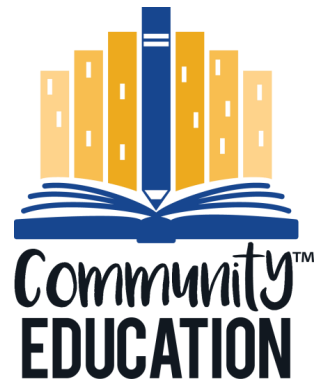# Faculty Orientation

Welcome to Fall 2024

Agenda

- Key Constituents
- Faculty Responsibilities
- NOA
- Keys
- Books
- Room Concerns
- NEW CCCApply
- Registration
- Cancellations
- Attendance Accounting
- Syllabi
- Faculty Forms
- Reporting
- Faculty Resources
- Absences
- Noncredit Counseling
- Open Discussion

Key Constituents

Alicia Paniagua - Dean
aliciapaniagu@hancockcollege.edu x3325

Supervises faculty

Interprets and guides local and state policies and initiatives related to curriculum

Manages the schedule

Dana Avila - Admin III -
danaavila@hancockcollege.edu - x3242

Dean's assistant

Collects faculty monthly PAs and end of term reports

Gabriella Trevino - Admin II -
gabriell.trevino@hancockcollege.edu -
x3587

CE assistant

Collects faculty syllabi

Manages textbooks, keys, and facilities requests

Orders supplies

Copier code

Your Coordinators

Role

- The first point of contact for faculty
- Implements local and state policies and initiatives related to curriculum
- Assists the dean with the schedule

Disciplines

- Andria Perdue-Keiser akeiser@hancockcollege.edu - x3701
  - ELDN and ELDV
- Delicia Navarette delicia.navaret@hancockcollege.edu - x3492
  - BASK, CITZ, TRCK, VOCE, WKPR
- Ashleigh Valero ashleigh.valero@hancockcollege.edu - x3467
  - HEAL, HOEC, OLDR, PARN, Fee-based

Support Staff

	Student Navigators	Outreach at community events Manage Signal Vine

	Front-Counter Staff	Student's first point of contact Registers students Processes fees

Faculty Responsibilities

Know your rights and responsibilities.

Read your [bargaining agreement](#)!

Bargaining unit members are "temporary employees" in accordance with the Education Code Section 87482.5. In all cases, part-time and faculty assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time, temporary faculty member.

Read your [bargaining agreement](#)!

Notice of Assignment (NOA)

Outlines your contractual hours

Shows your pay rate and frequency of pay

Must be signed in order to get paid

Subject to change

For questions on your NOA, contact Dana Avila (danaavila@hancockcollege.edu)

Ensure that you have signed and dated your noncredit notice of assignment **before** the start of classes. Without a signed/dated copy, **payroll cannot generate a paycheck**. Your NOA will be sent to your Hancock email through Adobe for an electronic signature. NOAs are sent prior to instruction and must be signed prior to entering the class room and in order to get paid.

Keys

Gabby manages key requests.

All keys and fobs for cabinets and off-site locations need to be returned at the end of every semester to Gabby.

Key Codes are assigned by Campus Police (CP). If you forget your code, contact CP. (CP will contact you once it's ready. Building S2.)

Books

- Gabby is responsible for overseeing classroom books and materials.

- Books used at off-site locations must be returned on the last day of instruction each semester.

- Classroom books are intended for in-class use only and should not be written in nor taken home by students.

- Faculty members are required to keep track of all books, with a set of 30 books per class.

Bookstore & Basic Needs

- If you have books that students can purchase, include a picture of the book and/or materials on your syllabus to make it easier for bookstore staff to locate as our books are not tied to a course in the bookstore.
- Once classes begin, student may request funds for books and other classroom materials through Basic Needs, but the student must be registered in the current semester. Include a picture of the book and/or materials on your syllabus to make it easier for Basic Needs staff to determine the amount needed for the book/materials.
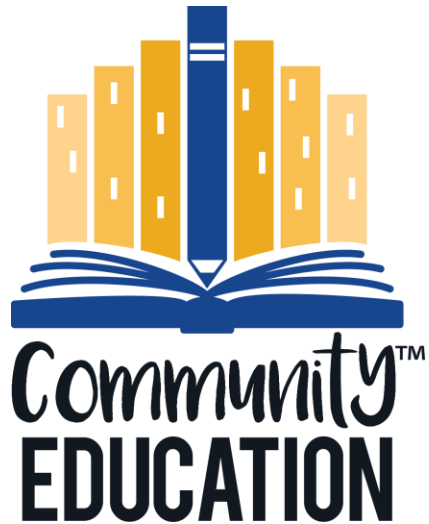
Room Concerns

