

*SANTIAGO CANYON COLLEGE*

# **Instructor Information**

## **Fall 2011**

[www.sccollege.edu](http://www.sccollege.edu)



**SANTIAGO  
CANYON  
COLLEGE**

# Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

## Instructional Calendar –Fall Semester 2011

August 15-17 Faculty projects  
January 18-19 Common College Flex Days

### Full Semester

**August 22** **Instruction Begins** for full semester  
See Add Authorization Last date to add a class with instructor provided Add Authorization slip  
September 4 Last date to drop online with enrollment fee refund  
September 5 Last date to drop online and NOT receive a “W” grade  
September 23 Last date to file Pass/No Pass option for full-semester course  
November 13 Last date to drop a full-semester course online and receive a “W” grade  
December 12 Last day of instruction  
December 14 Grades DUE

### 1<sup>st</sup> GR8 Weeks

**August 22** 1<sup>st</sup> GR8 Weeks instruction begins (**Ends October 15**)  
See Add Authorization Last day to add 1<sup>st</sup> GR8 Week course with instructor provided Add Authorization slip  
Check section detail online Last day to drop 1<sup>st</sup> GR8 Week course online with enrollment fee refund  
30% of class meetings Last date to file Pass/No Pass option for 1<sup>st</sup> GR8 Week courses  
Check section detail online Last date to drop 1<sup>st</sup> GR8 Week course online and receive a “W” grade

### 2<sup>nd</sup> GR8 Weeks

**October 17** 2<sup>nd</sup> GR8 Weeks instruction begins (**Ends December 12**)  
See Add Authorization Last day to add 2<sup>nd</sup> GR8 Week course with instructor provided Add Authorization slip  
Check section detail online Last day to Drop 2<sup>nd</sup> GR8 Week course online with enrollment fee refund  
30% of class meetings Last date to file Pass/No Pass option for 2<sup>nd</sup> GR8 Weeks classes  
Check with Admissions Last date to drop 2<sup>nd</sup> GR8 Week course online and receive a “W” grade

### Holidays

September 5 Labor Day (Monday)  
November 11 Veteran’s Holiday (Friday)  
November 24-27 Thanksgiving Day (Thursday-Saturday)  
December 19-31 Holiday Break

- NOTE: If a holiday is on a Monday, weekend classes **DO** meet; if a holiday is on a Friday, weekend classes **DO NOT** meet.

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<b>SANTIAGO CANYON COLLEGE ADMINISTRATIVE OFFICES</b>			
<b>POSITION</b>	<b>NAME</b>	<b>Off campus dial: 714-628- On-campus dial: 8 before the 4 digits</b>	<b>OFFICE</b>
President	Juan Vázquez	4909	A-201
Assistant to the President	Lynn Manzano	4930	A-201
Vice President, Academic Affairs	Aracely Mora	4880/4848	A-201
Executive Secretary	Melody Vaught	4880	A-201
Vice President, Student Services	John Hernandez	4886	A-201
Executive Secretary	Julie Restivo	4884	A-201
Vice President, Administrative Services	Steve Kawa	4717	A-201
Executive Secretary	Terry Wilksen	4718	A-201
Plant Manager	Richard Curia	4721	U-100
Security	Ken Gouldsmith	4730	U-100
Associate Dean, Admissions & Records	Linda Miskovic	4972	E-101
Administrative Secretary	Irene Scroggins	4971	E-101
Registrar	Denise Pennock	4844	E-101
SCC Foundation	John Hernandez	4886	A-201
Associate Dean, Student Development	Loretta Jordan	4933	A-201
Administrative Secretary	Ann Kelly	4932	A-201
Associate Dean, Financial Aid	Syed Rizvi	4967	E-106-1
Administrative Secretary	Gayle Sapak	4813	E-106
Director, Academic Support	Curt Childress	4980	L-106
SCC Help Desk	Wanda Wright	4999	L-107
Director, Apprenticeship	Patti Dillon	4888	U-83
Coordinator, Community Services	Brenda Hohnstein	4963	A-211
Athletic Director	Martin Stringer	4816	U-84
Dean, Mathematics & Sciences	Martin Stringer	4816	U-84
Administrative Secretary	vacant	4757	U-84
Administrative Secretary	Esther Odegard	4821	U-84
<b>Math &amp; Sciences Sick Line</b>		<b>4770</b>	
Dean, Business & Career Technical Education	vacant	4883	U-83
Administrative Secretary	Julie Peeken	4887	U-83
Administrative Secretary	Amy Styffe	4883	U-83
Dean, Library/Arts, Humanities & Social Sciences	John Weispfenning	5030	D-128
Administrative Secretary	Barbara Garrahy	5031	D-128
Administrative Secretary	Janell McWilliam	4822	D-128
<b>Library/A, H &amp; SS Sick Line</b>		<b>4841</b>	
Dean, Counseling & Student Support Services	Ruth Babeshoff	4775	D-106
Administrative Secretary	Diane Durdella	4751	D-106
Administrative Secretary	Debbie Hjorth	4732	D-106
<b>Counseling Sick Line</b>		<b>4803</b>	

<b>SANTIAGO CANYON COLLEGE DEPARTMENT CHAIRS, PROGRAM COORDINATORS &amp; DIRECTORS</b>		
<b>DEPARTMENTS/PROGRAMS</b>	<b>CHAIR/COORDINATORS/ DIRECTORS/FACILIATORS</b>	<b>Off campus, dial: 714-628- On-campus dial 8 first</b>
Academic Success Center/Language Lab	Florence Zysman	4755
American College English (ACE)	Diana Babayan	4782
Apprenticeship	Patti Dillon	4888
Business	Stewart Myers Bonnie Slager	4752 4753
Communication	Jared Kubicka-Miller	4726
Counseling/Education	Jennifer Coto	4798
Disabled Students Programs & Services	Lucy Carr-Rollitt	4862
Distance Education	Scott James	4864
Earth, Space and Physical Sciences	Morrie Barembaum Craig Rutan Nahla El-Said Debbie Brooks Danielle Martino	4895 4954 4955 4788 4705
English	Elizabeth Elchlepp	4784
EOPS/CARE/CalWORKs	Nena Baldizon-Rios	4817
Exercise Sciences	Ian Woodhead	4906
Honors Program	Aracely Mora	4820
Human Development	Regina Lamourelle	4708
Humanities	Marcelo Pimentel	4785
Library	Joe Geissler	5019
Life Sciences	Denise Foley Mike Taylor	4920 4942
Mathematics	Craig Nance Scott Sakamoto Anne Hauscarriague	4936 4789 4919
Modern Languages	Lourdes Fajardo	4938
Fine & Performing Arts	Moira Hahn Shane Cadman Larry Ball	4834 5031 4828
Reading	Mary McMullin	4824
Social Sciences	Cari Cannon Scott Howell	4833 4941
Student Placement	Diana Casares	4921
Scholarship Program	Andrea Garcia	4793

