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Oxnard College
Faculty Handbook
2012-2013

General Information

Oxnard College
4000 South Rose Avenue
Oxnard, CA 93033
(805) 986-5800
### Frequently Asked Questions

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<th>QUESTION</th>
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<th>LOCATION</th>
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<td>Where do I clear up a class roster problem?</td>
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<td>Where do students go to drop my course?</td>
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<td>Who do students see for financial help to attend school?</td>
<td>Financial Aid</td>
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<td>Who do I see to discuss my class schedule?</td>
<td>Division Dean*/Dept. Chair</td>
<td>(See below)</td>
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<td>How do I find out where my class meets?</td>
<td>Schedule of Classes</td>
<td>Online</td>
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<td>Division Office</td>
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<td>Who do I see to order my text or supplies?</td>
<td>Bookstore Website - Text</td>
<td>oxnardcollege.edu</td>
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<td>Who do I see to set up a field trip?</td>
<td>Division Dean*/Director</td>
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<td>Who should I contact if there is an accident in my class?</td>
<td>Health Center (day)</td>
<td>SS&amp;A</td>
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<td>Who should I contact if there are behavioral problems?</td>
<td>Health Center</td>
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<td>Where do I find out about my salary?</td>
<td>District Human</td>
<td>255 W. Stanley, #150 Ventura, CA 93001</td>
<td>652-5518</td>
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<td>Who do I see if I just need help?</td>
<td>Division Dean*/Director or Office of Student Learning</td>
<td>(See below)</td>
<td>(See below)</td>
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<td><em>Division Deans:</em></td>
<td></td>
<td></td>
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<td>Career &amp; Technical Education</td>
<td>Ms. Carmen Guerrero</td>
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<td>Liberal Studies</td>
<td>Ms. Marjorie Price</td>
<td>LS-C17</td>
<td>986-7604</td>
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<td>Math/Science/Health/PE</td>
<td>Dr. Carolyn Inouye</td>
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<td>Student Services</td>
<td>Dr. Karen Engelsen</td>
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<td>Fire Technology/Fire Academy</td>
<td>Ms. Gail Warner</td>
<td>FSTA/CA</td>
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(In Case of Serious Injury, call 911)
Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals. As a unique and accessible community resource, our mission is to provide and promote student learning through:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development
- Opportunities for lifelong learning

- Approved by the Board of Trustees on April 12, 2011

Values Statement

We, the members of Oxnard College, are inspired by and will strive to exemplify through our collaborative actions the following core values:

Diversity and Commonality - We value others and ourselves as unique individuals and embrace the commonalities and the differences that promote the best of who we are.

Excellence - We value vision, creativity, risk taking and innovation to achieve and sustain excellence.

Integrity and Civility - We value integrity, honesty and congruence in action and word by demonstrating kindness and respect in all our interactions.

Learning - We value learning as a lifelong process in the pursuit of knowledge and personal growth.

Shared Decision Making - We value shared decision making (shared governance) as the process that provides each of us the opportunity to build consensus.

College Goals

- Provide instructional programs and student services that meet the current and future needs of students so that they may excel in a positive learning environment.

- Provide faculty and staff with continuous improvement through professional development opportunities that will allow them to excel in the current and future work environment.

- Provide students, faculty and staff with appropriate technology in the classroom and work environment that supports student learning outcomes and productivity.

- Provide a campus environment that enhances student learning.
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
The Ventura County Community College District Board of Trustees operates three colleges: Oxnard, Ventura, and Moorpark. Each college has a president who, as chief administrative officer, is directly responsible to the District Chancellor for carrying out the policies of the District. Authority, thus, flows from the Board of Trustees through the Chancellor to the President of each college.

The District Administration Center is located at 255 W. Stanley Avenue, Suite 150, in Ventura where the Board typically meets at 7:00 p.m. on the second Tuesday of each month.

OXNARD COLLEGE
Administratively, the college is organized into two major areas of responsibilities: college services and student learning. The Executive Vice President of Student Learning has line responsibilities to the President. The Academic Senate has direct access to the President.

Student Learning encompasses instruction and student services. College Services includes Fiscal Services, Student Business Office, Payroll, Bookstore, Police Services, Publications, Switchboard/Mailroom, Maintenance & Operations, and Technology Services.

MANAGEMENT RESPONSIBILITIES AND JOB DESCRIPTIONS
Management personnel at Oxnard College are charged with administrative responsibility for the operation of all facets of the college. OC managers, from the President through Deans, are listed below.

- President: Dr. Richard Durán
- Executive Vice President of Student Learning: Dr. Erika Endrijonas
- Vice President of Business Services: Dr. Michael Bush
- Dean of Career and Technical Education: Ms. Carmen Guerrero
- Dean of Liberal Studies: Ms. Marjorie Price
- Dean of Mathematics, Science, Health, PE and Athletics: Dr. Carolyn Inouye
- Dean of Student Services: Dr. Karen Engelsen
- Director of Fire Technology: Ms. Gail Warner
- Director of Maintenance & Operations: Mr. Will Deits
ADMINISTRATIVE COMMITTEES

Oxnard College’s committees provide for the extensive participation of faculty, as well as students, classified staff, and managers in the development and review of college-wide policies and procedures. Standing committees meet on a regular basis throughout the academic year; they may be supplemented by ad hoc committees appointed to respond to specific needs and disbanded after those needs have been met.

All important facets of the college curriculum and organization are included in the purview of the committee structure. It is hoped that faculty members will take their committee responsibilities seriously and make every effort to make committee meetings worthwhile. Appointments are normally made by the President in consultation with senior staff and the Academic Senate and the Classified Senate, as appropriate.

COLLEGE COMMITTEES

- President's Cabinet
- Deans’ Council
- Department Chairs

PARTICIPATORY GOVERNANCE COMMITTEES

- Campus Use, Development and Safety Committee*
- Curriculum Committee
- Learning Outcomes Team Committee*
- Planning and Budgeting Council
- Professional Development Committee
- Program Effectiveness and Planning Committee
- Technology Committee*

Standing Committees

- Accreditation Committee
- Distance Education Committee
- Marketing Committee*
- Student Success Committee*
- Transitional Studies Advisory Committee

Ad-hoc Committees

- EOPS/CARE Advisory Committee
- Financial Aid Appeals Committee
- Grievance Committee
- Graduation Committee
- Library & Learning Resources Advisory Committee*
- Multicultural Festival Committee
- Performing Arts Advisory Committee
- STEM Advisory Committee
- Tech Prep/SB70 Career Pathways Committee
- Youth Conference Committee
- Various CTE Advisory Committees—Check with your Dept. Chair

College committees are important to the collegial governance of the college. Every full-time faculty member is encouraged to participate on at least one college committee annually.

*These committees are currently under discussion for status changes.
EMPLOYEE ORGANIZATIONS

The Academic Senate of Oxnard College represents the faculty (teaching and non-teaching), ensuring effective participation in the formation of district policies on academic and professional matters. The Senate provides the conduit for faculty governance on campus and in the district in the spirit of participatory governance. On campus, each discipline department is represented in the Academic Senate. The Academic Senate President represents the college faculty on the Chancellor's Consultation Council. Statewide, the Academic Senate for the California Community Colleges in California is a dynamic organization that has taken the leadership in many areas, such as articulation, matriculation, student competency requirements, and other issues raised at its statewide meetings.

The Classified Senate of Oxnard College represents all classified employees. It deals with concerns other than negotiable items. The executive board, which includes a president, first vice president, second vice president, secretary and treasurer, meets monthly.

Other groups deal with employee concerns that relate to hours, wages and working conditions. The faculty is represented by the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO. Classified employees are represented by the Service Employees International Union (SEIU), Local 690, AFL-CIO.
Faculty
The Senate approved the following on January 29, 2008

The Oxnard College Academic Senate adopts the American Association of University Professors (AAUP) Statement on Professional Ethics, as printed below:

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

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

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

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

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

Source: American Association of University Professors
1133 Nineteenth Street, NW, Suite 200
Washington, DC 20036
Phone: 202-737-5900 | Fax: 202-737-5526
General Responsibilities

The instructor’s main job is the education of the students of Oxnard College. This alone will test the ingenuity, creativeness, sensitivity, academic knowledge, and professional skill of every instructor.

Specific Duties

The duties and responsibilities of instructors, in addition to their main and overriding function, are as follows:

- Fulfill, under appropriate supervision, all legal requirements of the district for employment and performance of duties.

- Keep up to date in subject field, learning/teaching strategies, and professional skills through in-service training and other means of professional growth. Establish goals and/or objectives for classes, plan and organize instruction and methods of evaluation, and administer final examinations.

- Assist in the student activity program by accepting assignments as advisors, sponsors, or supervisors of student organizations and events.

- Provide a syllabus for each class that includes the following: goals and/or objectives, course content, attendance expectations, examinations, the basis for assigning grades, keep appropriate records on student progress and assign grades based on stated criteria.

- Offer suggestions for the improvement of instruction and initiate curriculum development.

- Participate in the evaluation of faculty peers.

- Make recommendations for textbooks, supplementary learning materials, equipment, and supplies in assigned courses.

- Recommend the selection of library books, reference materials, and periodicals for student use in the library.

- Submit required reports, such as attendance accounting reports, grades, scholastic checks, and others as assigned. Preparation and grading for assigned classes, including submission of grades/positive attendance hours within two working days after finals and timely submission of census data.

- Maintain regularly scheduled office hours, as required.

- Observe, support, and enforce the regulations, policies, and programs of Oxnard College as published and announced.

- Attend assigned committee meetings, subject-field meetings, division meetings, and general faculty meetings.

- Participate in the development and functioning of Oxnard College by suggesting improvements in its policies and procedures through appropriate channels.

- Provide for the development of course outlines and curriculum content in assigned classes. Conduct assigned classes in accordance with established course outlines.

- Stimulate thought and inquiry in classroom activities and work with colleagues to improve effectiveness of instruction.

- Perform other duties, as assigned.
General Responsibilities
Counselors are responsible for assisting students in their determination and pursuit of professional and occupational goals, helping them in personal growth, development toward mature citizenship, and support of academic achievement.

Specific Duties
- Provide educational, career, and personal counseling services through individual conferences with students. Assist students in the interpretation of their assessment abilities and in the selection of appropriate courses of study.
- Conduct group counseling and guidance sessions, as needed.
- Assist in the development and dissemination of educational and career information.
- Assist in the input for development and administration of the college testing program and in assessing the abilities of students.
- Serve as liaison persons between assigned high schools and Oxnard College, in cooperation with the appropriate manager.
- Assist in the input for institutional research related to the counseling program, as well as student performance.
- Work closely with faculty and divisional deans on problems of individual students.
- Assist in locating and serving students in need of financial aid.
- Serve as resource persons to the Office of Student Learning, divisional deans, and faculty in the development of curricula and the instructional schedule. Keep informed about the current educational offerings of Oxnard College and assist in planning the suggested curricula section of the college catalog.
- Maintain information regarding careers requiring two years of college and advise on occupational programs.
- Assist in orienting new students to Oxnard College and provide educational planning.
- Keep informed of college policies and developments through attendance at divisional and advisory meetings.
- Perform other duties as assigned.

