<table>
<thead>
<tr>
<th>Office of Instruction</th>
<th>47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Coordinators</td>
<td>47</td>
</tr>
<tr>
<td>Assessment and Improvement</td>
<td>48</td>
</tr>
<tr>
<td>Basic Skills</td>
<td>48</td>
</tr>
<tr>
<td>Curriculum</td>
<td>48</td>
</tr>
<tr>
<td>Flex Day</td>
<td>48</td>
</tr>
<tr>
<td>Honors Program</td>
<td>48</td>
</tr>
<tr>
<td>Program Review</td>
<td>49</td>
</tr>
<tr>
<td>Innovative Instruction Center (IIC) &amp; Canvas</td>
<td>49</td>
</tr>
<tr>
<td>Evening &amp; Weekend Support</td>
<td>49</td>
</tr>
<tr>
<td>Class Scheduling</td>
<td>50</td>
</tr>
<tr>
<td>Curriculum Process</td>
<td>50</td>
</tr>
<tr>
<td>Faculty Loading &amp; Payroll</td>
<td>51</td>
</tr>
<tr>
<td>Human Resources</td>
<td>51</td>
</tr>
<tr>
<td>Benefits Information</td>
<td>52</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>52</td>
</tr>
<tr>
<td>Schools First Credit Union</td>
<td>52</td>
</tr>
<tr>
<td>Personal Information Changes</td>
<td>53</td>
</tr>
<tr>
<td>Keys and Keycards</td>
<td>53</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>54</td>
</tr>
<tr>
<td>Reprographics</td>
<td>54</td>
</tr>
<tr>
<td>Student Support</td>
<td>55</td>
</tr>
<tr>
<td>Academic Counseling</td>
<td>55</td>
</tr>
<tr>
<td>Disabled Students Programs and Services (DSPS)</td>
<td>56</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>56</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>57</td>
</tr>
<tr>
<td>Behavioral Assessment Team (BAT)</td>
<td>57</td>
</tr>
<tr>
<td>Student Success Center (SSC)</td>
<td>58</td>
</tr>
<tr>
<td>Extra Credit at SSC</td>
<td>58</td>
</tr>
<tr>
<td>Student Success and Support Services</td>
<td>59</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>59</td>
</tr>
<tr>
<td>CARE</td>
<td>59</td>
</tr>
<tr>
<td>Extended Opportunities Programs and Services (EOPS)</td>
<td>59</td>
</tr>
<tr>
<td>Pirates Cove Food Pantry</td>
<td>60</td>
</tr>
</tbody>
</table>
Guardian Scholars (Foster Youth) 60
Student Equity Program 60
Veterans Services 60
Global Engagement Center 61
Policies and Procedures 61
Class Time 61
Breaks 61
Student Absences 62
Library Visits 62
Library Orientations 62
Field Trips 62
Guest Speakers 63
Examinations 63
Grade Grievance 64
Service Complaint 64
Non-Discrimination Policy 64
Sexual Misconduct and Title IX 64
Duty to Report 65
Code of Ethical Conduct for all Coast Employees 65
About FERPA & Privacy of Student Records 66
What is FERPA (Family Educational Rights & Privacy Act)? 66
Access to Student Educational Records 66
FERPA for Faculty 67
Posting Grades 67
Grade Changes 67
Returning Assignments 67
Sending Grades to Students 67
Access to Student Records 67
Parents Requesting Information 68
Crisis Situations/Emergencies 68
Letters of Recommendation 68
Contact 68
Academic Dishonesty 68
Examples of Academic Dishonesty 69
Cheating
Plagiarism
Other Dishonest Conduct
Collusion
Procedures for Dealing with Academic Dishonesty
Student Death
Faculty Absences
Faculty Evaluations
Full-Time Evaluation Process
Part-Time Evaluation Process
Campus Life
Staff Passes & Local Discounts
Academic Senate
Campus Map
Food
Food Service Procedures
Food on Campus
Catering
Outside Catering
Pot-Luck
Horticulture Gardens
Opportunities for Involvement
Committees
Honors Program
Academic Honor Societies
Clubs
Professional Development
1. Professional Development Institute (PDI)
2. Coast Community College Association (CCA)
3. Professional Development Advisory Committee (PDAC)
4. Flex Day
Lynda.com
Library and Media Services
Friends of the Library
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Websites</td>
<td>91</td>
</tr>
<tr>
<td>Video and Screen Capture Software</td>
<td>91</td>
</tr>
<tr>
<td>Technical Support</td>
<td>91</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>92</td>
</tr>
<tr>
<td>Campus Emergency Operations</td>
<td>92</td>
</tr>
<tr>
<td>Emergency Numbers</td>
<td>92</td>
</tr>
<tr>
<td>Emergency Text Alerts</td>
<td>93</td>
</tr>
<tr>
<td>Emergency Phones</td>
<td>94</td>
</tr>
<tr>
<td>OCC Escort</td>
<td>94</td>
</tr>
<tr>
<td>Active Shooter Training</td>
<td>94</td>
</tr>
<tr>
<td>Lock Blok</td>
<td>95</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>95</td>
</tr>
<tr>
<td>Campus Contacts</td>
<td>96</td>
</tr>
</tbody>
</table>
Introduction
This Faculty Handbook is designed to provide an overview of the College and to familiarize you with faculty support services, policies, and procedures. If you have a specific question or issue, it is recommended that you search the document by holding down CTRL and pressing “F” to find topics by keyword.

You may also refer to
- Current College catalog
- Current Class schedule
- District Board Policies and Administrative Procedures
- Decision-Making Document (campus guide to Shared Governance)
- Educational Master Plan
- Union Contracts (available to Faculty and Staff on District portal site)
- Organization Chart (available on the Administrative Services’ portal site)
- Campus Emergency Operations Booklet

➢ At the end of each section of this handbook, shaded in blue, is the contact information for the department or staff member who can provide more information regarding the preceding topic.

➢ Please feel free to call your Department chair, Division Office staff, the Dean, or the Office of Instruction if you have any questions about the College, teaching in general, or any instructional or work-related issues.

College Mission

Vision Statement
To be the standard of excellence in transforming lives through education.

Mission Statement
Orange Coast College serves the educational needs of our diverse local and global community. The college empowers students to achieve their educational goals by providing high quality and innovative programs and services leading to academic degrees, college transfers, certificates in career and technical education, basic skills, and workforce development to enable lifelong learning.

The college promotes student learning and development through fostering a respectful, supportive, participatory, and equitable campus climate of student engagement and academic inquiry.
Institutional Commitment

Orange Coast College is committed to providing a unique learning community where freedom of thought and personal and intellectual growth is valued by all. As an outcome of their academic study, graduates of Orange Coast College possess proficiency in four core areas: Communication, Thinking Skills, Global Awareness, and Personal Development and Responsibility.

Administrators, faculty, and staff are committed to the development of students as individuals and as citizens of the world. We value teaching and learning relationships, support services, and co-curricular programs that contribute to meaningful personal growth in our students and to their quest for knowledge.

Prepare to Teach

Communication

E-Mail

You will receive a letter to your personal email account when your OCC account has been created (see “Coast Accounts” section of the Handbook for an example). Students will contact you via your campus email account which can be found in the OCC and Coast District website directories. In addition, all official campus communications will be addressed to this address. Therefore, it is important to check it regularly. A direct link to Outlook Web Access (web-based campus email) can be found on the Faculty and Staff Resources page.

Emailing Your Students

Faculty can send email to their entire classes from the faculty tab in MyOCC. With this feature you can select the entire class (or individual students), add an attachment as needed, and complete the message right in MyOCC. Students will receive these messages in their school email accounts.

Remember:

- Every new student receives an email account.
- Faculty & Staff can send emails directly to students without fear of it getting caught in a SPAM filter.
- Recommended: Do not collect alternative student emails (e.g., hotmail, yahoo, etc.). Use the email tools to communicate with your classes. If students do not wish to use their OCC email accounts, they can forward OCC mail to another account.

Questions?

Contact: IT Support Desk
Phone: (714) 432-5500
Email: FPService@cccd.edu
Mailbox

Each full-time and part-time faculty member is provided a mailbox, located at the north end of the Administration Building (this location is slated to change to the Clark Center, next to Reprographics in Spring, 2018). Your mailbox might not necessarily be located in the same place each semester, since mailboxes are arranged alphabetically. Remember to check your campus mailbox each time you are on campus.

- Mail is generally distributed by 11:30 a.m. each day. This mail is a compilation of U.S. Postal Service mail and inter-district mail. Mail is also distributed after 2:30 p.m. each day for inter-district mail only.
- The mail room has stamps for sale and will provide delivery service to the U.S. Post Office. International letters and small envelopes are mailed. No international mailing is done for large packages and large envelopes.
- The mail room cannot provide any packaging supplies. If you receive parcels too large for your mailbox, a notice will be placed in the box indicating where to pick up the parcel.
- Faculty and staff are encouraged to check their mailboxes daily. Any mail left in mailboxes longer than 30 days will be recycled to make room for additional mail.

Questions?

Contact: Tim Deculit, Mail Services Assistant, Lead
Phone: (714) 432-5802
Email: tdeculit@occ.cccd.edu
Location:
- Fall 2018: Administration Building, North End
- Spring 2018: Clark Center, Next to Reprographics

Phone & Voicemail

Your Division Coordinator will request a campus phone extension with accompanying voicemail access through the business office. Your Division Coordinator will explain how to access your voicemail, create a greeting, retrieve messages and leave messages. Report any phone problems or changes to your Division Coordinator.

Starting in Fall 2018, new Voice-Over IP (VoIP) phones have been installed. Accordingly, you will need to set up your phone using your computer and following the instructions below:

- These web-based phones require you to make an account and set a PIN number to retrieve
your voicemail. You can set this up by going to Ring Central’s web site.

- To access voicemail, press the envelope button on your phone and enter your 9-digit PIN number.
- To set a personal greeting on your voicemail account, log in to Ring Central and go to “Settings > Messages and Notifications.” You can select “Custom” greeting to have Ring Central call your phone. When you answer, a recorded operator will give you the chance to record your greeting. You can also record online using your computer’s microphone.
- You can have your phone forward to your cell phone, if desired. This can be found in your Ring Central Account under “Settings > Call Handling & Forwarding.”
- Your Call Log can assist you with tracking the phone numbers and contacts you have recently dialed and calls you have missed or received.
- With the new VoIP project, no phone numbers have been changed. Until September 1, 2018, you may need to dial the full phone number for campus lines rather than the five-digit extension number. For example, if the extension is x.25012, you may need to dial (714) 432-5012. The Orange Coast College central number is (714) 432-0202. Once the VoIP project is complete, you can dial the five-digit extensions to reach your party directly.
- The OCC phone directory is available on the OCC home page in the top right corner, and is available in the Ring Central application.
- Additional help and step-by-step instructions are available via the Ring Central FAQ page.

**Note:** If you will be off-campus for an extended period of time, or anticipate that you will not be regularly checking your campus voicemail, it is a good idea to record a personalized voicemail message encouraging callers to contact you via your email account instead. This will ensure that your students have an effective means of contacting you. You can do this with the VoIP phones by recording a new personal greeting (see instructions above). Just remember to change your greeting upon your return!

**Questions?**

Contact: Lynnette Stiles, Staff Assistant, Administrative Services  
Phone: (714) 432-5024  
Email: lstiles@occ.cccd.edu

**Course Outlines**

College approved course outlines are legal documents carrying both course instructional and state-mandated information.

- All instructors must use the course outline as the basic guide for planning and teaching an assigned course.
• The course outline specifies types or provides examples of required reading and writing assignments, other outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives will be met by the students. Taken together, these course specifications are such as to typically enable any student who successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives and SLO’s.

• Official student learning outcomes and objectives from the course outlines can be found on CurricUNET.

• The Curriculum Committee Portal is a great resource for faculty. There are CurricUNET Walkthrough Videos to assist you with the creation or revision of courses and programs.

Questions?

Contact: Elizabeth Page, Staff Specialist, Instruction
Phone: (714) 432-5693
Email: epage@occ.cccd.edu

Contact: Melissa Rowden, Staff Assistant, Curriculum and Scheduling
Phone: (714) 432-5726
Email: mrowden@occ.cccd.edu

Textbooks

Your Division Coordinator will notify you of textbooks that may have already been ordered for a course. Normally a list of recommended or required textbooks is on record with your division office. You may check the campus bookstore to assure that your books have arrived. Desk copies should be requested directly from the publisher.

Most departments allow faculty to choose the textbook they wish to use. However, individual departments may establish specific requirements. The following points will guide you in that process:

• The textbooks you select are an extension of your unique teaching style; therefore, review a variety of texts in order to better choose books that complement your strengths and include both appropriate readings and instruction on writing for the course’s particular level.

• Agreement on when a textbook will be ordered for an un-staffed section should be determined between the department chair and the bookstore and depends on availability and ease of obtaining specific textbooks. If a textbook is assigned to an un-staffed section after textbook orders are due, department chairs will not assign a book they have authored.

• Check with your division coordinator or your department chair to see if there are any recommended textbooks.

• Do not feel obligated in any way to use a text written by an OCC department administrator or any department member.

• The Campus Bookstore offers Faculty Enlight as a resource to research and adopt your
textbook.

- The Campus Bookstore offers students a price match guarantee and will price match Amazon.com, bn.com and local competitors. Students can see a bookstore associate for details.
- Book adoption due dates - April 15th for Fall terms and Oct. 15th for Intersession and Spring terms.
  - Book buy-back - The best time to sell back books is the week of finals. Students can get up to 50% cash back if the bookstore has received your book adoption for the following term before finals week.

**Questions?**

Contact: Jeff Delaney, Textbook Acquisitions Clerk  
Phone: (714) 432-0202 x.26216  
Email: jdelaney@occ.cccd.edu

**Online Educational Resources (OER) Zero-Cost Textbooks**

Our Online Educational Resources (OER) initiative is moving forward. This initiative enables faculty to adopt zero-cost digital textbooks, directly making college more affordable for our students. In order to be compliant with **SB 1359**, all online Schedule of Classes for CCCs and CSUs must indicate which course sections have “zero-textbook-cost” as-of January 1st, 2018. These sections will be searchable and advertised to students.

We need to know if you have a zero-textbook-cost section/course!

Please notify us of all courses/section numbers for Summer/Fall 2018 that are zero-textbook cost by filling out this form: [https://goo.gl/forms/zn4avk6aAvCTjhem1](https://goo.gl/forms/zn4avk6aAvCTjhem1)

The State has established **parameters** for what constitutes “zero-textbook-cost”:

- If all assigned textbooks are **optional** for the section
- If all assigned textbooks are identified as Open Educational Resource (OER) textbooks
- If there is no assigned textbook
- If the assigned textbooks (including course readers) are **available online for free** (i.e. through library databases) AND students are **not required to buy a physical copy**.

(Note: for course readers and online materials, faculty are responsible for adhering to copyright and accessibility requirements)

Other considerations:

- Lab materials or required supplies are not considered a textbook cost, so if a course section meets the parameters noted above, but do require a materials fee - then the section **WOULD** still qualify textbook cost free per State guidelines.
- If students need to pay fees to access a software platform to do coursework or homework, this **counts as a cost**. The course section would **NOT** qualify.

All course materials used must comply with copyright law and with the Americans with Disabilities Act.
Contact the OER Coordinator if you are unsure if a section should be considered for inclusion as “no cost” in the schedule of classes or if you have any other questions.

Questions?
Contact: Lori Cassidy, Coordinator
Phone: (714) 432-0202 x.26170
Email: lcassidy@occ.cccd.edu
Website: Faculty OER Website

Syllabus
According to the ACCJC Accreditation Standard II.A.3, the institution assures that every student receives a course syllabus that includes learning outcomes from the approved course outline of record. In every class section, students must receive a course syllabus that specifies student learning outcomes consistent with those in the institution’s officially approved course outline. For more information on student learning outcomes and assessment, see the section in this handbook under Institutional Effectiveness.

Per the CFE Contract Section 12.14 (d), OCC Faculty shall submit to their immediate supervisor a copy of their syllabus for each class they are currently teaching by the end of the first week of instruction. At a minimum, the syllabus shall include:

- Course Name and Number
- Instructor Name
- Office Hours (if applicable)
- Instructor Contact Information
- Official Student Learning Outcomes from the Course Outline of Record
- Grading Criteria
- Drop Policy
- Academic Honesty

The following items are recommended:

- Required and supplementary or optional texts
- Other resources that may assist students: e.g. link to Canvas E-Portfolio
- Goals and expectations for the class
- Grading system & due dates of major assignments and tests
- Plagiarism policy (Please see the college catalog to ensure your policies align.)
● Weekly outline of assignments and material to be covered. Check the “Important Dates to Remember” page on the college web site for holidays and finals dates.

