

# NORCO COLLEGE

OFFICE OF INSTRUCTION

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Riverside Community College District

# Faculty Guide



# NORCO COLLEGE

## Faculty Guide

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This is intended as a supplement to any Riverside Community College District Faculty Handbook.

**Welcome to teaching & learning at Norco College**

© Office of the Deans of Instruction | Norco College  
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## Ready, Set ... GO! | Checklists

*Getting off to a good start...staying ahead... and finishing strong*

There are certain tasks to be completed each term. Details about many of these issues can be found in *Chapter 2: Details & Information*. Thank you for reviewing these reminders for before, during, and after each term. Having these tasks mapped out for the term will allow you to concentrate on your most critical role of providing instruction.



### Before the term begins

#### Assessment of Student Learning Outcomes

Prior to each term check with the full-time discipline member and/or Department Chair about the nature of the assessment projects underway in your area.

Norco Assessment Committee co-chairs, Ashlee Johnson (Associate Professor of Engineering, [ashlee.johnson@norcocollege.edu](mailto:ashlee.johnson@norcocollege.edu)) and Dr. Greg Aycock (Dean of Institutional Effectiveness, [Greg.Aycock@norcocollege.edu](mailto:Greg.Aycock@norcocollege.edu)) can also provide support.

#### Book Order

Book orders are placed online at

[https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en_US)

This link is also available through the Norco College homepage.

#### Course Syllabus

CREATE a syllabus for EVERY section that you teach.

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**Note:** The Norco College Academic Senate highly endorses the use of the [Syllabus Shell](#) to develop your documents.

**DUPLICATE** for your students | e-mail file to be copied along with a completed Request form (available on [CRC Website](#)) to the staff in the College Resource Center via [CopyDesk@norcollege.edu](mailto:CopyDesk@norcollege.edu)

**ARCHIVE** to Course Syllabi Repository  
Thank you for e-mailing your syllabi for *all sections* to the Office of the Dean of Instruction c/o [Syllabi@norcollege.edu](mailto:Syllabi@norcollege.edu)

**Faculty e-mail account**

Please confirm that your professional e-mail address is functioning.

**We request that you use your professional e-mail address when communicating with students, staff, faculty, and administrators.**

It is **CRITICAL** to check this e-mail account regularly.

**Keys**

- To obtain a Key Card please contact your IDS in the Office of Instruction.

Cynthia Acosta (951) 738-7777	Business • Accounting • Architecture • Computer Apps • Computer Information Systems • Construction • Gaming • Electronics • Engineering • Drafting • Management • Manufacturing • Marketing • Real Estate • Supply Chair • Work Experience
Yolanda Stanley (951) 372-7067	Performing Arts • Music • English • Communications • Writing Lab • ESL • Journalism • Interdisciplinary Studies • Library • Reading
Sue Lafferty (951) 372-7079	Math • Sciences • Health • Kinesiology • Geography
Debra Karrer (951) 372-7076	Art • Languages • Philosophy • Photography • Administration of Justice • Anthropology • Early Childhood Education • Economics • History • Political Science • Psychology • Sociology

- If your classroom is located in the IT Building, your key card will automatically be programmed to open your room by the week before classes begin.

**If you're in a classroom with a physical key (all those not in IT), you can pick up your key from Business Services. If you cannot make it between the hours of 7:00 am – 4:00 pm please contact Ms. Sheri Cologgi (951) 372-7089 to make arrangements to pick up your key**

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

Currently, the college thanks you for *servicing as many students in your classes* as is *pedagogically* sound within the physical limitation of your classroom. You need no additional permission to enroll up to 89 students in your section.

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After consultation with your discipline and department chair, if you would like to enroll to 90+ students, e-mail the request to your Dean of Instruction ([Jason.parks@norcocollege.edu](mailto:Jason.parks@norcocollege.edu) or [quinton.bemiller@norcocollege.edu](mailto:quinton.bemiller@norcocollege.edu)); you will be informed if the enrollment can be mutually agreed upon.

### **Parking Permit**

Purchase your RCCD Parking Permit online via your [Faculty WebAdvisor account](#)

### **Teaching Assignment (TA) Approval**

All TAs are approved electronically via your WebAdvisor Account.

Approval must be completed *prior to* first day of class | more about [TA Approval Process](#) on page 30.

### **Special considerations for part-time new faculty**

**Review Department expectations** with your Department Chair and Interdepartmental Specialist (IDS)

#### **Obtain Copy Code**

For use on faculty machine in the College Resource Center for *small jobs only* (copy code request from IDS)

New full-time faculty will receive information about *required* orientation meetings from the Professional Development Committee Chair(s).

All new faculty are welcome to attend optional Back-to-College (FLEX) activities and other professional development opportunities during the semester.



### Before First Day of Class

Be prepared when you enter the classroom on the first day. Give thought to how you will manage student adds, be prepared to maintain records of attendance, and be ready to assist our students who are sometimes overwhelmed and lost... You will be able to print an accurate first day roster and waitlist **48 hours** before the **start of your class...**, NOT the start of the term. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

To be prepared:

- Print Attendance Roster from WebAdvisor  
*hardcopy record of Attendance MUST be submitted at the end of the term* for details about Attendance and other [Required Documents](#), see Chapter 2
- Print Wait List from WebAdvisor
- Print Add/Authorization Codes from WebAdvisor
- Confirm the required text that you ordered is in Bookstore
- Provide Library with a copy of your text to place on reserve, if possible
- Check your faculty mailbox in the College Resource Center *often*
- Check your professional e-mail account *often*

The first week of class is always hectic and your smiling faces and ready answers can go a long way toward helping our students navigate the college.

Please find a few ASK ME stickers in your faculty mail box or in the College Resource Center during the first week of the fall and spring terms and wear them with pride.







## First Day Issues

This is the basic “check list” is here; details and FAQs are in Chapter 2.

### Add students to your sections ASAP

- Add Codes become active **on the first day of class.**
- Best practice is to adhere to the Waitlist when adding students
- Make sure that you AND your students know the **Last-Day-to-Add** for your section – and never provide an Add Code after the deadline to add.
  - **The last day to add for your class is available on WebAdvisor.**
- When distributing Add Codes, make sure to do so in a manner that allows the student time to process the add code – for example, refrain from sending a student an Add Code via e-mail at 10PM on the Last Day to Add.
- Track the names (or Student IDs) or those to whom you provide add codes.

### Distribute Syllabus to every student

Make certain that students who add the section also receive the syllabus.

Any modifications to the document during the term are best put in writing and distributed.

### Classroom conditions

- Thank you for refraining from moving desks or tables from room to room in order to add students.

Though well-intentioned and in the spirit of trying to accommodate students, this disrupts the desk count in other classrooms.  
I'm certain you can imagine how frustrating it can be to come back to your classroom for the second class meeting to find missing desks.
- Thank you for leaving the Disabled Student seating in place.

Every term this furniture is specifically placed as needed by the Disability Resource Center (DRC).  
If a student in your section requires DRC furniture and it is not currently in your classroom, refer the student to the DRC so that appropriate accommodations can be made



## During the term

Stay on track. Here are some helpful tips...

### Assessment Project

Engage in the agreed-upon project and continue discussion with discipline/Department Chair. See the [Norco College Assessment page](#)

### Attendance Rosters

- Continue updating the names on your Attendance Roster until Census.
- Reconcile your official Attendance Roster with WebAdvisor *after* census
- **DO NOT** allow unregistered students to attend your class
- Maintain a **hard-copy** of the Attendance Roster for submission at end of term

### Census Roster

- Submit Census Roster on WebAdvisor by deadline
- Remember to drop NO SHOWs...this is a *State Regulation*.
- If you have TBA labs associated with your course [see more information](#) on p. 19

### Improvement of Instruction

Both **Associate (PT) Faculty and Full-time Faculty** will be notified early in the term if scheduled for Improvement of Instruction. All parts of the process must be completed.