**SANTIAGO CANYON COLLEGE**  
**ADMISSIONS & REGISTRATION INFORMATION**

**1. PROCEDURES TO ADD A STUDENT**

- A. The day before the first class, every instructor should print their own roster for each section – the wait listed students will also show on the roster; **ALSO PRINT YOUR ADD CODES.**
- B. If you do not know how to access your roster via the intranet or Web Advisor, please read the training manual or view the video on Web Advisor for assistance.
- C. Procedure for “wait listed” students with **THE NEW ADD CODES:**
  - 1) At the beginning of the first class, take attendance. If there are seats available, you are obligated to give **ADD CODES** for “wait listed” students who are present, beginning with the top spot on the wait list.
  - 2) Once all “wait listed” students, who are present, are given **ADD CODES**, you may assign **ADD CODES** for additional petitioners.
  - 3) Please verify that waitlisted students who add your class appear on your most recent roster.
- D. **ADD CODES** are only used during the first two weeks of class. All **ADD CODES** must be processed by the end of the 2<sup>nd</sup> week of instruction. Auditing is **NOT** allowed.
- E. If you decide to add a student during the 3<sup>rd</sup> week of instruction, you will use an old **ADD CARD**. You must also include a sentence which says “has been attending since . . . . and add a date during the first two weeks of instruction.”
- F. Students cannot be added after the end of the 3<sup>rd</sup> week of instruction.

**NOTE:** *Instructor Change Cards* are always available in Admissions. These cards may be used to reinstate students whom you have accidentally dropped.

Faculty drops done online are date driven. When you drop a student prior to census, the student is designated as a NS (no show) for State reporting. When you drop between census and the 75% point in your class, the student is given an EA (excessive absence). After 75% of your class, drops are not allowed. No “W” (withdrawal) grades may be assigned after the 75% point of a class. . You will not be able to add students to the final roster/grade sheet. Theoretically, a student may have attended your class the entire semester without being enrolled and will not receive credit for the course or a grade. It is your responsibility to compare students attending your class with active students on your roster.

**DO NOT ALLOW STUDENTS WHO DO NOT  
REGISTER TO REMAIN IN CLASS.**

## 2. **ACADEMIC HOLD POLICY FOR NON-PAYMENT OF ENROLLMENT FEES/TUITION**

A. Students who register for classes and do not pay enrollment fees within 3 days will be dropped for non-payment. You may see a designation of NP (non-payment) for those students who were dropped for non-payment. They are not registered in your class if you see an NP status.

B. Students who have outstanding fees (health fee, parking, material fees) will have a hold placed on their records. These students will not be able to:

- request official transcripts/view student information online,
- add classes that semester,
- enroll in classes in subsequent semesters.

C. Students can pay fees online or in person from 8:00 a.m.–5:00 p.m. (M-Th),  
8:00 a.m. to noon (Fridays)

## 3. **GRADES Faculty are required to submit grades online.**

A. After completing grades, Admissions must collect all documentation you used to record and calculate grades. You must sign and return your documentation. These items can be mailed, emailed, or dropped off in person.

NOTE: PLEASE SIGN EVERYTHING. These records are historical documentation and are filed in compliance with California State law. If you are not available to meet with a student challenging a grade, these records will be used to respond to the challenge.

**IMPORTANT DEADLINE:** Spring 11 **grades are due in Admissions no later than Tuesday, May 24, 2011.**

B. **ONLINE GRADE SUBMISSION SYSTEM:** This system is fast and easy to use. Although it does not eliminate the requirement of turning in your supporting paperwork, it benefits students requesting certified transcripts. When you submit your grades online, the grades are loaded within 24 hours and are immediately placed on student transcripts.

Call the Help Desk (714) 628-4999 for information on training,  
or Denise Pennock, Registrar (714) 628-4844.

C. **ONLINE INSTRUCTIONS FOR FINAL GRADE REPORTING** – go to Web Advisor for instructions and video assistance.

## 4. **REFUND POLICY – *IN PERSON ONLY***

A. If a student drops a full semester class by the end of the second (2<sup>nd</sup>) week of instruction:

- 1) enrollment fee/tuition will be completely refunded
- 2) there will be no record of enrollment on the student's transcript

B. If a student drops a class that is less than a full semester in length (early or late start), the refund period is the first 10% of the class. Ask Admissions

if you need a specific date.

C. Summer courses have a different structure:

- 1) Students will receive a complete refund and there will be no record of enrollment in the class on the student's transcript until the end of the first (1<sup>st</sup>) week of instruction.
- 2) Students will receive a refund of the health and parking fees until the end of the second (2<sup>nd</sup>) week of instruction.

**NOTE:** Students who pay by credit card can request a refund by telephone (714) 628-4727 after the first week of the semester.

5. **REGISTRATION**

SCC students are expected to register online at [www.sccollege.edu](http://www.sccollege.edu). If a student has a problem or a signed add card they should go to Admission, Building E, Room 101.

To pay for classes a student should go to the Cashiers Office, Building E, Room 102  
Phone: (714) 628-4902

Admissions Office hours (714) 628-4902

8:00 a.m. to 7:00 p.m. Monday through Thursday – 1/5 to 1/29/09

8:00 a.m. to 4:30 p.m. Friday (hours are subject to change)

Cashier's Office hours (714) 628-4727

8:00 a.m. to 5:00 p.m. Monday through Thursday

*Check with cashiers as they stay open late for the first two or three weeks of classes.*

8:00 a.m. to noon Friday

**NOTE:** If a student petitions to add a class during the late registration period, assuming space is available, please sign the add card(s) and direct the student(s) to Admissions.

