Business Division
Faculty Handbook

Revised 08/21/2023

Table Of Contents

I.   Introduction

Land Acknowledgement

Mt. San Antonio College is located on the lands of the Kizh Nation. We in the Business Division honor with gratitude the land and the people of the Kizh Nation both past and present, as well as future generations. We in the Business Division are committed to using the privilege of being on these lands to benefit humanity through service to others, education, and thoughtful advocacy for the rights of all students and employees.

About the Business Division

Welcome to the Mt. San Antonio College Business Division. We are thrilled to say that you are a part of our team, and we would like to extend a warm welcome to our returning and new faculty members!

The Business Division's educational programs and services are designed to respond to the changing trends, needs, and job requirements of the community, state, and national economy while ensuring a high quality of education. The division offers over 120 certificate and degree programs in: Accounting, Business Management, Child Development & Education, Computer Information Systems, Consumer Studies, Culinary Arts, Fashion Design & Merchandising, Hospitality & Restaurant Management, Interior Design, Nutrition & Foods, Paralegal Studies, and Real Estate.

The Business Division also includes the services of a:

- Career Education Office
- Career Services Specialist
- Center of Excellence
- Child Development Center
- Computer Laboratory
- High-School Articulation Office

The Business Division's educational departments and their program areas include:

- Accounting and Management Dept.
  - o (Accounting, Business Management, Business Office Communications, and Marketing & Sales)
- Business Administration Dept.
  - o (Business Law, Economics, Paralegal Studies, and Real Estate)
- Child Development and Education Dept.
- Computer Information Systems Dept.
  - o (Computer Basics, Database Management, Mobile Programming, Networking, Programming, Computer & Network Security, and Web Development) Big Data, Artificial Intelligence, and Amazon Web Services (AWS).
- Consumer Sciences and Design Technologies Dept.
  - o (Family & Consumer Sciences, Fashion Merchandising & Design, Hospitality & Restaurant Management and Culinary Arts, Interior Design, and Nutrition & Foods)

Mission Statement

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.

Vision Statement

Mt. San Antonio College strives to be a fully student-centered and welcoming campus that provides our diverse community an educational experience which is anti-racist, integrated, connected, and technologically advanced with unique and distinguished programs in an expansive and sustainable environment. We will devote energy, thoughtfulness, and passion to provide leadership in community college teaching, programs, and services. We will provide quality educational programs and support services by advancing student achievement and equity within a climate of integrity and respect through our core values. We will consistently exceed the expectations of our students, our staff, and our community.

Core Values
- **Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- **Equity and Diversity:** We value diversity in all aspects of the human condition. We pursue equity by empowering each person to achieve their success.
- **Community Building:** We collaborate in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the basic human and academic development needs of students and the community both in our planning and in our actions.
- **Social Justice:** We serve the whole person by choosing restorative justice over discipline, offering wellness and behavioral support instead of exclusion, and actively creating an atmosphere of safety and support.
- **Anti-racism:** We are actively and unapologetically anti-racist in all aspects of our work.
- **Lifelong Learning:** We promote the continuing pursuit of learning through equal access to high-quality teaching and support services.
- **Positive Spirit:** We work harmoniously, show empathy, and take pride in our work.
- **Effective Stewardship:** We maintain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funds.
- **Sustainability**: We value environmentally conscious practices, and prioritize the planning and implementation of activities that improve the environment.
  Approved by the Board of Trustees on September 14, 2022

College Goals

- **Priority 1:** Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
- **Priority 2:** Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
- **Priority 3:** Develop and expand strategies for communication about opportunities for students that support retention, persistence, and success.
- **Priority 4:** Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
- **Priority 5:** Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
- **Priority 6:** Ensure open and authentic communication and coordination among stakeholders to support achievement of all College goals.

Diversity, Equity, Inclusion, Social Justice, and Anti-Racism (DEISA)

The Business Division is committed to the colleges Diversity, Equity, Inclusion, Social Justice, and Anti-Racism (DEISA) goals, initiatives, and practices. DEISA plays an important role in our service to our students, and it can be intentionally and thoughtfully embraced and embed in virtually every aspect of the college's operation including: strategic planning, hiring practices, student services and support, instruction, classroom and curriculum, data assessment, and campus messaging.

Integrating DEISA in the Classroom

As a faculty member, we invite you to reflect and explore ways in which you can participate in the college's DEISA efforts. In 2021, Mt. SAC participated in the USC Equity Institute eConvenings, which provided recommendations on how DEISA could be incorporated within colleges. The following are a few recommendations on how DEISA may be adopted by faculty:

1. Read and discuss (with your colleagues) literature on race and racism to achieve personal growth in anti-racist behavior. Consider books such as *How to be an Anti-Racist* by Ibram X. Kendi, and *Across That Bridge: A Vision for Change and the Future of America*, by John Lewis.
2. Take steps to [decolonize your syllabus](#) and implement antiracist statements in your syllabus, in addition to creating assignments and grading systems that are equity-minded.
3. Provide students with a list of scholars, industry leaders, or pioneers of diverse backgrounds in your field and assign a mini-report about and have the students tie it to what they are learning in the classroom.
4. Develop a Cultural Curriculum Audit.

This is neither exhaustive nor comprehensive, you may choose to adopt some of these recommendations or explore different ones.

Actively engaging in DEISA efforts means educating yourself about what you don't know, taking meaningful action towards integrating DEISA in your work, and thoughtfully reflecting on what worked and what did not.

Key Contacts

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II.   Administrative Policies and Guidelines

Absences

Per faculty contract (16.B.10 Notification of Absence), when a faculty member is going to be absent from class, the faculty member must "contact the office of the division dean whenever there is a need to be absent and at least thirty (30) minutes prior to missing any work assignment. Should circumstances prohibit this notification, the unit member shall notify the division office in writing, within one week of returning to work, providing the reasons why advance notification was not given." You may notify the division via phone by calling (909) 274-4600. Please provide your name, department, date(s) of absence, and type of leave being used, the class(es) you will be missing (course, time, and location). Your class will be posted unless otherwise requested. If you cancel an evening course after the Business Division Office closes, you must also call the Business Division Computer Lab at (909) 274-4701 to have the class posted.

At the end of each pay period, the division office will prepare a Faculty Absence Report form including all absences reported during that specific pay period and send it to the faculty member to sign and return.

A.   Sick Leave

Sick Leave shall be provided subject to the following conditions:

a. Entitlement shall not begin until after the faculty member has formally accepted his/her assignment.
b. Sick leave shall be accrued at the rate of one (1) hour earned for each 18 hours of teaching.
c. Sick leave shall be cumulative each term the employee works.
d. Sick leave shall be earned for summer/winter intersession teaching at the rate of one hour earned for each 18 hours of teaching.
e. Unit members may use all accumulated sick leave for absences during a term or a summer/winter intersession.
f. Accumulated sick leave report is available through the portal. The goal is to have this available each fall.

