2014 - 2015

NORCO COLLEGE

OFFICE OF THE DEAN OF INSTRUCTION

Riverside Community College District

Faculty Guide

Faculty Guide for 2014 - 2015

Welcome to teaching & learning at Norco College

Table of Contents

Keys to a Successful Term

Getting off to a good start…staying ahead… and finishing big

A s the beginning of the term approaches there are certain tasks that must be completed. More information about many of these issues can be found in *Chapter 2: Instructional Details.*
For now… to make sure nothing falls between the cracks…

Before the term begins - Checklist

Department Chairs and my office staff have been in contact with you over the past months about some of these issues (like submitting book orders). Anticipating that these tasks have long been completed, they are listed here as a general reminder. Other issues need your attention in the coming week.

❑ **Book Order**

Learn more about Book Orders on page 12. Book orders and orders for other required or recommended materials are to be submitted directly to the Norco College Bookstore; online submission via *FacultyEnlight* is preferred.

- Online at http://www.facultyenlight.com/?storeNbr=387
  This link is also available through your WebAdvisor account

Or print the Book Order Form (found in Appendix) and submit by

- e-mail to: bookstore@norcocollege.edu
- Fax to: 951-520-9173
- Take it directly to the bookstore

❑ **e-mail - confirm**

Please confirm that your professional e-mail address is functioning, and **we request that you use this email address for student contact.** For associate (part-time) faculty, this is an *rccd.edu* account. For full-time faculty this is a *norcocollege.edu* account. This account is established through HR during hiring process
It is CRITICAL to check this e-mail regularly

❑ Keys

Norco College utilizes two types of keys.

- Key Card
  Every faulty member needs an electronic Key Card. The Key Card is needed to access the College Resource Center and is also needed for classroom access if you teach in the Industrial Technology (IT) Building.

  To obtain a Key Card contact Ms. Linda Wright in the Business Office. Contact Linda at Linda.Wright@norcocollege.edu or 951-372-7158

- Standard Key
  You will receive a notice in your faculty mailbox when your key is ready. Keys are distributed by the College Receptionist, Ms. Donna Dery; located in the Student Services Building (SSV) lobby when the lobby is open to the public. Donna can be found in the Cashier Window when the SSV Building is secured in the evenings.

❑ Large Group Instruction (90+ enrollment) – Authorization Required

Currently, the college thanks you for serving as many students in your classes as is *pedagogically* sound. Our students appreciate the well-known willingness of Norco College faculty to add students to your classes. Compensation will be based upon prescribed agreement. Given the physical limitation of your classroom and the pedagogy of your discipline, you need no additional permission to enroll up to 89 students.

Because of the impact on your teaching load and on enrollment management goals, **BEFORE** you add to 90+ students you **MUST** have administrative approval from the Chief Instructional Officer. Faculty who fail to obtain this pre-approval will not receive an additional increase in pay associated with this increase in enrollment.

Approval is obtained prior to the beginning of the term; ideally during schedule development. If you have not yet obtained approval and would like to make a request… after conferring with your department chair, e-mail the Dean of Instruction (Sheryl.tschetter@norcocollege.edu) and cc your department chair with the request. The request will be forwarded on to the CIO; you will be informed if the enrollment can be mutually agreed upon.

❑ **RCCD Parking Permit**

For the latest updates on Parking information | see Norco College website

Purchase your Parking Permit online via your Faculty WebAdvisor account

Log on and click on the

Purchase Staff Parking link under

Other Services

❑ **Syllabus**

❑ Create your syllabus - See Course Syllabus Guidelines on page 13

❑ Copy your syllabus - e-mail file to be copied along with a completed REQUISITION FORM to the College Resource Center via copydesk@norcocollege.edu

Hard copy requests are submitted in the College Resource Center. Allow 3 working days to process requests. Orders larger than 600 pages will be sent off-site and require at least 4 working days.

❑ Submit to Course Syllabi Repository
The Office of the Dean of Instruction maintains a repository of course syllabi for every term for every section. Thank you for e-mailing your syllabi for all sections taught to the Office of the Dean c/o Syllabi@norcocollege.edu
Why do I need to submit my syllabus? Answer on page 14

❑ **Teaching Assignment (TA) Approval**

All TAs are approved electronically via your WebAdvisor. Account Approval must be completed *prior to* first day of class |more about TA Approval Process on page 30.

❑ **Student Learning Outcome Assessment Project**

SLO-assessment at Norco College has the goal of documenting learning or improvements to the teaching/learning process. The Norco Assessment Committee leads the College in these efforts.

Each term please check with the full-time discipline member or Department Chair about the nature of the assessment projects currently underway in your area.

The Norco Assessment Committee can provide direction and assistance with any assessment projects.

Please check the Norco website on the [Norco Assessment Committee page](#) for the latest information about SLO assessment projects

You may also contact the Dean of Institutional Effectiveness, Dr. Greg Aycock (951-739-7802 or greg.aycock@norcocollege.edu) or your department representative on the Norco Assessment Committee with any questions.

Special considerations for new hires

❑ **Establish RCCD voice mail**
Inquire with department IDS for current policy

❑ **Obtain Mailbox key**
Available from the College Receptionist

❑ **Obtain Copy Code**
For use on faculty machine in the College Resource Center for *small jobs only* (copy code requested from IDS)

Before First Day of Class - Checklist

Be prepared when you enter the classroom on the first day. Give thought to how you will manage student adds; be prepared to maintain records of attendance, and be ready to assist our students who are sometimes overwhelmed and lost…. You will be able to print an accurate first day roster and waitlist two days before the start of your class; the start of your class-- NOT the start of the term. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

To be prepared:

❑ Print Attendance Roster from WebAdvisor
  hardcopy record of Attendance MUST be submitted at the end of the term
  for details about Attendance and other [Required Documents](), see Chapter 2

❑ Print Wait List from WebAdvisor

❑ Print Add/Authorization Codes from WebAdvisor

❑ Confirm the required text that you ordered is in Bookstore

❑ Provide Library with a copy of your text to place on reserve, if possible

❑ Check your faculty mailbox in the College Resource Center

❑ Check your professional e-mail account often

The first week of class is always hectic and your smiling faces and ready answers can go a long way toward helping our students navigate the day. Please find a few ASK ME stickers in your faculty mail boxes during the first week of the fall and spring terms and wear them with pride.

First Day Issues

There are several best practices associated with the first day of class and bits of A&R knowledge that will assist you with being prepared to face the first day of class.

Add/Authorization Codes

Add/Authorization codes (unique to each section) can be printed out from WebAdvisor. It is *highly recommended* that faculty utilize the section Waitlist to determine which students to add to their courses. Using the Waitlist insures that you are adhering to state and federal rules/regulations regarding student access.

Add codes become active **on the first day of class** (not the first day of the term – the first day that the class meets) and allow students to add courses on WebAdvisor instead of standing in line at Admissions & Records.

Make sure that you AND your students know the **Last Day to Add** for your section. This information is available in the **My Class Schedule/Deadlines** link in WebAdvisor. The exact date may vary from section to section, so please take note of your course specific dates… some dates are earlier, some later.

Select this tab to learn the last day to add, your census date, early alert deadline, and last day to drop.

Add codes *will not work* after the Last Day to Add, after that date the only way to add the course is by petition; using a LATE ADD PETITION available from A&R. Please note that without a documented extenuating circumstance (that

meets the requirements of California Title 5 regulations), a Late Add Petition will **NOT** be approved.

Student: My add code did not work!!!

1. Make sure it is a valid add code – your records will also indicate if another student has used a valid code (see below "tracking your codes")

2. The student may not have applied to the College. Students must actually complete the application process and meet the application deadline in order to attend Norco College (see below "Admission Deadline"). Thank you for making sure that students understand that add codes can only be used by students who are admitted to the college.

3. The student may be a JFK Middle College HS student. Your section has a limit of 5 JFK students per section; once that limit has been reached, JFK students must present a hard-copy of an add card with YOUR valid signature to A&R in order to add your section. This is to ensure that instructors are aware that they are adding HS students to their courses.

4. Remember that add codes are active beginning the first day that the class meets until the Last Day to Add; use outside of this timeframe is not allowed.

5. Students may be blocked from enrolling if they do not meet prerequisites for your course or if they have outstanding A&R balances, library fees, or administrative holds on their records that block registration. It is the students' responsibility to relieve these obstacles to registration prior to any registration deadlines.

Add/ Authorization Codes – tracking your codes

It is good practice to track the student name and student ID # associated with the add code as you distribute them. Faculty, not students, manage student-adds into your course. *Please make your students aware that the use of another student's Authorization Code to add a class is a Violation of the Student Code of Conduct.*

By developing registration guidelines and waitlists, the College strives to follow state and federal regulations regarding open access. When students give or sell authorization codes to others, or when students overhear and use another student's authorization code; access to courses no longer follows mandated regulations. As you track the use of the add codes, please report any abuses immediately to the interim Dean of Student Services, Dr. Koji Uesugi (951-372-7130 or koji.uesugi@norcocollege.edu)

Adding students - How many students can I add to my class?

This academic year, thank you for serving as many students in your classes as is *pedagogically* sound. Given the physical limitation of your classroom and the pedagogy of your discipline, you need no additional permission to enroll up to 89 students. Our students appreciate this well-known willingness of Norco College faculty to add students to your classes. Compensation will be based upon prescribed agreement.

Large Group Instruction (90+)
Because it impacts your teaching load, PRIOR approval from the Chief Instructional Officer is needed to enroll 90+ students. This is done during schedule development by making the request through your department chair. The department chair forwards all requests to the Dean of Instruction who reviews each request and makes recommendations to the CIO.
If during the first week of the term you have a perceived need develops, contact the Dean of Instruction (Sheryl.tschetter@norcocolleg.edu) immediately *before* proceeding to add 90+ students. The Dean will bring the request to the CIO. Without pre-approval, the faculty member will not receive the additional stipend associated with Large Group Instruction.

Admission Deadline
Since FALL 2011 RCCD adopted and is enforcing an Application deadline for new students each term. Application deadlines are approximately two weeks prior to the beginning of a term. New students who miss the application deadline are encouraged to apply for an upcoming term.

Students who have missed the College Application deadline cannot enroll in or add courses during this particular term; and again are encouraged to submit an application to the College for an upcoming term.

Why do instructors need to know this?
You may have students show up to add your class who have not yet applied to and been accepted to the college. *Add/Authorization Codes should never* be given to these students. Because these students will NOT be able to retroactively apply to the College and therefore will NOT be able to add your class. Providing such students with an add code will interfere with the accuracy of your record keeping and delay you in adding eligible students to your course; give the false impression to the student that he/she will be able to add your course; and create a kerfuffle at A&R when the student attempts to add.

Let your students know as you hand out add codes, that the codes are valid only if the student has met all deadlines to apply to the college.

Classroom Conditions
Thank you for refraining from moving desks or tables from room to room in order to add students. Though well-intentioned and in the spirit of trying to accommodate students, this disrupts the desk count in other classrooms.
I'm certain you can imagine how frustrating it can be to come back to your classroom for the second class meeting to find missing desks.