	Check room assignment and room technology before classes begin
	Submit a ticket for IT/Facilities
	Or email Gabby and cc your coordinator

Community™
EDUCATION

Maximum Occupancy Classroom Limits

The college and the fire marshal have reviewed the maximum occupancy for classrooms. All classrooms comply with fire code. Maintaining the allowable number of student seats in each classroom is very important. Please do not add or remove any seating. If you require a larger classroom, please contact your coordinator.

New CCCApply Application

Students who are new and returning after 2 semesters are required to submit this application.

You will need the following to apply:
- A **personal email address** (you receive a student email account after registering for a class).
- A **valid mobile phone number** for contact information.

Next, navigate to the Noncredit CCCApply online admission:

- If you already **have** a CCCApply account, please sign in with your email and password.
- If NOT, **Create an account** using your personal email or mobile phone number.

Please complete all necessary inquiries on the application before moving forward.
You will receive a confirmation email shortly after submission.

PART TWO: Register for classes
You will receive an AHC Welcome email with your AHC student ID and username.
Please save them as you will need them to register for classes.
Example:
- AHC Student ID: **H1234567**
- AHC username: **Juan.Ramirez**

If you have any questions regarding registration or need assistance, help is available.
- You can text "HELP" to 805-214-4655
- You can email CommunityEducation@hancockcollege.edu
- You can call 805-347-7553 or 805-922-6966, ext. 3209
- You can come in person to Building S on the Santa Maria campus.

Necesitará lo siguiente para presentar la solicitud:
- Un **correo electrónico personal** (recibe una cuenta de correo electrónico de estudiante después de registrarse para una clase).
- Un **número de teléfono móvil** válido para la información de contacto.

A continuación, navegue **hasta** la admisión en línea **Noncredit CCCApply**:
- Si ya tiene una cuenta CCCApply, inicie sesión con su correo electrónico y contraseña.
- De lo contrario, **cree una cuenta** utilizando su correo electrónico personal o número de teléfono móvil.

Por favor, complete todas las consultas adicionales en la solicitud antes de seguir adelante.
*Recibirá un correo electrónico de confirmación poco después del envío.

SEGUNDA PARTE: Regístrate para las clases
Recibirá un correo electrónico de bienvenida de AHC con su identificación de estudiante y nombre de usuario de AHC. Guárdelos ya que los necesitará para registrarse en las clases.
Ejemplo:
Identificación de estudiante de AHC: **H1234567**
Nombre de usuario de AHC: **Juan.Ramirez**
Si tiene alguna pregunta sobre el registro o necesita ayuda, hay ayuda disponible.
Puede enviar un mensaje de texto con la palabra "AYUDA" al 805-214-4655
Puede enviar un correo electrónico a CommunityEducation@hancockcollege.edu
Puede llamar al 805-347-7553 o al 805-922-6966, ext. 3209
Puedes venir en persona al Edificio S en el campus de Santa María.

Students can get admission and registration help via text.

QUESTIONS?
WE ARE ALWAYS HERE TO HELP.

If you have questions or need help with completing your noncredit Community Education admission and registration forms, our staff is available by phone, email, text message, or in person at our office. We are open Monday through Thursday from 8 a.m. to 7:30 p.m., and on Fridays from 8 a.m. to 7 p.m.

Call us
at 805-347-7553

Fax us
at 805-352-1046

Email us
at CommunityEducation@hancockcollege.edu

Send us a text
at 805-214-4655, or by entering
CommunityEducation@hancockcollege.edu

Find us on Facebook
at AHC Community Educaiont &
Noncredit Counseling

Visit us
at Community Education, building S
800 S. College Drive
Santa Maria, CA 93454-6399

Visit our website for more information
www.hancockcollege.edu/communityed

How to Register for Noncredit Classes!

