# MATHEMATICS AND SCIENCE FACULTY HANDBOOK

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Revised 8/4/15
Note: All campus phone numbers are in the 909 area code, and all have a prefix of 652.

DEAN’S OFFICE, Zimmermann Hall-116

Ted Younglove  
Dean of Mathematics & Science  652-6401  ted.younglove@chaffey.edu

Linda Lamp  
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IMPORTANT DEADLINES:

- Full-time Faculty: Please submit your Office Hours and Finals Office Hours to the Dean’s office if possible prior to the first week of class and no later than the end of the first week; minimum 5 hours/3 days; finals week 3 hours/2 days

- All: Please submit Syllabi to the Dean’s office prior to the first week of class if possible and no later than the end of the second week.

- All: Please submit Census as soon as possible after first class session, prior to Census Due Date.

- All: Please submit grades as soon as possible after class ends, before grades deadline.

Note: If you have suggestions for changes or corrections to this handbook, we encourage you to inform the dean’s office staff. Thank you!
EMERGENCIES

911 Emergency (Police, Fire Dept, Paramedics) 9-911

Campus Police (Police assistance: unlocking rooms, cars, etc.) 24 hour 6911

Campus Police (business office) 6632

Health Services Hours:
Spring & Fall M – F 7:30 am to 5:00 pm 6331
Summer M – Th 7:00 am to 5:30 pm

Reporting an emergency:
1. Report all work-related injuries/illnesses to your supervisor.
2. The injured employee and supervisor will also contact “Company Nurse” to report the injury/illness at: 1-888-375-0280
   Please provide the following information:
   - Date, time, and place of accident.
   - Date and time incident was reported to supervisor.
   - Description of medical complaint/injured part of body.
   - How did the accident happen (provide all details).
   - Specify machine, tool, substance or object most closely connected with the accident.
   - What was the employee doing when accident occurred?
   - What actions, events or conditions contributed most directly to the accident?

Reporting a Hazardous Condition or Utility Malfunction:
Maintenance & Operations Emergency 7777 / 6716
Troy Ament (909) 238-3764 / 6735

ITS (Information Technology Services), aka The Help Desk: isrepairs@chaffey.edu 6789

Evening Escort Service - Cadets are available until 10:00 pm
To make arrangements, call Campus Police 6911
FACULTY RESOURCES

Chaffey College Website: http://www.chaffey.edu

MyChaffeyPortal:
Go to http://www.chaffey.edu, click on MyChaffeyVIEW at far right top of the page. This will then redirect you to the MyChaffeyPortal, from which you will log in and give a password. To obtain a MyChaffeyVIEW login name and password (once you have received your Chaffey ID#), go to http://www.chaffey.edu, click on MyChaffeyVIEW, use your first and last initials and your ID# as your username. Use your birthdate as the temporary password. There is a “login and password help” link if you have any questions or need to change your information (or you may call the Help Desk at 652-6789).

FAQ Page: http://www.chaffey.edu/mychaffey_portal/index.shtml

MyChaffeyVIEW:, (Accessed through MyChaffeyPortal—see above). You can obtain: class rosters, email your students, waitlists, add codes, census roster, submit grades online, your class schedule, etc.

Professional Development (PD): http://www1.chaffey.edu/profdev/

Wireless Access Directions: http://is.chaffey.edu/WirelessAccess/Wi-Hi/index.htm


CurricUNET: http://www.CurricUNET.com/chaffey/

Faculty Senate: http://www.chaffey.edu/facsen/

Admissions and Records:
Admissions and Records Z Drive
http://www.chaffey.edu/admissions/faculty

Schedule of Classes: On-line only, access through http://www.chaffey.edu. It contains a lot of very useful information, including the following:
- Academic Calendar
- Campus Map
- Final Exam Schedule
- Contact Information
CAMPUS CONTACT INFORMATION

Admissions: 652-6600 (Counter)
             652-6602 (Ann Perez, Coordinator)

Rancho Bookstore: 652-6560 (General #)
                    652-6568 (Sylvia Martinez, Book Buyer)
                    652-6578 (Tara Johnson, Assistant Book Buyer)

Campus Police: 652-6911 (non-emergency police assistance, unlocking rooms, cars, etc.) 24 hours
                652-6632 (Office) for Rancho/Chino/Fontana Campuses

Counseling: 652-6202 (Counseling Office Coordinator)

Health Services: 652-6331 (Sadie Anderson, Student Medical Emergencies)

Human Resources: 652-6526 (Linda Parker)

ITS: 652-6789 (The Help Desk) for help with computers, audio-visual, Chaffey email, census, etc.
      Email address: isrepairs@chaffey.edu

Lithography: 652-6741 (Nilsa Robertson) 652-6740/42 (Technicians)

Maintenance: 652-6716 (Dale Davidson - Replacing lights, AC/Heating problems, overflowing pipes, etc.)
              Evening hours contact Public Safety 652-6631 or 652-6911

Payroll: 652-6037 (Tara Schroeder - Certificated Payroll)
          652-6029 (April Winkle – Classified Payroll)

President’s Office: 652-6161 (Kathy Napoli, President’s Assistant)

Success Centers:
   652-6907 Language Success Center: ASL/ESL/ML (BEB-101)
   652-6120 Language Success Center: Eng/Rd/Wrt (BEB-101)
   652-6932 Rancho Success Center (LIB 7E)
   652-6452 Math Success Center (Math-121)
   652-8150 Chino Success Center (CHMB-147)
   652-7408 Fontana Multidisciplinary Center (FNFC-122)
   652-6974 Faculty Success Center (ATL-109)

Switchboard: 652-6000
School of Mathematics and Science

ABSENCES
If you are sick or will otherwise miss a class, it is very important to make sure the Dean’s Office is aware of your absence. Please contact the Dean’s Office and Coordinator. If your class is at the Chino or Fontana campus, you should first call the center specialist or EPA so they can post the class, and then also notify the Dean’s Office and your Coordinator.

- Rancho Campus Dean’s Office (909) 652-6402
- Chino Campus Dean’s Office (909) 652-8008
- Fontana Campus Dean’s Office (909) 652-7401

Note: It is preferred that you find a substitute to take over for your class if you know you are going to be out. Be sure to work with the Coordinator so they are aware who will be covering during your absence.

The Adjunct Faculty Absence Form or Contract/Regular Faculty Absence Form, which can be obtained from the Dean’s office or from ZH-115 or Math-111, needs to be submitted to the Dean’s office upon your return. Remember that you accrue sick leave as part of your employment. Refer to the Chaffey College Faculty Association 2011-2014 Agreement, Article 14 – Leave Provisions. Ask about the details in Human Resources.

Full-time faculty that teach overload during the fall or spring semesters or during the summer accumulate sick leave that is separate from the sick leave you accumulate as a full-time instructor. If you are sick and miss during the summer, you will use this sick leave to cover the outage. During the regular term, if you are sick, the time you miss for your overload will be covered by this accumulated sick leave. If you miss a day that includes both contract load and overload, you will need to submit two absence forms.

ACADEMIC INTEGRITY

Your syllabus needs to contain an explicit cheating policy that does not violate the College’s policy as it is published in the College Catalog. Whatever policy you use, be sure that it is one that you are prepared to enforce and is one that recognizes the seriousness of the offense. Repeated surveys indicate that 40-90% of college students admit to cheating. It is a serious, systemic problem that can compromise the integrity of your course.

Incidents of cheating need to be reported on a Student Academic Integrity Violation Form. This form allows the college to track chronic cheaters.