Counseling faculty can support instructional faculty in the following ways during the semester:
- Provide class visits to discuss campus resources, available services, help students understand the role of the counselor (including to discuss barriers that make success difficult), and invite students to visit counseling if they are having difficulties or need help planning their course of study.
- Early Alert—If you notice a student (or students) who are getting behind early in the semester (due to poor attendance, bad grades, inattention, etc.), communicate with the Counseling Department and we will meet with the student, try to mitigate the circumstances and create an action plan for success.
- Meet with a student before they drop the class to ensure the student is aware of potential consequences (i.e., financial aid requirements, academic progress issues, probation, etc.).
- Assist students with transfer information.
**General Responsibilities**

In accordance with Article 13.1 A. of the Agreement between the VCCCD and AFT Local 1828, department chairs are selected by contract department members, through a process established by them, subject to approval by the College President.

**Specific Duties**

The department chair shall provide leadership to the department and shall assist the dean/immediate supervisor in duties such as:

- Recruitment, selection and orientation of the new faculty and classified employees who will be assigned to the department;
- Development of department instructional schedule;
- Development and revision of curriculum including course outlines, and course and catalog descriptions;
- Evaluation of faculty in the department;
- Development and conducting of department meetings, and preparation and distribution of minutes of such meetings;
- Communications with students, faculty and other employees;
- Maintenance and improvement of facilities, equipment, and supplies;
- Representation of and liaison for the department within the college;
- Attend monthly Department Chair Meetings;
- Other duties as determined jointly by the contract faculty in the department and dean/immediate supervisor which are reasonably related to the needs of the department and the college.
The faculty provides the central core around which any college is built. Job descriptions for instructors, counselors, department heads, coordinators, facilitators and associate librarians are listed in this section.

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**Abbreviations:**
- AT = Auto Tech
- CDC = Child Development Center
- CSSC = Community/Student Service Center
- DH = Dental Hygiene Facility
- FSTA/CA = Fire Sheriff Training Academy/Camarillo Airport
- JCC = Job & Career Center
- LRC = Learning Resources Center
- LS = Letters/Science
- NW = North Wing Offices
- OE = Occupational Education
- PE = Physical Education
- SW = South Wing Offices
- SS&A = Student Services & Administration
ABSENCE FROM DUTY

Faculty members, from time to time, find it necessary to be absent from the College for a variety of reasons. District policy governing absence from duty for certificated personnel is delineated in the agreement between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828. If you are going to be absent, please contact the Division office to report your absence and to discuss the status of your class. (See Substitute Procedures)

ACADEMIC FREEDOM

The College and the District recognize the instructor’s right to academic freedom in discussing subjects in the classroom and in research and publishing the results thereof. The District’s policy on academic freedom (http://www.vcccd.edu/board_of_trustees/policies_and_procedures), go to the Policies link for the VCCCD Board Policy Manual, click on Chapter 4 Academic Affairs and then click BP4030 Academic Freedom.

- The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

- The teacher is entitled to full freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter, which has no relation to his/her subject.

- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public might judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should respect others’ opinions, and should make every effort to indicate that he/she is not an institutional spokesperson.

NOTE: The Board approved the preceding statements on academic freedom as a basic policy expression. However, it wishes to further emphasize the responsibility of the teacher to present, to the best of his/her ability, the pros and cons of such controversial ideas as he/she may discuss under this policy, and to use language which is in keeping with accepted contemporary standards in higher education.

ATTENDANCE REPORTING AND ACCOUNTING

Instructions related to student record keeping, including attendance reporting and accounting and grade submission are included in the back of this Faculty Handbook. Please also watch your mailbox and email for this important information.

During the first week of class, the waitlist is still active in Banner.

The census date is located on the faculty member’s Summary Class Roster, top left-hand side. Enrollment activities are generally confusing under the best of circumstances so every effort should be made to keep an accurate record of who is attending classes and who is enrolled. Hopefully, the two sets of records will correspond; if they do not, please identify discrepancies and take appropriate action. Please check the Faculty WEB to verify if a student is active on the roster (RE, RW in status column - D code indicates student is inactive).
Students adding a class should be given an add code. Instructors are encouraged to accept students as long as the class capacity has not been reached with students actively enrolled. A student who misses the first day of scheduled class and has not contacted the instructor may be dropped as a “no show” to make room for students wanting to add.

Faculty should check their course roster online every day during the first three weeks of class. Only students who are officially registered are allowed to be in class. It is the faculty member’s responsibility to drop all no-shows prior to the census date.

Withdrawal from class is primarily the student’s responsibility. However, an instructor has the prerogative of initiating the withdrawal at any time the attendance record suggests a cessation of active enrollment. The withdrawal can be made at any time an instructor desires up to 75% of class meetings or at the fourth week census period. It is easier to reinstate a student who was dropped in error than to go through a change-of-grade petitioning procedure after a mandatory “F” has been recorded. Faculty may use the faculty website to drop a student. (http://my.vcccd.edu).

COMPUTER AND NETWORK USE (AP 3720)

(Administrative Procedure 3720, addressing Computer and Network Use, as approved by the Board in August 2009)

In keeping with its mission, the District provides computing resources to members of the District community. The computers, networks, and computing facilities made available by the District for students, faculty, and staff use are the property of the Ventura County Community College District, and are provided for the completion of academic requirements, scholarships, and District business. Use of these resources is a privilege, and may not be used by any person without the proper authorization of the District.

This procedure applies to all District students, faculty, staff, and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes desktop computers, laptop computers, servers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

The principal concern of this responsible use policy is the effective and efficient use of information technology resources. This policy is intended to ensure:

1. The integrity, reliability, and good performance of College resources;
2. The resource-user community operates according to established policies and applicable laws;
3. These resources are used for their intended purposes; and
4. Appropriate measures are in place to assure the administrative procedure is honored.

This administrative procedure is intended to promote and encourage responsible use while minimizing the potential for misuse, and avoiding imposition of broad-based restrictions on all users.

This administrative procedure is not intended to prevent or prohibit the sanctioned use of campus resources as required to meet Oxnard College core values, mission and academic and administrative purposes.

The above is intended a summation of VCCCD Computer and Network Use Agreement. The entire administrative procedure may be viewed on-line at http://www.vcccd.edu/departments/information_technology/agreement.shtml

Additional information on this policy may be obtained from the Information Technology Office at (805) 652-7777.
CONFERENCE, TRAVEL, AND LOCAL MILEAGE

The policy on conference attendance, travel, and local mileage is as follows:

- A Travel Request, Form #14001, must be submitted and approved prior to the date of travel. Travel Request Forms may be obtained from the Campus Fiscal Services Office or requested from the Purchasing Department at the DAC. Approved forms must be received by the Accounts Payable Department at the DAC at least 15 working days prior to the date of travel or payment deadline. To ensure funds are available at the completion of travel, funds will be encumbered based on an estimated total cost of the travel.

- Authorization for International Travel, Form #14041, must be submitted no later than 90 days prior to making travel arrangements, this allows for appropriate approval of the College President, Chancellor, and Board of Trustees.

- A Travel Advance and Vendor Prepayments are available for employees for out-of-town, overnight travel with expenses anticipated in excess of $100.00. Prepayments may be issued to the appropriate vendor for registration fees, lodging and commercial transportation.

- To assure general liability and workers’ compensation insurance coverage, all employee travel for special business trips or conferences requires the approval of the College President, or designee prior to trip departure. The Board of Trustees shall be responsible for establishing their own authorization for travel.

- A District employee will receive his/her usual salary or wages for authorized participation in a conference or special business trip.

- Care shall be exercised in the administration of the travel budget at each location so as to provide opportunity for as much participation as possible.

- Whenever possible, airfare shall be obtained via a District-approved vendor. A copy of the conference/workshop program shall be submitted with the trip request form.

- Within two weeks following the date of return, a travel claim is to be received in Fiscal Services. Subsequent conference and travel requests shall not be authorized until outstanding travel claims have been submitted and approved.

- Effective November 4, 2009, reimbursement for meals consumed as part of travel, meetings, or business related meals, shall be based on actual costs, and limited to $25 per meal with a maximum daily limit of $55, inclusive of all taxes and gratuity (gratuity must not exceed 15%), and evidenced by an itemized receipt (must include date of transaction and vendor name). No reimbursement for alcohol is allowed.

- Lodging reimbursement is limited to the standard single room rate or the rate, if any, established by the sponsoring organization for the conference or workshop as approved by the appropriate College Dean and Vice President for campus-based staff and by the Chancellor or appropriate Vice Chancellor of District office-based staff.

- Mileage incurred in conjunction with travel expenses must be claimed on the Travel Request form. Effective July 1, 2011, the mileage allowance is $.555 per mile for the use of a car (also vans, pickups, or panel trucks). Reimbursement for mileage with no other associated expenses should be claimed on a Mileage Reimbursement Claim form. Cost of transportation shall not exceed round trip coach, rail, or airfare where such service is readily available. When service by a public carrier is readily available, but auto travel is preferred, the equivalent of rail or plane fare will be allowed for use of personal car.

- Expenses for lodging, meals, registration, long-range transportation, necessary local transportation, parking, and telephone charges are considered proper expenditures. Receipts are required
for all expenses: i.e. meals, lodging, public transportation (passenger identification coupon or ticket stub required for air, train, or bus), and convention/workshop registration.

- Cancellation and Refunds are the responsibility of the employee. Return the cancelled Travel Request Form to the Accounts Payable Department at the DAC.

**COURSE SYLLABUS**

Course information provided to students at the beginning of the semester should include grading information, required textbooks, the quiz or examination schedule with particular emphasis given to the date and time of the final exam, a schedule of reading assignments and general topics considered, and instructor availability for consultation. All course syllabi must also include the Student Learning Outcomes associated with each course. All current course SLOs are handled within eLumen. If office hours are given to students in the syllabus, they should correspond to the hours posted in the division.

Faculty must submit a copy of their syllabus electronically for each course to their respective Dean’s office by the end of the fourth week of class. This allows the College to remain compliant with Articulation and Accreditation requirements.

**CURRICULUM DEVELOPMENT AND EVALUATION**

For complete information, forms, and guidance in curriculum development and the Curriculum Handbook, see the Curriculum Committee website at [http://www.oxnardcollege.edu/faculty](http://www.oxnardcollege.edu/faculty) and follow the prompts.

Curriculum development is a primary responsibility of the College faculty. Suggestions for new courses or revisions to existing courses may be initiated by any number of sources: students, faculty, administration, advisory committees or members of the community. However, any new or revised course must be prepared by a member of the College faculty.

Preparation of a new or revised course involves the faculty member in a process that is a mixture of research, creativity and paperwork. The content of the course has to satisfy criteria established by departments and divisions, the College, the District and the state. Title 5 standards require specificity in the preparation of course outlines. Copies of these standards should be carefully reviewed before beginning the development of a course.

With few exceptions, general education courses are expected to articulate at the baccalaureate level in order to be associate degree appropriate courses. The faculty member preparing a proposal should be prepared to support such articulation possibilities by identifying comparable lower division courses at several CSU and/or UC campuses. Faculty members developing new or substantially revised courses may wish to consult with Shannon Davis, College Articulation Officer.

All new and revised courses must be approved by the department, the Curriculum Committee and the District Governing Board before they can be offered. In this instance, a course revision constitutes a change in title, catalog description, unit value, and repeatability information. Other revisions simply require department and Curriculum Committee approval.

**EMERGENCY PROCEDURES**

In case of fire or other emergency during school hours, call the campus police at ext. 5805; after hours, call (805) 986-5805. Give your name and extension number. Describe the nature and location of the emergency. Remain in the immediate area of the emergency until the appropriate personnel arrive.
EVALUATION OF ACADEMIC EMPLOYEES

Periodic faculty evaluations are directed toward improvement of instruction and serve both guidance and administrative functions. In the former case, evaluation upgrades instruction through professional counseling on job performance and services to identify standards and conditions of professional service. Administratively, periodic evaluation provides a record of the quality of each staff member’s service. In compliance with the State Education Code, each full time instructor shall be evaluated at least once in every three academic years, and part time instructors shall be evaluated at least once in each academic year.