● Attendance/tardy policy – consistent with BP 5070 and AP 5070

● Note that grades are to be based upon demonstrated academic performance in keeping with the objectives of the Course Outline. Student behavior or disciplinary problems should be dealt with as separate matters from the academic course grade.

● Information about Campus Resources including Financial Aid and Counseling

● A statement regarding academic accommodations for students with disabilities like the following: Individuals who request academic accommodations must first be registered with the Disabled Students Program and Services (DSPS). DSPS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student services offices. For further information about academic modification services for students with disabilities, please contact the DSPS at (714) 432-5807 (voice), located in Special Services. In addition, students needing accommodations due to medical conditions relating to pregnancy can seek assistance through DSPS or from the Office of Title IX and Student Relations; Shannon Quihuiz, (714) 432-5930.

The Academic Senate Portal site offers additional resources to assist you, including

● A Syllabus Template
● A Syllabus Checklist

Questions?

Contact: Your Dean

Classroom Equipment & Supplies

OCC makes an effort to make every classroom on campus a “smart classroom.” However, it is advised that you visit your classroom before you start teaching to determine what equipment is located in the classroom, and if you need anything additional prior to teaching. Division offices keep a supply of pens, pencils, whiteboard markers and other specialized teaching materials. If you require additional or different technology, contact the IT Support Center by submitting a ticket or calling (714) 432-5500.

Questions?

Classroom Equipment
Contact: IT Support Desk
Phone: (714) 432-5500
Email: FPService@ccccd.edu

Classroom Supplies
Contact: Your Division Coordinator
Classroom & Facility Reservations

Many faculty members reserve classrooms for exams, office hours, computer research sessions, study sessions, and special activities, for their classes.

- 25Live is the tool used to check for room availability and to reserve any classroom or campus space. Visit the 25Live portal site for information, lessons on using 25Live, and a 25Live Training/Open Lab Calendar. Training and open lab sessions are scheduled throughout the fall, spring, and summer terms.
  
  - A link to 25Live User Information is available on the OCC Portal under “Committees.”
  
  - A link to the 25Live software is available through the main college website www.orangecoastcollege.edu, under the “About OCC” link, then accessing “Faculty and Staff Resources.” The link is also available on the OCC Portal homepage under “Hot Links.”

- Please reserve rooms well in advance of the expected date, especially computer equipped classrooms. Many faculty members do this at the beginning of the semester.

- If you are reserving a room during your scheduled class time (for study sessions, lab sessions, testing, etc.), notify the Division Office of your reservation. Post the appropriate signage outside your regular scheduled classroom, indicating the location of the alternate room for the specific class period.

- If you are reserving a room for an event, please see the section of this handbook entitled “Scheduling Events with Board Approval.”

- Plan for access to the room. Notify the appropriate Division Office to make sure the room you are reserving is unlocked, or submit a Key Request in advance to access the room. If you only need temporary access to the room, you can contact Campus Public Safety for assistance (see Safety and Security section for contact details).

Questions?

Contact: Nathalie Ferrero, Instructional Information Technician
Phone: (714) 432-5694
Email: nferrero@occ.cccd.edu

Scheduling Events with Board Approval

All campus events and student activities on and off campus require presidential approval. A campus approval request must be submitted to the Campus Approval Page within OCC Portal. Upon submission, a printed copy of the campus approval request must be signed by the event originator,
the division dean, and the respective vice president. The respective vice president’s office will route the approved request to the Office of the President for final approval. You will be notified upon approval of the event.

If the campus events or student activities involve a vendor or guest speaker, a contract with the vendor or speaker must be approved by the College President, the Chancellor and/or the Board President, and ratified by the Board of Trustees. A flowchart of the contract submission and approval process can be found on the OCC Portal.

All campus events and student activities must be submitted to 25Live calendar for tracking, planning, and facility usage purposes.

**Questions Regarding Presidential and Board Approval?**

| Contact: Sarah Kim, Staff Aide, Office of the President | Contact: Thuy Nguyen, Executive Assistant, Office of the President |
| Phone: (714) 432-5159 | Phone: (714) 432-5816 |
| Email: skim287@occ.cccd.edu | Email: tnguyen@occ.cccd.edu |

**First-Day Success**

**Logging On**

As a new full-time and part-time faculty member, you will receive a welcome email to your personal email account with Computer/User Login Information. This includes information on how to log on to the campus network via a campus computer for the first time. Please see the “Coast Accounts” section of this handbook for more details.

**So it’s Your First Day of Class!**

**What will you need?**

**Be prepared!** On your first day, in addition to your Syllabus and any instructional materials you have prepared, you should bring with you the following:

- **Pete’s Points** - Are placed in instructors’ campus mailboxes the Friday before the semester begins, along with course add permits. Pete’s Points includes important information about dates & deadlines for enrollment, drops, adds, attendance information, etc. Check your faculty mailbox in the Administration building and OCC e-mail account regularly. If you didn’t receive yours, check with your Division Office.
• **Keys to Room** - Obtain a Key Request Form from the Division office and deliver to Campus Public Safety for Processing. Please allow 3-5 business days to process. Be sure to bring a photo ID when you pick up your key.

• **Attendance Roster** - Print from MyOCC (instructions below).

• **Add Permits** - You should have received these via your campus mailbox. If you do not yet have a campus mailbox, your division coordinator should have received these for you.

**Questions?**

Contact: Your Division Coordinator

---

**Take Roll**

• Please print your attendance roster via MyOCC on the first day your class meets and take roll. You must verify all students on your roster have attended prior to census, using the attendance codes below. See the “Drop No Shows” section for additional details.

• Print your initial roster(s) the morning the class begins, and then daily during the first three weeks of the semester to verify enrollment in your class.

• Make sure students whom you’ve given an add permit have registered for the class within the stated deadlines. Please tell students they will **NOT** be permitted to register past the expiration date printed on the add permit.

• To ensure that a student is registered in your class, you may ask them to show you their Student Class Program, which they should print via MyOCC. Note: As of the census date, (listed under Critical Dates at the top of your attendance roster) if a student is not listed on your roster, they are not enrolled. Do not allow the student to attend class and send the student immediately to Enrollment Services (located on the first floor of Watson Hall).

• To ensure clean and accurate attendance records, please use the following attendance codes for marking your rosters:
  
  o **E** = Entered--Mark the first day of each student’s attendance.
  o **P** = Present--Indicates attendance
  o **/** = Slash--Indicates absence
  o **Λ** = Slash with line--Indicates tardy
  o **W** = Withdrawn--Mark the column of the attendance roster immediately following the last day of the student's attendance, as reported on your verification roster.

• **NOTE:** Please turn in your Attendance Rosters to Faculty Services (1st floor of Watson Hall) at the end of the course. Should you choose not to submit your Attendance Roster to the College, you must keep it for 3 years and be able to provide the roster upon request for State Auditing purposes. The following instructions will help you navigate to and print your attendance rosters.
How to Print Your Attendance Roster

1. Under “Other Faculty Resources,” click on “Faculty Term Rosters.”

2. Click on the check box(es) of the course(s) for which you want to print rosters.

3. Click Create Roster(s)
4. Print this page from your browser.
5. List the date, take attendance using the attendance codes listed above.
6. Read the information under Critical Dates, as it lists withdrawal deadlines, census date and other pertinent information. These dates are determined by the State and are final.

**NOTE:**
- Print the roster on white paper only the day your class begins. This will give you the latest enrollment information.
- The attendance roster displays active, enrolled students.
- Please use black or navy blue ink so that these rosters can be scanned for State required record keeping. Please do not use a pencil or any other colors.
- R = Thursday
- Since this roster includes space to take attendance for four weeks, you should print a new roster every four weeks during the length of your course.
- For safety and security, please close the Roster window as soon as you are done.
- Mark attendance on your attendance roster then turn it in to Faculty Services, located on the first floor of Watson Hall, at the end of your course. Make sure you indicate dates on your roster. If
you choose not to submit your attendance roster to Faculty Services, State Ed Code requires you keep them for 3 years and you are able to provide them upon request.

**Maintenance of Attendance Records**
California State Education Code requires that course attendance records must be kept for three years. Please keep accurate attendance records using your rosters from MyOCC (not Canvas). You may turn these into Faculty Services, located on the first floor of Watson Hall, at the end of the semester for safekeeping, or, if you choose, you can maintain them yourself in your files for the State mandated three years.

**Date of Last Attendance**
It is essential that Instructors take attendance (roll) for each class meeting as you will be required to enter the “last attendance date” for all withdrawals and non-passing grades (F, W, NP, I) when submitting final grades. This is required to remain compliant with State (Title 5), Federal (Title IV), and Veteran’s Benefits regulations.

**Drop No-Shows & Verify Your Roster**
Title 5 Code of Regulations Section 58000 et seq., [BP 5070](#), and [CFE Contract Section 12.14](#) Classroom Management, mandate that faculty drop all no-show students from their roster. Each year OCC undergoes an audit by the state to verify that no-shows are dropped prior to census.

**Dropping Students (No-Shows and Otherwise)**
1. It is your responsibility to drop ALL students who do not attend the first class meeting by checking the box in the NO-SHOW column on the Drop Roster (located on MyOCC > Faculty Information tab > Other Resources) during or after your first class meeting. Also, please check your drop roster to make conversions if necessary; See page 22 for more details.
2. It is your responsibility to drop any student who attends your class and then stops attending prior to census, by checking the box in the Drop Column (next to the red highlighted column in image below on page 21) on the Drop Roster next to their name and by entering the last attendance date.
3. Once you are done with your drops, select “Submit Students” at the bottom of the screen. Then you can click on the next batch of students. (You will have to click this button multiple times if the list of students is longer than one page.)
4. If a student was dropped as a NO-SHOW, and then wants to re-enroll in the class, you may give the student an add permit to register prior to the expiration date on the add permit, if seats are available.
5. If you have additional courses (CRNs) to drop students from, click on the blue Faculty Services tab. Next, click on “CRN Selection,” select the next course, and follow steps 1-3 above.
If You Have No Students to Drop as “No Shows”

- Even if you have zero students to drop as “No Shows” because all of your students reported to class, you still have to submit a final Drop Roster! To do this, read and check the box at the bottom of the roster screen. Select the correct button - in this case, “No Drops to Report.”
If A No-Show Student Drops Your Class

Students who drop your class before the refund deadline will show on your Roster with a “DN” designation (“Drop with Refund”). When submitting your drops please determine if any of these students with the “DN” designation were “No shows.” If so, you must change their status to a “No Show” drop prior to the census date of your course. If the box is grayed out (which is an indication that the Census date has passed) and you are unable to update the drop status, you should contact Faculty Services, on the first floor of Watson Hall to complete and submit the appropriate form so that Faculty Services can make the required changes. You must provide your attendance roster, for auditing purposes, so we can verify that the student never entered the class. This needs to be done as soon as possible, preferably prior to the end of the semester.
How to Print Your Drop Roster

1. Under “Other Faculty Resources,” click on “Faculty Drop Rosters.” Next, select the correct college/term. Then, select the course in which you wish to drop students.

Dropping after the Census Date

After the “Census Date” and prior to the “Last Day to Drop with a W” deadline (deadlines are printed on the top of your Attendance Roster under Critical Dates), instructors may drop a student when the student is absent for two contiguous class meetings. Instructors may have more restrictive requirements for attendance and dropping students for lack of attendance and these attendance requirements shall be clearly stated in the class syllabus. Instructors may drop students who have accumulated two or more unexcused absences via their MyOCC Drop Roster. However, please notify students that it is their responsibility to officially withdraw from a class if they decide to stop attending after the Census date. Please help inform them of the following consequences if they do not withdraw by the LAST DAY TO DROP WITH A “W” DEADLINE:

- A “W” reduces a student’s registration priority.
• Students can only enroll into a course a maximum of three times. Three “W”s in the same course (or in any combination of D, F, NC, NP, or W) prevents a student from enrolling in the same course again.

• If a student receives a “W” in 50% or more of their units in a given semester, they are put on progress probation; after a second consecutive semester, they are disqualified.

• It is highly recommended that you state this information in your course syllabus. If you tell students that you will drop them if they stop attending, then you should make sure you do so before the final withdrawal deadline.

• “The Last Day to Drop with a W” deadline (printed at the top of your attendance roster) is in effect for both students and Faculty. If a student does not withdraw by that deadline or you do not drop the student, you must assign the student a course grade, (incompletes cannot be assigned to students who failed to drop themselves prior to the “W” deadline).

After the Drop Deadline
If the deadline for dropping students has passed, you will get an error message if you try to submit a student drop via the “Faculty Drop Roster.” At this point, it is too late to drop a student and you must assign the student a course grade at the end of the course.

How to Review Your Drop Confirmation Roster
Your “Drop Confirmation Roster” should be printed and reviewed after completing your drops to verify students you intended to drop have been dropped. This roster indicates which students have been dropped from your class and the reason for their drop (by drop code). You can access the “Drop Confirmation Roster” via the “Print Basic Roster” button located in the “Summary Class List” (access this through the “Faculty Dashboard” by clicking on the icon) or by clicking on the “Faculty Term Rosters” link located in “Other Resources.”
1. Under “Other Faculty Resources,” click on “Faculty Term Rosters.”

2. Click on the check box(es) of the course(s) for which you want to access the “Drop Confirmation Roster.”

3. Click **Create Roster(s)**
This roster (the third one that displays when you click on the “create roster(s)” button) lists the students who have dropped and/or been dropped from your course along with a drop code. The drop codes have been included in the table below.

**ADD/DROP CODES**

- **AA**   Administrative Drop—No W
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Administrative Drop—No Refund</td>
</tr>
<tr>
<td>AD</td>
<td>Administrative Drop</td>
</tr>
<tr>
<td>AI</td>
<td>Administrative Drop—With W</td>
</tr>
<tr>
<td>AN</td>
<td>Administrative Drop—With Refund</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CC</td>
<td>Cancelled Course</td>
</tr>
<tr>
<td>DA</td>
<td>Drop No W</td>
</tr>
<tr>
<td>DC</td>
<td>Drop No Refund</td>
</tr>
<tr>
<td>DD</td>
<td>Drop</td>
</tr>
<tr>
<td>DF</td>
<td>Drop for Non-Payment of Fees</td>
</tr>
<tr>
<td>DI</td>
<td>Drop with W</td>
</tr>
<tr>
<td>DN</td>
<td>Drop with Refund</td>
</tr>
<tr>
<td>DW</td>
<td>Drop Web</td>
</tr>
<tr>
<td>IA</td>
<td>Instructor Drop—No Ref—No W</td>
</tr>
<tr>
<td>IC</td>
<td>Instructor Drop—No Refund Before Census</td>
</tr>
<tr>
<td>ID</td>
<td>Instructor Drop—No W</td>
</tr>
<tr>
<td>II</td>
<td>Instructor Drop—After 30% (with W)</td>
</tr>
<tr>
<td>IN</td>
<td>Instructor Drop—No Grade w/Refund</td>
</tr>
<tr>
<td>IP</td>
<td>Open Entry/Open Exit Add</td>
</tr>
<tr>
<td>MA</td>
<td>Move Add</td>
</tr>
<tr>
<td>MD</td>
<td>Move Drop</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
</tr>
<tr>
<td>NS</td>
<td>No Show Drop</td>
</tr>
<tr>
<td>PD</td>
<td>Drop—Didn’t Meet Pre-Requisite</td>
</tr>
<tr>
<td>RA</td>
<td>Re-Add the Course</td>
</tr>
<tr>
<td>RE</td>
<td><strong>Registered</strong> (Enrolled)</td>
</tr>
<tr>
<td>RI</td>
<td>Instructor Re-instate</td>
</tr>
<tr>
<td>RS</td>
<td>Student Re-instate</td>
</tr>
<tr>
<td>RW</td>
<td><strong>Web Registered</strong></td>
</tr>
</tbody>
</table>
Add Permits
When you accept petitioners, you must

- Be sure that petitioners have satisfied any necessary pre-requisites for the class.
- Give the student an official “Add Permit” slip. These permits will be pre-printed with your name, the course name, the CRN, an add code, expiration date, important deadlines and instructions for your students.
  - Sign the Add Permit and list the date the student first attended the class.
    Enrollment Services will not accept the permit without this information.
- The Add Permit is the only acceptable method for students to add your course after the term begins, and contains critical information for students. If the student has any trouble using the Add Permit to register, please refer them to Enrollment Services.
- If you need more Add Permits, please contact Faculty Services (details below). Please allow a 1 day turn-around for printing.
- Add permits are not valid until the first class meeting. Please do not distribute them in advance.
- Make sure that students who you have given an Add Permit have registered into your class by checking your attendance roster on a daily basis during the first three weeks of class. Students must register for your class on or prior to the expiration date listed on the Add Permit.
- Students that have not registered into your class and are not on your attendance roster should not be allowed to sit in the class as they will not receive a grade and are not covered by the District’s insurance policy.
- As of the census date, if a student is not listed on your roster do not let them sit in class and tell them to go immediately to Enrollment Services, located on the first floor of Watson Hall.
- NOTE: It is recommended that faculty use the waitlist for accepting petitioners.
Add Authorization Codes

“Add Authorization Codes” (printed from the Faculty Information tab of MyOCC) are specific to the CRN of your course. If you need more add codes, contact Faculty Services. Please allow a one day turnaround time.
Please write the name of the students you give an add permit to next to the corresponding number on your printed “Add Authorization Code” roster. You will be able to see which codes were used by which students in the Excel Download option in the faculty rosters.

Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

Contact: Martha Munoz-Sanchez, Admissions and Records Technician
Phone: (714) 432-0202 x. 26374
Email: Mmunoz@occ.cccd.edu

Contact: Efren Galvan, Director of Admissions and Records
Phone: (714) 432-5774
Email: egalvan@occ.cccd.edu

Waitlists

The Coast Community College District uses a waitlist system for closed classes, with the exception of impacted program courses such as allied health courses, etc. which require a special admissions process. If and when a seat becomes available in your course, the first student listed on the wait list will be notified by email and will have 24 hours to enroll in the class. If the student fails to register within the 24 hour period, he/she will be dropped from the wait list and the next student on the wait list will be notified, and so on.

The following rules will apply for students who wish to enroll on a wait list:
● A student may enroll on only one wait list class section per course.
● A student will not be permitted to enroll on a wait list if he/she is enrolled in another section of the same course.
● A student will be permitted to enroll on a wait list only if he/she meets the enforced prerequisite for the class.
● For lecture/lab classes, the student will only be able to enroll on the wait list for the lab section. This will control both co-requisite course enrollments.
● Generally, classes with enrollments under 100 students will have a waitlist maximum of 30 seats. Classes with a seating capacity of over 100, will have a waitlist maximum of 60 seats.
● The wait list functionality will be deactivated the Friday prior to the start of the term. This will allow time for students who are notified of an opening in the class to register. No other students will be permitted to enroll on a wait list once it is deactivated.
● Effective the first day of class, instructors are encouraged to utilize the waitlist for filling empty seats, but it is not required. Students will be informed at the time of registration that their place on the wait list is not a guarantee of acceptance into the class, and that it will be up to the instructor whether the wait list is used once the class begins.

How to View the Waitlist for Your Course

From the Faculty tab in MyOCC, click on “Summary Waitlist” then select the term and course.

The waitlist position indicates if the student has already been notified or not. Students with a zero (0) waitlist position have been emailed that a seat opened.
Summary Wait List with Notified Students

Summary Wait List

An asterisk will appear next to the appropriate field if any of the following conditions exist:
1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student’s name, the personal information is to be kept confidential.

Course Information
Acct for Small Business - ACCT A100 001
CRN: 24343
Duration: Aug 27, 2012 - Dec 16, 2012
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Wait List: 1</td>
<td>2</td>
<td>-1</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Wait List

Waitlist Position | Student Name | ID | Reg Status | Level | Credits | Notification Expires |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>Waitlisted</td>
<td>OCC Undergraduate</td>
<td>0.000</td>
<td>Aug 14, 2012 04:26 pm</td>
</tr>
</tbody>
</table>

Email wait listed students
Return to Previous

Summary Wait List with Students Not Yet Notified

Summary Wait List

An asterisk will appear next to the appropriate field if any of the following conditions exist:
1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student’s name, the personal information is to be kept confidential.

Course Information
Hist West Art/Preh-Glnc - ART A100 0
CRN: 33379
Duration: Mar 21, 2010 - May 30, 2010
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 4</td>
<td>5</td>
<td>-1</td>
</tr>
<tr>
<td>Wait List: 4</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Wait List

Waitlist Position | Student Name | ID | Reg Status | Level | Credits | Notification Expires |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Waitlisted</td>
<td>OCC Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

Email wait listed students
Return to Previous
When you pull up your attendance rosters and add authorization codes, you’ll now see a separate waitlisted roster.

### Class Conflicts

[District Board Policy 4226](#) prohibits multiple and overlapping enrollments. There are no exceptions.

### Course Audits

As a general rule, auditing is discouraged, as OCC is not funded for students who audit a course. Auditors may never displace a credit enrollment.

However, in some cases, a student may audit a course if the course is designated as eligible for audit by the department faculty. Instances where a student may want to audit a course include:

- The student is ineligible to enroll for credit because the course has already been taken the maximum number of times.
- The student’s educational progress may be adversely affected.
- The program will benefit from the attendance of the student.
- Audit petition forms are available in the division offices. Students may enroll to audit sections at Enrollment Services (1st floor of Watson Hall) only with the prior approval of the respective instructor and Division Dean.
- Students who officially enroll in a class may not change to an audit.
Audit Deadlines:

- Deadline for 16-Week Courses: Audit forms must be submitted during the third week of the semester.
- Deadline for Short Term Classes: After the census date and before the Friday of the second week.

Contact Faculty Services

Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

Contact: Martha Munoz-Sanchez
Phone: (714) 432-0202 x. 26374
Email: Mmunoz@occ.cccd.edu

Contact: Efren Galvan, Director of Admissions and Records
Phone: (714) 432-5774
Email: egalvan@occ.cccd.edu

Requirements of Tenure-Track Faculty

The CFE contract enumerates in Section 8.5.d. the criteria for evaluating tenure-track and temporary faculty.

1. The District wishes to recommend tenure for faculty who will bring to their department, division, and college breadth and depth of knowledge, teaching effectiveness, and life experiences that will enrich their disciplines and stimulate learning. Coast Community College District’s objective is to employ individuals with potential for excellence and increasing ability, engagement with and commitment to our students and the education profession. Faculty recommended for tenure, therefore, must reflect these professional standards in the performance of their faculty responsibilities and their interaction with Students and colleagues.

2. In conjunction with the performance standards in the evaluation documents, the following criteria are intended to delineate areas of performance that the Team should look for during the evaluation process. The criteria are not all-inclusive and not every criterion will necessarily apply to every faculty position in the Coast Colleges.
(3) Within each FSA held by a faculty member, there is an expectation of the following performance standards, consistent with all relevant language in the Bargaining Unit Agreement:

(a) Demonstrable progress towards excellence in teaching and/or in carrying out primary responsibilities for counselors, librarians, or special assignment faculty positions as specifically listed in the faculty member’s position description, including, but not limited to the following items:

- currency within the discipline(s);
- depth of knowledge within the discipline(s);
- verbal and written communication proficiency with students, colleagues, and staff;
- use of effective teaching methods and materials appropriate for the course, discipline, modality, and students;
- compliance with course outline requirements and student learning outcomes;
- maintenance of regular and timely office hours;
- confidential, accurate maintenance of student records; and
- compliance with college and departmental requirements consistent with this bargaining agreement.

(b) Appropriate respect for students by demonstrating the following characteristics:

- patience, fairness, promptness in the evaluation and discussion of student work;
- appropriate sensitivity and responsiveness to the needs of individual students; and
- support of the diversity of our students, colleagues, and staff in actions, words, and teaching and learning methods.

(c) Respect for colleagues and the teaching profession characterized by the following conduct:

- acknowledging and defending the free inquiry of students, colleagues, and staff in the exchange of criticism and ideas;
- acting in accordance with the ethics of the profession and with a sense of personal integrity;
- working in a spirit of cooperation to develop and maintain a collegial atmosphere among faculty and staff while upholding and respecting academic freedom;
- demonstrating a commitment to and engagement with the College, the division, and/or the department (as appropriate), and the profession;
- having the intellectual courage to share your professional opinion constructively, even when not the popular view, in pursuit of improvement; and
- having willingness to challenge yourself and others to re-evaluate practices in the pursuit of departmental, college, and district excellence.

(d) The following standards are illustrative of the activities expected of permanent faculty. Tenure-track faculty after their first probationary year are expected to show participation in professional growth activities as evidence of continued professional growth and leadership. Examples include the following professional activities:

- participation in self-initiated professional activities such as course work, attendance at workshops, seminars, professional meetings;
- conference presentation, artistic exhibit, classroom research, development of new curriculum, participation in publications and related work experience;
- active participation in collegial governance and campus life, including College or District
committees, and community activities.

**Commencement Ceremony**

Full-time faculty are required to participate in College graduation ceremonies - each year fifty percent of the full-time faculty shall attend on a rotating basis (per CFE Contract Section 12.12). If faculty are away at an approved conference, or if the ceremony conflicts with their contractual teaching assignment, they may be excused. If faculty are sick or do not attend on their rotation year, the division office will issue an absence report for them for the three hours of the ceremony.

**Ceremony Regalia**

All faculty participating in the Commencement Ceremony will need to wear regalia. The college rents regalia for faculty who do not own their own regalia. In early spring each year, you will receive an email from Erin Fitzgerald detailing the information (if any) that is on file for you and asking for any changes to the style and size of your regalia, as well as any changes to your degrees. Please respond timely to ensure that your regalia is proper on Commencement Day. You can return your regalia to a bin at the Commencement location immediately following the ceremony.

**Questions?**

Contact: Erin Fitzgerald, Administrative Assistant, Vice President of Instruction  
Phone: (714) 432-5012  
Email: efitzgerald@occ.cccd.edu

**Intervention Strategies and Early Alert**

As part of our continuing effort to support students and as our efforts to create a culture of early alert, we encourage all faculty members to input mid-term grades. Students who receive grades below a C, will be flagged in a database. Our student retention team will then have an opportunity to reach out to them and provide follow-up and referral services. In addition, we would more faculty to participate in allowing the retention team to present their classes. This short presentation (10-15 minutes) will provide students (and faculty) an overview of counseling services, academic standing and strategies to ensure positive academic standing.

For more information or to schedule a presentation, contact Heather Dominguez at hdominguez@occ.cccd.edu or (714) 432-6902.

**Contracted Studies**

If an instructor and the Division Dean agree, a student may take any course in the Orange Coast College catalog on a contract basis. The number of units received and the prescribed hours of study will follow the approved catalog description. This usually applies if a student needs a course and it is not offered during the semester. The student may negotiate an Independent Study Contract by following these procedures:
1. The student obtains a Learning Contract from the division office.

2. The student obtains permission of the instructor and asks the instructor to specify in detail, and in the context of the contract, the way the student will master the study area and the criteria for evaluation.

3. The student has the instructor and the Division Dean both approve the contract.

4. If the contract is approved (signed by both the Division Dean and instructor), the student takes the contract (in-person) to the Enrollment Services (1st floor of Watson Hall) to register for the course.

5. The instructor will receive a separate roster for the student for grading and attendance purposes.

Note: Contracted Studies cannot be used to solve a schedule conflict.

Directed Studies
A student may take advanced coursework in a field of study after having completed the introductory courses. Most departments offer a set of directed study courses numbered 291AD-295AD. In unusual cases, students may enroll in directed studies without completing the pertinent beginning courses. Directed studies students must have the instructor fill out a Learning Contract for Independent Study and have it approved by the Division Dean. Follow the procedures given under contracted studies.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Units</th>
<th>Clock hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>291AD</td>
<td>1</td>
<td>054</td>
</tr>
<tr>
<td>292AD</td>
<td>2</td>
<td>108</td>
</tr>
<tr>
<td>293AD</td>
<td>3</td>
<td>162</td>
</tr>
<tr>
<td>294AD</td>
<td>4</td>
<td>216</td>
</tr>
<tr>
<td>295AD</td>
<td>5</td>
<td>270</td>
</tr>
</tbody>
</table>

A maximum credit of 3 units per term and/or 6 units total in transferable subject areas is allowed. Transfer credit is contingent upon a review of the course outline by a University of California or California State University campus.

Section Changes
Section changes are used to transfer a student from one section of the same course to another because
the student has an extenuating circumstance preventing continued participation in the original section. The following criteria apply:

- Approval of the faculty member for the course (section) that the student wants to change to. Section change form is required with the signature of the faculty member. This form is available in Watson Hall at the Records and Registration windows.
- The change must be the same course name and number (i.e., MATH A10 for MATH A10).
- The class must be within the same session (i.e., a first 8-week course cannot be replaced with a second 8-week course).
- The section change must take place within one week of faculty approval (check Pete’s Points for specific deadline.) Please also ask the student to show you a program receipt as proof of registration in the class. Please check your attendance roster to make sure the student is enrolled in your course.
- Please refrain from allowing section changes until the 3rd week of the term, as the Enrollment Center will not process them until such time. Students must be given an Add permit in order to register into an alternate section during the first 2 weeks of the term.

Questions – Regarding Contracted Studies, Directed Studies, and Section Changes?
Contact: Your Dean

Submitting Final Course Grades

Please check MyOCC, Pete’s Points, and your Faculty mailbox for important information pertaining to Grade submission due dates. Due to new Federal Financial Aid regulations, it is imperative that you submit your grades on or before the due date in order avoid financial sanctions against the College. OCC is a top transfer College in CA and we have multitudes of students that need transcripts sent to 4-year Colleges and Universities by stated deadlines. Your assistance is greatly appreciated. Please understand that transcripts cannot be generated or sent to universities until all grades from all faculty members are submitted.

Option 1: MyOCC Faculty Grade Assignment

If you maintain your grades on paper or via your own grade program or spreadsheet, the easiest way to submit them is through the Faculty Grade Assignment on the Faculty tab on MyOCC. Once you have
calculated your students’ final grades, click on the green and yellow icon next to the course to launch the online grade entry roster.

### Faculty Grade Assignment

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Code</th>
<th>Term</th>
<th>Year</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Financl Success</td>
<td>BUS</td>
<td>A120</td>
<td>OCC</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Technical Electronics</td>
<td>ELEC</td>
<td>A140</td>
<td>OCC</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A.C. Circuits</td>
<td>ELEC</td>
<td>A155</td>
<td>OCC</td>
<td>Spring</td>
<td>✔</td>
</tr>
<tr>
<td>Freshman Composition</td>
<td>ENGL</td>
<td>G100</td>
<td>GWC</td>
<td>Spring</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Icon**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✢</td>
<td>Indicates that grade entry has not been started for this course. (Grades can be entered.)</td>
</tr>
<tr>
<td>✢</td>
<td>Indicates that some grades have been entered for this course, but final course grades assignment have not been completed for this course.</td>
</tr>
<tr>
<td>✔</td>
<td>Indicates that you have completed the final course grade assignment for this course.</td>
</tr>
<tr>
<td>✔</td>
<td>The grades for this course have been rolled to academic history. (Grade changes must be made in Faculty Services, Watson Hall 1st floor.)</td>
</tr>
<tr>
<td>✗</td>
<td>No enrollment.</td>
</tr>
<tr>
<td>No icon</td>
<td>This course is not yet available for grading.</td>
</tr>
</tbody>
</table>

### Option 2- Entering Grades on MyOCC

Sometimes the links that allow you to see your rosters and submit grades do not function properly. The following instructions offer a work-around for how to submit your grades, should this occur.

1. Go to MyOCC and click on the Employee tab
2. Click on Banner Self Service
3. Click on Faculty and Advisors
4. Click on Final Grades
5. Select and choose the correct term and click Submit
6. Select and choose the correct class and CRN and click Submit
7. Enter your grades - click the drop down in each box and choose the corresponding grade you wish to assign. You must submit the last date of attendance for grades of F, IF, NP, INP, and for all students who withdrew (W). Each screen holds 17 students. After grading the first 17, click
Submit. (If you do not click Submit, grades will not be recorded). Then click to the next page and follow the same instructions.

8. For security reasons you will have 20 minutes or 40 minutes per page to enter grades.

9. Note: If you are using the scroll button on the mouse it may change grades.

10. If a student chooses P/NP (pass/no pass) then you will only see P/NP in the drop down box.

Failure to drop a student is not an extenuating circumstance - an incomplete grade cannot be given for this reason.