The following procedures and forms can be found on the Chaffey Z-drive:
- Z-Drive/Student Discipline/Public/Student Discipline Violation Forms and Procedures:
  - Academic Integrity Code, including:
    - Academic Integrity Reporting Procedure
    - Academic Integrity Violation Sanctions
  - Academic Integrity Violation Form
  - Student Behavior Code, including:
    - Student Behavior Code Violation Sanctions
    - Student Behavior Reporting Procedure

Below is an example of a statement on plagiarism used by one of your peers. If your syllabus does not include such a statement, we strongly urge you to insert one that is comparable:

To cheat or plagiarize proves that you do not know the material covered in class, demonstrates that you have a lack of confidence to succeed by your own abilities and makes your academic achievements less valuable. Cheating and plagiarism are also subject to punishment. If it is determined that you have cheated or plagiarized on an exam or assignment, the punishment will be a zero on the exam or assignment. If you are caught a second time, the result will be an F in the course. Each event will also include a disciplinary report filed with the college.
Information regarding the cheating policy and punishment can be found in the Chaffey College Student Handbook. This can be obtained in the Student Activities office.

If you do not like this statement, talk with your fellow instructors and/or coordinator and see what statement they have included in their syllabi. Early in the course, you should explain to students how to quote, summarize, and paraphrase properly in order to avoid plagiarism. Faculty in the Writing Center can be helpful to you.

Another resource for you is the Center for Academic Integrity (http://www.academicintegrity.org).

ADD CODES

1. **How do I access my Add Codes?**
   Add codes are available to faculty on MyChaffeyVIEW. A link is provided under the heading “Faculty Information”. Add Code lists may also be requested through your Dean’s Office.

2. **When should I start giving Add Codes?**
   It is strongly recommended that you begin distributing Add Codes during the first week of the Late Registration period if you have not reached capacity
   - **NOTE:** The following students will need Add Cards for special processing:
     - High School Partnership Students
     - Students who must submit a repeat petition to override a registration restriction in person

3. **What happens if I wait until the last day to add classes to give Add Codes?**
   Waiting to give Add Codes on the last day to add, or even two days prior to the last day to add is not recommended. Although students have until midnight of the last day to add to register for classes, several factors could impact their ability to add classes. For example:
   - a) the system could be down;
   - b) there could be a pre-requisite clearance issue that the student didn’t know about that could necessitate additional time to resolve;
   - c) the student may encounter difficulty logging in;
   - d) the student may have a financial restriction on their record that blocks him/her from registration.
   All of these potential scenarios put an unnecessary hardship on students who are trying to add.

4. **How do I make sure that the student has used the Add Code I gave him/her at the beginning of the term?**
   - Rosters should be checked daily on MyChaffeyVIEW for any “Add” activity and for accuracy (especially on the last day to add) to ensure that all students are officially registered.
   - Students should be encouraged to use their Add Codes immediately in order to have an accurate count. If you notice that Add Codes have not been used, the student should be contacted to find out the reason why the add code has not been used.
   - If computer access is a problem, instructors may consider allowing the student to use the classroom computer to add the class. This will ensure that the student has officially registered for the class.
   - Another option would be to refer students to the Admissions & Records Office located in the Student Services building. There are 20 computers available for student use
   - Instructors may require proof of registration from any student to whom Add Codes have been given, or verify registration on MyChaffeyVIEW. If the student has used the Add Code, the class will appear on the student’s registration statement/receipt.

**ADDING STUDENTS**

Students can add a class, with the instructor’s permission, up until the end of the first week (The last day to add will be on the Academic Calendar). Be sure your policy of dealing with late adds is consistent with your policy of dealing with excessive absences. Add Codes are given to the students for this purpose.

Some students who enrolled late may not appear on your Roster. If a student makes that claim, ask the student to see their Registration Statement (the student obtained this slip at the time they paid their fees) as proof of
their registration. If their registration statement demonstrates that they are registered, their name should be placed on the roster ahead of any wait list names.

The first class meeting is a high pressure experience for everybody. Know in advance what the **Maximum Student Cap** for your section is. The number of seats in the room may not be the same as the Maximum Cap. The Dean’s Office can tell you what the caps are. Be prepared for anxious students attempting to enroll in the course. There will be a multitude of explanations, needs, and demands expressed. Follow an objective procedure and you will avoid serious difficulties. If there is standing room only, be sure those students on the roll have a seat. Provide some introduction to the course and distribute syllabi before taking the roll or making decisions about adding students.

Students have been told (as stated in the schedule of classes) that they must be at the first class meeting to be considered for admission to a closed class and that priority will be given to students on the wait list over those that just walk in. It is advised that you have a plan on how you will deal with students trying to add your class. Issues you should consider include: at what point during the first period will you call roll, how will you deal with late students (realize there are traffic, parking and finding location issues), is there an official computer generated waitlist, have you written in names beyond this list on a first-come first-served basis, and how will you prioritize walk-ins. This last issue is an important one. A lottery works well, but if you choose to do that, be sure you bring the necessary 3x5 cards or something else to have students put their names on. It is a really good idea to get a list of names and contact numbers for all the students who are trying to add the class so you can call them if you have no-shows during the second or third class meeting.

For some high demand classes, it is a good idea to not distribute add codes until the second class meeting; it is very unfortunate to send students away and then have students that were promised a seat never return.

From the Class Roster, call the roll. At that time you will be able to identify those names on the roster which are **No-Show**. Determine if there are any students who had registered late and whose names are not on the roster. If there is a waiting list or people who have walked in, in an attempt to add the class, you can assign add codes for some of the people from the list that you have assembled.

**CANCELLED CLASSES**
A class may be cancelled for lack of enrollment (fewer than 17) through the end of the second week of instruction—See Section 18.94, page 45, of the Collective Bargaining Agreement. If you are a part-time instructor, your position could be “bumped” by a full-time instructor if that person’s load is not filled by the end of the second week of instruction.

**CENSUS**

*Census is one of the most important requirements expected of all instructors.* If you miss the census deadline, Chaffey does not get paid by the state for your class. If that happens, then your paycheck puts the institution in the red for that class.

To submit your census online, go to MyChaffeyVIEW at [http://www.chaffey.edu](http://www.chaffey.edu). You can use MyChaffeyVIEW for this purpose starting the first day of class until the deadline given to you from the dean’s office. It is recommended that you print or save the confirmation page in case you need to later confirm submission of your census. Be sure you read the confirmation page; sometimes it is an error page indicating that something was done incorrectly.

If you attempt to submit on-line and you cannot log in the first time you try, it is because your account has not yet been set up. Please contact The Help Desk at 909-652-6789 for help.

**Submission of census on time is an expectation of all faculty. Do not wait until the deadline. Do it immediately.** The most critical part is to select “DNE” (Did Not Enter) for students who never attended. It is not okay for us to get paid for students who never attended. It is also possible to drop other students that attended the first class meeting using this form if you wish, in this case you need to be sure you have indicated in your syllabus that you will drop students for excessive absences (see Instructor drop below). You can drop students online at MyChaffeyVIEW any time before the deadline to withdraw.
This also is your opportunity to verify that every student in your class appears on the Census Report. If you have a student in your class, but their name is not on the Census Report, the college doesn’t know that the student is registered. You need to inform the student immediately so they can go to the Admissions Office to secure registration in the class.

Instructor Drops after Census:
Instructors will not receive a second Census Report. If you want to drop students from your roll after the census date, you can do this on-line via MyChaffeyVIEW. This works just as the on-line Census Report, except you will only have the option of an ID not a DNE. There are some important points you should be aware of before you drop students. The matriculation regulations contained in Title 5 (section 58004) allows a student to be dropped from class “if no longer participating” only up to Census. After Census, a student can only be dropped for excessive absences (Title V section 55202). The instructor drop process should not be viewed as an opportunity to drop students who are failing, yet continue to attend class. Beyond the issue of excessive absences, students may only be removed from class for disciplinary reasons as explained in the Chaffey catalog after due process has been followed.