B.   Bereavement Leave

Without loss of salary, faculty members shall be entitled to a maximum of three (3) days leave of absence, [or five (5) days of leave if travel of more than 200 miles one way] as a result of the death of any member of the faculty member's immediate family. Immediate family shall include the members' spouse/domestic partner, the member or member's spouse/domestic partner's sibling, parent, grandparent, child, grandchild, aunt, uncle, nephew, niece, or any other member of the immediate household.

C.   Personal Necessity Leave

Personal necessity leave does not require a stated reason. The following limits and conditions are placed upon the use of cumulative sick leave for personal necessity leave:

a.   Adjunct members may use sick leave for personal necessity, but only in an amount equal to 50% of the hourly sick leave entitlement for the employment period during which the personal necessity leave is taken. The computation of 50% of sick leave will be rounded to the nearest whole hour.
b.   The days allowed shall be deducted from, and may not exceed, the number of full days' sick leave which the unit member has earned.
c.   Personal necessity leave shall not be granted during a leave of absence.
d.   Payment for personal necessity leave shall be made only upon processing of your hourly faculty absence report form by the Payroll office. A notice of intent to use this leave shall be submitted in advance whenever possible.

Using the Portal

Most class management transactions, including dropping students and submitting final grades, are handled through web-mediated processes. In order to complete important faculty functions, you will need to claim your Banner account on the portal and use it to access the Banner Faculty Self-Service Menu. A detailed set of directions is provided below.

- Logging in and out of the portal
- Launch a web browser and go to: https://inside.mtsac.edu/.
- Enter your username and your password on the Secure Access Login. This is your MSAC domain password that you use to log on to the Mt. SAC system.
- Faculty logging in for the first time will be required to answer five security questions and will be asked to change their password.
- Click the **Login** button.
- To log out, click on the **Logout** button on the upper right of the page at the top.
- If you have problems logging in, please call the help desk at extension 4357.

D.   Accessing your Class Rosters

Rosters contain key information about deadlines for adds, drops, and refunds, as well as real time enrollment information. Rosters viewed through the portal will update daily as students add and drop your classes.

- To print class rosters, click on the **Faculty** tab at the top of the page to view the channels created especially for faculty use.
- On the right-hand side of the screen in the Faculty Self Service menu click on **Print Your Class Rosters.**
- Select the current term and click the **Select Term** button.
- Select one or more of the CRNs (course reference numbers) and click the **Create Roster(s)** button.

- Use your browser's print function to print your class rosters.

E. Adding students to Credit Courses

- You cannot add students directly to your classes using Banner.
- You must provide students whom you wish to add to your classes with add authorization codes. These codes should NOT be distributed until the first day of class.
- The add authorization codes will be included with the class rosters you obtain from Banner and will also be provided.
- Students should first be added according to their position on the wait list.
- If there are any remaining seats (per the official class size for the course) after going through the wait list, students should be added according to their priority registration date/time. You may add up to 20% of the class limit without approval.
- Student priority registration date/time is included on one of two forms - the "Student Schedule/Bill" and the "Registration Status" form.
- You should be aware that students may attempt to alter their registration date/time. You may verify each students' date/time by going to the **Faculty Self Service** channel on the faculty tab in the portal and click on the link that reads: **View Student's Registration Appointment** Please report students who alter their registration information to the Office of Student Life.

F. Dropping Students from Credit Courses

It is critical for you to be aware of 'key dates' appearing on each of your rosters and the deadlines for faculty-initiated transactions. These deadline dates include:

- No show (NS) – you may enter no shows up until the 'last day to drop with a refund', but the NS code should be used only for students who never attended the class.
- Last day to drop with a refund (early drop period)
- Last date to drop without a "W"
- Last date to drop with a "W"

Faculty must submit No-shows for each course by the established deadline. Faculty may also initiate the Last date to drop with a "W".

The particular kind of drop a student can receive is dependent on the day the roster is viewed. For example, the FF code (drop for full refund) will not be available beyond the refund deadline. The 'effective date' of the drop is the SAME as the submission date for the drop. Faculty are encouraged to enter drops regularly to keep rosters accurate and to avoid unnecessary penalties for students. The drop form cannot be used to back-date a drop. Drop deadlines will be strictly adhered to. Faculty only need to provide the 'last date of attendance' for each student dropped.

Because the drop dates and codes are COURSE-SPECIFIC, the critical dates for one CRN may be different than those for others. Please be aware of the specific drop dates for your courses which are listed directly below the general course information. The District will no longer be able to provide effective prompts or reminders that will apply to all courses and students. You are responsible for monitoring and adhering to the designated deadlines.

1. **Drop code key for faculty:**
    - NS = no show – never attended
    - FF = drop with full refund (early drop period) FG = Faculty drop without refund prior to census FR = Faculty drop after census and before W
    - FW = Faculty drop with W

1. To drop students from your class, click on the **Faculty Drop Roster** in the <u>Faculty Self-Service Menu</u>.
2. It should be noted that drop codes are date sensitive. The list of drop options you can choose from will only be those that are legally permissible. The drop options available to you will change as the term progresses.
3. Select a Term and click **Submit** and then select a CRN and click **Submit.**
4. Click on the **Drop** box to select students to be dropped from the class and click on the **Submit Students** button before leaving each page.
5. Any registered student who does not attend the first-class meeting should be dropped as a "No-show".
6. Students registered in classes with lecture and lab should be "No-showed" after both the lecture and lab have met.
7. Confirmation of the drop will appear in the Reg Status/Date Column.
8. You cannot submit a 'W' for any student after the final drop date.

2. **Drop for DL courses**

If you are teaching a distance learning course, you need to adopt a method to verify whether your students are present or a No-show (NS). It is vital that you drop no-show students promptly. It is recommended that you have your students log into Canvas on the first day for the class to complete an assigned activity within the first 24-48 hours. It is up to you to determine what the activity is and whether it will be for a grade or not. Here are some examples. You may consider some or a combination of these activities, or adopt something entirely different:

- Have students watch a Canvas orientation video and complete a quick quiz on it.
- Have students post a message on a discussion board to introduce themselves.
- Have students complete their profile and upload professional headshot.
- Have student complete an open book syllabus quiz.
- Have students complete an online scavenger hunt.

The goal is not to test the students' knowledge on the first day of class, but to provide method to verify their attendance and participation at the start of class.

NOTE: You <u>cannot</u> require students to login to Canvas or complete any activities <u>before</u> the official start date of your course.

