.

It is not the instructor's responsibility to determine why students are not attending the course or participating in the online course. Note: As long as the students are attending the course, they have the right to earn substandard grades without being dropped from the course.

Online:

The official check in for distance education classes begins at 8AM Pacific on the class start date and is available for 48 hours. Students must complete the check in during this time to avoid being dropped. After the 48 hours has been met, 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 have been granted authorization to add the course and that they should finalize their registration online through Self-Service. A student's MSJC email can be obtained from the roster in Self-Service.

It takes approximately one hour for a student who has registered to access the course in Canvas. 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 granted authorization to add [course name and section]. You may register as of the first day of the 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 may be dropped for failure to attend the second class meeting if they have not made prior arrangements with the instructor. Classes with extensive waitlists and have students present on the waitlist the first day of class may find it necessary to drop no-show students at the end of the first class meeting to make seats available.

Throughout the semester, students may also be dropped from a full-term class for continuous or cumulative absences that total the number of hours the class is scheduled to meet in a two-week period. For short-term courses, students may be dropped after missing 11% of the total class hours. In online courses, logging into the course does not constitute attendance but, rather, an online student must actively engage in an academic related course activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

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 cancellations will be posted.
- **San Geronimo 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 cancellations 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 cancellations will be posted. If you need to e-mail class cancellation information, please send it to your department's administrative associate as well as the receptionist.

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 Campus Safety.

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 ensure availability. Some departments have their own media collections. For other instructional materials, contact the appropriate department chair or dean for supply requisitions.

ACADEMIC TECHNOLOGY SERVICES

Who to Contact?

Academic Technology Services - submit request at <http://ats.msjc.edu> or email help@msjc.edu

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

The ATS 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 Academic Technology Services department: viewers, DVD viewers, overhead projectors, slide projectors, and digital cameras. Submit a request at <http://ats.msjc.edu> or email help@msjc.edu 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 the completed forms to your appropriate Dean for processing.

Click here for [field trip forms and information](#).

EARLY CONNECT

Instructors are asked to assist students in their classes who may be having difficulty by completing an “Early Connect” referral in Canvas as soon as possible. Directing students to seek tutoring or counseling early is a proven method to keep students not only in your class but in college. Staff will contact the students via phone or text when you refer them, and then you will receive an email notifying you when your student has received tutoring or counseling. One best practice is to offer a non-threatening, low stakes assignment in the first week that gauges students’ skill level in your class. This can then help you identify who may need some extra help in your class, students who you would like to connect to tutoring or counseling services. The Early Connect referral is found in the Help menu in Canvas (the circled question mark on the red sidebar).

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 Enrollment Services), which must be submitted by the deadline printed in the schedule of classes. 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. When grading your section "P/NP" grades are not issued. Instead, you enter the actual letter grade A-F that the student earned. The system will automatically assign the "P/NP" appropriately according to the letter grade you selected. This is true if a student has been approved for the "Pass/No Pass" grading option or the entire section has "Pass/No Pass" grading.

ONLINE INSTRUCTION

- For information, please check our [online resources](#) or contact our Distance Education Activity Coordinator at dhelms@msjc.edu.
- To get to Canvas go to www.msjc.edu, click on the Canvas link and log in as directed, Or go to <https://login.msjc.edu> and select Canvas from the Single Sign-on Portal.
- For problems with log-in or password please contact [Technology Support Services](#)

Providing Online Materials and Class Support for on Campus Instruction: 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 provides various training throughout the school year on how to use the course management system, how to teach online, and how to integrate technology into your teaching. The Distance Education and Learning Technology Advancement (DELTA) team regularly presents information through webinars, workshops, and at the MSJC Academy. The MSJC Academy is a professional development event held twice a year, in January

and August. The Academy is open to all faculty and staff and registration is free. Information about the event is posted on the [Professional Development SharePoint site \(https://mymsjc.sharepoint.com/sites/MSJCProfessionalDevelopment/](https://mymsjc.sharepoint.com/sites/MSJCProfessionalDevelopment/)

Information for Online Instructors: All online courses require a completed and approved addenda. Click here for the [Curriculum Committee website](#) for complete information about this process.

The official check in: Check in Information for distance education classes begins at 8AM Pacific on the class start date and is available for 48 hours. Students must complete the check in during this time to avoid being dropped. After the 48 hours has been met, 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 OPPORTUNITIES

HONORS ENRICHMENT PROGRAM

Who to Contact:

SJC Site Coordinator: Christina Yamanaka (951) 487-3522 cyamanaka@msjc.edu, room 1503

MVC Site Coordinator: Erik Ozolins (951) 639-5725 eezolins@msjc.edu, room 456

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 workplace.

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.

Students interested in taking an Honors course must first apply to join the program by completing an Honors Program application accessible at www.msjc.edu/honors. Applicants have four different pathways to apply including qualification based on a letter of recommendation, a portfolio of their work, active duty or veteran status in the U.S. military, or their GPA. Honors students can benefit from taking a single Honors course at our college or have access to a broader range of benefits by completing the Honors Program.

In order to complete the program, an Honors student must complete one of the Honors Studies Courses (HEP 201, 202, or 203) and at least four other Honors classes in three separate academic disciplines for a minimum of 15 units. Honors courses must be taken for a letter grade in order to count toward completion of the Honors Program. Students need to maintain a 3.3 cumulative grade point average, a 3.0 GPA in Honors coursework, and completion of 200 activity points.