Grade Codes
The appropriate grading and academic record symbols to use are explained in AP 4230, Grading and Academic Record Symbols. The symbols are summarized below.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Courses</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
</tr>
<tr>
<td>EW</td>
<td>Excused Withdrawal</td>
</tr>
</tbody>
</table>

| **Non-Credit** | |
| SP | Satisfactory Progress |
| P | Passing |
| NP | No Pass |
| A-NC | Excellent |
| B-NC | Good |
| C-NC | Satisfactory |
| D-NC | Passing |
| F-NC | Failing |
| W-NC | Withdrawal |
| MW-NC | Military Withdrawal |
| EW-NC | Excused Withdrawal |

Assigning an Incomplete Grade
Incomplete grades are governed by California State Ed Code section 55023 - Academic Record Symbols and Grade Point Average, and BP/AP 4230.
• If a student has a **justifiable circumstance** that prohibits the student from completing the final course requirements for your class, you may assign the student an incomplete grade. The incomplete grade should be assigned only when the student has completed a majority of the academic work for the class and only if you are willing to accept the late work and/or meet with the student to administer make-up work and exams on your own time.

• **Written documentation is required by State of CA Ed. Code on all incomplete grades.**

  Incomplete forms must be signed by the student and Faculty member. However, if the student is unavailable to sign the form due to extenuating circumstances, the faculty member may sign on behalf of the student, stating the student has been informed of the incomplete grade and the requirements necessary to complete the course.

• You **must** submit an “Incomplete” form to the Faculty Services Office, located to the first floor, Watson Hall.

• **Once the incomplete grade is assigned, the student may NOT re-enroll in the class.** The student will have one year to make up the coursework (as documented on the incomplete grade form you turn in to Faculty Services, located on the first floor of Watson Hall, at the end of the term).

• **If the student fails to make up the coursework within one calendar year, the grade will automatically revert to the alternate letter grade.**

---

### Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

**Contact:** Martha Munoz-Sanchez  
**Phone:** (714) 432-0202 x. 26374  
**Email:** Mmunoz@occ.cccd.edu

**Contact:** Efren Galvan, Director of Admissions and Records  
**Phone:** (714) 432-5774  
**Email:** egalvan@occ.cccd.edu

---

### Faculty Support

#### Division Contacts

The contact information for all division deans and division coordinators (assists full-time and part-time faculty with most operating needs) can be found below. If you need to identify or reach your department chair or scheduler, please contact your division coordinator for assistance.

### Business and Computing

**Division Dean**  
Ron Johnson, Ed.D.
### Division Coordinator

**Office location:** MBCC 117  
**Telephone:** (714) 432-5088  
**Email address:** rgjohnson@occ.cccd.edu

**Shirley Radford**  
**Office location:** MBCC 117  
**Telephone:** (714) 432-5110  
**Email address:** sradford@occ.cccd.edu

### Consumer & Health Sciences

**Division Dean**  
**Jane McLaughlin, Ph.D.**  
**Office location:** Consumer Sciences and Design Building, 101 (first door on the left)  
**Telephone:** (714) 432-5531  
**Email address:** jmclaughlin@occ.cccd.edu

**Division Coordinator**  
**Theresa De Los Santos**  
**Office location:** Consumer Sciences and Design Building, 101 (first door on the left)  
**Telephone:** (714) 432-0202 x. 26328  
**Email address:** tdelossantos1@occ.cccd.edu

### Counseling

**Division Dean**  
**Renee DeLong, Ed.D.**  
**Office location:** Watson Hall, #356  
**Telephone:** (714) 432-5764  
**Email address:** rdelong2@occ.cccd.edu

**Division Coordinator**  
**Glenda Bell**  
**Office location:** Watson Hall, #358  
**Telephone:** (714) 432-5708  
**Email address:** gbell12@occ.cccd.edu

### Kinesiology & Athletics

**Division Dean**  
**Michael Sutliff, D.A.**  
**Office location:** Kinesiology & Athletics Division Office (Directly
Across from Women's Locker Room & near Peterson Gym
Telephone: (714) 432-5122
Email address: msutliff@occ.cccd.edu

Division Coordinator
James Shepard
Office location: Kinesiology & Athletics Division Office (Directly Across from Women's Locker Room & near Peterson Gym)
Telephone: (714) 432-0202 x. 26330
Email address: jshepard@occ.cccd.edu

Literature & Languages
Division Dean
Michael Mandelkern, Ph.D.
Office location: Literature & Languages Building (Adjacent to Adams Parking Lot, Building 70 on Campus Map)
Telephone: (714) 432-5786
Email address: mmandelkern@occ.cccd.edu

Division Coordinator
Nelson Contreras
Office Location: Literature & Languages Building (Adjacent to Adams Parking Lot, Building 70 on Campus Map)
Telephone: (714) 432-0202 x.26900
Email address: ncontreras9@occ.cccd.edu

Library & Learning Support
Division Dean
John Taylor, Ph.D.
Office location: Library 104
Telephone: 714-432-5935
Email address: jtaylor174@occ.cccd.edu

Division Coordinator
Shelley Lowrey
Office Location: Library 101
Telephone: 714-432-5941
Email address: slowrey@occ.cccd.edu

**Mathematics & Sciences**

Division Dean
Farah Sogo, Ph.D., Acting Dean (Fall 2018)
Tara Giblin, Ph.D.

Office location: Lewis 112
Telephone: (714) 432-5093
Email address: tgbiblin@OCC.cccd.edu

Division Coordinator
John Paul (JP) Nguyen

Office Location: Lewis 114
Telephone: (714) 432-5846
Email address: jpnguyen@OCC.cccd.edu

**Social & Behavioral Sciences**

Division Dean
Kevin Henson, Ph.D.

Office location: Social Behavioral Sciences (Just past the bookstore, near the forum and the Social Science Classrooms)
Telephone: (714) 432-5796
Email address: khenson4@occ.cccd.edu

Division Coordinator
Nicole Lloyd

Office location: Social Behavioral Sciences (Just past the bookstore, near the forum and the Social Science Classrooms)
Telephone: (714) 432-5753
Email address: nlloyd@occ.cccd.edu

**Technology**

Division Dean
Daniel Shrader, M.A.

Office location: Technology Building, Office 102
Telephone: (714) 432-5605
Email address: dshrader1@occ.cccd.edu
<table>
<thead>
<tr>
<th>Division Coordinator</th>
<th>Shawny Dutro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location: Technology Building, Office 102</td>
<td></td>
</tr>
<tr>
<td>Telephone: (714) 432-5194</td>
<td></td>
</tr>
<tr>
<td>Email address: <a href="mailto:sdutro@occ.cccd.edu">sdutro@occ.cccd.edu</a></td>
<td></td>
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</tbody>
</table>

**Visual & Performing Arts**

<table>
<thead>
<tr>
<th>Division Dean</th>
<th>Larissa Nazarenko, M.F.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office location: Arts Center Building, 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Telephone: (714) 432-5536</td>
<td></td>
</tr>
<tr>
<td>Email address: <a href="mailto:lnazarenko@occ.cccd.edu">lnazarenko@occ.cccd.edu</a></td>
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<table>
<thead>
<tr>
<th>Division Coordinator</th>
<th>Eva Pok</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location: Arts Center Building, 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Telephone: (714) 432-5076</td>
<td></td>
</tr>
<tr>
<td>Email address: <a href="mailto:epok@occ.cccd.edu">epok@occ.cccd.edu</a></td>
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</table>

**Office of Instruction**

<table>
<thead>
<tr>
<th>Vice President of Instruction</th>
<th>Kevin Ballinger, M.S.Ed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office location: Administration Building</td>
<td></td>
</tr>
<tr>
<td>Telephone: (714) 432-5015</td>
<td></td>
</tr>
<tr>
<td>Email address: <a href="mailto:kballinger@OCC.cccd.edu">kballinger@OCC.cccd.edu</a></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Assistant to the Vice President of Instruction</th>
<th>Erin Fitzgerald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location: Administration Building</td>
<td></td>
</tr>
<tr>
<td>Telephone: (714) 432-5012</td>
<td></td>
</tr>
<tr>
<td>Email address: <a href="mailto:efitzgerald@OCC.cccd.edu">efitzgerald@OCC.cccd.edu</a></td>
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</tr>
</tbody>
</table>

**Program Coordinators**

The contact information for our Faculty Program Coordinators can be found below. Our Program Coordinators are great resources if you have questions about any of these areas.
Assessment and Improvement
Assessment & Improvement Coordinator
Anna Hanlon, M.S., M.P.H., Ed.D.
Telephone: ahanlon@occ.cccd.edu
Email address: (714) 432-0202 x. 21007

Kelly Holt, M.S.
Telephone: (714) 432-5757
Email address: kholt@occ.cccd.edu

Basic Skills
Basic Skills Coordinator
Jaki Kamphuis, M.A.
Office location: Literature/Language 125
Telephone: 714-432-5538
Email address: jkamphuis@occ.cccd.edu

Curriculum
Curriculum Chair
Anna Hanlon, M.S., M.P.H., Ed.D.
Telephone: ahanlon@occ.cccd.edu
Email address: (714) 432-0202 x. 21007

Curriculum Vice-Chair
Charles Otwell, Ph.D.
Telephone: (714) 432-0202 x.22716
Email address: cotwell@occ.cccd.edu

Flex Day
Flex Coordinator
Marc Perkins, M.S.
Telephone: (714) 432-0202 x. 21444
Email address: mperkins@occ.cccd.edu

Honors Program
Honors Program Coordinator
Dean Abernathy, Ph.D.
Office location: Technology 151A
Telephone: 714-432-5868
Program Review

Instructional Program Review Facilitator
Georgie Monahan, M.A.
Telephone: (714) 432-0202 x. 21093
Email address: gmonahan@occ.cccd.edu

Innovative Instruction Center (IIC) & Canvas
Online Faculty Coordinator
Charlene Reed, M.A.
Office location: CS&D-203A
Telephone: (714) 432-0202 x. 26488
Email address: creed@occ.cccd.edu

Evening & Weekend Support

● Please contact your Division Office prior to 5:00 p.m. to report any unexpected class absence or delays. Include your name, the building and classroom where your class meets, the time your class meets, name of the course, and section number if you know it. The division office can post a sign on the classroom door of a canceled class.

● If after discussion with the dean, a substitute arrangement cannot be made, faculty may email the students in their class of the cancellation.

● In the event of an unforeseen or last minute delay or absence after your division’s office hours instructors should call the OCC Campus Public Safety at (714) 432-5017. If after 4:30 p.m. or on a weekend, call the Campus Safety’s Unit One Officer’s cell number at (714) 432-0582 to report the delay or absence. Instructors should make sure to provide the following information so a sign can be posted on their classroom door: their name, the building and classroom location where the class meets, the time the class meets, the name of the course, and section number.

● In the event of a life threatening emergency when on campus, please call 911 and then call (714) 432-5555 (extension 25555 from a campus phone). The Campus Public Safety officer on duty will be able to respond and help the paramedics and/or police officers when they arrive.

● The Answer Center (switchboard) can be reached at (714) 432-0202 during the following hours
  ○ Monday - Tuesday 8 a.m. - 5 p.m.
  ○ Wednesday - Thursday 8 a.m. - 6 p.m.
  ○ Friday 8 a.m. - 2 p.m.

● Weekend and After-Hours IT Help Desk can be reached at (714) 438-8111.
Class Scheduling

Class scheduling for future academic terms is completed during specified time periods in August-December and February-April. Contact your division dean and division or department scheduler for information on your division’s plans for future term class offerings.

A timeline for future term development is viewable on the OCC Portal under “Class Scheduling”--OCC Portal > Departments > Instruction > Class Scheduling. This site includes guidelines and additional information about how classes are scheduled, and links to the Schedulers Forum meeting summaries and documents.

Questions?

Contact: Nathalie Ferrero, Instructional Information Technician
Phone: (714) 432-5694
Email: nferrero@occ.cccd.edu

Contact: Melissa Rowden, Staff Assistant, Curriculum and Scheduling
Phone: (714) 432-5726
Email: mrowden@occ.cccd.edu

Curriculum Process

The curriculum process is overseen by the Curriculum Committee. The curriculum committee meets early September though the end of April. New course or program submission and revisions to curricula must be submitted through the curriculum management system, CurricUNET. Curricula must be approved by the Curriculum Committee, then the Board of Trustees and the California Community College Chancellor’s Office, if applicable.

- For information regarding the curriculum process, deadlines and assistance, please visit the Curriculum Committee Portal.
- There are also helpful CurricUNET Walkthrough videos available.
- Your Department Chair is also a great contact to help you get started with Curriculum development. To identify your Chair, contact your division office.

Questions?

Contact: Elizabeth Page, Staff Specialist, Instruction
Phone: (714) 432-5693
Email: epage@occ.cccd.edu

Contact: Melissa Rowden, Staff Assistant, Curriculum and Scheduling
Phone: (714) 432-5726
Email: mrowden@occ.cccd.edu
Faculty Loading & Payroll

Your pay stubs can be accessed and printed online from our Employee Information System (EIS). EIS can be accessed via MyOCC on your Employee Tab:

<table>
<thead>
<tr>
<th>Employee Information System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click here to view pay stubs, W-2s, sick/vacation balances</strong></td>
</tr>
<tr>
<td>To register, you will need your 10 digit employee ID – Example: 9000012345, the last 4 digits of your social security number, your birth date, and a valid email address.</td>
</tr>
<tr>
<td>If you have already registered, you only need the email address and password you used to register your account.</td>
</tr>
<tr>
<td>The 10 digit employee ID is comprised of our district number &quot;90&quot; and the numeric part of your &quot;E&quot; ID used in Banner. You must include enough zeros between the DISTRICT NUMBER and the E ID to meet the 10 digit requirement.</td>
</tr>
<tr>
<td>If you don’t know your E ID, contact your campus personnel office or the District Payroll Department.</td>
</tr>
<tr>
<td><strong>Click here for instructions on how to register</strong></td>
</tr>
</tbody>
</table>

- If you need to register your EIS for the first time, instructions are available.
- If you need to reset your password or username, links can be found on the sign in page.

**Questions Regarding Your Pay, Special Assignments, Time Cards, Absence Reporting?**

<table>
<thead>
<tr>
<th>FT Faculty</th>
<th>PT Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Maria Barno</td>
<td>Contact: Annie Han</td>
</tr>
<tr>
<td>Phone: (714) 432-5630</td>
<td>Phone: (714) 432-6886</td>
</tr>
<tr>
<td>Email: <a href="mailto:mbarno@occ.cccd.edu">mbarno@occ.cccd.edu</a></td>
<td>Email: <a href="mailto:ahan@occ.cccd.edu">ahan@occ.cccd.edu</a></td>
</tr>
</tbody>
</table>

**Human Resources**

Absence forms and other HR information are available on the [OCC Human Resources portal site].

**Questions?**

Contact: Rebecca Morgan, Director of Human Resources
Phone: (714) 432-6861
Email: rmorgan23@occ.cccd.edu

Contact: Jamaal Tatum
Phone: (714) 432-5690
Email: jtatum1@occ.cccd.edu
**Benefits Information**

*Information about your benefits is available online.*

<table>
<thead>
<tr>
<th>Questions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Lynn Black, Benefits Analyst, Benefit Plans Administration</td>
</tr>
<tr>
<td>Phone: (714) 438-4726</td>
</tr>
<tr>
<td>Email: <a href="mailto:lblack@cccd.edu">lblack@cccd.edu</a></td>
</tr>
<tr>
<td>Office Location:</td>
</tr>
<tr>
<td>Coast Community College District</td>
</tr>
<tr>
<td>Benefits Office</td>
</tr>
<tr>
<td>1370 Adams Avenue</td>
</tr>
<tr>
<td>Costa Mesa, CA 92626</td>
</tr>
</tbody>
</table>

**Employee Assistance Program (EAP)**

The Coast Community College District provides access to confidential professional counseling for all active employees and family members through the *Employee Assistance Program (EAP).* The EAP is a resource to help you deal with personal matters affecting your life. These may include:

- Marital/Family Issues
- Alcohol and Drug Abuse
- Depression
- Stress Management
- Financial Advice
- Child/Adolescent Behavioral Problems
- General Legal Guidance

<table>
<thead>
<tr>
<th>Questions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: 24 Hour Helpline</td>
</tr>
<tr>
<td>Phone: 1 (800) 999-7222</td>
</tr>
<tr>
<td>Website: <a href="http://www.anthemeap.com">www.anthemeap.com</a> (Enter CCCD to log in)</td>
</tr>
</tbody>
</table>

**Schools First Credit Union**

All OCC employees are eligible to join *SchoolsFirst Credit Union* and avail themselves of the benefits of the Credit Union.

