Mendocino College

Part-Time Faculty Handbook

Last Updated: August 2025

Instruction Office

Ukiah (707) 468-3002
Lake Center (707) 263-4944
North County Center (707) 459-6224
Mendocino Coast Center (707) 962-2600

www.mendocino.edu

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Dear Faculty,

Welcome to Mendocino College! Our mission is to support our diverse student body in reaching their educational goals. Adjunct faculty are an essential part of this mission and we are happy to have you join us in this endeavor. As experts in your field, you bring vital knowledge to our students.

The Mendocino College community is devoted to equity. We want to meet our students where they are and provide the necessary resources for all students to succeed in their classes and advance in their academic program. Mendocino College's students are sincere, generous, and kind; working hard to improve their lives and that of their families and community. We are mindful that the students in our district face economic and resource challenges often found in rural areas and trauma distinct to our local history. We work to promote gender and racial justice, and seek to assist all of our students in becoming advocates for their own personal growth and mental health.

As you enter our classrooms (whether virtual or brick and mortar), know that there are many resources here to support you. The full-time faculty in your discipline will share their experience with you and your Dean is available to answer your questions. The Instruction Office, Learning Center, Equity Workgroup, and academic departments provide regular professional development opportunities to which adjunct faculty are always welcome.

We look forward to supporting you as you help our students reach their educational and career goals.

Sincerely,

Tim Karas
Superintendent/President

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PART-TIME FACULTY RESPONSIBILITIES OVERVIEW:

While all Part-Time Faculty are responsible for knowing and following the guidelines presented in this Part-Time Faculty Handbook, a few key points are offered here as reminders that will make your teaching assignment a productive and positive experience. Details of the points noted below are included in the full handbook text and in more formal college policies, administrative regulations, and in other college procedures.

Information about office hours, new course stipends, and further responsibilities are included in the Part-Time Faculty Association Collective Bargaining Agreement. Please review that document.

If you have any questions or need for clarification, please contact your supervising Dean. Thanks!

Email
Almost all important information is conveyed through college email. You must check your college email regularly, at least once a week. It can be forwarded to a personal account. However, you should not use a personal account to communicate with or about students.

Course Outline
By contract, all faculty are responsible for delivering the content of each assigned course as represented by the content of the **course outline** on file at the time of the current teaching assignment. To obtain copies of the Course Outline of Record for your course click here.

Course Syllabus
You are required to produce a written **course syllabus** for each course you are assigned to teach and to submit a copy of your syllabi (every semester) to the Instruction Office or Center Supervisor. For information on required syllabus elements, please see the Syllabus Guide.

Absences
Please report **your own absences** from your contracted teaching assignment to the Instruction Office or the Center at which you teach before your class is scheduled to meet. Please complete this Absence Report form linked here using the submit button on the bottom of the page that electronically sends it to your Dean for approval.

Emergencies
Basic guidelines for handling **classroom emergencies and security** issues are provided in this handbook. Please become familiar with the guidelines prior to beginning your teaching assignment. Each classroom has procedures posted as well.

Classroom Management
You are responsible for the management of your classroom environment. Please familiarize yourself with college Administrative Procedures related to Standards of Student Conduct (BP 5500). Though violations of student conduct are rare in our classrooms, please read the Student Discipline Procedures (AP 5520.1) which must be followed in such cases. (You may, for example, require that a disruptive student leave your classroom and not return for up to two class meetings, but all such disciplinary action must be coordinated with the Dean of Counseling)

Academic Dishonesty/Plagiarism
Please read the Academic Dishonesty Policy (AP 5500.2) which outlines your options in responding to plagiarism and other forms of cheating. If you are unsure of how to proceed in a case of suspected Dishonesty, please reach out to your Dean. Also, consider breaking down large assignments (such as research papers).

Planning
To maximize the limited staff time and resources of our instructional support offices, please **plan ahead and be considerate** of college support staff in requesting things like duplicating services, classroom supplies, textbook orders, etc. Please do not overuse faculty copy machines as they tend to break down easily.

Mandated Reporting: Please read Administrative Procedure 3518.1 which outlines your responsibility as a Mandated Reporter. All faculty members are legally required to report suspected child abuse to the relevant authorities. If you have any questions about this requirement or have suspicions about a student and are unsure how to proceed, contact your Dean or the Dean of Counseling.

FERPA/ Privacy Act
The Family Educational Rights and Privacy Act (Buckley Amendment) imposes limitations on the release of certain information contained in student records. At no time should an instructor release student record information to any person other than the student, including their parents. This applies to all students regardless of age. Please contact the Admissions and Records Office for further information.

Other Information
For more information on this handbook, or any other matters that can make your teaching experience at the college more productive and enjoyable, please contact the Ukiah Instruction Office (707-468-3002), the Lake County Center (707-263-4944) the North County Center (707-459-6224) and the Mendocino Coast Center (707-962-2600).

MISSION, VISION, VALUES, AND GOALS

DISTRICT CODE OF ETHICS

ACADEMIC FREEDOM

INSTITUTIONAL STUDENT LEARNING OUTCOMES FOR AA/AS DEGREES

Key Contacts

Instruction Office

Ukiah Campus	707-468-3002
CTE Faculty Support	707-468-3234
Non-CTE Faculty Support	707-468-3005
Distance Education	707-467-1024
Library	707-468-3053
OER/ZTC Librarian	707-468-3050
Instructional Technology	707-468-3054
Web & Instructional Designer	707-467-1049
Learning Center/Tutoring	707-468-3046
MESA/STEM Tutoring	707-468-3023

Center Locations

North County (Willits)	707-459-6224
Lake Center (Lakeport)	707-263-4944
Coast Center (Fort Bragg)	707-961-2200

Student Services

Admissions & Records	707-468-3101
Student Programs	707-468-3105
Counseling	707-468-3048
Disability Resources	707-468-3031

Fiscal Services

Duplicating Services	707-468-3043
Payroll	707-468-3066

Facility Services

Security	707-468-3155
Maintenance & Operations	707-468-3076

Human Resources

Personnel	707-468-3062

MENDOCINO COLLEGE ADMINISTRATION

Timothy Karas, Superintendent/President
Kelly Keyes, Executive Assistant II
Rose Bell, Director of Community Relations & Communications
Minerva Flores, Director of Institutional Effectiveness, Research & Grants
Julie McGovern, Executive Director Mendocino College Foundation, Inc.