6. **WITHDRAWAL POLICY**

It is always the student's responsibility to drop a class. However, faculty are **required** to drop students who never attend the class prior to the third week of the semester (ED CODE 58440).

- A. Dropping students is critical to our auditing system. Please use this roster to verify petitioning students have properly registered. After the second (2<sup>nd</sup>) week of instruction, if the student remains on your roster as a registered student, the student will be charged for the class whether or not he/she has attending.

\*Please use online rosters bi-monthly to verify actively enrolled students.

## **GENERAL INFORMATION**

### **1. ABSENCES FROM CLASS, PROCEDURES FOR ALL FACULTY**

- A. If you must be absent, call as soon as possible.
- 1) Division I, Library/Arts, Humanities, Social Sciences, (714) 628-4841  
Monday through Thursday: 7:30 a.m. to 4:30 p.m.  
Friday: 7:30 a.m. to 11:00 a.m.  
After hours, call: (714) 628-4904
  - 2) Division II, Mathematics & Sciences: (714) 628-4770  
Monday through Thursday: 7:30 a.m. to 5:00 p.m.  
Friday: 8:00 a.m. to 11:30 p.m.  
After hours, call: (714) 628-4904
  - 3) Division III, Business and Career Technical Education: (714) 628-4883  
Monday through Thursday: 8:00 a.m. to 5:30 p.m.  
Friday: 8:00 a.m. to 12:00 p.m.  
After hours, call: (714) 628-4844
  - 4) Division IV, Counseling and Student Support Services:  
(714) 628-4803  
Monday through Thursday: 7:30 a.m. to 6:00 p.m.  
Friday: 7:30 a.m. to 11:50 a.m.  
After hours, call: (714) 628-4803
- B. The Division Office must be notified of any class cancellation. A roster will be posted for student notification.
- C. The College does not provide substitutes and you may not provide your own replacement.

### **2. ACADEMIC SUCCESS CENTER (ASC) & Language Lab – Located in D-209**

Phone: (714) 628-4830

Hours: During all regular scheduled class times:

Monday through Thursday 8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 12:30 p.m.

ASC Staff available Monday through Thursday during semester breaks.

Closed on all school holidays.

Services offered free to all currently enrolled students:

- Individualized and self-paced computer programs that provide students an opportunity to improve their academic skills in reading, math, study skills and note taking.
- Smartxt program that uses multisensory digital strategies to accommodate multiple learning styles, and can be customized to your course, with your voice and text notes to assist students in reading and understanding the text and/or problem solving strategies.

\* ASC staff are available to assist you with any supplemental instructional material and preparation.

\*Supplemental instructional resources and materials assigned by instructors for students enrolled in their courses.

- Blackboard 9.1, 20 minute mini-orientation workshops, the first three weeks of each semester, to help on-campus and distance education students learn to navigate through the Bb system.
- American College English & Reading – Students complete computer assignments for required class lab hours. **All lab hours must be completed by the end of Tuesday of the last week of each semester, regardless of schedule class time.**
- Language Lab – All foreign language programs available for students to complete required lab hours. **All lab hours must be completed by the end of Tuesday of the last week of each semester, regardless of schedule class time.**

### 3. **BOOKSTORE (also see TEXTBOOKS)**

The Hawk Bookstore-

Location: A-101, Phone: (714) 628-4736

Hours: Monday through Thursday 7:45 a.m. to 7:30 p.m.

Friday and Saturday 8:00 a.m. to 1:00 p.m.

(Hours are subject to change)

- A. Student may purchase textbooks for SCC courses in person or on-line at [www.sccollege.edu](http://www.sccollege.edu) (click on “bookstore”).
- B. Receipts are necessary for refunds. Traditional fall/spring semester deadline for refunds is the end of the second (2<sup>nd</sup>) week of instruction. The deadline for summer and early/late start courses is at the end of the first (1<sup>st</sup>) week of instruction.
- C. Book buy back dates will be during the final week for traditional fall/spring semesters. Additional book buy back dates will be advertised for the beginning of each semester.
- D. In addition to textbooks, the bookstore also stocks:  
course materials, backpacks, gift items, Scantron test forms, supplies, clothing, greeting cards, college logo gifts, catalogs/schedules, brown bag sandwiches, snacks, drinks, stamps, student bus passes
- E. A vending machine, located in the E Building stairwell closest to the D Building contains Scantron test forms, blue books, pens/pencils and other supplies.

### 4. **CLASS HOURS and ROOM ASSIGNMENTS**

- A. Class hours: Beginning with the first session, the full instructional time allotted for each class should be utilized. A 20 minutes break is customary for a 3-hour class.
- B. Room Assignments: A request to change the location of an assigned class must be directed to your department chair and approved by the Dean of the Division.

5. **CLASSROOM REGULATIONS:** (see page 17-29, 11/12 SCC catalog)  
Please observe and enforce all college regulations and legal requirements.  
NO smoking, eating or drinking is allowed in the classrooms.

## 6. COUNSELING AND STUDENT SUPPORT SERVICES

Location: D-106, Call (714) 628-4800 for an appointment.

Hours: Monday:	8:00 a.m. to 6:00 p.m.
Tuesday & Wednesday	8:00 a.m. to 7:00 p.m.
Thursday	8:00 a.m. to 5:00 p.m.
Friday:	8:30 a.m. to 12:30 p.m.

Counselors provide career, academic and personal counseling.