Where can I get a copy of the registration form?
- You can visit https://www.hancockcollege.edu/communityed/index.php.
- You can visit Building S (on the Santa Maria campus) to receive in person assistance.
- You can call (805) 922-6966, ext. 3209 or email CommunityEducation@hancockcollege.edu to have a registration form emailed or faxed to you.

If you know your H number (AHC student ID number) and YOU HAVE a form in hand:
- **You can use regular U.S. mail**. Mail a completed registration form, along with a check or credit card information for any related fees, to:
- Community Education at Allan Hancock College, Building S, 800 S. College Drive, Santa Maria, CA 93454-6399.
- **You can use fax**. Fax a completed registration form to (805) 352-1046. Credit card only.
- **You can use email**. Scan and attach a completed registration form and send it as

an attachment via email to CommunityEducation@hancockcollege.edu. Credit card only.

- **You can use text**. Take a photo of the completed registration form, open your text app on your smartphone, and instead of sending text to a phone number, send the photo to CommunityEducation@hancockcollege.edu. Credit card only.
- **You can drop it off.** Complete a registration form, fold and place in an envelope along with a check or credit card information, and drop off via the door slot in Bldg. S.

If you know your H number (AHC student ID number) but DO NOT have a registration form:

- **You can register directly online**. Instructions on how to register online via the myHancock portal are available via https://www.hancockcollege.edu/communityed/forms.php
- **You can print a form available** via https://www.hancockcollege.edu/communityed/forms.php
- **You can use email.** Use your Hancock email to provide all the required information listed below in an email message and send it via email message to CommunityEducation@hancockcollege.edu.
- **You can use fax.** On a piece of paper, provide all the required information listed below. At the bottom of the paper, please type: "I authorize AHC to charge $xx to my credit card." Sign and date the paper before faxing to (805) 352 - 1046.

Registration Information that is REQUIRED:

- Legal name as it appears on Hancock records
- H Number (AHC Student ID)
- Birth date (xx/xx/xxxx)
- Mailing address
- City and zip code
- Home phone number
- Alternate phone number
- CRN, course title, time/days for the course, fee for the course(s) you wish to register for
- Provide complete credit card information to pay for fees: credit card number, date of expiration, security code, total fees to be charged, name as it appears on credit card, and address associated with the credit card.

Don't send cash. Send check via US mail or credit card when submitting via fax, text, or email. We can't register via phone.
No envié dinero en efectivo. Use cheque con el correo o tarjeta de crédito mediante fax, texto o correo electrónico. No podemos registrar mediante llamada telefónica.

¡Cómo inscribirse en clases de no-crédito!

¿Dónde puedo encontrar una copia del formulario de inscripción?
- Puede visitar https://www.hancockcollege.edu/communityed/index.php para descargar, guardar y/o imprimir un formulario de registro.
- Puede visitar el Edificio S (en el campus de Santa María) para recoger un formulario. Estos se encuentran fuera del edificio.
- Puede llamar al (805) 922-6966, ext. 3209 o escribir a CommunityEducation@hancockcollege.edu para recibir un formulario por correo electrónico o mediante fax.

Si usted tiene o sabe su número de identificación de AHC (Número H) y tiene una forma:
- **Puede usar el correo regular de EE.UU**. Envíe un formulario de registro completo, junto con un cheque o información de tarjeta de crédito para cualquier tarifa relacionada, a:
- Community Education de Allan Hancock College, Building S, 800 S. College Drive, Santa Maria, CA 93454-6399.
- **Puede usar el fax**. Envíe por fax un formulario de registro completo (incluya información de la tarjeta de crédito para cualquier tarifa relacionada con la clase) al (805) 352-1046.
- **Puede usar el correo electrónico**. Escanee y adjunte un formulario de registro completo y envíelo como archivo adjunto por correo electrónico a CommunityEducation@hancockcollege.edu.
- **Puede usar texto**. Tome una foto del formulario de registro completo, abra su aplicación de texto en su teléfono inteligente y, en lugar de un número de teléfono, envíe la foto a CommunityEducation@hancockcollege.edu.
- **Puede dejar la forma**. Complete un formulario de registro, pliéguelo y colóquelo en un sobre junto con un cheque o información de la tarjeta de crédito, y déjelo a través de la ranura de la puerta en el Edificio. S.