Guidelines for the evaluation of academic employees are set forth in the collective bargaining agreement. The criteria upon which faculty members will be evaluated (Article 12.2) are as follows:

12.2.A. Classroom Teaching Faculty:
1. Continuing professional development in subject areas of assignment.
2. Current curriculum preparation for courses assigned.
3. Complete and timely preparation for classes taught.
4. Class objectives being achieved.
5. Class meetings held as scheduled.
6. Necessary administrative paperwork processed in a timely, accurate, and appropriate manner.
7. Colleagues and staff treated in a professional manner.
8. Students treated with respect and sensitivity.
10. For contract faculty only: participation in college-wide and instruction related/student support activities, in accordance with Section 5.2A(3).
11. For contract faculty only: participation in division and departmental activities.

12.2.B. Non-Classroom Teaching Faculty:
1. Continuing professional development in subject areas of assignment.
2. Current preparation for service assignment.
3. Service assignment objectives being achieved.
4. Students treated with respect and sensitivity.
5. Colleagues, staff and public treated in a professional manner.
6. Necessary paperwork processed in a timely, accurate and appropriate manner.
7. Appointments and work assignments held as scheduled.
8. Progress toward self-determined individual work assignment and professional goals.
9. For contract faculty only: participation in college-wide and instruction related/student support activities, in accordance with Section 5.3D.
10. For contract faculty only: participation in division and departmental activities.

FIELD TRIPS AND ALTERNATE CLASS SITES

Field trips are recognized parts of the curriculum in many classes; they are defined by the Education Code as events outside of classroom time. Students may not be required to take part in field trips unless field trips are indicated in the College catalog; in other cases, the instructor must provide an alternate assignment for students unable to make a trip. Occasionally, alternate meeting sites may be desirable for some classes; that is, regular class time is not spent in the assigned classroom, but at another location.

In either case (field trip or alternate class site), students must arrange their own transportation. An instructor is not covered by District insurance if he/she transports students in private vehicles.

Field trip/alternate class site application forms, available in each Dean’s office, and must be completed at least five days prior to the trip. The Office of Student Learning will make a determination whether the field trip is high, medium, or low risk. If it is considered a high risk trip or if the trip is out-of-state, students must fill out a separate medical release form. (Medical release forms are not required for medium or low risk trips.)
If the field trip is out-of-state or reimbursement will be required, not only must the instructor fill out the field trip application form, he/she must also fill out a Convention, Meeting or Travel Request form and have it approved 15 days in advance by the District Administration Center.

**FLEX DAYS**

Flex Days are designed to provide professional development for faculty and staff. Consult the VCCCD Instructional Calendar for 2012-2013 located on the back inside page of this handbook. Faculty members will enter into flex day contracts in accordance with the collective bargaining agreement; those contracts will reside in the appropriate managers’ offices.

**GRADING SYSTEM**

Visit the Faculty Central website (http://my.vcccd.edu) to enter your final grades and/or positive attendance hours, check your class schedule, view/download your class roster, and enter instructor drops. “Early Alert Reporting” is available through the seventh week of the semester. Grades must be submitted within two working days of the course final.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0, using the following evaluative symbols: *(Plus (+) and minus (-) grades are not used.)*

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (I, plus grade default—A, B, C, D, F, P, NP—computer generated)</td>
</tr>
</tbody>
</table>

In addition, the following non-evaluative symbols have been administratively assigned:

- RD: Report delayed - Instructor has not posted grades
- W: Withdrawal - Student/Faculty/Administrative drops
- MW: Military Withdrawal - A Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military Withdrawal is assigned in Admissions and Records after documentation is presented.

Definitions of these terms may be found in the College catalog. Please refer to the catalog for other grading-related issues as well, including withdrawal from class, pass/no pass options, grade changes, course repetition, academic renewal without course repetition, credit by examination, and credit for military service.

Suggestions for avoiding grade appeals include the following:

**Explanation of Grading** - A syllabus is required for all courses, although the format is not uniform and is at the discretion of the individual faculty member. The Faculty Senate and the Office of Student Learning urge that all instructors fully inform students of the manner of their evaluation, as well as the course requirements and assignments at the start of each semester. Typically, a syllabus is combined with oral explanations at the first class meeting. Instructors should clearly communicate how the various components of the course will be used to determine a final grade and what policies, if any, will be followed on attendance, participation, homework, make-ups, extra credit, and the like. Neither the College nor the Faculty Senate intends to intrude on the instructor’s prerogative, but students must be given an opportunity to understand the rules under which they are to operate. All
faculty must submit a copy of each course syllabus each semester to their respective Dean’s offices. The syllabus is required for meeting Articulation Agreements and Accreditation Standards.

**Changing Requirements in Mid-Stream** - It is possible, due to unforeseen circumstances, that an alteration of assignments or the basis for grading may be necessary. In such cases, it is critical that a clear explanation is given as to how the change will affect grading and why the change is necessary. Particular care should be taken to avoid giving the impression that the change is arbitrary, frivolous, or irresponsible. Needless to say, such changes should be kept to an absolute minimum.

**Record Keeping and Availability** - One of the most frequent causes for grade complaints stems from a situation in which an instructor is unwilling or unable to explain grades or has not returned papers. Faculty are urged to keep complete records for a sufficient length of time to be available for review in the event of a dispute. Positive Attendance courses meet less than 5 times in a semester, are open entry/open exit, or have an irregular meeting pattern. Attendance hours must be recorded and totaled at the end of the semester and submitted with the course grade on your Final Grade Roster on the WEB. If a student drops your course and does not appear on your final grade roster, please submit hours of attendance for each of these students to Admissions and Records for state reporting.

**Use of the Incomplete** - Students who are at the end of a term and have failed to complete the required academic work of a course because of an unforeseeable emergency, and justifiable reasons may receive a symbol “I” (Incomplete) on their records. The conditions for receiving a letter grade and for the removal of the “I” must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the “I.” This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the “I” is made up) or the time limit is passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term for which it was assigned. The “I” symbol shall not be used in calculating units attempted or for grade point averages. The student does not re-enroll in the class.

**Cheating** - It is the policy of the VCCCD that an instructor has both the responsibility and authority for dealing with cheating or academic dishonesty. Actions taken by an instructor may include a failing grade on an assignment, which may result in a failing grade in a class. However, a faculty member may not fail a student based on a single incident of verified cheating. All instances of cheating should be reported to the Dean of Student Services so that appropriate action may be taken for violation of the Student Code of Conduct. Such measures are separate from the grade assigned for cheating or plagiarism on an assignment.

Faculty has the responsibility both before and during exams to take measures to ensure that cheating is discouraged and detected if it occurs.

**Waitlists - Fall/Spring** – The Waitlist process will remain active through the first week of the semester for primary terms (summer may differ). Add authorization codes will be available on Monday of the second week for full-term courses. Students should use online registration to enter a course with an add authorization code, and faculty are strongly encouraged to check their rosters daily during the first three weeks to ensure that only officially enrolled students are sitting in class.

**GUEST SPEAKERS**

It is recognized that using appropriate guest speakers to provide various points of view may enhance educational programs. Instructors inviting guest classroom speakers carry the same obligation for creating a balance and responsible presentation of controversial issues as described in the note in C.12.a., e.g., while a guest speaker may represent one point of view, it is the instructor's responsibility to balance the speaker's presentation within the context of the total course. Guest speakers invited to speak at the College in other than a classroom setting must be approved in advance by the President or designated authorities.
KEYS

Keys for Oxnard College facilities will only be issued to:

- All keys will be issued and distributed by Maintenance and Operations (M&O).
- All employees will fill out a Key Request form and submit to M&O, after obtaining the division dean’s signature. A separate form is required for each key requested. A key control card must be signed by the employee at the time keys are issued. No key shall be issued until this control card has been completed and signed. The key control cards will be used to keep a record of all keys that have been issued.
- Under no circumstances will keys be issued or given to a student or to any person who has not checked the keys out as directed by this policy.
- All keys will be returned to M&O at the end of the employee’s assignment or when no longer needed.

All persons who have been issued keys must conform to the following guidelines:

- Keys may not be duplicated under any circumstances.
- When a change of assignment or responsibility eliminates the need for a specific key, the employee will return that key to the M&O and sign off on the key control card, indicating the key has been returned.
- Employees will assume responsibility for the security of all keys issued to them. All lost or stolen keys must be reported immediately to the Campus Police or M&O in person or by telephone. The employee must complete a lost key report in person as soon as possible.
- When keys are reported lost or stolen, the division Dean or Manager must determine the appropriate action to take. Security concerns should be reported to the respective Dean or the Vice President of Business Services.

LOST, STOLEN OR DAMAGED PROPERTY

The following policy establishes the reporting procedures of College/District-owned or an employee’s personal property that has been stolen, lost or damaged. This procedure puts the responsibility for reviewing the claim and assuring that the property documentation is complete in the hands of the Business Services Office at each campus. It also requires a review by the employee’s supervisor prior to submission.

To File a Claim:

1. All claims are initially filed with the Business Services Office at each campus, which will forward complete documentation to the District Administration Center Risk Manager.
2. The department or individual with the loss should complete a Report of Stolen, Damaged or Lost Property form and submit it within 15 calendar days of the incident.
3. If the loss is reported to the campus or local police, obtain and attach the police report to the Report of Loss form.
4. The individual and immediate supervisor must sign the Report of Loss form.

Reimbursement Policy

1. To obtain reimbursement for lost or damaged personal property, written prior approval for use must be obtained from the College.
2. Personal insurance should be the first recourse for reimbursement of personal property losses.
3. The burden of proof of loss of personal property is with the employee claiming a loss.
4. All reimbursements to the campus, department or individual, from our self-insurance reserve, or settlement with the insurance company, will be in accordance with Board Policy and agreements with the SEIU and AFT.

**OFFICE HOURS**

Students should be notified of the times when instructors are available for consultation; therefore office hours should be announced early in the class and included in the class syllabus. If office hours are given to students, they should correspond to the hours posted in the division and/or on your office door. When hours will not be met as scheduled, faculty are urged to notify the appropriate secretarial staff.

**PREVENTION OF SEXUAL HARASSMENT FOR STUDENTS, FACULTY, AND STAFF**

All forms of harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other harassment and discrimination, including that which is based on any of the following statuses: ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, veteran status, marital status, sex or gender, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment and discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment and discrimination or for participating in a harassment or discrimination investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Chancellor or his designee shall ensure that the institution undertakes education and training activities to counter harassment and discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or his designee shall establish procedures that define harassment on campus. The Chancellor or his designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of har-
assessment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

PROFESSIONAL CONDUCT

All members of the Oxnard College community, including faculty, classified employees, administrators, and student workers, have their vital functions to perform. While those functions are connected with qualifications gained through study, training, and experience, they are all crucial to the operation of an institution which claims to teach, accredit, and serve community interests and needs, and to render legal and ethical accountability to those who support it—the citizens of the State of California.

However precise the lines of authority and diverse the functions of the College’s personnel, the individual men and women who serve in the institution are equal. Each deserves the respect of all as a human being, independent of function. Moreover, since there are means and established procedures for evaluating performance, each deserves equal and professional treatment as a human being, regardless of race, sex, class, background, ethnicity, religion, job specifications, or level of performance.