Thank you for leaving the Disabled Student seating in place.
Every term this furniture is specifically placed as needed by the Disability Resource Center (DRC).

If a student in your section requires DRC furniture and it is not currently in your classroom, refer the student to the DRC so that appropriate accommodations can be made.

Concurrent Enrollment

Effective Fall 2014, minor high school students who are capable of benefiting from advanced scholastic or vocational work, are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them, may be eligible for admission to Norco College as a special student. Complete eligibility instructions are available on the college's Admissions & Records website: http://www.norcocollege.edu/services/admissions/Pages/hsce.aspx.

But I have "tons" of students trying to add my class... how do I know to whom I can give an add code?

Please use your waitlists to manage adding students to your class. Using the waitlist to manage adding students to your section also ensures that you are not violating any federal or state access regulations about open access. If you choose not to use the waitlist as a guide to add students, please make certain that you are not using criteria that violate federal or state regulations.

Course Repetition for substandard grade

This information has been communicated to students in a variety of manners. Effective Summer 2012, students are allowed three (3) attempts to pass a course that has been identified as non-repeatable (*most* courses are non-repeatable); a "W" is considered an attempt.

A student who successfully completes a course (earning a grade of A, B, C, or P) may not retake the course.
A student who earns a substandard grade (D, F, FW, or NP) or withdraws from the course (with a mark of W) has three (3) attempts (including this first one) to successfully complete the course.

While allowing a reasonable number of attempts for returning students, this allows other students to have a *first* attempt to enroll. Students must petition for exceptions, which are allowed in only a very narrow set of circumstances. See the Forms & Services link on the Norco College Admissions & Records webpage. http://www.norcocollege.edu/services/admissions/Pages/index.aspx.

Deadline to Drop Courses Without a W

The *Deadline to Drop Without a W* is another critical date associated with your course. Please check WebAdvisor for the course-specific date for your particular sections… some dates are earlier, some later. As always a mark of "W" is considered an attempt for purposes of ability to repeat a course.

Drop for Non-Payment

You may find that some students will appear in your classrooms insisting that they don't know why they were dropped from the class. One possible explanation is that they missed one of two Deadlines for Payment. This policy is clearly stated on the website, e-mail reminders are sent to all students as the deadlines approach, and again if they happen to be dropped for non-payment. The only way that a student is not aware that he/she was dropped is if they did not check their student

e-mails as directed. Once students are dropped from your courses, students from your waitlists are added.

Dropping Students

You are **required** to drop students who never attend (or for online courses; students who never log-on to) your course. Such students MUST be dropped before or at the time your Census Report is submitted as NO-SHOWS.   Title 5 regulations *require* that students be dropped if they have never attended (or logged into) class prior to census.

Final Exams

Please do not change the date, the time, or the location of your FINAL EXAM. Also, please note on the academic calendar that the first day of final exams is a split day. Remember, the Norco College Final Exam schedule is not the same as the Final Exam Schedule for RCC or MVC. If you think that a change in date, time, or location is necessary, please make a request through your Department Chair.

Student e-mail

Please encourage students to activate their student e-mail and to check it regularly. Students may forward their student email to a personal email account if they choose. See above (Drop for Non-Payment) as a cautionary tale if only they had checked their e-mail.

During the term - Checklist
Stay on track. Here are some helpful tips…

❑ **Census**
- Submit Census Roster on WebAdvisor - Remember to drop NO SHOWs
- Reconcile your official Attendance Roster with WebAdvisor after census
  DO NOT allow unregistered students to attend your class
- If you have TBA labs associated with your course see more information on p. 18

❑ **Instructor Absence Policy**
- Please call your IDS to report your absence.
  If you speak to her directly; **YOU'RE DONE**. She will generate an Absence Affidavit for you and "post" your class so that your students are aware that class is cancelled. Submit your signed Absence Affidavit upon return to work.
- If you cannot reach your IDS by phone

  ❑ leave a message for her so that she can generate your Absence Affidavit

  ❑ call the Instructor Absence Line (951-372-7056) to leave a message about your absence. The line will be checked and your class "posted".

DO NOT telephone the campus police to "post" your absence for your students.
DO NOT post your own class

❑ **Improvement of Instruction**
Associate (PT) Faculty
You will be notified early in the term if you are scheduled for evaluation this term.
All parts of the evaluation process must be completed.
The process should be completed by the end of the term.

  ❑ Classroom observation of one section | standard evaluation form

  ❑ Student evaluations administered in all sections

  ❑ Department Chair Review
Full-time Faculty
You will be notified early in the term if you are scheduled for IoI this term.
Meetings will be arranged by the Office of the appropriate Dean

❑ **SLO Assessment Project**
See the Norco website on the Norco Assessment Committee page for the latest

❑ **Wish List**
Complete and submit The Wishlist as it is sent out to you. This does not guarantee an assignment but lets us know your interest and availability.

At the End of the Term - Checklist
Get 'er done…

❑ Submit Grades on WebAdvisor by deadline

❑ Submit Attendance Roster (hard copy) to A&R

❑ If you awarded an Incomplete Grade, you MUST also submit an Incomplete Grade Contract on WebAdvisor

❑ Return keys if not yet scheduled to teach the following semester

❑ Work with Dean of Institutional Effectiveness, Dr. Greg Aycock, to archive Assessment Projects

❑ Submit book order for the following terms

Chapter

2

Details & Information

Things to keep in mind each and every term…

E very term there are certain tasks that must be completed. The checklist version is presented in Chapter 1. This Chapter provides details about the check list issues where needed and provides you with additional information about the college and college-specific procedures.

PREPARING FOR YOUR COURSES

Book Orders & Required Course Materials

State regulation requires that the college inform students of the costs associated with their courses at the time of enrollment. Thank you for working with the Norco College Bookstore to provide them with the materials required for your course. It is through the Bookstore that Norco College informs students of the required material for your course, thereby meeting State regulations.

The bookstore sends reminders to your professional e-mail account about deadlines for placing your Book Orders. Thank you for working to meet those deadlines.

If you are *not requiring* a textbook, that too *must* be noted. So the bookstore must be informed of that situation as well.
The Textbook Manager at the Norco College Bookstore is available to assist you.

Direct line: 951-372-7118
Main Bookstore line: 951-372-7085
Fax: 951-520-9173
Email: bookstore@norcocollege.edu
Place Book Order: http://www.facultyenlight.com/user
Website: www.norcocollegebookstore.com
Market Place: www.costore.com/norcopromos/welcome.asp
Facebook: www.facebook.com/norcocampusbookstore

Course Syllabus

STANDARD COMPONENTS

It is always a good idea to periodically touch base with your Department Chair about important Syllabus details specific to your discipline. This list is not intended to be exhaustive or to replace faculty best practices. Of course all syllabi should contain:

- ❏ Instructor Contact information
  including your @norcocollege.edu (full-time faculty) or @rccd.edu (associate faculty) faculty e-mail address.

- ❏ Textbook information
  Check with your Department Chair and/or the Course Outline of Record (COR) for any limitations. CORs are available in [Curricunet](#)

- ❏ Clearly identified Student Learning Outcomes
  Available from your Department Chair or in every COR
  CORs are available in [Curricunet](#)

- ❏ Grading details

- ❏ Course Calendar
  details readings, assignments, class meeting dates, test dates, and Final Exam date and time

For classes in CIS, CSC, ENG, ESL, and GAM that have TBA lab hours; syllabi must include statements addressing the following:

- ❏ the nature of the instruction occurring in the lab

- ❏ the expected weekly attendance in the lab

- ❏ the physical location of the lab

- ❏ how the assignments in the lab factor into the grade for the course

IMPORTANT COMPONENTS

The omission of specific content can be the source of problems for instructors and students. Experience has shown that clear policy statements in your syllabus are of great help should misunderstandings arise with students. We expect the following statements in your syllabus.

- ❏ **REQUIRED**: Statement about Accommodation of Disabilities
  Here is a suggestion:
  Accommodations for Disabilities
  Norco College provides services to students with disabilities through the Disability Resource Center (DRC); located in the Center for Student Success Building. To request academic accommodations due to a disability, please visit the DRC or contact the DRC staff at 372-7070. A DRC staff member will confidentially review your concerns with you to determine any required accommodations. Once your accommodations are approved through DRC, please bring your DRC documentation(s) to me so that we may discuss your accommodations.

❑ Statement about Academic Honesty Policy | Plagiarism, cheating, etc.
This should include a statement not only about what constitutes plagiarism or cheating, but also a statement about the consequences to the students' grade for the test/assignment on which he/she demonstrated academic dishonesty. Please refer to relevant RCCD Board Policies available on the [college website](#).

❑ Statement about Adding and Dropping the course … Suggested language:
Adding this class
Students adding this section will be provided with a four digit add/authorization code. You are responsible for completing the add process *before* the deadline to add. This deadline can be found in the Schedule of Classes available online in pdf format on the college's website. Add codes can be processed through your WebAdvisor account. If you fail to add the class by the deadline, you are not officially enrolled and college policy prohibits you from continuing to attend class.

Be aware that your failure to pay fees/fines, to document prerequisites, to clear academic holds, or to navigate personal problems may hinder you from adding this section. Please allow sufficient time to take care of these issues *before the deadline to add*. Adding this course after the published deadline will require documented extenuating circumstances involving severe illness, accident, or death.

The use of an add/authorization code issued to another student violates the Student Code of Conduct and will be referred to the Dean of Student Services for disciplinary action. The unauthorized use of an add code is grounds for removal from the course.

Dropping this class
You may withdraw from this course by using WebAdvisor prior to the drop deadlines. Deadlines are available on WebAdvisor. If there is a hold restricting use of WebAdvisor for this purpose, you may bring a completed ADD/DROP card to the Admissions counter of the college and complete the process there. It is the student's responsibility to drop this class should he/she decide no longer to attend.

❑ Classroom Policies | including Expectations of student behavior

❑ Course Policies | including policy about missed assignments or exams

SUBMIT COPY OF SYLLABI TO DEAN OF INSTRUCTION

Every term the Office of the Dean of Instruction archives syllabi for all courses taught at Norco College. **This is *critical for our students***. Often times when our students transfer, the four year institution requires a copy of the syllabus from a course that the student took here at Norco College…

This is for matriculation purposes and a Course Outline of Record is unacceptable; the university wants to see *the syllabus*.

This request often takes our students by surprise as they may not have saved every syllabus from every course that they took at community college.   In addition, these documents assist us greatly in dealing with other issues that arise after the term has ended.

Thank you for e-mailing a copy of your syllabus (for EVERY SECTION) to our afternoon/evening receptionist, Donna Dery at syllabi@norcocollege.edu . If it is more convenient, you may deliver a hard copy to Donna directly.

Field Trips

Paperwork required for course-associated field trips must be submitted *at least three (3) weeks* prior to the event. Required paperwork is available from your IDS.