G. **<u>Submitting Grades</u>**
1. The deadline to submit grades is always the **<u>Tuesday following the end of class</u>**.
2. Final grades must be submitted in Banner. (This includes noncredit ABE, ESL, and vocational courses, which are recorded as P-Pass or N-No pass, based on a C equivalent or better.)
3. The grading pages will time out after 30 minutes so be sure to click submit often.

4. To submit final grades, click on **Final Grades** in the Faculty Self-Service Menu.
5. Select a Term and click **Submit** and select a CRN and click **Submit.**
6. Use the drop-down box next to each student's name to select the student's final grade. Please note that the hours field should be left blank except for positive attendance courses.
7. Click on the **Submit** button when you have finished the entry for all students.
8. There is a new channel on the faculty tab called "Faculty Grade Assignment" that has an icon that should switch to a checkbox within a few hours of grade submission.
9. Copies of grading rationale must be retained by the professor for a minimum of 2 years.
10. Noncredit warning: DO NOT enter a "Last Date Attended" for noncredit course grade entry. Due to positive attendance, it will interpret this as a drop and will ignore the grade.

Grade submission deadlines are always the **Tuesday after the class ends**.

H.   Credit Positive Attendance
1. If you are teaching a class that has arranged hours (noted in the schedule of classes as "Arranged" or "TBA") you are required to record positive attendance values when entering your final grades.
2. To record positive attendance, input the total number of student attendance hours, including 2 decimal places, on the **Final Grades** section under Attend Hours of the Faculty Self-Service Menu.
3. If the student dropped or received a failing grade, the attendance hours must be entered. Leaving the Attend Hours field blank will generate an error.   Enter 0.00 if the student did not attend any hours for the class.
4. If you are not sure whether or not your class requires positive attendance recording, please contact your division office.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Aguirre, C :tavo	A02)* .7	12.000	**Web Registered** Jul 30, 2009	A	Y		15.00	19

For classes coded to collect positive attendance via the Lab Attendance system (Attendance method of 'PB'), students' time in the lab is captured from check-in/out times. These positive attendance hours will be automatically posted to the student's record and grade roster. All other positive attendance classes will require manual entry.

The Last Date of Attendance is needed only for credit students who have dropped. This date is important for financial aid processing. It is never used for noncredit students.

III. Instructional Policies and Guidelines

Official Communication

All campus communications will be done via **Mt. SAC email**. It is imperative that you check your Mt.SAC email regularly and use it to communicate with your students and staff.

Change of Class Meeting Place

The Business Division Office must be notified, and approval granted by the dean or associate dean prior to changing the meeting place of a class to a location other than the one originally scheduled. If you or one of your students need to be reached in an emergency, office personnel must be able to locate your class quickly! If you are temporarily meeting in another location, such as the Library or Business Division Computer Lab, please notify the division office (Ext. 4600) and post a sign on the classroom door.

Field Trips and Off Campus Meetings

Any time your class will not be meeting at its regular location/time, a Request and Agreement for Use of College Vehicle form must be filled out, approved by your department chair, and submitted to the Division Office two-weeks **PRIOR** to the occurrence. Forms are available in the Division Office or the Instruction Office **(see attached Field Trip Authorization and Student Agreement).**

A.   Off-Campus Meeting:

Use the **Field Trip Authorization** form and complete Section A indicating an *"Off-Campus Class Meeting"*.

B.   Field Trip WITHOUT Transportation:

Use the **Field Trip Authorization** form, complete Section A and indicate *"Students will provide own transportation"* across the bottom of the form. Forms should be submitted at least two-weeks in advance if possible. Under no circumstances should you transport students in your own personal car due to liability.

C.   Field Trip WITH Transportation:

Use the **Field Trip Authorization** form and complete Sections A and B. Forms must be submitted one month prior to the event.

Class Meeting Time/Breaks

Classes begin and end promptly at the schedule time. Breaks are included (10 minutes for every 1 hour 40 minutes of scheduled class time) and MUST be taken during class time and not at the end of class.

Required breaks are shown in the tables below:

16 Week Semester				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	10 Minutes	No Break	N/A	N/A
54	20 Minutes	No Break	N/A	N/A
72	30 Minutes	10 Minutes	No Break	N/A
108	50 Minutes	20 Minutes	10 Minutes	No Break

8 Week Short-Term				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	30 Minutes	10 Minutes	N/A	N/A
54	50 Minutes	20 Minutes	10 Minutes	No Break
72	70 Minutes	30 Minutes	10 Minutes	10 Minutes
108	N/A	50 Minutes	30 Minutes	20 Minutes

6 Week Intersession				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	40 Minutes	10 Minutes	No Break	No Break
54	70 Minutes	30 Minutes	10 Minutes	10 Minutes
72	N/A	40 Minutes	20 Minutes	10 Minutes
108	N/A	70 Minutes	40 Minutes	30 Minutes

Course Eligibility Status

Students must meet all established prerequisites to enroll in a class. A student may challenge their eligibility status if they can, in some way, document meeting the established prerequisites. Faculty should advise students to complete a "Petition to Challenge Course Prerequisites" form available in the division website at located online at
https://www.mtsac.edu/business/studentforms

Low Enrollment

At the beginning of each semester, the Division Dean and Associate Dean will monitor your class counts to determine whether enough students are enrolled. If the number is low, the class may be canceled. To maintain a full teaching load for all full-time professors, the division in consultation with the department makes reassignments as needed. Many professors find that making flyers for classes where enrollment tends to be low can help a class to "make" minimum enrollment.

Attendance and Drops – Students are expected to regularly attend class. Professors are responsible for informing students of their attendance and absence policy on their class syllabus. Professors are to drop students immediately on determining that the student is no longer actively enrolled. Students dropped from classes after the 3rd week through the 10th week, or 62% of the time the class is scheduled to meet in the case of short term classes, shall be assigned a withdrawal grade (W) in accordance with College policy and will not show up on the Final Grades pages at the end of the semester.

Textbooks and Specialized Supplies

The responsibility for selection of texts is vested in the department. Department chairs are responsible for ordering books. In some cases, faculty are allowed individual choice of basic texts, required supplementary and recommended books, subject to approval by the department chair. In some cases, departments have pre-selected books for particular classes.

D.   Zero-Cost Digital Materials

Faculty are highly encouraged to explore and consider adopting Zero-Cost Textbook and digital material options for their classes. Adopting zero-cost digital materials support our students as most of them experience financial hardships. Additionally, courses designated with the Zero-Cost Digital Materials Icon on the searchable class schedule have been found to fill first. For more information on Zero and low cost digital materials, please visit: The Textbook and Instructional Materials Committee webpage at: https://www.mtsac.edu/governance/committees/timc/

Final Grades

Final course grades must be input by the **Tuesday** following the **end of the class**.