### Instructor Absence Policy

- For an anticipated absence, contact your Department Chair to see if a substitute can be arranged. These are arranged on a *case-by-case* basis.
- Call your IDS to report your absence. If you speak to them, **YOU'RE DONE**. They will provide an Absence Affidavit for you *and* “post” your absence to inform students.
- If you cannot reach your IDS by phone
  - leave a message for them so that they can provide your Absence Affidavit
  - call the Instructor Absence Line (951-372-7056) to report your absence if class meets M-F. The line will be checked and your class “posted”.
- **ONLY Saturday instructors** should call campus police to “post” an absence.
- Submit signed Absence Affidavit to you IDS upon return to work.

**DO NOT** “post” your own class or make your own arrangements for a sub.



## At the End of the Term

Get 'er done...

- Final Exam  
Hold all final exams according to the Norco College Final Exam schedule
- Submit Grades on WebAdvisor by deadline
- Submit Attendance Roster (hard copy) to A & R
- If you awarded an Incomplete Grade, you MUST also submit an Incomplete Grade Contract on WebAdvisor (even if you think the situation will resolve quickly).
- Return hard keys if not yet scheduled to teach in the following term to Operations Center
- Enter Assessment data into Nuventive or via the online SLO Assessment Reporting form ([bit.ly/SLOReport](http://bit.ly/SLOReport)).  
Contact your department representative on the Assessment Committee or one of the committee co-chairs, Dr. Laura Adams ([laura.adams@norcocollege.edu](mailto:laura.adams@norcocollege.edu)) and Dr. Greg Aycock ([Greg.Aycock@norcocollege.edu](mailto:Greg.Aycock@norcocollege.edu)) for support to properly achieve Assessment projects. In addition, faculty may contact Dr. Kevin Carlson (Research & Assessment Manager, [Kevin.Carlson@norcocollege.edu](mailto:Kevin.Carlson@norcocollege.edu)) for any assistance with learning outcome assessment.
- Submit Book Orders for the upcoming term  
Book orders are placed online at [https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en_US)

This link is also available through the Norco College homepage.



## Details & Information

*Things to keep in mind each and every term...*

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

### Preparing for your Classes

#### Assessment

The Norco Assessment Committee coordinates the college's efforts in the assessment of student learning outcomes. The assessment of Student Learning Outcomes is managed through Nuventive.

Please check the Norco College website for the Norco Assessment Committee page for the latest information.

In addition to the full-time discipline member and Department Chair, your department representative on the Norco Assessment Committee can provide direction and assistance with any assessment project.

Committee co-chairs, Dr. Laura Adams (Associate Professor of Psychology) and Dr. Greg Aycock (Dean of Institutional Effectiveness) may also be of support. In addition, faculty may contact Dr. Kevin Carlson (Research & Assessment Manager, [Kevin.Carlson@norcollege.edu](mailto:Kevin.Carlson@norcollege.edu)) for any assistance with learning outcome assessment.

#### Book Orders & Required Course Materials

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

In addition, the timely notification of the Bookstore of your required textbook allows the Bookstore to stock the maximum number of "used" textbooks. The later the Bookstore is notified about you're the textbook needs for your course, the fewer "used" texts are available to students. Please notify the bookstore if you are using Open Education Resources (OER) for your class(es). Classes utilizing OER will be listed at the bookstore.

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

If you are **not requiring** a textbook, that too **must** be noted. So the bookstore must be informed of that situation as well. All book orders are placed ONLINE.

*To place Book Orders:*

[https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2085&langId=en_US)

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This link is also available through the Norco College homepage.

### For Questions:

Direct line: 951-372-7118

Main Bookstore line: 951-372-7085

Email: bookstore@norcollege.edu

### **Breaks during class time & Passing Periods**

Classes are to be held for the entire scheduled instructional time. There is no “passing period” built into the scheduled class meeting time.

Some meeting times are long enough so as to require one or more 10-minute break periods. This **break time must be taken during the class meeting time** and may NOT be accumulated in order to begin class late or end class early.

Please refer to the chart below to determine the break time appropriate for your section. If you have any questions or concerns, please contact your Department Chair or Dean of Instruction.

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

### **Course Syllabus**

#### Creating your Course Syllabus

Beginning in the 2015-2016 Academic Year, the Norco College Academic Senate approved a syllabus “shell” as a best-practice tool for your consideration when developing your syllabus. Adoption of the syllabus shell ensures that all students receive consistent information, are informed of current Student Learning Outcomes, and assists the college in addressing critical accreditation issues. Though adoption of the syllabus shell is not required; it continues to be critical that the SLOs on your syllabus exactly match the language in the official Course Outline of Record and that standard information about accommodations, academic honesty, lab hours, etc. be clearly stated. Should you adopt the syllabus shell, please feel free to personalize the layout, add information for your students, and exclude any of the “optional” information. If you have any questions about the syllabus shell or any of the content, contact your Senate representative, department chair, or Dean of Instruction.

The course syllabus shells can be found on the college’s website at:

<http://norcollege.edu/employees/faculty/Pages/syllabus.aspx>

#### Duplicating your Course Syllabus for your students

To make copies of your syllabus for your students, please utilize the services of the staff in the College Resource Center.

You may e-mail the syllabus file to be copied along with a completed **Requisition Form** to the College Resource Center via [CopyDesk@norcollege.edu](mailto:CopyDesk@norcollege.edu). A copy of the Requisition Form can be found in the Appendix of this document.

Hard copy requests can also be submitted in the College Resource Center.

Allow **3 working days** to process requests. Larger orders (> 600 pages) may require additional time to process.

#### Archive in Course Syllabi Repository

Every term the Office of the Dean of Instruction maintains a repository of course syllabi for every section taught at Norco College.

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**This is *critical for our students*.** Often times when our students transfer, the four year institution requires a copy of the syllabus from a course that the student took here at Norco College.

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

This request often takes our students by surprise as they may not have saved every syllabus from every course that they took at community college.

In addition, these documents assist us greatly in dealing with other issues that arise after the term has ended.

Thank you for e-mailing a copy of your syllabus (for EVERY SECTION) to [Syllabi@norcollege.edu](mailto:Syllabi@norcollege.edu).

### Faculty e-mail

The college/district supports your success by providing you with a professional e-mail account. This is established through Diversity and Human Resources (DHR) during the hiring process.

**We request that you use your professional e-mail address when communicating with students, staff, faculty, and administrators.**

**It is CRITICAL to check this e-mail account regularly.**

Students, Department chairs, Senate Leaders, Faculty committee chairs, staff, and administrators will all initiate communication, often times critical communication, with you via your professional account.

If you need assistance developing e-mail filters, please discuss with your Department Chair for direction to the appropriate assistance.

### Field Trips

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

### Final Exam Schedule

The Final Exam Schedule for Norco College can be found in the Appendix section of this document. It can also be found online in the Schedule of [Schedule of Classes link](#).

It is important NOT to change the meeting date/time or location of your Final Exam as this can result in scheduling conflicts for your students.

Please do not hold the final exam early, since this reduces the number of instructional meeting days scheduled for the course.

If you believe that a change is warranted, contact your Department Chair to discuss the matter.

Beginning in Spring of 2013 a policy was clarified regarding the final exam schedule for evening sections that meet *two times per week*. Such sections *will not meet* the first meeting during finals week and shall use the second meeting for the final exam. Review the current Academic Calendar carefully.

***Note: the Norco College Finals schedule differs from the Finals Schedule at MVC and RCC.***

### Methods of Instruction

All courses can be offered Lecture or Web-enhanced. Web-enhancement *does NOT* replace any “seat-time” with online instructional time. Web-enhanced sections may utilize Canvas (training REQUIRED) or a course/faculty website.

