

**Mendocino College**

**Part-time  
Faculty  
Handbook**

**Last Updated July 2017**

**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](http://www.mendocino.edu)**



J. ARTURO REYES

Dear Colleagues,

On behalf of the Mendocino Lake Community College District, I would like to offer you a warm welcome into our family of educators and extend my sincerest appreciation to each of you for the time and talent you are offering our students. Your work is critical in helping us fulfill the Mendocino College mission.

Providing an environment that encourages and allows for the success of our diverse student body is the ultimate goal and responsibility of this College. As faculty, staff, and administration, it is our job to provide the blueprint for success to our students and for one another. As you know, it requires hard work, determination and encouragement while holding the highest of expectations for our students and ourselves.

Your contributions are essential for providing rigorous yet supportive educational opportunities and services that will allow our students to achieve their academic goals, increase their financial well-being, and experience a rich collegiate experience. I am confident that, together, we can strengthen a culture of inquiry, integrity, and care in support of student success.

Thank you for being part of the Mendocino College family. I wish you all the best.

Sincerely,

A handwritten signature in cursive script that reads "Arturo Reyes".

J. Arturo Reyes  
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 contract. Please review that document.

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

### **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, go to <https://www.mendocino.edu/academics> and click on Curricunet or eLumen.

### **Course Syllabus**

You are required to produce a written **course syllabus** for each course you are assigned to teach. Course syllabi are like a contract with your students -- since they are routinely used by faculty and the deans to address student questions or complaints about individual classes, grading, and other class management issues, please be sure to prepare a syllabus for each of your courses, distribute copies to each of your students on the first day of class (see Collective Bargaining Agreement 18.2.7), and provide a copy to the office of your supervising Dean by the first week of the semester.

### **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.

### **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. A formal college Code of Student Conduct (Policy #533) and college Administrative Procedures govern important classroom management and student discipline issues available at: [Code of Student Conduct](#) (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 Director of Student Life & Athletics.) College disciplinary and due process policies must be followed when addressing all student disciplinary issues. The College Administrators are available to assist you with all student disciplinary matters.

### **Plagiarism**

With the rise of access to research information on the Internet and other electronic sources, **student plagiarism** has tended to increase in recent years. College Academic Honesty Guidelines address the serious consequences of using sources without citation and formal disciplinary procedures, including failure in or dismissal from class, must be followed carefully when cases of student plagiarism are suspected or identified. **Please add a plagiarism statement to your syllabus to alert students to the issue and its consequences. Please contact your Dean to discuss the details of addressing plagiarism.**

### **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:** Per Board Policy 315 and Administrative Procedures 315.1, as a faculty member, you are a mandated reporter of suspected child abuse. Report any concerns to your Dean.

### **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**

Available at the following link:

<http://www.mendocino.edu/college/mission-vision-values-goals> **DISTRICT CODE OF**

## **ETHICS**

Available at the following link:

<http://www.mendocino.edu/sites/default/files/docs/policies/BP302.pdf>

## **ACADEMIC FREEDOM**

Available at the following link:

<http://www.mendocino.edu/sites/default/files/bp4030.pdf>

## **INSTITUTIONAL STUDENT LEARNING OUTCOMES FOR AA/AS DEGREES**

Available at the following link:

<https://portal.mendocino.edu/AcademicPrograms/SLO/Pages/default.aspx>

# OFFICES - OPERATING HOURS/PHONE NUMBERS

Academic Senate	Jason Edington <a href="mailto:jedington@mendocino.edu">jedington@mendocino.edu</a> 468-3172		467-1004
Administrative Services	Mon-Fri	8:00 am - 5:00 pm	468-3068
Admissions and Records	Mon-Thur	8:00 am - 5:00 pm	468-3101
	Friday	8:00 am - 12 noon	
Associated Students (ASMC)			467-1019
Athletic Department	Mon-Fri	8:00 am - 5:00 pm	468-3036
Bookstore	Mon-Thur	8:30 am - 5:00 pm	468-3058
	Fri	9:00 am - 12 noon	
Fiscal Services	Mon-Fri	8:00 am - 5:00 pm	468-3068
Career Center	Mon-Thur	9:00 am - 4:00 pm	468-3044
Child Development (Ukiah)	Mon-Fri	7:45 am - 5:15 pm	468-3089
Community Extension	Mon-Fri	8:00 am - 5:00 pm	468-3014
Counseling	Mon-Fri	8:00 am - 5:00 pm	468-3048
Distance Education	Mon-Thur	9:30 am - 3:00 pm	467-1024
Duplicating Services	Mon-Fri	7:30 am - 4:30 pm	468-3043
Eagle's Nest (Schat's)			468-3145
Education	Mon-Fri	8:00 am - 5:00 pm	468-3068
Maintenance and Operations	Mon-Fri	8:00 am - 5:00 pm	468-3076
Financial Aid	Mon - Thur	8:00 am - 5:00 pm	468-3110
	Friday	8:00 am - 12 noon	
Instruction Office	Mon-Fri	8:00 am - 5:00 pm	468-3002
IT Help	Email: <a href="mailto:IT_HELP@mendocino.edu">IT_HELP@mendocino.edu</a>		468-3000 x4100
Learning Center	Mon-Thur	8:00 am - 8:30 pm	468-3046
	Fri	8:00 am - 3:30 pm	
Library	Mon-Thur	8:00 am - 8:30 pm	468-3053
	Fri	8:00 am - 4:30 pm	
Lost and Found	Mon-Thur	8:00 am - 5:00 pm	468-3101
	Fri	9:00 am - 12 noon	
Payroll	Mon-Fri	8:00 am - 5:00 pm	468-3066
Human Resources	Mon-Fri	8:00 am - 5:00 pm	468-3062
Security	Mon-Thurs	6:00 am - 11:00 pm	468-3155
	Friday	6:00 am - 10:00 pm	
	Saturday	7:00 am - 6:00 pm	
Student Services	Mon-Fri	8:00 am - 5:00 pm	468-3105
Superintendent/President	Mon-Fri	8:00 am - 5:00 pm	468-3071
Transfer Center	Mon-Fri	8:00 am - 5:00 pm	468-3045
Veterans' Services	Mon-Thur	9:00 am - 5:00 pm	468-3101
	Fri	9:00 am - 4:00 pm	
Lake Center	Mon-Thur	9:00 am - 6:00 pm	468-3084 or
	Fri	9:00 am - 3:00 pm	263-4944
North County Center	Mon-Thur	9:00 am - 6:00 pm	468-3082 or
	Fri	TBA	459-6224
Mendocino Coast Center			962-2600

## Fax Numbers

Admissions & Records.....	468-3430	Superintendent/President.....	468-3074
Athletics .....	468-3132	Instruction.....	463-6529
Bookstore .....	467-9349	Ukiah Campus.....	468-3120
VP/Fiscal Services .....	468-3350	Lake Center.....	263-1908
ComEx .....	468-3016	North County Center.....	459-6224
Financial Aid .....	468-3197	Mendocino Coast Center .....	961-0943



# MENDOCINO COLLEGE ADMINISTRATION

## **J. Arturo Reyes, Superintendent/President, Office of the Superintendent/President**

Mary Lamb, Executive Assistant II

Minerva Flores, Director of Institutional Effectiveness, Research & Grants

Lana Eberhard, Foundation Support Specialist

Katie Fairbairn, Executive Director Mendocino College Foundation, Inc.