Additional programs and services for students:	Location	Phone (714)
EOPS (Extended Opportunity Program and Services)	E-108	628-4915
Transfer Center	D-104N	628-4865
Career Services	D-106	628-4805
Student Placement Office	A-206A	628-4921
Testing Center	E-303	628-4812
CalWORKs	E-108	628-4905
Scholarship Program	E-104	628-4793
Financial Aid	E-104	628-4876

## 7. DISABLED STUDENT PROGRAM AND SERVICES (DSPS)

Location: E-105 Phone: (714) 628-4860 (voice) Fax: (714) 532-4684  
TTY: (714) 639-9742 [www.sccollege.edu/dsps](http://www.sccollege.edu/dsps)

DSPS provides special services and academic accommodations to students with verifiable disabilities attending the college. Program services are designed to ensure that students have an equal opportunity to participate and succeed in all college programs and activities. The type of assistance provided to students is determined individually depending on their disability-related educational needs.

To receive services, **students must:**

- A. complete a DSPS Application for Services
- B. provide verification of their disability (unless they are completing a learning disabilities assessment or the disability is observable)
- C. meet with a DSPS professional to have their needs evaluated

**SERVICES:** DSPS services are authorized based on students' individual disability related needs. Available services include, but are not limited to the following:

- Priority Registration
- Registration assistance
- Academic advisement
- Test-taking accommodations
- Learning disabilities assessment
- Assistive technology
- Alternate media materials
- Sign language interpreters
- Liaison with faculty, staff and community agencies
- Note-taking assistance

## 8. **FACULTY DEVELOPMENT CENTER (FDC)**

The FDC, located in the Library, is designed to provide technology resources that will enhance the development of course assignments and facilitate communication with students and colleagues.

Location: L-115, Call (714) 628-4820, to schedule the room.

Hours are:

Monday through Thursday: 9:00 a.m. to 7:00 p.m.

- The FDC can be scheduled for demonstrations, training or workshops
- The FDC is available for individual faculty use.
- There are 13 computers with Internet access, the Microsoft Office suite, and a variety of multimedia software including Photoshop, Captivate, Illustrator and Final Cut Pro for faculty use.
- Additional equipment includes a SMART Board interactive whiteboard, document camera, printer and DVD player.

## 9. **FIELD TRIPS**

- A. To obtain approval for a field trip with students providing their own transportation, one week prior to the field trip, instructors must submit to the Division Dean:
- 1) Completed Field Trip Request form
  - 2) Syllabus with this field trip highlighted
  - 3) Field Trip form: Excursion/Field Trip Notice completed and signed form for EACH student
  - 4) One (1) copy of your class roster
- B. If you require the College to provide transportation, see your department chair to request timelines and procedures, prior to printing of course syllabus.
- C. You may provide an address of the location of the field trips but:
- 1) DO NOT give oral or written directions to students.
  - 2) DO NOT “assign” students to a carpool.

Questions regarding liability should be directed to Don Maus, Risk Management, District Office, (714) 480-7330.

## 10. **FOOD SERVICE**

- A. The Hungry Hawk, located in T-100, is operated by an independent contractor.  
Hours: Monday through Thursday 7:00 a.m. to 9:00 p.m.
- B. The Drip, located in the A/B Quad, is operated by an independent contractor.  
Hours: Monday through Thursday 7:00 a.m. to 9:00 p.m.
- C. The Hawk Bookstore, located in A-101, sells sandwiches, drinks and snacks.
- D. Vending machines are available on the west end of the first floor of the B building, outside of U-89, and the north side of D building.

## 11. **HEALTH AND WELLNESS CENTER**

- A. Location: T-102, Phone: (714) 628-4773
- B. Hours: Monday through Thursday 9:00 a.m. to 1:00 p.m., 2:00 p.m. to 7:00 p.m.  
Fridays 9:00 a.m. to noon
- C. Registered students, who have paid their health fee, may see nursing staff, on a walk-in basis, at any time during operating hours. Physicians and Psychologists are available each week by appointment only.
- D. Psychological Services include: One-to-one, confidential therapy to address stressful events and personal challenges that interfere with academic progress and college success. Personal counseling offers an unbiased perspective, emotional support, and professional guidance to assist students with problem solving, self-exploration, and the development new, more effective skills. Crisis intervention, health information, and referrals are also available. A \$5.00 REFUNDABLE service deposit is collected each semester to insure that students keep schedule appointments.
- E. Tuberculosis skin tests for faculty and staff: The fee is \$10.00 and may be paid with cash or by check. The tuberculosis skin test must be read 48 – 72 hours after initiation. Testing may be initiated on:
  - Monday and Tuesday  
with readings on Wednesday and Thursday, respectively
  - Wednesday and Friday (between 9:00 a.m. and noon)  
with readings on the following Friday or Monday (from 9:00 a.m. to noon)

### **Crisis Intervention Team (CIT)**

The CIT is available to provide students and SCC faculty staff with assistance in facilitating resolution of an incident or psychological crisis. A psychological crisis is a life event that an individual experiences as stressful to the extent that they are unable to effectively manage their everyday functions. Each semester the CIT is composed of volunteer faculty, security/safety staff, counselors, and psychologists. There is also availability of emergency support from local law enforcement. The CIT is centralized within health services and anyone on campus may call upon a CIT member by notifying the Health and Wellness Center or Campus Security. When possible, the student will be brought to the Health and Wellness Center for immediate crisis counseling and appropriate resolution.

During the Health Center Hours a CIT member may be contacted by calling:  
Health and Wellness Center (714) 628-4766

When the Health and Wellness Center is closed SCC Campus Security Officers may be called directly.  
Campus Safety Cell phone number (714) 628-4730

## 12. **KEYS**

Lecture rooms are unlocked by custodians in the early morning and re-locked late evening. Computer rooms and labs are opened 10 minutes prior to the beginning of class. If you require early access to a computer room or lab, please contact Administrative Services in A-204 or call (714) 628-4719. If you require a key to a particular room on campus, please see your Division Office.

## 13. **LIBRARY**

Hours for Fall 11 semester:

Monday through Thursday 9:00 a.m. to 7:00 p.m.