Final Exam Schedule

The Final Exam Schedule for Norco College can be found in the Appendix section of this document. It can also be found in the pdf of the Schedule of Classes.
DO NOT change the meeting date/time or location of your Final Exam.
If you believe that a change is warranted, contact your Department Chair to discuss the matter.
Beginning in Spring of 2013 a new policy was implemented for the final exams in evening courses. Evening classes meeting two nights per week will not meet the first meeting and shall use the second meeting for the final exam.
Final Exam Schedule: http://www.norcocollege.edu/academics/Pages/schedules.aspx
Note: the Norco College Finals schedule differs from the Finals Schedule at MVC and RCC.

Methods of Instruction

All courses can be offered Lecture or Web-enhanced. Web-enhanced sections may utilize BlackBoard (training REQUIRED) or a course/faculty website.

The District supports the establishment of WordPress sites for faculty use. To set up a WordPress site submit this form or contact Mark Knight (Manager & Information Architect) at mark.knight@rcc.edu for assistance.

You must "opt in" for your Web-enhanced course to be offered through Blackboard. Please coordinate this request with your Department Chair as you finalize your teaching assignment.

In order for a course to be offered using the Hybrid or Online method, the course **MUST** be approved to be offered using these methods through the curriculum approval process. Contact your department chair, Curriculum Committee representative or consult Curricunet if you have questions about whether a particular course has been approved for Distance Education.
Hybrid and Online courses are offered using the Blackboard platform. Faculty must complete district-offered training in order teach hybrid, online, or to use Blackboard for a web-enhanced course.

Training is provided through the Online Blackboard Academy (OBA) for all online-based instructors. OBA consists of six online modules ranging from Blackboard 9.1, how to make your courses Section 508 compliant, ancillary support, etc. It is fully online, available 24/7 and most instructors take about 12-13 hours to complete.

Contact Bianca Vidales at Bianca.Vidales@rccd.edu to enroll in the next training.

CLASSROOM MANAGEMENT

Academic Dishonesty
Cheating, plagiarism, or other instances of academic dishonesty need to be reported to the Dean of Instruction, Dr. Sheryl Tschetter and the Academic Dishonesty Referral form must be completed. Submit the form and contact the Dean at sheryl..tschetter@norcocollege.edu

Breaks during class time & Passing Periods
Classes are to be held for the entire scheduled instructional time. There is no "passing period" built into the scheduled class meeting time; do not begin class late or dismiss class early.

Some meeting times are long enough so as to require one or more 10-minute break periods. This break time must be taken during the class meeting time and may NOT be accumulated in order to begin class late or end class early.
Please refer to the chart below to determine the break time appropriate for your section. If you have any questions or concerns, please contact your Department Chair or Dean of Instruction.

Class meeting time per day		# of
Minutes	Hrs : Mins	10-Minute Breaks
50 to 95	00:50 to 01:35	NA
110 to 155	01:50 to 02:35	1
170 to 215	02:50 to 03:35	2
230 to 275	03:50 to 04:35	3
290 to 335	04:50 to 05:35	4
350 to 395	05:50 to 06:35	5

Code of Student Conduct
Faculty and student behavior needs to be professional at all times. Rudeness, disrespect, and/or threatening behavior are unacceptable.
The RCCD Standards of Student Conduct (Board Policy 6080) are available on the college website. A brief note in your syllabus should reference these standards.
To prevent such behavior, it is best to strictly enforce your rules; lightening up by granting exceptions or considering specific circumstances can come later in the semester but be careful not to play favorites or apply them unequally.

If a disruption occurs in your classroom, remain calm and try to defuse the situation. This can be done in a variety of ways, including calming your voice, asking the student to speak with you after class, or making arrangements to meet the student with your department chair or Dean of Student Services.

If the student is being threatening or you fear for your safety, immediately contact College Police at (951) 222-8171. If there is an emergency, contact 911.

Refer disruptive students and student discipline issues to the Interim Dean of Student Services, Dr. Koji Uesugi at 951-372-7130 or koji.uesugi@norcocollege.edu

Enrollment period

Before the first day of class students enroll themselves into courses or place themselves on Waitlists. Once a waitlist is generated for a class, students are enrolled only from the waitlist. So sometimes during enrollment you may see that a section is not full, but has a waitlist. At the end of the day, qualified students from the Waitlist will be enrolled in order; this will only occur for sections with NO co-requisites. If the section requires a co-requisite enrollment, the waitlist will only be used as a 'holding' list for instructors. These students should attend the first day of class to speak with the instructor about receiving an add code.

Keys and Classroom Security

All faculty are provided with key access to the classroom(s) in which they teach and classroom podium (if necessary), their faculty mailbox, and the College Resource Center. Full-time faculty, of course, also receive key access to their office.

Security

After your class is over (and if the next instructor has not yet arrived), please clear the room of students and **lock the classroom door before you leave**. Each classroom contains very expensive equipment requiring protection from damage and theft. In addition, college policy prohibits students from being in classrooms unsupervised.

The students have grown accustomed to this procedure and your request for them to clear the room will likely be met with only a minimum of annoyance.

Obtaining Keys

Hard keys are needed for the THR building, ST building, ATEC building, HUM building, and LIBR building. These keys are issued each term and can be obtained from the College Receptionists. You will receive notification in your faculty mailbox when your key is ready for pick-up. After **EACH TERM** it is important to **RETURN these hard keys** to the College Receptionist. Being able to redistribute existing keys saves the college the time and expense of cutting new keys every term.

Contact your IDS if you need keys for your classroom; they can provide direction.

Late Add Petitions

Remind your students to process add codes on or **BEFORE** the *Last Day to Add* for your section. This date varies by section so check WebAdvisor or the Schedule of Classes for the exact date for your section.

If a student misses the *Last Day to Add* a **Late Add Petition** must be filed. Late Add Petitions can only be submitted during the week immediately following the *Last Day to Add*. The forms require the signature of the instructor and the approval of the Dean of Instruction.

The Dean of Instruction *will not approve Late-Add Petitions unless* the student falls into one of the following allowable conditions per Title 5:

1. **Illness** – The student must prove he/she was ill or injured during the add period. The student must attach a note from a doctor, clinic, or hospital certifying illness and inability to add by the published deadline date.
2. **Accident** – The student must attach a "true copy" of an original accident report from a police department, sheriff's office, California Highway patrol, or other police agency. It is the student's responsibility to explain how the accident prevented him/her from adding by the published deadline date.
3. **Death** – The student must attach a copy of the death certificate and explain the relationship to the deceased.

It is the *student's responsibility* to clear all impediments to adding/enrolling. The following reasons *do not merit approval of a Late-Add Petition*

- Required assessment not complete
- Prerequisite not cleared
- Child care issues
- Inability to pay fees on time
- Financial or academic holds
- Class needed for graduation or transfer
- Lack of understanding or knowledge of class add deadlines or registration procedures

Our students NEED these classes … How can *you* help…

- Make sure your students are aware … your assistance will help them successfully navigate the enrollment process this term
- Please refrain from provide add codes at the last minute… while it may *seem* accommodating… you are actually creating an unreasonable situation for the students.

Required Documents

Attendance Rosters

As always, submission of Attendance Rosters is required for every section taught. For those senior enough to recall, faculty would submit hard copies of both grade rosters *and* attendance rosters. Even as we have transitioned to WebAdvisor for the submission of grade rosters; hard copies of attendance rosters are still

required. *Pursuant to Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3 Records and are records basic to audit.*

For convenience Excel-based templates are available from the Faculty Menu on WebAdvisor along with a tutorial detailing how to download and import a txt file of your class roster.

You will be able to print an accurate first day roster two days before the start of your class... the start of your class NOT the start of the term. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

Hard copies of Attendance Rosters are to be submitted to Admissions & Records at the end of each term. This is a requirement for EVERY SECTION.

Census Rosters

Census roster are due on the date listed in WebAdvisor. They will be accepted within 5 days of that date and not be considered late. Remember, **Census is about enrollment**; that is documenting who is enrolled in the course. It is not about who is likely to remain enrolled; it is not about who is likely to pass; it is only about who is enrolled at that point in time.

Check the census roster carefully against your attendance records and drop all "no show" students. This is a CA Ed Code / Title 5 requirement.
Students whose names do not appear on the Census Roster are not officially enrolled in the class and may not attend class.

CENSUS ROSTERS AND CLASSES WITH TBA LAB HOURS

Census Rosters for courses associated with TBA lab hours will have a slightly different look.

Most of these sections use CI Track to document attendance for lab hours. If your section is linked to CI Track, the hours that your students have completed in lab will appear in the **Census Lab Hours** column of the Census Roster.

FACULTY

Census Roster

NOTE:

State regulations require that RCCD report at least 1 hour of attendance for each active student as of census who was enrolled in a census class with TBA hours.

IMPORTANT: Hours reported must be supported by appropriate evidence.

Class Name	CIS-1A-43776	
Title	Intro to Comp Info Sys	
Location	Norco College	
Term	Fall 2013	
Instructor	Faculty Member's Name	

ID	Student	Status	Inactive	Last Date of Attendance	Census Lab Hours
	Aguilar, Stephanie P.	New			0.0
	Anderson, Arnold K.	New			0.0
	Candia, Jorge E.	Add			4.6
	Chavez, Gustavo	New			6.0
	Corado, Lili	New			1.9

Hours of attendance logged in CI Track serves as evidence in the case of audit. However, if you have documentation (evidence) that the Lab Hours pre-loaded in WebAdvisor from CI Track are in error; you may correct the value in the Census Lab Hour cell on this screen.

All documentation (evidence) in support of these corrections MUST be submitted to the Office of the Dean of Instruction or to the Faculty Lab Coordinator immediately after you submit your Census Roster. This will serve as institutional evidence in case of audit.

Please note: the requirements for student attendance in the TBA instructional Labs associated with your section MUST be clearly detailed in your course syllabus.
If you have any questions about TBA instructional labs associated with your course, please contact your Lab Coordinator or Department Chair. The Dean of Instruction is also available to respond to any questions you may have.

For classes in CIS, CSC, ENG, ESL, and GAM that have TBA lab hours; the course syllabi must clearly state the nature of the instruction occurring in the lab, the required weekly attendance in the lab, the physical location of the lab, and how the assignments in the lab factor into the grade for the course.

CENSUS ROSTER INQUIRY

The Census Roster Inquiry is available as a menu choice in WebAdvisor under Faculty Rosters. Use this to confirm the submission of your Census Report and print for your records.

FACULTY MENU

Faculty Information

My Class Schedule / Deadlines
My Class Profiles
My WebAdvisor Profile
Search for Classes
Open Campus Course Planning Sheet
Student Educational Planning

Instructions/Tutorials/Forms

Term Assignment Workflow Video
Email Filter
Email Filter (web)
Faculty Web Forms (pdf)
Authorization Code Video
Attendance Roster Video
Excel Roster Video
Student Grade Change Video
Early Alert Video
Incomplete Grade Contract Video
Video Help
Class Roster (Excel Template - Portrait)
Class Roster (Excel Template - Landscape)
FERPA Tutorial
Online Planning Sheet Overview
Virtual Access Direct Gateway
Virtual Access Direct Gateway Download
New Wireless Network - RCCD Access

Faculty Rosters

Class Rosters
Authorization Code Inquiry
Census Roster
Census Roster Inquiry
Census Roster Hours Update
Drops (NoShow / After Census)
Lab Attendance Roster
Grade/Pos Attendance Rosters
Grade/Pos Attendance Inquiry
Positive Attendance/TBA Hours Update
Student Grade Change
Incomplete Grade Contract
Early Alert Roster
Early Alert Inquiry
Waitlist Roster

CENSUS ROSTER INQUIRY AND CLASSES WITH TBA LAB HOURS

For classes with associated TBA lab hours, the Census Roster Inquiry will also detail the number of hours that you, as the instructor reported for each of your students at Census.