Office of Education
Debra Polak, Vice President of Academic Affairs
Janet Jones, Executive Assistant I
Rebecca Montes, Dean of Instruction
Christy Smith, Dean of Career Education
Amanda Xu, Dean of Centers (Lake, North County & Coast)
Matt Gordon, Athletic Director
Dariela Lopez, Lake Center Operations Manager
Rose Mehtlan, North County Center Operations Manager
Christine Samaniego, Coast Center Operations Manager
Vacant, Director of MESA
Janet Daugherty, Director of Student Success and Learning
Suzanne Hewitt, Assistant Dean Health Careers/ Director of Registered Nursing Program
Euline Olinger, Program Director – MLACE
Jackeline Gonzalez de Orozco, Program Manager – High School Equivalency

Office of Student Services
Ulises Velasco, Vice President of Student Services
Mindy Keegan, Executive Assistant I
Ingrid Larsen, Dean of Counseling & Student Programs
Anastasia Simpson-Logg, Director of Enrollment Services
Yuliana Sandoval, Director of Financial Aid & EOPS
Bonnie Lockhart, Director of Student Life and Support
Brian Williams, NASSSP Program Manager
Jimmy Bailon, Restorative Justice Program Manager

Office of Administrative Services
Nicole Marin, Vice President of Administrative Services
Janet Jones, Executive Assistant I
David Johnston, Director of Information Technology
Joe Atherton, Director of Fiscal Services
Mac Lojowsky, Director of Facilities Planning, Operations & Sustainability
Serene Moore, Director of Human Resources
Janis Wood, Director of Child Development Center
Tony Risch, Custodial Supervisor
Tony Lombari, Maintenance & Operations Supervisor

BOARD OF TRUSTEES

Xochilt Martinez (President), Ukiah
Robert Phillips - Hopland/Boonville/Mendocino
Amie Vanderwall, Lakeport/Kelseyville
Noel O'Neill, Willits/Fort Bragg
Jay Epstein, Calpella/Redwood Valley/Potter Valley
Barbara Rice, Fort Bragg/Piercy
Lorree Crandall, Upper Lake/Lucerne

FACULTY INFORMATION

Absences

Advise your assigned Dean and/or Center Supervisor of all absences, emergency or routine, with as much advance notice as possible. In Ukiah call 468-3002; Willits, Anderson Valley and Northern Mendocino County call 459-6224 or 468-3082; Lakeport call 263-4944 or 468-3084 or the Coast Center 961-2200.

Absence Reporting:

1. If you must be absent from class, notify the Instruction Office prior to the time your class meets.
2. Complete an absence report form indicating why you were absent as soon as possible upon your return. Absence Report Forms are available on the Human Resources OneDrive.
3. If your absence is due to illness, it will be covered by any accumulated sick leave you may have. No change will be made in your pay if there is sufficient sick leave to cover absence.
4. If your absence was due to personal business, your pay may be docked.

Sick Leave:

Sick leave shall be granted to part-time faculty on the basis of one hour of sick leave for every sixteen hours worked. Unused sick leave shall accumulate indefinitely. Instructors shall be credited with the semester's sick leave at the beginning of the semester**.** Instructors cannot accrue more than ten (10) sick leave days per year. Unused sick leave may be applied to service credit when retiring under the State Teachers Retirement System. Mendocino Part-Time Faculty Association Agreement can be found on the HR OneDrive.

Substitute Instructors:

Substitutes cannot be utilized unless the Dean approves a request in advance and the substitute has completed required employment paperwork with Human Resources. Substitutes must submit an hourly timesheet immediately after completing a substitute teaching assignment. Substitutes should possess minimum qualifications for the subject.

You may not cancel or reschedule class without notification to your Dean. If a substitute cannot be found, please notify the Center or Instruction Office of the need to cancel class. You can also notify your class via email or Canvas message that class will not meet.

Address and/or Telephone Number Changes

Notify Human Resources if you change your address or telephone number by emailing Sami Stanford at sstanford@mendocino.edu or by phone at 707-468-3235.

Evaluations

Part-time faculty members shall be evaluated once during their first semester of employment and a minimum of once each six semesters thereafter according to the appropriate part-time faculty process: Part-Time Instructor, Part-Time Counselor, or Hourly Librarian. The evaluation process is intended to provide the faculty member with valuable feedback and to encourage professional development. The evaluation process and forms can be found in the Mendocino Part-Time Faculty Association Agreement which can be found on the HR OneDrive.

Mendocino College Policies

Each employee of Mendocino College is required to follow college policies approved by the Board of Trustees. Selected academic regulations are included in the Part-time Faculty Handbook for easy reference. All College Policies and Procedures are available on the college website's Board Policies and Administrative Procedures page.

Paychecks

Paychecks are available on the tenth (10th) of the month and will be mailed unless arrangements for direct deposit or pick-up are made with Human Resources. Payroll Department can be reached at payroll@mendocino.edu or (707) 468-3066.