Si usted tiene o sabe su número de identificación de AHC (Número H) pero <u>no tiene</u> una forma:

- **Puede inscribirse directamente en línea**. Las instrucciones sobre cómo registrarse en línea a través del portal myHancock están disponibles en https://www.hancockcollege.edu/communityed/forms.php
- **Puede imprimir un formulario** disponible via https://www.hancockcollege.edu/communityed/forms.php
- **Puede usar el correo electrónico**. Use su correo de Hancock y proporcione toda la información requerida que se detalla a continuación en un mensaje de correo electrónico y envíela por correo electrónico a CommunityEducation@hancockcollege.edu.

5. **Puede usar fax**. En una hoja de papel en blanco, proporcione toda la información requerida (se detalla abajo) y envíela por fax al (805) 352-1046. En el papel escriba "Yo autorizo a AHC a cobrar $xxa mi tarjeta de crédito". Firme, incluya la fecha y envíe por fax a (805) 352-1046.

<u>Información REQUERIDA si no tiene un formulario:</u>

- Nombre legal tal como aparece en los registros de Hancock
- Número H (ID de estudiante AHC)
- Fecha de nacimiento (xx/xx/xxxx)
- Dirección residencial
- Ciudad y código postal
- Número de teléfono de casa
- Número de teléfono alternativo
- CRN, título del curso, hora/días para el curso, tarifa por el curso(s) los que desea inscribirse

First 2 Week Cancellations

Noncredit classes typically require a minimum of **15 students** officially enrolled **<u>and</u>** regularly attending.

- **To boost your enrollment and possibly avoid class cancellations**:
  - Contact students and/or send them reminders about your classes.
  - Request SignalVine messages for each section through your coordinator.
  - Encourage students to invite others to join the class (noncredit courses are FREE!).

- Noncredit classes require a minimum of 15 students officially enrolled **<u>and</u>** regularly attending (*AHC Board Policy 4922*). Under-enrolled classes are in jeopardy of being cancelled.

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Passing Time

The **other ten minutes** of the clock hour:

- Each clock hour is composed of one class hour segment, and a segment referred to as "**passing time**" or "**break time**"

- No additional attendance may be claimed for the 10-minute segment except for multiple-hour classes

- The 10-minute break time permitted in each clock hour **may not be accumulated** during a multi-hour block scheduled class to be taken at the end of the session and be counted for FTES purposes

*From the Academic Senate California Community Colleges (ASCCC) at the Curriculum Institute

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

California Community Colleges
Calculation of Contact Hours

Attachment 3

Session Minutes	Hrs:Min	Contact Hours	Session Minutes	Hrs:Min	Contact Hours
50	0:50	1.0	175	2:55	3.0
55	0:55	1.0	180	3:00	3.0
60	1:00	1.0	185	3:05	3.3
65	1:05	1.3	190	3:10	3.4
70	1:10	1.4	195	3:15	3.5
75	1:15	1.5	200	3:20	3.6
80	1:20	1.6	205	3:25	3.7
85	1:25	1.7	210	3:30	3.8
90	1:30	1.8	215	3:35	3.9
95	1:35	1.9	220	3:40	3.9
100	1:40	1.9	225	3:45	3.9
105	1:45	1.9	230	3:50	4.0
110	1:50	2.0	235	3:55	4.0
115	1:55	2.0	240	4:00	4.0
120	2:00	2.0	245	4:05	4.3
125	2:05	2.3	250	4:10	4.4
130	2:10	2.4	255	4:15	4.5
135	2:15	2.5	260	4:20	4.6
140	2:20	2.6	265	4:25	4.7
145	2:25	2.7	270	4:30	4.8
150	2:30	2.8	275	4:35	4.9
155	2:35	2.9	280	4:40	4.9
160	2:40	2.9	285	4:45	4.9
165	2:45	2.9	290	4:50	5.0
170	2:50	3.0	295	4:55	5.0

