A Few Reminders and Requests

- In your syllabus, tell students that ALL e-mail communication from you (and SCC and LRCCD) is sent to their Los Rios Gmail account specifically. When you state that students must check their e-mail without specifying “Los Rios Gmail”, a student who hasn’t set up automatic forwarding can claim they missed e-mails from you regarding attendance, homework, etc. through no fault of their own.

- Be sure to keep attendance and drop students who are not attending or who have excessive absences. Don’t wait! Waiting can result in financial obligations for the college.

- If a student is attending your class but not showing up on your roster, tell them to enroll as soon as possible. Just because you gave them a permission number or signed an add slip does not mean that they are officially in your class! If necessary, do not let them attend additional classes until they are “officially” enrolled in the class.

- Do not remove furniture from your classroom that is designated for DSP&S students. If you happen to borrow chairs from the study carrels, please return them after your class. We round them up between semesters, and we’d prefer that they stay there!

- Clearly define in the syllabus for each class what unexcused, excessive absences (6% of class time) means for that specific class. For example, in a 3-unit class that meets once per week for the entire semester, let your students know that excessive absences would be missing more than one class meeting.
### Spring Term

#### Start-End Dates of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester</td>
<td>Jan 17 - May 20 (Last day to enroll, Feb 1)</td>
<td>Apr 19</td>
</tr>
<tr>
<td>First Eight Weeks</td>
<td>Jan 17 - May 20 (Last day to enroll, Feb 1)</td>
<td>Apr 19</td>
</tr>
<tr>
<td>Second Eight Weeks</td>
<td>May 20 (Last day to enroll, Apr 1)</td>
<td>Apr 19</td>
</tr>
</tbody>
</table>

#### Last Day to Drop Class to Qualify for a Refund for Enrollment and Tuition Fee

<table>
<thead>
<tr>
<th>Term</th>
<th>Last Day to Drop Class to Qualify for a Refund for Enrollment and Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester</td>
<td>Feb 1</td>
</tr>
<tr>
<td>First Eight Weeks</td>
<td>Jan 23</td>
</tr>
<tr>
<td>Second Eight Weeks</td>
<td>Mar 20</td>
</tr>
</tbody>
</table>

#### Last Day to Drop Class Without Notation on Record

<table>
<thead>
<tr>
<th>Term</th>
<th>Last Day to Drop Class Without Notation on Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester</td>
<td>Apr 19</td>
</tr>
<tr>
<td>First Eight Weeks</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Second Eight Weeks</td>
<td>Apr 29</td>
</tr>
</tbody>
</table>

#### Last Day to Petition for Pass/No Pass

<table>
<thead>
<tr>
<th>Term</th>
<th>Last Day to Petition for Pass/No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester</td>
<td>Feb 22</td>
</tr>
<tr>
<td>First Eight Weeks</td>
<td>Feb 2</td>
</tr>
<tr>
<td>Second Eight Weeks</td>
<td>Apr 2</td>
</tr>
</tbody>
</table>

### Student Attendance & Breaks

It is highly recommended that you take attendance each class session. See Grades below. For every 90 minutes of lecture and 100 minutes of lab, please schedule a ten-minute break. **You may not skip a break and dismiss class early.**

### Grades

Attendance may not be used in calculating a grade, but attendance linked to “participation” may contribute to demonstrated proficiency and could be considered. Faculty members are required by Board policy and regulation (P-7252, R-7252 §8.1) to provide a mid-term grade to each student. Those students whose performance is sub-standard (D, F, or NP (formerly NC)) must receive written notice and be directed to counseling services for assistance (*Faculty Handbook 2014-2015*).

### Syllabus

Please review your syllabus in detail during the first class meeting, and provide an electronic copy to the HCD Chair, Annette Barfield, (barfiea@scc.losrios.edu) by the end of the 1st week of the session. You can find student learning outcomes (SLOs) to include on your syllabus inside Socrates in the Curriculum Views tab.

It is important to note the Student Standard of Conduct (http://www.scc.losrios.edu/campusservices/studentstandardofconduct/) in your syllabus. Include your grading policy on the syllabus. To protect yourself, include a note at the bottom which states that your syllabus is subject to change.