<table>
<thead>
<tr>
<th>Questions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: SchoolsFirst</td>
</tr>
<tr>
<td>Phone: (800) 462-8328 or (714) 258-4000</td>
</tr>
<tr>
<td>Email: <a href="mailto:info@schoolsfirstfcu.org">info@schoolsfirstfcu.org</a></td>
</tr>
</tbody>
</table>
Personal Information Changes

- Most changes to your personal information can be made online in MyOCC. This includes address, telephone and preferred name. Changes in contact information must be reported immediately so that all records can reflect accurate information.
  
  o Preferred Name allows students and employees to use chosen first names rather than their legal first names to identify themselves.

- Legal name changes can only be made on the form found in the Human Resources office, in person, and by presenting the social security card that matches the correct name change. You must present your social security card with the reflected name change in order to make any name changes. Any other changes can be made on-line on MyOCC.

Questions?
Contact: Lisa Dupuy, Human Resource Specialist, District Employee Services
Phone: (714) 438-4721
Email: LDupuy@cccd.edu

Keys and Keycards

Keys for buildings, classrooms, storage facilities, cabinets, etc., are issued through Campus Public Safety.

- Faculty must pre-order keys & keycards by filling out a Key Request Form provided by the Division Office or on the OCC Portal. Your Division Dean’s signature is required on the form.

- Allow for a three-day turnaround, and be prepared to show your driver’s license when you pick up your keys.

- If your instructional assignment has been changed or terminated, please return or exchange you key(s) to the Campus Public Safety. You will be charged for the keys if they are not returned. A “Theft or Disappearance of College Keys” Form is completed at Campus Public Safety when staff request replacement of key(s) previously issued. The charge for a lost key is $2.00; if the lost key is an access card, sub-master, master, grandmaster, or is restricted, the charge is $5.00. (This charge may be refunded if you later find the key, however, charges for Access cards cannot be refunded, as they are unique.) Faculty should complete the report at Campus Public Safety and pay for key(s) in the Accounting Office before the new keys are issued.

- Keys are not to be passed on to other staff members, on loan or permanently.

- No keys are to be duplicated off campus.
● When using a classroom, leave the door locked with the Lock Blok engaged; when you leave the classroom, disengage the Lock Blok so that the door is secure.

Questions Regarding Keys?
Contact: Kris Cutting or Cassandra Kiena
Phone: (714) 432-5017
Office Location: Parking Lot C - just South of the Administration Building

Parking Permits
Parking Permits are provided by Campus Public Safety. Parking Permits are issued at no charge to FT & PT Faculty, Staff, and PT Temporary (non-student) Employees. You will need verification of employment from your Division Dean. Permits are valid for one academic year. Temporary parking passes are available through Campus Public Safety for guests of the college. Forms are available in the Division Office or on the OCC Portal. Please allow 3 days for processing a request for a temporary parking pass.

● CPS patrols parking areas Monday through Thursday, 7:00 a.m. to 10:00 p.m., and on Friday, 7:00 a.m. to 5:00 p.m. A valid parking permit must be visibly displayed on any vehicle parked in any lot on the OCC campus during these hours, except in metered parking areas.

● A valid permit is an unexpired parking permit issued by the Coast Community College District and displayed on the driver's side of the rear bumper or suspended from the rear view mirror. Motorcycles/mopeds/scooters must display the permit on the right front fork. These are the only acceptable locations for permits.

● A full list of parking rules and regulations is available on the CPS Web Site.

Questions Regarding Parking?
Contact: Campus Public Safety Office
Phone: (714) 432-5017
Office Location: Parking Lot C - just South of the Administration Building

Reprographics

The Reprographics Department provides a wide range of copying and electronic printing services, including the following: copying, collating, stapling, hole-drilling, folding, paper cutting, transparency...
production, and scanning printed materials onto web sites.

- You may copy your own instructional materials or have materials duplicated for you at our self-service location. Pricing for services is located online.
- You can also submit an order online to be completed with a 24-hour turnaround.
- The Reprographics Department can accept many types of electronic files including Word, Excel, PowerPoint, and PDF files.
- Too busy to run your own copies? Submit an electronic work order through the OCC Portal.
- Your division coordinator will assist you in requesting color copies from the Reprographics Department.

Questions?
Contact: Denise d’Amore, Vitor Pino, or Chris Yagerman
Phone: (714) 432-5877
Office Location: Clark Center
Office Hours Posted on OCC Portal

Student Support

Academic Counseling
The Counseling Center, located on the third floor of Watson Hall, has counselors available to help with academic, career and personal issues.

- Counselors are available throughout the school day to answer questions and to provide information on a drop-in basis. To create an educational plan, students need to schedule an appointment with a counselor.

- Appointments may be made in person, online or by telephone. Thirty minute appointments are scheduled a week in advance. Each Thursday, the Counseling department begins scheduling appointments for students for the following week.
Questions?
Contact: Counseling Department
Phone: (714) 432-5078
Email: OCCCounseling@occ.cccd.edu
Office Location: Watson Hall, 3rd Floor
Office Hours Posted on Counseling Web Site

Disabled Students Programs and Services (DSPS)
Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Orange Coast College (OCC) Disabled Students Program and Services (DSPS) will take all necessary steps to ensure that no OCC student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in an educational program because of the absence of auxiliary aids or academic accommodations. Participation in the OCC DSPS is completely voluntary.

Hours of operation can be found on the OCC Website for DSPS. Beginning in Fall 2018, DSPS will offer drop in hours in the morning and afternoon. Drop-In Hours are for quick, five-minutes-or-less questions or referrals that do not involve reviewing student records. During Drop-Ins, students will be seen in order of their sign in.

Questions?
Contact: Vanessa Dominguez, Director, DSPS
Phone: (714) 432-5807
Email: disabledstudents@OCC.cccd.edu
Office Location: Specials Services Building
Office Hours Posted on DSPS Web Site

Student Health Services
The Student Health Service is financed solely by student health fees and is available to all currently enrolled students. Confidential medical and mental health care is provided. The health fee covers consultations with nurses, doctors and therapists, there is no cost for students to access health services. Medical providers are available during scheduled hours for diagnosis and treatment of acute, short term health problems. The Student Health Center also provides campus health education and outreach.

In case of a classroom life-threatening emergency, dial 911, and follow the instructions provided in the Campus Emergency Operations booklet.
Questions?
Contact: Kelly Daly, Associate Dean/Director Student Health Center
Phone: (714) 432-5808
Email: kdaly@occ.cccd.edu
Office Location: Student Health Center is located on campus between Watson Hall and the gymnasium
Office Hours Posted on Student Health Center Web Site

Mental Health Services

The Student Health Center provides short term therapy and crisis counseling for currently enrolled students. The student requesting counseling will receive an intake appointment with a member of our mental health team, who will determine future counseling appointments or implement immediate crisis intervention.

Questions?
Contact: Larry Valentine, Director of Mental Health Services
Phone: (714) 432-5808
Email: lvalentine6@occ.cccd.edu
Office Location: Student Health Center is located on campus between Watson Hall and the gymnasium
Office Hours Posted on Student Health Center Web Site

Behavioral Assessment Team (BAT)

The Behavioral Assessment Team exists to help make our campus a safer environment where development, education, and caring intervention are fostered and encouraged. You should submit a BAT Report for

- Student Conduct Violations
- Academic Dishonesty
- Concerning Behavior
- Sexual Misconduct (Title IX)

The initial assessment of a student’s behavior will help determine if an individual poses a threat of violence to self, others, or the Orange Coast College community.

- Additional information about BAT can be found in the Campus Emergency Operations Booklet (updated annually).
- You can submit a BAT report by clicking on the Incident Reporting icon on your desktop.
- The BAT Referral form can also be found on the OCC Portal. After submitting the report, you will receive a follow up email or phone call from a BAT team member.

Questions?
Contact: Derek Vergara, Dean of Students
Phone: (714) 432-5741
Email: dvergara2@occ.cccd.edu
Student Success Center (SSC)

The Student Success Center, located in Classroom and Lab (C&L) 103, under the blue clock tower, offers students tutoring in three areas:

1. **Math Area:** Students must be enrolled in a math class at OCC or in a class where math is required. Students who are enrolled in Math 005, 008, 010, and 030 may schedule an individual appointment once a week for a 50 minute session, and Math 160 students have access to a dedicated study room. Other math students are encouraged to use the “Drop-In” service to complete their homework.

   **Math Area Contact**
   Contact: Andrew Jackson-Pardo
   Phone: (714) 432-5538
   Email: ajacksonpardo@occ.cccd.edu

2. **Writing and Reading Area:** Writing tutors do not line-edit or rewrite papers, but will help students identify ways to improve their writing by addressing higher order concerns such as thesis, organization, clarity, tone, strength of argument, and recurring grammar or syntax issues. Drop-In tutoring and individual appointments are available to all students.

   **Writing and Reading Area Contact**
   Contact: Virginia Nuzzolese-Laflamme
   Phone: (714) 432-5066
   Email: vnuzzoleselaflamme@occ.cccd.edu

3. **General Area (Multidisciplinary):** The General Area includes most GE subjects other than math and writing. The drop-in schedule with tutor availability for these subjects is posted on the SSC page of the OCC Website as well as in the Center itself.

   **General Area Contact**
   Contact: Susan Aube
   Phone: (714) 432-5053
   Email: saube@occ.cccd.edu

**Questions About the SSC?**
Contact: Jaki Kamphuis, Faculty Coordinator
Phone: (714) 432-5538
Email: jkamphuis@occ.cccd.edu

**Extra Credit at SSC**

You can offer extra credit to your students for working with a tutor. The SSC recommends that if you choose to offer this, please set deadlines throughout the semester or limit the number of hours for extra credit per week, to encourage students to attend throughout the semester rather than attending these
sessions all at once, at the end of the semester, when it will be more difficult to impact our students’ success in the course. You can request a student extra credit report to see the hours your students have spent in the SSC from the Area Instructional Associate (listed above).

**Questions?**
Contact: Todd Aubin (or Relevant SSC Area Contact Above)
Phone: (714) 432-5559
Email: taubin@occ.cccd.edu

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**Student Success and Support Services**

**CalWORKs**

The mission of CalWORKs at Orange Coast College is to assist and guide CalWORKs student-parents to realize their goal of family self-sufficiency by promoting post-secondary education, obtaining the job and “soft” skills necessary to successfully compete in today’s workforce, as well as striving for a healthy, well-balanced family. CalWORKs at Orange Coast College is partnered with the County of Orange Social Services Agency, ResCare, Inc., MAXIMUS, and other community agencies to achieve these objectives.

**Questions?**
Contact: Vickie Hay, Coordinator
Phone: (714) 432-5636
Email: vhay@OCC.cccd.edu
Office Location: Watson Hall, 4th Floor, Room 460

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**CARE**

CARE is administered by the EOPS Program and serves the unique needs of single parents who are designated as head of household. At the time students are accepted into CARE they must have, at least one child under the age of 14, be a full time student (at least 9 units), and be a current recipient of CalWORKs/TANF/AFDC. All CARE students must be accepted into the EOPS Program.

**Questions?**
Contact: Tracy Heffleman, Coordinator
Phone: (714) 432-5173
Email: theffleman@occ.cccd.edu
Office Location: Watson Hall, 4th Floor, Room 456

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**Extended Opportunities Programs and Services (EOPS)**

EOPS is a state-funded comprehensive Academic Counseling Program designed to provide additional support to eligible full-time students. Our goals are two-fold: (1) increase the number of underrepresented students enrolled in the community college and (2) enhance student success by providing “over and above” services to students with economic and academic barriers to their education. EOPS program provides individualized academic, career, and personal counseling, priority registration, textbook services, bus pass or parking permit, bilingual services, transfer assistance, and cultural events designed to enhance student success and retention.

**Questions?**
Pirates Cove Food Pantry

Pirates’ Cove Pantry and Resources Hub is available to assist students facing food insecurity. This judgment-free zone that can be used by currently enrolled SWC students needing assistance. Pirates’ Cove is located in Journalism 108 and accepts donations of non-perishable goods all year round.

Questions?
Contact: Maricela Sandoval, Manager, Student Equity
Phone: (714) 432-6844
Email: msandoval46@occ.cccd.edu

Office Email: piratescove@occ.cccd.edu
(Or contact Staff Directly at acuff@occ.cccd.edu; mlattimer@occ.cccd.edu; or tdavis2@occ.cccd.edu)
Office Location: Journalism 108

Guardian Scholars (Foster Youth)

Orange Coast College’s Guardian Scholars Program is committed to supporting ambitious college-bound students who are current or former foster youth/wards of the court. The Guardian Scholars’ mission is to provide a comprehensive program that contributes to the quality and depth of the student’s college experience. It serves as a resource for young adults by assisting in their development and equipping them with skills necessary to transfer to a four year university or the vocation of their choice.

Questions?
Contact: Gabrielle Ridley, Coordinator
Phone: (714) 432-6877
Email: guardiansscholars@occ.cccd.edu
Office Location: Watson Hall 4th Floor, Room 433

Student Equity Program

At Orange Coast College, Student Equity is defined as guarantee of fair treatment, access, opportunity, and advancement for all students, while working to identify and address barriers that stand in the way of student success. This commitment to access, success and transfer for all of our current and prospective students is part of OCC’s Student Equity Program, created to address gaps in achievement for students with the greatest needs. Through this program we assure that, regardless of background, students are supported with resources and services needed to achieve their educational outcomes.

Questions?
Contact: Maricela Sandoval, Coordinator
Phone: (714) 432-6847
Email: studentequity@OCC.cccd.edu
Office Location: Watson Hall, 2nd Floor

Veterans Services

Veterans Services, along with the other valuable veteran staff on our team, serve veterans, reservists,
service-persons, and spouses or dependents of veterans. The office is primarily here to assist students with acquiring and using G.I. education benefits while achieving their educational goals, but if students need any additional guidance or resources, they are encouraged to reach out!

Questions?
Contact: Jami Jacobi, School Certifying Official
Phone: (714) 432-6645 and (714) 432-6376
Email: jjacobi4@occ.cccd.edu
Office Location: Watson Hall, 1st Floor

Global Engagement Center
The OCC International Center has recently changed its name and location on campus. We are proudly now the Global Engagement Center which serves International Admissions (prospective students), International Student Services (currently enrolled students), Study Abroad, IEC at OCC (OCC’s new intensive English Language Program) and the Multicultural Center.

Questions?
Contact: Nathan Jensen, Associate Dean
Phone: (714) 432-5940
Email: occinternational@cccd.edu
Office Location: Global Engagement Center building, near the library, Legacy Hall and the Planetarium construction site

Policies and Procedures

Class Time
Faculty must observe their scheduled class hours. Instruction must be offered during at least 50 minutes of every scheduled class hour.

Breaks
Education Code requires a break of ten minutes for every hour of instruction.

- For those class sessions which are scheduled for two or more hours, the instructor may schedule brief intermissions. For example, two 10-minute breaks or one 20-minute break may be scheduled at the midpoint of a three-hour instructional session.
- A two-hour class session requires 100 minutes of instruction, a three-hour class 150 minutes of instruction.
- Breaks are to be taken during the regular class period. No break time should be scheduled at the end of the instructional period or used to end class early.

Students and instructors benefit from the opportunity to take a break from instruction, especially during sessions that run three hours or longer. Also, a brief intermission will provide an opportunity for informal discussion, thereby enabling faculty to strengthen their relationships with individual students.
Faculty may not dismiss class early unless they have prior approval of the Division Dean. When unforeseen circumstances require that a class is not met for its entire scheduled period, the instructor should notify the division office or the Dean ahead of time or as soon as possible thereafter.

**Student Absences**

Students are expected to attend class regularly. All instructors will determine the attendance policy for their classes according to [BP 5070](#) and [AP 5070](#). In accordance with these policies and procedures, an instructor “may drop a student when the student is absent for two contiguous class meetings.” Instructors should clearly state their policies on student absences in their syllabi.

**Library Visits**

Never dismiss class, start class late, or go to the library without first reporting to the Division Coordinator. When you send your students to the library, you must go with them to give them guidance.