Although it is the student’s responsibility to drop, you may want to take advantage of this opportunity to drop students who have demonstrated a pattern of excessive absences in your class(es). However, remember that in some instances dropping a student may actually hurt his or her academic progress. These groups of students include athletes, CalWORKs students (who are actually penalized by the County if they are dropped), and those students who are on financial aid (approximately 54% of our population). Clearly, students who are failing the class yet continuing to attend should be counseled and encouraged to drop. However, the final decision is theirs to make. **If you intend to drop students for excessive absences, you must define what that means and indicate how you will measure it in your syllabus.**

*If you need assistance using the online process for reporting census or dropping students, please contact: ITS Help Desk – (909) 652-6789*

CHANGE OF ADDRESS, EMAIL, PHONE NUMBERS
All changes of address, email addresses, and home, cell, or other phone numbers should be given to the Dean’s Office staff and updated on your profile on MyChaffeyView.

CLASS DISRUPTIONS
There are several, maybe many, topics and behaviors that may unsettle you (cell phones, conversations on the side, reading the newspaper…). By anticipating your response to them, you will almost certainly respond better. Try to deal with disruptive student(s) outside of class and do it when you and the student(s) are not emotional. Deal with them individually, not in groups. You are on the strongest ground if your syllabus has anticipated this category of behavior. Deal with the problem the first time it happens as it is unlikely that it will get better on its own. If the disruption is viewed as significant by you or it continues beyond what might be viewed as an isolated aberrant occurrence you should be prepared to follow the procedure and forms outlined in the Student Behavior Code (located on the Z: drive, Student Services, Public folder). You should have a specific procedure that you will follow stated in your syllabus. If you need assistance in developing such a statement, ask your Coordinator or the Dean’s Office staff.

CLASSROOM PHONES
Telephones that are installed in the classrooms are for the purpose of calling campus police (6911), the help desk (6789), and 911 (dial 9-911) ONLY. They cannot be used for any other purpose at this time.
COMPUTER ACCESS
Students may use the computers in the Science Resource Room (ZH-131) and the College Library. There is a computer for adjunct instructors in M-111 and ZH-115, and they may also use the computers in the Science Resource Room (ZH-131) or College Library.

COURSE OUTLINE OF RECORD (COR)
If you have not recently looked at the Course Outline of Record (COR) for the courses you teach, you can obtain a copy from the CurricUNET website (http://www.CurricUNET.com/chaffey/). There are easy log-in instructions right in the middle of the webpage. Only full-time faculty can modify the information; if a part-time faculty member needs to make changes, they must go to their coordinator to request access first. If you need assistance, ask the Dean's support staff. The staff may also be able to provide you with sample syllabi.

EMAIL
All faculty are required to have a Chaffey e-mail account, as all Chaffey correspondence will be sent to this account. If you do not have one, please fill out an “EMPLOYEE NETWORK/E-MAIL ACCOUNT FORM”, which can be obtained from the Dean's office staff. To access email remotely, go to http://mail.chaffey.edu.

FINAL EXAMS
There is a published Final Examination Schedule that is designed to avoid scheduling conflicts for the students. Adhere to that schedule. Failing to do so frequently puts students in impossible situations. College policy and the faculty contract require that you meet your class at the scheduled final exam time. Changes to the final exam schedule can only be made with prior approval of your Dean (see page 47, Section 18.12 in the CCFA collective bargaining agreement).

GRADES

Posting Grades
As a courtesy to the students, many instructors post course grades. These postings can be placed in some convenient place. Be certain that whatever you post does not reveal the identity of any students. Some people use a random number generator to produce an identifying number known only to you and to the student. Do not post any part of the social security number, student ID number, or an alphabetically arranged roster. This is a violation of the students’ rights to privacy. Other ways of providing your students with timely access to their final grade include using a self-addressed stamped envelope provided by the student, e-mail the grade to an e-mail address provided by the student, or use an on-line classroom management tool such as Moodle. To get more information on Moodle you should contact the DE helpdesk at 909-652-6975. Early submission of grades on-line allows students to access their grades on-line via MyChaffeyVIEW the day following your submission.

Incomplete or In-Progress
Rarely, you might be asked to assign a grade of I (Incomplete) or IP (In Progress) to a student. There is a form, Contract for Award of Incomplete or In Progress Grade, to accomplish this. This form can be obtained from Admissions or downloaded from MyChaffeyVIEW at http://www.chaffey.edu. Submit the completed form to Admissions shortly after submitting grades at the end of the semester. Students whose performance is inadequate commonly approach you at the end of the term asking that you assign them an "I". What work did they miss that was due to a circumstance that was beyond the student's control? Does your syllabus allow submission of late work? If the student has no way of passing the class by completing the work that satisfies the award of an I then it is a disservice to that student to award the "I". The "D" or "F" allows the student to retake the class to improve the substandard grade. If a student is awarded an "I", they cannot retake the class until the "I" is complete; if they do nothing it will not be complete for one year.

You should also consider that if you award an "I", the student needs access to the resources of the class, including attending lecture and lab activities, to complete the missed assignments or prepare for the missed exams. If it is an impacted class, this might cause problems for the student or other students currently enrolled in the class. If you will not be teaching the class in each of the following two semesters, you will need to make
arrangements with another instructor to allow the student to complete the course work in their class or you will need to work with the student on an individual basis. Think carefully before you assign an "I" grade.

When an "In Progress" (IP) grade is used because a student has not completed the course work for a class, the student needs to register for the same class the very next semester. If he/she does not, the IP will eventually be changed to whatever grade the instructor assigns based on the work actually completed during the original semester.

KEYS
Building keys can be requested from the Dean's office. Replacement costs for lost keys are: $25 for access cards, $25 for interior door keys, $50 for exterior door keys, $100 for building master keys. Local keys, like cabinets and drawers – see the Dean’s Office staff. Locked out of your classroom? Please contact the Coordinator or Dean’s Office during regular hours; Campus Police for after hours.

MAILBOX
Your mailbox is located in one of the following workrooms:

- Chino Campus: CHMB
- Fontana Campus: Lewis Center - 123
- Rancho Campus: ZH-115 or M-111

You can send items to the on-campus mail service or to the US Mail service by placing the addressed item in the appropriate mailbox in the workrooms. Please make sure that items are addressed correctly and are placed in the specified boxes. There is a Dean’s box in both ZH-115 and MATH-111. Please use this box to send correspondence to the M&S Dean and support staff.

MOODLE / DISTANCE ED
Moodle is used for online, hybrid, and as an enhancement to face-to-face classes. Faculty use it to enhance their face-to-face classes for everything from just posting documents to having interactive assignments.

To be able to utilize Moodle as a resource, an instructor must be trained in its use. Training requirements are explained on the DE website at http://www.chaffey.edu/onlineed/faculty/training.html.
There is online training available (4 hours), but it does not count towards FLEX obligations. Workshops that take place during FLEX on campus will count toward FLEX obligations.

Students should be directed to the DE website, and then the Log on to Moodle link to access their classes. This page will give them information on their username and password (which is slightly different than what they use in ChaffeyView).

Help Desk
- Hours are M-F, 8:00 am-4 pm.
- Phone: 909-652-6975
- E-mail: OnlineEd@chaffey.edu

Students who are registered in an online or hybrid course will be able to log on to Moodle and can access the Online Student Orientation course. They will NOT be able to access their actual online or hybrid course until after noon on the first scheduled day of the class. To log on to Moodle, go to www.chaffey.edu/onlineed. Click on the “Log on to Moodle” link in the Go box on the right side of the screen. There is a handy-dandy Moodle Student Quick Start guide that can be found on Moodle. This can be downloaded/viewed without logging on. All students should check their schedule in ChaffeyView to make sure they understand first day requirements. While online students must log on the first day, hybrid courses are varied, some must log on and some must attend an on-campus meeting. Students who are waitlisted or hoping to add an online or hybrid course should follow the instructions on the "Waitlist or Add" link on the DE website.

OFFICE SUPPLIES
Some office supplies are available in M-111 and ZH-115. If you need other supplies that aren’t available, please contact the Dean’s office staff.
PETITIONS

1. Students who received a satisfactory grade ("A", "B", "C", "CR", or "P") may not normally repeat the course. Exceptions exist for recency, extraordinary circumstances, and legally-mandated training requirements as a condition of continued paid or volunteer employment (see exceptions below for details). Such exceptions require a petition, available from the Admissions and Records Office.