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

You must “opt out” for your Web-enhanced course to be offered through Canvas. Please coordinate this request with your Department Chair as you finalize your teaching assignment.

In order for a course to be offered using the Hybrid or Online method, the course **MUST** be approved to be offered using these methods through the curriculum approval process. Contact your department chair, Curriculum Committee representative or consult Curricunet if you have questions about whether a particular course has been approved for Distance Education.

Hybrid and Online courses are offered using the Canvas platform. Faculty must complete district-offered training in order to teach hybrid, online, or to use Canvas for a web-enhanced course.

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Training is provided at the college, please contact Sean Ulbert at [sean.ulbert@rccd.edu](mailto:sean.ulbert@rccd.edu).

## Beginning of the Term | FAQs

### Q: What if my student tells me that his Add Code “does not work”?

- **Using an invalid add code**  
Confirm that you issued a valid code to the student (it can be easy to transpose numbers) and confirm that the student is attempting to use that code.
- **Using the add code too early**  
Add Codes are only active on the first day of class (which is not necessarily the first day of the term). So make sure that the student was not attempting to use the code too early.
- **Using the add code too late**  
Remember that add codes are active beginning the first day that the class meets until the Last-Day-to-Add; use outside of this timeframe is not allowed. You can assist your students by familiarizing yourself with the critical dates associated with your course. In addition, distribute the add codes as early as possible.
- **Using a previously-used code**  
Add Codes are good for only a single-use. This is why it is good practice to track the student name associated with the add code as you distribute them.  
**Faculty, not students, manage enrollment into your section during the add-period.**  
*Please make your students aware that the use of another student's Add Code is a Violation of the Student Code of Conduct.*  
By developing registration guidelines and waitlists, the College strives to follow state and federal regulations regarding open access. When you distribute add codes according to the Waitlist, you are ensuring that state and federal regulations regarding open access are being followed.  
When students give or sell authorization codes to others, or when students overhear and use another student's authorization code; access to courses no longer follows mandated regulations.  
As you track the use of the add codes for your sections, **please report any abuses immediately to the Dean of Student Life.**
- **Student has not completed the application to the College**  
Students must complete the application process and meet the application deadline in order to attend Norco College. Thank you for making sure that students understand that add codes can only be used by students who are admitted to the college (another reason to utilize the waitlist).
- **Student is blocked from enrollment**  
Students may be blocked from enrolling if they do not meet prerequisites for your course *or* if they have outstanding A&R balances, library fees, or administrative holds on their records that block registration. **It is the students' responsibility to relieve these obstacles to registration prior to any registration deadlines.**

### Q: Why isn't this student on my roster and is there anything I can do?

- **Dropped for non-payment**  
On the first day of the term, you may find that some students will appear in your classrooms insisting that they don't know why they were dropped from the class. One possible explanation is that the student missed one of two Deadlines for Payment.  
This policy is clearly stated on the website and e-mail reminders were sent to all students as the deadlines approached, and again if the student was dropped for non-payment.  
The only way that a student is not aware that he/she was dropped is if the student failed to check his/her student e-mail account as directed.  
Once students were dropped from your courses, students from your waitlists were added.
-

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So, unless you still have space in your section, the student who was dropped for non-payment will not be able to add your section.

➤ Student mistakenly dropped himself

Sometimes when adding and dropping sections, a student may accidentally drop him/her-self from your section. If it is too late for the student to add back into the section **AND IF** you want to allow the student back into your section – have the student obtain an **Add-Drop-Reinstate card** from A & R. After obtaining *your signature* and checking the REINSTATE BOX, the student returns the card to A&R. Once a student was ever enrolled in your section, he/she may be reinstated at any time during the term.

➤ Faculty member mistakenly dropped the student

Contact the Dean of Admissions & Records, [Mark.DeAsis@norccollege.edu](mailto:Mark.DeAsis@norccollege.edu), with details about the situation and see what can be done.

### **Q: How many students may I add to my class?**

➤ Given the physical limitation of your classroom and the pedagogy of your discipline, you need no additional permission to enroll up to 89 students in your section. Our students appreciate this well-known willingness of Norco College faculty to provide access to your classes. Faculty compensation will be based upon prescribed agreement.

Because it impacts your teaching load, PRIOR approval from the Chief Instructional Officer is needed to **enroll 90+ students**. Contact the Dean of Instruction ([Jason.parks@norccollege.edu](mailto:Jason.parks@norccollege.edu) or [quinton.bemiller@norccollege.edu](mailto:quinton.bemiller@norccollege.edu)) **before** proceeding enrolling to 90+ students. Without pre-approval, the faculty member will not receive the additional stipend associated with Large Group Instruction.

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## Admission & Records information

### Admission Deadline for new students

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

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

#### *Why do instructors need to know this?*

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

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

### Concurrent Enrollment

Effective Fall 2014, minor high school students who are capable of benefiting from advanced scholastic or vocational work, are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them may be eligible for admission to Norco College as a special student.

Complete eligibility instructions are available on the college's Admissions & Records website:

<https://www.norcocollege.edu/services/enrollment/hs/Pages/index.aspx>

### Course Repetition

A student who successfully completes a course (earning a grade of A, B, C, or P) may not retake the course. Such a student has exhausted all legally allowable repetitions; however, may be a good candidate to audit your course.

A student who earns a substandard grade (D, F, FW, or NP) or withdraws from the course (with a mark of W) has three (3) attempts (including this first one) to successfully complete the course.

While allowing a reasonable number of attempts for struggling students, this allows other students to have a *first* attempt to enroll.

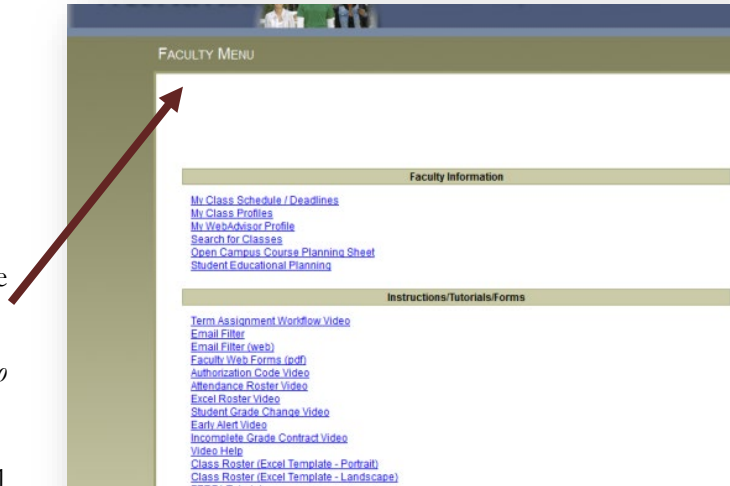
Students must petition for exceptions, which are allowed in only a very narrow set of circumstances. See the Services & Forms link on the Norco College Admissions & Records webpage.

<https://www.norcocollege.edu/services/enrollment/admissions/Pages/forms.aspx>

---

### Critical Dates

The Critical Dates for all of be found in WebAdvisor. reminded that they have access in WebAdvisor for their own make note of these dates for your students. The dates will upon the start date and section. These dates include the



your sections can Students can be to a similar screen schedule. Please yourself and for vary depending duration of you following:

### DEADLINE TO ADD

The *Deadline to Add (or last day to* upon calculation of state the students' responsibility to Last-Day-to-Add, to remove all enrollment, and complete the the deadline. You can help by deadline and providing add-codes in a timely manner that allow students ample time to process the code.