Phone numbers:

General Information/Circulation:	(714) 628-5000
Reference:	(714) 628-5005
Bibliographic instruction:	(714) 628-5017

Web page: <http://www.sccollege.edu/library>

- There are 96 student access computers in the Library, with access to full-text periodical databases, the library catalog and Microsoft Office suite.
- The SIZ, Student Information Zone, offers technologically robust Apple and PC work stations with game creation and photo/video editing software, a digital camera and camcorder for student experimentation.
- Black and white and color printers and copiers are available on both floors.
- An intra-district book exchange service allows students and faculty to request books from the Santa Ana College Library collection to be delivered to Santiago Canyon College. Interlibrary loan services are available for faculty.
- Faculty are invited to place textbooks and assigned readings on reserve.
- Bibliographic instruction classes are available and are tailored to your class needs. To schedule a Bibliographic instruction class, submit an online Bibliographic Request form located under the Library Instruction link on the Library web page.

## 14. **MAILBOXES**

SCC Part-time faculty are assigned a mailbox in the Publications Center, A-204. A list of the location of full-time faculty mailboxes is posted in A-204. The District mail is an important means of communication; check your mailbox each time you are on campus. Mail will be delivered and picked up each day when classes are in session.

PLEASE, do <u>not</u> send students to check mail. Students are not allowed in the mailbox area.
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A-204 is open only on days that Weekend College classes met.

**15. MATH STUDY HALL (MaSH)**

Location: U-80

Hours: Monday through Thursday: 8:00 a.m. to 7:30 p.m.  
Saturday 9:00 a.m. to 3:00 p.m.

MaSH is a resource for all students enrolled in math courses. Math tutoring is available from instructors and trained peer tutors.

**16. PART-TIME FACULTY OFFICES**

Part-time faculty may use the computers in the *Faculty Development Center (FDC)* in the Library, Room 115, when they are not in use for scheduled training or workshops.

**17. PAYCHECKS**

There are three options for receiving paychecks:

- A. Faculty may pick up paychecks at the Cashier's Office, E-102, on the last working day of the month. **Please bring a photo I.D.**  
Hours: Monday to Thursday 8:00 a.m. to 5:00 p.m.  
Friday 8:00 a.m. to noon  
(After closing, pick up paychecks in Admissions)
- B. If you prefer to have your paycheck sent to your home, you must complete a Mail Authorization form, available at District Office, Payroll, (714) 480-7526.
- C. If you prefer direct deposit, part-time faculty are only eligible for direct deposit to the SchoolsFirst Credit Union; you must complete paperwork to initiate this method of receiving your paycheck.

Full-time faculty may complete paperwork to have paychecks automatically deposited to the bank of their choice.

Full-time Faculty: Certificated pay dates will be the last working day of the month, September 30 through June 30 (10 equal payments) with one exception—the December paycheck will be issued on the first working day in January.

Part-time Faculty: Fall 11 semester pay dates will be:  
September 30, 2011, October 31, 2011, November 30, 2011 and January 3, 2012

**18. PUBLICATIONS & QUICK COPY at SCC Publications is located in A-204, phone (714) 628-4778.**

Hours: Monday to Thursday 7:15 a.m. to 7:00 p.m.

**SELF SERVE COPIES, MAILROOM AND SCANTRON**

Hours: Monday to Thursday 7:00 a.m. to 9:30 p.m.

Friday 7:00 a.m. to 6:00 p.m.

\*Saturday 7:00 a.m. to 5:00 p.m.

*Note: All copying requests must comply with the Copyright Act of 1978 (Title 17, United States Code)*

\*Saturday hours are available **only** when classes are in session

## GUIDELINES

### A. Publications:

Email copy requests, with material to be copied attached to the email, and a contact phone number to: [scc\\_publication@sccollege.edu](mailto:scc_publication@sccollege.edu)

OR

Legibly complete, with directions, a *Publication Request* form; attach the form to the material to be copied and place it in the clerical service basket in A-204.

There will be a minimum turn-around of three (3) working days  
Completed jobs will be placed in your mailbox.

### B. Quick Copy

Walk-up services available; you wait while copies are produced.

Limit of 600 total copied pages, i.e., 6 page exam=100 copies of each page

### C. Self-Service Copier

Copy machine available for making your own copies with a 100 copy per day limit.

### D. Additional Services:

one or two-sided copies

collating/stapling

colored paper/3-hole punched paper/paper cut to size

enlarge and reduce print

card stock covers and back sheets

laminating

overhead transparencies

Scantron test forms

### E. Eric Harsen, (714) 628-4866, A-213, is available to assist instructors with the development of graphic material for instruction.

## 19. **STAFF PARKING/PHOTO I.D.**

Parking permits and ID cards are available in the Cashier's Office, E-102, at an annual cost of \$50. **Please bring a photo I.D.** Staff can park in either staff or student parking. Permits must be hung on the rear view mirror.

Faculty may also purchase daily parking passes for a cost of \$2.00. These passes may be purchased from the yellow dispensing machines located at the east end of Lot #2, south end of parking lot #3, and north/east end of parking lot #6, adjacent to the Library. Daily parking passes are valid for use in student parking spaces ONLY. We also have Emergency Call boxes in the parking lots and the mall areas.

Safety and Security Office, located in U-100 will provide jump starts for dead batteries and unlock cars without power locks.

You may request an escort from your classroom to your car at any time. To make arrangements for an escort, please call Safety and Security Office, (714) 628-4730.

20. **STUDENT CONSULTATIONS**

Adjunct faculty instructors may wish to meet with students outside of class. A good time to meet with students is either before or after your class meets, however, you should not assume that the classroom will be available. You may have to find another location outside of the classroom to meet with students. Check with your Division Office for suggestions on possible locations.

21. **SYLLABI**

A. Any required field trip must be noted in your syllabi.

B. The following Disabilities Statement must be written on your syllabi.

Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Services (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 628-4860 or (714) 639-9742 (TDD for hearing impaired students) or in person at the DSPS Center, E-105.

C. Syllabus Requirements:

Name of College

Division Name

Semester Year:

Course Name/Section Number

Meeting dates/days/times

Instructor Name

Instructor Telephone/Email/Contact Number

Office hours/Location (full-time faculty)

Course Description and Objectives: A syllabus must be in accordance with college and department policies. Cover all minimums of courses as spelled out in course overview/college catalogue.

