Instructor Handbook
2015-2016

Rancho Santiago Community College District
Santiago Canyon College    Continuing Education Division

OLDER ADULT
HEALTH & SAFETY
PARENTING EDUCATION
ADULTS WITH SUBSTANTIAL DISABILITIES
PROGRAMS

Jose Vargas, Vice President of Continuing Education
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ADDENDUM:

Class Sites

Health and Safety, Older Adult, Parenting Education, and Substantial Disabilities
Class Schedules – Fall 2015

Non-credit Academic Calendar 2015-16
INSTRUCTOR RESPONSIBILITIES AND INFORMATION

Registration: In class
Students in most Health & Safety, Older Adult, Parent Education, and Substantial Disabilities classes at community locations will register in class. In these situations, registration is the responsibility of the instructor, but the facility staff members need to work closely with the H&S, OA, and Substantial Disabilities instructors to ensure the prompt and accurate completion of the initial registration forms. All new students need to have a full-page, college registration form filled out. Section numbers change each term, and “master” forms will be provided to the activity professionals at the offsite locations and to all instructors each term. Be sure to destroy out-of-date registration forms. All sections of the registration form must be completed in a legible manner and in ink, including an original student signature. The accuracy of registration information for ongoing students and those who were registered in the past is very critical. The spelling of names, DOB and student number must match existing computer records.

If a student is unable to sign the form due to a disability, the activity director should write the student’s name on the student signature line followed by a slash mark (/) and the AD’s initials. Thus, a disabled student signature line completed by Jane Doe, Activity Director, would look like this:

Susie Resident / J. D., Act. Dir.

During May, full page registration forms need to be completed for all students (returning and new) in preparation for the upcoming summer and fall semesters. Both the summer and fall section numbers will be pre-printed on the master registration form. If a student who has already completed a full registration form during the current academic year (Sept. through Aug) wants to add a class, an add form must be completed. Registration forms can be submitted in person to the Continuing Education Registration Office, SCC, Room U-84, 8045 E. Chapman Ave, Orange, 92869 or the Cont. Ed. Registration Office at the OEC Provisional Education Facility, 1937 W. Chapman Ave, Orange, 92868. Forms can be faxed to 714-628-5952 or scanned and emailed to ___________. The add form must also have a student signature. For a student with a disability which prevents him or her from signing the form, the signature can be handled as indicated in paragraph 2 above. Timeliness is of the utmost importance to ensure accurate and complete records and rosters.

Prompt and complete registration of new students is absolutely necessary in order for attendance hours to be reported and classes to be maintained. Any student who does not appear on your CI Web Attendance online class roster when you record your weekly attendance needs to be registered. If the student is already registered in other SCC Continuing Education classes, an add form can be completed as described above. Specific registration questions can be directed to Vicki Dillon @ 714-628-5922.

Facility staff persons who are attending an SCC Continuing Education class as part of their job responsibilities cannot be registered. Students must be able to benefit from instruction.

Students must understand that they are taking a class offered by Santiago Canyon College. Please post the sign that is provided for that purpose at every class meeting.
Registration: Continuing Education Admissions and Records Office
Currently, all first-time H&S and OA students enrolling in Continuing Education classes at Santiago Canyon College and some of the classes at the Orange Senior Center must register in person at the Continuing Education Registration Office, SCC, Room U-84, 8045 E. Chapman Ave, Orange, CA 92869, 714-628-5922 or at the OEC Provisional Education Facility, 1937 W. Chapman Ave, Orange, 92868. Registration in the classes which reach capacity quickly each term must occur in “real time” to ensure that all potential students have an equal opportunity to enroll. Students are not permitted to sign up for two classes that have overlapping schedules. Students currently enrolled in continuing education classes at these locations who want to add a class may do so online or in person in U-84. Online registration is available for returning students who have a WebAdvisor ID number. Information regarding online registration is found on p. ___ in this manual.

Dropping “No Show” or Inactive Students
Students whose names appear on an instructor’s online roster but who have never attended class must be dropped by the instructor before the last week of the term, via WebAdvisor. Please drop “no shows” at least once a month. As stated on p. 1 of the current course schedule, “Students are expected to attend all class meetings. Students who are enrolled and absent on the first class session may be dropped.” After the first day of class, students who have not shown up for class within 2 weeks of enrollment may be dropped. This policy needs to be stated on your course syllabus. Students who have accumulated attendance but are no longer attending must be left on the roster until the end of the term when they must be issued a grade.