*add*) is set based requirements. It is be aware of the barriers to add process prior to being aware of this

### DEADLINE TO DROP COURSES WITHOUT A W

The *Deadline to Drop Without a W* sets the point in the term when a student may drop the course without an attempt reflecting on their record. If a student drops after this date a W will appear on their transcripts and the W is considered an attempt for purposes of ability to repeat a course.

### CENSUS

The *Census date* is the deadline by which the state requires you (as a college representative) to document all active enrollments in your sections. The Census Report is submitted in WebAdvisor. **You are required by state regulation to drop all students who have never attended class as NO-SHOW students.**

### DEADLINE TO DROP WITH A "W"

Occurring much later in the term, the Deadline to Drop with a W is the last possible date that a student may withdraw from the course. Dropping the course by this deadline results in a mark of W on the students' transcripts; and it counts as an attempt for purposes of ability to repeat a course.

### Drop for Non-Payment

This policy is clearly stated on the website and e-mail reminders were sent to all students as the deadlines approached, and again if the student was dropped for non-payment. The only way that a student is not aware that he/she was dropped is if the student failed to check his/her student e-mail account as directed. Once students were dropped from your courses, students from your waitlists were added.

You may find that some students will appear in your classrooms insisting that they don't know why they were dropped from the class. One possible explanation is that the student missed one of two Deadlines for Payment.

### Enrollment period

Before the first day of class students enroll themselves into courses or place themselves on Waitlists. **Once a waitlist is generated for a class, students are enrolled only from the waitlist.** So sometimes during enrollment you may see that a section is not full, but has a waitlist. At the end of the day, qualified students from the Waitlist will be enrolled in order.

### Late Adds

If a student misses the *Last Day to Add*, he/she can only add the class under a narrow set of circumstances and by petition. Late Add Petitions can only be submitted during the week immediately following the *Last Day to Add*. The forms require the signature of the instructor and the approval of the Dean of Instruction.

## FACULTY GUIDE

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

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

It is the *student’s responsibility* to clear all impediments to adding/enrolling.

The following reasons *do not merit approval of a Late-Add Petition*

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

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

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

### **Middle College High School Enrollment**

John F. Kennedy Middle College High School (JFK) is part of the Corona-Norco Unified School District and is located adjacent to Norco College. JFK students who have completed all required documentation at Norco College may enroll in many Norco College courses. There is currently an enrollment cap of 5 JFK students per allowable section. However, at your discretion, once the term has begun, you may allow additional JFK students to enroll in your section by signing an Add Card for these students.

### **Student e-mail**

Please encourage students to activate their student e-mail and to check it regularly.

Students may forward their student email to a personal email account if they choose.

See above (Drop for Non-Payment) as a cautionary tale... if only they had checked their e-mail.

### **Waitlists**

Please utilize the waitlist provided in WebAdvisor. Two days prior to the first day of class (first day of class, not necessarily the first day of the term) your enrollments are final and students will no longer move from the waitlist into your section. Students have access to place themselves on waitlists according to their assigned registration date. These dates are developed to guarantee adherence to state/federal rules and regulations pertaining to student access. If you are able to add students to your section on the first day of class, using the Waitlist insures that you are adhering to state and federal rules/regulations regarding student access.

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## Classroom Management

### Academic Dishonesty

Cheating, plagiarism, or other instances of academic dishonesty need to be reported to a Dean of Instruction, and the [Academic Dishonesty Reporting Form](#) must be completed. Submit the form and contact the appropriate Dean at [Jason.parks@norcocollege.edu](mailto:Jason.parks@norcocollege.edu) or [Quinton.bemiller@norcocollege.edu](mailto:Quinton.bemiller@norcocollege.edu)

### Code of Student Conduct

Faculty and student behavior needs to be professional at all times. Rudeness, disrespect, and/or threatening behavior are unacceptable.

The RCCD Standards of Student Conduct (Board Policy 6080) are available on the [college website](#). A brief note in your syllabus should reference these standards.

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

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

Refer disruptive students and student discipline issues to the Dean of Student Life, Mr. Mark Hartley at [mark.hartley@norcocollege.edu](mailto:mark.hartley@norcocollege.edu)

### Keys and Classroom Security

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

#### Security

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

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

#### Obtaining Keys

Hard keys are needed for the THTR building, ST building, ATEC building, HUM building, and LIBR building. These keys are issued each term and can be obtained from the Norco Operations Center (OC). You will receive notification in your faculty mailbox when your key is ready for pick-up. After **EACH TERM** it is important to **RETURN these hard keys** to the OC. Being able to redistribute existing keys saves the college the time and expense of cutting new keys every term. Contact your IDS if you need keys for your classroom; they can provide direction.

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## Required Documents

### Attendance Rosters

As always, submission of Attendance Rosters is required for every section taught. For those senior enough to recall, faculty would submit hard copies of both grade rosters *and* attendance rosters. Even as we have transitioned to WebAdvisor for the submission of grade rosters; hard copies of attendance rosters are still required. *Pursuant to Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3 Records and are records basic to audit.* For convenience Excel-based templates are available from the Faculty Menu on WebAdvisor along with a tutorial detailing how to download and import a txt file of your class roster.

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

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

### Census Rosters

Census roster are due on the date listed in WebAdvisor. They will be accepted within 5 days of that date and not be considered late.

Remember, **Census is about enrollment**; that is documenting who is

enrolled in the course. It is not about who is likely to remain enrolled; it is not about who is likely to pass; it is only about who is enrolled at that point in time.

Check the census roster carefully against your attendance records and drop all “no show” students. This is a CA Ed Code / Title 5 requirement.

Students whose names do not appear on the Census Roster are not officially enrolled in the class and may not attend class.

#### Faculty Information

[My Class Schedule / Deadlines](#)  
[My Class Profiles](#)  
[My WebAdvisor Profile](#)  
[Search for Classes](#)  
[Open Campus Course Planning Sheet](#)  
[Student Educational Planning](#)

#### Instructions/Tutorials/Forms

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

## FACULTY GUIDE

### CENSUS ROSTERS AND CLASSES WITH TBA LAB HOURS

Census Rosters for courses associated with TBA lab hours will have a slightly different look from others. Most of these sections use CI Track to document attendance for lab hours. If your section is linked to CI Track, the hours that your students have completed in lab will appear in the **Census Lab Hours** column of the Census Roster.

FACULTY

### Census Roster

**NOTE:**  
State regulations require that RCCD report at least 1 hour of attendance for each active student as of census who was enrolled in a census class with TBA hours.  
**IMPORTANT:** Hours reported must be supported by appropriate evidence.

Class Name CIS-1A-43776  
Title Intro to Comp Info Sys  
Norco College Side City College  
Fall 2013 2013  
Faculty Member's Name Conley

ID	Student	Status	Inactive	Last Date of Attendance	Census Lab Hours
1910293	Aguilar, Stephanie P.	New	<input type="checkbox"/>		0.0
2481155	Anderson, Arnold K.	New	<input type="checkbox"/>		0.0
2322537	Candia, Jorge E.	Add	<input type="checkbox"/>		4.6
2256484	Chavez, Gustavo	New	<input type="checkbox"/>		6.0
2300794	Corado, Lili	New	<input type="checkbox"/>		1.9

*Hours of attendance logged in CI Track serves as evidence in the case of audit.*

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

**All documentation (evidence) in support of these corrections MUST be submitted to Admissions & Records immediately after you submit your Census Roster. This will serve as institutional evidence in case of audit.**

Please note: the requirements for student attendance in the TBA instructional Labs associated with your section MUST be clearly detailed in your course syllabus.

If you have any questions about TBA instructional labs associated with your course, please contact your Lab Coordinator or Department Chair. The Dean of Instruction is also available to respond to any questions you may have.