Census Roster Inquiry

Please **print this page** and keep for your records.

Class Name	CIS-1A-43776
Title	Intro to Comp Info Sys
Location	Norco College
Term	Fall 2013
Instructor	Faculty Member's Name

ID	Student	Census Status	Lab Hours
	Aguilar, Stephanie P.	Active	2.4
	Anderson, Arnold K.	Active	2.4
	Candia, Jorge E.	Active	5.5
	Chavez, Gustavo	Active	2.4
	Corado, Lili	Active	2.3
	Diaz, Tatiana G.	Active	2.8
	Dixon, Terrianne L.	No Show***	
	Fields, Aaron M.	No Show***	
2472189	Garcia, Ramiro C.	Active	5.3

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Faculty Web Forms (pdf)
Authorization Code Video
Attendance Roster Video
Excel Roster Video
Student Grade Change Video
Early Alert Video
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Video Help
Class Roster (Excel Template - Portrait)
Class Roster (Excel Template - Landscape)
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Faculty Rosters
Class Rosters
Authorization Code Inquiry
Census Roster
Census Roster Inquiry
Census Roster Hours Update
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Grade/Pos Attendance Rosters
Grade/Pos Attendance Inquiry
Positive Attendance/TBA Hours Update
Student Grade Change
Incomplete Grade Contract
Early Alert Roster
Early Alert Inquiry
Waitlist Roster

Q: What if I made an error in reporting Lab Hours at Census?

A: You may correct your error using the *Census Roster Hours Update* option.

For sections with TBA Lab Hours, faculty may update the Lab Hours reported at Census *after* submitting the Census Roster.
You may do this ONE TIME only.

Census Roster Hours Update

NOTE:

- State regulations require that RCCD report at least 1 hour of attendance for each active student as of census who was enrolled in a census class with TBA hours.
- Hours updated on this form can only be updated once per section.

IMPORTANT: Hours reported must be supported by appropriate evidence.

Class Name	CIS-1A-43776
Title	Intro to Comp Info Svs
Location	Norco College
Term	Fall 2013
Instructor	Faculty Member's Name

ID	Student	Status	Census Lab Hours
	Aguilar, Stephanie P.	Add	2.4
	Anderson, Arnold K.	Add	2.4
	Candia, Jorge E.	Add	5.5
	Chavez, Gustavo	Add	2.4
	Corado, Lili	Add	2.3
	Diaz, Tatiana G.	Add	2.8
	Dixon, Terrianne L.	Add	
	Fields, Aaron M.	Add	

In addition, at some point during the academic year (after State Reporting has been finalized), you will no longer be able to access this option for sections offered during this term.

Remember, you may only correct hours if you have documentation (evidence) that the Lab Hours previously reported are in error. You may correct the value in the Census Lab Hour cell on this screen.

All documentation (evidence) in support of these corrections MUST be submitted to the Office of the Dean of Instruction immediately after you submit the Census Roster Hours Update. This will serve as institutional evidence in case of audit.

Grade Rosters

Grade Rosters are due at the end of the term and are submitted on WebAdvisor. **If you assign an Incomplete Grade, you must also submit an Incomplete Grade Contract for each student with an INC grade.**

Remember, an INC grade will be reported as IF, ID, etc. The first letter indicating the Incomplete grade and the second letter indicating the grade to which the INC will revert if after one calendar year the student fails to complete the details of the INC contract with the instructor. However, it should never read IA.

Incomplete grades are awarded at the discretion of the faculty member and should only be assigned if it is beyond the deadline for the student to drop with a W and the student can document an extenuating, unforeseeable circumstance preventing him/her from completing the semester.

GRADE ROSTERS AND CLASSES WITH TBA LAB HOURS

For sections with TBA Lab Hours, faculty members are able to view the Total Lab Hours contributed by each student for the course. Along with the completed work from regularly scheduled weekly labs, this information will assist the faculty member in determining the contribution of the lab hours to the overall grade in the course.

In addition, the hours reported at Census are provided for final review. If the Census hours need to be corrected, you may adjust the hours using the *Census Roster Hours Update* link from the WebAdvisor menu.

Remember, you may only correct hours if you have documentation (evidence) that the Lab Hours previously reported are in error.

All documentation (evidence) in support of these corrections MUST be submitted to the Office of the Dean of Instruction immediately after you submit the Census Roster Hours Update. This will serve as institutional evidence in case of audit.

Grade Roster

NOTE:

- The "Lab Hours" column reflects total hours the students completed in the lab for the term.
- The "Census Hours" column reflects hours the students completed in the lab up to the census date.
- If the "Census Hours" are less than 1.0, the District does not receive compensation for any lab hours the student completed.
- If the hours listed in the "Census Hours" column are less than 1.0 and the student has successfully completed the class, please verify with the student that the hours listed are correct.
- If hours need to be adjusted, they can be adjusted on the "Census Roster Hours Update" link in WebAdvisor.

IMPORTANT: All hours reported must be supported by appropriate evidence.

Class Name	CIS-1A-43776
Title	Intro to Comp Info Svs
Location	Norco College
Term	Fall 2013
Max Lab Hours	18.00
Instructor	Faculty Member's Name

ID	Student	Grade	P/NP/AU	Lab Hours	Census Hours	Status	Credits
	Aguilar, Stephanie P.			18.2	2.4	New	3.00
	Candia, Jorge E.			18.1	5.5	Add	3.00
	Chavez, Gustavo			18.7	2.4	New	3.00
	Corado, Lili			18.6	2.3	New	3.00

**G R A D E
R O S T E R S   A N D
C L A S S E S
W I T H
P O S I T I V E
A T T E N D A N C E
L E C T U R E   A N D
L A B   H O U R S**

Some sections (Varsity Sports, some MUS or MUC sections, other sections that do not meet the criteria for typical scheduling) must be reported as Positive Attendance course. For these section hours of attendance must be reported. Many of these sections have both a Lecture and a Lab component, so that is the example used here.

For sections that require the reporting of Positive Attendance hours, the Grade Roster to be submitted in WebAdvisor at the end of the term will appear as illustrated below.

For every student, you will enter a grade, the hours that the student attended lecture (Lecture Hours), and the hours that the student attended lab (Lab Hours). The lecture and lab hours will be pre-loaded with the maximum hours possible.

Grade Pos. Att. Lecture/Lab Roster

NOTE:

- Please change the default lecture hours to reflect the actual hours the student attended.
- Lab hours can also be adjusted if listed incorrectly.
- Hours should not exceed the maximum hours for the instructional method.
- Twenty-four hours should be entered (24 or 24.0). Fractions of an hour should be entered (24.3) etc...

IMPORTANT: Hours reported must be supported by appropriate evidence.

Class Name	CIS-72A-27306
Title	Intro Web Page Creation
Location	Norco College
Term	Fall 2013
Max Lecture Hours	27.00
Max Lab Hours	18.00
Instructor	Faculty Member's Name

ID	Student	Grade	P/NP/AU	Lecture Hours	Lab Hours	Status	Credits
	Gutierrez, Hugo O.			27.00	0.0	New	1.50
	Moreno, Joe M.			27.00	0.0	New	1.50

☐ Check to confirm all grades/positive attendance have been appropriately entered.

SUBMIT

It is your responsibility to reduce the hours for each student based upon his/her absences during the term.

It is critical that during the term you maintain accurate records of student attendance in BOTH the lecture and the lab portion of the course. The hard-copy of your attendance record *IS* the official documentation required and should be submitted to Admissions & Records at the end of the term. Make certain that you have clearly indicated attendance for every student for every day the class met.

If you were absent, then all students lose those hours of attendance for that day. Contact your Department Chair or the Dean of Instruction with any questions. All sections can confirm that grades and (if appropriate) TBA hours or Positive Attendance hours have been submitted by clicking on the *Grade/Pos Attendance Inquiry* option in the Faculty Menu on WebAdvisor:

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Grade/Pos Attendance Inquiry
Positive Attendance/TBA Hours Update
Student Grade Change
Incomplete Grade Contract
Early Alert Roster
Early Alert Inquiry
Waitlist Roster

If a correction needs to be made to a student grade, you may use the *Student Grade Change* option on WebAdvisor.

If a correction needs to be made to the Positive Attendance hours submitted, you may do so by using the *Positive Attendance/TBA Hours Update* option.
If you update the Positive Attendance hours, please resubmit an updated hard-copy of the Attendance Roster, if necessary, to Admissions & Records.
It is critical that the hardcopy of the Attendance Roster, documents and supports the hours of attendance that you have reported on WebAdvisor.

FACULTY SERVICES

College Resource Center (CRC)

The College Resource Center provides the following services for faculty.

- faculty mailboxes
- copier access
- scantron graders
- parscore graders
- supplies
- phone
- FAX
- Associate faculty computer access
- District and campus mail

Hard copies of Copy Requests can be dropped off in the CRC.

Access to the CRC is via Key Card. All faculty must contact Linda Wright in the Business Office at 951-372-7158 or email at Linda.Wright@norcocollege.edu to obtain a Key Card.

College Safety and Police

IN AN EMERGENCY CALL 911

If using a campus-line, dial "9" first, to access an outside line; then 911.

The College has 24-hour coverage and you can connect with the Police Dispatch for non-emergency matters by calling (951) 222-8171 OR 222-8172. These are business lines only and if called in an emergency, may result in a delay in response. If you or any of your students would like to be escorted to your vehicles after dark, call the Dispatch line at (951) 222-8171 or (951) 222-8172. It may be a good idea to program these numbers into your cell phone.

Be advised that RCCD officers will ticket for moving violations on and near College.

Copy Requests

Copy requests can be submitted electronically to copydesk@norcocollege.edu and must be accompanied by a Print Requisition. Allow THREE work days to process your request.

Copy requests using more than 600 pages will be sent off-site for processing and require at least 4 working days to process.

Evening Administrator

Beginning in the Spring 2014 term, an Evening Administrator (EA) will be on duty in the College Resource Center to support faculty and students as much as possible. The EA will be on-duty between 5:00PM to 8:00PM on Monday through Thursday. During these hours, you may reach the EA by calling 951-206-7047.

Faculty e-mail

Thank you all for routinely checking your e-mail accounts associated with Norco College. Special thanks to our Associate (part-time) Faculty, who may have multiple professional obligations. Reminders about time-sensitive activities related

to your contract (TA approvals, Census deadlines, etc.); updates from Admissions & Records; and communication from my office and other administrative offices are routinely sent to you via this account. Your timely monitoring is critical to the communication within the district and at our college.

Faculty Innovation Center (FiC)

The center provides workshops on instructional software used at Norco College to improve the quality of instruction. For current hours and information, please visit the FIC Website.