This means that we are all expected to behave professionally in respect to one another. Professional behavior in the workplace means:

1. Treating one another with courtesy in speech and actions and respecting sensitivities whenever and wherever possible;
2. Refraining from reacting unprofessionally when the conduct of others falls below these norms;
3. Tolerating the diversity of beliefs, ideas, practices, and styles of one another, whether to our personal liking or not;
4. Extending the principle of giving the benefit of doubt, wherever possible, when conflicting perceptions and situations arise; and
5. Respecting the workplace of each individual whether private, public, or whether defined physically and conceptually or not.

Professional conduct in a context wherein all employees are equally valuable to the mission of the whole takes for granted that each individual dedicates himself/her to the conscientious and expeditious fulfillment of assigned duties and assumes that we all appreciate the dignity of labor of whatever kind.
SMOKING POLICY

In response to requests from all segments of the campus community, the VCCCD Board of Trustees has approved a “no smoking” policy, which is currently in effect. (Board Policy Manual J.12, revised 2/1/94) It reads, “In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional programmatic, or official District or College function, in all District vehicles, in all District buildings, and within five feet of the exit or entrance of any building.”

Oxnard College is a Smoke Free Campus. Smoking is prohibited in all College buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in campus parking lots. All smoking materials including cigarettes, cigars, pipes, and any other apparatus used to smoke organic and non-organic materials must be extinguished and properly disposed of in the designated receptacles located in the parking lots before entering our smoke free campus.

Smoking Cessation Counseling and Patches are available free at the Student Health Center.

Enforcement:

- First time offenders will be informed of the regulation
- Repeat offenders who are students: the Dean of Student Services will be notified
- Repeat offenders who are employees: the Dean of their division will be notified

SUBSTITUTE PROCEDURES

- When a full-time instructor is absent, the Division Dean’s office is to be notified.

- When a part-time instructor is absent, the Division Dean’s office and the Switchboard Operator should be notified.

- If time permits, a certified substitute instructor will be obtained from a list of instructors who either teach part-time or are available for substitution. A full-time faculty member may be used, providing there is no conflict with a current teaching schedule. The District Employee Absentee Report should be kept updated as the month progresses and submitted to the appropriate division office at the end of each month. The hours and cause of each absence must be noted according to the codes on the form.

- The Faculty Absence and Notice of Substitution Form is then forwarded to Payroll.

TEACHING CONTROVERSIAL SUBJECTS

Citizens in a free society should be afforded the opportunity to examine varying points of view regarding the major issues presented to them. In the discussion of controversial issues, the colleges of the District shall provide suitable learning materials and the relevant data in an atmosphere of objectivity and respect for others that will ensure balanced presentations of these subjects.

TEXTBOOK ADOPTION

Basic Textbook - The instructional staff within a division, both day and evening, will be responsible for selecting and recommending to their divisional deans basic instructional materials which are required for a specific course. A faculty member obtains textbook adoption guidelines from the divisional office or the Bookstore. Adoptions should be completed online on the bookstore website by the designated deadline date and confirmations should be forwarded to the division dean.

In some courses, it may be preferable that the same basic instructional materials be used in all sections of the course. Consideration should be given to the right of the instructor to select supplemental materials in keeping with the stated objectives of the courses he/she teaches. Basic instructional materials that are required for a basic course should be kept to a minimum.
Since the best available books and instructional materials should be used, instructors are encouraged to recommend changes whenever they are convinced that better books and materials are available. Changes requested after the textbooks have been ordered are subject to bookstore manager and division approval.

Whenever changes in editions or revisions occur in currently adopted textbooks and the newer version is preferred for use, the old adoption must be canceled and the new edition recommended. All divisions must follow this procedure in order to maintain an accurate master file of adopted textbooks currently in use. When a text has been approved for adoption, instructors and/or divisional deans are responsible for placing orders with the bookstore by the designated deadline date.

Faculty should refrain from any practice which could be viewed as entrepreneurial in nature. An example of this is making copies of materials and then personally selling the compiled materials to students for cash. All handbooks or compilations should be sold through the bookstore. This is imperative to not only avoid the perception of impropriety and/or profiting from students, but also to avoid violation of copyright laws.

**Supplementary Textbooks** - In addition to the basic text required for a specific course, a faculty member may request supplementary texts, which are considered as instructional supplements integrated into the instructional program. Whether or not students are required to purchase the supplementary texts, it is the instructor’s responsibility to see that the materials are available to students. The ordering procedure for supplementary texts is the same as for regular textbooks. When a supplemental text is discontinued, the faculty member should promptly inform the bookstore.

**Book Orders** – It is imperative that faculty complete their book orders in a timely manner and adhere to established deadlines. Effective July 1, 2010, colleges are required to disclose in their Internet class schedule the International Standard Book Number (ISBN) and retail price of required or recommended textbooks, and supplemental materials for each course. If the ISBN is not available, the College may provide the title, publisher and copyright date as an alternative. Colleges will also be required to supply the bookstore, upon its request, with the most accurate information available regarding the courses scheduled for the subsequent academic period, including the required information for each College textbook or supplemental material; the number of students enrolled; and the maximum student enrollment for the class. The bookstore must make this information available on its website and open to potential students by the first day students can register or pre-register for the “academic period.”

**TRANSPORTATION**
All uses of school transportation must be for school business. Prior to being scheduled, use of District-owned vehicles must be approved by the appropriate management personnel. Use of District vehicles is generally scheduled on a first-come, first-serve basis, but the District reserves the right to cancel any reservation on the basis of a greater need. Cancellations are exceptional, however, and will not be made without prior consultation with the person holding the reservation. The use of College vehicles is preferred to use of private cars; however, mileage reimbursement for private vehicles may be authorized if District transportation is not available. In order to reserve a vehicle, the College’s Transportation Request Form, fully completed and authorized by the appropriate supervisor, must be received in the M&O office. Vehicles will be issued only to authorized personnel who are appropriately licensed. Valid license must be shown when checking out vehicle keys. Students must have DMV printout and be accompanied by a faculty member.
Faculty Resources
EDUCATIONAL ASSISTANCE CENTER

The Educational Assistance Center (EAC) works to meet accessibility requirements of federal and state law related to persons with disabilities. EAC promotes the educational and vocational potential of students with mobility, visual, hearing, speech, learning, acquired brain injuries, developmental, or other disabilities by total integration into the mainstream of college life.

Special instruction for students with verified disabilities includes basic reading, spelling, math, vocabulary development, improving written language skills, and memory.

Support services, based on educational limitations are designed to promote success in integrated campus classes. Note takers, tutorial groups, interpreters for deaf studies, and computer access are available to students with disabilities to use for the special benefits of technology and computer-assisted instruction. Specific adaptive equipment includes screen readers, enlarged print, speech synthesizers, keyboard adaptations, optical character recognition and voice-activated computers. Assistive technology is also available in the library and in other campus computer labs. For more information stop by the Student Services and Administration Building or call (805) 986-5830 or FAX (805) 986-5928.

FACULTY RESOURCE CENTER

The Facility

The Faculty Resource Center (FRC), located in the new Library and Learning Resource Center, is a technology-rich environment created for use by full- and part-time faculty, staff, and administrators. It houses several computer workstations and a high-quality laser printer.

The FRC is intended to help enhance teaching methods, support distance learning, and provide professional development. It also serves as a place where faculty can meet formally or informally to share ideas, lower barriers between disciplines, form learning communities, and promote innovation. Instructional Technology, also located in the Library and Learning Resource Center, administers the Center and is available to assist faculty in discovering, exploring, sharing, developing, and utilizing technologies.

Policies

I. General Use of the Facility

The FRC is open for use by all Oxnard College faculty, staff, and administrators.

Users of the FRC are responsible for their personal possessions. The FRC staff and Oxnard College are not responsible for personal items that are lost, stolen, or damaged; please refer to the Faculty Handbook for policies and procedures regarding lost, stolen, or damaged personal property.

While it is permissible to use the FRC as an alternative testing site (for a proctored or special-needs exam, for example), the Center is not a quiet zone, and quiet or privacy cannot be guaranteed. Please consider your student’s needs before making such an arrangement. If you do bring a student into the FRC, please make sure the student is accompanied by a faculty or staff member at all times.

If you see unauthorized personnel, unauthorized activity, or unaccompanied students in the FRC, please inform Instructional Technology or Library staff immediately.

II. Access

The FRC door is accessible with a key card that can be checked out from the library’s Circulation Desk. The FRC door is to remain fully closed at all times for security purposes. If you lose your access code, please contact Instructional Technology for assistance. If Instructional Technology is not available, the campus police can access the Center with a key at their discretion.
III. Computer Use
FRC users must log onto FRC computers using their portal ID and password. Instructions on how to do so are available in the FRC.

FRC users are permitted to save files to local hard drives temporarily and at their own risk. FRC or Library staff, Instructional Technology, or IT Services may delete files on the computers at any time and without warning. Instructional Technology and Oxnard College are not responsible for files that are lost, stolen, or deleted. **FRC users are encouraged to back up their files with portable/flash drives, online storage solutions, and/or email copies.**

Individual computers are available on a first-come, first-served basis and cannot be reserved in advance. If someone is waiting to use the Video Workstation or another machine with specific hardware or software installed, please limit yourself to one hour of use.

Each computer in the FRC has Microsoft Office 2007, Microsoft Visual Studio 2005, and internet access. In addition, the FRC Video Workstation includes Adobe Creative Suite 5.5, Sony Vegas, Camtasia, Audacity, and Epson Scan software as well as a high-speed document scanner. Please contact Instructional Technology about the possibility of installing other software programs or acquiring additional hardware.

If any computer equipment malfunctions, users should not attempt to repair it. Please notify a member of the FRC/Library staff, Instructional Technology, or IT Services immediately.

If supplies in the Center are low, please notify a member of the FRC staff.

Please confine consumption of foods and beverages to areas away from the computers.

IV. Printer Use
The FRC is equipped with a high-quality laser printer. Users are expected to be conservative in their use of paper and to exercise discretion when printing documents in order to conserve expensive printing materials. For large documents or multiple-copy print jobs, please use the OC Publications service, which can be reached by phone at extension 5842, by email at ocpublications@vcccd.edu, or online at http://www.oxnardcollege.edu/departments/administrative/business_svcs/publications.shtml.

If the printer fails to respond correctly, do not try to print the document again. Please contact FRC or Library staff, Instructional Technology, or IT Services for assistance.

V. VCCCD Computer and Network Use Agreement
All use of the computers in the FRC is subject to the VCCCD Computer and Network Use Agreement (AP 3720-A). All District employees should be aware of this agreement, which is signed during the hiring process. The full text of AP 3720-A is available online at http://www.vcccd.edu/departments/information_technology/agreement.shtml. Key provisions of the policy include:

- **Modification or Removal of Equipment:** Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization. Note that this includes flash drives left plugged in by another user.

- **Unauthorized Use:** Computer users must not interfere with others’ access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

- **Commercial Use:** District information resources may not be used for commercial purposes.

- **No Expectation of Privacy:** The District reserves the right to monitor all use of the District
network and computers. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

- **Public Records:** The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record,” and nonexempt communications made on the District network and computers must be disclosed if requested by a member of the public.

**Software Resources**
There are several major software tools available for use by Oxnard College faculty. The most widely used are listed in this section. For more information on these and other tools, please contact Oxnard College Instructional Support Services at ociss@vcccd.edu.