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Multiple-hour Class Example

7:00 pm to 10:05 pm
- 7:00 to 9:50 = 3 hours
- Partial Class Hour 9:51 – 10:05 = 15 min
- 15/50 = 0.3
- Total Contact Hour = 3.3
- Includes 20 min of "break" time

Breaks may not be accumulated and taken at the end. However, when a section is scheduled over a full day, breaks can be combined for a "lunch" break w/o change in attendance

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

- First Week Attendance
  - Due the Sunday of the first week (8/25, 10/20)
  - We are no longer using the paper form
  - A digital form will be emailed to you

- Daily Attendance
  - Daily attendance is required
  - Verify your roster is updated
  - People who are not registered for the class are not permitted to be in attendance (liability issue)

- Weekly Positive Attendance (WPAR)
  - Due after your last class of the week (every week)

- Monthly Reports
  - Due on the following dates (9/3, 10/8, 11/5, 12/3, 12/10)

Please encourage students to regularly attend classes because: (a) it helps them achieve their educational, personal, and/or vocational goals, (b) it ensures a consistent learning environment for everyone in the class, (c) it allows instructors to better assess student learning outcomes, and (d) it also results in better student retention and a robust enrollment for your class.

IMPORTANT:

The Office of the Dean performs an internal positive attendance hour audit semester on a monthly basis, to ensure accurate data entry. For the Fall, the internal audit will start on **Tuesday, September 3nd, 2024.**

Help us help you:

- Do you have questions and/or concerns as to whether you are entering data correctly? Do you need training or a refresher on how to enter weekly hours?
- Would you like someone to take a quick look at your work to ensure there are no errors with hours and/or any other mathematical calculations?

Please contact the dean's office for help. We encourage all instructors to be proactive and start checking earlier rather than later.

Things to keep in mind:

- Track your student attendance **every class session** and enter it into the WPAR **on a**

weekly basis.

- Ensure that the hours entered in your class roster **match** the hours entered in the WPAR.
- Lost, dazed, confused? Contact your program coordinator.

Faculty Requirements:
EVERY WEEK:

- Faculty may use the official class roster to track registered students' attendance.
- If faculty create their own attendance record (i.e. Word or Excel document), this record **must** include the following information: (a) Course prefix and number, (b) Course title, (c) Course CRN, (d) Course Meeting Days/Times, and (e) Instructor's Name. Students listed in your document **must** be registered in the class. Therefore, always check students against the official class roster.
- Please track attendance hours for every registered student for **every class session**.
- Faculty enter student attendance hours ONLINE **weekly** via the "Positive Attendance Reporting" (WPAR), available on the Hancock portal (FACULTY tab, scroll down to the WEEKLY POSITIVE ATTENDANCE REPORTING channel).
- Faculty must enter student attendance hours ONLINE as reflected in the instructor's class attendance roster. Please ensure the hours entered via WPAR **match** the hours in your class roster or attendance record. Please correct any discrepancies in the WPAR.
- For registered students who did not attend class, enter a zero on your class roster and in the WPAR field.
- In the WPAR, every cell must list a number. Do not leave cells blank.
- Your class attendance roster **must** match the numbers entered in the WPAR
- For students that have stopped attending, fill out and submit a drop through your portal.

EVERY MONTH:
LECTURE CLASSES:
1. Please submit your class roster/attendance record (not sign-in sheets) **AND** printed WPAR report, approximately every FOUR WEEKS. Submit these directly to the office of the dean (Dana Avila) as a hard copy or via email as a legible, scanned, PDF attachment. You can download CamScanner for free on your smart phone.

- **For hours entered through August 19 through August 31 due Tuesday-September 3**
- **For hours entered through September 1 through October 5, due Tuesday-October 8**
- **For hours entered through October 6 through November 2 due Tuesday-November 5**

- **For hours entered through November 3 through November 30, due Tuesday-December 3**
- **For hours entered through December 1 through December 7, due Tuesday-December 10**

2.   When the month breaks in the middle of a week, include the dates/hours through to the end of the week and turn in   on the following Monday.