Honors courses are governed by an addendum to the course outline of record approved by the Curriculum Committee. Honors addenda express course objectives, course content, course assignments, and methods of evaluation, and additional methods of instruction to distinguish honors courses from the non-Honors versions of the courses. All Honors students must be given an Honors syllabus at the beginning of the course. Reflecting the Honors addenda to the course outline of record, Honors syllabi describe opportunities for course enrichment such as research projects, additional reading, and writing assignments that focus on analytical, theoretical, and critical thinking, and opportunities for hands-on educational experiences through service learning and/or field trips. Honors sections will also include faculty meeting with Honors students outside of class. All faculty who teach honors courses must attend an Honors Faculty Training workshop prior to teaching an Honors section. These workshops are held regularly throughout 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 details the objectives and expectations for the project.

OCCUPATIONAL INTERNSHIPS (549s)

Who to Contact:

Vacant

CTE Counselor

The Cooperative Work Experience Education (CWEE) Program is a unique program that has been integrated into academic Career Education 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." Flex activities must fulfill one or more of the three Flexible Calendar classifications: Student Improvement, Staff Improvement, and/or Institutional Improvement.

Deadlines for Flex submissions:

Associate Faculty are only eligible for flex compensation in the term associated with their teaching load. Fall Flex activities must be submitted by December 1; Spring Flex activities must be submitted by May 1.

Full Time Faculty must submit all Flex activities by May 1.

Flex submissions cannot be accepted after the deadline. All submissions will be made electronically in Cornerstone (MSJC Professional Development platform). For more information on how to submit your Flex activities for approval, visit the [MSJC PD SharePoint site](#).

All Flex submissions will be reviewed by the Flex Coordinator and the Academic Senate President and approved by the Vice President of Instruction. Once approved by the Vice President of Instruction, the hours are sent to payroll for payment processing.

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.

[Evaluations](#)

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 Dean of Enrollment Services. The Dean of Enrollment 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 Elizabeth Mascaro, Interim Director of Enrollment Services (SJC), or Susan Loomis, Dean of Enrollment Services, or John Colson, Vice President of Student Services.

Nondiscrimination 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. [AP 3410 – Nondiscrimination](#)

SEXUAL HARASSMENT PREVENTION 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 includes

Grades except with evidence of:

- Mistake – unintentional error on the part of the instructor.
- Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome.
- Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student.
- 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.

[AP3430 – Prohibition of Harassment.](#)

AFTER THE FIRST DAY: ADDITIONAL INFORMATION

CAMPUS SECURITY

MSJC Campus Safety 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 College](#). 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.

San Jacinto Campus Public Phones

- On the side of the 1500 building (Theater) facing the parking lot.
- In-between the entrances to ACS and EOPS.

Menifee Valley Campus Public Phones

- On the west side of the 300 (Science) building.
- On the west side of the 100 (Student Services) building.

All Classrooms are equipped with phones. In the event of an emergency, the phone acts as a public address system where information will be provided to classrooms over the speaker of the classroom phone. You may also use this phone to contact Campus Safety at 7777 or Call 9-1-1 (Dial 8 for an outside line and then 9-1-1.)

Each instructor should select two (2) or more students and alternates to be classroom "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.

Faculty play an important role in guiding students in an emergency. This information should be reviewed with students at the beginning of each semester.

WHAT TO KNOW AT THE BEINNING OF A NEW SEMESTER

BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS

Building evacuation routes and

evacuation assembly points are

posted at building exits. For this

class, the closest building exit is: _____

We will meet at: _____

BUILDING DOORS AND WINDOWS

Become aware of how many classroom doors and windows operate. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.

EMERGENCY COMMUNICATIONS

Dial 9-1-1 from any phone for emergencies. Non-emergency dial 7777 from any campus phone for Campus Safety or 951-639-5188

EMERGENCY NOTIFICATION

Information about a campus emergency will be initiated as soon as the situation allows and may be communicated using a variety of methods, including text message, outdoor loudspeakers, MSJC Home page, recorded emergency information line.

WHAT TO DO DURING A DRILL OR AN ACTUAL EMERGENCY

BUILDING ALARM - EVACUATE

FIRE - EVACUATE

POWER OUTAGE - EVACUATE IF INSTRUCTED TO DO SO

**EARTHQUAKE - DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL.
(PROTECT HEAD AND NECK)**

**HAZARDOUS MATERIAL RELEASE (INDOORS) – EVACUATUTION HAZARDOUS MATERIAL RELEASE
(OUTDOORS) – SHELTER IN PLACE**

SHELTER IN PLACE PROCEDURE

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure the door is closed.
- If applicable, and time permits, lock doors and silence cell phones.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further notice.

EVACUATION PROCEDURES

- Evacuate to the nearest exit.
- Secure any hazardous material before leaving.
- Take personal belongings
- Walk-DON NOT RUN. DO NOT USE ELEVATORS.
- Assist individuals with disabilities.
- Assemble at the building evacuation assembly point unless otherwise instructed.
- Provide emergency personnel with relevant information.
- Remain at evacuation assembly point and do not re-enter building until authorized.

ACTIVE SHOOTER/VIOLENT INTRUDER -SHELTER IN PLACE OR EVACUATE IF SAFE TO DO SO
REVIEW ACTIVE SHOOTER HANDOUT AND REPSONSE PROTOCOL AT

ACCIDENT/INJURY PROTOCOLS FACULTY AND STAFF

If You Experience or Someone Near You Experiences a Life-Threatening Injury On Campus

- If you, a co-worker, staff member, student, or member of the public is seriously injured and need help, **call 911** immediately
- Call 8-911 from a district phone.
- Notify the office of the dean of instruction and risk management as soon as possible. As soon as you are able, provide a written statement with as many details as possible. The Director of risk management can provide you with an incident report form or it can be downloaded from the MSJC website at:
<https://www.msjc.edu/RiskManagement/Pages/Property-and-Liability.aspx>.