Jessica Silva, Director of Community Relations & Communications

## **Office of Education**

### **Debra Polak, Interim Vice President of Instruction**

Cindy Chapman, Executive Assistant I

Rebecca Montes, Dean of Instruction

Debra Polak, Dean of Centers, Lake, North County & Coast Centers

Dennis Aseityne, Dean of Applied Academics

Matt Gordon, Athletic Director

Valerie Jensen, Lake Center Director

Peggy Randrup, North County Center Operations Supervisor

Katherine Brown, Coast Center Operations Supervisor

Amanda Xu, Director of MESA

Janet Daugherty, Interim Learning Center Coordinator

## **Office of Student Services**

### **Ulises Velaso, Vice President of Student Services**

Antonio Lopez, Dean of Counseling

Anastasia Simpson-Logg, Director of Admissions & Records

Monica Flores, CAMP Program Director

## **Office of Administrative Services**

### **Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services**

Cindy Chapman, Executive Assistant I

Karen Christopherson, Director of Information Technology

Joe Atherton, Director of Fiscal Services

Mac Lojowsky, Director of Facilities

Sabrina Meyer, Director of Human Resources

Tony Risch, Custodial Supervisor

Janis Wood, Director of Child Development Center

## **BOARD OF TRUSTEES**

President: John Tomkins, Lucerne

Robert Jason Pinoli, Hopland/Boonville

Janet Chaniot, Potter Valley

Dave Geck, Kelseyville

Ed Haynes, Ukiah

Paul Ubelhart, Willits

Marie Myers - Calpella

Student Trustee: Nadine Goebel

# 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 Administration 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 portal site at: [Part-Time Absence Form](#)
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. (Article 9, Mendocino Part-Time Faculty Association Agreement).

### Substitute Instructors:

Substitutes cannot be utilized unless a request is approved in advance by the Dean and the substitute has completed required employment paperwork with Human Resources. Substitutes must submit a time sheet to Human Resources 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.

You can use WebAdvisor to notify your students of class cancellations.

## Address and/or Telephone Number Changes

Notify Human Resources if you change your address or telephone number by calling 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. (Article 13, Mendocino Part-Time Faculty Association Agreement).

## **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. Complete copies of all college policies are available through the office of your supervising administrator.

## **Minimum Qualifications**

Instructors must meet State-mandated minimum qualifications for employment (or the equivalent). Minimum qualifications are determined by the Academic Senate. Please see your Dean for assistance with this requirement.

## **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 (707) 468-3066.

## **Professional Development**

### **Flexible Calendar:**

Contracts for part-time faculty may include "optional flex hours" for purposes of professional development unless a course is independent study 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. . A copy of the Flex Handbook and Flex Forms are available on the Human Resources portal site under [Part-Time Faculty](#)

### **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, English and Math acceleration training, webinars, and more. Please contact the Ukiah Instruction Office for more details.

## **Tuition Reimbursement**

A fixed amount of money is allocated each year to reimburse part-time faculty who enroll in Mendocino College classes. See the Human Resources 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 at the Human Resources Portal site:

<https://portal.mendocino.edu/dept/HR/Pages/default.aspx>

## **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 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 WebAdvisor 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 WebAdvisor, 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 via WebAdvisor.

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 round up).

Positive attendance hours must be submitted via WebAdvisor within one week after the course is completed.

## **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.

Information about which courses are designated for audit and specific procedures may be obtained from Admissions and Records or College Centers.

## **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.

The procedure for changing the location of a class is complex and involves more than just "moving the class." The room change must be entered in the computer schedule so that the correct location of the class can be identified immediately in the event of an emergency and to prevent double scheduling of rooms. Therefore, you must notify your Dean.

## **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. You can check your enrollment at any time through WebAdvisor.

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 WebAdvisor. This roster is “real time” and reflects the current enrollment.

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

1. You should NOT DROP a student who has attended class (or, for distant 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 [rostermanagement@mendocino.edu](mailto:rostermanagement@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 14<sup>th</sup> 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 WebAdvisor. 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. Chalkboards should be erased, chairs placed in order and lights turned off. If the classroom has an outside door, it should be closed.

## **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 are available in the Instruction Office and College Centers.

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 outlines can be accessed at <https://www.mendocino.edu/academics>, by clicking on either Curricunet or eLumen. Course outlines are the documents used to validate that a course is applicable to the associate degree.

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.

## **Pass/No Pass Classes**

"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 30% of the course via WebAdvisor, or by submitting a completed form to Admissions and Records in Ukiah, Lake Center, Coast Center, or North County Center.

## **Deficiency Notices /Early Alert**

Instructors are requested to advise both students and counselors by the 8<sup>th</sup> week of the semester concerning all students doing below satisfactory work. Instructions for notifying Student Services will be provided. Student Services can be reached at 707-468-3048.

## **District Publications/Releases**

Any information or ideas for flyers, publications, releases, and photographs depicting the accomplishments of the students and staff of the college must be directed to your Dean for approval. 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.