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

### CENSUS ROSTER INQUIRY

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

FACULTY MENU

Faculty Information

- [My Class Schedule / Deadlines](#)
- [My Class Profiles](#)
- [My WebAdvisor Profile](#)
- [Search for Classes](#)
- [Open Campus Course Planning Sheet](#)
- [Student Educational Planning](#)

Instructions/Tutorials/Forms

**CENSUS ROSTER INQUIRY AND CLASSES WITH TBA LAB HOURS**

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

**Census Roster Inquiry**

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

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

ID	Student	Census Status	Lab Hours
	Aguilar, Stephanie P.	Active	2.4
	Anderson, Arnold K.	Active	2.4
	Candia, Jorge E.	Active	5.5
	Chavez, Gustavo	Active	2.4
	Corado, Lili	Active	2.3
	Diaz, Tatiana G.	Active	2.8
	Dixon, Terriane L.	No Show***	

FACULTY MENU

Faculty Information

- [My Class Schedule / Deadlines](#)
- [My Class Profiles](#)
- [My WebAdvisor Profile](#)
- [Search for Classes](#)
- [Open Campus Course Planning Sheet](#)
- [Student Educational Planning](#)

Instructions/Tutorials/Forms

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

Faculty Rosters

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



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

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



**FACULTY GUIDE**

**CENSUS ROSTER UPDATE AND CLASSES WITH TBA LAB HOURS**

For sections with TBA Lab Hours, faculty may update the Lab Hours reported at Census *after* submitting the Census Roster.

**You may do this ONE TIME only.**

**Census Roster Hours Update**

**NOTE:**

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

**IMPORTANT:** Hours reported must be supported by appropriate evidence.

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

ID	Student	Status	Census Lab Hours
1910293	Aguilar, Stephanie P.	Add	2.4
2481155	Anderson, Arnold K.	Add	2.4
2322537	Candia, Jorge E.	Add	5.5
2256484	Chavez, Gustavo	Add	2.4
2300794	Corado, Lili	Add	2.3
2472673	Diaz, Tatiana G.	Add	2.8
2470417	Dixon, Terrienne L.	Add	
1946372	Fields, Aaron M.	Add	

In addition, at some point during the academic year (after State Reporting has been finalized), you will no longer be able to access this option for sections offered during this term. Remember, you may only correct hours if you have documentation (evidence) that the Lab Hours previously reported are in error. You may correct the value in the Census Lab Hour cell on this screen.

All documentation

(evidence) in support of these corrections **MUST** be submitted to the Admissions & Records immediately after you submit the Census Roster Hours Update. This will serve as institutional evidence in case of audit.

## FACULTY GUIDE

### Grade Rosters

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

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

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

The screenshot displays the 'FACULTY MENU' interface. It is organized into three main sections, each with a header bar:

- Faculty Information:** Contains links for [My Class Schedule / Deadlines](#), [My Class Profiles](#), [My WebAdvisor Profile](#), [Search for Classes](#), [Open Campus Course Planning Sheet](#), and [Student Educational Planning](#).
- Instructions/Tutorials/Forms:** Contains links for [Term Assignment Workflow Video](#), [Email Filter](#), [Email Filter \(web\)](#), [Faculty Web Forms \(pdf\)](#), [Authorization Code Video](#), [Attendance Roster Video](#), [Excel Roster Video](#), [Student Grade Change Video](#), [Early Alert Video](#), [Incomplete Grade Contract Video](#), [Video Help](#), [Class Roster \(Excel Template - Portrait\)](#), [Class Roster \(Excel Template - Landscape\)](#), [FERPA Tutorial](#), [Online Planning Sheet Overview](#), [Virtual Access Direct Gateway](#), [Virtual Access Direct Gateway Download](#), and [New Wireless Network - RCCD - Access](#).
- Faculty Rosters:** Contains links for [Class Rosters](#), [Authorization Code Inquiry](#), [Census Roster](#), [Census Roster Inquiry](#), [Census Roster Hours Update](#), [Drops \(NoShow / After Census\)](#), [Lab Attendance Roster](#), [Grade/Pos Attendance Rosters](#), [Grade/Pos Attendance Inquiry](#), [Positive Attendance/TBA Hours Update](#), [Student Grade Change](#), [Incomplete Grade Contract](#), [Early Alert Roster](#), [Early Alert Inquiry](#), and [Waitlist Roster](#).

A red arrow points to the [Incomplete Grade Contract](#) link in the Faculty Rosters section.

## FACULTY GUIDE

### GRADE ROSTERS AND CLASSES WITH TBA LAB HOURS

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

In addition, the hours reported at Census are provided for final review.

If the Census hours need to be corrected, you may adjust the hours using the *Census Roster Hours Update* link from the WebAdvisor menu.

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

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

### Grade Roster

**NOTE:**

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

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

Class Name CIS-1A-43776  
Title Intro to Comp Info Sys  
Location Riverside City College  
Term Fall 2013  
Max Lab Hours 18.00  
Instructor Cindy Conley

ID	Student	Grade	P/NP/AU	Lab Hours	Census Hours	Status	Credits
1910293	Aguilar, Stephanie P.	<input type="text"/>		18.2	2.4	New	3.00
2322537	Candia, Jorge E.	<input type="text"/>		18.1	5.5	Add	3.00
2256484	Chavez, Gustavo	<input type="text"/>		18.7	2.4	New	3.00
2300794	Corado, Lili	<input type="text"/>		18.6	2.3	New	3.00

## FACULTY GUIDE

### GRADE ROSTERS AND CLASSES WITH POSITIVE ATTENDANCE LECTURE AND LAB HOURS

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

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

For every student, you will enter a grade, the hours that the student attended lecture (Lecture Hours), and the hours that the student attended lab (Lab Hours).

The lecture and lab hours will be pre-loaded with the maximum hours possible.

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

#### Grade Pos. Att. Lecture/Lab Roster

**NOTE:**

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

 Norco College ported by appropriate evidence.  
Fall 2013

Class Name CIS-72A-27306  
Title Intro Web Page Creation  
Location Moreno Valley College  
Term Fall 2013  
Max Lecture Hours 27.00  
Max Lab Hours 18.00  
Instructor Cindy Conley

ID	Student	Grade	P/NP/AU	Lecture Hours	Lab Hours	Status	Credits
1772350	Gutierrez, Hugo O.			27.00	0.0	New	1.50
2453000	Moreno, Joe M.			27.00	0.0	New	1.50

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

**SUBMIT**

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

*If you were absent, then all students lose those hours of attendance for that day.*