E.   Grade Requirements

Sufficient grades and examinations should be given in each class to provide a fair basis for evaluating the work of each student. The college requires **a minimum of three (3) grades in addition to the final examination** as the basis for a course grade. Additionally, if you teach a **lecture/lab** parity course**, there must be a final for the lab portion and the lecture portion.** Your department may have additional requirements. All grades used in the calculation of the final grade must be recorded and back-up documentation must be available and retained for at least one year. Final exams must be given according to the Final Exam Schedule in the Class Schedule located on-line at https://www.mtsac.edu/schedule/finals/. If it is a short-term class, the final exam is to be given the last day of class. **The Business Division requires that you submit your final exam schedule the first Friday after the course starts with the following information to the following link** http://www.mtsac.edu/business/finalexam/

- class CRN
- date

- time
- and location

F. **Progress Reports**

Professors should communicate with students who appear to be having difficulty in the class and refer them to Tutorial Services, Accessibility Resource Centers for Students (ACCESS), Learning Assistance Center, Extended Opportunity Programs and Services, or other available services.

Office Hour

G. **Full-time Faculty:**

Per faculty agreement, full-time faculty are expected to schedule 4 hours per week for office hours. Office hours must be:

1. listed your syllabus
2. posted on the faculty office door or suite
3. submitted electronically to the Business Division online at http://www.mtsac.edu/business/officehours no later than the end of the first week of school (Fall and Spring terms only).

Submission reminders with specific details and instructions are typically emailed to the faculty prior to the start of the semester.

H. **Adjunct Faculty:**

Your course syllabus should contain pertinent information about the course and how and where the students can contact you. To qualify for the office hour stipend, one or more of the following must appear on your syllabus:

- Voicemail or other phone number
- Email address
- Designated 1 hour of office time per week with regular day, time, and location.
- In-person office hours with students must be held on-campus to ensure accessibility, safety, and liability reasons.

The Adjunct Faculty Office is located at **77-2030**.

Visitors & Guest Speakers

No person may be allowed to attend a regularly scheduled class unless officially registered for that class. Permission to visit a class must be secured from the professor. A visitor shall not

attend class on a regular basis. Examples of visitors include: guest speakers, student friends, potential students, or minor children of officially registered students.

The appearance of a visitor or guest speakers before a class must be documented by the professor to the Division Dean prior to that appearance through the [Visitor/Guest Form](#), which is available on the Business Division website under Resources>Faculty & Staff Resources.

Please notify your visitor/guest speaker of campus parking policies and pay/visitor lots before they arrive to avoid a citation. If you need to request a guest parking permit, you can do so on the Visitor/Guest Form.

Please note that the form should be submitted to the Division Office **at least 24 hours prior** to the visitor/speaker's scheduled time of appearance if not requesting a parking permit. If a parking permit is needed, please submit this form **at least 1 (one) week in advance** of the event as the parking permits are issued by the Instruction Office, not the division.

Cheating and Plagiarism

The College considers cheating to be a voluntary act for which there is no acceptable excuse (refer to College Catalog for full text and policy). The following statement could be included in your syllabus.

"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."

The term "cheating" includes but is not limited to:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another student take an examination for you
- Forging or altering registration or grade documents

The professor who determines that a student has cheated has the right to give an "F" for the assignment. Professors may not fail or drop a student from the class for an act of cheating or plagiarism if the student can meet, or has already successfully met, the preponderant balance of course objectives as specified in the Course Outline of Record. Faculty must report all instances of alleged academic dishonesty to the Office of Student Life.

18

Student Discipline Policy

Professors are expected to enforce acceptable standards of behavior in the classroom. A professor may remove a disruptive student from his/her class for the day of the removal and next class meeting.   This <u>must</u> be immediately reported to Director of Student Life. Please use the online reporting for at https://www.mtsac.edu/studentmisconductreport.

Syllabus

A syllabus communicates to students in writing the content and process of a course. While not strictly a contract, it does represent a codification of course content and procedures. Students and faculty are expected to follow the syllabus and are held accountable for its content. It acts as an important guide and reference for course participants.

Syllabi vary in format, content, and length, once the very basic information has been included. Basic Information serves to anticipate and answer student questions about why they should take this course, their ability to complete the required work, and the teaching-learning styles contained in the course. Students appreciate complete, comprehensive syllabi because information in the syllabus helps them succeed, and students urge faculty to make syllabi inclusive, rather than eliminate information in order to conserve natural resources.

For the professor, preparing information for inclusion in a syllabus helps organize the course calendar, identify areas of emphasis, and formalize policies on evaluation and procedures. For both faculty and students, syllabus information minimizes misunderstandings about due dates, grading criteria, and similar policies. In this way, syllabi serve to protect the rights and spell out the responsibilities of course participants, see syllabus section for details.

I.   <u>**Checklist**</u>

The official course outline for each course is available online at http://webcms10.mtsac.edu/ and should provide the basis for designing your individual syllabus. A separate syllabus for each course and section taught should be distributed on the first day of the course and should specify to the students the expectations and directions of the course. The following is a checklist of the items that should be on your syllabus.

☐ College Name	☐ Textbook Information
☐ Course Number	☐ Course Outline
☐ Course Title	☐ Weekly Schedule of Activities
☐ Course Reference Number (CRN)	☐ Required Materials/Supplies (when appropriate)
☐ Semester / Year	☐ Assessment Methods
☐ Credit Hours / Unit	☐ Important College/Course dates
☐ Class Day(s) / Time	☐ Teaching / Learning Methods

☐ Class Location	☐ Course Expectations and Classroom Rules
☐ Pre-requisites / Co-requisites	☐ Grading Rationale / Grading Policy
☐ Office Location	☐ Attendance Policy
☐ Office Hours	☐ Drop / Withdrawal Policy
☐ Phone number / Voice Mail	☐ Make-up Assignment/Exam Policy
☐ Email Address	☐ Late Work Acceptance Policy
☐ Learning Management System	☐ ACCESS Statement for students with disabilities
☐ Course Description (from Catalog)	☐ Academic Misconduct Policy
☐ Student Learning Outcomes (SLOs)	

J.   Basic Course Information

College Name:	The College Name should appear centered and bolded across the top of the first page of the syllabus.
Course Number:	You'd be surprised how many students sit through the first class session until they realize they are in the wrong course. The course number at the top of the page can reduce this problem.
Course Title:	This should be the official title of the course.
Course Reference Number (CRN):	This should appear close to the Course Number so the students know they are in the correct section of the course.
Semester / Year:	Having the semester and year specified on the syllabus helps if a question is raised after the course is finished and the syllabus has to be located at the division office.
Credit Hours / Units:	The number of units that the student earns with a passing grade should be clearly stated.
Class Day(s) / Time:	State the day(s) and the times that the class meets.
Class Location:	The classroom number including the building number/name should be listed.
Pre-requisites / Co-requisites:	State here any Pre-requisites and Co-requisites for the course.
Class Duration:	Giving the student the start date and end date of the course helps them to plan their personal calendars.