If You Experience a Non-Life-Threatening Injury On Campus

- For non-emergency situations for yourself or a fellow employee, call **S1 Medical at 1-833-691-9022**, immediately.
- Report the incident to the office of the dean of instruction and to risk management immediately.

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 **S1 Medical at 1-833-691-9022**

What about students?

- Report student injuries to campus safety. If Campus Safety is not available, complete an incident report and email to Risk Management (ajensen@msjc.edu). Link to incident report form on the MSJC website is: <https://www.msjc.edu/RiskManagement/Pages/Property-and-Liability.aspx>
- Report the incident to the office of the dean of instruction and to risk management immediately.
- The District does have student accident insurance that can be used when a student is injured on campus. If students need this information, please refer them to risk management or to the following MSJC web page: <https://www.msjc.edu/RiskManagement/Pages/Student-Insurance.aspx>

After Addressing Immediate Concerns

- Write down what you experienced, heard, or witnessed. Provide as many details as possible. Use the incident report form linked above and send to risk management.
- 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. Taking pictures on your phone is also helpful. Provide all information to risk management as soon as possible.

AEDs are located throughout each campus in the following locations:

Menifee (MVC) - Building 700 in the lobby near the right side of Reception
Menifee (MVC) - Building 800 in the lobby near 805 doors
Menifee (MVC) - Building 1000 in the passage between Rooms 1003 and 1005
Menifee (MVC) - Building 1800 CSO in the main area by printer
Menifee (MVC) - Building 5001A Athletic Training Room
San Jacinto (SJC) - Building 300 Library
San Jacinto (SJC) - Building 750 CSO office
San Jacinto (SJC) - Building 1100 Instruction
San Jacinto (SJC) - Building 2150 Childcare

San Jacinto (SJC) - Building 1960 Athletic Training Room
San Gorgonio Pass (SGP) - Building 100

In the event of an emergency – always dial 9-1-1- FIRST (Dial 8-911 from a District phone) and then get AED. Please make yourself familiar with the locations of the AED's and watch the following demo [Phillips Heartstart AED](#)

Important Phone Numbers

Emergencies	8-911 (from a district phone)
S1 Medical	1-833-691-9022 (employees only)
Office of Instruction	951-487-3400
Campus Safety	951-639-5188
Risk Management	951-487-3131
Workers Compensation	951-487-3135

FIELD TRIPS

Field trips must be approved by your department and Risk Management well before they take place. For **field trips** with students for your class or club, or any student-related travel (e.g., conference attendance), please follow the field trips guidelines found on the MSJC website at: <https://www.msjc.edu/RiskManagement/Pages/Field-Trips.aspx>

Field trips that involve any overnight, out of state, or out of country travel also need to be approved by the President's Executive Cabinet at least one month prior to the trip. **EC approval is required for overnight travel prior to any expenditure being made (e.g., making airline, hotel reservation, paying conference fees, etc.).**

If a District vehicle is needed for local field trips, you will need to complete a request form and get department approvals. For assistance, please reach out to Maintenance and Operations:

- San Jacinto Campus – 951 487-3105
- Menifee Campus – 951 639-5108

ACCOMODATIONS

Who to Contact:

Your Dean

Human Resources. (951) 487-3161

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 your doctor determines that you need an accommodation to perform your job, submit your 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 member 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. 700
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 vending machines at both locations.

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. You will also assign each student a grade. The rules for (PA) also require each instructor to keep daily attendance logs. An attendance log is required for each student and must include the date, start time, end time and total hours attended. Attendance logs must be maintained electronically in Self-Service using the attendance tab. **All information must be entered no by the grading deadline.**

FINAL EXAM SCHEDULE

The official final exam schedule will be available at the homepage and the "For Faculty and Staff" page of MSJC's website.

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

To issue grades use the Grading menu in Self-Service. Be sure to select the Final Grade tab in order to assign grades. Please note dropped students appear on the grading roster and should not 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 time frame.

The authorized grades are A, B, C, D, F, P, NP or I. If you would like to issue an Incomplete (I) grade, you must submit an "Incomplete Grade Form" to Enrollment Services. Click here for the [Request for Incomplete Grade form](#).

INCOMPLETES

The "I" (Incomplete) 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 unforeseen circumstances in the last few weeks of school.**

It is the instructor's responsibility to submit the Incomplete Form by the deadline for submitting grades-5 days after the end of the semester/term.

If an instructor fails to submit the Incomplete Form by the deadline for submitting grades,

she/he will appear on Student Services' *Missing Grades Report*. The instructor should contact the dean immediately specifying the reason for the delay. Every effort possible should be made by the instructor to submit the Incomplete Form within 48 hours after the release of the *Missing Grades Report*.

To change the "I" to a letter grade, the instructor must complete a "Change of Grade" form and submit it to Enrollment Services.

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.

SUBMITTING ASSESSMENT DATA

Early every semester, the list of courses scheduled for assessment will be e-mailed to you. For every section of each course, please enter your course learning outcome data into our assessment software eLumen.

Login using your Canvas username and password. Click [here](#) to access eLumen.

The common assessments to be administered to your students, along with the grading rubrics, will be provided by your department chair or faculty course lead. **IF YOU HAVE NOT RECEIVED THESE BY MID- TERM, CONTACT YOUR CHAIR, faculty course lead or the [Assessment Coordinator](#).**

There is no aggregate scoring so make sure to record individual student scores. Also please upload 3 - 5 examples of graded student assessments into eLumen. **Here are the [instructions](#).**

Submission of student scores and examples of graded student work are due **THE SAME TIME AS YOUR COURSE GRADES** (see above). If you have questions regarding assessment or eLumen, please contact [Dr. Rhonda Nishimoto](#).

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.