Professional Development

"Flex" or the Flexible Calendar:

Contracts for part-time faculty may include "optional flex hours" for purposes of professional development (unless the contract is for an independent study course or part of Summer Session). Instructors wishing to use their flex hours must submit a flex proposal form to their Dean for approval and a flex completion form in order to receive payment. Details about this process and what types of activities qualify for flex hours, please see the Flex Handbook. Click on these links to the Flex Handbook and Flex Forms which are also available on the Human Resources OneDrive.

Ongoing Opportunities:

The District provides a variety of flex-eligible professional development activities each year, such as the Fall & Spring Teacher Institutes, annual Teachers on Teaching conference, twice-yearly In- service gatherings, monthly CTE meetings, book clubs, webinars, and more. Please contact the Ukiah Instruction Office for more details.

Tuition Reimbursement

As outlined in the PT Faculty CBA, a fixed amount of money is allocated each year to reimburse part-time faculty who enroll in Mendocino College classes. See the Human Resources OneDrive for details.

Salary Schedule

Instructors are placed on the salary schedule according to their education (and occupational experience for vocational education instructors). Questions regarding salary may be directed to Human Resources. The Part-time Faculty Salary Schedule is available on the College website.

CLASSROOM INFORMATION

Adding Classes

Students may add classes that have not been closed as indicated in schedule of classes. In general, after the first week, instructors are required to sign add cards, or send an email to Admissions and Records, if they approve. An instructor may refuse to allow students to add. For full semester classes, the appropriate Dean must approve new adds after the end of the second week for census courses.

Do not allow students to attend who are not listed on your class roster. This creates liability issues for the college. Insist that they enroll whether via MyMendo or at Admissions & Records.

Attendance

Regular attendance promotes success in class activities. Therefore, students are expected to attend all sessions of each class in which they are enrolled. However, points cannot be granted for attendance alone; they must be connected to an in-class assignment. A student may be considered excessively absent from a class when the cumulative absences exceed the total number of hours that the class meets during a week. Each instructor is entitled to establish his/her own attendance standards; the instructor must make the attendance standards known at the first class, being certain that students understand the standards to be met in each class. The course syllabus should be used to clearly state the standards. If you plan to drop students for non-attendance, be sure to note that in your syllabus.

A student who ceases to attend a class and fails to submit a "drop" card in the Office of Admissions and Records, or drop the course via MyMendo, before the drop deadline will receive a grade of "F." Withdrawal after the 14th week of the semester or 75% of a short term class is possible, by petition, if the student has extenuating circumstances (serious accident or illness) and the grading faculty approve. Drop cards may also be submitted at the Lake, Coast, and North County Centers.

Positive-Attendance Accounting

For positive attendance courses, the College is paid for ACTUAL HOURS OF ATTENDANCE only. Please keep careful attendance records throughout the semester, as you will be required to report these hours upon the completion of the class. All 500 level courses and courses with TBA hours are positive-attendance classes.

Hours of attendance must be reported for all students who attended, even those who dropped the class. Hours should be reported in ½ hour increments. Please use the Positive Attendance Tracking Tool linked here.

Documentation of positive attendance hours must be submitted within one week after the course is completed. Please submit documentation to: registration@mendocino.edu

Auditing Classes

Students are allowed to register as auditors in a limited number of classes where the course repetition policy applies, if they have previously enrolled for credit for the maximum number of times allowed for the particular course. To determine if auditing is allowed in a particular class, check the Course Outline of Record. For specifics on the process of adding Auditors to a class, see the information on Auditing classes in the Academics section of the current College Catalog (p 63 of the 25-26 Catalog).

Canvas

Mendocino College uses Canvas as its Learning Management System for online classes. In order to teach a hybrid or fully online class, instructors must first complete an approved training program. However, Canvas "shells" are assigned to all classes and instructors are encouraged to use them to communicate with students, post syllabi and other resources, accept assignments, use TurnItIn, and maintain their gradebook. The Canvas Guides provide information on all Canvas features. For assistance in getting started with Canvas, contact Tim Tran, Instructional Technology Specialist in the Library at ttran@mendocino.edu or call (707) 468-3054.

Change in Class Locations

Classes cannot meet at any location other than the regularly scheduled classroom without prior approval of the appropriate Dean. This includes the final examination. Should you need to change classrooms, please coordinate with the Instruction Office or Center staff.

Class Cancellations

Classes may be cancelled due to insufficient enrollment. Marginal classes are those which are slightly below sufficient enrollment but appear likely to fill. They may remain open to enrollment through the second scheduled class meeting. To be counted as an official member of the class, a student must be present and enrolled by completing all appropriate registration materials.

If a part-time instructor meets an assigned class which is subsequently cancelled by the district for low enrollment, he/she shall be compensated for a minimum of two hours for that class in addition to any time the class may have previously met. If the class meeting was scheduled for less than two hours, compensation in that case will be for the amount of scheduled time.

Class Rosters/Census Certification

Your class roster is available on Self Service. This roster is "real time" and reflects the current enrollment.

Census certification rosters are available on Self Service and need to be submitted on census day.

1. You should NOT DROP a student who has attended class (or, for Distance Education/Online courses, contacted you) at least once. You may drop them after Census (see #4, below).
2. You MUST drop any student who does not attend by the census day if you are teaching a census attendance course. Weekly Census (full semester) or Daily Census (short term).
3. You MAY drop a student who does not appear for the first class meeting.
4. You MAY drop a student for non-attendance during the semester; you MUST state your attendance policy in writing in your class syllabus. You are not required to drop students for non-attendance, but you MAY DROP if you apply a fair and consistent policy as explained and distributed to all enrolled students in your class syllabus. Please notify the Admissions & Records Office via e-mail registration@mendocino.edu with any drops after census.