**Library Orientations**

The Library offers guided orientations for classes to teach students research tips and help them find resources related to the assignment or area of study. To reserve time with a librarian for an orientation with your class, please submit the [library lecture request form](#) online.

**Field Trips**

Local field trips that are within 50 miles of the college require a field trip request form to be on file in the division office four weeks prior the trip. [Field trips beyond 50 miles, overnight, out of the United States, and/or trips involving exposure to hazardous conditions and/or those requiring District transportation must be Board approved (BP 4300)](#). All field trips must be submitted to division Dean and District Transportation via an electronic field trip form.

The Coast Community College District provides buses for student activities and field trips.

- As much advance notice as possible should be provided because vehicles are available on a first-come, first-served basis.
- The bus or van should be reserved from the District Transportation Office, and if the trip is canceled, District Transportation must be notified by phoning (714) 438-4691.
- The faculty member must ensure that there is no eating, drinking, or smoking by students or faculty in any District vehicle. These activities are prohibited by District policy.
- The faculty advisor must remain on the bus as long as any students are on board.
- The following regulations govern field trip activities:
○ Whenever possible, trips involving more than four hours should be taken on Saturday or during a holiday period.
○ All field trips must be approved by the Division Dean.
○ Overnight or hazardous field trips must be approved by the College President and the Board of Trustees.
○ A list of attendees’ names must be filed with the division office.
○ If possible, field trips should be taken during hours regularly scheduled for the class making the trip.

● Post the appropriate signage outside of your scheduled classroom, to notify of your field trip.
● If you have any further questions about your field trip, contact your division dean.

Guest Speakers
Guest speakers may be invited to speak or lecture to a class with the approval of the Division Dean. Attendance by the instructor of record is required. Honorariums may be available for guest speakers through each Division's funds. A contract with the speaker is required when an honorarium is offered. Contact the Office of the President for the contract approval process.

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<tr>
<th>Questions?</th>
<th>Contract Approval Process</th>
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<tbody>
<tr>
<td>Guest Speakers</td>
<td>Contact: Sarah Kim or Thuy Nguyen</td>
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<tr>
<td>Contact: Your Division Coordinator</td>
<td>Office of the President</td>
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<td>Phone: (714) 432-5159 or (714) 432-5816</td>
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<td>Email: <a href="mailto:skim287@occ.cccd.edu">skim287@occ.cccd.edu</a> <a href="mailto:tnguyen@occ.cccd.edu">tnguyen@occ.cccd.edu</a></td>
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Examinations
Adequate evaluation of students through quizzes, tests, and other evaluative means should be done throughout the semester as a basis for grading in graded courses. Final examinations are given during the regular meeting time of the class during the final exam period beginning the next-to-last Friday of the semester, not before. Examinations should be actively proctored. Whether a final examination is given in a particular class is up to the instructor; however, all classes must meet during their regularly scheduled time during the final week of the semester.

If the faculty member would like to use an alternate room to hold an exam, see Classroom & Facility Reservations.

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<th>Questions Regarding Policies and Procedures?</th>
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<td>Contact: Your Dean</td>
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Grade Grievance
Recognizing that a trusting, positive relationship between students and instructors is vital to successful learning and teaching, the Grade Grievance process at Orange Coast College is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding classroom policies or grades. Grade grievances will be permitted only through the end of the sixth week of the semester following the semester or summer session in which the grade was assigned. The Grade Grievance process does not address personality, character, or styles of teaching; this process takes into account only the grading concern of the student to determine if the California Education Code was violated.

Service Complaint
Orange Coast College and its employees make every effort to serve students and non-students courteously and efficiently, including acting in accordance with District/College policy and state and federal law. Individuals dissatisfied with a campus policy or the conduct of a College employee can bring their complaint to the attention of the appropriate faculty, staff, or administrator to resolve the matter informally or file a formal complaint.

Non-Discrimination Policy
The Coast Community College District is committed to the concept and principles of providing equal opportunity in education and employment for all persons, and does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. This commitment applies to every aspect of education and personnel actions and practices in employment, development, advancement, and treatment of employees, students and the general public.

Questions Regarding Compliance or Grievance Procedures?
Contact: Shannon Quihuiz, Associate Dean, Title IX & Student Relations
Phone: (714) 432-5930
Email: squihuiz@occ.cccd.edu
Office Location: Administration Building

Sexual Misconduct and Title IX
The Coast Community College District is committed to creating and sustaining an educational and working environment free from gender-based (or sex-based) discrimination and harassment, including sexual harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking. Such misconduct violates District policy and may also violate state and federal law.
For more information, please refer to the following Board Policies:

- **BP 3410 Nondiscrimination**
- **BP 3430 Prohibition of Harassment**
- **BP 3435 Discrimination & Harassment Investigations**
- **BP 3540 Sexual and Other Assaults on Campus**
- **BP 5910 Sexual Misconduct**

You may also refer to the Office of [Title IX and Student Relations web site](#).

**Duty to Report**

All faculty who know or reasonably should know of alleged incidents of gender-based (or sex-based) discrimination and harassment, including sexual harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking shall promptly inform the Title IX Coordinator. Faculty are required to disclose all information including the names of the parties, even when the person requested anonymity. Faculty who fail to report alleged incidents of which they become aware are in violation of District/College policy and may be subject to Board policy and/or the terms of their respective bargaining agreements.

**Questions Regarding Sexual Misconduct, Duty to Report, and Title IX?**
- **Contact:** Shannon Quihuiz, Title IX Coordinator
- **Phone:** (714) 432-5930
- **Email:** squihuiz@occ.cccd.edu
- **Office Location:** Administration Building

**Code of Ethical Conduct for all Coast Employees**

The Code of Professional Ethics for all District Employees can be found in **BP 3050**. This Board Policy also outlines how ethical violations will be addressed. **AP 3050** describes the reporting procedures.

**Questions Regarding Employee Relations?**
- **Contact:** Jamaal Tatum, Employee Relations Manager
- **Phone:** (714) 432-5690
- **Email:** jatatum1@occ.cccd.edu
- **Office Location:** Administration Building
About FERPA & Privacy of Student Records

What is FERPA (Family Educational Rights & Privacy Act)?
The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Access to Student Educational Records
College officials and people employed in supervisory, academic, research or support staff positions are permitted to access FERPA protected information. A “legitimate educational interest” is one that is specified in the college official’s position, description, or by a contract agreement as performing a task related to a student’s education, performing a task related to the discipline of a student, providing a service or benefit relating to the student or student’s family (such as health care, counseling, job placement or financial aid) or disclosure of information in response to a judicial order or legally issued subpoena.

According to FERPA, personally identifiable information in an education record may not be released to anyone but a college official without prior written consent from the student. Some examples of information that MAY NOT BE RELEASED without prior written consent of the student are

- Birth date
- Citizenship
- Disciplinary Status
- Ethnicity
- Gender
- Grade-Point Average (GPA)
- Number of Units Completed
- SSN/student I.D.
- Grades/Exam Scores/Test Scores (e.g., Placement Tests, CLEP, AP, SAT, etc.)
- Progress Reports

Orange Coast College will not release personally identifiable information from a student’s education record without the student’s prior written consent. Regardless of the student’s age, parents are not
permitted access to their child’s education records unless the student has provided written authorization.

FERPA for Faculty
Posting Grades
The public posting of grades either by the student's name, institutional student identification number or social security number, without the student’s written permission, is a violation of FERPA. Even with names obscured, numeric student identifiers are considered personally identifiable information and therefore violate FERPA. Instructors can assign students unique numbers or codes that can be used to post grades. However, the order of the posting must not be alphabetical.

Grade Changes
The assignment of course grades are specifically addressed in California Education Code (Title 5). Section 55025(a) states that “In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article.” Grading is under the purview of the faculty member, and for purposes of verifying that the grade change is being made only by the faculty member, an OCC grade change must be completed by the faculty member in-person at Faculty Services (located on the first floor of Watson Hall). Faculty members completing a grade change form must show photo id. BP 4230 Grading and Academic Record Symbols provides additional information.

Returning Assignments
Leaving personally identifiable, graded papers unattended for students to view is no different from posting grades in the hallway. If these papers contain "personally identifiable" information then giving them to another student is a violation of FERPA if the instructor has not obtained the written permission of each student to do so. A possible solution would be either to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them or to leave them in a sealed envelope with only the student’s name on it.

Sending Grades to Students
Notification of grades via email is permissible. However, there is no guarantee of confidentiality.

Access to Student Records
Faculty members are normally considered “school officials.” However, faculty members will have to demonstrate "a legitimate educational interest” in their request to access student records, e.g. advising students, retention study, etc. Faculty do not have access to student academic records unless their normal job duties specifically require access.
Parents Requesting Information
Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student’s education record. This information is protected under FERPA and the parents may not have access unless the student has provided written authorization that specifically identifies what information may be released to the parent(s).

Crisis Situations/Emergencies
If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is “necessary to protect the health or safety of the student or other individuals.” Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency.

Letters of Recommendation
Written permission of the student is required for a letter of recommendation if any information included in the recommendation is part of the “education record” (grades, GPA and other non-directory information).

Contact
Questions Regarding FERPA?
Contact: Efren Galvan, Director, Admissions and Records & Enrollment Technology
Phone: (714) 432-5774
Email: egalvan@occ.cccd.edu

Academic Dishonesty
The Dean of Student Services Office is available as a resource to faculty and staff regarding student conduct. The office is located in the Student Center in the ASOCC Office.

The Dean of Student Services distributes a pamphlet that describes how to take precautions and proactive measures to avoid academic dishonesty and disruptive behavior; a copy can be found on the

Dean of Students portal site. Both full- and part-time instructors are strongly advised to read this
pamphlet. The pamphlet is revised annually and provides useful tips to help faculty members deter academic dishonesty and disruptive behavior as they design and teach their courses.

Faculty have a responsibility to ensure that academic honesty is maintained in their classroom and to assure the honest majority that they are not working under a handicap due to dishonest behavior of another. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to:

- Explain the meaning of academic honesty to their students so they have a clear understanding of the college policy. It is strongly recommended that faculty include this in their syllabus.
- Conduct their classes in a way that makes cheating, plagiarism, and other dishonest conduct nearly impossible.
- Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner.
- Specify whether collaborative learning is permitted or not. Explain thoroughly the parameters, including what is not acceptable and represents dishonest conduct. This policy should be referenced in your syllabus.

**Examples of Academic Dishonesty**

Academic dishonesty includes, but is not limited to the following:

**Cheating**

- Obtaining information from another student during an examination
- Communicating information to another student during an examination
- Knowingly allowing another student to copy one's own work
- Offering another person's work as one's own
- Taking an examination for another student or having someone take an examination for one's self
- Sharing answers for a collaborative project and take-home examination unless specifically authorized by the instructor
- Using unauthorized material during an examination
- Altering a graded examination or assignment and returning it for additional credit
- Having another person or a company do the research, writing and/or rewriting of an assigned paper or report
- Misreporting or altering the data in laboratory or research projects

**Plagiarism**

Plagiarism is to present as one's own, the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge. Plagiarism also includes using print, electronic, or other source material without acknowledgment or in any way that makes such material appear as one's own.
Other Dishonest Conduct
- Stealing or attempting to steal an examination or answer key
- Stealing or attempting to change official academic records
- Submitting all or parts of the same work for credit in more than one course without consulting all instructors involved
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating lab equipment, by creating a distraction meant to impair performance, or by theft or mutilation of library materials Forging or altering attendance records

Collusion
Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty and will be disciplined in the same manner as the act itself.

Procedures for Dealing with Academic Dishonesty
An instructor who has evidence that an act of academic dishonesty has occurred may, after discussing the incident with the student, take one or more of the following disciplinary actions:

- Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
- Refuse to accept and assign “0” points to any paper, quiz, test, or other assignment on which the student has cheated, plagiarized, or colluded. On such an assignment, the instructor may give the student a failing grade. Per the California Education Code, a student cannot be failed in a course for the act of academic dishonesty.
- Faculty are encouraged to report all incidents of academic dishonesty to the college discipline officer via an online Incident Report. You will find an Incident Report icon on your OCC desktop. A link may also be found under the Hot Links section of the portal home page, or at the direct link above.
- Inform your dean of the alleged infraction.
Questions Regarding Academic Dishonesty?

Contact: Derek Vergara, Dean of Students
Phone: (714) 432-5741
Email: dvergara2@occ.cccd.edu

Contact: Your Dean

Student Death

The Protocol Response to a Student Death can be reviewed here. In an unfortunate event that one of your students pass away, please immediately notify the following:

- Division dean
- Vice President of Student Services

Faculty Absences

As soon as instructors know they will not be able to meet a scheduled class session, they should notify
their division office. Every effort should be made to let the division office know what material should be covered in the class. Instructors are not to make substitute arrangements without the Division Dean’s approval. The Division Dean will arrange for a substitute, if possible. After notifying the Dean, faculty may email their class to let them know the class has been dismissed (if necessary) and include any assignments or work due. An absence report must be completed and returned to the Division Office as soon as possible.

- **NOTE:** In the event of an unforeseen or last minute emergency after 5:00 p.m., instructors should call the OCC Campus Security Office at (714) 432-5017.

**Faculty Evaluations**

**Full-Time Evaluation Process**
The evaluation process for Full-Time faculty is outlined in the [CFE Contract](#), and varies depending on if the faculty member is

- Temporary (Article VIII Section 8.2)
- Categorical (Article VIII Section 8.3)
- Tenure-Track (Article VIII Section 8.5)
- Tenured or “Regular” Faculty (Article VIII Section 8.6)

**Questions Regarding FT Faculty Evaluations?**
Contact: Maria Barno, FLAC Analyst
Phone: (714) 432-5630
Email: mbarno@occ.cccd.edu
Office Location: Administration Building

**Part-Time Evaluation Process**
The evaluation process for Part-Time faculty varies depending on the bargaining unit the faculty member belongs to.

- If the faculty member is part-time with a 50-67% defined full-time load, it is governed by the [CFE Contract](#) (Article VIII Section 8.4).
- If the faculty member is part-time with Less than a 50% defined full-time load, it is governed by the [CTA Contract](#) (Article X).

**Questions Regarding PT Faculty Evaluations?**
Contact: Annie Han, Instructional Support Specialist
Phone: (714) 432-6886
Email: ahan@occ.cccd.edu
Office Location: Administration Building
Staff Passes & Local Discounts

Staff passes are issued through the Campus Public Safety Office, using the key form that can be found on the OCC Portal; the form must be signed by your division dean. The pass permits admission to all OCC athletic contests. Also, the pass allows staff members to purchase discounted admission to special events sponsored by the college and discounted movie tickets from the Bursar’s Office.

Academic Senate

The Academic Senate meets at 11:30 a.m. every Tuesday during the semester in the Faculty House. All campus members are welcome to attend. Opportunities for involvement on campus are published on the OCC Faculty Opportunities page. In addition, part-time faculty are invited to join nearly all of the Academic Senate Committees. Committee Membership is a great way to meet other college faculty and staff. For more information, please visit the Academic Senate site on the OCC Portal or on the OCC Website.

Questions?

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<tr>
<th>Contact</th>
<th>Loren Sachs, President, Academic Senate</th>
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<tr>
<td>Phone</td>
<td>(714) 432-5540</td>
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<tr>
<td>Email</td>
<td><a href="mailto:lsachs@occ.cccd.edu">lsachs@occ.cccd.edu</a></td>
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Contact: Ricky Goetz, Academic Senate Secretary
Phone: (714) 432-5050
Email: TBD

Campus Map

The Orange Coast College web site has an interactive campus map; there is also a printable campus map.

Food

There are various food venues on campus including

- Starbucks® next to the Art Pavilion
- The BBQ @ The Grove near the OCC Bookstore
- The Coast Snack Shack near the Literature and Languages building and the Chemistry building
- The Game On Food Truck located just inside the gate of the LeBard Stadium, adjacent to the MBCC
Building

- The cafeteria in the Student Center offers a wide range of hot and cold freshly prepared food.
- The Captain’s Table - On Thursdays at the Captain’s Table, OCC’s famous culinary arts students prepare specialty meals for faculty and staff – reservations are a must (Contact Kristen Hickman at khickman4@occ.cccd.edu; (714) 432-0202 x.26415).
- The Eclectic Cafe - On Fridays, located in the Student Center, closest to the Administration Building, exceptional specialty 3 course meals designed with the support of our culinary arts program. For daily cafeteria menus and other information about the food services at OCC, please visit the Food Services web site.
- Special Events / Weddings - visit our website: www.orangecoastcatering.com.