Faculty Resources Online

The Office of the Dean of Instruction provides additional resources on the Faculty Resources website .

Instructional Media Center (IMC)

The Norco College Instructional Media Center (IMC) provides and maintains the audio / visual technology, equipment, and services to support your courses. For information, please visit the IMC website.

Services Provided (most services require 48 hour notice)

- Assisted Listening Systems
- CD/DVD Duplication
- Document Scanning
- Equipment Installation & Maintenance
- Instructional Laptops for Checkout
- Laptop Carts for Instructional Purposes (also available for classes at JFK)
- Media Equipment Tutorials
- PA/AV Setups
- Photography/PowerPoint Presentation Assistance
- Streaming Video
- Technical Assistance with Media Equipment
- VHS to DVD and Cassette to CD conversions
- Video Production (2 weeks notice required)
- Video Conferencing

IMC Location
Norco Operations Center

IMC Contact Information
Norco College IMC
2001 Third St. Norco, CA, 92860
General Phone: (951) 372-7071
Fax: (951) 372-7059
E-mail: imc@norcocollege.edu

IMC Staff
Dan Lambros
Instructional Media/ Broadcast Technician
(951) 739-7820
daniel.lambros@norcocollege.edu
Sal Herrera
Instructional Media Assistant
(951)739-7847
salvador.herrera@norcocollege.edu
Ruth Leal
Instructional Production Specialist
(951) 372-7064

ruth.leal@norcocollege.edu

If you experience problems with LCD projectors/screens, overhead projectors, microphones, document cameras, A/V touch panels, assisted listening systems, LCD/LED displays, or any other media equipment Please Contact IMC at (951) 372-7071.

For computer or network problems contact the Helpdesk at (951) 222-8388 or helpdesk@rcc.edu

Parking Permits

Staff/Faculty parking permits are required in order to park in yellow-striped Staff/Faculty parking spaces on campus. Student parking permits allow parking in the white-striped parking spaces.

Parking permits are available for purchase via Faculty WebAdvisor
Log on and click the *Purchase Staff Parking* link under **Other Services**

For current parking policies and regulations, please see the college website

Teaching Assignment (TA) Approval Process

Teaching Assignments are approved via WebAdvisor. Once you, as the faculty member and the department chair, have tentatively worked out which class(es) you will teach, the IDS generates a TA for you. During an approval period each month new and modified TAs enter the WebAdvisor queue to be approved; first by the department chair, then by the Dean of Instruction, and finally by the faculty member. When a TA is ready for you to review and approve or deny, you will receive an automated e-mail delivered to your college/district e-mail address.

From: *this will display the e-mail address of the Dean of Instruction*
Sent: Wednesday, February 01, 2012 10:20 PM
To: *Faculty Member*
Subject: **TA NOTIFICATION - Assignment READY for Approval**

Term   12SPR
Deadline   02/13/12

You will need to:
    Sign into WebAdvisor
    Click on 'Term Assignments - Faculty'
    Select the Term
    If you are full-time, you may need to fill in your office hours for the term.
    Review your assignment and approve it by selecting 'A - Approved' in the Action
    box.

You MUST approve your assignment NO LATER THAN the deadline date above in order for payroll to process any changes during this pay period.

It is important to approve/deny your TA *whenever* prompted to do so.

Pay close attention to the term; some months you may have multiple TAs to approve. You will receive one notification for each TA in your queue.

Please also note the deadline for review and approval.

If there is an error on your TA, *please deny it and contact your IDS* with corrections immediately.

It is essential that you complete your TA approval as soon as possible during the approval time-window. Failure to do so causes extra work for Information Services, Payroll, our college staff; and compromises the smooth running of the payroll system.

Thank you for you attention to this significant matter.

FAQs about TA Approvals

Q: When is my approval period?

A: Approval periods are approximately during the first two weeks of each month. Specific dates for each month are available in WebAdvisor.

To find the dates:

> log onto WebAdvisor

> from the Main Menu CLICK on **Faculty – Click Here** from the Faculty Menu | in the lower right quadrant labeled **TA- Term Assignments**

> CLICK **Assignment Processing Dates**
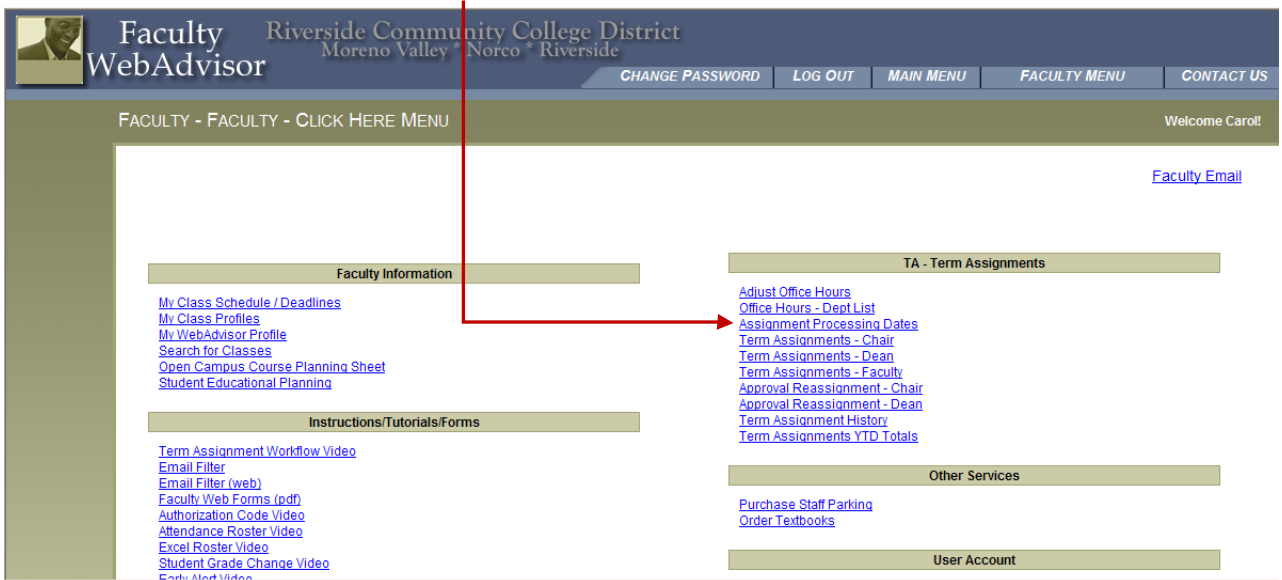
Assignment Processing Dates

Term   12SPR - Spring 2012
Payroll Type   FT

Month	Chair Start	Chair End	Dean Start	Dean End	Fac. Start	Fac. End
12	12/01/11	12/06/11	12/01/11	12/12/11	12/01/11	12/12/11
01	01/01/12	01/10/12	01/01/12	01/11/12	01/01/12	01/13/12
02	02/01/12	02/08/12	02/01/12	02/09/12	02/01/12	02/13/12
03	03/01/12	03/07/12	03/01/12	03/08/12	03/01/12	03/12/12
04	04/01/12	04/06/12	04/01/12	04/09/12	04/01/12	04/11/12
05	05/01/12	05/07/12	05/01/12	05/08/12	05/01/12	05/10/12
06	06/01/12	06/06/12	06/01/12	06/07/12	06/01/12	06/08/12
07	07/01/12	07/09/12	07/01/12	07/10/12	07/01/12	07/12/12
08	08/01/12	08/07/12	08/01/12	08/08/12	08/01/12	08/10/12

OK

Note the Faculty approval windows.

If a Faculty TA is not completed, or is denied by either the Department Chair or the Dean; the TA will not appear in you approval queue.

The TA will only move into your queue for approval following the approval of the Dean.

Q: I approved my TA last month, why do I have to approve the same TA more than once?

A: The quick answer is that it is not the same TA… *something* is different about it. If there is a change made in your TA; the new TA will need to be reviewed and approved. This is nothing new… it happened back in the pen & paper approval process days as well.

Q: Do I have to approve a TA *every* month?

A: No. There may be months in which no TA approval is needed. Before the term begins, you will obviously be approving the TA for the upcoming term. If nothing on your TA changes that should be it. However, see the above question....

Q: Will I ever have a TA from more than one term to approve during the same month?

A: Possibly. This can happen especially during months at the end of an intersession and before a primary term. There may be some final modification to the intersession TA which requires your approval AND the initial approval of the TA for the upcoming primary term.
So always be mindful of the Term that is indicated in the automated e-mail notification.

STUDENT SERVICES & OPPORTUNITIES

CalWORKs at Norco College

Current and prospective Norco students who meet the criteria for eligibility may receive services through the CalWORKs Program. To be eligible for the program, students must be CalWORKs/TANF (Temporary Assistance for Needy Families) recipients. This means that the student and their children are actively receiving cash aid assistance from the Department of Public & Social Services. Our program offers support services to students primarily from within Riverside County, yet we also serve students from San Bernardino, Los Angeles and Orange counties.

CalWORKs students receive support services such as priority registration, intensive case management, job placement, counseling, career advisement, and other services that promote success. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Norco CalWORKs staff continues to recruit eligible students so that support services can be provided to ensure their success in school and the workplace.

One aspect of the support services our program provides to students is in preparing textbook documentation for them to submit to the county. As cash aid recipients, **students are eligible to have all of their required textbooks paid for by the county.**

How can faculty help our students in need?

One way to guarantee that our students receive support services through CalWORKs is to submit your required textbook and supply (e.g.: clickers) orders to the bookstore in a timely manner.   This will enable student aid to be received from the county. Please keep our special populations like CalWORKs in mind. Thank you for your help.

Disability Resource Center (DRC)

Norco College provides services to students with disabilities through the Disability Resource Center (DRC); located in the Center for Student Success Building. To request academic accommodations due to a disability, please direct your students to visit the DRC or contact the DRC staff at 372-7070. A DRC staff member will confidentially review student concerns to determine any required accommodations. Once their accommodations are approved through DRC, please provide these specific accommodations to your students. Thank you for allowing DRC to determine the type of accommodation needed.

Contact Information

Norco College DRC. 2001 Third St. Norco, CA, 92860
General Phone: (951) 372-7070
E-mail: drc@norcocollege.edu
Location: 2nd Floor of Center for Student Success

EOPS / CARE
Extended Opportunity Programs & Services (EOPS)
Cooperative Agencies Resources for Education (CARE)
EOPS is an access and academic support program for students who face economic and educational challenges. The program began in 1969 as a result of the Civil Rights movement to increase access *to* and success *through* college. EOPS applicants must demonstrate a financial need (Board of Governor's Waiver A or B) and an educational disadvantage to qualify.
EOPS services include: dedicated academic, career, and personal counseling, priority registration, textbook support, "over and above" tutoring, transfer assistance, school supplies, and study skills workshops.

CARE provides additional support services for EOPS students who: receive county cash aid, single head of household, 18 years of age or older, and have at least one child 13 years of age or younger. CARE services include child care stipend, on-campus meal voucher, life skills workshops, and textbook/school supplies assistance as applicable.