Open Access Policy
All college classes are listed in the SCC Division of Continuing Education’s current “Schedule of Classes”, which is available online and in hard copy. Any California resident 18 years of age and older who desires to take a class and can benefit from instruction may be enrolled, space permitting. Individuals who are not enrolled may not stay in the class.

Instruction
Instruction must be provided within the parameters of the state-approved course outlines. Instructors are responsible for preparing appropriate curriculum materials and lesson plans.

All instructors teaching at community residential facilities are encouraged to work with the facility activity directors to meet the educational needs of their residents. However, there are some activities that are not eligible for apportionment funding by the state: Title 5, section 58130 clearly states that, “No state aid or apportionment may be claimed on account of the attendance of students in noncredit classes in dancing or recreational physical education.”

Instructors are required to prepare course syllabi, detailing the specifics of each of their classes. Please be very specific in the description of your class(es), following the format provided by the program coordinator. Update your syllabi each semester and distribute hard copies to your students on their first day of class each term. In addition, email an electronic copy of each syllabus to Ethel Jordan, Coordinator, and to Lori Fasbinder, Dean of Instruction and Student Services.

Instructors are required to meet their class(es) as scheduled by the college. Instructors are entitled to one ten (10) minute break for each hour taught. Instructors scheduled for 1½-hour classes are expected to provide instruction for 1 hour & 15 minutes. Instructors scheduled for 2-hour classes are expected to provide instruction for 1 hour & 40 minutes. A scheduled break
may be taken at the middle or end of a session. **It is mandatory that classes begin at the scheduled time and meet for the full class period, as described above.** Instructors need to call the facility directly as well as the OEC Absence Line (714-628-5917) if they are going to arrive more than 5 minutes after the published class start time. In addition, class times posted on facility calendars must match our class schedule. Notify the coordinator if you notice discrepancies.

Please inform the coordinator of any changes at community facilities that may affect our class offerings, including but not limited to the following:

- Meal schedule, including room preparation before and clean-up following
- Activities offered simultaneously with our class schedule
- Changes in the facility’s population which might affect class size or participation
- Change in classroom location within facility

**Printing a Class List or Sign-in Sheet Before the First Scheduled Meeting of the Term**

All instructors need to print out a class list before the first class meeting of the term and check for accuracy of the list at the first class meeting. To do this, follow the current Continuing Education WebAttendance procedures.

**Student Attendance**

Accurate and timely maintenance of attendance rosters is the responsibility of the instructor of record for the class. Attendance needs to be taken at each class session. The facility will provide assistance with in-class attendance recording if requested by the instructor. Only registered students who are present in class for the majority of the instructional time can be reported on the daily attendance. Classes must maintain a minimum of 22 students in attendance. Classes that do not meet this requirement may be canceled.

Instructors are required to record attendance in WebAttendance as soon after the class meeting as possible, but no later than once a week. The administration monitors attendance reports regularly in order to make informed decisions about class offerings. Failure to submit accurate and complete attendance reports in a timely manner may affect future class assignments. Currently, instructors are recording and reporting attendance using the WebAttendance system. If you need additional training, please contact your coordinator to arrange a time to do this. In the rare event that instructors have not recorded attendance before the electronic “window” closes, instructors must email Pat Hall at hall_patricia@sccollege.edu or Lori Fasbinder at fasbinder_lori@sccollege.edu and request access to WebAttendance for the period of time in question.

Substitutes must deliver attendance to the instructor of record via email or Continuing Education mailbox no later than 48 hours after substituting. The name of class and instructor of record, date, class time, substitute’s name and all students’ names should be written in a legible manner on the form provided. The sub needs to give the original sign in sheets to the instructor of record, for his/her files. Contact Ethel for instructions for substitute assignments that last more than 5 consecutive days.

**Requests for time off**

Requests for unpaid time off during a class term (Fall semester, Spring semester, Summer Session) should be rare. It is expected that instructors who accept a teaching assignment will be available to teach the entire term, as stated on the assignment letter, and will complete all obligations as the teacher of record for his/her class(es). Requests for unpaid time off must be submitted to the coordinator in writing at least 2 weeks prior to the absence. After reviewing the request, the
coordinator will then forward it to the appropriate administrator. Reference the CEFA contract for information on “Leaves.” In addition, it is the instructor’s responsibility to always call the absence line (714-628-5917) to report an absence of any nature.