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:

Aysia Brown, aybrown@msjc.edu, Director of Student Judicial Affairs 951-639-5301

AP5500 Standards of Student Conduct is available at the student conduct web page msjc.edu/student_services/student_conduct.

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 Director of Student Judicial Affairs or your area dean. If you remove the student from class you should file a conduct report that day and you should also contact your department chair and or dean to let them know what is going on as the student may be complaining to them.

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 the online Public Incident Report at: https://msjc-advocate.symplicity.com/public_report

Verbal or email submissions will not be accepted. Information regarding student conduct can be found on the college's Student Conduct page at:

<http://www.msjc.edu/studentconduct>. 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 Director of Student Judicial Affairs (see above contact information) via email. Please include a note with your name and the student's name along with the documents.

CHEATING & PLAGIARISM

Who to Contact:

Aysia Brown, Director of Student Judicial Affairs 951-639-5301 aybrown@msjc.edu

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.

All submitted papers are indexed in a completely encrypted form then stored securely in a repository that is specific to each subscribing institution.

Additionally, the institution maintains full ownership and control of their repository materials.

Canvas Grade Center Integration

Assignments are created with associated Canvas Grade Center items. The score is then recorded in the Grade Center. For more information about the Grade Center, refer to the

[Canvas Instructor Guide](#).

Filing a Student Code of Conduct Violation

If a student has committed an act of plagiarism or cheating, please:

Complete a Standards of Student Conduct Violation Form outlining the student's action. The form is available online: <https://www.msjc.edu/studentconduct/filing-a-complaint.html>

Attach all relevant documentation, e.g. paper, sources, etc.

Submit the documents to the Director of Student Judicial Affairs at aybrown@msjc.edu, if you cannot attach them to the public report form.

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 Director of Student Judicial Affairs receives the on-line complaint form with the attached documents, they will call the student in and speak with them. The sanction for first offenses can be a verbal warning, but each investigation is approached on a case by case basis with an emphasis on progressive discipline. Each student receives an explanation of what resources we have on campus to help the student with their papers and citations. It is always assumed that the instructor has given a zero for the assignment. You will not be contacted by the conduct officer unless you ask for follow up.

MSJC CARES Team

CARES: Campus Assessment, Response, Evaluation, and Support.

The **MSJC CARES Team** is a multi-disciplinary team made up of members of the MSJC college community. Many of the team members have years of experience and training in helping people with a variety of problems.

Mission

The mission of the CARES Team, (Campus Assessment, Evaluation, Response and Support Team) is to provide a coordinated analysis and response plan for the college's high-risk student critical incident cases within the framework of assuring a safe campus community. These efforts consist of providing a central place to report behaviors of concern, gathering relevant information, proactively meeting with students, making referrals and taking other actions as appropriate. The conceptual purpose of the CARES team is caring, preventive, early intervention with students whose behavior is disruptive or concerning.

Scope of CARES Team

The CARES Team is responsible for providing guidelines for concerning student behaviors and strategies to prevent violence or threats of violence on campus. The main focus of the CARES Team is to maintain a safe campus environment conducive to life-long learning, academic excellence, retention, and successful student transfer.

How to make a Referral

Any individual, student, faculty or staff member can submit an online referral form to report ANY self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the College. Any activities, or behaviors that might compromise safety should be referred.

[**Submit an Online MSJC CARES Report**](#)

WHAT IS A CRISIS?

A psychological crisis is a life event that an individual perceives as stressful to the extent that normal coping mechanisms are insufficient. The CARES Team members are capable of providing personal counseling, guidance, and referring students to the most appropriate resources available both on campus and off campus.

Emergency Situations: Never call the CARES Team in an emergency. Call Campus safety at 7777 from campus phones or (951) 639-5188 from cell phones or dial 911.

Concerning Behaviors may include:

- Pronounced and sudden change in attendance patterns
- Changes in academic performance in the classroom
- Dress/grooming has drastically changed
- Person's demeanor changes
- Student has a pattern of making unrelated incoherent statements to the material presented during class
- Person appears sad or depressed
- Person's behavior is highly disturbed
- Student repeatedly disrupts class and interferes with class management
- Person's emotional response in unusual or exaggerated (venting, screaming and swearing)
- Direct or indirect threats to harm self or others
- Person has made suicidal remarks or attempts
- Person has submitted disturbing written material
- Alarming reference to guns, ammunition, terrorism, or explosives

STUDENT ACADEMIC COUNSELING

Who to Contact: Dean of Counseling and Student Support Services (951) 639-5250

<p>San Jacinto Campus 1499 N. State St. Building 1150 San Jacinto, CA 92583 Phone: (951) 487-3255</p> <p>Monday—Thursday 8:00am —5:30pm</p> <p>Fridays 8:00am—12:00pm (Closed Fridays in Summer)</p>	<p>Menifee Valley Campus 28237 La Piedra Rd. Building 100 Menifee, CA 92584 Phone: (951) 639-5255</p> <p>Monday—Thursday 8:00am —5:30pm</p> <p>Fridays 8:00am—12:00pm (Closed Fridays in Summer)</p>
<p>San Gorgonio Pass Campus 3144 W. Westward Ave. Banning, CA 92220 Phone: (951) 922-1327 Fax (951) 922-1408</p> <p>Monday – Thursday 8:00am - 5:30pm</p> <p>Fridays Closed</p>	

Mt. San Jacinto College offers comprehensive counseling services to assist students in meeting academic, personal, transfer and career goals. All students pursuing certificate or degree programs, either Associate or Baccalaureate, are encouraged to see a counselor to create their education plan and meet with a counselor each subsequent semester to review progress in completing their education plan.