2. Students who have received an incomplete grade ("I") may not repeat the course. Required coursework must be completed within one year, or the "I" grade will default to an alternate grade indicated by the instructor (usually substandard).

3. Students who have received an In-Progress grade ("IP") must repeat the course by enrolling in it in the next subsequent term (excluding summer). Coursework must be completed in that semester or the "IP" grade will default to an alternate grade indicated by the instructor (usually substandard). "IP" grades are most commonly issued for open-entry/open-exit courses, courses which are skills based and where a student making satisfactory progress has not yet mastered the required skills to complete the course requirements, or team-sports that have seasons that overlap semesters.

4. Students who have received an unsatisfactory grade ("D", "F", "FW", "NC", or "NP") or have withdrawn from the course ("W") may repeat the course once. If unsuccessful in the second attempt, the student must file a petition to be considered for a third or subsequent attempt at the course. Petitions are obtained online or from the Admissions and Records Office. The academic dean over the subject area being petitioned evaluates and approves/disapproves each petition on a case-by-case basis.

5. Students who have withdrawn for verified military service ("MW") may repeat course(s) from which they have withdrawn. The "MW" grade does not affect GPA, nor does it count toward the permitted number of repetitions.

Effect of Course Repetition for Substandard Grade on Permanent Record
To ensure a true and complete academic history, the course identification, title, units attempted and earned, and substandard grade(s) are not removed but are flagged with an "R" coding on the student’s permanent record. The “R”-coded grade and grade points are then disregarded in the computation of the student’s grade point average.

Exceptions to Course Repetition Restrictions
Recency: A student may petition to repeat a course that is not designated as repeatable and in which he or she has received a satisfactory grade ("A", "B", "C", "CR", or "P") when that student’s level of competency in the course material has diminished over a period of time. The most recent grade is considered an unofficial repeat, therefore, units and grade points earned in the latest repetition of the course will not be used in calculations of units earned or grade point average.

Extraordinary Circumstances: A student may petition to repeat a course in which the previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student).

REINSTATEMENT OF A STUDENT INTO A COURSE
A student may have been inadvertently or mistakenly removed from the course. Completing the appropriate portions of the Add/Drop card may reinstate them. Be sure to include the student’s first day of attendance on the Add/Drop card.

STUDENT GRIEVANCES
The majority of disputes between professors and their students arise out of students feeling that they have been capriciously or unfairly dealt with. That impression is often false, but not always. If your syllabus is clear and you did what your syllabus states, the student’s grievance is probably not a valid one and that will be determined in the informal or formal grievance procedure. Participate in the process willingly. A thorough syllabus protects you, your students and your course. Provide your Dean with a copy of your syllabus so that the necessary information is at hand to deal with many student complaints (see previous section on Syllabus).

If you are familiar with the college’s Student Grievance Procedure (found on the Z-Drive/Student Discipline/Public/Student Grievance), you should not feel threatened when a student wishes to complain. Let’s
say that a student becomes agitated about your not accepting a late assignment. (Your syllabus says that you do not accept late work.) You should first go over with the student your syllabus and show them that you are following the procedures for the course as outlined in the syllabus. If the student still feels you are treating him/her unfairly, you might say something like, “If you feel that you are being unfairly treated, you need to file a complaint. The department Coordinator is the person you need to see next. If you like, I will introduce you to her/him.” Your goal is to help the student see that there is an honest avenue of appeal and that their concerns will be heard. If you can, it would be helpful to give the Coordinator and Dean a “heads up” so that the student’s visit or call isn’t a surprise. As a parenthetical note, the Student Grievance Policy actually says that the student may complain to the Coordinator, Dean or the Dean of Student Discipline/Grievance. Whoever the complaint is registered with, that constitutes the informal level of the procedure. At this level the student may invite ONE other person to join them at a meeting with you and the administrator. That one other person may be another student or another college employee. No others may attend (Lawyers, parents, or other advocates are excluded from this stage), unless agreed upon in advance by all parties involved. Most student complaints/grievances end there. Others end when the student is required to explain to the Coordinator, Dean, or Assistant Dean of Student Services what happened and what they want. A few are resolved when it becomes apparent that the professor and the student didn’t understand one another. A very few require steps beyond this initial informal step because the professor did, in fact, act unfairly or contrary to college policy and declines to budge; or the student is making intransigent demands. In this situation, both the professor’s and the student’s interests are protected by the formality of the procedure. Follow it. Once again, a thorough syllabus and doing what your syllabus says you will do minimizes these hazards and greatly simplifies the task of the Coordinator or Dean in the event that a complaint or grievance is registered.

**SYLLABUS**

As a physical document, a syllabus is an accurate, written description of the contents of the course, and is an essential part of every course. Students have a right to consider this document to be a contract with you. If you would like to see sample syllabi for the course you are teaching, ask your Coordinator or the Dean’s office for some examples. The Course Outline of Record (COR) is your guide for designing your syllabus. If you do not have a copy of the COR, you should get one from your Coordinator or the Dean’s office staff. See pages 19-20 for an extended description of what a good syllabus contains. The more accurately your syllabus describes what you will do, the happier students are, the more successful they are, and the fewer complaints or grievances they register. Both your Coordinator and your Dean will have a much easier time dealing with student complaints if your syllabus clearly delineates how you, the instructor, will deal with such items as the grading system, testing strategies, makeup policies, cheating standards, and the pedagogical goals of the class. You need to indicate clearly what you expect from your students and what they should expect from you. If you are vague so that different people can interpret it differently, then you need to be more specific so that your students, Coordinator, and Dean will all interpret it as you do. It is also important that if you indicate you will do something in your syllabus, that you then do it, (i.e., drop for excessive absences, give an F on an assignment for cheating, etc.), so that a student feels that they are treated even handedly with the same level of respect as all other students.

By the beginning of each term you should send an electronic version of your syllabus to Karen.Olsen@chaffey.edu, Linda.Lamp@chaffey.edu, Nicole.Gores@chaffey.edu, and mathandscience.staff@chaffey.edu. A copy of your syllabus is needed by the Dean’s office to 1) provide an electronic database of past syllabi to assist students in obtaining transfer credit for classes taken at Chaffey College; 2) assist the Dean when dealing with student complaints; 3) provide the Dean’s office with up-to-date contact information; and 4) provide a source of sample syllabi for new instructors or instructors teaching a particular course for the first time. *It is an expectation of the Dean that all instructors will submit a copy of each class syllabus by the end of the first week of each semester.*

Your students have a right to expect a very close correspondence between what your syllabus says you will do and what you actually do. They also have a right to participate in a course that corresponds exactly to the contents of the Course Outline of Record (COR) that is the official description of the course. That COR is available in the curriculum folder on the Z: drive or available through CurricUNET, or ask your Coordinator or the Dean’s Office staff for help. You and your students should view the syllabus as a contract (transfer institutions, state licensing boards, grievance committees, and courts of law do).

Your syllabus is a student’s roadmap to the course. It should contain at least the following information:
A. A clear schedule of reading, labs and lectures, activities, and exams in enough detail so that busy students can actually plan their strategy. If you expect the students to take what you say seriously, these things had better happen when you said they would.

B. Clear instructions about how to get in contact with you outside of class. Phone numbers, e-mail address, and office hours that you actually keep are the minimum. All faculty, both part-time and full-time, have a Chaffey College telephone number and email address. If you are a part-time instructor and do not have a Chaffey email address, see the Dean’s Office staff. If you prefer to use another email address, please provide it to the office staff. They will give you instructions on how to forward email from your Chaffey account to your other account.

C. A vividly clear explanation of the grading system. It ought to be organized in such a way so that students can compute their grade on any day. When can a student expect to get tests and assignments returned? That is part of the evaluation routine. If they’ve forgotten the content of the work by the time they get it back, its pedagogical value is entirely lost. If you make a habit of discussing this with your colleagues, you will find that there is surprising diversity across the school.