Instructors must verify census class rosters online and delete any students who have not attended prior to the census date. All students remaining in a semester length class after the 14th week must receive a grade in the class.

It is critically important that all instructors meet deadlines for submission of verification and grade rosters via Self Service. Late rosters adversely affect college funding. Failure to complete rosters by established deadlines is considered a violation of instructional contractual obligations and may affect future teaching assignments. The contract copy you signed shows dates and requirements. Read and retain your contract.

Classroom Courtesy

When class is dismissed, the room is to be left in good order for the following class period. Whiteboards should be erased, chairs placed in order and lights and computers turned off. If the classroom has an outside door, it should be closed.

Credit by Assessment or Prior Learning

The Administrative Procedure on Credit By Assessment outlines the myriad ways in which students can receive for prior learning. This includes AP examinations, credit by examination, and other faculty determined reviews of student experience. For more details about the Credit for Prior Learning process, please see page 68 of the 2024-2025 College Catalog.

Course Outlines

Faculty are responsible for teaching the officially approved content of a course. Official course outlines for each course offered at Mendocino College containing course descriptions, objectives, methods of evaluation, grading methods, and content. Course outlines help to maintain consistency in content across instructors. Course Outlines are also used for articulation/transferability purposes with four-year institutions, and constitute a contract with the students as consumers, guaranteeing what content they are to receive in the course.

If you are teaching a course for the first time, review the official course outline and use it as the basis for planning the course. Course Outline of Records linked here are maintained in eLumen.\

Pass/No Pass Classes

Many classes offer the Pass/No Pass grade or have that grade as an option for students to select. This designation is indicated on the Course Outline of Record.

"Pass/No Pass" grades exist to permit students the opportunity to explore classes of interest without undue concern for their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual and that knowledge gained by repeated effort is not necessarily inferior to knowledge gained by the first attempt. Students may elect this option at the time of registration or through the last day of the semester via MyMendo, or by submitting a completed form to Admissions and Records in Ukiah, or with a registration staff person at the Lake Center, Coast Center, or North County Center.

Early Alert

Mendocino College has a system to help you address academic or personal challenges you see your students struggling with. Early Alert's can be submitted to counseling as early as the first few weeks of the semester, and preferably before Week 12. When you submit an early alert to Counseling, a Counselor follows up with the student to help connect them to resources.

The Early Alert system can help students with:

- Academics (attendance problems, missed tests or assignments, low quality work products, poor test performance, poor performance on class content, or poor basic reading/writing/math skills)
- Behavior (poor time management, study skills, or test-taking skills)
- Personal issues (financial problems, outside work conflicts, adjustment difficulties, drastic changes in student's appearance, or change in student's demeanor)
- Enrollment (enrolled but never attended class, or stopped attending without dropping class)
- Testing for learning disabilities or other barriers

To initiate an Early Alert notice, use Eagle Connect to raise a flag for that student. Simply log into Eagle Connect through Canvas or the Faculty and Staff drop down on the college website; search for the relevant student and select Flag. You can also use Eagle Connect to send referrals and kudos to your students. Once you submit a tracking item, it is visible to the student (unless marked confidential), reviewed by counseling or retention staff within 24–48 business hours, and followed up with at least three outreach attempts. You can view the outcome directly in Eagle Connect, ensuring you remain connected to the support process from start to finish. For assistance using Eagle Connect, faculty can submit a helpdesk ticket by emailing **eagleconnecthelp@mendocino.edu**.

District Publications/Releases/Advertising

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel and operations. However, such publications should be coordinated with the Full-Time Faculty in your discipline and your Dean or Center Director. Any information or ideas for flyers, publications, releases, and photographs depicting the accomplishments of the students and staff of the college or advertising events or classes must be directed to your Dean for approval.

Dropping Classes

Please see the Academic Calendar for the last day to drop with a refund and other pertinent dates.

Emergency Procedures

Call 9-1-1 (9-911 from campus phones) for life-threatening medical emergency such as: severe chest pains, respiratory distress or cessation of breathing, shock, severe burns, uncontrolled bleeding, unconsciousness, choking, poisoning, overdose, suspected fracture of back, neck, or spine - ANY FIRE, hazardous materials release IF it has high potential to injure someone or cause a fire.

All emergencies should also be reported to Security (707-468-3155) and your Dean. In the event of any emergency, notify Maintenance and Operations (707-468-3076), Lake, North County, or Coast Center staff immediately.

Emergency procedures are posted in all college owned facilities. In the event of a student injury, obtain a report form from Administrative Services (707-468-3068), complete and return within 24 hours.

Instructors who are injured during working hours should report the injury to their Dean and Human Resources within 24 hours and complete the Accident Report Form. Such injuries are covered by Workers' Compensation benefits. Contact Personnel Services for benefit information.

For guidelines on fact-gathering and documentation in the event of an accident refer to the Accident Investigation procedures booklet, available in Personnel, the Instruction Office and Lake, North County and Mendocino Coast Centers.

Reviewing the **Reporting Emergencies** section of this Handbook will prepare you to act quickly in case of accident or other emergencies. Emergency phone numbers are provided in the **Academic Regulations** section to assist you in the event of an emergency.

Field Trips

All field trips shall be planned in accordance with district travel policy and shall be approved in advance by the appropriate Dean. Field Trip-Excursion Notice (Adult) and Field Trip-Excursion Notice (Minor) forms and the Travel Manual and are available on the Fiscal Services OneDrive under Travel Documents.

Each Travel Request form must identify all participants. If space is insufficient to include the people involved, a roster of the travelers must be attached, showing date, destination and the list of names. An accurate roster must be on file in Administrative Services prior to departure. Rosters must include names and ID numbers for all people in the vehicle. Any changes to the roster of travelers submitted with the Travel Request form must be made known to Administrative Services before departure.