K. **Professor Information**

Office Location:	State where your office is located, including building number/name and room number.
Office Hours:	State when you may be reached by phone in your office or when a student can meet with you personally.
Phone number / Voice Mail:	Include a work phone number where a student can reach you or leave you a voicemail message. Please avoid using your personal number. If you must use your cell phone, please consider using a service such as Google Voice or similar. Refer to the Telephone section for setting-up a virtual number using Google Voice.
Email Address:	Include your Mt.SAC E-Mail address. You may not use your personal email address to communicate with students. Please include an estimated turn around time for when your students can expect to hear back from you (*e.g. I will respond to emails within 48 hours Monday through Friday*)
Learning Management System:	If you are using Canvas, please include instructions on how students can access the system.

L. **Course Information**

Course Description: (from Catalog)	This description should match what is in the College Catalog and should be a general course content overview.
Student Learning Outcomes (SLOs): *The official SLOs for all courses are available at: https://www.mtsac.edu/slo*	Outcomes describe knowledge/skills that a student is to have after successfully completing the course. List your actual course SLOs. *Example:* Student Learning Outcomes. Students completing BUSD100 will be able to: 1. Analyze the operational and cost control performance of a small business. 2. Conduct break-even analysis on retail business and conduct cost-volume-analysis to determine the number of customers needed to attain desired profits.

Textbook Information:	List the textbook(s) that are required for class work. Include title, author, publisher, edition, and ISBN number. For e-textbooks please provide a link, *if available*.
Course Outline:	Include an outline of the major topics covered in the course. This can be taken from WebCMS at http://webcms10.mtsac.edu/ for the course.
Weekly Schedule of Activities:	Include a detailed schedule of what topics will be discussed or what activities will be performed for each day in the course: 1. topics and corresponding text chapters. 2. dates of quizzes, exams and final exam. 3. due dates for assignments, papers, projects, etc. 4. required special events dates, field trips, etc. 5. (optional) include a disclaimer that the course schedule may be changed at the discretion of the professor) (The calendar is a major help to students struggling to get organized while learning to juggle study schedules, free time and work schedules).
Required Materials/Supplies: (when appropriate)	If there are any materials that students are required to purchase, list them for the students.
Assessment Methods:	List the ways that students will be assessed, i.e., assignments, exams, quizzes, etc. Be sure to also include the points and/percentages allocated for each assessed activities.
Important College/Course dates:	List any important campus or course dates that should be brought to the students' attention, such as: Drop and Withdrawal dates, Final Exam date and time, holidays, etc
Teaching / Learning Methods:	List all the types of activities that will occur during the course. For some courses this will be one word ("discussions" or "lecture") and for others there will be a varied list) debate, term paper, oral criticism, readings, performances, etc).

M.   Course Policies

Course Expectations and Classroom Rules:	Here the professor should explain what his/her expectations and classrooms rules of students. Include your expectations and rules about attendance, required behaviors and practices, communication protocol, assignment completion, performance standards, incomplete grades, etc. Be sure to include any consequences or penalties imposed for failing to meet any of the established expectations and rules. <u>You may not arbitrarily impose penalties on students if you have not clearly documented them in your syllabus.</u>

Grading Rationale / Grading Policy:	Clearly state the detailed process for determining student grades. It should be stated in a manner so that anyone could take your policy and your roll book or grades sheet and arrive at the same ending/overall grade that you did. This may include the relative weights of assignments, tests, or course components, and the grading scale
Attendance Policy:	State your expectations for student attendance in the course and list any policies related to attendance *(please be specific)*.
Drop / Withdrawal Policy:	Reiterate the college's policy for dropping or withdrawing from a course.
Make-up Assignment/Exam Policy:	If you will allow students to make up exams and/or quizzes, list those policy details.
Late Work Acceptance Policy:	If you have a policy about students turning in late work, list those policy details.
Statement of accommodations for students with disabilities:	All syllabi must include a statement referring students to the college's commitment to accessibility. The Division recommends the following statement for your syllabus: Mt. SAC strives to make all our courses accessible to everyone. If you have difficulty accessing any class material or have special needs, please let me know as soon as possible. Additionally, to receive authorization for classroom accommodations for verified disabilities contact Accessibility Resource Centers for Students, or you may contact the 504/ADA Officer located in Human Resources in the Administration Building, your success in my class is important to me.
Academic Misconduct Policy	Faculty should clearly communicate their expectations and sanctions for violations of academic integrity. Refer to the college's official policy. A common syllabus statement is "Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's work or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgement. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute the grounds for a failing grade, probation, suspension, or expulsion."
Extra Credit Policy:	If you have a policy about students earning extra credit points, list those policy details. If you offer extra credit assignments or activities, you must ensure that is made equally available to all students.
Lab Hours / Lab use	If the use of the Business Division Computer Lab is recommended, information about the lab and its use should be included.

N.   **For Online & Hybrid Courses:**

Minimum Requirements for taking the Course:	Include any necessary requirements for the online environment, such as: • This is a Distance Learning class. Students will be required to have access to a personal computer with an Internet connection. • If students are required to use their Mt.SAC email addresses it should state that.
Required Meetings on Campus:	Spell out any time the students are required to come to campus, including such items as mandatory meetings, group meetings, exams, etc, including, if possible, approximate dates when students will be required to come to the campus.
Expected Online Times that are Required:	State the approximate amount of time that students should be spending doing online activities. Students need to understand that there is still a robust requirement for study in an online class.
Online Expectations of the Professor:	Professor expectations can include such items as: • How often student is expected to check the website for new information and work • How quickly student is expected to respond to professor questions/comments • Due dates for weekly assignments / late policy, etc. Online behavior, such as respecting other students, no inappropriate language, constructive criticism only, etc.
Online Expectations of the Student:	Student expectations can include such items as: • When will new work be available for students • How much time will students get to complete work • How soon will the professor respond to questions, etc.
Discussion Board/Forum Rules/Etiquette:	List for the students any rules and regulations the students are to follow when making postings in an online discussion forum (rules of etiquette, etc.)

O. **Submitting Syllabi to the Business Division Office:**

All faculty (full-time and adjunct) must submit their course syllabi to the Division Office for each semester using the online syllabus submission form as a PDF or Word document. Please do not email your syllabus. A step-by-step guide on uploading your syllabus is listed on the next page. A video tutorial on how to upload your syllabus is also available at http://www.mtsac.edu/business/tutorials/howtosubmityoursyllabus/.