How can faculty help? EOPS requires its students to make three counseling contacts per semester. The second contact requires the submittal of an academic progress report that students must request each instructor to fill out for each of their classes. We ask for your assistance in completing the progress report for your class and returning it to your student in a timely manner so they can meet their program requirements.
Contact Information: Phone (951) 372-7128 / Email: eops@norcocollege.edu
Location: 2nd Floor of Center for Student Success

Learning Resource Center (LRC)
The Learning Resource Center (LRC) offers academic support for instructional labs in CIS and GAM, including student access to computers and pay-per-print copying and printing availability.   *Please note: The Writing Center, which provides instructional lab support in ENG and ESL, has relocated to the Industrial Technology building in IT-121.*
Tutorial Services and the Assessment/Placement Center are also located in the LRC. For additional information, please refer to online resources for [Tutorial Services](#) and the [Assessment/Placement Center](#).
More information about the LRC can be found on the LRC [website](#)

LRC Location: Ground floor of the Library Building

LRC Contact Info:
Email: [lrc@norcocollege.edu](#)   Phone: (951) 739-7896
        Joshua Cords – Computer Lab Assistant
            Phone: (951) 739 – 7884   Email: [joshua.cords@norcocollege.edu](#)
        Daren Koch – Learning Center Assistant
            Phone: (951) 739 – 7883   Email: [daren.koch@norcocollege.edu](#)

LRC Books and Supplies
Please notify a staff member before borrowing books or supplies from the front desk, in order to properly account for the borrowed items.

LRC Usage Guidelines
- No Food or Drinks
- No Social Networking
- No Online Chatting
- No non-academic email
- No Children
- Websites can be visited for academic use only
- The use of Writing Lab and the LRC are available for use by those enrolled in Norco College CIS, GAM, English, and ESL courses requiring TBA instructional lab hours. Norco Math students requiring tutorial assistance may access resources on a walk-in basis during hours of availability. *Students enrolled at other RCCD colleges (Riverside City and Moreno Valley) are able to access resources and complete lab hours at the college in which they are enrolled.*

Library
The Wilfred J. Airey Library is located on the top floor of the Library building.
Contact Information
Circulation: (951) 372-7019
Reference: (951) 372-7115
email: norcocollegelibrary@norcocollege.edu

Services
- Library Workshops (http://tinyurl.com/7aax5mm)
  Students can access the electronic library skills instruction workshop schedule and online registration form for a 1-hour, face-to-face research orientation. Attendees receive a proof of attendance form at the end of each session.
- Reserve Textbooks (http://lamp.rcc.edu/search/r)
  Remember to bring copies of your course textbooks to the circulation desk for the reserve book collection.

Electronic Resources
- 24/7 Reference – Type your question into the Get Library Help IM a Librarian chat box to obtain live reference assistance from an academic librarian 24 hours a day,7 days a week. The chat box is located in the upper left hand side of the Library's homepage at http://library.rcc.edu/norco/
- Electronic Databases (http://library.rcc.edu/norco/eresources.htm)

> Access ebooks, articles from scholarly journals, magazines, newspapers, and other virtual resources free of charge via the internet. Datatel number is required for off-campus access.
> - LibGuides (http://norco.rcc.libguides.com/browse.php)
>   Helpful guides and tutorials about various subject areas

Library Events

Updates about current **Read 2 Succeed Events** and **Poetry Performances** can be accessed through the Library website via their tweets and blog postings. Keep up to date and let your students know!

Student Employment Services

The Student Employment office helps promote student learning by finding part-time jobs on-and off-campus through the Federal Work Study, District Employment or CalWORKs Work Study. The benefits of finding jobs through Student Employment are: work hours that fit with the student's class schedule, competitive pay, and students who work on campus are more likely to persist in their studies. In order to qualify for student employment opportunities and students must have 2.0 GPA or above, enroll in 6+ units in Fall/Spring and 3+ units in Winter/Summer.

How can faculty help? Please promote working on or off-campus through Student Employment Services since many of our students are seeking part-time jobs to help finance their education. Many first generation college students in particular are unaware of student employment opportunities at the college.
Contact Information: Phone (951) 372-7190
Website: Student Employment
Location: 2ⁿᵈ Floor of Center for Student Success

Tutorial Services

Tutorial Services is found on the first floor of the Library Building as part of the Learning Resource Center. Please refer online for more details about Tutorial Services

NetTutor availability for Online & Hybrid sections

Norco College has contracted with NetTutor to purchase online tutoring service hours for all Norco College online and hybrid courses. Online tutoring service is an accreditation requirement for Distance Education and ***must be made available free of charge to our distance students***. To those faculty teaching online and hybrid designated courses, thank you for taking the steps described below to ensure that our students are informed about this important resource.

NetTutor offers students the opportunity to enter a live NetTutor session (where they are tutored one-on-one), submit a question to the mail center and come back later for the tutor's response, or upload a writing assignment/paper and come back later for the tutor's feedback.

NetTutor tutors are subject matter experts in the fields they tutor and hold at least a Bachelor's Degree, although many hold Master's and PhDs. They do NOT give out answers, but emphasize the Socratic Method to solve problems. In addition,

NetTutor encourages course instructors to provide tutors with syllabi and assignments so they can customize tutoring to align with what and how the student is taught in class!

There are two simple steps for instructors that will make the NetTutor link available to their online and hybrid students in Blackboard.

Step 1

The tool needs to be enabled for use (turned "on") in the course. From "Customization" in the "Course Management" menu:

➢ Click "Tool Availability"
➢ Scroll down to "Net Tutor Application"
➢ Select the first checkbox for "Available"
➢ Click "Submit"

Step 2

The NetTutor link needs to be made visible to students:

➢ Click "Tools" from a content page
➢ Click "More Tools" from the list
➢ Click "NetTutor Application"
➢ The instructor has the option to enter more text in the description field, leave the defaults and click "Submit" (see diagram on next page)
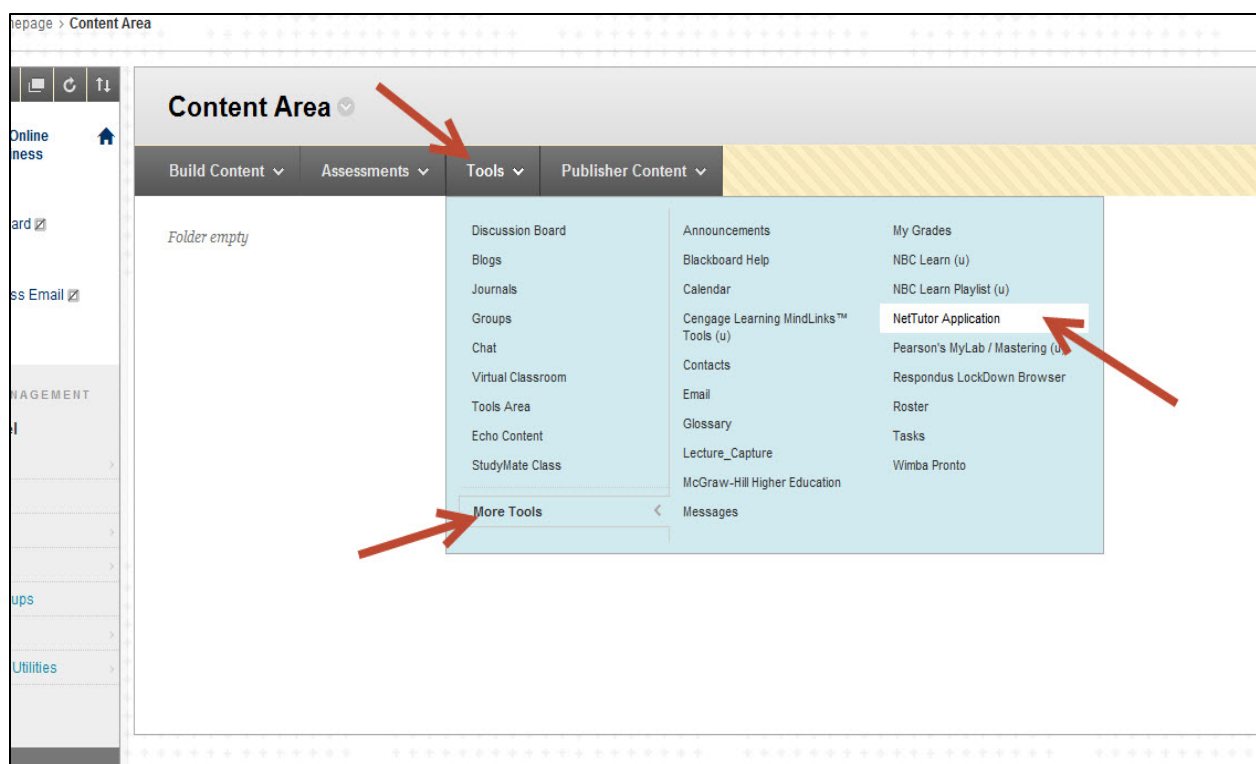
After completing the above steps, instructors are encouraged to test that the link works by using the Blackboard demo student account. As long as course content is not changed/removed, the setup of the NetTutor link in the Blackboard shell should be a one-time process that will roll over from semester to semester.

General information about NetTutor is available at: www.nettutor.com .

Our NetTutor contact for technical issues and/or to share course materials (including syllabi, assignments, and text) is Zac Tomlinson who can be reached at: ztomlinson@link-systems.com or 813-674-0660 x226.

Damon Nance, Dean of Technology and Learning Resources, may also be contacted at: damon.nance@norcocollege.edu or 951-372-7041 with any questions or feedback about NetTutor Online Tutoring Service.

Veterans Services

Your rosters will indicate (V) if a student is a Veteran. VA related concerns should be referred to a Certifying Official at the Veterans Services Office in Admissions & Records; contact number is 951-372-7142.