**CCC Confer**
CCC Confer is a teleconferencing system that is based on Blackboard’s Elluminate system. It is a free service provided to the California Community Colleges by the State Chancellor’s Office, and offers the ability to conduct group meetings, office hours, and more by phone, online, or both. See [http://www.cccconfer.org](http://www.cccconfer.org) for details.

**Course Studio**
Every course that is offered in the District has an online component available. By default, that online component is Course Studio, a program that allows you to store files, share links and images, and post news and announcements for access by your students. Course Studio is accessible via the MyVCCCD portal.

**CurricUNET**
CurricUNET allows for online management of course outlines. With this program, you can access course outlines and submit revisions online, and the curriculum approval process can be managed more efficiently. Access it at [http://www.curricunet.com/oxnard](http://www.curricunet.com/oxnard).

**Desire2Learn**
Desire2Learn (D2L) is the district’s online learning management system. It is the tool used for conducting online or hybrid courses, and offers a more robust set of web-based features than Course Studio, including an online gradebook and the ability to collect assignments electronically. D2L is accessed via the MyVCCCD portal, but is not automatically available to all; contact Instructional Support Services and your dean for more details.

**eLumen**
eLumen is our management system for student learning outcomes (SLOs). Faculty enter their SLO assessment information into the system, facilitating both reporting and program review. This online tool is available at [http://elumen.oxnardcollege.edu](http://elumen.oxnardcollege.edu).

**SharePoint**
The Microsoft SharePoint server is an online space for storage of important community documents, such as meeting minutes and notes, accreditation documents, senate forms, and more. It is accessible online at [http://omoss.oxnardcollege.edu](http://omoss.oxnardcollege.edu). Keep in mind that Internet Explorer is the best browser to use with this tool.

**FOUNDATION**
The mission of The Oxnard College Foundation is to provide support to campus development, student scholarships, educational programs, and other College needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence and enable the College to serve as an exemplary multi-cultural community resource.

The Oxnard College Foundation is a Section 501(c) (3) tax-exempt philanthropic organization formed to attract, manage, and distribute the income from gifts of capital for student scholarships, as well as faculty, program, and campus support. It is also a vehicle through which individuals, fam-
ilies, businesses, and nonprofit organizations can more effectively support the College and its students.

The Board of Directors of The Oxnard College Foundation consists of community leaders who establish policy and provide governance, direction, and oversight of Foundation activities and finances. The Foundation’s finances are comprised of unrestricted and restricted funds established by individuals, families, charitable organizations and corporations - a community of donors. The Board of Directors authorizes the investment of unrestricted and restricted funds. The income is distributed in the form of student scholarships, co-curricular activity support, faculty and staff professional development, capital improvements, and special projects.

Faculty members are invited to join the community donors by supporting the philanthropic activities of The Oxnard College Foundation with tax-deductible contributions available through payroll deduction. For additional information about The Oxnard College Foundation, please contact the Foundation Office at (805) 986-5889.

LEARNING RESOURCES AND TUTOR CENTER
The Library Learning Resource Center (LLRC) at Oxnard College is a brand new, beautifully crafted building that is home to Library Services, Learning Resource Services, Math Center, Writing Center, Tutoring Services and the Oxnard College Instructional Support team. The LLRC provides a variety of services designed to enhance student learning, student success and faculty instruction and interaction.

MAIL AND MESSENGER SERVICE
Each instructor is provided with a mailbox on campus. A messenger service transports mail to the District Administration Center and Ventura and Moorpark Colleges. In-district mail drops are located in the LRC mailroom. All faculty are expected to check their mailbox on a regular basis.

MAINTENANCE AND OPERATIONS
Every effort will be made by the maintenance staff to service the needs of the staff quickly and efficiently. Any special custodial service or facility alteration request must be approved in advance by the appropriate divisional dean and submitted as a work order after consultation with the Vice President of Business Services.

Staff members desiring to schedule the use of any facility must complete the necessary form in the Student Learning Office where the master calendar is kept. If the Maintenance and Operations staff is to furnish special set-ups for an event, 10-days notice is required.

PROFESSIONAL DEVELOPMENT
Oxnard College has an active Professional Development committee, comprised of faculty, classified staff, and managers. Professional development funds may be used for purposes that conform to the authorized uses as stated in AB 1725. Information on available funds generally is made available at the beginning of the Fall and Spring semesters and is distributed via the District portal (http://my.vcccd.edu).
REPRODUCTION OF MATERIALS
Oxnard College’s Publications Department provides reproduction services for instructors and staff members. Instructors are encouraged to talk with the publications staff about their reproduction of materials needs and to allow ample time for completion of needed materials. As of fall 2010, all color copy requests will need prior management approval.

TELEPHONE and VOICE MAIL SERVICE

Telephone Calls: Telephones are provided for college business purposes; personal toll calls by employees or students are not, under any circumstances, to be made from a college phone, and business-related toll calls should be kept to a minimum. Students may not make toll calls, unless authorized to the college operator by a faculty member. Contact the Operator at extension “0” if you need to place a toll call.

Telephone Services: For installation of new phones, changes to existing phones (including additions, deletions, and changes of telephone extensions), relocation of phones, or repairs to telephones, contact your Dean who will place an order for the required work.

Voice Mail Services: For addition of new service, deletion of existing service, changes to existing service, or correction of voice mail problems, contact the Switchboard Operator at rduvallseney@vcccd.edu or by dialing “0”. All faculty members are encouraged to use the voice mail system for messages and to check their voice mail frequently. Full-time faculty receive voice mail at their regular telephone extensions; part-time faculty receive a voice mailbox number when they complete the form, sign, and submit it to the Switchboard Operator.
Welcome! Attached you will find a booklet of facts and guidelines to assist you in the use of MyVCCCD. During the semester you will receive reminders and updates via Outlook. If you have further questions during the semester, the Admissions staff is available to assist you at 986-5810, 986-5850 or 986-5843.

http://my.vcccd.edu

The MyVCCCD portal provides faculty with access to a number of key systems. This includes Banner, where faculty can see their schedules, view/print class rosters, census reporting, drop students, early alert reporting, and also input grades. Instructors that teach Online, Hybrid, or Web-enhanced courses can also access them via the portal, both Desire2Learn and Course Studio course shells. The portal also provides access to district email, instructional calendars, and downloadable forms.

If you need training please contact the Admissions & Records Office to schedule an appointment at 986-5810.

Have an enjoyable semester!

Joel Diaz, Registrar
Academic Calendar

Fall Semester 2012 (August 16 – December 17, 2012)
August 16 ............................................................ First day of semester-length traditional courses/late registration
August 23 ............................................................ Add authorization code needed for all semester-length courses
August 29 ............................................................ Last day to add semester-length courses (with add authorization code)
August 29 ............................................................ Last day to drop a course and qualify for enrollment, health, and parking fee refunds. No refunds or credits after this date for semester-length courses
August 31............................................................ Last day to drop semester-length courses without a "W"
Sept. 1 – Sept. 3 ................................................................. Labor Day - No Instruction
September 4 ............................................................................................................................................................ Census
September 20 ............................................................ Last day to declare Pass/No Pass (P/NP) grading option for semester-length courses
November 8 ............................................................ Deadline to petition for Degree (graduation) and Certificate of Achievement
November 12 ............................................................ Veteran’s Day - No Instruction
November 16 ............................................................ Last day to drop semester-length courses with a “W”
November 22 – 25 ............................................................. Thanksgiving Holiday - No Instruction
December 11 – 17 ............................................................. Final Exams

Spring Semester 2013 (January 14 – May 21, 2012)
January 14 ............................................................ First day of semester-length traditional courses/late registration
January 21 ............................................................ Martin Luther King Day - No Instruction
January 22 ............................................................ Add authorization code needed for all semester-length courses
January 25 ............................................................ Last day to drop semester-length courses
January 25 ............................................................ Last day to drop semester-length courses without a “W”
February 1 ............................................................. Census
February 4 ............................................................................................................................................................... Census
February 12 ............................................................ Presidents’ Day - No Instruction
February 15 ............................................................ Last day to declare Pass/No Pass (P/NP) grading option for semester-length courses
February 18 ............................................................ Presidents’ Day - No Instruction
March 11 – 15 ............................................................ Spring Break - No Instruction
March 21 ............................................................ Deadline to petition for Degree (graduation) and Certificate of Achievement
April 19 ............................................................. Last day to drop semester-length courses with a “W”
May 15 - 21 ............................................................. Final Exams

For short-term/summer class deadline dates contact the Admissions Office.
OXNARD COLLEGE  
ADMISSIONS AND RECORDS OFFICE  

WELCOME!  

Location: SS&A Building  
HOURS: 8 am to 5 pm Monday, Tuesday, and Thursday  
10 am to 7 pm Wednesday  
8 am to Noon Friday  
PHONE: 805-986-5810/986-5850  
805-986-5843 (Registrar’s Office)  
FAX: 805-986-5943  

The Admissions and Records Office provides a variety of services to students and faculty, including admission, registration and add/drop activity, transcript processing, evaluation and posting of degrees, certificates, general education certifications for transfer to the UC and CSU systems, verification and certification of student eligibility for athletics, enrollment verifications and VA educational benefits. We oversee MyVCCCD, assist students and faculty with questions about web features and services, coordinate the collection of census reports, grades and positive attendance hours, process grade changes and Incompletes, academic renewals, petitions for course repetition, credit-by-exam, Pass/No Pass, subpoenas and student enrollment/degree verifications…..and “other duties as assigned”!!

Introductions!  

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Joel Diaz</td>
<td>Registrar</td>
<td>5843</td>
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<tr>
<td>Deborah Tyson</td>
<td>Assistant Registrar</td>
<td>5850</td>
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<td>Tonia Arias</td>
<td>A&amp;R Tech</td>
<td>5844</td>
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<td>Kathleen Downes</td>
<td>A&amp;R Tech</td>
<td>7653</td>
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<tr>
<td>Violet Morales</td>
<td>A&amp;R Tech – Seasonal</td>
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Faculty Preparation – Prior to First Class Meeting

STEPS TO PRINT MULTIPLE CLASS ROSTERS with ADD AUTHORIZATION CODES

(Add Authorization Codes will not be available until the 2nd week of the semester for primary terms. The waitlist function will remain active through the end of the 1st week of the semester.)

1. Go to my.vcccd.edu
2. Log in with “User Name” and “Password”
3. Click on the “Faculty” tab
4. Click on the “Check Roster” under faculty self service
5. Make sure the current term is highlighted
6. All of your CRNs should be listed on the menu
7. Select multiple CRNs by checking the boxes next to the course number. You may print as many of the rosters as you wish.
8. Your online rosters will come up on the screen. You can view your current seat count, the census and drop deadlines for your courses, an alphabetical listing of the students currently enrolled, and the “add authorization” codes for each CRN (issued the 2nd week of the term).
9. TO PRINT MULTIPLE BASIC ROSTERS: Go to the “File” option at the top of the screen and click on it to see the drop-down list of functions. Find the “Print” command, click on it. A box will come up that identifies the printer to be used; verify that it is the correct printer, and click “OK”. Your rosters and add authorization codes will print to the identified printer.

Please check your rosters to make sure students attending your class are registered. If not registered, direct the student to A&R and require proof of registration to re-enter your class. When a student registers with an Add Authorization Code it is recorded next to the student’s name on the Summary Class Roster and removed from your authorization code list. Dropped students appear at the bottom of your Summary Class Roster. Summary Rosters will accommodate posting of absences, quiz and test scores, and positive attendance hours.