A Field Trip/Excursion Notice must be completed and signed by each student participating in a field trip and must be submitted to Administrative Services at least 72 hours **prior** to the day of the field t

Final Examinations

Final exams should be given on the last day of class. In all cases, classes will meet through the last day of the semester.

The return of final exams to students should be made in a manner that does not violate confidentiality laws.

Grades

Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades are determined in the course syllabus.

Grades for all full-term and short-term classes are due within one week after course completion.

Grading records for classes shall be retained "for at least three college years after the year in which they were originally created." Maintaining a gradebook in Canvas is an easy way to meet this requirement.

Grades (Posting)

Grades should be distributed only through Canvas and MyMendo. They should not be physically posted on campus or elsewhere.

Grade Changes

Correcting grades given in error must be submitted in writing by the instructor to the Admissions and Records Office. An e-mail is acceptable when using the college assigned e-mail account. Submit to registration@mendocino.edu

Grading System

All grades awarded by instructors at Mendocino College conform to the following:

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory –units awarded not counted in GPA)	0
NP	No Pass (less than satisfactory or failing units not counted in GPA)	0
SP	Satisfactory Progress (used for noncredit courses)	0
ID / I/ IN P	Incomplete	0
IP	In Progress	0
W	Withdrawal	0
MW	Military Withdrawal	0
RP	Report Delayed	0
EW	Excused Withdrawal	0

Grades "A" through "F" shall be averaged on the basis of the point equivalencies listed to determine a student's grade point average. See College Catalog for more information.

Guest Speakers

A person invited to address a college class by the instructor of the class is considered to be a guest speaker.

Guest speakers shall not meet with classes on a regularly scheduled basis. It is understood that they meet with classes on a voluntary basis and thus shall receive no honorarium unless approved in advance. The instructor of the class must be present during the presentation by the guest speaker.

Guests on Campus

Adult

Visitors are welcome on all campuses at any time during business hours, so long as they do not interfere in any way with the conduct of classes, student or campus activities, and/or school business. Visitors may observe, but not take part in, classes and must have the permission of the instructor conducting the class.

Children

Children are welcome at Mendocino College facilities in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. The District is committed to providing an environment which is conducive to study and work while supporting the personal safety of all members of the District community.

The campus is an adult community, not organized for the safety of young children; therefore, parents should be prohibited from bringing children into classes.

For more information on Adult and Child visitors to campus, please read Administrative Policy 3501.2 and Administrative Policy 3501.3

IMPORTANT NOTE: Please keep in mind that BOTH the College and the instructor may be liable should an accident or injury occur to a non-enrolled person in the classroom.

Hours of Instruction

Classes are scheduled from 7:30 a.m. to 10:00 p.m. Instructors are expected to meet their classes for the full period. Each hour of scheduled class time includes a 10-minute break. Classes meeting for more than one hour at a time will meet for a proportional period of time, i.e., 1-1/2 hour class meets 75 minutes or a three-hour class meets 150 minutes. The first and last class meetings should be held for the full allotted time.

Keys

Ukiah classes:

Keys for classrooms and offices may be requested through the Instruction Office. Labs and rooms where expensive equipment and supplies are located must be locked at the end of each class.

Lake, North County & Mendocino Coast Centers:

Should it become necessary for an instructor to be responsible for opening and securing a facility, the appropriate keys will be approved and issued by Center staff.

NOTE: Faculty members and other personnel are responsible for issued keys. Keys may not be loaned to students, family members, or friends at any time. Duplication of keys is expressly forbidden.

All issued keys must be returned upon completion of your teaching assignment.

Mail

Ukiah:

Part-time instructor mailboxes are located in MacMillan Hall. Mailboxes should be checked weekly.

Lake, North County and Coast Centers:

Mail is distributed daily. Outgoing mail should be deposited in the mailroom by 1:00 p.m. for same-day pick-up. Each instructor will have a mailbox at the Center for the duration of his/her teaching assignment. Instructors should check their mailboxes each time they arrive at the Center. Instructors with North County Center teaching assignments in the communities of Round Valley, Laytonville and Anderson Valley will receive Center mail via the U.S. Postal Service.

Mandated Reporting

Please read Administrative Procedure 3518.1 which outlines your responsibility as a Mandated Reporter. All faculty members are legally required to report suspected child abuse to the relevant authorities. If you have any questions about this requirement or have suspicions about a student and are unsure how to proceed, contact your Dean or the Dean of Counseling.

Personal Property

Part-time instructors are discouraged from bringing personal items onto campus for classroom use. In no event will the college be responsible for damage to or loss of personal items left in classrooms or part-time offices.

Requisites

It is the intent of Mendocino College to guide students into courses in which they will have the greatest chance for academic success. Therefore, students will find courses which have prerequisites, co-requisites or recommended preparation in their description. The following are definitions for prerequisites, co-requisites and recommended preparation:

Prerequisite

A course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.

Co-requisite

A course that a student is required to simultaneously take in order to enroll in another course.

Recommended Preparation

A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Service Animals

Service animals are allowed on campus and in classrooms, with certain limitations, as outlined in Administrative Procedure 3440.1

Special Admissions Program

9-12th grade Students

The Special Admissions Program is open to 9-12th grade students who, in the opinion of the Mendocino College Superintendent/President or designee, can benefit from instruction. Students will be admitted upon recommendation of the student's principal or designee, and parent/guardian. Special Admission students are expected to conform to the College's academic rules and regulations and the code of conduct expected of all college students.

The College reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for Advanced Placement students. Students under the age of 16 may not enroll in PEF classes.

Syllabus

All instructors must provide a written syllabus to each student on the first day of class. For information on what information to include in your syllabus, please see the Syllabus Guide available on the Instruction Office OneDrive.