Appendix

**I
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Appendices

For your reference…

NORCO COLLEGE BOOK ORDER

PLEASE FILL OUT FORM COMPLETELY

DATE: _____   COURSE (EG: MAT-52): _____   EST. ENROLL: _____

TERM: _____   SECTION # (S): _____

INSTRUCTOR
NAME: _____

OFFICE: _____   CELL : _____   HOME: _____

EMAIL: _____

*REQ: REQUIRED
*REC: RECOMMENDED

AUTHOR	TITLE	*ED	ISBN #	*PUB	ACCESS CODE		BOOK PREFERRED		*REQ	*REC
					YES	NO	NEW	USED		

*ED: EDITION   *PUBLISHER

OR you can go online to place your book order.
Visit: http://www.facultyenlight.com/user

If you have any questions please contact the Textbook Manager at

Direct: 951-372-7118

Main Line: 951-372-7085

Fax: 951-520-9173

Email: bookstore@norcocollege.edu

BOOKSTORE USE ONLY	
REC:	
ADP:	
ORD:	
QTY:	
BY:	

DATE RCVD [   ]

Norco College
College Resource Center
REQUISITION

JOB NO. [   ]

Phone (951) 372-7073

E-MAIL: copydesk@norcocollege.edu

Name [   ]   **Telephone** [   ]

Date Required [   ] **Time** [   ]

Division/Department [   ] **Subject** [   ]

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☐ Staple	☐ Salmon	☐ Other CALL FOR INFORMATION
☐ 3-Hole Punch	☐ Paper Provided by Department	

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[   ]

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
IMPROVEMENT OF INSTRUCTION – ASSOCIATE FACULTY EVALUATION
COVER SHEET

Evaluatee:	**Semester/ Year:** **I.D. #**
Department/Discipline:	**Original Hire Date:**
Normal Schedule: ☐ 1st **Term of hire (winter and summer included);** ☐ 2nd **year of Hire;** ☐ 3rd **year of Hire;** ☐ **Every third year of hire**	
Special Schedule: ☐ **Annual Eval. for Accreditation Standards** **Program Name:** _____	

This improvement of instruction evaluation report includes *(please check all that apply)*:
- ❑ **Copies of a written report with a classroom observation, review of syllabi and student surveys**
  This report shall be directly related to the associate faculty member's performance and may include, but not be limited to, subject matter expertise, communication skills, adherence to course outlines of record, timeliness and accuracy of required census reports, positive attendance, grade rosters and other reports for which the faculty have responsibility. (See Contract Article XI, C3b)
- ❑ **Department chair's review and comments** including faculty member's attention to class one documents (or Sheriff's Department Coordinator, or Fire Technology Coordinator review and comments)
- ❑ **Student survey questionnaire and summary, typed student comments**
- ❑ **Due to limited interaction, student surveys are not be included for this faculty member's lab assignment.** (Note: this applies to open lab situations where faculty do not consistently interrelate with the same students.)
- ❑ **Supervising administrator's signature after review of report.**

I.   **REVIEWER (DEPARTMENT CHAIR OR DESIGNEE** from the faculty member's discipline or closely related discipline) or Sheriff's Department or Fire Technology Coordinator *(Please check all that apply)*
- ❑ **A Classroom observation is attached**
- ❑ **A review of syllabi was completed and comments regarding needed improvements are included in observation** (if the syllabi do not meet accreditation standards please insure that the instructor revises their syllabi before offering another course and places a copy on file with the department chair)
- ❑ **The syllabi used by this instructor meet accreditation standards**
- ❑ **A review of student surveys was completed and comments are included in observation**

Overall Finding:		Satisfactory		Needs Improvement*(see II)
I met with the Faculty Member to discuss the evaluation.		In Person on_____ Date		Via Phone on _____ Date

Signature of reviewer: _____   **Title of reviewer:** _____

Print Name: _____

II. *"If an associate faculty member, with at least four fall and spring terms of service, receives a "needs improvement" evaluation, then the two senior faculty members of the discipline within the Department shall review the evaluation and, if the two senior faculty members find that the "needs improvement" was not warranted, they will write a written report to be included in the final evaluation. It is understood that a "needs improvement" evaluation does not in any way guarantee an assignment in the next term."

Needs Improvement Review:
___ **Not Needed due to Satisfactory Review**   ___ **Agree with Initial Evaluation**   ____ **A written report is attached**

___ **Reviewed by** _____

_____

III. **DEPARTMENT CHAIR** (check all that apply)

- ❑ **Faculty member adheres to timeliness and accuracy of required census reports, positive attendance, grade rosters and other reports for which the faculty have responsibility.**
- ❑ **Faculty member fails to adhere to timeliness and/or accuracy of required census reports, positive attendance, grade rosters and other reports for which the faculty have responsibility. (details are included in attached memo).**
- ❑ **Information related to timeliness and/or accuracy of class one documents was not available at the time of review.**
- ❑ **No Additional Comments**
- ❑ **Comments are attached**

_____   _____

Department Chair or Designee
 (Sheriff's Dept. or Fire Technology Coordinator)   **Date**

*Please see next page for information regarding a needs improvement rating.

<hr>

IV. **EVALUATEE'S RECEIPT**: **I have received a copy of this report from my department. I am aware that my signature does not necessarily indicate agreement with this evaluation and upon receiving the signed copy from the supervising administrator, that I may submit a written disagreement within fifteen (15) days.**

_____   _____

Evaluatee's Signature   **Date**

<hr>

- ❑ **SUPERVISING ADMINISTRATOR'S REVIEW: The report is complete.**

_____   _____

Supervising Administrator   **Date**

<hr>

Forward to the Office of Human Resources for filing before finals.

ASSOCIATE-FACULTY CLASSROOM OBSERVATION

Instructor: _____ Site Location & Room: _____

Course: _____ Code No.: _____ Date of Visit: _____

Description of classroom activity (method & topic): _____

Number of Students present: _____

KEY: S = Satisfactory   N = Needs Improvement   N/A = Not Applicable or Not Observed

Instructional Assessment	S	N	N/A	Comments
1. Up-to-date knowledge of the subject				
2. Preparation and organization of material				
3. Clarity of presentation				
4. Use of instructional techniques and aids to stimulate class interest				
5. Ability to move smoothly from one topic or classroom activity to another				
6. Effective rapport with students				
7. Encouragement of student participation (as appropriate)				
8. Enthusiasm of instructor				
9. Observes beginning/ending of class as scheduled and/or appropriate class breaks				
10. Classroom management/enforcement of district policies				
11. Review of Syllabi (Syllabi contains student learning outcomes consistent with Course Outline of Record)				
12. Review of Student surveys				

ASSESSMENT: ☐ Satisfactory   ☐ Needs Improvement

Additional Comments: _____

_____

_____

_____

_____

_____

_____

Signature of Reviewer

NORCO COLLEGE

Final Examination Schedule

- Failure to report for scheduled final examinations may result in a failing grade for the course. In case of illness or other emergency, the student must report to the instructor's office or department prior to the beginning of the examination.
- Final examinations for evening (4:30PM and later) and Saturday and Sunday classes will be held at the time and place of the regular class meeting on the following dates:

Saturday, December 6   Sunday, December 7   Monday, December 8
Tuesday, December 9   Wednesday, December 10   Thursday, December 11   Friday, December 12

Classes meeting two nights per week will not meet the first meeting and shall use the second meeting for the final exam.

- Final Examination Schedules are specific to each college, and are to be used to determine the final examination dates for classes that are held only at that college.
- Final examination for classes shorter than a full semester will be held on the last class meeting date.
- The chart below details the final examination schedule for full-semester weekday classes. Choose the block that most closely matches the time and day the class meets, and that does not result in a conflict with other classes that are also scheduled within that same block. The date of the final examination will occasionally be scheduled on a day that the class does not normally meet. Note the start time and arrive promptly.

**For classes not on the grid or conflicts that cannot be resolved,
instructors will consult the department chair and the Norco College Dean of Instruction for resolutions.**

Examination Dates	Start 08:00AM - End 10:30AM	Start 11:00AM – End 01:30PM	Start 02:00PM – End 04:30PM
Monday December 8	MW 07:10-08:35 MW 08:15-10:20 MW 08:00-10:05 MW 07:15-09:45 MW 07:50-10:20 MWF 07:20-08:10 (08:30) MWF 07:10-08:20 (08:35) MWF 07:00-08:35 MWF 08:00-10:05 MWF 08:15-10:20 MTWTh 07:20-08:30 MTWTh 07:10-08:35	MW 10:30-11:55 MW 10:30-12:35 MW 10:30-01:00 MW 11:15-01:45 MWF 10:30-11:20 (11:40) MWF 10:30-11:45 (11:55) MWF 10:30-12:05 MWF 10:30-12:35	MW 02:30-03:55 MW 02:00-04:05 MW 02:30-05:00 MWF 02:30-03:20 (03:40) MWF 02:30-03:40 (03:55) MWF 02:30-4:05 MWF 02:00-4:05 MTWTh 02:30-03:40 MTWTh 02:30-03:55
Tuesday December 9	TTh 07:00-09:05 TTh 07:00-09:30 TTh 07:20-09:25 TTh 08:00-09:25 TTh 08:15-10:20 MTW 07:00-09:05 MTW 07:20-09:25 MTWTh 08:15-09:25	TTh 09:30-12:40 TTh 09:40-12:10 TTh 10:00-12:30 TTh 10:30-12:35 TTh 11:15-12:40	TTh 02:00-03:25 TTH 02:00-05:10 TTh 02:10-04:40 TTh 02:30-03:55 TTh 02:00-04:05 TTh 03:15-05:45 MTW 02:00-04:05 MTWTh 02:00-03:10 MTWTh 02:00-03:25
Friday December 12	F 07:00-10:10 F 07:10-11:25 F 08:45-01:00 F 07:00-01:35 F 08:00-02:35	F 10:30-01:40 F 11:35-03:50	F 01:10-05:25 F 02:30-05:40 F 01:00-07:35

	Start 08:00AM - End 10:30AM	Start 11:00AM – End 01:30PM	Start 03:00PM – End 05:30PM
Wednesday December 10	MW 08:45-10:10 MWF 08:45-09:35 (09:55) MWF 08:45-09:55 (10:10) MWF 08:45-10:20 MTW 09:40-11:45 MTWTh 08:45-09:55 MTWTh 08:45-10:10 MTWTh 08:00-09:25	MW 12:45-02:10 MW 12:45-02:50 MWF 12:45-01:55 (02:10) MWF 01:00-01:50 (02:10) MWF 12:45-02:20 MWF 12:45-02:50 MTWTh 12:40-01:50 MTWTh 12:45-02:10	MW 03:00-05:30 MW 04:15-05:40 MW 03:00-05:05 MWF 03:00-05:05 MW 04:15-06:20 MWF 04:20-05:10 (05:30) MWF 04:15-05:25 (05:40) MWF 04:15-05:50 MWF 04:15-06:20 MTW 03:45-05:50 MTW 04:15-06:20
Thursday December 11	TTh 09:40-11:05 TTh 09:40-11:45 MTWTh 09:40-10:50 MTWTh 09:40-11:05	MTWTh 10:30-11:40 MTWTh 10:30-11:55 MTWTh 11:10-12:20 MTWTh 11:15-12:40	TTh 04:15-05:40 TTh 04:15-06:20 MTWTh 04:10-05:35 MTWTh 04:15-05:40 MTWTh 04:20-05:30

** *If you have two finals scheduled at the same time, see your instructors to schedule an alternate time for one of your finals.*

Riverside Community College District
2014-2015 ACADEMIC CALENDAR

June 2014
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015
S	M	T	W	Th	F	S
	1	2	3	4*	5	6
7	8	9	10	11**	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

* June 4 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only
** June 11 - Morning and Afternoon Final Exams and Evening Commencement

Required Day for New Faculty - August 19

FLEX Days
Fall: August 20, 21 & 22
Spring: February 6

Part-time Faculty Orientation
to be arranged by college

Legal Holiday/Day of Observance

Commencement (June 11) & Final Exams

Classes not in Session

Summer Session 2014
June 23 - July 31 (6 weeks)
Weekend Classes: June 28 - July 27

Fall 2014
August 25 - December 12
Weekend Classes: August 30 - December 7

Winter Intersession 2015
January 5 - February 12 (6 weeks)
Weekend Classes: January 10 - February 8

Spring 2015
February 17 - June 11
Weekend Classes: February 21 - June 6

Final Exams
Fall: December 6 - December 12
Spring: June 4 - 11 (June 7 excluded)