1. **File Naming Convention:**

Before you upload your syllabus to the online submission form, your syllabus file must adhere to the following naming convention:

"Course Number" and "Class Reference Number"

For example, if the syllabus you are submitting is for Course BUSM 20 and the CRN ("section number") was 10232, then the name of your syllabus file should be:

"**BUSM20-10232.pdf**"

Please submit your syllabus in **PDF format**. Please do not submit syllabi in any other format.

IMPORTANT:

1. If you are teaching multiple sections of the same class for example three sections of BUSM20, you must **submit a syllabus for EACH section with the corresponding CRN number to it.**
2. Accreditation requires syllabi to list student learning outcomes (SLOs). Therefore, please add your actual SLOs. The words "Student Learning Outcomes" must be listed on your syllabus. Simply listing Course Measurable Objectives (CMO) is insufficient. If your CMOs and SLOs are identical, please indicate that on your syllabus.

2. **Deadline:**

Syllabi must be submitted no later **Friday of week one** of the semester or intercession.

3. How To Submit Your Syllabus

STEP 1: http://www.mtsac.edu/business/syllabus/

STEP 2: Read and follow the instructions:

INSTRUCTIONS:

Please upload a copy of the syllabus for each course that you are teaching in FALL and ensure the following:
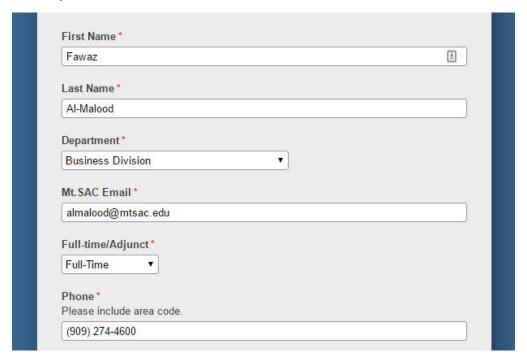
1. Naming Convention: Name your syllabus file(s) using the course ID number and the CRN. Example: "BUSM20-12345"

2. Be sure to include your:
-Mt.SAC contact information
-Office hours and location (Required: Fall & Spring)
-SLOs to your course
-Statement of accommodations for students with disabilities

3. Deadline: Upload all of your syllabi below no later than the FIRST week of the semester by 12PM Thursday.

IMPORTANT NOTE:
Accreditation requires syllabi to list course student learning outcomes (SLOs). Therefore, please add your actual SLOs. The words "Student Learning Outcomes" must be listed on your syllabus.

Per Article 18.B of the Faculty Agreement, submitting records in an accurate and timely manner is a contractual faculty obligation. Failure to submit accurate records by the established deadlines may be reflected on your faculty evaluation.
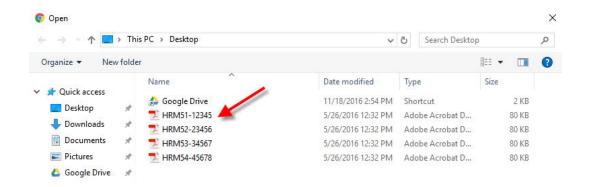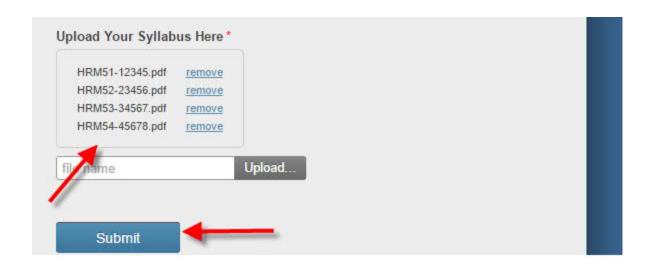
STEP 3: Complete the web form

First Name *

Fawaz

Last Name *

Al-Malood

Department *

Business Division

Mt.SAC Email *

almalood@mtsac.edu

Full-time/Adjunct *

Full-Time

Phone *
Please include area code.

(909) 274-4600

STEP 4: Click Upload

Upload Your Syllabus Here *

file name   Upload...

Submit

Powered by Smartsheet Web Forms
Privacy Policy | Report Abuse

STEP 4: A dialog box will pop-up. Use it to locate your syllabus and click on the syllabus that you want to upload. (Note: If you have more than one syllabus to upload, you will need to repeat step 4 for each syllabus you want to upload.)

STEP 5: Check to make sure that all of your syllabi have been uploaded and then click submit.

PLEASE **DO NOT EMAIL** YOUR SYLLABUS

IV.   Support Services

Learning Resources (Library)

Research – The library provides researchers with books that support the curriculum, full text article databases, and access to the Internet, including professionally selected Internet resources. Professional librarians are available during library hours to instruct and assist students, faculty and staff with research. The library also provides these resources through its website at https://www.mtsac.edu/library/ Call the Reference Desk (ext. 4289) for assistance.

Instruction – Professional librarians are available by appointment to teach research methods classes in all disciplines. Call the Main Desk (ext. 4260) to make a reservation. Schedules for each week are finalized the prior Wednesday. Reservations can be accepted before the semester begins.

Research Assignments – Remember that requiring research on a limited number of topics, or topics that are outside the scope of a standard first-year paper, guarantees that many students in the class will not have the appropriate resources available to them. Professional librarians are available to consult on the development or research assignments. Call the Reference Desk (ext. 4289) for assistance.

Printing Services
Materials that are needed to distribute as handout and resource materials for classes may be copied/duplicated in Printing Services located in Building 4 – Room 1802. There must be a minimum of 24 hours and a limit of three (3) requisitions per day. Classroom materials needed with less time may be copied in various campus locations. Printing Services has a 24-hour turnaround on most copy jobs.

- Hours of operation are 6:30 a.m. - 8:00 p.m. Monday through Thursday; Friday 6:30 a.m. – 4:30 p.m.
- There is a drop box for jobs when the office is closed. You can also submit jobs via a PDF file electronically online at: https://printingservices.mtsac.edu/

Jobs are normally completed within 4-6 hours during the week (while classes are in session), but please allow for a 24-hour turn-around. The week prior to the first week of classes may require more time.

Jobs submitted after 2:00 p.m. will be ready after 12 noon on the following work day. Jobs requiring off-line finishing (saddlestitching, folding, padding or cutting) will require more time.

Note: Faculty should **NOT** print syllabi, quizzes, exams, assignments, and other documents for their students on departmental or division printers. You must use printing services.

Mailbox Location:
- Adjuncts 77-2030 (Adjunct offices)
- Full-time 77-2030B (Workroom)

The Division Administrative Assistant will notify the front desk to create a mailbox for you once you come on board. If for some reason you do not have a mailbox, notify the Administrative Assistant. Please remember to check your mailbox regularly.