Please provide the Instruction Office or Center Staff with a copy of your syllabus by the end of the first week of instruction.

Textbooks

Faculty members are encouraged to keep cost in mind as they select appropriate texts for their courses. Recommended texts are listed on the Course Outline of Record. These are recommended, not required. Certain departments prefer that all instructors use the same books and some have even created no-cost books for their students. Be sure to confer with the full-time faculty in your department before assigning a textbook.

Instructors are required to submit their required textbook information in a timely fashion by using the fast.ecampus adoption tool linked here or mendocino@ecampus.com as an alternative site. Instructions and deadline information are sent out via email.

Instructors interested in exploring no-cost options, should contact the Textbook Affordability/OER Librarian, Gabrielle Visco at gvisco@mendocino.edu or calling (707) 468-3050 for more information about switching to alternative course materials.

Desk Copies

Desk copies should be ordered directly from the publisher by the instructor. If you have difficulty acquiring a desk copy, please work with the Full-time faculty in your department or your Dean to procure one.

Wait List

If your class has a "Wait List," your Class Roster in Self Service will clearly indicate students on the "Wait List."

"Managing your wait list" documentation will be sent to faculty with waitlisted sections.

In approving late adds after admitting students on the wait list, please do not exceed your classroom's seating or room use capacity unless you have first checked with the staff of the Instruction Office (Ukiah)

or off-campus Centers (Lake, Coast and North County) to confirm that a larger room will be made available for the duration of your class. A change to a larger room may not be possible and safety considerations prohibit the use of rooms by more students than they can accommodate.

Please check with the Instruction Office in Ukiah or Center Operations Supervisors at the Lake, Coast and North County Centers for room capacity details. All students on the "wait list" have priority over students wishing to add with an "add" or "registration" card.

Withdrawal

Students may drop any class up to 20% of instruction without grade penalty. Students may withdraw from any class up to 75% of instruction and will receive a "W" on their transcript.

To withdraw from class(es), the student may use MyMendo, or submit a completed registration card to Admissions and Records in Ukiah, the Coast Center, North County or Lake Center.

Withdrawal from class(es), due to extenuating circumstances only, shall be authorized after the fourteenth week and a "W" shall be recorded on the student's Permanent Record. The student must initiate a petition for Academic Review. Instructors may not initiate a withdrawal on behalf of a student.

Extenuating circumstances in the case of a "W" shall be restricted to verification of the following: accident, illness, or injury preventing attendance; or circumstances beyond the student's control.

An instructor has the option of withdrawing a student administratively for non-attendance or other legitimate reasons.

RESOURCES & SERVICES

Audio-Visual Equipment

Most types of audio-visual (AV) equipment are available in all major locations. Requests for AV supplies & equipment are processed as follows:

Ukiah Audio/Visual email AV-Help@mendocino.edu
North County Center, Round Valley, Anderson Valley or Laytonville (707-459-6224 or 707- 468-3082); Lake Center (707-263-4944 or 707-468-3084)
Mendocino Coast Center (707-961-2200)

Classroom Technology Support

Ukiah: Please contact IT-Help at (707) 468-3000 x4100 for assistance with computers. For help with speakers or projectors, contact AV-Help at (707) 467-1013. North County and Lake have Centers Computer Lab Technicians available to explain and help to provide support for new classroom technology including use of in-class computers, Internet access, computer projection presentations, and more, depending on the resources available at each center. Appointments are necessary and requests will be addressed on a first-come, first-served basis. For more information about how to work with the technician to develop classroom technology, please check with the Center Operations Supervisor in each center.

Information Technology Services: IT-Help (707) 468-3000 x4100

Tim Tran (707) 468-3054 for Student technology support, laptop carts & Library Resources
Kevin Burtness (707) 263-4944 for Lake, North County and Coast Center locations

Duplicating

Duplicating services are available for instructors for the preparation of instructional materials. Request forms may be obtained in the Faculty Work Room in Ukiah, and at the Lake and North County Centers. Copyrighted material shall not be reproduced without the written consent of the **publisher.**

Instructors are requested to allow a minimum of 48 hours for their duplication requests. Failure to allow adequate lead time for requested work may result in delays. **Requests can be made via email to:** jrauch@mendocino.edu

Please do not use faculty copy machines for large jobs. They are not able to handle a large volume without breaking down.

Email

All business will be conducted via college e-mail and the web. If you don't have a college e-mail account, contact IT-Help at (707) 468-3000 x4100. Email can be accessed on campus in faculty resources offices, library, or student labs and should be checked regularly.

SPAM and Phishing schemes are a part of email. Information Technology Services (IT) will NOT send out emails instructing staff to click on link and/or enter logon or password information. If there is doubt whether an email is legitimate, please call us at 707-468-3000 x4100 or send an email to IT-Help@mendocino.edu

Faculty Mentors

Each semester, full-time faculty receive compensation for mentoring part-time faculty. If you have a mentor, you will be notified, or you can contact your Dean's office. Your mentor agrees to assist you in getting information and materials and often will be your evaluator.

Lost & Found

The College's Lost and Found is located in the Admissions and Records Office, (707-468-3101). Any found items should be forwarded to this office, along with information regarding where and when the item was found. Persons seeking lost items should be directed to this office.

Part-time Faculty Resource Rooms

Ukiah Campus

The College provides one Resource Room in MacMillan Hall, one in the Library and Learning Resource Center (LLRC), and one in the Lowery Building for part-time faculty use. These areas are equipped with computers, telephones, workspace and copy machines. Because this area is used by many different faculty members every semester, it tends to become cluttered if faculty do not store their books and other supplies properly. There will be scheduled days at the end of each semester when any materials left out on desks or tables will be discarded. The Science Building and Center for Visual & Performing Arts Building also have part-time faculty resource rooms available for faculty teaching in those disciplines.