2014-2015 DATES TO REMEMBER

Summer Session
June 23 - July 31

June 23 . . . Day and Evening Classes Begin
June 28 . . . . .Weekend Classes Begin
July 4. . . . . .Holiday
July 27. . . . . Weekend Classes End
July 31. . . . . . .Day and Evening Classes End

Winter Intersession
January 5 - February 12

January 1 . . . . .Holiday
January 5 . . Day and Evening Classes Begin
January 10 . . . . .Weekend Classes Begin
January 19 . . . . .Holiday
February 8 . . . . Weekend Classes End
February 12 . .Day and Evening Classes End

Fall Semester
August 25 - December 12

August 19 . . . .Required Day for New Faculty
August 20, 21, 22 . . . . .FLEX Days
August 25 . . . . .Classes Begin
August 30 . . . . .Weekend Classes Begin
September 1. .Holiday
November 10 .Holiday
November 27 .Holiday
Nov. 28, 29, and 30 . . . .Friday, Saturday and
　　　　　　　　　Sunday Classes Not in Session
December 5 . . . . Full Term Classes End
December 7 . . . . Weekend Classes End
December 6-12 . . . . .Final Exams
December 25 .Holiday

Spring Semester
February 17 - June 11

February 6 . . . . .FLEX Day
February 13, 16 . . . . .Holiday
February 14, 15   No Saturday/Sunday Classes
February 17 . . . . .Classes Begin
February 21 . . . . . . .Weekend Classes Begin
March 31. . . . . .Holiday
April 5 . . . . Classes Not in Session
April 13-18 . . . . Classes Not in Session
May 25 . . . . .Holiday
June 4 . . . . Full Term Classes End
June 4. . . . . .Final Exams
　　(Classes that Meet Thursday Evening Only)
June 5, 6, 8, 9, 10, 11 . . . . .Final Exams
June 6 . . . . Weekend Classes End
June 7 . . . . Classes Not in Session
June 11 . . Commencement and Final Exams

NORCO COLLEGE

DEPARTMENTS AND DISCIPLINES
FALL 2014

ARTS, HUMANITIES & WORLD LANGUAGES DEPARTMENT – NO700

Dominique Hitchcock	Co-chair	372-7066	THTR 207	dominique.hitchcock@norcocollege.edu
Walter Stevens	Co-chair	372-7025	HUM 106B	walter.stevens@norcocollege.edu
Wendi Alcazar	IDS	372-7076	IT 200	wendi.alcazar@norcocollege.edu
Elaina McDonald	Admin Assistant	739-7882	IT 200	elaina.mcdonald@norcocollege.edu

ART	Art (DH)	**MUC**	Commercial Music (WS)	**PHO**	Photography (DH)
HUM	Humanities (DH)	**MUS**	Music (WS)	**SPA**	Spanish (DH)
JPN	Japanese (DH)	**PHI**	Philosophy (DH)	**THE**	Theater Arts (WS)

BUSINESS, ENGINEERING & INFORMATION TECHNOLOGIES DEPARTMENT – NO500

Paul VanHulle	Co-Chair	372-7108	ATEC 102	paul.vanhulle@norcocollege.edu
Patricia Worsham	Co-Chair	372-7194	IT 200 N	patti.worsham@norcocollege.edu
James Finley	Assistant Chair	739-7868	LIBR 128	James.finley@norcocollege.edu
Yolanda Stanley	IDS	372-7067	IT 200	yolanda.stanley@norcocollege.edu
Susan Lafferty	IDS	372-7079	IT 200	susan.lafferty@norcocollege.edu
Elaina McDonald	Admin Assistant	739-7882	IT 200	elaina.mcdonald@norcocollege.edu

Yolanda Stanley is IDS unless otherwise noted.

ACC	Accounting (PW) (Sue)	**CSC**	Computer Science (JF)	**MAG**	Management (PW) (Sue)
ARE	Architecture (PV)	**ELE**	Electronics (PV)	**MAN**	Manufacturing (PV)
BUS	Business Administration (PW) (Sue)	**ENE**	Engineering/Drafting (PV)	**MKT**	Marketing (PW) (Sue)
CAT	Computer Applications & Office Technologies/OFC (JF)	**GAM**	Multimedia (Simulation & Game Development) (JF)	**RLE**	Real Estate (PW) (Sue)
CIS	Computer Information Systems (JF)	**GIS**	Geographic Information Systems (PV)	**SCT**	Transportation (Supply Chain Technology) (PV)
CON	Construction (PV)	**MAC**	Machine Shop Technology (PV)		

COMMUNICATION DEPARTMENT – NO100

Melissa Bader	Chair	372-7116	IT 200 M	melissa.bader@norcocollege.edu
Margarita Shirinian	Assistant Chair	372-7813	IT 200 J	margarita.shirinian@norcocollege.edu
Yolanda Stanley	IDS	372-7067	IT 200	yolanda.stanley@norcocollege.edu
Elaina McDonald	Admin Assistant	739-7882	IT 200	elaina.mcdonald@norcocollege.edu

COM	Communications Studies (MS)	**ESL**	English as a Second Language (MS)	**LIB**	Library (MB)
ENG	English (MB)	**JOU**	Journalism (MB)	**REA**	Reading (MS)

MATH & SCIENCES DEPARTMENT – NO300

Jason Parks	Chair	372-7114	IT 200 Q	jason.parks@norcocollege.edu
Phu Tran	Assistant Chair	372-7159	ST 201 E	phu.tran@norcocollege.edu
Tim Wallstrom	Assistant Chair	739-7810	WEQ 9A	tim.wallstrom@norcocollege.edu
Susan Lafferty	IDS	372-7079	IT 200	susan.lafferty@norcocollege.edu
Elaina McDonald	Admin Assistant	739-7882	IT 200	elaina.mcdonald@norcocollege.edu

AMY	Anatomy & Physiology (PT)	**HES**	Health Science (PT)	**MIC**	Microbiology (PT)
BIO	Biology (PT)	**KIN**	Kinesiology (TW)	**PHS**	Physical Science (PT)
CHE	Chemistry (PT)	**MAT**	Mathematics (JP)	**PHY**	Physics (PT)
GEG	Geography (PT)				

SOCIAL & BEHAVIORAL SCIENCES DEPARTMENT – NO900

Peter Boelman-Lopez	Chair	372-7132	THTR 206	peter.boelman@norcocollege.edu
Alexis Gray	Assistant Chair	739-7828	HUM 107	alexis.gray@norcocollege.edu
Rosina Chacon	Assistant Chair	372-7146	SSV 216	rosina.chacon@norcocollege.edu
Wendi Alcazar	IDS	372-7076	IT 200	wendi.alcazar@norcocollege.edu
Elaina McDonald	Admin Assistant	739-7882	IT 200	elaina.mcdonald@norcocollege.edu

ANT	Anthropology (AG)	**GUI**	Guidance (RC)	**PSY**	Psychology (AG)
EAR	Early Childhood Studies (PB)	**HIS**	History (PB)	**SOC**	Sociology (PB)
ECO	Economics (PB)	**POL**	Political Science (AG)		

08-11-2014
elm

NORCO COLLEGE

Riverside Community College District
2001 Third Street
Norco, CA 92860-2600

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A   Student Services - (SSV)
B   Science & Technology - (ST)
C   Theater - (THTR)
D   Humanities - (HUM)
E   College Safety and Police
      College Resource Center
F   Central Plants
G   Wilfred J. Airey Library - (LIBR)
H   STEM Center Modulars
I   Bookstore
J   STEM Center

K   Center for Applied and Competitive Technologies (CACT)
L   West End Quad - (WEQ)
M   Facilities
N   Applied Technology - (ATEC)
O   John F. Kennedy Middle College High School (JFK)
P   Portables A & B
Q   Industrial Technology (IT)
R   Sports Complex
S   Brenda and William Davis Center for Student Success (CSS)
      The Corral (Cafeteria and Dining Room)
T   Operations Center

Legend

E   Elevators
     Restrooms
     Disabled Parking
     Disabled Ramps
     One Way Road

S   Smoking Area
     Amphitheater
ET   Emergency Phones
$ Parking Pay Station
     Free Speech Area

updated 02/14

Student/Staff Referrals

Application Issues *(Missed app deadline)*	Dean of Admissions Mark DeAsis	SSV Bldg – 1st Floor Room #103
Assessment Center Issues/Assessment Tests, etc.	Assessment Center Staff *(Damon Nance as back up if needed)*	Library Bldg – LRC 1st Floor
Cross Enrollment Form Approval	Dean of Student Services Office Dr. Koji Uesugi	SSV Bldg – 2nd Floor Room #221
Flyer/Announcement Postings on Campus	Student Activities *(VPSS/Tanya as back up if needed)*	CSS Bldg – 2nd Floor
"Free Speech" Area Usage	Student Activities *(VPSS/Tanya as back up if needed)*	CSS Bldg – 2nd Floor
Grade Issues/Instructor Complaints	Department Chair or Dean of Instructions Office	IT Bldg – 2nd Floor Room #200
Graduation Issues	Evaluations/Graduation Offices (See List Below)	Phone calls only General Line: 222-8610
Graduation Application Appeals (Missed April 1st deadline)	Dean of Admissions Mark DeAsis	SSV Bldg – 1st Floor Room #103
Instructor or Class Complaints	Dean of Instructions Office Dr. Tchetter /Laurie Hankins	IT Bldg – 2nd Floor Room #200
Middle College & High School Student Issues	Dean of Admissions Mark DeAsis	SSV Bldg - 1st Floor Room #103
MISC – Drops for non-payment, waitlist issues/complaints, etc	Dean of Admissions Mark DeAsis	SSV Bldg - 1st Floor Room #103
Registration date issues/complaints	Dean of Admissions Mark DeAsis	SSV Bldg - 1st Floor Room #103
Student Discipline Issues	Dean of Student Services Office Dr. Koji Uesugi	SSV Bldg – 2nd Floor Room #221
Vendors *(Outside requests for college facilities rental, etc)*	Students – Student Activities *(VPSS)* Employees – Business Services	CSS–2nd Floor NOC Building
Veterans Center Issues	Eric Betancourt *(Mark DeAsis as back up if needed)*	SSV Bldg – 1st Floor Room 107
Verifications – **ALL Car or Health Insurance, etc.**	Admissions & Records Front Counter	SSV Bldg – 1st Floor
Verifications – **Student Conduct/Discipline only**	Dean of Student Services Office Dr. Koji Uesugi	SSV Bldg – 2nd Floor Room #221
Verifications – **GPA/Cal Grant only**	Transfer Center Natalie Aceves	SSV Bldg – 2nd Floor

EVALUATIONS/GRADUATION: General Line 222-8610

Refer students/staff by last name of student (not college)

A – D	Tabitha Fuller	222-8914
E – I	Pam Kollar	738-7709
J – N	Ana Manaog	571-6407
O – S	Lisa Frantz	571-6408
T – Z	Cecile Rubin	222-8609

Certificates – State Jeanne Darnell-Wallace **738-7710**
Certificates – Local Sheryl Plumley **328-3858**