3.   After your last class session for the month, make sure that the total hours on your attendance roster match the
Weekly Positive Attendance Reporting (WPAR) total hours. Please correct any discrepancies.

4.   Print a copy of the Weekly Positive Attendance Reporting (WPAR). Use the VIEW ALL button. Make sure you print in   landscape mode. Make sure all info appears in the printed copy and that it is not cut out.

5.   Sign and date both the attendance roster and the VIEW ALL WPAR report, attach them together, and turn in the
original signed/dated copies to the dean's office, in Bldg. S. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smart phone.

6.   You must keep copies for your records for three years!

TBA LAB CLASSES: We don't have very many Lab Classes. These classes consist of the following: Math Lab, Writing Lab, Success in College, NESL 7060 Lab, and supervised tutoring.

- These will be submitted at the end of the term. After your last class session for the term, total the hours for each student on your paper roster, OR, if your lab uses CI Track, print out the semester report by adjusting the date range.
- Click on Final Grades/Positive Attendance and follow the directions.

- Only enter the total hours under ATTEND HOURS. **Do not enter any other info.**
- If you are using CI Track, you must convert your hours to whole and quarter-hour increments. For example: a CI Track report of 3:30 = 3.5 hours; 3:15 = 3.25, etc. Round up or down to the nearest 15- minute increment.
- Capture the window using Window's snipping tool, MAC's Grab Tool, or highlight the whole page, making sure you get all the student information and hours, and then print it out.
- Sign and date both the attendance roster or CI Track report and the printed Final Grades/Positive Attendance report/screen and attach them together.
- Make a copy of these documents for your records. Turn in the original signed/dated copies to the dean. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smart phone.

- You must keep copies of your records for three years!

Final Reporting
- For semester-length classes, all attendance hours should have been entered, and required paperwork completed and submitted to Dana Avila no later than **4:00 PM on December 10, 2024**.
- For short-term courses, all attendance hours should have been entered, and the required paperwork completed and submitted **within 3 business days after the last day of instruction for the course.**

Add/Drops

Follow your program guidelines and use your best judgement.

It's important to drop no-show students and students who have stopped attending by then end of the first week of each term. Additionally, **any students who have stopped attending towards the end of the term must be dropped before the last day of class.**

Instructor Drops
Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. Instructors may submit drop forms to the admissions and records office, or drop inactive students via the online census roster.

"Inactive students" include:
- Students identified as no-shows;
- Students who officially withdraw;
- Students who are not attending an on-campus course or participating in an online course.

Link to drop students

SP Grades

Follow your program guidelines.

- If you are teaching a class that has been as identified as a CDCP class AND is set up for the "SP" grading, you will enter the SP grade for each noncredit student via this process. If you are unsure of the grading designation for your class, please consult with your program coordinator. As per Title 5, only courses with the following prefixes may be identified as CDCP courses with the "SP" grading: BASK, CITZ, ELDN, ELDV, TRCK, VOCE, WKPR.

- All other noncredit programs (HEAL, HOEC, PARN, DISA, OLDR) DO NOT enter grades.

- When you have questions, reach out to your program coordinator.

SP Grade Instructions

Syllabus

✓	📄	📁
SYLLABUS CHECKLIST	SYLLABUS TEMPLATE	COURSE OUTLINE OF RECORD (COR)

- **Course Outline of Record** – Your course syllabus should be an interpretation of the official Course Outline of Record (COR). If you would like a copy of the official COR, visit the Faculty Resource Page.
- **Electronic Course Syllabus File** - Please fax or email a copy of your course syllabus to the **Admin Assistant II, Gabriella Trevino @ gabriell.trevino@hancockcollege.edu, on or before September 2**. Ensure all required elements appear on your course syllabus.
- **Required Elements Include**:

  - Course Number/Prefix, CRN, Term/Year
  - Course Title
  - Instructor Name
  - Instructor Email and/or other contact information
  - Class Time and Days
  - Meeting Dates
  - Class Location
  - Course Description (can be found on COR)
  - Teaching Philosophy