Many students are tech-savvy. Posting your syllabus and class information can be helpful. D2L help is available at this link—https://d2l.losrios.edu/
Campus Duplicating Services (located on Library Road) should be used for copying instructional materials and exams. Placing your duplicating orders online is easy and convenient:

Go to the SCC Website, www.scc.losrios.edu. Go to “Faculty & Staff” and follow the drop-downs to “Instructional Support” and “Request for Duplicating.” Click on “Copying Done In Duplicating,” and then click on “Request a Duplicating” and complete the form.

If you do not have an electronic copy of the master, you scan your document using the Counseling Division copy machine to create a document that can be used by Duplicating Services. Otherwise, you will need to submit to Duplicating Services a white, one-sided original copy and a completed Duplicating Request Form. Contact duplicating for more information, 558-2458.

Final Exam Schedule & Make-Up Exams

The final examination schedule is available at the SCC Website, http://www.scc.losrios.edu/instructionalservices/final-exam-schedules/final-examination-schedule-spring-2015/

Please Note: classes that are less than full semester do not have a separate final examination schedule; these finals are scheduled on the last regularly scheduled class meeting. Your final exam cannot be re-scheduled to an alternate time as this causes room conflicts and time conflicts for students.

There is no assigned place for students to take make-up exams, and the Assessment Center does not provide this service. Please have students take their make-up exams in your office during office hours or make other appropriate arrangements. Do not have students take make-up exams in the Division mailroom or ask Division staff to proctor exams.

Mail

Voice Mail
Voice mail is available for all staff and is a great way for students to contact you. If you do not have a voice mailbox and would like one, please contact the Division Office at 558-2289. Please do not ask your students to contact the Division Office to leave messages for you.

Instruct students to contact you directly, and please check your voice mailbox on a regular basis.

Email: Communications from the Division Office will be via campus email. It is your responsibility to check your email address frequently for Division, College, student, and LRCCD communications.
The Adjunct Faculty Office Hours Program is a voluntary program which provides compensation for adjunct faculty office hours scheduled and provided during each week of instruction as long as a minimum of 20% FTE assignment is maintained. Adjunct faculty maintaining a minimum of 20% FTE assignment will be provided compensation for a semester-total of nine (9) hours. Adjunct faculty maintaining a minimum of 40% FTE assignment will be provided compensation for a semester-total of eighteen (18) hours.

Faculty participating in this program must complete the Interest Form http://www.losrios.edu/hr/downloads/LRCFT%202005-2008/InterestFormforAdjunctOfficeHrsPgrm.pdf to the Counseling Division Office by 01.23.15.

Class Hours/Absences

You are expected to meet with your class for the full time indicated in the schedule. If, for any reason, you find it necessary to change the starting or ending time on a special occasion, please inform the Counseling Dean in advance. If you are unable to meet with your class, please inform the Counseling Division Office (558-2289). A sign will be posted on your classroom door along with a sign-in sheet and any instructions for your students. Please email your students and tell them of the cancellation; they will appreciate the advance notice. Substitutes are sometimes available, but seldom on short notice. The Division Office will make arrangements, when appropriate.

Tutoring Facilities

Open Computer Lab
Open to all enrolled SCC students. Assistance with word processing, Internet usage, and other basic computer operations is available. Learning Resource Center, LRC 144, 1st Floor (916) 558-2666 or (916)558-2099
Monday – Thursday: 7:30 am – 8 pm, Friday: 7:30 am – 5 pm

Writing Center—Writing Tutoring for all Courses
Available for all SCC students in all academic and vocational courses. Check for availability—(916) 558-2126

Early Assistance

Student Services has an Early Assistance Program in which faculty identify students who are in need of academic assistance to ensure successful course completion. The target timeline for referring students begins in the 3rd week of the full semester. However, instructors are encouraged to use the system throughout the term. To refer a student, go to the Early Assistance webpage at http://www.scc.losrios.edu/early-assistance/.

Food & Beverage in the Classroom
Campus policy prohibits food and beverages in computer labs. Please remind your students and enforce this policy.