Course Requirements/Procedures/Policies:

Absence/Tardiness/Drop Policies

Lab Requirements (schedule/time/place/safety rules)

Field trip requirements

Academic Honesty Policy

Class Rules of Conduct

Required Course Textbooks/Materials

Grading Policies /Procedures

DSPS Statement (see above)

22. **TESTING CENTER**

Due to budget restrictions, make-up testing services have been suspended indefinitely. If you have a critical need, please contact the Dean of your Division.

23. **TEXTBOOKS**

To order textbooks for your course(s), online service is available for faculty:

- A. The textbook requisition form is available on the College website: [www.sccollege.edu](http://www.sccollege.edu)
- B. Select "Bookstore"
- C. Select "For Faculty . . . ."
- D. The form is a "template email." It is a blank form you must complete.
- E. Each section provides important information that will aid the Bookstore in ordering the exact textbook you are requesting. If specific information is unknown, please indicate so, i.e., if you do not know the ISBN number, please state that it is "unknown."
- F. Complete the form, select "submit form." Your completed form will be emailed directly to the Bookstore. Confirmation will be sent one or two days after your textbook requisition is received by the Bookstore AND a copy of the information will be forwarded to the appropriate Division Office.
- G. There may be restrictions on immediate processing of your textbook order. College departments may limit the use of online textbook requisition order forms. Divisions or Department Chairs may place a "hold for approval" restriction on ordering textbooks for specific classes and your emailed textbooks requisition form will be held, pending approval of the Division or Department Chair. Once the hold has been removed, the textbook requisition will be processed.
- H. If the Division or Department does not have a hold on textbook ordering for your class, the Bookstore will process the order.

The online textbook order form is to provide an additional "vehicle" for instructors to communicate their textbook requests. The Department Chairs and Division Offices continue to monitor, control and direct the manner in which the Bookstore facilitates the order process.

DEADLINES for ordering textbooks:

Summer Session	March 31
Fall Semester	April 15
Intersession	October 1
Spring Semester	October 15

Meeting these deadlines is critical for your textbook requests to be processed in time for the books to be ordered, shipped and placed on the shelves for your students to purchase *and* provides time for buying back used textbooks, which save students 25% or more.

24. **THE TUTORING CENTER**

Location: U-80, Phone: (714) 628-4791

SCC Tutoring is a ***free resource*** available to all students currently enrolled.

Hours: Monday – Thursday: 9 am to 7 pm

Tutors are available on a walk-in basis and group tutoring sessions are also available.

25. **USING TECHNOLOGY MAKES LIFE EASIER**

The Technology Department is available to assist you with all of your computing needs. Computer workstations and phones **for part-time faculty** are located in D-116 and available 7:00 a.m. to 10:00 p.m. (M-Th) and 8:00 a.m. to late afternoon on Fridays. With the Library closing at 7 p.m., evening instructors may use this location for their computer and phone needs after 7:00 p.m. (M-Th). Campus email and the Internet may be accessed from all systems located on campus. Standard office software including word processing, spreadsheet and presentation-design software is available. Instructors may contact Don Busche at [busche\\_don@sccollege.edu](mailto:busche_don@sccollege.edu) for training or assistance setting up an instructor website. For questions regarding web editing, you may contact Amy Styffe at (714) 628-4883, Contact Wanda Wright, SCC Help Desk, at (714) 628-4999, for help using the remote portal or for resetting passwords.

26. **DISTANCE EDUCATION**

Santiago Canyon College uses Blackboard as its CMS (course management system). Scott James provides support and training to faculty using Blackboard and/or teaching online. Workshops are scheduled during FLEX week and throughout the semester. Bryan Mills of the Tutoring Center supports students through the Blackboard Helpdesk.

Scott James	<a href="mailto:james_scott@sccollege.edu">james_scott@sccollege.edu</a>	(714) 628-4864
Blackboard Helpdesk	<a href="mailto:blackboard@sccollege.edu">blackboard@sccollege.edu</a>	(714) 628-4764

# Sexual Violence Information

In accordance with Assembly Bill 1088, Santiago Canyon College is readily available to assist students who become victims of sexual violence.

## What is Sexual Violence?

Sexual violence consists of any type(s) of behavioral events, whether physical or verbal, that is unwanted by the recipient. The extent of the incident/behavior could vary from somewhat bothersome words to actual sexual abuse and assault.

## What to do if You've Been Sexually Assaulted- Who Should You Contact?

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- ( If you are on-campus: Go directly to the Student Health and Wellness Center in Building T-102. You will be provided with immediate confidential care. If the Health Center is closed, contact Campus Safety and Security directly in Building U-100, or call (714) 628-4730.
- ( If you are off-campus: Contact 911 and local law enforcement will be contacted.
- ( It is strongly urged that you do not wash, douche, change clothes or clean up until after talking to the police and going to the hospital. Doing so could affect the preservation of valuable evidence.
- ( As a victim of sexual assault, reporting a rape or other act of sexual violence does not commit you to filing charges.
- ( Whether or not a sexual assault victim was under the influence of alcohol and/or drugs at the time of an attack does not change the fact that a crime has occurred. The California Penal Code states that sexual assault victims cannot be charged with any misdemeanor related to alcohol or drug use at the time of the attack.
- ( If you are a student at Santiago Canyon College, have been the victim of a sexual assault, and did not immediately seek help, you can still request the assistance of trained professionals during this difficult time. Proceed to the Student Health and Wellness Center in Building T-102 for information regarding existing on- and off- campus counseling and other support services.
- ( Remember: You are not to blame for what happened. You are alive; you are a survivor and now is the time to begin the process of recovery. Reaching out for support is part of the healing process.

## Common Myths and Facts About Sexual Violence

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**Myth:** Most sexual assaults are committed by strangers. It is not rape if the people involved knew each other.

**Fact:** Approximately 85% of victims are acquainted with their assailant.



**Myth:** Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.

**Fact:** Rape and sexual assault are crimes of violence and control stemming from someone's determination to exercise power over another. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way the victim dresses or acts.