D. An academic integrity policy that you are prepared to enforce. Refer to both the Academic Integrity Code and Behavior Code found in the Student Services Public folder on the Z drive before you write yours. Note that in national surveys about cheating 60-80% of high school students and >90% of college students admit to cheating more than once. This is a serious problem that can jeopardize the integrity of your course. Discuss this with colleagues with the hope that doing so will strengthen your resolve. Remember that an Academic Integrity Violation Form needs to be filled out when a cheating incident occurs. Doing so allows the college to track career cheaters. A make-up and missed assignment policy that can be administered evenhandedly and that doesn’t require you to judge every excuse. Can a conniving student subvert your policy? Does it inadvertently damage a serious student who suffered a short-term disaster? Make a habit of discussing this with colleagues because this is a constantly evolving affair.

E. If you have strong feelings about classroom etiquette, behavior, electronic devices, etc., they ought to be spelled out in writing and adhered to in practice. On the other hand, I think that civility and common courtesy can be assumed and needn’t be spelled out beyond simply stating that common courtesy is an expectation. Realize that the sophisticated electronic devices of today, besides being disruptive, can be used in a number of ways for cheating. You should probably address this in your policy that deals with cheating. Refer to the College Behavior Code and Behavior Code Violation Form in the student services public folder on the Z: drive.

F. If you intend to accept extra credit work, it should be explained carefully. Be careful, most extra credit policies invite game playing. Do you have a pedagogically sound rationale for accepting extra credit? Keep in mind that most students that want extra credit are struggling to do well with the regular assignments and exams for the course; it does not make sense that such students have time for extra work. Maybe what they are asking for is an easier way to get a passing grade.

G. Written instructions accompanying each assignment with grading criteria if they differ from those described elsewhere.

H. A drop policy that doesn’t violate that of the college. See “Instructor Drops” under Census on Page 13.

I. As the various disciplines and programs on campus develop mechanisms for measuring student learning outcomes, you will need to incorporate this into your syllabus.

This list is suggestive of the care with which you need to view the contents of the syllabus, and the list is not exhaustive. This is particularly true if your course is the least bit atypical in design, content, or practice. The syllabus is supposed to be an honest explanation of the content and conduct of the course and should be comprehensible to a stranger, perhaps a university articulation officer. It is recommended that you view other faculty members’ syllabi. You will see that a good syllabus may require many well-filled pages. Additional assignment sheets, lab protocols, field trip information, and other material can be assembled into a packet that
the students purchase in the bookstore. The college’s bookstore provides an excellent service for producing these. They are highly responsive to your need to revise your packet frequently.

You, your students, your course and your discipline change daily. In the hopes of reflecting these changes it is probably a good practice to review your syllabus for accuracy and intent every term. From personal experience, it is disconcerting to have something in your syllabus that you forgot was there pointed out to you by one of your students!

Helpful Resources for Syllabi:

(This little book is a gold mine of good tips – for the rookie or the veteran.)

Jim DesLauriers has assembled an anthology of labs for biology instructors. This resource is appropriate for Biol 1 and Biol 10, and is available through the Biology Coordinator or the Dean’s Office.

TEACHING LOAD LIMITS FOR ADJUNCT INSTRUCTORS
Adjunct instructors cannot be assigned a teaching load larger than 31.5 FTEF per term. Emergency exceptions to this requirement must be approved by the Dean and the Vice President of Instruction.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>FTEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-unit Lecture class</td>
<td>10.00</td>
</tr>
<tr>
<td>4-unit Lecture class</td>
<td>13.33</td>
</tr>
<tr>
<td>1-unit Lab class</td>
<td>8.00</td>
</tr>
<tr>
<td>4-unit Lecture-Lab class</td>
<td>18.00</td>
</tr>
<tr>
<td>Two 4-unit Lecture-Lab sections</td>
<td>25.00</td>
</tr>
</tbody>
</table>
(These are calculated on the assumption that the lecture and lab sections are scheduled at the same time.)

TEXTBOOK ORDERS
Ordering books can be submitted by logging onto the Chaffey College Bookstore’s website, HTTP://Books.chaffey.edu:
On left side of webpage, click on “Store Links”.
Click on “Faculty”.
Log on (create a new account if you do not have one).
This will take you to Course Requisitions. Follow the screens and submit.
For further help or information regarding ordering through the bookstore, please contact Sylvia Martinez, Book Buyer, at 652-6568.

Instructor’s Copies: Request for Desk/Complimentary Copy Form. The Administrative Assistant can supply you with the name and number of the book publisher’s representative. You can contact that representative to obtain a copy of the text that you intend to use. You can also obtain an instructor’s copy by consulting the publisher’s web page. It is NOT the responsibility of the Administrative Assistant to take care of this chore.

In an emergency, a copy can be obtained from the Bookstore, (requiring the Dean/Coordinator’s approval; a form is in the Dean’s office for this request). A replacement copy must be obtained by you from the publisher. If that doesn’t happen, you bought the book. The invoice will be forwarded to you when received by the Dean’s office. Publishers are often slower than they say they will be.

TRANSPORTATION FOR FIELD TRIPS
If you plan a field trip and wish to have the college provide transportation you will need to fill out a Field Trip Authorization and/or Transportation Request form. This needs to be submitted FAR in advance; usually at least two weeks minimum. It needs to be to Maintenance and Operations at least seven days in advance for
scheduling. If you intend to use private transportation, liability constraints suggest that you should meet your students at the field trip site. Organized car pooling is risky, and exchanging money for transportation is even more risky because that makes the driver a commercial carrier. The instructor should never transport students in their own car. Students may informally agree on the best way to arrive to the site. Remember that all such field trips must be enumerated in your syllabus.

If you will be using a district van, all drivers must be pre-approved. Simply email Jill Cummings in Campus Police (Jill.Cummings.chaffey.edu), phone 652-6167, providing the driver’s license # and the exact spelling of the driver’s name as it appears on the driver's license. Plan on a 6 week turn-around time.

VOICEMAIL
All faculty will be issued a voicemail telephone number. The Chaffey College website will list your voicemail number, so if you do not intend to check it, please leave a recorded message telling students that you do not check it, and hopefully give them an alternate phone number for contacting you.

WAITLIST
The system maintains waitlists in priority order, based on the date and time students add themselves to a waitlist. When an opening occurs in a section, the student with the highest priority on the waitlist will be notified by e-mail that they have been granted permission to register.

Once a student has been granted permission to register, s/he will then be given up to 3 days in which to log into MyChaffeyVIEW and enroll in the class, using the “Manage my Waitlist” link. If the student has not registered for the section by the deadline date, then s/he will be dropped from the waitlist and the student with the next highest priority on the waitlist will then be granted permission to register, and so on.

a. Beginning on the first day of the semester, all classes (open and closed) will be flagged as “Instructor Consent Required.” This means that the only way students will be able to add classes is if the instructor gives them permission to add by granting them an Add Code.

b. Instructors may start downloading and distributing Add Codes as soon as the start of registration, but students cannot use them until on or after their assigned registration date. Add Codes for full-term classes expire on the last day to add classes during Late Registration.
CONTRACTUAL OBLIGATIONS

FACULTY AGREEMENT
If you do not have a copy of the current CCFA Collective Bargaining Agreement, you should get one. There are some copies in the Dean’s office, or you can contact HR.

CLASS HOURS / BREAK TIME
Start and end classes as indicated in the Schedule of Classes. It is customary for classes to take a ten-minute break each hour. It allows students, as well as yourself, to take care of metabolic demands and to clear the mind. It is not appropriate to accumulate that break time and so terminate, for instance, a three hour class 30 minutes early. Dismissing class early as a matter of practice is inappropriate. The students enrolled in a course with a specified number of hours of instruction; the state compensates the college based on that formula and you are paid based on the same formula. Our articulation agreements with transfer institutions are based on those hours. People need to know where you and your students are. If you were planning to have the class away from the scheduled location during the regularly scheduled time (e.g., alternative meeting site, short walk to another part of campus, etc.) the Dean’s office should be informed so that in case of an emergency the instructor and/or students can be located. Instructors are expected to be present in their classrooms through the scheduled end time!