## **Dropping Classes**

Please see the Academic Calendar for the last day to drop with a refund and other pertinent dates: <https://www.mendocino.edu/academics/academic-calendar>

## **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 be reported to Security (468-3155) and your Dean. In the event of any emergency, notify Maintenance and Operations (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 (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. 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 forms and the Travel Manual are available on the Fiscal Services portal site under [Travel Documents](#)

Each Travel Request form must identify all participants. If space is insufficient to include the persons 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 persons 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 trip.

## **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 involve instructional support staff and 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.

Pay warrants for all instructors not submitting grades may be withheld until grade and attendance rosters are submitted via WebAdvisor.

Per Administrative Procedure 304.2, records for classes shall be retained “for at least three college years after the year in which they were originally created.”

## Grades (Posting)

Grades should be distributed only through Canvas and WebAdvisor. 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 [rostermanagement@mendocino.edu](mailto:rostermanagement@mendocino.edu). Forms are available at the Admissions and Records Office in Ukiah, at the North County, Lake and Mendocino Coast Centers. Under no circumstances will the Grade Change form be given to or received from a student.

## Grade Reports

Final grades are prepared at the end of each semester and are available via WebAdvisor.

## Grading System

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

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINTS</u>
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
I	Incomplete	0
IP	In Progress	0
W	Withdrawal	0
MW	Military 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.

**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**

Per Board Policy 315 and Administrative Procedures 315.1, as a faculty member, you are a mandated reporter of suspected child abuse. Report any concerns to your Dean.

## **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.

## **Repeatable Courses & Credit by Examination**

A limited number of courses are repeatable. Please refer to the College Catalog for the listing of all approved courses that may be repeated or taken for Credit by Examination. All petitions for Credit by Examination must be completed and approved by the end of the fourth week of each semester.

## **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.

## **Special Admissions Program**

### **9-12<sup>th</sup> grade Students**

The Special Admissions Program is open to 9-12<sup>th</sup> 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 PEG 80, 280.

## **Syllabus**

All instructors must provide a written syllabus to each student on the first day of class. The syllabus should include the basic information outlined below. However, in addition, the syllabus can also be a document that welcomes students and introduces them to your teaching philosophy. For samples of syllabi that blend legal requirements with outreach to students of many backgrounds, please click on [Sample Syllabi](#) on the Instruction Office page of the Portal.

Please provide your Dean with a copy of your syllabus by the end of the first week of instruction.

### **The syllabus should include the following and should conform to the Course Outline of Record:**

#### **Course Description**

Course title/number, section number, units, semester, year, and brief description of course.

#### **Meeting Schedule**

Days, time, location, class meeting dates indicating topic(s), homework, reading assignments, holidays, drop dates, etc.

#### **Instructor Information**

Name, message phone, email, consultation times.

#### **Course Overview**

Purpose, content, teaching strategy, classroom style, and major activities planned.

#### **SLOs (Students Learning Outcomes)**

Include those approved for your course, exactly as written on the Course Outline of Record.

## **Learning Materials**

Required/recommended text, lab manual, Library Reserve/ Learning Center materials

## **Supplies Needed**

Calculator, 3x5 cards, tools, safety goggles, etc.

## **Course Requirements**

Minimum requirements for tests, final exam, homework, lab reports, safety, etc.

Policies: Attendance, late papers, absence, cheating, make-up exams, safety, tardy (*Clarify any rules that will govern the course.*) **NOTE**: If all instructor policies are not clearly specified in the course syllabus, it will be difficult for instructional administrators to support their enforcement in the event of a dispute.

Outside Assignments (*District Requirements - 2 hours homework, per lecture unit*) i.e. study, problems, journal, reading, writing, critical thinking, library research, projects.

## **Learning Assessment**

Exams: schedule of, number, type of question, length, grade value

Papers: due dates, length, format, topic limits, grading criteria and value, location of sample paper

## **Grading System**

The evaluation process should relate in content and type to the stated course objectives and must be based on quantifiable criteria (*Title V*). Grades should be based on uniform standards that demonstrate proficiency in subject matter by means of: Exams; Writing Assignments; Problem Solving Exercises; Skills Demonstration, etc. (*Title V*). (Student absence from class may negatively affect their semester grade but their presence in class may not be used as criteria to improve their grade per Title V.)