Lake, North County & Coast Centers:

All Centers include a faculty work room with phone, copy machine, computers, mailboxes, and faculty workstations. Faculty will also find breakrooms with refrigerators, microwave and limited kitchen supplies. In all centers, additional faculty office or meeting space may also be available by arrangement with the Center Operations Supervisor or other center staff.

Supplies

Office supplies are available from the Instruction Office or in faculty workrooms.

Tutorial Services

Instructors are encouraged to refer students interested in and capable of tutoring to the Learning Center, in Ukiah. Instructors are also urged to encourage students in need of help to request a tutor.

All tutors must be approved by the instructor prior to beginning work with a student. For more information about tutorial services, contact the Learning Center at (707) 468-3046.

Voicemail

Part-time faculty can request a voicemail account. Email IT-Help@mendocino.edu or call IT-Help at (707) 468-3000 x4100.

Volunteers

Volunteers who work in classrooms or on classroom projects (such as assisting with a theatre or gallery production) must be Board approved before they can begin work. Volunteers who work directly with students must also be fingerprinted. Please plan accordingly. Contact the Instruction Office to begin the paperwork.

SUPPORT SERVICES – STUDENTS

Student Resource Page

For a one (double-sided) page summary of all the key student resources (and their contact info), please see the Student Resource Page or Ayuda para estudiantes. Please share the link to this document with your students.

Child Development Center

The Mendocino College Child Development Center provides an educational environment for young children as part of the training program for college students.

A waiting list for child care is maintained for children each semester. Because of State funding, priority must be given to low income families. Fees are adjusted according to income.

For more information, call the Child Development Center at (707) 468-3089 between 8:00 a.m.- 5:00p.m., Monday - Friday (Ukiah).

Academic Counseling

Counselors are available by appointment to assist students at all locations. Encourage students to visit our Counseling website to make an appointment if they have any questions about transferring, graduation or program planning. The Counseling Offices are also available by phone: Ukiah (707-468-3048); North County (707-459-6224 or 707-468-3082); Lakeport (707-263-4944 or 707-468-3084); Coast (707-961-2200).

Health & Wellness Counseling

Our Mental Health Counseling is under our Student Life and Support Department located in Lowery Building Rm 735. Mental health and wellness services, both online and in-person, are available by appointment on the Ukiah Campus as well as the three centers throughout the month. Students may access Health & Wellness Service appointments by calling (707) 621-MIND (6463) or email wellness@mendocino.edu. Referrals from faculty and staff for student support can also be emailed to wellness@mendocino.edu

Disability Resource Center

The Disability Resource Center (DRC), formerly Disabled Student Programs & Services (DSP&S), provides reasonable accommodations to meet the educational needs of students with disabilities. Accommodations for students with verified disabilities might include but are not limited to: disability related counseling, registration assistance, test-taking arrangements, sign language interpreting, Braille materials, and books on tape. The office of DRC provides campus and community agency referrals. The DRC office also maintains a working relationship with the California Department of Rehabilitation, the Veterans Administration, and the Mendocino College Financial Aid Office. If you or your students have a disability and need an academic accommodation, contact the DRC Coordinator *707-468-3031* TTY 468-3179 for more information.

Financial Aid/EOPS & CalWorks

Mendocino College encourages all students to apply for Financial Aid. Please see the Financial Aid website for the most current information about the types of aid available.

The Financial Aid office may contact you regarding student grades or for their last day of attendance, if this information impacts a student's eligibility for aid.

Tutoring

Tutoring services are available in basic skills math and English and STEM subjects from the Learning Center, MESA, and online. For details, see the Learning Center and MESA websites linked here or contact one of the following locations:

Ukiah/Learning Center (707-468-3046); Lakeport (707-263-4944 or 707-468-3084);
North County (707-459-6224 or 707-468-3082) or the Coast Campus (707-961-2200).

Tutors are currently enrolled students referred and/or approved by the instructor of the student being tutored.

Veterans

For information and assistance, individuals should contact the Veteran Resource Center at veterans@mendocino.edu or 707.468.3000 ext. 4602.

LIBRARY SERVICES

The library offers many resources for faculty including library orientations, online resources, libguides, and the opportunity to put textbooks on reserve. Students can check out chromebooks, work in the Library computer lab, print for free, and, of course, check out books and get research assistance for school papers and projects.

For more information on these resources, see the Library Website.

Library Contacts:

Head Librarian, Robert Parmenter
rparmenter@mendocino.edu

Reference Librarians: (707) 468-3245
To schedule library orientations, follow-up assignments, suggestions for materials to add to the library collection, and professional development opportunities.

OER/ZTC Librarian – Gabrielle Visco (707) 468-3050 or email gvisco@mendocino.edu

Circulation: (707) 468-3158
To place materials on reserve, questions about your account, or to renew materials, call the circulation desk.

Briana Brooks, Library Specialist: (707) 468-3052 or email bbrooks@mendocino.edu
For questions about interlibrary loan, reserve books, or the lending libraries.

Tim Tran, Instructional Technology Specialist: (707) 468-3054
For Instructional Support such as help with Canvas, contact Tim at ttran@mendocino.edu

Erik Alfkin, Web & Instructional Designer: (707) 468-1049
For Supporting Faculty with Instructional Design, Accessibility and Canvas, book time with Erik or email him at ealfkin@mendocino.edu

Library Contacts:

Head Librarian, Robert Parmenter
rparmenter@mendocino.edu

Reference Librarians: (707) 468-3245
To schedule library orientations, follow-up assignments, suggestions for materials to add to the library collection, and professional development opportunities.