EVALUATIONS
Full-time faculty, depending on whether you are tenure-track or tenured (regular faculty), will be involved in evaluations either on the receiving end or as part of an evaluation committee. If you are regular faculty, you should work with your coordinator and the Dean to help in the evaluation of contract and part-time faculty. If you are regular faculty or contract faculty that will be evaluated this year, you should get involved in the process early. Read the contract and the information provided so that you understand the process. Help in the selection of the committee if the contract allows and provide your committee with the paperwork they need from you to complete the evaluation process.

Part-time faculty will be evaluated periodically by the department’s Coordinator, the Dean, or a designee. The evaluations will include classroom visits, student evaluations, and a final conference to discuss your work. Evaluation forms are provided by the Dean’s office, however, they are also available on the Z Drive>Mathematics & Science>Public Folder>Evaluation Forms. You may contact the Administrative Assistant for help in accessing this folder.

FACULTY ASSIGNMENT CONTRACT (FAC)
Part-time faculty and full-time faculty teaching overload will receive a Faculty Assignment Contract (FAC) from the Administrative Assistant near the beginning of the semester. Read it carefully before signing it. If you are overpaid or underpaid, it will be quite stressful for all to delay the correction.

GRADE SUBMISSION
The submission of grades, as mentioned above, is one of the most important minimum responsibilities of every instructor. Near the end of the semester you will be provided with information about the times that grades can be submitted. THE OFFICE OF ADMISSIONS AND RECORDS NOW REQUIRES THAT ALL GRADES BE SUBMITTED ON-LINE. If it is impossible to complete the on-line grade submission by the due date, call the Dean’s Office at (909) 652-6402 BEFORE grades are due. Please follow the instructions for on-line grade submission below.

If you are teaching short term classes, you do not have to wait until the end of the semester to submit your grades. You can submit your grades online via MyChaffeyVIEW immediately after the final for any short term class. It is in the best interest of your students to submit their grades as early as possible.
Instructions for On-line Grade Submission
To access the online grading link, go to the Chaffey College website http://www.chaffey.edu, click on MyChaffeyVIEW, select Faculty, read the confidentiality statement, click "I Accept", click on Grading, log in, and select your class.

If you have not entered online grades before, please view the Grading Tutorial, located on the Faculty menu in MyChaffeyVIEW.

- If you need to reset your password, click Reset Password under User Account once you are in the Faculty site.
- If you need access to a computer, please visit the Admissions and Records Office during regular business hours; use the computers located in MATH-111, ZH-115, or the Science Library ZH-131; or ask one of our Administrative Assistants to assist you in locating a computer for your use.
- If you need technical assistance, please access the FAQ’s and other relevant links located in My Chaffey View.
- If you require assistance not provided above, contact the ITS Help Desk at (909) 652-6789, option #2 during regular business hours.
- Your username is your initials plus your Chaffey ID number (example Keith J. Smith with ID number 0456789, username is: ks0456789).
- If you are using MyChaffeyVIEW for the first time, your password is your six-digit birth date. (e.g., if your birthday is 7/3/78, your password is 070378).

After submitting your grades, a Grade Confirmation Page will show the grades you have submitted; print this page. It is verification that you have submitted your grades successfully. Read this page to assure that it is a confirmation and not an error message. If it is an error message you need to resubmit. If you need assistance see above.

After submitting your grades online, you should retain the documentation for the calculation of grades, realizing the students can challenge their grade for up to two years. If you have questions about this process, please contact the Admissions and Records Office at 652-6600 or 652-6620.

RECORDKEEPING
Part of your contract agreement is that you will maintain an accurate set of course rosters, grade records, and census reports. To do so is the barest minimum responsibility of every instructor.

Rosters should be retained as students can challenge a grade up to two years after the class. It is not uncommon for instructors to keep these records along with the grade sheets and spreadsheet that shows the calculation of the grades for many years or even a lifetime.

Your grade record should be complete so that you or others can determine how a student’s grade was calculated and when and if a student attended your class so that various issues can be resolved in the future or in your absence.

Consider this permanent grade record to be an important legal document. You may use Excel or some other software program to record exam scores, etc. that will be used to calculate the students’ grades. If you keep track of attendance, you should maintain that as well.
COLLEGE SUPPORT SERVICES

DISABLED STUDENTS
The college has an extensive service available to Disabled Students which will make their classroom experience a productive one. You are required by Federal Law to make “reasonable accommodations” to students’ disabilities. Talk to the people in the Disability Programs & Services Office (652-6379) for specifics. Please be sure to allow adequate time to arrange for an appropriate accommodation. You are the judge of what “reasonable” is.

You might consider including a note in your syllabus addressed to disabled students such as:

If you have a disability documented by a physician or other appropriate professional and wish to discuss academic accommodations, please contact the DPS office (652-6379) as soon as possible. Please be sure to allow adequate time to arrange an appropriate accommodation.

DUPLICATING SERVICES
Getting materials duplicated for class use can be accomplished in several places as indicated below. Be aware that the college staff is conscious of the possibility of Copyright violations associated with some of your duplicating requests. If you submit copyrighted material without the publisher’s permission, your request will probably be rejected.

Print Shop (Lithography)
If you need large numbers of a document (more than 50), you will need to use the services of the Print Shop.

1. Electronic Print Requests – The college encourages everyone to submit print requests using the electronic print request form. This form can be accessed through the college website at www.chaffey.edu/printrequest. If what you want printed is not available in an electronic version, you may scan the document(s) on a Xerox machine, include a Print Request Form as a cover sheet, then send it to printshop@chaffey.edu.

2. Drop-Off Projects – We will continue to accept print requests in-person, however there will not be a staff member available to assist with the request. A drop box is located in the print shop lobby for print requests. As the request is dropped off, you will be required to date stamp it. A time/date clock is at the counter and each project must be clocked in. This allows the staff to process requests in the order they are received. There is also a box to submit requests in ZH-115 and M-111.

3. Waiting for Printing – The print shop staff will no longer be allowing individuals to “wait” for a print request. Print requests sent electronically or dropped off must allow at least 24 hours for processing (see print shop timelines below).

4. Deliveries / Picking up Requests – Deliveries will be made to M-111 and ZH-115 (see schedule under Print Shop Timelines below). For individuals requesting to pick-up print jobs, a self-help counter is located in the lobby of the print shop. The lobby hours are 7:30 – 4:30 pm. A staff member from marketing can assist with pick-ups from 4:30 pm – 5:30 pm.

Print Shop Timelines:
- Photocopy only – 24- 48 hours
- Print job – 2-3 weeks
Timelines are for printing only. It does not take into account delivery time! Deliveries and pick-ups are done twice daily on campus; mid-morning and mid-afternoon (exact times may vary). Deliveries to off-campus centers are done by the Warehouse once a day in the morning.

For additional information, please visit the print shop page on the website (www.chaffey.edu/printshop).

If you have any questions about your print request, printing specifications, or have a suggestion, please direct them to Nilisa Robertson, print shop supervisor at nilisa.robertson@chaffey.edu or extension 6741.
Xerox Machines

Rancho Campus
There are copy machines in M-111, ZH-116, and the ZH Hallway that can be used when you need only a few copies (up to 50). The machines have a limited capacity and are expensive to maintain. Do not abuse their use. We will monitor the use of the Xerox machines available to the MS faculty. If these machines are being used excessively, we will have to explore methods of controlling their use. The copy machine in ZH Hallway and M-111 require an access code. Your code is your Chaffey ID without any leading zeroes.

Chino Campus
Available in the Staff Lounges at CHTC for school business only. Each instructor will have a limit of 300 copies per class per semester. An access code which is your 4-digit birth date (MMDD) will be set up for you. You must use this code each time you make copies. The copy machine should not be used to duplicate tests or lengthy handouts. Large quantities of materials should be sent to lithography via on-line Print Request at http://www.chaffey.edu/printrequest. Your duplicating will be sent to you in Chino. Please allow for a one week turn-around time.