Scale: Indicate the percent of grade/point system for each; include criteria and how these translate into a letter grade.

## **Attendance Policy**

If you intend to drop students for non-attendance, state your policy clearly.

## **Plagiarism Notice**

With the rise of access to research information on the Internet and other electronic sources, student plagiarism has tended to increase in recent years. College Academic Honesty Guidelines address the serious consequences of using sources without citation. Formal disciplinary procedures must be followed carefully when cases of student plagiarism are suspected or identified. It is strongly recommended that you add a plagiarism statement to your syllabus to alert students to the issue and its consequences.

Here's an example for your consideration: "If you use someone else's words or ideas without citing them, you are committing plagiarism and may receive a failing grade on individual assignments.

College academic honesty and student code of conduct guidelines will be followed to address plagiarism."

### **Accommodations Notice:**

Your syllabus should include information on how students can contact the Disability Resource Center to arrange accommodations. Here is a sample statement:

If you feel that you would benefit from accommodations due to a physical or learning disability, you are encouraged to contact the Disability Resource Center as soon as possible to complete the required paperwork. Once the paperwork is complete, please contact me so that appropriate accommodations can be arranged.

- <http://www.mendocino.edu/disability-resource-center>
- 707.468.3031
- Room 1000 in MacMillan Hall on the Ukiah Campus (Counseling Office)

**Additional References** Sources for additional help, i.e., bibliography, people, etc.

## **Textbooks**

### **Desk Copies**

Desk copies should be ordered directly from the publisher by the instructor. Please do not rely on obtaining a desk copy through the Bookstore. The Bookstore can assist in providing publisher information. When ordering desk copies, please plan ahead and include several weeks for shipping and handling.

### **Sales**

Textbooks will be on sale at the College Bookstore in Ukiah. A Bookstore representative is also at each Center during the first two weeks of the semester and during the last week of the semester for buy-back.

### **Selection**

The following procedures have been established for the selection of textbooks used in the classroom:

1. Required Textbooks
  - a. Course textbook selections shall be recommended jointly by all full-time faculty in the subject field in consultation with appropriate part-time faculty. Recommendations for textbook changes shall be made cooperatively by full-time faculty working in consultation with other appropriate faculty, and forwarded to the appropriate Dean. For courses where no full-time instructor is assigned, a part-time instructor may be asked to recommend a text to the appropriate Dean.
2. Supplemental Textbooks
  - a. In courses which require extensive reading from several sources, a list of supplemental textbooks may be developed by instructors teaching those courses.

- b. Instructors shall coordinate the procurement of specific supplemental textbooks with the Bookstore Manager.
- c. When supplemental textbooks are used, the course syllabus shall indicate that supplemental textbooks are not required to be purchased by students, and that their use will not have any bearing on the determination of a final grade in the course.

See Administrative Regulation 104.1 for more Required Textbook information.

## **Wait List**

If your class has a "Wait List," your Class Roster in WebAdvisor 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 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 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 WebAdvisor, or submit a completed registration card to Admissions and Records in the Ukiah, 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 [IT\\_Help@mendocino.edu](mailto:IT_Help@mendocino.edu)

North County Center, Round Valley, Anderson Valley or Laytonville (459-6224 or 468-3082)

Lake Center (263-4944 or 468-3084)

Mendocino Coast Center (961-2200)

## Classroom Technology Support

Ukiah: Please contact [IT-Help](#) at 468-3000 x4100 for assistance with computers. For help with speakers or projectors, contact [AV-Help](#) at 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

David Bushway (468-3054) for Distance Ed & 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](mailto: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](mailto: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, (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 and one in the Lowery Library Building for part-time faculty use. These areas are equipped with computers, telephones, work space 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 work stations. Faculty will also find breakrooms with refrigerator, 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 468-3046.

## **Voicemail**

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

## **SUPPORT SERVICES - STUDENTS**

### **Assessment**

Assessment for students planning to enroll in English and math courses at Mendocino College is available in the Learning Center, Room 770, Lowery Library Building and at the Lake and North County Centers. Students may call for an appointment in Ukiah (468-3046); North County (459-6224 or 468-3082) Lakeport (263-4944 or 468-3084) or the Coast (961-2200).