For daily cafeteria menus and other information about the food services at OCC, please visit the Food Services web site.

Food Service Procedures

Food on Campus

All Events that include food and or beverage as part of the event need to coordinate the food and or beverage items with Instructional Food Service. Please call Hospitality at ext. 26435 for assistance or email info@orangecoastcatering.com.

NOTE: If you are planning to hold an event on campus, please refer to the “Scheduling Events with Board Approval” section of this handbook.

Catering

Instructional Food Service has the right of first refusal for catering food and beverage on campus. If Instructional Food Service declines the request for food and or beverage service Please follow procedures outlined in Outside Catering below.

Outside Catering

Due to liability and health department issues, any Food or Beverage brought from off campus needs approval from the general manager of Instructional Food Service prior to use as well as the manager or the division dean. A Food Service Sign off form needs to be completed at a minimum of 5 business days prior to the event. A listing of catered items is required. A Certificate of Insurance evidencing a minimum of one million dollars of comprehensive general liability coverage under an insurance policy and an endorsement naming the District as additional insured is required from the caterer or food and beverage provider as suggested by District Risk Services. The exception to the insurance requirement is pre-packaged food and beverage.
Pot-Luck
Due to food safety and health department requirements, it is campus procedure that any (official) event on campus does not include the use of “pot-luck” or food items that are prepared at home.

Questions Regarding Food On Campus?
Contact: Thomas Selzer, General Manager, Food Services
Phone: (714) 432-5854
Email: tselzer@occ.cccd.edu

Horticulture Gardens
The Horticulture Gardens are located across from the Chemistry and Biological Sciences buildings. The gardens are a beautiful and tranquil space on campus to have lunch, take a break, or even hold an event. See the “Scheduling Events with Board Approval” section for additional details about holding campus events.

Opportunities for Involvement

Committees
Committees seeking faculty representation can be found on the Academic Senate’s OCC Faculty Opportunities page.

Honors Program
Orange Coast College offers honors courses in 20 disciplines: anthropology, architecture, art, astronomy, biology, business, English, French, geography, geology, history, humanities, Japanese, mathematics, marine science, photography, political science, psychology, sociology and Spanish. Most honors courses are “stand alone” sections offered in a subject at a particular level. Some honors sections, however are mixed with non-honors sections of the same course, but the Honors students will receive a separate or an augmented syllabus with additional criteria to meet in order to receive Honors credit for the course.

Academic Honor Societies
Honors Societies add a rich experience to the college student life. Participation in any or many societies improves eligibility to transfer institutions, student success and leadership, community service, scholarship opportunities, and recognition at graduation. Each honors society is guided by a faculty advisor, and participates in an honors council which oversees honors activities campus-wide.

ALPHA BETA GAMMA - business honor society; national; focus on business success, management style, business ethics, etc.

ALPHA GAMMA SIGMA - all study interests; California; focus on community and campus service
ETA ETA OMICRON - marine science honor society; OCC campus-wide; focus on supporting improvements to the marine ecology, especially in Southern California

MU ALPHA THETA - math honor society; national; focus on math literacy and competency, supporting math education on and off campus, celebrating math excellence among high school and college students

MU DELTA RHO - pre-health professions honor society; OCC campus-wide; focus on preparation for transfer and graduate programs in medicine, nursing, dentistry, pharmacy, and all allied-health professions

NATIONAL TECHNOLOGY HONOR SOCIETY - focus on Career and Technical Education certificate programs.

OMEGA PSI SIGMA - political science honor society; OCC campus-wide; focus on social issues, public policy, election law, related careers, and matters of interest to poli-sci, pre-law, and other related majors

PHI ALPHA MU - social and behavioral sciences honor society; OCC campus-wide; focus on social issues and recognition of student excellence in the social/behavioral sciences

PHI THETA KAPPA - all study interests; international; largest honor society for two-year colleges in the world; special scholarship opportunities for members and transfer-planning tools for members and non-members alike

PI RHO SIGMA - music honor society; OCC campus-wide; focus on music and musicianship, music careers, etc.

PI TAU EPSILON - Film and visual arts honor society; OCC campus-wide; focus on film, video, fine arts, photography.

PSI BETA - psychology honor society; national; focus on psychological issues and phenomena, careers in psychology, etc.

S.A.L.U.T.E. - veteran's honor society to recognize academic achievement and persistence

SIGMA KAPPA DELTA - English honor society; national; focus on humanity’s expressive imprint through literature and poetry

Questions?
Contact: John Taylor, Dean, Library & Learning Support
Phone: (714) 432-5935
Email: jtaylor174@occ.cccd.edu

Clubs
As a full-time faculty member, you may become a club advisor. More information is available in the OCC Club Handbook, page 49, available on the OCC Website.

Questions?
Contact: ASOCC Office
Professional Development

One of the greatest benefits of working for Orange Coast College is the investment that the college makes in developing its employees.

As a faculty member there are many resources for available to you. For example, if you have an idea for a professional development activity that you want to bring to your division or all employees you may do so by participating in the colleges Flex Day or by submitting a proposal that could fund your activity. Proposal ideas include special department workshops, or department planning meetings that support the overall college goals. Proposals for funding professional development activities are reviewed by the Professional Development Advisory Committee. To get started, complete this funding request form.

While professional development is available for contract classified, faculty and management employees, these are some additional resources for funding your individual growth and development:

- Full time faculty
- Part time faculty with 7.5 LHE or more
- Part time faculty with 7.5 LHE or less
- More information is also available on the Professional Development portal page.

There are three areas of oversight and assistance regarding Professional Development:

1. Professional Development Institute (PDI)

The Professional Development Institute assists full-time faculty in professional development by offering funding, salary advancement credit, or overload credit for professional development activities and assists 7.5+ faculty in conference, class, or official professional funding only.

Full-time faculty may apply for funding for conferences through the Academic Senate PDI Conferences and Workshops committee or Salary Advancement Credit through the PDI Professional Development Institute. Part-Time Faculty may apply for funding for conferences or District/College sponsored workshops through the CCA/CTA-NEA or Staff Development office based upon unit verification. Please note categories for eligibility for Full-Time Contract, Part-Time (7.5 or more) or Part-Time (less than 7.49 LHE):

Full-Time (Contract) Faculty and Part-Time Faculty teaching 7.5 LHE or more per semester:

- There is a conference limit of $1400 per full-time faculty member per fiscal year.
- Part-time faculty who teach 7.50 LHE or more should apply to the Staff Development Office.

Questions Regarding PDI?
Contact: Marilyn Kennedy, PDI Chair
2. Coast Community College Association (CCA)
Part-Time Faculty teaching less than 7.49 LHE per semester are automatically unit members of the CCA/CTA-NEA bargaining unit and are eligible for professional development funds in two areas (ARTICLE XIV (a) (b)):

a) Unit Members may apply for a stipend, subject to limitations of overall funding, of up to $100, at the usual non-instructional rate to attend a District/College sponsored workshop of two hours or more.

b) Applications for Professional Development will be considered on a first-come first-served basis with a limit of two applications per semester not to exceed $700 per application.

Additional information can be found at
- PDI portal site
- CCA site with Conference Travel Procedure
- Academic Senate Web Site & Portal Site
- CFE Contract (Article XXI)

Questions Regarding Coast CCA?
Contact: Mike Carlucci, President
Email: mike@coastcca.org

3. Professional Development Advisory Committee (PDAC)
The primary mission of the Professional Development Advisory Committee is to provide professional and personal growth for all individuals in the college community. In consultation with OCC campus constituencies, the PDAC plans, coordinates, oversees, and assists with the professional development activities of the campus. The committee continually seeks innovative ways to enrich the lives of the campus community. We do this by supporting the achievement of college goals, meeting or exceeding professional development standards for accreditation, and promoting excellence in instruction and effective student support services by recognizing outstanding employees. Additional information can be found at the PDAC portal site.

Questions Regarding PDAC?
Contact: Rebecca Morgan, Chair
Email: rmorgan23@occ.cccd.edu
Phone: (714) 432-0202 x. 26861
4. Flex Day

Flex Day (Flexible Calendar Day) is a full day of staff development and training for all employees as described in CA law and the CFE contract. We currently have two flex days per academic year - one as the first Friday of the fall semester and another on a Thursday in the Spring semester. It is a day of training and sharing for all faculty, staff, and students to participate. Anyone may volunteer to lead a Flex Day workshop on any topic of their choice which they believe would be of interest to others on campus. Flex activities (CCR, title 5, division 6, chapter 6, subchapter 8, article 2, section 55724, item a-4) are designed towards instructional improvement, staff improvement, or student improvement - this includes but is not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials, and other instruction-related activities. A Flex Day Committee manages the activities of the day and maintains the Flex Day portal site, where details about the days, including full-time and part-time faculty flex obligations and flex make-up forms can be found.

Questions Regarding Flex Day?
Contact: Marc Perkins, Flex Coordinator
Email: mperkins@occ.cccd.edu

Lynda.com offers over 5,000 courses in business, technology, and creative skills taught by industry experts). You can take courses in Outlook, Excel, PowerPoint, Adobe Acrobat, Photoshop, and a multitude of other software packages and other topics.

- Log-in: use your OCC email address and MyOCC password to get access.

Questions Regarding Conferences processes or Lynda.com?
Contact: Claudia Montoya-Andrews, Professional Development Coordinator
Phone: (714) 432-5920
Email: Candrews@occ.cccd.edu
Library and Media Services

The Orange Coast College Library offers an extensive assortment of print and non-print materials and instruction that supports and enriches the college’s educational programs, information literacy and lifelong learning.

Friends of the Library

The Friends of the Orange Coast College Library is a non-profit organization whose purpose is “to intensify community awareness and use of the library, to sponsor programs designed to add to the cultural life of the community, to aid in public relations by communicating needs of the community to the library, to raise funds for enlarging the library collection, and to encourage gifts, endowments, and memorials for the library.” The Friends have programs, book sales, and other activities throughout the year, distribute a newsletter, and fund an annual scholarship.

Donations

Donations of books and media items are gratefully accepted at the OCC library or in the library bookstore donation bins. A tax receipt is available on request at the time of donation. We also accept monetary donations of cash or check, as well as online donations through the button on the right. Please call (714) 432-0202 x.21058 for more information.

Library Bookstore

The Friends of the Library has a bookstore in the lobby of the OCC library. The store is open during regular library hours. The store is stocked with some of the donations we receive. Prices vary from $.50 to $2.00 depending on the type and age of the item being sold. A full list of the prices are available in the store.

Questions Regarding Friends of the Library?

Contact: The Friends of the Library
Phone: (714) 432-5087
Address: Orange Coast College
Electronic Resources
The Library has 60 different databases with electronic resources ranging from encyclopedia-like articles to academic journals and full books online for students to access on campus or off. There is no shortage of research materials for any topic that a student chooses to research. This includes two databases (Films on Demand and Kanopy) of more than 40,000 full length streaming video for use in classroom or home. For a robust description of each database: http://libguides.orangecoastcollege.edu/az.php

Library Instruction
The OCC Library offers a variety of library instruction to teach students research skills in the physical and electronic library, which helps students to become information competent and successful in their education, career, and life. Our instructional services include:

Library Lectures: The library offers general or course/assignment specific instruction to classes scheduled by instructors who fill out a Faculty Library Lecture Request Form. Sessions are held in the Lecture Lab (with computers) or in the Lecture Room and may include instruction on how to access and use the library catalog and print resources, eBooks, periodicals, online databases, and the web. Students will learn how to critically evaluate and choose relevant and credible sources, including scholarly sources, and how to cite these resources correctly.

Library Workshops: The library provides a series of one-hour drop-in workshops to introduce students to library services and resources, as well as basic research strategies. Extra credit slips are provided. Students will learn to identify and access different types of information: to identify scholarly journals; to search basic as well as discipline-specific electronic resources; to evaluate search results for credibility; and to cite their sources in either MLA or APA styles correctly.

Research Guides and Handouts: The library’s print and online handouts and research guides provide students with a starting point for general or specific library research. The handouts are provided at our lectures and workshops, are available in the library, and are on the library website.

Library 100 Online Course - Library Research and Information Competency: The library offers a two-unit online GE and transferable course to learn library and information research skills using resources in the OCC Library, other libraries, and online to support information competency and lifelong learning.

Librarian Reference Desk
Whenever the library is open, there is a professional librarian available to assist any student working on a research project. With a primary goal to support the assignment given by the instructor, we offer assistance in topic selection, information location, evaluation, organization, structuring an argument, proper citation, and bibliographic assistance.
Circulation Department

- Faculty members have extensive borrowing privileges and may obtain a Library card.
- For questions regarding circulation reserves, contact the Public Services Library Assistant at ext. 26344 or Public Services Librarian at ext. 21056.

Media/Computer Lab Department

The library’s media/computer lab department provides instructional media (VHS and DVD), and audio/visual course reserves. The computer lab provides internet access, and software for word processing, spreadsheets, graphics and other programs.

- Faculty may search for media items in the online catalog on the library’s web page by title and keyword by limiting the search to video recordings.
- To schedule media for a classroom presentation, or to suggest media purchases for our collection, contact the Public Services Librarian at ext. 21056 or the media department at ext. 26494.
- To put personally owned media items on reserve for students, contact the Public Services Library Assistant at ext. 26344.

Questions Regarding the Library?
Contact: Shelley Lowrey, Division Coordinator, Library
Phone: (714) 432-5941
Email: slowrey@occ.cccd.edu

Institutional Effectiveness

Office of Institutional Effectiveness
The Office of Institutional Effectiveness develops, facilitates and supports campus-wide processes for evaluating the effectiveness of programs, services and the institution. Program review, outcomes assessment, strategic planning and resource allocation are these main processes. The processes are integrated and designed to work in tandem to foster sustainable continuous quality improvement. Data and statistical analysis are provided as the foundation upon which these processes are built upon. The office works closely with administrators, staff, faculty, students, and the community to support quality
student learning and decision making. The Institutional Effectiveness functions include Student Learning Outcomes, Program Review, Planning, Institutional Research and support for Accreditation. In addition to research and planning staff, faculty coordinators for program review and student learning outcomes work collaboratively within the office to ensure processes align with instructional programs and support faculty. For more information about the office, its departments and its contacts, please see the portal site under “Institutional Effectiveness.”

**Student Learning Outcomes (SLOs)**

Information on student learning outcomes and assessment is located on the OCC Portal. From the main Portal page select the down arrow next to the Accreditation tab then select SLO & Assessment. At this site, you will find tools and resources which may be helpful as you develop and assess the outcomes for your course or program.

<table>
<thead>
<tr>
<th>Questions Regarding SLO Assessment?</th>
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<tbody>
<tr>
<td>Contact: Anna Hanlon, SLO Coordinator</td>
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<tr>
<td>Phone: (714) 432-0202 x. 21007</td>
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<tr>
<td>Email: <a href="mailto:ahanlon@occ.cccd.edu">ahanlon@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Contact: Kelly Holt, SLO Coordinator</td>
</tr>
<tr>
<td>Phone: (714) 432-5757</td>
</tr>
<tr>
<td>Email: <a href="mailto:kholt@occ.cccd.edu">kholt@occ.cccd.edu</a></td>
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</table>

**Program Review**

The purpose of program review is continuous program improvement. All departments at Orange Coast College perform a self-study to provide a thorough, evidence-based self-analysis of their department in order to understand their program strengths, identify key areas of improvement and create a workable plan for achieving the desired improvements. This also meets the Accrediting Commission for Community and Junior Colleges (ACCJC) requirements for all colleges in the western region. Additional information on Program Review can be found in the [Campus Decision Making Document](#).

**Planning**

The college's planning processes are managed by the Office of Institutional Effectiveness and are under the purview of the College Council. The campus-wide program review and student learning outcomes and assessment processes provides the foundation while the academic master plan and wing three-year plans provide the framework for college planning. The P-I-E graphic below illustrates the college’s link between program review, planning, and resource allocation. Additional information on Planning can be found in the [Campus Decision Making Document](#).

**Institutional Research**

Institutional Research provides accurate, timely and quality data and analysis to the campus community to support learning outcomes development and assessment, program review, strategic decision making
and planning, and resource allocation. The office not only provides research data and reports, but also technical assistance in how data should be used properly for evaluation and decision making. Faculty receive detailed trend data about their courses and programs during their three-year comprehensive program review cycle. However, faculty can receive updated or additional information about their courses and programs during off years through request or accessing the data mart. College-wide data and trends are available in the college's fact book - the Orange Coast College Atlas, ARGOS Web Viewer Reports (MyOCC employee tab) and reports available on the portal under “Institutional Research.”