**Communication**
The District Outlook email system is the primary means by which information is communicated to instructors. Instructors are expected to check their Outlook email account remotely or on a District computer at least once a week prior to your first class meeting of the week. For instructors who do not have a summer assignment, email should be checked regularly in the summer if a fall assignment is anticipated. Email is usually the most efficient manner in which to communicate non-urgent needs/questions to the coordinator. Your District Outlook email account will be used for work-related correspondence.

H&S, OA, Parenting Education, and Substantial Disability instructor mailboxes are located at the SCC Continuing Education site located at 1937 W. Chapman, Orange (CHAP). Instructors must continue to check OEC mailboxes regularly. Please note that parking is limited at the CHAP site in the mornings. Phone and USPS mail will also be used, as appropriate.

**Change in Class Day, Time or Location**
- If a class addition or change is requested by a facility, the activity director should communicate the request, in advance, to the coordinator. The coordinator will discuss the request with the instructor, make a recommendation to the appropriate administrator, and inform the activity director and instructor of the outcome.
- If a change is requested by the instructor, the instructor will communicate the requested change, in advance, to the coordinator. The coordinator will discuss the request with the activity director, make a recommendation to the appropriate administrator, and inform the activity director and instructor of the outcome.

The published schedule of classes is the college’s official statement to the public regarding class meeting times. If something prevents a class from meeting at the published time, the coordinator needs to be notified so an official change can be made.

Many factors need to be considered by the coordinator when recommending a class addition or change. Requests for class changes that are related primarily to an instructor’s personal schedule should be made on the instructor availability form that is distributed prior to the planning of each new schedule.

**Assistance to Instructors**
- At community locations, an activity director, assistant or other facility staff member needs to be present in the classroom during class time.
- The classroom area will be set up prior to the starting time of each class. Instructors are not allowed to move furniture or any other heavy objects at the facility.
- The activity director or designee will have students present for the class at the beginning of the class period. Instructors are not allowed to move students or assist them to and from their rooms.
- In addition, the facility staff member needs to help encourage student participation throughout the class session.

Please inform the coordinator immediately if you experience problems with any of these points.
**Signage and Identification**
During each class session, be sure to prominently display the sign which identifies your H&S, OA, Parenting Education, or Substantial Disabilities class as part of Santiago Canyon College’s Continuing Education Division. In addition, instructors need to wear their SCC name badge during the time they are representing SCC at an offsite location. Facilities are requested to display signs which read “Santiago Canyon College, Continuing Education Division, Orange Education Center offers classes at this location.”

**Emergency Procedures**
Become familiar with the Santiago Canyon College’s Emergency Procedures found on the website. In the event of an emergency during class, the instructor is the responsible person until the facility personnel (off site classes) or SCC security officer and/or administrator takes charge. Emergency incidents which result from instruction or which result in personal injury must be reported to Lori Fasbinder, Dean of Instruction and Student Services, and Ethel Jordan, Coordinator.

**Selling Products or Goods**
The selling of products or goods to students by the instructor or guest speaker during class time is prohibited by the Education Code of California.

**Food and Drink Policy**
No food or drink except bottled water is allowed in the SCC classrooms.

**Animals**
Except for service animals, animals are not allowed in District classes unless their presence is part of the state-approved curriculum for the course. Therapy dogs are not allowed.

**ABSENCES/CANCELLATIONS**

**Instructor Absences/Substitutes**
Instructors need to call the OEC absence line (628-5917) as soon as possible when reporting an absence and provide the following information: 1) instructor’s name 2) reason for absence 3) date 4) name of class 5) beginning and ending time 6) location. **If an instructor is reporting an absence for the “same day” or is calling after 8 pm on the day before the absence, it is the instructor’s responsibility to also call the facility.** When you call the facility to report a “same day” absence, ask that the facility’s activity director be notified directly regarding the absence; be sure to make note of the name of the person who takes the message. **NO SUBSTITUTES WILL BE PROVIDED FOR “SAME DAY” ABSENCES IN THE H&S, OA, PARENTING EDUCATION, AND SUBSTANTIAL DISABILITIES CLASSES.**
If the instructor reports an absence with advance notice (prior to 8 pm the day before the absence), all efforts will be made to provide a substitute. Continuing education staff will call the facility to inform them of the substitute’s name no later than 1 hour before the start of class. If no substitute is found, the facility will be notified no later than 1 hour before the start of the class. It is the responsibility of the instructor of record to provide lesson plans for a substitute via email. It is the substitute’s responsibility to provide meaningful instruction and take attendance, using the “Substitute Attendance for Offsite Locations” form. The attendance needs to be given to the instructor of record via email or Continuing Education mailbox within 48 hours. It is the responsibility of the Continuing Education office staff member who arranges the sub coverage to give the name of the sub to the instructor of record and also let the sub know whose class they are
covering. This will usually be done via District email. A substitute who is teaching for an instructor who has been absent 5 or more consecutive class sessions should contact Ethel Jordan for instructions.