Instructional Media
Not all classrooms are equipped with technology. Please contact the Division Office to confirm your classroom amenities and request needs, (916) 558-2289. Please lock the classroom when your class is over. Check to be sure it is locked and securely closed.
Faculty members use their professional judgment in determining the effect on their students’ grades should there be sufficient evidence that a student is cheating. Whatever is determined, however, should be based on criteria as stated in the Student Information Sheet. Actions taken which are inconsistent with the standards established in a Student Information Sheet could be the basis for a grievance by a student. In addition to informing students in writing of the consequences of cheating in class, you should also discuss the policy on cheating with the class at the beginning of the semester. Assigning an “F” grade for the course, dropping a student from class, or placing students on academic probation or dismissal are not options available to faculty members as a disciplinary measure in the case of cheating.

**Faculty Options When a Student is Suspected of Cheating**

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Meet with the student or students and give counsel regarding the unacceptable nature of the offense. References should be made to the policy and consequences outlined in the syllabus.

2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.

3. Designate a failing grade or a zero for the assignment, project, exam, or paper. (note – not for the course)

4. Inform the Division Dean and Student Discipline Officer (SDO) of the offense and instructor response. The SDO will check the student’s name and student id against the college’s list of students who have been referred for student discipline actions. If the student has been found to have committed similar or other violations of the Student Standard of Conduct, other sanctions may be invoked.

5. Require the student to attend a workshop. The division dean will send the student a letter requiring that the student attend an Academic Integrity workshop held in the LRC. A workshop schedule will be posted at the Learning Skills & Tutoring Center. Verification that the student attended the workshop should be provided by the student to the Student Discipline Officer.

In those cases in which a student has cheated multiple times in one class, the instructor may take one of the following actions:

1. Suspend the student for two class periods (which may cause the student to exceed the college’s absence policy). If this sanction is invoked, the Dean and Student Discipline Officer have to be notified for further action before the student is readmitted to class. The suspension days can be counted toward the student’s allowed number of class absences, which may cause the student to exceed the college’s absence policy. Suspending a student from an online class will involve withdrawing the student from PeopleSoft and reinstating the student at the appropriate time. This will have the effect of denying the student access to the course module in D2L. Please work with Enrollment Services on this process.

2. Award “no credit” for the assignments. This may have the effect of giving the student an “F” in the course.

3. Refer the student or students to the Disciplinary Officer for the consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College.
Los Rios CCD Regulations, R2220

1.0 Nonattendance at First Class
   1.1 Students who fail to attend the first session of a class may be dropped by
       the instructor.

2.0 Excessive Absence Defined
   2.1 A student may be dropped from any class when that student’s
       absence exceed six percent (6%) of the total hours of class time.
   2.2 Instructors shall state in each course syllabus what constitutes excessive
       absence for that course.

What does this mean when an instructor uses “no show” instead of “instructor
drop”?
   • If we’ve already completed census counts, it means we have captured
     enrollment for a student who wasn’t really in the class.
   • If the student has received financial aid, their eligibility was incorrectly
     calculated and the college is liable for the funds issued to the student.
   • If the student receives veteran’s benefits, they are responsible for repayment
     to the VA.

What can we do?
   • Monitor rosters carefully during the first week of class.
   • Use drop notations correctly.
     • No Show – for those students who really do not show for the first class
       meetings. Drop students in a timely manner.
     • Instructor Drop – for those students who are no longer attending, but
       were present at the time the class started.

Clearly define in the syllabus for each class what unexcused, excessive ab-
sences (6% of class time) means for that specific class. For example, in a 54
hour lecture class, 6% would be 54 * 0.06 or 3.24 hours. If this class meets once/
week for the entire semester (or 3 hours per class meeting), excessive absences
would be missing more than one class meeting. If the class meets twice/week
(or 1.5 hours per class meeting), excessive absences would be missing more
than two class meetings.

After the last day to enroll (see deadlines above), students are required to com-
plete a late add petition. They should be signed by you only if extenuating circum-
stances prevented the student from registering (i.e. accident, major illness, family
tragedy, change in work schedule or sudden loss of a job). To reinstate a student,
use the yellow reinstate slip. The reinstate slip does not require a dean’s signature.

Do not add more students than your room can accommodate. It is a violation
of fire codes and a problem when chairs are taken from one classroom to
accommodate students in another classroom. Please refer students you cannot
accommodate to other sections or courses, when appropriate.