Questions Regarding Institutional Effectiveness, Program Review & Planning?
Contact: Sheri Sterner, Administrative Director, Institutional Effectiveness
Phone: (714) 432-5081
Email: ssterner@occ.cccd.edu
Information Technology

Coast Accounts

As a new Full-time and part-time faculty member, you will receive a welcome email to your personal email account with Computer/User Login Information. Here is a sample email:

Welcome Jane Doe,
Since our founding in 1947, the Coast Community College District has enjoyed a reputation as a leader in our industry helping students and life-long learners achieve success, and you bring experience, knowledge and skills that enhance our capabilities. We're glad you've joined the team!

As a new employee, you will need access to MyCoast and your campus network. MyCoast is our employee and student portal full of helpful information. Included below is your user name and temporary password.

Please note, your user name is the same for both MyCoast and the campus network login. However, at this time, passwords are not synced between the two systems, and you will be prompted to change your password for both (MyCoast & Network Login) after your initial log in.

MyCoast:
The MyCoast web address is: https://mycoast.cccd.edu
Your user name is jdoe123
Your temporary password is your six-digit birth date (MMDDYY). For example, if your birth date is January 15, 1993 your temporary password is 011593.
Note to Instructors: Canvas uses this username/password to login.

Campus Network:
When on campus and logging into a computer:
Your user name is jdoe123
Your temporary password is your upper-case first name initial, lower-case last name initial, six-digit birth date (MMDDYY). For example, Walt Disney born on January 15, 1993 would be given the temporary password: Wd011593

Your new email address is jdoe@occ.cccd.edu.
To access your email, go to https://owa.cccd.edu/ and use your Campus Network username and password.
If you need further assistance, please contact tech support at x88111

Thank you, and welcome aboard!
Faculty and Staff Resources Page

All pages of the website include a link to the “Faculty and Staff Resources” page in the footer. This page has valuable faculty and staff online resources, including direct links to the OCC Portal, web-based OCC Email, Professional Development and Technical Support.

Email Access

On Campus Access

- Log in to your campus computer as you normally would.
- Open the “Outlook” mail program from the Start Menu (or by clicking the Outlook icon on the taskbar).
Off Campus Access

- Log in to your computer as you normally would.
- Launch your web browser.
- Click the link to Outlook Web Access (Email) from the Faculty and Staff Resources page.
- A log on screen will request the following information:
- Type your campus network user name. Then enter your password in the next box.

OCC Portal Access

The OCC Portal is available to any staff or faculty member with a campus network account. It is an internal website primarily available to staff, faculty and administration, although certain areas are accessible to students to promote transparency of campus actions and affairs.

The OCC Portal provides

- Delivery of up-to-the-minute news and information
• Access to shared documents and resources
• Team sites for committees and other workgroups

**On Campus Access**

• Log in to your computer as you normally would.

• Type [https://OCCportal.orangecoastcollege.net/](https://OCCportal.orangecoastcollege.net/) in the address bar at the top of your internet browser

**Off Campus Access**

• Log in to your computer as you normally would.

• The quickest way to access the portal is by clicking the “OCC Portal” link on the [Faculty and Staff Resources page](https://www.orangecoastcollege.net/faculty-staff-resources).

• A log on screen will appear so that you can log in with your campus network user name and password.

• Type `coast\`, and then type your campus network user name. Then enter your password in the next box.

**MyOCC**

**Adding Syllabi to Banner**

• It is recommended that all syllabi be added via your MyOCC account so that students can easily access them.

• [Instructions for how to do this can be found on the Office of Instruction Portal Site.](https://www.orangecoastcollege.net/faculty-staff-resources)

**Adding Office Hours to Banner**

• In addition to appearing on your syllabus, it is recommended that faculty upload office hours via MyOCC so that they can appear in the directory, and be easily access by students.

• If you are a part-time faculty member, receiving payment for office hours, this is a required step of the process. (To learn more about how to apply for paid office hours as a part-time faculty member, contact your division coordinator.)

• [Instructions for how to do this can be found on the Office of Instruction Portal Site.](https://www.orangecoastcollege.net/faculty-staff-resources)
• **Students can view your office hours** via their MyOCC accounts.

**Shared Network Drives**

The Network Drives are one way that information is shared across departments, the campus, and the district. The drives are backed up regularly for the safety of the documents you store on them. The following drives are used for the following purposes:

- **The O: drive** is OCC’s department level share drive. Departments can share files within their own department or with the entire campus.

- **The P: drive** is the district level share drive for Board agendas, Policy Manual, and various committees and services.

- **The Q: drive** is area-specific (Maintenance, Computing Center, Financial Aid, etc.).

  Some areas don’t have access to a Q: drive. In the Computing Center and Business classrooms, this folder is provided for storing files that you want to make available to your students (such as exercises, examples, etc.). Your students will only have access to read the information in this folder; they will not be able to add or change anything. You will also find a subfolder called PRIVATE. Students cannot access this folder, so you may store any files that you do not want to make readily available to students. (You should note, however, that IT staff and network administrators can access this folder.)

- **The U: drive** is OCC’s individual network storage for each user intended for current, work-related files.

To get to your network drives on a PC, go to “My Computer” from the Start menu. You should have access to the O: P: and U: drives automatically. To request access to additional drives, please contact the Division Office.

**Canvas**

**What is Canvas Learning Management System (LMS)?**

In the 2016-2017 academic year, the Coast District migrated from Blackboard to Canvas, with summer/fall 2017 being the first semesters with all campuses exclusively using Canvas as their LMS. Canvas is the name of the software from the company Instructure.com that the Online Education
Initiative (OEI) selected to support online learning for all of the California Community Colleges. By Summer 2017, Orange Coast College moved ALL online courses to Canvas. When the schedule of courses is completed, a Canvas shell is created for each course.

**How do I log in?**

Any current faculty may log in to the Canvas website using their MyOCC login ID and password from the Canvas link on the college home page (also used by students) which will take you to the district login page for Canvas, or from the URL [http://canvas.cccd.edu](http://canvas.cccd.edu). The courses you have access to are automatically on your dashboard inside Canvas.

**How do I get assistance with my on-campus or online Canvas course?**

If you have problems with Canvas the Instructional Innovation Center (IIC) support team is available to assist you with training and technical support.

**Training**

- Training Tools and FAQs: [Available on the IIC Website](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)
- Sign Up for Online Training and Face-to-Face Workshops: [Available on the IIC Events Page](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)
- Make an Appointment for Personal Training (Monday-Friday, 8:00 a.m. - 4:00 p.m.): Contact the IIC from the Support listing on the [About IIC web page](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)
- Drop-In Assistance: If you have a question, feel free to drop into Library 105 without an appointment

**Technical Support**

- Online: [www.orangecoastcollege.edu/support](http://www.orangecoastcollege.edu/support) (also on the [Faculty Resources page](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)).
- Phone (Business Hours): (714) 432-6888
- Phone (24/7 Canvas Direct Line): (844) 603-4261

**Where can I get additional training?**

The IIC also offers workshops on Canvas best practices. Check out the upcoming workshops at [http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)

Whether you are teaching online or face-to-face we suggest you use Canvas for hosting your course content, a communication medium to your students, submitting grades, and tracking attendance.

**Additional Resources**

- [Canvas Guides](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)
- [Canvas Commons](http://www.orangecoastcollege.edu/about_occ/faculty-staff-resource/iic/Pages/Training.aspx)
● Commons Guide list

Faculty Websites

Faculty who want a website to house non-course materials, can use a tool in Canvas for this purpose, called E-Portfolio. This tool allows faculty members to “build their own website” and make it public or private providing students access to information created by the instructor to support the instructional relationship.

At the time of this writing, our new OCC Website directory is underway. In the future, instructions will be provided for how to publish your E-Portfolio so that it appears as a link beneath your contact information in the directory.

Please note, faculty should never use E-portfolios to post student grades. Please use your individual Canvas courses for this purpose.

E-Portfolios are also available to students and can be used to:

- Display the papers they are proud of for more than the instructor to see
- Talk about the thought and work that went into the class submissions
- Gather an overview of the educational experience
- Share work with friends, future employers, etc.

Video and Screen Capture Software

Beginning in Fall 2018, all faculty will have access to the following software:

- Camtasia (video editor)
- Relay (simplified video creation)
- Snag-It (screen capture)

These programs allow faculty to create screenshots, capture movement on the computer screens, create and edit videos to produce tutorials or short movies for their students.

Technical Support

Questions Regarding Technical Support and Password Resets?

<table>
<thead>
<tr>
<th>General Tech Support</th>
<th>Canvas Tech Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: <a href="#">Submit a Tech Support Ticket Online</a></td>
<td>Contact: The Instructional Innovation Center’s <a href="#">Online Helpdesk</a></td>
</tr>
<tr>
<td>Phone: (714) 432-5500</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:fpservice@cccd.edu">fpservice@cccd.edu</a></td>
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<tr>
<td>After Hours IT Support</td>
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<tr>
<td>Phone: (714) 438-8111</td>
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Safety & Security

Campus Emergency Operations

Keep the Campus Emergency Operations booklet handy for information about life threatening emergencies, medical and first aid, campus violence, bomb threats, earthquakes, fires, and evacuation procedures. [A copy of the booklet is available on the OCC website.](#)

There is also a separate pamphlet, [Things You Should Know about Your Classroom](#) that contains important safety information for all faculty.

Emergency Numbers

All staff should use the following phone numbers in case of an accident or an emergency. It is recommended that you know where the nearest phone is from your teaching location. Also, check your Division Office for specific building procedures.

<table>
<thead>
<tr>
<th>Service</th>
<th>Campus Phone</th>
<th>Cell Phone</th>
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</thead>
<tbody>
<tr>
<td>Immediate Medical Attention</td>
<td>911</td>
<td>911</td>
</tr>
<tr>
<td>Emergency/Accident</td>
<td>25555/911</td>
<td>(714) 432-5555/911</td>
</tr>
<tr>
<td>Campus Public Safety</td>
<td>25017</td>
<td>(714) 432-5017</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>25808</td>
<td>(714) 432-5808</td>
</tr>
<tr>
<td>Maintenance &amp; Operations</td>
<td>25590</td>
<td>(714) 432-5590</td>
</tr>
<tr>
<td>Costa Mesa Police</td>
<td>(714) 754-5252</td>
<td>(714) 754-5252</td>
</tr>
</tbody>
</table>

**Campus Public Safety Officer Units**

- Campus Public Safety Officer (Unit 1) - (714) 412-0582
- Campus Public Safety Officer (Unit 1A) - (714) 412-2733
- Campus Public Safety Officer (Unit 1B) - (714) 412-1911
Emergency Text Alerts

You are automatically enrolled in our Emergency Text Alert system. However, it is critical that you verify that your information is correct, should your address or phone number change. To do this:

1. Log in to MyOCC.
2. Open the Employee Tab and select the Employee folder.
3. Select “Update Personal Contact Information.”

4. Under “Phones” you will see this message:
5. Update your information as you prefer.
   a) Text messages will be sent to your cell phone unless you opt out by unchecking the “Text” box.
   b) Voice Messages will be sent to your phone unless you opt out by unchecking the “Voice” box.
   c) For more information on what information will be sent via text or voice, please visit your college’s web site.
6. Click “Submit” to finalize.

**Emergency Phones**

Orange Coast College has emergency phones installed at various locations throughout the campus. These phones are mounted on walls of buildings in the parking lots with easy access for all OCC staff, students, and visitors. They are highly visible since they are in the red metal cases or in white stanchions. The emergency phones located in the parking lots are designated by a bright blue light above them. To use these phones, just press the button to contact Campus Public Safety.

There are also red phones available in your classroom. Should an emergency occur during class, please use these to call for assistance. More details can be found in the “Things You Should Know about Your Classroom” pamphlet - available online.

**OCC Escort**

The OCC Campus Safety department provides an escort service 24 hours a day to insure the safety of students, staff, and faculty.

- To make arrangements for an escort, please call ext. 25017 during Campus Public Safety’s Business Hours (posted online).

- For emergency escorts after office hours, an officer can be contacted by calling 714-412-0582.

- It is also possible to reserve an escort in advance for the entire semester by calling ext. 25017.

**Active Shooter Training**

Campus Public Safety has posted its recommended protocol for how to respond when an Active Shooter
is in your vicinity. There are also training videos available.

**Lock Blok**

All classrooms are equipped with a Lock Blok, which is a black rubber latch on the inside of doors that allow the door to remain locked, but will create a barrier so that the door does not fully close. This allows students to come and go freely, while the door remains locked. All one must do is move the Lock Blok to the closed position to allow the door to be fully locked. This makes it quick and easy to lock the door when class begins, or in the event of an emergency.

*Full details (including images and video) for how to engage the Lock Blok are available online.*

**Questions for Campus Public Safety?**

<table>
<thead>
<tr>
<th>Contact: Campus Public Safety Office</th>
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<tbody>
<tr>
<td>Phone: (714) 432-5017</td>
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</table>

**Disruptive Behavior**

Occasionally, you may find a student whose behavior is of concern to you. The following guidelines will help you to decide the best way to deal with a troubled student.

**Situation:** The student is disruptive in the classroom (e.g. loud and pushy). The behavior is inappropriate but controllable; comments are bizarre or unrelated to the subject at hand.

➢ **Recommended Action:** Talk privately with the student and set behavioral limits clearly, e.g. “You may not continue in the class if you monopolize the conversation,” or "You cannot remain in the class if you continue to disrupt it." If the disruptive behavior continues, ask the student to leave the class for the day and report to the Dean of Students. *Immediately* send a memo documenting the incident fully to the Dean of Students. (No meeting can occur until documentation is received).

**Situation:** The student openly expresses anger, acts the anger out in class, appears potentially violent, or makes verbal threats.

➢ **Recommended action:** Ask the student to leave class for that day and not return until he/she
met with the Dean of Students. If the student refuses, contact Campus Safety immediately at ext. 25017. Contact the Dean of Students for disciplinary action at ext. 25721 immediately. *Immediately* send a memo documenting the incident fully to the Dean of Students. (No meeting can occur until documentation is received.)

If a student’s behavior concerns you, submit an Incident Report to the BAT team.

If a student appears dangerous to other students or the faculty member, Campus Safety should be contacted at once (714) 432-5555 or, from a campus phone, ext. 25555.

Questions?
Contact: Derek Vergara, Dean of Students
Phone: (714) 432-5741
Email: dvergara2@occ.cccd.edu

Campus Contacts

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Senate</td>
<td>714-432-5050</td>
</tr>
<tr>
<td>Accounting</td>
<td>714-432-5599</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>714-432-5024</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>714-432-5766</td>
</tr>
<tr>
<td>Bookstore</td>
<td>714-432-5896</td>
</tr>
<tr>
<td>Business Department</td>
<td>714-432-5867</td>
</tr>
<tr>
<td>Campus Safety &amp; Security</td>
<td>714-432-5017</td>
</tr>
<tr>
<td>Community Relations</td>
<td>714-432-5725</td>
</tr>
<tr>
<td>Community Education</td>
<td>714-432-5880</td>
</tr>
<tr>
<td>Consumer &amp; Health Sciences Division</td>
<td>714-432-5702</td>
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</tbody>
</table>
Contract Education 714-432-5916
Counseling Division 714-432-5078
Counseling Center 714-432-5700
Disabled Students Center 714-432-5807
Enrollment Center/Answer Center 714-432-5072
EOPS 714-432-5638
Visual and Performing Arts Division 714-432-5629
Financial Aid Office 714-432-5508
Foundation Office 714-432-5645
Housing Office 714-432-5940
Instructional Innovation Center 714-432-6888
International Education 714-432-5940
Job Placement 714-432-5575
Library 714-432-5885
Literature & Languages Division 714-432-5716
Math & Sciences Division 714-432-5846
Personnel Services 714-432-5630
Physical Education and Athletics Division 714-432-5766
Sailing Center 949-645-9412
Scholarship Office 714-432-5730
Social & Behavioral Sciences Division 714-432-5753
Staff Development 714-432-5920
Student Success Center (Tutorial Center) 714-432-5559
Technology Division 714-432-5194
Transfer Center 714-432-5894
Transfer Opportunity Program (TOP) 714-432-5792