Additional Services Include:

- counseling to facilitate transfer to four-year colleges and universities
- career counseling
- personal counseling and crisis intervention
- new student counseling sessions:
- counseling for students who are facing academic or lack of progress probation dismissal

Other Services provided are Athletic, ESL, Veterans, Financial Aid, Foster Youth and Honors Counseling, and Online Counseling. 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), Accommodation Service Center (ACS), Financial Aid, and Learning Resource Center.

Counseling Appointment

Counseling appointments are scheduled by calling the front desk of the students preferred campus. However, if the students have quick questions for a counselor, they may elect to take advantage of "Walk-in Express Counseling." Please note that Express Counseling is limited to 15 minutes. Therefore, if you require services that will exceed 15 minutes of individual counseling attention, you will need to make an appointment.

Express Counseling

Express Counseling is available for quick questions every day during normal Counseling Office hours. Students are served on a first-come, first serve basis. Express Counseling is limited to 15 minutes for general information only. Students who need a comprehensive educational plan or have transcripts from other colleges or universities are required to schedule a 60-minute appointment.

Additionally, note that due to the high volume of students requiring Express Counseling services, we may stop taking students 2-3 hours before closing time to ensure that all students who are placed on the Express Counseling list are seen.

Online Counseling

Online counseling services allow students to experience a counseling session in an online environment utilizing Cranium Cafe. Online counselors can provide a full range of counseling services that are equivalent to on-campus appointments.

FACULTY RESOURCES FOR DISABLED STUDENTS

Accommodation Service Center ASC (Formerly DSPS)

Who to Contact:

San Jacinto Campus/ San Geronio Pass

Campus

ASC Office (951) 487-3305

Menifee Valley Campus

ASC Office (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 ASC is to empower students with disabilities to attain maximum independence and provide them access to academic accommodations that are designed to help them achieve success in an equally accessible college environment. Mt. San Jacinto College is dedicated to providing educational opportunities to students with disabilities because of the institution's commitment to equal access to education. MSJC views this commitment as essential to the welfare of the community, the state, and the nation.

This dedication commits the college to offer educational opportunities to students to develop their maximum potential and to explore their individual abilities, interests and talents. It commits the college to promote the idea that students pursue education beyond the curriculum to broaden their horizons and take advantage of learning opportunities throughout their lifetime. Thus, MSJC strives to provide post-secondary opportunities to all, including citizens with disabilities. Further, it commits the college to continuously evaluate the quality of its offerings, the standard of achievement, effectiveness of its instruction, relevance of its programs, and accessibility for all students.

Students with disabilities, like all students, have the responsibility to communicate directly with you with any questions they may have about the course. After the student and ASC counselor develop an Academic Accommodation Plan (AAP), based upon the educational limitations related to their documented disability, they are required to complete a Request for Service that will notify you of their approved academic accommodations. Please feel free to contact our department at either dpsmvc@msjc.edu or dpsjsjc@msjc.edu with any questions you may have regarding a student's individual accommodation.

Services for Students

A primary goal of the Accommodation Service Center (ASC) is to ensure equal access to education for students with disabilities. A list of frequently used academic accommodations has been provided below as an example of some of the services ASC provides.

- Adaptive Furniture
- Counseling
- Large Print

- Alternative Media Trainings
- Assistive Listening Device (ALD)
- Real Time Captioning
- Facilitated Seating
- High Tech Center
- Sign Language Interpreters
- Learning Disabilities Referrals
- In-Class Note Takers
- Priority Registration
- Test Facilitation

For more detailed information regarding accommodations and services for students with disabilities provided through ASC, please visit our website at <https://www.msjc.edu/asc/>

SUGGESTIONS FOR HELPING STUDENTS WITH DISABILITIES SUCCEED IN THE CLASSROOM

- Provide students with a clear and detailed course syllabus, which explains expectations for the course (e.g. grading, material to be covered, projects, exams, due dates).
- In addition, ASC has collaborated with the MSJC Academic Senate in its adoption of a syllabus statement for instructors. 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 the Accommodation Service Center (ASC) as soon as possible.

Students with disabilities qualifying for ASC services are required to follow the guidelines and procedures set forth in the ASC student handbook. Students with disabilities electing to use qualified testing accommodations must arrange for those accommodations to be rendered at the ASC office or through the Test Request portal listed on the ASC website. Missing a scheduled exam appointment at the ASC office constitutes a “No Show” for that exam. Students with disabilities who choose not to utilize their testing accommodations through ASC 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. If a student who is eligible requests a note taker, ask the class for a volunteer without identifying the student eligible for the service.
- 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.
- **Suggested Tip:** faculty can use the Notes feature in the Canvas gradebook to document reminders for those students requiring accommodation.

LEARNING SKILLS PROGRAM

Who to Contact:

SJC – Erika Martin, Learning Disabilities Specialist, (951) 487-3490

MVC – Lota Cobb, 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 ASC.

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 ASC.

- 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, 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.

MSJC LIBRARIES

Library Hours Mon–Thurs 7:30am-8pm
Friday 7:30am-5pm

Website: libguides.msjc.edu/msjclibraries

Menifee Valley Campus

Circulation Desk 951-639-5455

Reference Desk 951-639-5450

Librarians

Sherri Moore 951-639-5451, smoore@msjc.edu

Carrie Consalvi 951-639-5456, cconsalvi@msjc.edu

San Jacinto Campus

Circulation Desk 951-487-3455

Reference Desk 951-487-3452

Librarians

Adrienne Walker 951-487-3450, awalker@msjc.edu

Anya Franklin 951-487-3451, afranklin@msjc.edu

Resources & Services

Library Catalog – [MSJC Libraries Catalog](#) provides access to books, eBooks, streaming video and more.

Databases – The MSJC Libraries subscribe to many [databases](#) that provide access to journals, magazines, newspapers, encyclopedias, streaming audio and video and more. Databases are accessible through the [MSJC Libraries website](#).