If an absence in a specific class is frequent, the facility may request a change of instructor or may replace our class with another activity. We need to remain respectful of our partnership with the community facilities in which we teach.

Instructors cannot arrange for their own substitutes, “switch” classes, “make up” classes, or otherwise arrange for class coverage in their absence. Please reference the CEFA contract for specific language relating to instructor absences.

All instructor absences must be reported via the absence line (628-5917), as stated above.

**Facility Class Cancellation**

It is extremely important that the facility avoid schedule conflicts with the SCC H&S, OA, Parenting Education, and Substantial Disabilities classes. However, if a facility must cancel a class, the activity professional must call Ethel Jordan (714) 628-5938 or the main office at (714) 628-5900 as soon as possible. A Continuing Education staff member will contact the instructor directly.

**OEC Class Cancellation**

Classes must maintain a minimum of 22 students in attendance. When attendance falls below that number, the class is at risk of being cancelled. If attendance drops, the activity director and instructor should discuss strategies to encourage student participation. Ethel Jordan must be informed about classes that are not meeting the minimum attendance requirement so that proactive steps can be taken to recruit students.

**ADDITIONAL CLASSES**

Additional class requests should be made by directly contacting Ethel Jordan. The following factors will be among those considered when a request for a new class is received:

- The Rancho Santiago Community College District’s ability to sustain growth
- Availability of instructors in the requested subject area
- Availability of staff at the facility to support the class at the time requested
- Average attendance in existing classes at the facility
- Physical layout of the facility and the ability to support the class requested
HEALTH AND SAFETY PROGRAM COURSE DESCRIPTION

Health and Safety Awareness and Application
Provides information and a discussion forum related to current and relevant health and safety topics, issues, and/or concerns.

OLDER ADULT PROGRAM COURSE DESCRIPTIONS

Manipulative Skills
This course involves basic manipulative skills, which concentrates on improvement of motor skills through a variety of art and media techniques. Topics may include:

- Arts and Crafts
- Quilting
- Watercolor Painting
- Drawing

Seminar
This course provides stimulating discussion and information specific to the needs and interests of older adults. Topics may include, but are not limited to:

- History
- Current Events
- Biographies
- Life Story Writing
- Book Reviews
- Reminiscence
- Science

Creative Cooking
This course is designed to enhance awareness of current cooking techniques. Demonstrations and lectures include information on basic nutrition and consumer awareness. A variety of cooking appliances and methods are utilized.

PARENTING EDUCATION COURSE DESCRIPTION

Preparation for Childbirth
This course provides parents with information regarding the intellectual, physical and emotional components of the birth process. This class emphasizes exercise techniques for relaxation, birth, labor, and post-natal care.

PERSONS WITH SUBSTANTIAL DISABILITIES COURSE DESCRIPTION

Issues and Concepts for Adults with Developmental Disabilities
This course provides information related to topics of everyday interest and importance to adults with disabilities. It examines issues of relevance and provides a forum for discussion and exploration of various topics.

EQUIPMENT AND MATERIAL REQUESTS AND CHECK-OUT

Equipment and Materials
Please submit requests for equipment, materials and supplies in writing to Ethel Jordan by the announced deadline, using a copy of the form provided. A “needs and wants” file will be maintained by the coordinator so requests can be considered when funds become available. Purchases made by RSCCD are District property and must be inventoried and available for use by all instructors. Purchasing items personally and then requesting reimbursement will not be permitted.
Online Registration Information for Current Students
SCC Continuing Education Health & Safety and Older Adult Classes

Current Health and Safety and Older Adult students can participate in online registration for the upcoming term starting on the first day that registration begins. To participate in online registration, students will need to have an SCC WebAdvisor ID number, which is now being issued to all students automatically. Students can access their WebAdvisor ID# by going to the WebAdvisor site at sis.rsccd.edu and selecting “What’s My WebAdvisor Login” in the lower left corner of the page. (Please note: New students will need to complete a full registration form in person in U-84 on the SCC campus (8045 E. Chapman Ave., Orange, 92869) or at the Chapman Center (1937 W. Chapman Ave., Orange 92868) starting the first day that registration begins; new students cannot complete online registration because they do not have a student ID#. Registration hours at SCC U-84 are M-Th 8:30AM-6:30PM (closed 12:30-1PM) & Fri 8-11:45AM; hours at the Chapman Center are M-Th 12-5:30PM & Friday 8AM-12PM.