**Waitlist:** A 5-person waitlist option is activated once a course fills to its maximum limit. This option will allow students to add their name to a priority list. If space becomes available in the course through the end of the first week of the semester, students will automatically be registered into the course in priority order. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ. While the college will make every attempt to notify students via e-mail when they are moved from the waitlist into the class, it is the student’s responsibility to be aware of their registration status. A waitlist priority status does not guarantee admission to the class. Waitlist students should attend the first class meeting. The instructor will utilize the waitlist to assign add authorization codes if seats are available. The waitlist process activity will cease at midnight prior to the 2nd week of the semester for full-term courses. The waitlist will be available for faculty to view for 14 calendar days after the start date and no longer available. Students adding the class will need to drop themselves from the waitlist and then add the course with an Add Authorization Code online. If a class closes prior to the first date of instruction, it will remain closed. Add Authorization Codes are required for all open and closed courses as of the second week of the semester.
“No Show” Drops for Census Accounting: Title V, section 58004 reads, “District shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment”, and defines inactive enrollment as follows:

The student is identified as a “no show” (zero attendance), and **must be dropped prior to the census date** located at the top, left side of your Summary Class Roster. (Full-term courses –census is always the 4th Monday of the semester) If all students are in attendance, you must certify by clicking on the “No Drops to Report” button that you have no drops to report by the DAY BEFORE the census date.

- To drop students who are no longer in attendance, access your Drop Roster on MyVCCCD:
  - Check the box next to the student’s name
  - Click the Submit Students button to process your drops
- **If you have no drops to report**, click the No Drops to Report (See Below) button at the bottom of the drop roster. Once you click on it, the No Drops button will then be replaced by the date/time you certified your roster. This box will disappear as of the 4th Monday of the semester, as the census reporting deadline will have passed.

I have reviewed my roster and certify that I do not have any drops to report.

Please check your roster for add, refund, and drop dates. Many deadlines dates fall on the first day of your class. If the drop deadline falls on the first day please drop your “no-shows” on first day on faculty web. If a student attending class is not registered for the class prior to the first class meeting and the class is closed, assign the student an add authorization code to enable students to register online that day.

**Concurrent High School Student Registration K-10 grades:** There is no pre-registration for K-10 grades. Students must receive written signature from the instructor to enter a course the first day of class. If approved by instructor, registration requires an add authorization code issued the second week of class.
Reporting Early Alert
(Available on Summary Class Roster only)

- Reporting is limited to semester length (full-term courses)
- Early Alert is available through the last day to drop with a “W”.
- Students can view instructor comments, so please write as though you are speaking directly to the student.
- Only Method 1 (default) will activate the links to the Early Alert page for specific reasons for notification and written instructor comments. Instructors may change their mind at will on what method they prefer.
- Cancel alerts may only occur on active students who have not yet been graded or had a letter/email already sent.

Follow these easy steps to submit Early Alert responses on your enrolled students. The “Early Alert” process begins on your Summary Class Roster, and there are on-screen instructions to follow for each step. Remember that you are completing Early Alert information only for those students who are doing poorly in your class at this time, and may be in danger of failing due to academic or attendance reasons. Easy to follow steps below - this process may take as little as five minutes!

1. Go to my.vcccd.edu to access “MyVCCCD” portal
2. Log in to your account with your User Name and Password
3. Click on “Faculty” tab
4. Go to the “Shortcuts” menu
5. Select “Summary Class Roster” from the faculty self-service menu. “Early Alert” information appears just before the class information and list of enrolled students.
6. Select the “Early Alert” method you wish to use. Select “Instructor Entry” to use this automated system, then continue with the following steps. For any other method, go to step # 16.
7. Scroll down to the list of enrolled students. Notice the column titled “Alert”.
8. Go to the name of the first student for whom you are reporting early alert information, and click on “No” in the “Alert” column. In this case, “No” means no report has been filed yet. This will take you to the Early Alert submission page.
9. Read the instructions and information provided.
10. Scroll to the bottom of the page, verify that the correct student name appears under “Early Alert Status for….” and click the bubble for each Alert Selection that applies to this student.
11. Use the “Instructor Comments” box to enter comments that you want the student to receive.
12. Click the “Apply Alert” button when you are done.
13. Scroll back up to the Class List.
14. Highlight a new student’s name, click on “Select Student”. Repeat this process for each students you are reporting.
15. When you have entered and applied Alert Selections for your last student, click on “Classlist Return”. Exit program.
POSTING GRADES AND POSITIVE ATTENDANCE HOURS

Process your grades and hours from any computer that has Internet access!
Faculty Resource Center (computer access) is located in LRC-13, ext. 7665

Positive attendance courses meet less than 5 times in a semester, or are designated as open entry/open exit, short-term courses including “hours by arrangement”, or have an irregular meeting pattern. Your Final Grade Roster indicates if your class is considered a Positive Attendance course by a blank “Attend Hours” box. Attendance hours must be recorded and totaled at the end of the course. Hours are submitted simultaneously with the grade on your Final Grade Roster in the “Attend Hours” box. All students that enrolled in your course will appear on your final grade roster, even if they dropped the course. Please record all hours for all students, as apportionment is based on total posted hours. For courses using CI Tracking you must wait until student hours are uploaded and recorded on your final grade roster before posting grades. Both primary & secondary instructors have web access to class and grade rosters.

The hours will be reported online using the Final Grade roster at the same time you submit your grades. Follow the steps in the attached guideline for online grade submission, and include your positive attendance hours for each student in the appropriate column.

1. Go to my.vcccd.edu to access the “Faculty” portal
2. Log in using your “Username” and personal “Password”
3. Click on “Faculty” tab
4. Click on “Post Grades” under faculty self service
5. Select the current term and click the submit button
6. Select the correct CRN and click the submit button
7. Grade students by selecting the appropriate grade from the drop-down box in the Grade column (positive attendance course – post hours).

GENERAL INFORMATION ON GRADING PRACTICES AND PROCEDURES

- All final grades and positive attendance hours are due online no later than 2 days after the final exam for the course. (See AFT Contract) Courses requiring CI Trak hours can not be graded until hours have been uploaded and posted to your final grade roster.
- Short-term classes – grade within 2 days after final exam.
- You may only submit appropriate grade mode symbols for each student – in most cases this will be a letter grade, but if the student has elected the Pass/No pass grading option, or courses mode is designated as P/NP the online grade roster will only accept grades of P or NP.
- You may award Incompletes online as long as you also indicate the default grade. The default grade will replace the incomplete after two semesters, unless you submit a grade change to A&R in the interim.
- You must complete the “Incomplete Student Agreement” that details the work to be completed which confirms the default grade, and submit to A&R. These forms can be downloaded from Faculty tab, click on “OC Downloadable Forms”.
- Students who appear on your grade roster must receive a final grade unless already posted with a W grade. You may not award a “W” grade for any student still actively enrolled after the final drop deadline has passed. Students, however, have the right to petition to have a grade changed to a “W” based on demonstrated extenuating circumstances. Students requesting to have a grade changed to a “W” should be referred to the Admissions and Records Office.
- There is a 30-minute time limit for submitting grades to the online roster. If you anticipate that it will take longer than 30 minutes to enter your grades, please click the “Submit” button often to ensure that you do not lose the grades you have already entered.
- You may change online grades on the same day you submitted them. An overnight process rolls the grade to student academic history requiring a manual change by A&R staff based on approved grade change petitions.
For positive attendance-type classes, enter the positive attendance hours on the final grade roster at the same time you submit your grades. Most classes are not positive attendance, so the HOURS column will say N/A. For CI Trak—wait until hours are uploaded before posting grades.

Students can view their grades on MYVCCCD as soon as they are posted. Student complaints regarding late grade submission are directed to your division dean.

HINTS FOR SUCCESSFUL ONLINE GRADING

- If you are grading students for multiple CRN, click on “Return to Menu” at the top right of the screen and click on “CRN Selection”. After the correct CRN is selected, click on submit and select “Final Grades”. Do only AFTER you click the “submit” button for each CRN.
- If you have more than 60 students, there is an option at the top and bottom of the roster to proceed to students “61–??” and so on.
- You can award an Incomplete with default grade online, but you must still complete and submit the appropriate paperwork to the Admissions Office.
- If a student’s name shows up on your grade roster who you believe had dropped the class, it means the student is still actively enrolled and must receive the appropriate grade. The student may petition for a late “W” based on documented extenuating circumstances.
- Plus (+) or minus (-) grading is not available.

The column “Grade” indicates the grade mode of the class or the grade mode the student has chosen for the class. Please assign grades as follows:

If the grade column is a letter grade, assign a letter grade of ABCDF or “I” with default grade, (grade to be issued should the Incomplete grade not be made up within 2 semesters (e.g. IF). If assigning an incomplete grade due to unforeseeable, emergency, or justifiable reasons please meet with the student and discuss make-up options and have student sign the Incomplete Grade/Student Agreement (Downloadable form on my.vcccd.edu). Submit the signed agreement to the Admissions Office after the grade is posted. Plus/minus grading is not available.

If the course is offered on pass/no pass grading or the student has petitioned for a pass/no pass grading option in lieu of a letter grade, assign a Pass (P) or No Pass (NP) grade. If the student earned an A, B, C grade would receive a Pass (P). If the student earned a D or F grade would receive a No Pass (NP). (Title 5 Change Effective August 20, 2009)

**Important Information**

District employees are assigned an Employee User Name (eg: jdiaz). To login to MyVCCCD, provide your “User Name” and personal Password. If you forget your Password you may reset it by clicking on forgot password. You will be prompted to answer two security questions to be able to reset it. If you are unable to answer the security questions or your account is disabled, please contact the district IT help desk at 805-652-7777 for assistance.

Student ID - In order to provide students with additional security and confidentiality, the colleges of the VCCCD assign student ID numbers, replacing social security numbers as the primary student identifier. The student ID will appear on notices from the college and all faculty rosters. Social security numbers will still be collected for such purposes as, financial aid, and Hope Scholarship Tax Credit reporting, and it appears on official transcripts.

Faculty MyVCCCD is offline from 10 pm – 12:00 am daily for system maintenance. Note: The offline hours will be changing and as soon as a decision has been made, the Registrar's Office will notify you through email.
Registration Code Definitions:

- **RE** Registered at A&R office
- **RI** Reinstated after a drop
- **RL** Registered from the Waitlist
- **RR** Repeat – No Apportionment
- **RW** Registered on web
- **DN** Drop with no refund
- **DP** Drop with no refund for CA residents and partial refund for non-residents.
- **DR** Drop with a Refund
- **DW** Drop with a “W”
- **MW** Military Withdrawal

Students receive a confirmation number when they drop via MyVCCCD. Instructor, student, and administrative drops appear at the bottom of your class roster (below the Add Authorization Codes on the web Summary Class Roster)

Faculty Drop Error - If you drop a student in error you must reinstate the student - please complete and process a Reinstate Petition located on Faculty tab under faculty self-service, click OC Downloadable Forms. The Reinstate Petition also requires the signature of your dean; please forward to your dean for approval. These forms are not available to students and should not be given to students. The dean will forward the petition to the admissions and records office once it is approved so it can be processed. **Students that are dropped for non-payment cannot be reinstated.**

Add Authorization Codes (assigned by faculty) **WILL BE ISSUED THE 2ND WEEK OF THE SEMESTER** - Please advise students with add authorization codes to register online at MyVCCCD.

Requests for additional add authorization codes must be requested through your dean.