Telephone

Faculty are highly advised NOT to give out their personal phone numbers to students.

If you need to have students contact you on a direct number, it is recommended that you set-up a free Google Voice number rather than giving out your personal number to students at https://voice.google.com/

Part-time faculty can request a voicemail-only number for students to leave messages. It is possible to access voicemail messages from your students, colleagues and administrators from telephones both off and on-campus, seven days a week, 24 hours a day. (See attached Voicemail Request Form). If you choose to request a college voicemail number, **be sure to check your messages regularly.**

Computer Use/Support

A.   Adjunct Faculty
Computers are available in 77-2030 (adjunct faculty office) and in the Business Division Computer Lab 77-2010. If emergency assistance for technology is needed for the classroom, contact the Computer Lab at ext. 4701. If it is not an emergency, contact the help desk at ext. 4357. **(See attached Business Division HELP Instructions)**

B.   Students:
The Business Division Computer Lab in 77-2010 is available throughout the day and evening for our students to use.

Employee Well Being

Mt. SAC cares about your well-being, as such, the college has provided physical and mental support services to promote your wellness through the Wellness Center as well as the Employee Counseling Services.

C.   The Wellness Center

The [Exercise Science/Wellness Center (ESWC)](#) is a fitness and diagnostic training center that guides individuals in various states of physical conditions through a comprehensive training program helping them achieve an enhanced level of fitness.

Wellness Center Time and Location:
Monday - Friday   7 a.m. - 3 p.m.
Monday to Thursday   6 p.m. - 9 p.m.
Building 27A
(909) 274-4625
www.mtsac.edu/wellness

D.   Employee Counseling Center Wellness Center

Physical health is something we are often reminded to take care of. Mental Health is equally an important part of our lives. A robust mental health strategy can help us be more resilient and fulfilled and contribute to our overall wellbeing at work.

The Employee Counseling Services provides free short-term, voluntary and **confidential** counseling, workshops, information and referrals. Bilingual counseling in Spanish is also available.

Get short-term help with:

- Work-Related Stressors
- Personal/Family Concerns
- Transitioning to Mt. SAC
- Grief and Loss
- Burnout
- Referral to Community Resources

The [Employee Counseling Services](#) follows the Mt. SAC's Academic Calendar. Please see the Academic Calendar for the most current information on campus-wide schedules.

ECS Time and Location:

Monday to Thursday 8:00am-5:00pm
Friday 8:00am-4:30pm
Contact Us | (909) 274-6211
Building 7, Rm 1107, 1st Floor

Process for IT Help in Business Division:

This is to remind you all that in an effort to ensure that our Division IT staff can provide the best possible service; the Division had instituted the following process. We ask that all faculty follow this process, and in addition, the IT staff have been directed to only do what is within **THIS** process.

 Please follow these guidelines for reporting technical problems in the classroom

Instructional Emergency

Something preventing you from conducting instructional activities:

Call extension **4701** and we will get someone to your classroom as soon as possible (usually immediately).

Non-Emergency

Everything else: A Help Desk Ticket must be completed.

Call the helpdesk at extension **4357** on campus *or* (909) 274-4357 off-campus *or*

Email: helpdesk@mtsac.edu

1.   When reporting a problem please try to be as specific as possible. We're not expecting anyone to diagnose what's wrong themselves, but the more detail you can provide about what's going on the better equipped we are to troubleshoot the problem and get it resolved quickly and painlessly. When reporting problems with websites please include the date and time, website you were trying to access and which browser you were running.

   Examples:

   Not good - "The computer is broken"

   Good - "I can't log on to the computer"

   Better - "When I enter my password, I get an error message saying "Server Offline"

2.   Please report the problem as soon as possible after it occurs.

Faculty Voice Mail

Voice Mail is an excellent way to increase access and communication with your students, other faculty, administrators, and staff. We strongly encourage you to use our service as a viable support to your teaching experience at Mt. San Antonio College.

E.   <u>**Full-time faculty**</u>

Full-time faculty automatically receive an extension number and voicemail upon being hired. Adjunct do not receive an automatic extension number and voicemail, but may request one.
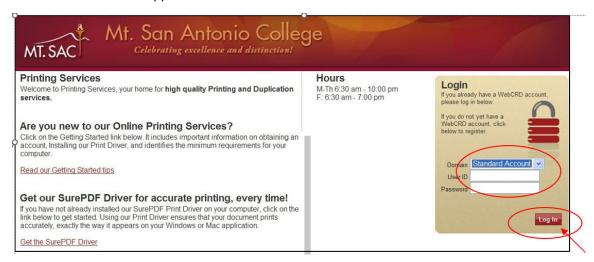
F.   <u>**Adjunct Faculty:**</u>
Should you choose to request a voice mail number please remember the following:

- Voice Mail numbers are permanent, **only if you teach consecutive semesters**. If you do not teach for a semester, your number will be deactivated and you will need to request a new extension when you resume teaching.
- Please check your mail regularly. It is a disservice to your students if you do not retrieve their messages.
- Full-Time faculty who are teaching an overload <u>do not need</u> to request a voice mail. Your regular extension is the one you will use.
- Should you have any questions regarding your voice mailbox, please contact the helpdesk at Ext. 4357.
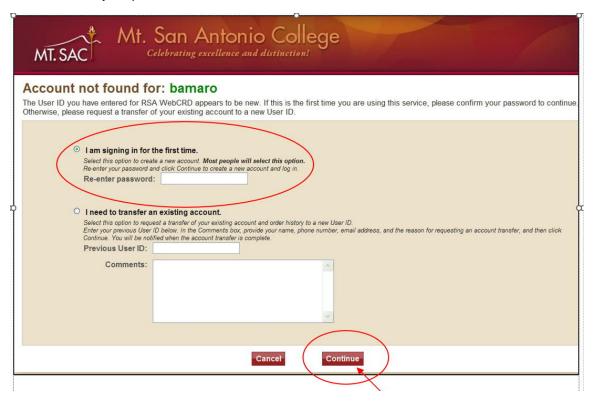
To receive a voice mail, please submit a request through the Help Desk at helpdesk@mtsac.edu or Ext. 4357.
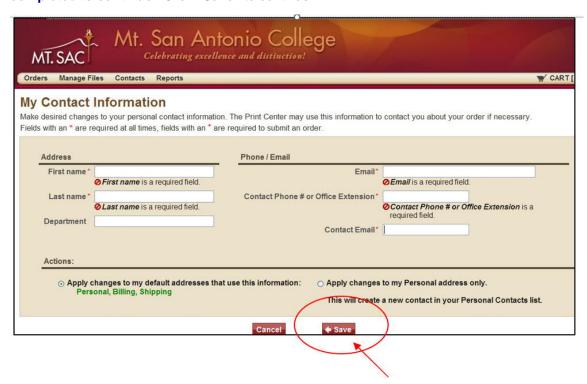
Printing Services Instructions

Go to https://printingservices.mtsac.edu/ Log in using your Mt.SAC Portal log-in information. This is the screen that appears . . . . Be sure that the Domain is **"Standard Account"**.