**Myth:** It's only rape if the victim puts up a fight and resists.

**Fact:** There are many reasons a victim might not fight or resist an attacker. Fighting or resisting an attacker might make the attacker angry, and result in more severe injury to the victim. Not fighting may also serve as a coping mechanism by the victim to deal with the trauma of being sexually assaulted. The lack of fighting or resistance to an attack also does not constitute the victim's consent to the attack; it may instead be the best way a victim knew to protect herself/himself from further injury.

## Specific Forms of Sexual Violence

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**Dating Violence** – Controlling, abusive, and aggressive behavior which can include verbal, emotional, physical, or sexual abuse, or a combination of these.



**Rape** – The use of force to harm or a verbal threat to inflict harm on a person in order to engage in forced sexual intercourse against the will of the victim. In addition, rape takes place when a perpetrator overpowers a victim who is unable to refuse or defend her/himself from the act.



**Sexual Assault** – Forcing a person to participate in sexually related acts even though he/she is unwilling. It is believed that sexual assaults are not motivated by the offender's desire to have sex, but as a vehicle for the offender to fulfill a need for control and power. To this extent, the offender frequently tends to use a mixture of coercion by physical force, verbal threat intimidation and even placing blame on the victim in order to perpetrate the attack. Any sexual activity with a minor also constitutes sexual assault.



**Domestic Violence** – This condition can be of a varied nature, whether sexual, economic, physical or psychological, and occurs when one person uses unreasonable and irritant behavior that causes emotional damage to another.



**Stalking Crimes** – These are usually a series of repeated acts towards a chosen individual, always along the lines of contact, harassment or unwanted attention that will result in intimidation and fear.

## Consequences for Committing Acts of Sexual Violence

Due to the seriousness of sexual assault, Santiago Canyon College maintains a zero tolerance policy when dealing with such matters. Consequently, all such allegations will be investigated to the maximum extent to apply proper disciplinary, criminal or legal action, so that applicable sanctions can be rendered by either the College, the District and/or the State in accordance with the legal system.

The College will give both the accuser and the accused their rights to have others present during the on campus disciplinary proceedings. These proceedings are applicable to individual students, student organizations and College faculty or staff involved in any allegations of sexual violence. As outlined in RSCCD Board Policy 5201, college sanctions following campus disciplinary procedures rely upon the outcome, and can range from suspension to expulsion. The College will report acts of sexual violence to local law enforcement agencies for criminal investigation and prosecution.

*For more detailed information visit <http://www.sccollege.edu/sexualviolence>.*

## Accessing SCC email messages over the Web

You can access your SCC MS Outlook email messages over the Web from anywhere on planet Earth including your home, using Microsoft Internet Explorer. You may access this feature by clicking on the link *Email & H drive Remote Access* located under *Faculty & Staff*, on our website homepage: [www.sccollege.edu](http://www.sccollege.edu). Or you may type <http://remote.rsccd.edu> into your browser.

### Several important notes:

You must use Microsoft Internet Explorer (IE).

Web access is merely a shell of Microsoft Outlook, full features and functions are limited.

Password changes can ONLY occur at these locations:  
Division Office computers

For help contact SCC Help Desk at 714-628-4999.

Please look at your email on a regular basis and delete all unwanted messages routinely.

### Step 1

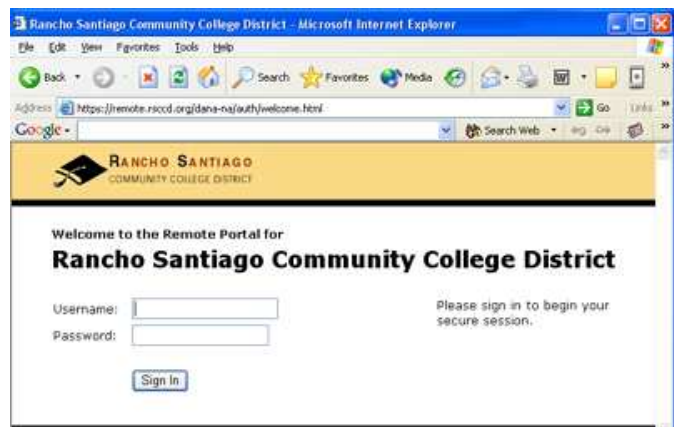
Open Internet Explorer (IE) and type <http://remote.rsccd.edu>

This message is displayed requesting your username and password. Once those two items are entered it will connect you to all the District Services (Outlook Web Access, District Intranet and other services)

### Step 2

Type your User Name and Password and click on sign in

**Congratulations you're on.**





## MEDIA SYSTEMS OFFICE



huerta\_al@sccollege.edu

A-108 phone – (714) 628-4740

**Equipment listed on the AV Request Form will be delivered to the classroom. “Check-Out” items are considered “un-secured” items and will need to be picked up from & returned to the Media Systems Office.**

**If not listed, please call SCC Media Systems Office at (714) 628-4740.**

### Hours of Operations:

Al Huerta                      Monday – Thursday      5:00 a.m. to 2:00 p.m.

### Services Offered:

Equipment delivery                      Audio/Video Dubbing  
Audio visual training

### Audio Visual Equipment

The following equipment is available for classroom delivery at SCC:

DVD/VCR w/Monitor                      Record Player  
Opaque Projector                      Portable Screen  
Presentation System w/Office XP installed (Training required for first-time users)

### Audio Visual Request Form procedure:

- A. AV Request forms are available in A-204, A-108, D-116.
- B. Return completed forms to the Media Systems mail box in D-116, A-204.
- C. On-Line form is also available thru the SCC website at this address:  
<http://www.scccollege.edu/rsccdasp/forms/mediarequests.aspx>
- D. Please allow at least two (2) days advance notice
- E. For special events, please allow two (2) months notice
- F. Only one form per date equipment is needed

### The following AV Equipment is available for Instructor check-out at SCC:

Audio Cassette player                      VHS Video camera  
CD player                      Mini DV camera  
Digital still camera                      Tripod

### AV Check-out procedure:

- A. Call or go to Media Systems Office (714-628-4740, A-108)
- B. Instructor must fill out AV Check-out Slip **before** equipment can be taken.
- C. Equipment must be returned within 3 days of check-out date.