After a student registers with an Add Code, the student name is added to the class roster with the assigned add code number next to the student name, thus removing the code from the add authorization list at the bottom of the Summary Class Roster. The following add deadlines only apply to full-term courses. Short-term courses have shorter deadlines and appear on the top, left side of the faculty roster.

Add Deadlines for Full Term Courses

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Open/ Closed</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td></td>
<td>No Add Code Required – Register Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Waitlist Process Remains Active for Full Term Courses</strong></td>
</tr>
<tr>
<td>2nd &amp; **3rd Week</td>
<td>Class Open/ Closed</td>
<td>Add Authorization Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must register online with authorization code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Waitlist process is no longer active.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>The 3rd Week is reserved for students who have been attending but haven't yet added the course.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE: SINCE THE FALL 2012 TERM BEGINS ON A THURSDAY, THE 3RD WEEK WILL ONLY BE TWO DAYS. THE VERY LAST DAY TO ADD WILL BE 8/31/12.</strong></td>
</tr>
<tr>
<td>4th Week</td>
<td>Compliance to regulatory and other Requirements, NO students will be added to classes after census.</td>
<td></td>
</tr>
</tbody>
</table>
Short-term courses: As a general rule, short term course deadline dates for all California Community Colleges are determined as follows (deadline dates are located on the top of your Roster and on the searchable schedule by clicking on the CRN:

<table>
<thead>
<tr>
<th>Add/Refund Deadline:</th>
<th>10% of class sessions</th>
<th>No “W” Deadline:</th>
<th>16% of class sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/No Pass</td>
<td>30% of class sessions</td>
<td>“W” Deadline:</td>
<td>75% of class sessions</td>
</tr>
</tbody>
</table>

Pass/No Pass Grading Option: Some courses are offered on a Pass/No Pass basis only. The second category of Pass/No Pass options are courses designated by the college wherein each student may elect by no later than the end of the first 30 percent of the term or length of the class whether the basis of evaluation is to be Pass/No Pass or a letter grade. Once the 30 percent deadline has passed, the request cannot be withdrawn. It is the student’s responsibility to notify the instructor of his or her intent to be graded on a Pass/No Pass basis and to file the appropriate form: otherwise a letter grade will be assigned. The petition for this purpose, “Request for Pass/No Pass,” is available in the Admissions & Records Office or on the college website.

Grades and positive attendance hours are officially due two working days after finals, per AFT contract. The timely reporting of grades is essential to student progress and success. If grades are delayed, students may be denied admission or registration privileges at their transfer school, eligibility for financial aid or scholarships, employment or job promotions. You may post student grades as soon as your class ends. Delays in processing official transcripts could delay a student’s academic progress and lead to possible litigation for the instructor.

Pre-requisite Course – Students using add authorization codes to enter your class will be blocked if they have not met the prerequisites for the course. The student’s name will appear next to the authorization code number at the bottom of your roster, but will not appear on your roster. Please make sure these students are not attending your class. Students are not enrolled until their name appears on your current summary class roster.

Student Phone Numbers/Addresses are located on myvcccd. Select Summary Class Roster and click on the student’s name.

Email Your Class – An option is available to send emails to all students in your class who have active email addresses on file with the college! The roster identifies students who have email addresses in the far right column.

Fees - All fees are due immediately. Students who do not pay their fees or arrange for payment will be dropped from their classes and required to re-enroll.

Distance Ed (Desire2Learn D2L) Helpline: Student waitlisted to online courses have access to D2L until the end of the 2nd week of the semester. Please make sure that students enroll in the course. Business Hours 8 am – 5 pm (805) 652-7777/After Hours & Weekends (866) 518-3952/e-mail http://www.oxnardcollege.edu/distanceed/webcthelp.pdf

Web D2L login – Web D2L faculty should login through MyVCCCD – the icon is located on the main menu. Students login to Web D2L from their MyVCCCD portal http://www.oxnardcollege.edu

Online Rosters provide you with real-time information. You can periodically check student enrollments, for drops, and adds utilizing the add authorization codes you have given out. By clicking on the student’s name, you can access their mailing address, phone number or send them an e-mail.
The rosters also provide key dates you will need to know – the census date for your class is printed above the CRN and course title. The deadlines to drop with or without a “W” are printed just under the instructor’s name.

To ensure an accurate account of enrolled and waitlisted students, it is recommended that faculty print their class rosters on the first day of instruction. The waitlist will continue to process during the first week of the semester for full-term courses, with add codes being issued the 2nd week of the semester. Check your online roster often during the semester.

Note: The waitlist process for short term courses ceases as of the first day of instruction. A student adding a short term class will need an add authorization code as of the first day of instruction to add.
MyVCCCD LOGIN

Go to http://my.vcccd.edu and enter your “Username” and “Password”
Faculty Self Service

Summary Class Roster (Early Alert)
Rosters include add authorization codes, a list of dropped students, tutoring referral, email students, student contact information and Early Alert notifications.

Summary Class Roster

This page displays your current class roster along with waitlisted students and your add authorization codes. Students who have been dropped are listed at the bottom of the page.

Note that you may use your Drop Roster to drop both "no show" enrolled and waitlisted students.

Check Roster
Select 1 or more CRNs. Press the “Create Roster(s)” button when ready.

Includes:
- The course reference number (CRN) and meeting dates/times of the course
- The census date that applies to the course
- The deadline date for drops with and without a “W” grade
- The names and ID numbers of all currently registered students
- The names and ID numbers of students on a waitlist for the class, in priority order based on the day and time they placed themselves on the waitlist.
- A separate list (bottom of the page) of any students who drop the course after the first meeting. A list of add authorization codes (bottom of the page) that instructors may give to students to add the class online once it has closed.
## Spring 2012
**Census Date:** 01/30/12

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>CREDITS</th>
<th>CL</th>
<th>LEVEL (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30604</td>
<td>ACCT</td>
<td>R001</td>
<td>0</td>
<td>3.00</td>
<td>UG</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTOR(S):** (P)imary
Diaz, Joel
Lecture and/or Discussion

**TYPE**
M 0700- 0950pm

**DAYS**
**TIME**
**BDLG.**
**ROOM**
JCC 2A

**As of:** 26-APR-2012 04:15:51

<table>
<thead>
<tr>
<th>Seats</th>
<th>Taken</th>
<th>Available</th>
<th>Waitlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>19</td>
<td>36</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Reg. Cr</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambriz, Rosa</td>
<td>900</td>
<td>RW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auth#</th>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8627</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2768</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Spring 2012

**Full Term**

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>PREPARATION FOR ACCOUNTING</th>
<th>CREDITS</th>
<th>CL</th>
<th>LEVEL (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30604</td>
<td>ACCT</td>
<td>R001</td>
<td>0</td>
<td></td>
<td>3.00</td>
<td>UG</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTOR(S): (Primary)**

Diaz, Joel

Lecture and/or Discussion

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG.</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td></td>
<td>0700-</td>
<td>JCC</td>
<td>2A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0930-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DIVISION: Oxnard Career & Tech Ed**

**Deadline to drop WITHOUT “W”:** 03 FEB 2012

**Deadline to drop WITH “W”:** 20 APR 2012

---

#### Dropped Students As of: 26-APR-2012 04:15:51

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Reg</th>
<th>Cr</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
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<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arroyo, Maria</td>
<td>900</td>
<td>DR</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ayala, Jacqueline</td>
<td>900</td>
<td>DR</td>
<td>3.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bolanos, Christopher</td>
<td>900</td>
<td>DR</td>
<td>.00</td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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### Full Term

**Census Date: 09/11/06**

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>ART APPRECIATION</th>
<th>CREDITS</th>
<th>CL</th>
<th>LEVEL (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>71451</td>
<td>ART</td>
<td>R101</td>
<td>001</td>
<td></td>
<td>3.00</td>
<td>UG</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTOR(S): (Primary)**

(P)

Lecture and/or Discussion

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG.</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td></td>
<td>0930-</td>
<td>LA</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1050am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DIVISION: Oxnard Liberal Studies**

**Deadline to drop WITHOUT “W”:** 15 SEP 2006

**Deadline to drop WITH “W”:** 24 NOV 2006

---

#### Waitlisted Students As of: 07-AUG-2006 02:11:02

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Reg</th>
<th>Cr</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>WL</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>WL</td>
<td>.00</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

---

52
Instructor’s Detailed Class Schedule

Spring 2012 schedule for Joel Diaz

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>30604</td>
<td>Closed</td>
<td>Preparation for Accounting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30604</td>
<td>Closed</td>
<td>Preparation for Accounting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Critical Dates</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>09-Jan-2012</td>
<td>15-May-2012</td>
</tr>
<tr>
<td>30-Jan-2012</td>
<td>03-Feb-2012</td>
</tr>
<tr>
<td>20-Jan-2012</td>
<td>20-Apr-2012</td>
</tr>
<tr>
<td>09-Jan-12</td>
<td>15-May-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Max Allowed</th>
<th>Enrolled</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>19</td>
<td>36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Day to Add Class</th>
<th>Last Day to Drop with Refund</th>
<th>Last Day to Drop without a &quot;W&quot;</th>
<th>Last Day to Drop with a &quot;W&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Jan-2012</td>
<td>20-Jan-2012</td>
<td>03-Feb-2012</td>
<td>20-Apr-2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900</td>
<td>M</td>
<td>09-Jan-12</td>
<td>Oxnard Job &amp; Career Ctr Bldg.2-JCC Rm:2A</td>
</tr>
<tr>
<td>2150</td>
<td>W</td>
<td>15-May-12</td>
<td></td>
</tr>
</tbody>
</table>

A listing of your classes for the semester. Enrollment counts, census dates, and critical deadlines for each CRN.

Lookup Schedule
Faculty schedule by day and time

Faculty Schedule by Day and Time

Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Week of Apr 23, 2012 (16 of 19)

7pm ACCT R001-0
30604 Class
7:00 pm
9:50 pm
2-JCC 2A

Go to (MM/DD/YYYY): [ ] Submit
Drop Roster
Process “No-Show” census drops, after-census drops AND Activate “No Drops to Declare” Button

To drop a student, click the Drop box. A check mark will appear. When done, click the Submit Students button at the bottom of the page to complete the transaction. Click the Submit Students button before leaving each page or your transaction will not process. Confirmation of the drop will appear in the Reg Status/Date column.

If the deadline to drop a student has passed, you will receive an error message and the drop will not be processed. DROP DEADLINE: The absolute last chance to drop a student is the end of the 14th week for full semester classes or 75% of a short-term class. Remember, if a student is still enrolled in your class after the drop deadline, you will be required to assign a grade other than W at the end of the semester.

If you drop a student by mistake, you may re-instate the student through your Records Office. Please contact them for assistance.

For a more detailed explanation of the drop codes, please see the Help menu.

Please click the Submit Students button often. There is a 30 minute time limit on this screen.

Course Information
Preparation for Accounting - ACCT R001 0
CRN: 30604
Duration: Jan 09, 2012 - May 15, 2012
Status: Active

Enrollment Counts
<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 35</td>
<td>19</td>
<td>36</td>
</tr>
<tr>
<td>Wait List: 0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cross List: 55</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

Rec.# | Reg. Seq. | ID | Student Name | Credits | Reg. Status/Date | Drop? |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16</td>
<td>900</td>
<td>Ambra, Rosa M.</td>
<td>3.00</td>
<td><strong>Web Registered</strong> /</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>900</td>
<td>Aranda, Nestor</td>
<td>3.00</td>
<td><strong>Web Registered</strong> /</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>900</td>
<td>Arevalo, Manual</td>
<td>3.00</td>
<td><strong>Web Registered</strong> /</td>
<td>None</td>
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Submit Students  Reset

Please click the Submit Students button often. There is a 30 minute time limit on this screen.