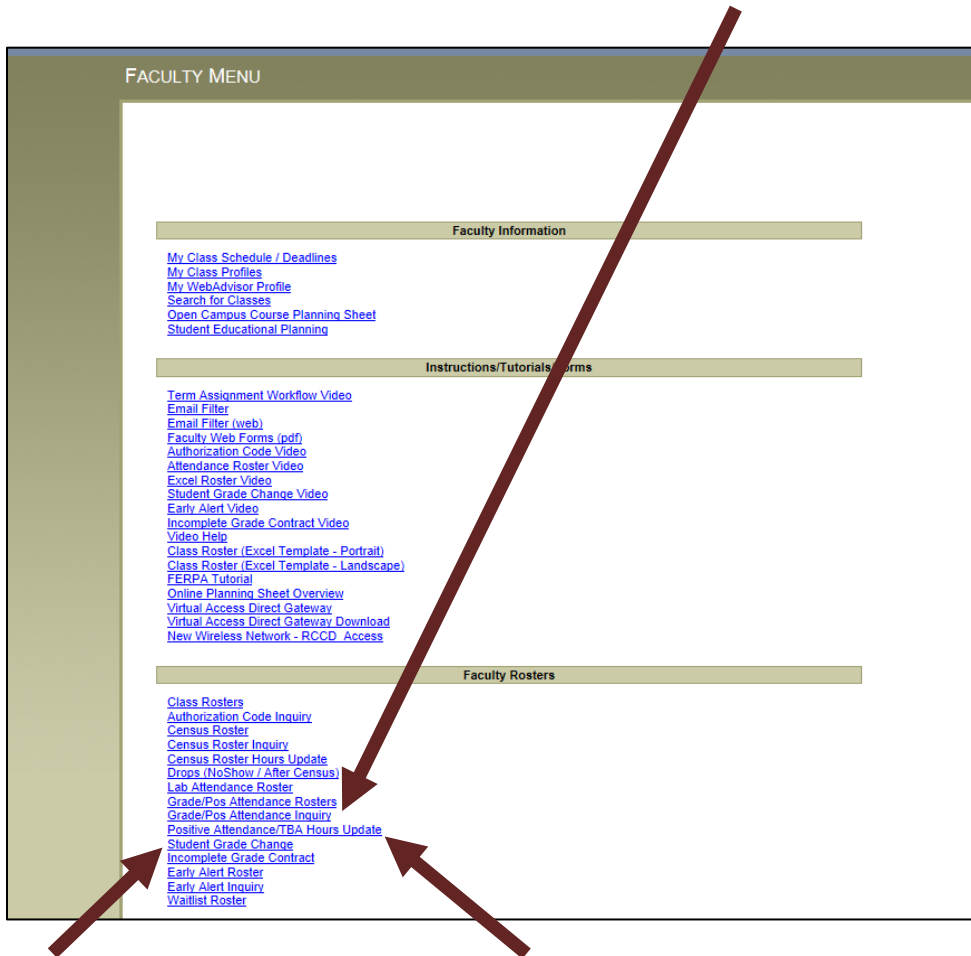
Contact your Department Chair or the Dean of Instruction with any questions.

#### GRADE ROSTERS INQUIRY

All sections can confirm that grades and (if appropriate) TBA

hours or Positive Attendance hours have been submitted by clicking on the **Grade/Pos Attendance Inquiry** option in the Faculty Menu on WebAdvisor:

## FACULTY GUIDE



### GRADE ROSTERS & POSITIVE ATTENDANCE UPDATES

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

If a correction needs to be made to the Positive Attendance hours submitted, you may do so by using the *Positive Attendance/TBA Hours Update* option.

If you update the Positive Attendance hours, please resubmit an updated hard-copy of the Attendance Roster, if necessary, to Admissions & Records.

It is critical that the hardcopy of the Attendance Roster, documents and supports the hours of attendance that you have reported on WebAdvisor.

## Faculty Services

### College Resource Center (CRC)

The College Resource Center provides the following services for faculty

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

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

Access to the CRC is via Key Card. All faculty must contact Ms. Elaina McDonald in the Business Office at (951) 372-7089 or [elaina.mcdonald@norcollege.edu](mailto:elaina.mcdonald@norcollege.edu) to obtain a Key Card.

### College Safety and Police

#### IN AN EMERGENCY CALL 911

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

The College has 24-hour coverage and you can connect with the Police Dispatch for non-emergency matters by calling (951) 222-8171 OR 222-8172. These are business lines only and if called in an emergency, may result in a delay in response.

If you or any of your students would like to be escorted to your vehicles after dark, call the Dispatch line at (951) 222-8171 or (951) 222-8172. It may be a good idea to program these numbers into your cell phone.

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

### Copy Requests

Copy requests can be submitted electronically to [copydesk@norcollege.edu](mailto:copydesk@norcollege.edu) and must be accompanied by a [REQUISITION FORM](#). Allow THREE work days to process your request.

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

### Faculty e-mail

Thank you all for routinely checking your e-mail accounts associated with Norco College. Special thanks to our Associate (part-time) Faculty, who may have multiple professional obligations. Reminders about time-sensitive activities related to your contract (TA approvals, Census deadlines, etc.); updates from Admissions & Records; and communication from my office and other administrative offices are routinely sent to you via this account. Your timely monitoring is critical to the communication within the district and at our college.

### Instructional Media Center (IMC)

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

Services provided (most services require 48 hour notice)

- Equipment Tutorials & Training
  - Consultation for implementation of all classroom A/V technology
  - P/A & A/V Setups
  - Video and Audio Recording & Editing
  - Graphics: Video Presentations
  - Document Scanning
-

## FACULTY GUIDE

- Technical Assistance
- VHS to DVD Conversions
- Cassette to CD Conversions
- Vinyl Conversions
- Digital Signage
- New Technology Research
- Coordinate Equipment Installation
- Equipment Maintenance
- Video Conferences
- TeleConferences
- Laptop Cart Classroom Delivery

### Media Services for Norco College Classes Offered at JFK High School

- Media Carts
- LCD Projectors
- Laptops
- DVD / VHS Combo Units
- Microphones
- Audio Systems

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

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

#### **Location**

Norco Operations Center

#### **Contact Information**

Norco College IMC  
2001 Third St. Norco, CA, 92860  
General Phone: (951) 372-7071  
E-mail: [imc@norccollege.edu](mailto:imc@norccollege.edu)

#### **IMC Staff**

##### **Dan Lambros**

*Instructional Media/ Broadcast Technician*

(951) 739-7820

[daniel.lambros@norccollege.edu](mailto:daniel.lambros@norccollege.edu)

##### **Sal Herrera**

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##### **Ruth Leal**

*Instructional Production Specialist*

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### **Parking Permits**

We do not require students to have a current semester permit to park in a designated *student space* for the first 2 weeks of class during the Fall and Spring semesters or first week of the Summer session. The same is not true for faculty or staff parking. To park in a staff space you must have a current or expired staff permit the 1st day of class or you will be subject to a citation.

Staff/Faculty parking permits are required in order to park in a yellow-striped Staff/Faculty parking space. Any type of RCCD staff parking permit (expired or not) will be recognized during grace period only. If no Staff/Faculty parking permit is displayed, the vehicle is subjected to being cited for a permit violation.

After the grace period, a current Staff/Faculty permit must be displayed. Parking Permits can be purchased online via your [Faculty WebAdvisor](#)

Log on and click the *Purchase Staff Parking* link under **Other Services**

### **Professional Development Center**

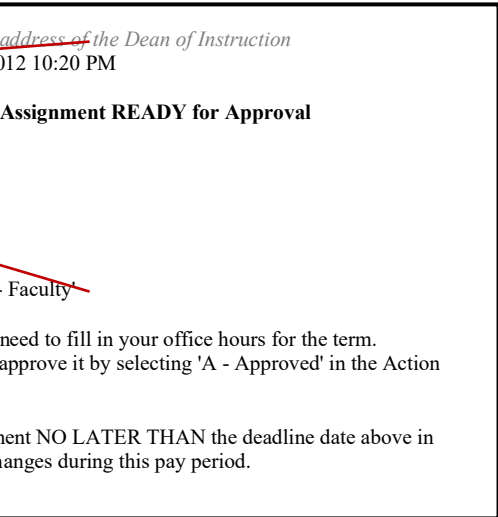
The center provides workshops on instructional software used at Norco College to improve the quality of instruction. The Professional Development Center is located in the Library 101. For current hours and information, please visit the [Professional Development Center website](#) .



### Teaching Assignment (TA) Approval Process

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

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



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

Please also note the deadline for review and approval.

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

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

Thank you for your attention to this significant matter.