Fontana Center
Located on the Ralph M. Lewis Center (Faculty Workroom). Each instructor will have a limit of 300 copies per class per semester. An access code, your ID number will be set up for you. The copy machine should not be used to duplicate tests or lengthy handouts. Large quantities of materials should be sent to lithography via on-line Print Request at http://www.chaffey.edu/printrequest. Your duplicating will be sent to you in Fontana. Please allow for a one-week turn-around time.

CLASS PACKETS
If you would like to assemble your class handouts into a packet, that service is also available through the bookstore. The packet can be sold in the Bookstore with the books for your class. The service is excellent and revisions are extremely easy to make. Use of this service greatly simplifies your life and it also puts the course materials in the students’ hands at the beginning of the term. Complete the Bookstore Packet Duplicating Form and submit it to Sylvia Martinez in the bookstore at least two weeks before the beginning of the term. Changes to the packet should be submitted at the same time that you order books for the semester. If you have questions about this service, contact Sylvia Martinez at 652-6568.

ELECTRONIC RESERVE (ERes)
Handouts can also be placed on ERes in the library. This service allows you to place your syllabus, handouts, sample exams or quizzes, etc. on reserve in the library. Students can then access these papers via the Chaffey College website. You can then provide information to your students on how to access these resources, what is available, and when they will need them in the timeline of your class. They can then provide their own handouts, and if they misplace them or miss a class so they did not receive them, they know where they can go to get another copy. Instructions on how to use ERes are shown below. If you have questions about ERes, you should contact Marie Boyd in the library at 652-6806 or marie.boyd@chaffey.edu.

How to use ERes
- Go to Chaffey’s web site- www.chaffey.edu
- Click on Library (on left side of menu)
- Click on Agent (on right side- second under “research”)
- Enter your student ID and birthdate and click “go”
- Click on ERes (under Chaffey Library Services)
- Click on Electronic Reserves and reserve pages
- Search for “course reserves pages by instructor”- click on that
- Select instructor on scroll bar then click search
- Click on Class name, i.e. Biol-20
Click “accept” for copyright policy

Then the student will see anything that you have on “reserve” with the library - just click on it- then you’ll see another section that describes the document- click on the document again and then you can download the document

EOPS AND CARE
Extended Opportunity Programs and Services (EOPS) is designed to ensure student retention and success through academic support and financial assistance for eligible students. Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single, head-of-household parents. It provides additional support services beyond those available through EOPS. The ultimate goal is completion of a certificate program, an associate degree, and/or transfer to a four-year college. Call (909) 652-6349 for more information.

STUDENT SUCCESS CENTERS
Chaffey College has created Student Success Centers which offer tutoring, workshops, study groups, learning activities, and computer access to assist students in their academic development and success. Students who access one or more Success Centers experience a 73% likelihood of course success. Students who do not access Success Centers experience a 57% likelihood of course success.

Multidisciplinary Centers are located at all Chaffey sites and are set up to serve students in all subject disciplines. The Rancho and Chino campuses also house discipline specific centers designed to help students with particular subject area courses and skills. In order that we are in compliance with Title V lab regulations, when students enter the Success Centers for the first time they are asked to identify the person who referred them to the service, either counselor or instructor. In order to aid in following these regulations, included is a common statement that many instructors use that constitutes a “referral” and can be put in any syllabus. If you can, please include this statement in your syllabi. A modified version has been compiled by Dale DesLauriers in biology for use by biology instructors. If you are interested in this version please contact the appropriate Administrative Assistant. The statement also includes for you specific information about the location and contact information for the success centers.

<table>
<thead>
<tr>
<th>The Chaffey College Success Centers offer tutoring and academic support for all Chaffey students. If you require additional time outside class hours for tutoring and other assistance, go to the appropriate success center. On your first visit you will be enrolled in Guid-650, a course that allows you to use the Success Center resources. Your presence in the centers must be documented. You must log in when you arrive and log out when you leave. This course is 0 units, ungraded, and at no cost to you. Students are welcome to make an appointment or drop in. Three of the Centers are designed to address specific subject needs. For all other subject needs and study support, students can access one of the Multidisciplinary Success Centers at any of the campus locations in Rancho Cucamonga, Fontana, or Chino.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino Success Center</td>
</tr>
<tr>
<td>Fontana Success Center</td>
</tr>
<tr>
<td>Rancho Language Success Center (ASL/ESL/ML)</td>
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<td>Rancho Language Success Center (Eng./Rd/Wrt)</td>
</tr>
<tr>
<td>Rancho Success Center</td>
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<tr>
<td>Rancho Math Success Center</td>
</tr>
</tbody>
</table>

Call the centers or consult the website at http://www.chaffey.edu for more details.
Chaffey College Chino Campus  
College Park – Main Instructional Building (CHMB)  
5897 College Park Drive  
Chino, CA 91710  
(909) 652-8000  
Fax (909) 652-8110

Regular Hours:  
Admissions/Cashier: 7:30 am-7:00 pm M &Th/7:30 am-4:00 pm T & W/ 7:30am-4:00 pm F  
Campus Police (CHMB-142) 12:00 pm-8:00 pm M-Th, 8:30 am-4:30 pm Fri

Staff:  
Teresa Hull, Dean  
teresa.hull@chaffey.edu

Rosanna Morales, Educational Program Assistant  
rosanna.morales@chaffey.edu

Shardae Espinosa, Administrative Assistant  
shardae.espinosa@chaffey.edu

Absences:  
Faculty teaching at CHMB:  
If you are sick or will otherwise miss a class:  
1. Report your absence to your Dean’s Office and Coordinator.  
2. Additionally, call the Chino Campus Dean’s office (909) 652-8010, and staff will post a sign-in sheet on your classroom door.

Upon your return, you are required to complete a Report of Adjunct Faculty Absence or Report of Contract/Regular Faculty Absence, which are available in the Adjunct Faculty office (141) and in the Dean’s office (123). Submit the absence form to your School.

Bookstore:  
(CHMB-149) 909/652-8170 Textbooks for all classes held at the Chino Campus and Ontario High School are sold at the Bookstore. Please refer to the Bookstore webpage http://www.books.chaffey.edu/ for current hours of operation.

Copy/Fax Machine/Printer:  
Available in Room 206 upstairs for school business only. The copy machine should not be used to duplicate tests or lengthy handouts. Large quantities of materials should be sent to lithography. Duplicating requests are available through Lithography at the Rancho Campus via campus mail. Please allow a 1-2 week turnaround time. Please be aware that there is an on-line Print Request Form that can be used to submit your print requests to Litho online. Simply go to http://www.chaffey.edu/printrequest. Litho requests can also be filled out – drop off for Litho requests can be left in CHMB-140

Employee Lounge:  
Available for staff and faculty only. Do not bring students into the Employee Lounge. The refrigerator will be cleaned out every Thursday. Please mark anything that you do not want thrown out. Also, if you make a mess in the microwave, please clean it up.

Equipment:  
The remotes for the equipment are stored in the lower drawer of the instructor’s station in the classroom. All of the equipment is connected properly so PLEASE DO NOT DISCONNECT any of the cords. If you have any technology problems, please contact the IT Department and leave a detailed message about the issue. Please provide detailed information; for example, classroom number, error message received, etc. If you have a laptop computer, you will need to have it checked out for viruses by bringing your laptop to Information Technology Services at the Rancho campus. If you have any questions, contact the ITS Help Desk at ext. 6789.

Faculty Offices:  
There is an adjunct faculty office (141) across from vending machines available for general faculty use. You will need to use your access/ID card to enter. This office is available to you for student
conferences or school business. To use the computers, you must log in with “cc.user” and the password “panther”. Please log off when you have finished (please do not leave any personal items or papers).

**Final Exams:** There is a published Final Exam Schedule that is designed to avoid scheduling conflicts for the students. College policy requires that you meet your class at the scheduled final exam time. Changes to the final exam schedule can only be made with the approval of the Dean.