The first time you log-in, the following screen will appear. Select **"I am signing in for the first time"**, re-enter your password, and click **Continue.**
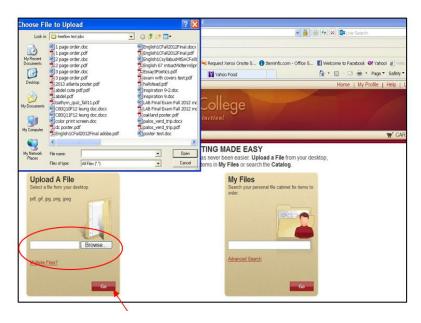
You will then be asked to enter your Department name, contact phone # and contact email information. **The fields marked with an asterisk (*) are mandatory fields and must be completed to continue.** Click **"Save"** to continue.

Your file must be in .pdf format to upload and be processed.

Once you are logged in, click on **"Browse"** on the **"Upload a File**" tile to begin your order. After you choose your document, select **"Go".** *This screen may look different depending on the browser you are using.*

If you have multiple files to print, click on "**Multiple Files**" and choose each file. This will add them to your list and you can add them all to your cart at the same time

After you add your job(s) to your cart, you will need to refine your print options. To do so, simply click on "Basic". Choose B&W or Color, whether you want your job 1-sided or 2-sided and what paper stock you would like. The default settings are black and white, two – sided, 8.5×11 white bond paper (You can change your default settings in the "My Profile" section.) If you have any special instructions for your order, e.g. "This is a test", "please cut in half", etc. enter that information in the **"Instructions"** box, and click **"Save"**.

Next click "**Binding/Finishing"** to choose if you would like your document stapled, 3-hole punched, would like to add covers, etc.   Click the appropriate tab and make your selection. Be sure to click **"Save"** after making your selections. *The default settings are collated, Not Punched, Not Stapled*
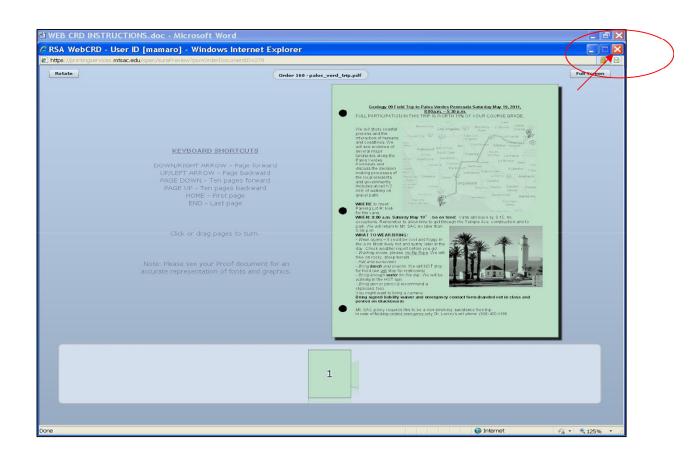

You will need to choose the options for each job that you are submitting if your requirements are different than your default settings.
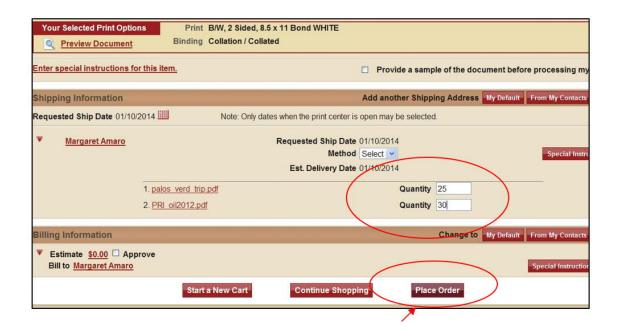
You can choose to preview your document to see how it will print. The preview will show you the color paper you've selected, whether your document will be stapled, if it will be 3-hole drilled, or any other options you have selected. You can turn the pages to make sure that each page is correct before you submit your order.

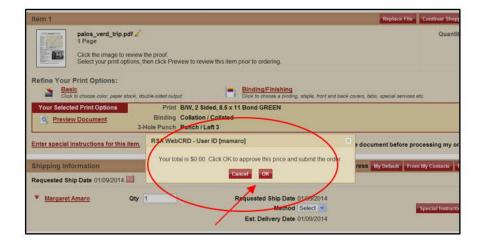After making sure your document will be printing correctly, click the red **"X"** to close this window.

All jobs in your cart will be listed in the **Shipping Information** section. Enter the **quantities** you require for each document you've submitted, and click **Place Order.**
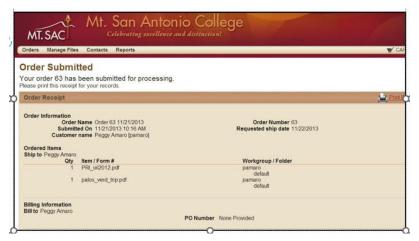
You will see a screen telling you the cost of the order. If you have chosen B&W copies, there is no charge. If you've chosen Color copies, the price will be shown.

Click "OK" to approve your order and submit it.

An order confirmation screen will be shown, and you can print it for your records.

When your job is completed, you will receive an email letting you know your order is ready to be picked up.

If you have any questions about using our new on-line web submission system, please contact Printing Services at (909) 274-4255.

V.   Faculty Resources

Beginning of Term Forms
The following forms are generally required to be submitted at the start of the term.

- Syllabus Submission Form - (Tutorials Available: Written and Video)
- Office Hours Submission Form: Full-time Faculty
- Chair & Coordinators Office Hours
- Final Exam Schedule Submission Form

Student Forms
- Student Misconduct Form
- Grade change and Incomplete forms can be obtained from the Business Division.
- Behavior and Wellness Referral
- Basic Need Support for Students
- Field Trip Form
- Student Agreement and Medical Release Notice

Other Forms
- Help Desk (IT)
- Submit a Work Orders (School Dude)
- Conference & Travel (Log into Portal and submit through ChromeRiver)
- Covid-19 Health Check Form
- Emergency Procedures Syllabus
- Zero Cost Digital Materials
- Adjunct Faculty Resources
- Portal Announcement Request
- Printing Services
- Risk Management Quick Reference Guide
- Virtualization Server Access