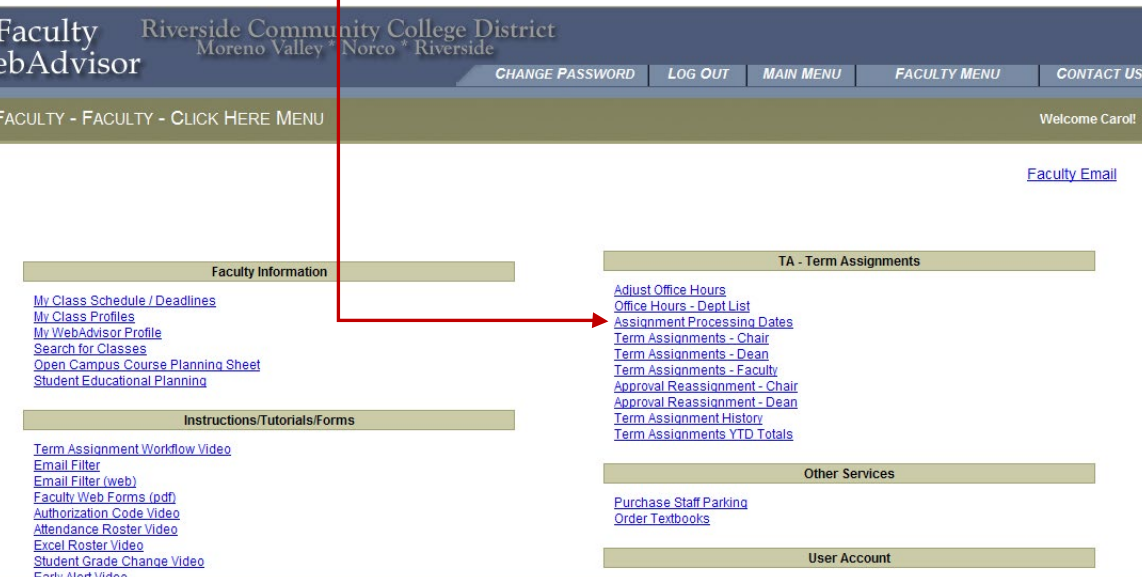
## FAQs about TA Approvals

### Q: When is my approval period?

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

To find the dates:

- > log onto WebAdvisor
- > from the Main Menu CLICK on **Faculty – Click Here** from the Faculty Menu | in the upper right quadrant labeled **TA- Term Assignments**
- > CLICK **Assignment Processing Dates**



### Assignment Processing Dates

Term 12SPR - Spring 2012  
Payroll Type FT

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

OK

Note the Faculty approval windows.

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

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

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

**A:** The quick answer is that it is not the same TA... *something* is different about it. If there is a change made in your TA; the new TA will need to be reviewed

and approved. This is nothing new... it happened back in the pen & paper approval process days as well.

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

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**A:** Not necessarily, but maybe. There may be months in which no TA approval is needed. Before the term begins, you will obviously be approving the TA for the upcoming term. If nothing on your TA changes - that should be it. However, see the above question....

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

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

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## Student Services and Student Opportunities

### CalWORKs at Norco College

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

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

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

#### *How can faculty help our students in need?*

One way to guarantee that our students receive support services through CalWORKs is to submit your required textbook and supply (e.g.: clickers) orders to the bookstore in a timely manner.

This will enable student aid to be received from the county. Please keep our special populations like CalWORKs in mind. Thank you for your help.

### Disability Resource Center (DRC)

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

### Contact Information

Norco College DRC

2001 Third St. Norco, CA, 92860

General Phone: (951) 372-7070

E-mail: [drc@norcollege.edu](mailto:drc@norcollege.edu)

Location: 1st Floor of Center for Student Success

### EOPS / CARE

#### Extended Opportunity Programs & Services (EOPS)

#### Cooperative Agencies Resources for Education (CARE)

**EOPS** is an access and academic support program for students who face economic and educational challenges. The program began in 1969 as a result of the Civil Rights movement to increase access *to* and success *through* college. EOPS applicants must demonstrate a financial need (Board of Governor's Waiver A or B) and an educational disadvantage to qualify.

EOPS services include: dedicated academic, career, and personal counseling, priority registration, textbook support, "over and above" tutoring, transfer assistance, school supplies, and study skills workshops.

**CARE** provides additional support services for EOPS students who: receive county cash aid, single head of household, 18 years of age or older, and have at least one child 13 years of age or younger. CARE services include

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child care stipend, on-campus meal voucher, life skills workshops, and textbook/school supplies assistance as applicable.

**How can faculty help?** EOPS requires its students to make three counseling contacts per semester. The second contact requires the submittal of an academic progress report that students must request each instructor to fill out for each of their classes. We ask for your assistance in completing the progress report for your class and returning it to your student in a timely manner so they can meet their program requirements.

**Contact Information:** Phone (951) 372-7128 / Email: [eops@norcollege.edu](mailto:eops@norcollege.edu) Location: 2<sup>nd</sup> Floor of Center for Student Success

### Learning Resource Center (LRC)

The LRC is home to Tutorial Services and the Supplemental Instruction (SI) programs, Math Success Center, Writing Support Center, Assessment Center, open use study tables and computers. The LRC is available to all Norco College students. The Math Success Center and Writing Support Center are walk-in tutoring centers for students to visit at their convenience. **No appointment is necessary.**

The LRC also provides additional services:

- General use computers
- Copiers and printers
- Study tables
- Engineering computers
- Text books and calculators are available for checkout while you are in the LRC.
- You can also checkout calculators and use them in your classes (resources limited and available on a first-come-first-serve basis)

More information about the LRC and current tutor and SI schedules please visit our LRC [website](#).

**Location:** First floor of the Library Building

**Contact Info:**

Email: [lrc@norcollege.edu](mailto:lrc@norcollege.edu)

Phone: (951) 739-7896

**Daren Koch** – Tutorial Services Technician

Phone: (951) 739 – 7883

Email: [daren.koch@norcollege.edu](mailto:daren.koch@norcollege.edu)

### LRC Computer Lab Usage Guidelines

- No Social Networking
- No Online Chatting
- No non-academic email
- No Children
- Websites can be visited for academic use only

### Library

The Wilfred J. Airey Library is located on the top floor of the Library building.

### Contact Information

Circulation: (951) 372-7019

Reference: (951) 372-7115

email: [norcollegelibrary@norcollege.edu](mailto:norcollegelibrary@norcollege.edu)

### Services

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- Library Workshops (<http://tinyurl.com/7aax5mm>)  
Students can access the electronic library skills instruction workshop schedule and online registration form for a 1-hour, face-to-face research orientation. Attendees receive a proof of attendance form at the end of each session.
- Collection Development/Recommend a Purchase  
If you discover that the library is missing an important resource, please, let us know. Paper forms are also available in the library.  
(<https://norcollege.libguides.com/c.php?g=33016&p=3273262&preview=f53c9199a9b35e27fb33fd8602b6775b>)
- Reserve Textbooks  
*If possible: Remember to bring copies of your course textbooks to the circulation desk for the reserve book collection.*  
If you have materials that you would like to have available for your students at the library, please complete the Library Reserve Request Form (available at the library) and bring the items to the Circulation Desk. These items will be made available for student use within 3 working days. Students can see what has been placed on Reserve by searching Reserves in the Library Catalog. These items can be found under the name of the course at: <http://lamp.rcc.edu/search/>

### Electronic Resources

- 24/7 Reference – Type your question into the Get Library Help IM a Librarian chat box to obtain live reference assistance from an academic librarian 24 hours a day, 7 days a week. The chat box is located in the upper right hand side of the Library's homepage at <http://norcollege.edu/library>
- Electronic Databases (<http://norcollege.libguides.com/AtoZ>)  
Access ebooks, articles from scholarly journals, magazines, newspapers, and other virtual resources free of charge via the internet. Datatel number is required for off-campus access.
- LibGuides  
<http://norcollege.libguides.com/?b=s>  
Helpful guides and tutorials about various subject areas can be found along with the faculty guide at <http://norco.rcc.libguides.com/faculty>.

### Library Events

Updates about current **Read 2 Succeed Events** and **Poetry Performances** can be accessed through the [Read 2 Succeed](#) webpage and [Poetry Performance](#) webpage. Keep up to date and let your students know!