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For Supporting Faculty with Instructional Design, Accessibility and Canvas, book time with Erik or email him at ealfkin@mendocino.edu

ACADEMIC REGULATIONS

Alcohol and Other Drugs

It is the policy of the Board of Trustees to prohibit the possession or the drinking of alcohol in any form by any person on college grounds, or the coming on the grounds of any person who is intoxicated.

Any official gathering, whether on or off campus, is in the interpretation of this policy considered as being on the College grounds. The penalty of dismissal is provided for anyone who violates this policy. The same policy applies to the use or possession of illegal drugs.

Violations of alcohol/illegal drug use are addressed in the College's Code of Student Conduct Policy.

Code of Student Conduct

Students are expected to behave in accordance with the Student Code of Conduct as outlined in BP 5500.1

Complaints which deal with State regulation, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, or Section 504 of the Rehabilitation Act of 1973 shall be handled by the College's Director of Human Resources. Student grievances involving the interpretation, application, or alleged violation of College rules, regulations, policies, and procedures shall be addressed in accordance with the College's Student Grievance and Due Process Policy and Procedures.

Confidentiality

College faculty and staff should refrain from holding "open conversation" about students at the college. College privacy policies prohibit any gossip or unnecessary conversation about students in your classes, unless the purpose is to assist the student.

Privacy Act

The Family Educational Rights and Privacy Act (Buckley Amendment) imposes limitations on the release of certain information contained in student records. At no time should an instructor release student record information to any person other than the student. Please contact theAdmissions and Records Office for further information. Privacy regarding student records is described in AP 5040.1

Smoking On-Campus

It is the policy of the Board of Trustees of the Mendocino-Lake Community College District to promote a safe and healthy environments for students, staff and visitors at its campuses, centers and other off-campus sites by reducing the health risks associated with tobacco smoke and related products. For this reason, smoking is allowed in designated areas only, and in accordance with state law, no closer than 20 feet from any building entrance.

Smoking is prohibited in any outdoor area except in the designated smoking areas defined below. These procedures also apply to events held on campus by external agencies. Smoking/tobacco usage is banned in all College vehicles.

Smoking is only permitted in designated smoking areas as listed below:

Ukiah Campus:

- The designated area at the south/east corner of the Lowery Library building.
- The designated area at the north end of Row H in the parking lot.
- The designated area to the south of the Agriculture Building.

Point Arena:
No smoking or use of tobacco products on the property.

North County, Lake Center, Coast Center:
Parking lots – must be 20 feet from any entrance, exit, or openable window.

Unlawful Discrimination

In compliance with State and Federal law, unlawful discrimination is prohibited in all education and employment practices of the Mendocino-Lake Community College District. Unlawful discrimination is defined as discrimination on the basis of race, color, religion, sex (including sexual harassment), marital status, national origin, age, physical or mental disability, sexual orientation, or Vietnam Veteran status. It also includes any act of retaliation against an individual filing a discrimination complaint, participating in the investigation of a complaint, or serving as a witness to a complaint.

This policy pertains to college programs and services, including but not limited to, academic admission, financial aid, educational services, athletics, and in all matters related to employment.

In compliance with the Vocational Education Act of 1963, as amended by Title II of the Educational amendments of 1976, the college is committed to overcoming sex discrimination and sex stereotyping in vocational programs. Also, limited English proficiency may not be a barrier to participating in any college class or program.

Complaints of unlawful discrimination or related questions may be directed to Nicole Marin, Director of Human Resources in MacMillan Hall.

Reporting Emergencies

For most emergencies on campus, you will need to call 9-1-1 (9-911 from campus phones), Security at x3155 or Facility Services at x3076. The chart below will help you decide which action is appropriate: Call 911 (9-911 from campus phones): (Also call Security at x3155 or Maintenance and Operations at x3076 to notify them that you have called 9-1-1.)	• Life-Threatening Medical Emergency such as: Severe chest pains Respiratory distress or cessation of breathing Shock Severe burns Uncontrolled bleeding Unconsciousness (except for seizures) Choking Poisoning Overdose Suspected fracture of back, neck, or spine • ANY Fire • Hazardous material release IF it has high potential to injure someone or cause a fire
Call Security at x3155 or Maintenance and Operations at x3076 8 AM – 5 PM Monday – Friday (Spring & Fall Semesters) 7 AM – 5 PM Monday – Thursday (Summer Semester)	• Any other serious medical emergency • A Hazardous material release with low potential for fire or injury. • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency, or incident
Call Maintenance and Operations at x3076	• Non-urgent emergency whenever Security doesn't answer
Call Maintenance and Operations at x3076 Call Security at x3155	• Utility failure.
Call President's Office at x3071 (daytime) Call Maintenance and Operations at x3076	• Any incident with potential for adverse publicity to the college.
Call Security at x3155 5 – 10 PM, Monday – Thursday	• Student or faculty issue during evening hours.

APPENDIX

Academic Calendar

Available on Mendocino College website at:
https://www.mendocino.edu/academics/resources/academic-calendar

Campus Maps

Available on the Mendocino College website at:
https://www.mendocino.edu/student-life/college/building-maps

Absence Form

Available on the Human Resources OneDrive:
Absence Form

Field Trip Forms

Field Trip forms are available on the Fiscal Services OneDrive:
Travel Documents

Flex Forms

A copy of the Flex Handbook and Flex Forms are available on the Human Resources OneDrive:
Flex Handbook
Flex Forms

K-12 Special Admission Application

Available on the Admissions & Records website under Forms:
https://www.mendocino.edu/enrollment-services/admissions/admissions-forms

Petition for Overlapping Classes*:*

Available from Admissions & Records website under Forms:

https://www.mendocino.edu/enrollment-services/admissions/admissions-forms