Reference/Research Help – Librarians assist students, faculty and staff with their research needs and provide instruction in database searching, formulating search strategies, and selecting appropriate resources.

Library Instruction– Available face-to-face and online. Face-to-face instruction includes general instruction sessions (45-60 minutes) and targeted workshops (30 minutes). General sessions are scheduled by instructors during class time and provide a broad overview of library services, resources and search strategies. Workshops are targeted to specific databases or research skills and take place outside of class time. Contact librarians at the appropriate campus to schedule general class sessions, or to inquire about current workshops schedules and online instruction options.

Textbooks and Reserve Materials -

The Libraries offer textbooks on self-service shelves for student use inside the libraries. Textbooks are provided through Student Equity funding or faculty donations. Supplementary reserve materials such as articles or other learning materials may be placed on reserve behind the circulation desk for 2-hour checkout.

Bring donated textbooks or supplemental reserve materials to the circulation desk in the library as early as possible to ensure that materials can be processed and made ready for students.

- MVC Reserves/Textbooks – Jeanne Maggard / 951-639-5455
- SJC Reserves/Textbooks – Robert Pipes / 951-487-3455

Suggestions for Purchase of Materials – Librarians accept recommendations from faculty any time during the year. Please email your campus librarians to make a purchase request.

Faculty Borrowing – Faculty must present a MSJC faculty ID card in order to check out materials. Enrollment Services provides free ID cards.

Interlibrary Loans – Instructors may borrow from other libraries in the United States. Typically, no fees are charged unless required by any given lending institution. Submit one [Interlibrary Loan Request](#) for each item. Please allow at least one week for delivery of materials.

- MVC Interlibrary Loans - Tracy Pitt / 951-639-5455
- SJC Interlibrary Loans - Robert Pipes / 951-487-3455

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 7:30am to 7:00pm 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/812C M - TH 7:00am to 7:00pm F 8:00am to 12:00pm Phone: (951) 639-5480 Tutoring starts at 9am
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Learning Resource Center Staffing - The Learning Centers are under the supervision of academic deans. Both Learning Centers are under the direction of faculty coordinators with the support of a Tutorial Services Specialist. [Learning Resource Center website](#)

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.

Online Tutoring - Online tutoring is available through NetTutor, which can be accessed through Canvas. This is free to students and follows the pedagogical guidelines we use in the Learning Centers. For more 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. If there are no licensing issues and/or software incompatibility issues, the software will be made available for your students in the LRC.

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 describes 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.

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.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) provides a completely free opportunity for students to participate in regularly scheduled study groups. In a safe and inclusive space, student SI Leaders guide students through challenging content from the class they are assigned to. SI Leaders help students focus their study time as well as develop strong study skills to make studying more effective and time efficient. SI offers a truly unique way for students to develop better study habits, create bonds among classmates, and review the most difficult course content in an exciting and fun way!

The MSJC SI Program earned accreditation by the International Center for Supplemental Instruction in January 2018. Accreditation endorses the MSJC SI Program's commitment to the core principles of the SI Model.

SI Staffing – The SI Program is under the supervision of an academic dean. The SI Program is coordinated by a full-time faculty Coordinator and a part-time staff Specialist.

SI Contacts

SI Coordinator (district):

Vacant, 951-639-5427

SI Specialist:

Kathalena Rios, krios@msjc.edu, 951-487-3251

SI Clerical Assistant:

Vanesse Hiten, vhiten@msjc.edu 951-639-5481

SI Rooms

Menifee Valley Campus 800 Building,
Learning Resource Center

San Jacinto Campus 1250 Building,
Room 1250B

PARTICIPATORY/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 affects 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).

Academic Senate Executive Committee, 2021-2022

President	Leticia Luna-Sims
Vice President	Ryan Sullivan
Correspondence Secretary	Roy Ramon
Appointment Secretary	Michelle Vogel Trautt
Associate Faculty Representative – SJC	Cynthia Vargas
Associate Faculty Representative – MVC	Adam Manriquez

Academic Senate Site Councils, 2021-2022

2021-2022	SJC Site Council	MVC Site Council
President	Ryan Sullivan	Leticia Luna-Sims
Vice-President	Michelle Vogel Trautt	Roy Ramon
Senator	John Torres	Arafienna Bhuiyan*
Senator	Andrea Hammock	Roy Mason
Senator	Luis Mondragon	Addison Palacios
Associate Faculty Representative	Cynthia Vargas*	Adam Manriquez
*Denotes site council secretary		

PARTICIPATORY/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 Administration) 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:

Participatory Governance District Committees

- College Council
- Budget
- Campus and Community Engagement
- Career Education Advisory
- Institutional Planning
- Professional Development
- Safety
- Student Success

Other District Committees

- Academic Rank Committee
- Academic Senate
- Caring Campus Implementation Team
- Classified Senate
- Convocation/Graduation Committee
- Curriculum Committee
- Diversity Implementation Team
- Education Technology Implementation Team

- Equity Implementation Team
- FLEX
- Honors Program
- Information, Communication and Technology Implementation Team
- Institutional Assessment and Program Review Implementation Team
- Partnership for Academic Achievement Implementation Team
- Student Equity Implementation Team
- Student Success Support and Services Implementation Team

For more information go to the [MSJC Participatory Governance Academic Senate](#) webpages or view the [MT. SAN JACINTO COLLEGE PARTICIPATORY/SHARED GOVERNANCE DOCUMENT](#)

Additional Senate Committee Information go to: [Academic Senate Committee's](#)
For Information on the Dual Enrollment Program go to: [DUAL ENROLLMENT](#)

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 awards. 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 the 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 needs 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 relies on data analysis to improve programs, inform planning and drive budget allocation. It is a continual, on-going process. For this process, a **program** is either 1.) A collection of courses that leads to a degree or certificate or 2.) An entity that has its own budget.