### **Assessment Hours**

Please refer to the following link:

<http://www.mendocino.edu/student-services/learning-center/placement-testing>

## **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 468-3089 between 8:00 a.m. and 5:00 p.m. Monday - Friday (Ukiah).

## Counseling

Counselors are available by appointment to assist students at all locations. Encourage students to consult a counselor, if they have any questions about transferring, graduation or program planning. Ukiah (468-3048); North County (459-6224 or 468-3082); Lakeport (263-4944 or 468-3084); Coast (961-2200).

## 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

A wide variety of financial aid, including fee waivers, grants, work study, scholarships and loans is available to students. The application is just the first step. Students must complete a process to receive aid and that process often takes several weeks. The application for fall aid began last January, so if students have not yet applied they are late. We process files in date order.

Occasionally, financial aid may ask a faculty member whether a student is *actively participating* in class. This means they have shown up for class or have participated in an assignment or class chat for an online class. We may ask that you verify the last academic activity for a student. We realize you do not have to take attendance, but if you have a quiz or paper that was turned in on a specific date, that meets the requirement. We ask for these verifications to reduce the college's financial liability when a student does not show up for classes or drops all classes.

PLEASE NOTE: Financial aid NEVER advises a student to have the faculty member change their grade. We have satisfactory academic progress standards they must meet or they will lose their financial aid. We assume they earned the grade you gave them and we make calculations accordingly.

Information regarding Financial Aid, CalWORKs or EOPS may be obtained at the following locations: Ukiah, 1130 McMillan Hall (468-3110); Lake Center (263-4944 or 468-3084); North County Center (459-6224 or 468-3082) Coast Center (961-2200) and online at [www.mendocino.edu](http://www.mendocino.edu) located under "Student Services."

## 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 or contact one of the following locations:

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

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

## **Veterans**

Veterans using educational benefits, such as the Montgomery GI Bill, should direct all questions to the Admissions and Records Office, 468-3101.

## **LIBRARY FACULTY SERVICES**

What's new in the Mendocino College Library? A wealth of resources! Faculty should get a Faculty ID card at the library on the main campus or at the centers so that they may have access to books, videos, and other materials. In addition, we have many support services for instructors and classes. All faculty and staff need to have a Mendocino College ID in order to check out library materials or AV equipment.

### **Services**

- \* Class instruction in library research techniques
- \* Help with library assignments and research papers
- \* Remote access to the library catalog & library databases <http://mclib.mendocino.edu/>
- \* Reserve books to augment classroom texts (Instructors should supply a copy of texts they want on reserve.)
- \* Audiovisual materials
- \* AV support
- \* Instructional Support such as faculty web pages, ftp, etc.
- \* Interlibrary Loan
- \* Scanner use

### **Materials**

- \* Over 30,000 books and over 150 magazine and newspaper subscriptions
- \* Over 134,000 eBooks with remote access 24/7
- \* Online full-text journal and newspaper databases accessible on campus and from home
- \* Videos, DVDs, audio books and over 4,000 streaming videos from Films on Demand
- \* Internet terminals
- \* Maps, telephone directories, college catalogs, etc.
- \* The library provides an open wireless access point and at the Eagle's Nest as well

### **Library Hours at the Ukiah Campus:**

Monday-Thursday 8:00 a.m.-8:30 p.m.

Friday 8:00 a.m.-4:30 p.m.

Closed weekends and holidays; however, watch for announcements of some Saturday hours for midterms and finals.

## **Library Contacts:**

**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.

**KJ Todd, Circulation:** (707) 468-3050

To place materials on reserve, questions about your account, or to renew materials, call KJ at 468-3050.

**Tammy Cartwright, Interlibrary Loan:** (707) 468-3052

For Interlibrary loans, contact Tammy.

**David Bushway, Instructional Technology Specialist:** (707) 468-3054

For Instructional Support such as faculty web pages, ftp, and Etudes accounts, contact David.