- Material Fees (if any)
- Attendance and Participation Statement
- Materials and/or Supplies Required for the Class
- Instructional Objectives
- Student Learning Outcomes (can be found on COR… do not add or change)
- Student Responsibilities
- Course Content (can be found on COR)
- Evaluation
- Resources
- Essential Policy Information
- ADA Policy
- Syllabus Change Policy

- Course syllabus copies should be provided to students on the first day of instruction.
- The PT Faculty Syllabus Checklist & Course Syllabus Template can be found on the Faculty Resource Page.
- **Student Learning Outcomes -** You must include the approved Student Learning Outcomes (SLOs) in your course syllabus. If you need this information, please contact your coordinator. Use the official SLOs developed for your course(s), which are located in the official COR .

Faculty Forms

FACULTY LEAVE	FACULTY DROP FORM	FIELD TRIP REQUEST	FIRST WEEK ATTENDANCE (WILL EMAIL DIGITAL FORM)	AVAILABILITY FORM (WILL EMAIL DIGITAL FORM)

Noncredit Faculty Resource Page

All field trips must have prior approval by the dean. Field trips cannot be mandatory. Instructors need to fill a Request for Field Trip Approval form and submit to the dean at least two weeks prior to the activity. Students attending must complete an Acknowledgement and Assumption of Potential Risk form. Please refer to BP/AP 4300. Field Trips and Excursions for details and procedures.

Accident Reports

ALLAN HANCOCK COLLEGE

BP 6541

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6541   REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse.

All injuries to District employees, student workers, and volunteers will report the incident to their supervisor who will report the incident immediately to Human Resources.

Reporting Concerns

- [Report it](#)!
  - Sexual Misconduct
  - Unlawful Discrimination
  - Student of Concern
  - Disruptive Behavior/Conduct Violation
  - Academic Dishonesty
  - Basic Needs
  - Student Complaint/Grievance
  - Grade Review

Faculty Resources

- Campus Graphics
  - Opens M-F at 7:30 a.m.
  - Closes M-Th at 7:00 p.m. and F at 4:00 p.m.
  - Develop class materials in a timely manner and submit online
  - **Department copier is only for positive attendance reporting**
- Mailboxes
  - Santa Maria building S
  - LVC building 2
  - SYVC main office
- Part-Time Faculty Association (PFA)
- Staff Parking Permits
  - Register your vehicle through your portal
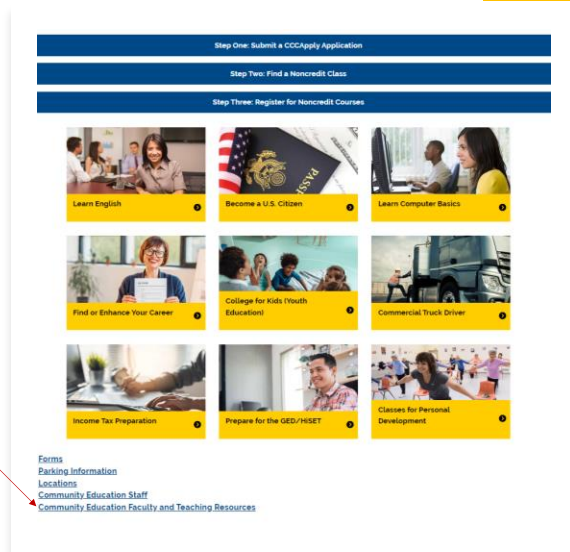
Campus Graphics

Develop class materials in a timely manner and submit them to Campus Graphics. **Don't use the dept. copier for this**. The Campus Graphics print shop is open M-TH 7:30a.m.-7:00p.m. & Fridays from 7:30a.m.-4:00p.m. Campus Graphics provides self-service copying as well. Emergency (same day/unexpected) print requests will be accepted during those times. As always, the turnaround time may be a little longer at the start of the semester due to high volume. Remember that online photocopying ordering is available via Campus Graphics .

Photocopy Copyright Alert

Please be mindful of copyright violations. Common violations include making copies from texts or workbooks or copying articles or stories of more than 2500 words. Develop your materials in a timely manner and submit them to campus graphics. Don't use dept. copiers. Copyright guidelines may be found on the web at https://thehub.nacs.org/copyrightpolicy.