At MSJC, we have a three-year program review model. Every instructional, student services and administrative unit program completes a review every year. The instructional program review template captures data analysis from achievement and learning outcome data and updates the goals and needs of the program. Completed program reviews are housed at the Continuous Improvement [web page](#).

ASSESSMENT

Learning Outcomes Assessment is the measurement of core student knowledge, habits, traits and values. Outcomes exist at the course, program and institutional levels. At least three (3) course learning outcomes (CLOs) are utilized every time a course is assessed. Every program has program learning outcomes (PLOs). There are seven (7) institutional level outcomes, called core competencies (CCs).

At the course-level, data collection occurs at the conclusion of course learning experiences. This course learning outcome data is entered by faculty into [eLumen](#), our assessment software. The following semester, analysis of this data is recorded in Course Improvement Plans (CIPs), also housed in [eLumen](#) and exported to the Program Review webpage. The course learning outcome data is exported to the [Continuous Improvement web page](#).

ASSESSMENT, PROGRAM REVIEW AND BUDGET ALLOCATION

Each semester, assessment data collected the prior semester is analyzed. This analysis, captured in the course improvement plan (CIP), is incorporated in the annual program review. When improvements to student learning documented in the program review require funding beyond the annual program budget, a Resource Allocation Proposal (RAP) is submitted. By connecting data analysis to budget allocation, program review ensures district resources support those improvements that align most closely with district plans and priorities. In other words, successful RAPs fund improvements that are most likely to increase student learning and achievement. Here are our [acronyms](#), [glossary](#) and [continuous improvement manual](#).

ACADEMIC FREEDOM AND PROFESSIONAL ETHICS

Academic freedom and professional ethics are governed by Board Policy.

[BP 4030 – Academic Freedom](#)

[AP 3715 – Intellectual Property](#)

MT. SAN JACINTO ACADEMIC SENATE ETHICS STATEMENT

Mt. San Jacinto College faculty members are educators committed to student success and the advancement of knowledge. We, as faculty members, recognize our special responsibilities as teachers and counselors, scholars, colleagues, members of an academic community, and citizens. Our profession is guided by a deep conviction of the worth and dignity of the advancement of knowledge, and as such, we recognize the special responsibilities placed upon us as educators.

We will always honor our responsibility to advance the knowledge of our students in the most effective ways possible and strive to always seek and state the truth as we see it. We will carry out our professional duties honestly, fairly, and reflectively while showing respect for all persons. In line with that objective, we are committed to maintaining our scholarly and academic competence in our respective fields, and to respecting our ethical responsibilities to our students, colleagues, institution, and community alike.

MAINTAINING SCHOLARLY AND ACADEMIC COMPETENCE

Every discipline requires scholarship. It is a faculty member's obligation to pursue professional and academic development enabling them to offer students the best available information based on current research, and to infuse appropriate changes in curriculum and practices as necessary to ensure a competitive and effective education for our students. As lifelong scholars, faculty members:

- Practice the best scholarly and ethical standards of their discipline.
- Accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
- Practice intellectual honesty.
- Although faculty may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- Maintain currency in our discipline(s), which includes participating in professional organizations in order to maintain and improve knowledge and skills
- Influence the broader course of our profession by seeking and sharing knowledge and skills.
- Develop and improve our pedagogical/andrological competence; including attending conferences and acquiring additional training to improve our teaching and practical competencies in and outside the classroom.

In addition, faculty members have academic freedom to pursue the truth. The intellectual virtues of being open-minded, fair, honest and objective in the consideration of differing views, reaching a well-reasoned viewpoint, should all be fostered within the intellectual

character of the faculty member, and effectively modeled for our students.

ETHICAL OBLIGATIONS TO STUDENTS

As educators, we should encourage the free pursuit of learning in our students. Faculty should always demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. We should make every reasonable effort to foster an honest and effective academic environment, for all students. As honorable educators, faculty members have the following responsibilities to, and for, our students:

- When relating to students as individuals, faculty members should strive to recognize the unique circumstances of each student and use pedagogical tools recognized for reaching those students.
- Motivate and guide students to achieve their full academic potential.
- Keep current with changing college/university policies and standards and transmit accurate information to assist students in their educational planning.
- Maintain the confidential nature of the relationship between professor and student.
- Protect students' academic freedom and encourage tolerance and open-mindedness in the pursuit of learning, while modeling and fostering honest academic conduct.
- At all times, avoid any intimidation, exploitation, harassment, or discriminatory treatment of students.
- Acknowledge significant academic or scholarly assistance from students.
- Avoid favoritism, nepotism, breaches of confidentiality, and creating appearances thereof.
- Avoid romantic or sexual relationships with students under our academic charge.
- Do not allow our personal problems to diminish the learning/counseling environment.
- Distribute and follow a comprehensive syllabus that is consistent with the course outline of record.
- Assure that evaluations of students reflect each student's true merit.
- Maintain accurate class records and inform students of progress in a timely manner.
- Begin classes on time and productively use the allotted time.
- Keep announced office hours and other appointments.

Finally, faculty members have an ethical responsibility as educators to minimize barriers to the pursuit of education and to seek new methods to assure our students' success in a fair and equitable manner. "As participants in the development of educational policies at our institutions, we must remain diligent to protect students' right to freely pursue their education, watching closely to prevent barriers to access, particularly to those from historically under-represented groups" (East Los Angeles College Faculty Ethics Policy, 2013). These barriers may include restrictive or difficult admission procedures, lack of access to counseling, unjustified prerequisites, and other obstacles. It is critical that we advocate for students who are disproportionately impacted and work to create a college culture free of insensitivity and discrimination; but instead actively work to create an environment of awareness and support, curiosity and creativity, rich in cultural sensitivity, appreciation for diversity, dialogue, and respect for diverse experiences and worldviews.