Post Grades
Post grades and positive attendance hours

Course Information
Preparation for Accounting - ACCT R001 0
CRN: 30604
Duration: Jan 09, 2012 - May 15, 2012
Status: Active

Enrollment Counts
<table>
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<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
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<tbody>
<tr>
<td>Enrollment: 35</td>
<td>19</td>
<td>36</td>
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<tr>
<td>Wait List: 0</td>
<td>0</td>
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<tr>
<td>Cross List: 55</td>
<td>27</td>
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Students Registered: 19
△ Please submit the grades often. There is a 30 minute time limit starting at 04:43 pm on Apr 26, 2012 for this page.

Final Grades

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<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
<th>Email</th>
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<td>1</td>
<td>Ambra, Rosa M.</td>
<td>900</td>
<td>3.00</td>
<td><strong>Web Registered</strong></td>
<td>N</td>
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<td>Aranda, Nestor</td>
<td>900</td>
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<td>Arevalo, Manual</td>
<td>900</td>
<td>3.00</td>
<td><strong>Web Registered</strong></td>
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<td>None</td>
<td>Nov 10, 2011</td>
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<td>4</td>
<td>Arnedo, Rodol</td>
<td>900</td>
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<td>5</td>
<td>Arroyo, Maria</td>
<td>900</td>
<td>0.00</td>
<td>Drop Full Refund</td>
<td>Y</td>
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<td>Avalos, Jacqui</td>
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<td>Withdrew</td>
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<td>May 22, 2012</td>
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Submit  Reset

△ Please submit the grades often. There is a 30 minute time limit.
CRN: 33053  
Duration: Jan 09, 2012 - May 15, 2012  
Status: Active

Enrollment Counts:  
Maximum Actual Remaining  
Enrollment: 70  10  60  
Wait List: 0  0  0  
Cross List: 0  0  0

Students Registered: 10

Please submit the grades on time. There is a 30 minute time limit starting at 04:59 pm on Apr 26, 2012 for this page.

Final Grades

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<th>Student Name</th>
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<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
<th>Email</th>
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<td>1</td>
<td>Covarrubias, Vanessa</td>
<td>900</td>
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<td>Registered Apr 03, 2012</td>
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<td>2</td>
<td>Decartel, Martin</td>
<td>900</td>
<td>0.000</td>
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<td>Not Gradable</td>
<td>N None</td>
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OC Downloadable Forms: Incomplete Grade/Student Agreement, Make-up of Incomplete, Reinstatement Petition, Faculty Guidelines, Petition to Change Grade, and MyVCCCD faculty guidelines.

OC Faculty Forms

- 2011-12 Faculty Handbook
- Add/Drop Form
- Certification of Census Activity
- Course Repeatability
- Incomplete Grade Change
  - Please provide all information, including the student’s identification number. Return the completed form to the Admissions and Records Office for processing. This form must be signed by the student.
- Incomplete Grade / Student’s Agreement  
  - If the student fails to complete the missing work, the student will receive a failing grade and will complete the missing work by the deadline. The student must be enrolled in the course and will be automatically charged at the end of the term unless you submit the Incomplete Grade Change form prior to the deadline.
  - All work the student is required to complete is required to receive a grade.
- Permission to Release Education Record Information  
  - In accordance with the Family Educational Rights and Privacy Act of 1974, student information may not be released to a third party without written permission submitted to the college by the student.
- Petition for Taking Early or Late Exam
- Petition to Change Grade  
  - Please provide all information, including the student’s identification number and the justification for the petition. The form requires approval of your Division Dean and the Executive Vice President of Student Learning. Please submit it to them for approval.
- Reinstatement Petition  
  - Please provide all information, including the student’s identification number, justification for the petition, and the student’s letter of attendance. Reinstatement will only be granted if the semester is over. If your class is a pass/failed course, please include the final attendance hours as well. Please forward the petition to your division dean for approval.
- Request for Pass/No Pass
**Q & A**

When will the add authorization codes be available?
Add authorization codes will be available the 2nd week of the term. Once the add codes have been generated, they can be accessed online through your rosters.

Will the waitlist process continue as of the 1st day of instruction for short term courses?
The waitlist process will cease as of first day of instruction for short term courses. Students attempting to add a short term class as of the 1st day of instruction, will be prompted for an add authorization code. Add authorization codes will be generated for all short term courses that start in 1st week of the term. If the add codes were not generated for your short term class, please contact your dean for assistance.

**Note:** The process described in this question is only applicable to short term classes.

Can I drop students on the waitlist?
Yes, faculty can drop students from the waitlist. Students can be dropped online through your drop roster.

Will students have access to Desire 2 Learn if they are on the waitlist?
Yes, waitlisted students will have access to Desire 2 Learn.

What does the Summary Class Roster Provide?
- The course reference number (CRN) and meeting dates/times of the course
- The census date that applies to the course
- The deadline date for drops with and without a “W” grade
- The names and ID numbers of all currently registered students
- The names and ID numbers of students on a waitlist for the class, in priority order based on the day and time they placed themselves on the waitlist.
- A separate list (bottom of the page) of any students who drop the course after the first meeting.
- Access to students’ addresses, phone numbers and email addresses
- A list of add authorization codes (bottom of the page) that instructors may give to students if authorizing to enter the course. **Codes are issued the 2nd week of the primary term.**

Can I print my roster?
Yes. You have the options of printing a **single roster** for one class, or printing **multiple rosters** for some or all of your classes.

What if I can’t print my roster because the Instructor is still listed as “STAFF”?
Contact your Dean’s Office. Support staff can provide you with the necessary rosters, and add authorization codes. If unavailable contact the Admissions Office.

Make sure that all of your paperwork has been processed through HR. You will not be listed as “Instructor of Record” until this is done. You will be unable to access your faculty website to process drops or report early alerts. You can process “No Show” drops in Admission until the problem is resolved.

How does the waitlist work once my class has closed (has reached maximum seat count)?
Once the enrollment in your class reaches the maximum seat count, the class is closed to registration and students have the option of placing themselves on a waitlist (5 maximum). The waitlist will continue to be active through the first week of the semester. If students drop the first week or faculty drop No-Shows it
will move students from the waitlist into the class. If you still have waitlisted students the 2nd week of the term you can issue an Add Authorization code in the order in which they appear on the waitlist roster.

**IMPORTANT:** Students have through the first week of semester to add themselves to the waitlist. You will want to print a roster on the first day of class for an accurate picture of the waitlist. The waitlist process will remain active through the first week of the semester for full-term courses. Add Authorization Codes will be issued the 2nd week of the term.

What if my class is closed on the first day but I have no waitlisted students?

In this case, advise the students attempting to add your class to place themselves on the waitlist. If the students are still on the waitlist as of the second week, you will need to give them an add authorization code to register online. The add authorization codes will be available in the 2nd week of the term.

What are Add Authorization Codes?

Add authorization codes allow students to add a CLOSED CLASS using the MyVCCCD Online Registration system. Five unique add authorization codes have been generated for each of your classes. Additional codes must be requested through your division dean.

Please observe the following:

- The add authorization codes are listed at the bottom of your online Summary Class Roster and at the bottom of your printed Basic Roster, issued the 2nd week of term.
- Every student you agree to admit to your closed class must receive an add authorization code. Students cannot register without this code. High School students must register in person at the Admissions Office.
- Students should be directed to MyVCCCD online services to add a closed class using the add authorization code. They must drop themselves off the waitlist and readd the course.
- Each add authorization code is unique, and can only be used once.
- Your online rosters will identify students who have added using the authorization codes, so you can more easily track late enrollments into your classes.
- All add authorization codes expire at 11 p.m. on the day before the census date for each class.

When do I use the Online Drop Roster?

**CENSUS REPORTING:** Faculty is required to report census activity early in the semester as follows:

1. Know the census date for each of your classes – it is on your Roster Selection Menu, top left side above the CRN.
2. File your census report using the online drop roster before the census date for each class you teach.
3. Drop all “No-Show” students (zero attendance) before the census date)–required by law.

**OR**

4. if you have no drops to report for census Click the button at the bottom of the page that says “No Drops to Report” - If you have already reported drops do not click No Drops button.

The census reporting deadline is always the day before the census date. If you miss the deadline come to the Admissions Office to file the necessary paperwork required for audit accountability.

**POST-CENSUS DROPS:** After the census date, faculty may - but are not required to - drop students who have quit attending through the deadline to drop with a “W” grade.
When can I post student grades?
The timely reporting of grades is essential to student progress and success. If grades are delayed, students may be denied admission or registration privileges at their transfer school, eligibility for financial aid or scholarships, employment or job promotions. You may post student grades as soon as your class ends, unless you are the instructor of a positive attendance course with hours reported on CI Trak. You may not post grades until the hours have been posted to your final grade roster.

1. Grades are officially due 2 working days after the last day of the term per AFT contract
2. Your students have immediate access to their grades
3. POSITIVE ATTENDANCE hours are also recorded on the final grade roster, if there is an open box for each student in the column called “Attend Hours”, the class requires that the instructor record the actual hours that each student attended during the semester.
4. Caution: There is a 30-minute time limit on the grade roster, so click the “SUBMIT” button often!
5. See the information on Grading Practices and Procedures in this packet.

What is a Positive Attendance class?
Most courses are census-based, and require the census reporting that is outlined in the section on drop rosters. However, certain courses are set up in such a way that requires instructors to collect and report the actual hours of attendance of each student in that class for the term. The following are examples of positive attendance classes:

- Short term classes that meet less than five times
- Short term classes that include “hours by arrangement”
- Irregular meeting times

How do I award a grade of Incomplete?

1. Select “OC Downloadable Forms” from the Faculty tab under faculty self-service.
2. Download and print the “Incomplete Grade Petition”
3. On the final grade roster, award the student an incomplete and the default grade that will replace the incomplete in one year if the student doesn’t complete the work.
4. Complete the petition. Provide one copy to the student and one to the Admissions Office. Keep two copies in your files.
5. When a student successfully completes the required work, fill out the bottom portion of the petition, titled “Request to Change Incomplete Grade.” Submit the form to the Admissions Office. Keep a final copy for your files.
6. Students that receive an Incomplete Grade do not enroll in the course during the following semesters.

What if I need to change a grade I’ve already posted? (A grade may be changed online the same day you did the posting, otherwise: )

1. Select “Downloadable Forms” from the Faculty tab under faculty self-service.
2. Download and print the “Grade Change Petition”
3. Complete and submit to your division Dean for signature. Keep a copy.
4. If approved the Division Office will forward the petition to A&R for processing.

Students may not bring faculty forms to the Admissions Office, only instructors.
### VCCCD Instructional Calendar 2012-2013

#### Ventura County Community College District

**Instructional Calendar**

2012-2013

<table>
<thead>
<tr>
<th>Saturday Classes</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>First Day of Instruction:</td>
<td>8/18</td>
<td>1/12</td>
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<td>No Instruction:</td>
<td>9/1, 11/24</td>
<td>1/19, 2/16, 3/16</td>
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<td>Last Instruction Day-Final Exam:</td>
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<td>5/18</td>
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</table>

**Summer Intersession**

- Holidays: 7/4
- Possible Instruction Days: 30
- First Possible Day of Instruction: 6/18
- Last Possible Day of Instruction: 8/10
- Final Exam Date: Last class session

#### Summer 2012

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