**First Aid:** There is a first aid kit in the supply cabinet in Student Services (122). There is a second first aid kit in Room 206.

**Heating and Cooling system:** For heating and cooling problems please send an email to Rosanna Morales at Rosanna.morales@chaffey.edu

**Keys and Classrooms:** You must have an access/ID card to access classrooms, adjunct faculty office (141), Xerox machine room (206), and Employee lounge (140).

For safety reasons and regards for other students, please do not allow students to bring their children to class or leave them unattended in the facility. If you rearrange tables and chairs/desks, please put them back when your class has ended. Please do not move any equipment, ask for assistance.

**Library:** Located in CHMB-144. The library is open M-TH, closed Friday through Sunday and any day observed as a holiday by Chaffey College. Check the library website at http://www.chaffey.edu/library/chino for current hours.

**Mailboxes:** Faculty mailboxes are located in the CHMB building. Please be sure to check your mailbox each day that you teach class. **Outgoing Mail:** Located in the Employee Lounge (140). Campus Mail is usually delivered and picked up daily after 2pm.

**Parking:** Staff parking at CHMB is designated in the West parking lot. You must display a staff parking permit when parking in these areas.

**Phones:** There is a phone available in the Adjunct faculty office (141). Call Campus Police (142) for non-emergencies at (909) 652-6911. In case of emergency please call 911.

**Scantron Grading Machine:** Located in the Adjunct Faculty office (CHMB 141). Instructions are available next to the machine.

**Student Health Services:** Located in CHMB-105. The hours are 8:00 am-1:00 pm M-W. Call (909) 625-8190 for more information and to schedule appointments. **First Aid:** There is a first aid kit in the supply cabinet in Student Services (122). There is a second first aid kit in Room 206.

**Student Lounge:** Located near the east elevator/stairwell. Vending machines are located by the Adjunct Faculty office (141). Please advise your students that NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS and/or LABS.

**Success Center:** Located in CHMB-145. The Center offers tutoring and academic support for all Chaffey students. The hours are 8:00 am-8:00 pm M-TH, 10:00 am-2:00 pm on Fridays, closed Saturday and Sunday.

**Supplies:** Supplies (whiteboard markers, erasers, paper, etc.) are kept in the top drawers of the desks in the adjunct faculty office (141) and also in the overhead cabinets by the Xerox machine in Room 206 upstairs.

**Syllabus:** Email a copy of your syllabus to Rosanna Morales at Rosanna.Morales@chaffey.edu, Linda Lamp at Linda.Lamp@chaffey.edu, and MathAndScience.Staff@chaffey.edu

**Wireless Access:** Wifi is now available on the Chino Campus. Please visit the Chaffey website at http://is.chaffey.edu/WirelessAccess/index1.htm for instructions that will lead you through connecting your device for the first time, and help you with some of the different screens that you might encounter.
Student Services Office Hours:
Monday and Thursday (8:00 a.m. to 7:00 p.m.)
Tuesday and Wednesday (8:00 a.m. to 4:30 p.m.)
Friday (8:00 a.m. to 2:00 p.m.)

Staff:
Teresa Hull, Interim Dean, Fontana Campus  
Teresa.hull@chaffey.edu

Kelly Wilkerson, Educational Program Assistant (EPA)  
kelly.wilkerson@chaffey.edu

Facilities:  There are three buildings at the Fontana campus. The Fontana Center (FNFC) is on the east side and the Lewis Center (FNLC) is on the west side, closest to the entrance and exit. The Fontana Academic Center (FNAC) is in the middle. The campus entrance and exit are off of Juniper Avenue.

Parking:  Parking at the Fontana campus is on a first-come, first serve basis. Parking permits are required.

PLEASE DO NOT ALLOW ANY FOOD OR DRINKS IN THE CLASSROOMS AND/OR LABS. DO NOT ALLOW STUDENTS TO BRING THEIR CHILDREN TO CLASS OR LEAVE THEM UNATTENDED IN THE FACILITY. If you rearrange tables and chairs/desks, please put them back when your class has ended. Please do not move any equipment, ask for assistance.

Faculty Mailboxes:  Faculty mailboxes are located in FNAC-208. Please be sure to check your mailbox each day that you teach class.

Staff Lounge:  There are two Staff Lounges at the Fontana Campus. One is located in the northern end of the Fontana Center (FNFC-104). The other Staff Lounge is in the Fontana Academic Center (FNAC-115). Please do not bring students into a Staff Lounge. The refrigerators will be cleaned out every Friday. Please mark anything that you do not want thrown out.

Supplies:  Supplies (whiteboard markers, erasers, paper, etc.) are kept in the Faculty Workrooms (FNAC-117, FNAC-208 and FNLC-123). If you need additional assistance, please contact Kelly Wilkerson.

Equipment:  Faculty workstations no longer require a remote and the stations are locked by IT. All of the equipment is connected properly so PLEASE DO NOT DISCONNECT any of the cords/cables. If you experience trouble with any AV equipment and if your class is between 8:00am and 4:00pm, press the 2nd button on the phone located on the faculty Workstation and your call will be picked up by an IT staff to trouble-shoot any problems you may have. Computer/AV repairs or software installation requests are to be submitted in writing or via email to Kelly Wilkerson. Please provide detailed information; for example, classroom number, error message received, etc. If you have a laptop computer, you will need to have it checked out for viruses by bringing your laptop to Information Technology Services at the Rancho campus. If you have any questions, contact the ITS Help Desk at ext. 6789.

Student Lounge:  A Student Lounge is located on the Southwest side of the Fontana Academic Center (FNAC-103). Vending machines for snacks as well as classroom supplies are available. Please advise your students that NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS.
**Bookstore:** Textbooks for all classes held at the Fontana Campus are sold at the Fontana campus bookstore located on the South side of the Fontana Academic Center (FNAC-129). They also sell scantrons, diskettes, pencils, and bluebooks.

**Library:** The Library is located in the Fontana Academic Center (FNAC-100). The hours are Monday (8:00am – 4:00pm), Tuesday (10:00am – 6:00pm), Wednesday through Friday (10:00am – 2:00pm).

**Multi-Disciplinary Success Center:** A multi-disciplinary Success Center is located at the Fontana Center, (FNFC-122). The Success Center offers tutoring and academic support for all Chaffey students. Their hours are Monday through Thursday, 8:00am-8:00pm; and Fridays, 10:00am-2:00pm.

**Photocopiers:** Available in the Faculty Workrooms in the Academic Center (FNAC-117, FNAC-208) and in the Lewis Center (FNLC-123). There is a 300 copy limit per class, per semester on photocopying.

All photocopiers are also the printers to the work stations in that Faculty Workroom. Facsimile availability is offered at the photocopier in Faculty Workrooms; FNAC-117 - the number for this fax is (909) 652-7452 and FNAC-208 - The number for this fax is (909) 652-7454.

Since these photocopiers are single use systems, they should not be used to duplicate tests or lengthy handouts. Large quantities of materials should be sent to lithography. Duplicating requests are available through Lithography at the Rancho Campus via campus mail. Please allow 1 week turnaround time. Please be aware that there is an on-line Print Request Form that can be used to submit your print requests to Litho online. Simply go to [http://www.chaffey.edu/printrequest](http://www.chaffey.edu/printrequest).

**Scantron Grading Machine:** Scantron grading machines are located in Faculty Workrooms. Instructions are available next to the machine.

**Outgoing Mail:** Outgoing mail bins are located in the Faculty Workroom at the Fontana Lewis Center (FNLC-123 and FNAC-215); Campus Mail is usually delivered and picked up daily before 9:00am.

**Absences:** In the event you will be absent and miss class, you should:

1. Report your absence to your Program/Department's School.
2. Call the Fontana Campus at (909) 652-7401 and the staff will post a sign-in sheet on your classroom door. If you reach the voicemail system, please leave a message with your name, class you teach, time of the class(es) and room number.