ETHICAL OBLIGATIONS TO COLLEAGUES

As colleagues, we should always respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own (AAUP, 2009). It is imperative that we always strive to be objective in our professional judgment of colleagues and actively work in partnership to honor our collective responsibility for the governance of our institution. In line with those objectives, faculty have a responsibility to:

- Encourage and respectfully support our colleagues in all aspects of academic life.
- Respect and defend the free inquiry of associates.
- Strive to be objective and fair in our professional judgment or evaluation of colleagues.
- Do not discriminate against or harass colleagues.
- Accept our share of faculty responsibilities for the governance of our institution, including attendance at department meetings and participation in the Faculty Association and Academic Senate, actively serving on committees and contributing to other college efforts that support the success and well-being of our students (The Ethical Professor, 2002).

ETHICAL OBLIGATIONS TO INSTITUTION

Although professors observe institution regulations, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision of such policies and practices. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. We actively work to create an effective institutional culture that supports the well-being of our students, staff, faculty, administrators, and community alike. As such we maintain the following responsibilities as part of supporting a thriving larger institutional culture:

- Seek above all to be effective teachers, scholars, advisors and counselors.
- Exercise our rights and responsibilities to review and revise institutional regulations to best serve the needs of the students above all else.
- Do not allow the pursuit of subsidiary interests to compromise the integrity of our academic mission.
- Duly consider the effect of a decision to interrupt or terminate our service upon the program and the institution and give due notice of our intentions (The Ethical Professor, 2002).

Finally, it is important that we give proper consideration to our role within the institution and make every effort to actively contribute to healthy institutional functioning for as long as we are part of the college. “All faculty members have a responsibility to act in good faith and be active participants in contributing to the creation and enhancement of a community culture of respect, inclusion, civility, dignity and understanding for the people with whom they work” (East Los Angeles College Faculty Ethics Policy, 2013).

Respecting individuals across the institution is an ethical imperative for faculty. “All individuals deserve the respect of faculty regardless of their cultural background, ethnicity, race, gender, religious beliefs, political ideologies, disability, learning differences, sexual

identity, gender identity, sexual orientation, age, or socioeconomic status. Not only should faculty exhibit an appreciation and respect for individuals from all backgrounds, but it is also imperative that they teach and model behavior which is tolerant and shows appreciation and respect for others. Different ways of approaching a topic are an essential component when fostering diversity of ideas and understanding of new concepts which are at the heart of academic freedom. Faculty must be cognizant of the possible perceptions and interpretations that others may have in response to their interaction. All parties, at a minimum, are required to be open about concerns and listen to each other's point of view. Incivility and disrespect in the workplace can be a barrier to effective communication" (East Los Angeles College Faculty Ethics Policy, 2013). The barriers can escalate, which may lead to more severe behaviors including workplace harassment and violence. Incidents of incivility cannot be ignored and must be addressed. The College should not tolerate any type of harassment, bullying, or retaliation in any form (e.g. electronic communication, verbal and nonverbal communication), and faculty should actively strive to ensure the institutional culture free of such things. Rather, we should work toward the ongoing improvement of practices, policies, and cultural views that support the overall well-being of all members of our institution with fairness, compassion, and respect.

ETHICAL OBLIGATIONS TO COMMUNITY

As members of their community, faculty, have the rights and obligations of other citizens. Faculty should measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When faculty speak or act as private persons, we should avoid creating the impression of speaking or acting for the college or institution as a whole. Faculty have an obligation to promote free inquiry and to further the understanding of academic freedom. Therefore, we should maintain the following obligations to our community:

- Maintain awareness of pressing community issues and needs that may be served through college partnerships, and/or student engagement.
- Understand the social and industrial needs of our surrounding communities and develop programs and curriculum that can effectively meet those needs as much as is reasonable.
- Provide education and events aimed at raising community awareness and addressing larger public issues that benefit from scholarly knowledge and guidance.
- Impress upon our students their civic responsibilities and the importance of applying their critical thinking skills and educational knowledge toward the betterment of their communities.

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 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.

At the I-15, I-215 split stay on the right continuing north on I-215. 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 Valley Campus

(Opening Fall 2021)

41888 Motor Car Parkway

Temecula, CA 92591

(951) 506-6752

From Menifee

Take Interstate 215 S and merge onto Interstate 15 S.

Exit Winchester Rd N (SR 79 N).

Turn right (south) on Ynez Rd.

Turn left on Motor Car Parkway.

From Lake Elsinore

Take Interstate 15 S.

Exit Winchester Rd N (SR 79 N).
Turn right (south) on Ynez Rd.
Turn left on Motor Car Parkway.

[Maps and Directions to MSJC Locations](#)

[Campus Maps and Contacts](#)

Works Cited

Statement on Professional Ethics | AAUP. (2009). Retrieved from <https://www.aaup.org/report/statement-professional-ethics>

East Los Angeles College Faculty Ethics Policy. (2013). Retrieved from <https://www.elac.edu/facultyStaff/committees/acadsenate/doc/policies/ELACEthicsPolicy.pdf>

The Ethical Professor - SMC.edu. (2002). Retrieved from http://www.smc.edu/ACG/AcademicSenate/Documents/Professional_Ethics_and_Rules/Ethical_Professor_Vol_I-XIII/EP_Vol_1-1s_accepting_gifts_from_students_ethical.pdf

The handbook undergoes frequent updates to provide the most up to date policy and procedures. Please email Dawn Witt at dwitt@msjc.edu for any questions or concerns. Revision August 2021