### Student Employment Services

The Student Employment office helps promote student learning by finding part-time jobs on-and off-campus through the Federal Work Study, District Employment or CalWORKs Work Study. The benefits of finding jobs through Student Employment are: work hours that fit with the student's class schedule, competitive pay (\$8.00-\$12.00/hr), and students who work on campus are more likely to persist in their studies. In order to qualify for student employment opportunities and students must have 2.0 GPA or above, enroll in 6+ units in Fall/Spring and 3+ units in Winter/Summer.

**How can faculty help?** Please promote working on or off-campus through Student Employment Services since many of our students are seeking part-time jobs to help finance their education. Many first generation college students in particular are unaware of student employment opportunities at the college.

### Contact Information:

Phone (951) 372-7190

Website: [Student Employment](#)

<https://www.norcollege.edu/services/studentLife/se/Pages/index.aspx>

Location: 2<sup>nd</sup> Floor of Center for Student Success

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## Tutorial Services

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

[https://www.norcocollege.edu/academicAffairs/tl/lrc/tutorial\\_services/Pages/index.aspx](https://www.norcocollege.edu/academicAffairs/tl/lrc/tutorial_services/Pages/index.aspx)

### NetTutor availability for Online, Hybrid, and Web-enhanced sections

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

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

NetTutor tutors are subject matter experts in the fields they tutor and hold at least a Bachelor's Degree, although many hold Master's and PhDs. They do NOT give out answers, but emphasize the Socratic Method to solve problems. In addition, NetTutor encourages course instructors to provide tutors with syllabi and assignments so they can customize tutoring to align with what and how the student is taught in class!

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

#### Step 1

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

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

Tool Availability

This page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

by: v

	Available	Visible to Guests	Visible to Observers	Available in Content Area
Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ter Due Dates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit to finish. Click Cancel to quit.

Cancel Submit

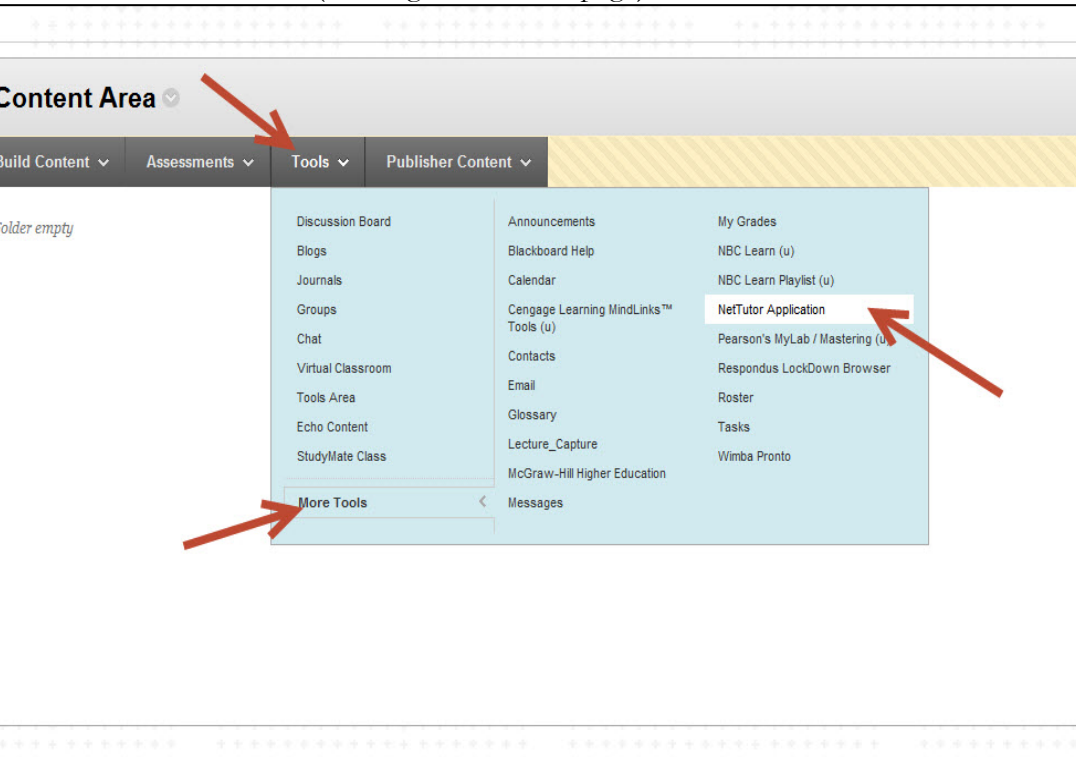
#### Step 2

The NetTutor link needs to be made visible to students:

- Click "Tools" from a content page

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- Click "More Tools" from the list
- Click "NetTutor Application"
- The instructor has the option to enter more text in the description field, leave the defaults and click "Submit" (see diagram on next page)



After completing the above steps, instructors are encouraged to test that the link works by using the Blackboard demo student account. As long as course content is not changed/removed, the setup of the NetTutor link in the Blackboard shell should be a one-time process that will roll over from semester to semester.

General information about NetTutor is available at: [www.nettutor.com](http://www.nettutor.com).

Our NetTutor contact for questions and/or to share course materials (including syllabi, assignments, and text) is Peter Pinckney who can be reached at: [ppinckney@link-systems.com](mailto:ppinckney@link-systems.com) or 813-674-0660 x226.

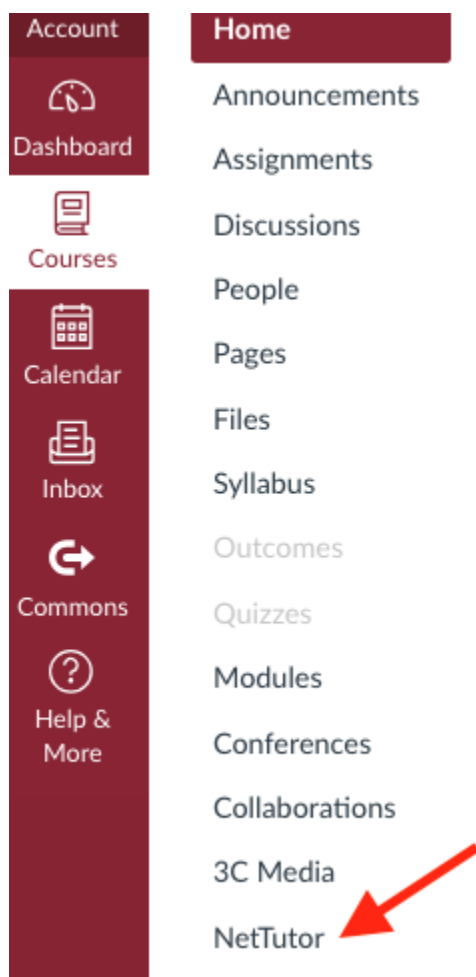
If you experience any technical issues: contact Customer Support by clicking the weblink on the bottom of any NetTutor page, emailing [support@link-systems.com](mailto:support@link-systems.com) including your contact information, or calling 813-674-0660 x204 during operating hours (6 am - 6 pm PST Mon-Fri).

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

**\*RCCD will complete its migration from the Blackboard LMS to Canvas by the end of the Fall 2018 semester. Instructors using the Canvas LMS can access NetTutor in their Norco Canvas course menu.**



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### **Veterans Services**

Norco College welcomes all veterans, active duty military members, and veteran's dependents to begin or continue their education.

Veterans- related concerns should be referred to the Veterans Resource Center.

### **Contact Information**

Location: Student Services Building – First Floor

Phone: (951) 372-7142

email: [veterans.services@norcollege.edu](mailto:veterans.services@norcollege.edu)

website: [www.norcollege.edu/veterans](http://www.norcollege.edu/veterans)

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