### First-Time Users:

Make arrangements to familiarize yourself with the operation of the desired equipment prior to the anticipated date of classroom use.



**Future home of the newly revised Academic Honesty Incident Report**

# **SANTIAGO CANYON COLLEGE**

## **QUICK TIP INFORMATION**

**REGARDING**

## **DISRUPTIVE STUDENTS**

The intent of this information sheet is to provide SCC faculty and staff with information that will be of assistance should a disruptive student or campus safety issue be encountered.

### **Red Flags:**

As a faculty or staff member you are in an excellent position to recognize behavior changes that characterize the emotionally troubled student.

Be aware of **Distress Signs** such as:

- Inability to concentrate
- Confusion
- Persistent worrying
- Social isolation
- Increased irritability
- Bizarre behavior
- Missed classes/assignments
- Procrastination
- Dangerous behavior
- Restlessness
- Disheveled appearance
- Mood swings
- Indecisiveness
- Depression

Openly acknowledge to students that you are aware of their distress, are concerned about their well being, and refer them to services as necessary. Should you observe a pattern of concerning behaviors and the student requires Psychological Services or additional safety assistance, contact the following: Student Health & Wellness Center at (714) 628-4773 or Campus Security at (714) 628-4730

### **Rights:**

- A) Instructors may remove a disruptive student from their class for the day of removal and the next class meeting, and shall report all such action to the academic dean of their division and Loretta Jordan, Associate Dean of Student Development at (714) 628-4932. During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor, and the appropriate academic dean and the Student Services administrator.
- B) Outside of the classroom, students must still adhere to conduct policy. Should you encounter a disruptive student, contact the administrator of your department or service who will address and report the incident.
- C) FERPA – **Family Educational Rights and Privacy Act**  
An important fact to know about FERPA is that *parents have no rights*, regardless of the student's age. Once a student is *enrolled*, they are covered under the FERPA policy even if they are a minor. For additional information or questions, contact: Linda Miskovic, Associate Dean of Admissions and Records or Denise Pennock, Registrar (714) 628-4972 or (714) 628-4844 respectively.

### **Setting Limits:**

Communicate classroom expectations, which include conduct and behavior. Refer to the Standards of Student Conduct (college catalog pp. 25-26 or [www.sccollege.edu/StudentDiscipline](http://www.sccollege.edu/StudentDiscipline)) and consider incorporating the standards into course syllabi. Bring to students' attention their rights, as well as yours within the code. Many students are unaware that a conduct policy exists, and more importantly that they can be held accountable to such.

Standards of Student Conduct – BP5201  
Revised March 23, 2009

The link includes information on Guidelines for Student Conduct, Disciplinary Actions for Students and Due Process:

[http://www.sccollege.edu/StudentServices/StudentDiscipline/Documents/StudentDiscipline/Standards\\_of\\_Student\\_Conduct.pdf](http://www.sccollege.edu/StudentServices/StudentDiscipline/Documents/StudentDiscipline/Standards_of_Student_Conduct.pdf)

<http://www.sccollege.edu/StudentServices/StudentDiscipline/Pages/default.aspx>

# STUDENT GRADE GRIEVANCE INFORMATION

**SERIES:** Students & Student Personnel Services.

**SUBJECT:** Procedures for Student Grievances Regarding Grades.

Education Code 76224 states:

- (a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

## Procedure

1. Student shall meet with the instructor to discuss the grade. If the issue is not resolved and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean.
2. Forms for the written appeal may be found in the Division offices.
3. The student may be requested to set up an appointment with the appropriate Division Dean to discuss the written grievance.
4. The appropriate Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

## **Faculty Academic Freedom Policy**

Adopted 04/24/95

The teacher should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern of the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

### Legal Reference:

Education Code

51500. Prohibited instruction or activity

51501. Prohibited means of instruction

51511. Religious matters properly included in courses of study

51530. Prohibition and definition

78907. Prohibited use of electronic listening or recording



# Santiago Canyon College

8045 East Chapman Avenue  
Orange, CA 92869  
714-628-4900

[www.sccollege.edu](http://www.sccollege.edu)

### A-Lower Level

Bookstore • Classrooms • Media Systems Office

### A-Upper Level

Administration • Administrative Services • AmeriCorps  
Associated Student Government • CAMP • Classrooms  
Community Services • Foundation • Publications  
Student Life & Leadership • Writing Center

### B-Lower Level

Classrooms • Faculty Offices

### B-Upper Level

Classrooms

### C-Building

Child Development Center

### D-First Floor

Adult Re-Entry • Career Center • Classrooms • Counseling  
Faculty Offices • Job Placement • Transfer Center

### D-Second Floor

Academic Success Center • Classrooms • Faculty Offices

### E-First Floor

Admissions • CalWORKs • CARE • Cashiers/Financial Aid • EOPS  
Disabled Students Program • Graduation Office • Photo ID

### E-Second Floor

Classrooms

### E-Third Floor

Classrooms • Faculty Offices • Foreign Language Lab • Testing Center

### L-Library

### S-Building

Athletic Office • Fitness Center

### T-Building

Cafeteria • Health & Wellness Center • Student Lounge

### U-Building

Classrooms • Computer Center • Faculty Offices • Math Study Center  
Safety & Security • Tutorial



**SCC is a Smoke-Free Campus**

SMOKING IS PERMITTED ONLY IN PARKING LOTS

PARKING PERMIT DISPENSER (\$1 for 8 hours)

# EMERGENCIES

**Call ext. 628-4730**

Request staff member to radio Security for assistance. Please stay on the line, if possible, until Security has been contacted so that you may give them complete information.

There are eight (8) emergency call boxes located on campus which go directly to SAC - Security. They will contact the SCC Security Officers via cell phone.

When the Admissions Office is closed, you should call one of the following resources for help:

1. City of Orange Police Department 9 - 911
2. SCC Security/Safety Department (714) 628-4730 (leave a message)
3. 24-hour number and District-wide Dispatch (714) 564-6330



Help! Help! Help!!!

## Evening Site Coverage

If you have a problem and need to contact an Administrator

**Denise Pennock (714) 628-4844**  
SCC Registrar