Mailbox Location

Please check your mailbox regularly. Mailboxes are set up each semester (SM, LVC and SYVC) and **time sensitive correspondence may be placed in your campus mailbox.** If you teach on the Santa Maria Campus, you will have a mailbox in building S. For Lompoc Valley Campus, head to Building 2. For Santa Ynez Valley Center, head to the main office.

<u>Staff Parking Permit Rates</u>
Faculty parking permits are required. Part-Time faculty will receive one free parking permit. Staff parking permits can be obtained from Building A. Please log in to myHancock portal and click "Employee Parking Permit Request" to obtain a parking permit.

Faculty Absences

Leaves of Absence
Article 9 of CBA.

- If you have an emergency and need to be absent
  - Contact Front Counter Staff CommunityEducation@ hancockcollege.edu | 805-347-7553
  - Email your coordinator and Dana
  - Contact your students
  - Complete the Faculty Leave form within **3 days of absence**

- If you know in advance that you will be absent
  - Find a substitute and inform your coordinator
- **Personal Necessity** leave must be approved in advance
  - Contact your dean **prior** to submitting the request with the reason and copy Dana and your coordinator

Please refer to Article 9 (Leaves of Absence) of the part-time faculty bargaining agreement to understand the types of allowable leaves, the qualifying criteria under each, and the process connected to each leave type. You may find a copy of the agreement via my Hancock portal. Personal necessity requests will need advanced notice and approval by the dean.

Known Absences
If you anticipate any planned absences that are not permissible, please notify your coordinator before the semester begins. This will enable the creation of a schedule matrix to facilitate sharing responsibilities with another instructor.

If You Need to Be Absent
If a family emergency, illness, or personal matter will keep you from teaching during your **scheduled class**, please notify by phone or email front counter staff **communityeducation@hancockcollege.edu**, **805-347-7553.**
Please contact your students directly to let them know.
Then contact your coordinator, Gabby, and Dana **as soon as possible.**
Instructors must complete and submit a *Leave of Absence* form within **three (3) days of the absence** to their appropriate coordinator first. Please use the most updated

Leave of Absence form (available via my Hancock portal).

Personal Necessity leave requests need to be approved in advance. Please discuss this with the academic dean **prior** to submitting these. Please alert your coordinator if you have scheduled medical leave, so a substitute can be identified with enough time to avoid an instructional disruption to students. Prior to submitting your request, review the allowable leaves of absence in your bargaining agreement.

Noncredit Counseling

How They Help

Orientation (Estudiante Unidos)

Student Educational Plans (SEP)

Academic/Career/Personal Counseling

Workshops

Noncredit to Credit Transition

To Make an Appointment

Santa Maria Campus x 3740

Lompoc Valley Center x 5178

Santa Ynez Valley Center x 6604

Estudiantes Unidos Dates

Date	Start Time
9/3/24	6:15 p.m. - 8 p.m.
9/4/24	7:15 p.m. - 9 p.m.
9/5/24	7:15 p.m. - 9 p.m.
9/9/24	6:15 p.m. - 8 p.m.
9/10/24	7:15 p.m. - 9 p.m.
9/11/24	9:15 a.m. - 11 a.m.
9/12/24	9:15 a.m. - 11 a.m.

A more detailed schedule with participating classes will be provided by your coordinator, once the information if finalized.

<u>Noncredit Counseling</u>

The mission of the Noncredit Counseling department is to help students enrolled in adult basic education, noncredit English as a Second Language, citizenship, and short-term vocational skills classes navigate the educational systems of the college from admission until students reach their educational goals.

Services include the following:

- Orientation
- Assessment and Placement
- Counseling and Advising (academic, career, and personal)
- Student Educational Planning (SEP)
- Registration Assistance
- FAFSA/CA Dream Act Assistance
- Workshops
- Campus Tours

For more information or to schedule an appointment with a counselor, please have students call at 1-805-922-6966 ext. 3740.

Students can:

Visit the Noncredit Counseling webpage.

Call (805) 922-6966, ext. 3740.
Email noncreditcounseling@hancockcollege.edu.
Visit the Cranium Café site to chat with one of their team members.