## **Reserve Books:**

Faculty who have desk copies of a text they wish to place on reserve should submit it to Tammy Cartwright with a Faculty Reserve form (which is available in the library or on the library's web site: <http://mclib.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 shall conduct themselves in a manner which does not infringe on the rights of others.

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 Affirmative Action Officer. 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. Copies of the Policy and accompanying Administrative Regulation can be obtained from the Student Services Office in Ukiah or the Centers in Lake and North County.

## **Confidentiality**

Policy 515 prohibits college staff from holding “open conversation” about students at the college. This regulation prohibits 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 himself/herself. Please contact the Admissions and Records Office for further information.

## **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.

### **North County, Lake Center, Coast Center:**

Parking lots – must be 20 feet from any entrance, exit, or openable window.

### **Point Arena:**

No smoking or use of tobacco products on the property.

## 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 Sabrina Meyer, Director of Human Resources in MacMillan Hall.

## Reporting Emergencies

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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

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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

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Call Maintenance and Operations at x3076 • Non-urgent emergency whenever Security doesn't answer.

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Call Maintenance and Operations at x3076 • Utility failure.

Call Security at x3155

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Call President's Office at x3071 (daytime) • Any incident with potential for adverse publicity to the college.  
Call Maintenance and Operations at x3076

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Call Security at x3155 • Student or faculty issue during evening hours.  
5 – 10 PM, Monday – Thursday

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## Emergency Numbers

ALCOHOL & DRUG ABUSE	800-879-2772
ALCOHOLICS ANONYMOUS	
Ukiah	707-462-7123
Lake	707-995-3316
AMBULANCE	
Ukiah & Medstar	707-462-3001
HELP LINE SERVICES	
Ukiah	707-463-HELP (707-463-4357)
CALIFORNIA HIGHWAY PATROL	
Mendocino County	707-467-4420
Lake County	707-279-0103
CHILD ABUSE & FAMILY VIOLENCE	800-799-7233 or 866-236-0368
TEEN HOTLINE	800-331-9474
FIRE DEPARTMENT	
Ukiah Valley Fire District	707-462-7921
Lakeport Fire Department	707-263-4396
Little Lake (Willits) Fire Department	707-459-6271
Fort Bragg Fire Department	707-961-2831
HAZARDOUS MATERIALS/ENVIRONMENTAL HEALTH SERVICES	
Mendocino County Environmental Health (Ukiah/Willits/Ft. Bragg)	707-463-4466
Lake County Environmental Health	707-263-1164
HOSPITAL/EMERGENCY SERVICES	
Ukiah	
Ukiah Valley Medical Center	707-462-3111
Red Cross	707-463-0112
Mendocino County Mental Health Crisis Line	707-463-4396
Lakeport	
Sutter Lakeside Hospital	707-262-5000
St. Helena Hospital, Clearlake	707-994-6486
Red Cross, Yolo County Chapter	530-662-4669
Lake County Mental Health Crisis Line	800-900-2075
Willits	
Howard Memorial Hospital	707-459-6801
Mendocino County Mental Health Crisis Line	707-459-4638
Ft. Bragg	
Mendocino Coast District Hospital	707-961-1234
LAW ENFORCEMENT	
Mendocino County Sheriff's Office	707-463-4086
Lakeport Police Department	707-263-5491
Willits Police Department	707-459-6122

Fort Bragg Police Department

707-961-2800

POISON CONTROL

800-222-1222

# APPENDIX

## **Academic Calendar**

Available on Mendocino College website at:  
<http://www.mendocino.edu/academics>

## **Ukiah Campus Map**

Available on the Instruction Office Portal site at: [Ukiah Campus Map](#)

## **Absence Form**

Available on the Human Resources Portal site at: [PT Absence Form](#)

## **Field Trip Forms**

Field Trip forms are available on the Fiscal Services portal site under  
[Travel Documents](#)

## **Flex Forms**

A copy of the Flex Handbook and Flex Forms are available on the Human Resources portal site under [Part-Time Faculty](#)

## **K-12 Special Admission Application**

Available on the Admissions & Records website under Forms:  
<http://www.mendocino.edu/admissions/admissions-forms>

## **Petition for Overlapping Classes:**

Available from Admissions & Records website under Forms:  
<http://www.mendocino.edu/admissions/admissions-forms>