Students who choose to register online should visit the OEC homepage at sccollege.edu/oec and select Students>Register>Online Registration>OEC Online Registration Guide. To complete the online registration process, students will need their student ID# and also the section number or class meeting day and time for all the Health & Safety and Older Adult classes in which they plan to enroll.
Duplication Services

DISTRICT PUBLICATIONS CENTER, OEC, 1465 N. Batavia St., Orange, CA 92867
714-628-5955

The Publications Center located at the OEC reproduces large numbers of copies on a cost effective basis. If you have a large request for duplication, please complete a “RSCCD Publications Job Request” form.
Send the form via interoffice mail or deliver in person to Publications, OEC
To submit copies electronically to the district publications office, log into https://remote.rsccd.edu. Click on the link for RSCCD Publications Center Web Submission. Before you can submit an order, you will need to set up your user profile. As you set up your profile, select SCC as your location so that our copies will be delivered to the SCC publications office in the A building. You will also need to enter this budget account number: 11-0000-601000-281000-5940. Once you set up your user profile, you will not need to resubmit this information unless there is a change in your work location or department assignment.

SCC CONT. ED. RESOURCE ROOM, CHAP Center, 1937 W. Chapman Ave., Orange 92868
Yumiko Carney, Contact 628-5920
Stop in and ask the Resource Room staff to explain the current procedures and pick up a supply of their request forms. Duplication requests can be sent to them via interoffice mail or dropped off in person.

SCC A-204, SCC Campus, 8045 E. Chapman, Orange, CA 92867
Raye Sanchez, Contact 628-4778
Self-serve photocopying is available; no code is required; limit of 100 copies per person per day (one copy = one side of a piece of paper)
  • If more than 100 copies are needed, the document needs to be left with a completed Job Request form. Allow a minimum of 3 days turnaround time. A supply of the Job Requests are kept in the HSS/ABE dept. mailbox area in S-105 (clipped to the clear plastic “pocket” on the side of the cabinet). A maximum of 600 copies per day per person may be requested using the Job Request form.

  • If more than 600 copies are needed, please submit to the District Publications Office at the OEC. Those requests can also be submitted online.
COPYRIGHT INFORMATION

A TEACHER OR STAFF **MAY MAKE COPIES FOR CLASSROOM USE:**

One chapter from a book but no more than three (3) chapters from the same book during one semester. You cannot copy the whole book, workbook or text instead of having students purchase the book.

**INSTEAD USE THESE IDEAS:**
- Use a class set of textbooks for students to use in class
- Use LCD/overhead projector and have students write in a notebook.
- Use an article from a periodical, or newspaper;
- Use a short story, short essay, or short poem;
- Use a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper;
- Any item in a book marked “photocopyable” or black line master;
- All lesson plans and or items from curriculum developed at OEC or CEC;

A TEACHER OR STAFF **MAY NOT**
- Make multiple copies of different works as a substitute for the purchase of books or periodicals
- Copy the same works for more than one semester;
- Copy the same work more than nine times in a single semester;
- Works intended to be “consumable” i.e. workbooks, exercises, standardized tests and test booklets and answer sheets;
- Use copyrighted work without attributing it to the author
COURSE DESCRIPTION (as listed on approved course outline)

FOCUS OF THE COURSE:

STUDENT LEARNING OUTCOMES (as listed on approved course outline)
Upon completion of the course, the student will be able to:

COURSE TEXT/MATERIALS

A. TEXT

B. RECOMMENDED READINGS

C. OTHER

TESTS & HOMEWORK ASSIGNMENTS

GRADING STANDARDS

P = Pass The student has demonstrated proficiency in the learning outcomes of the course as evidenced by a passing grade of 70% or higher on evaluated coursework.

SP = Satisfactory Progress The student has demonstrated proficiency in some of the learning outcomes of the course with an average passing grade of 70% or higher.

NP = No Pass The student has not demonstrated proficiency in any of the learning outcomes of the course.

ATTENDANCE REQUIREMENTS

INSTRUCTOR CONTACT INFORMATION
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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

Division of Continuing Education – Mission Statement
The mission of the Continuing Education Division is to offer a variety of free, noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary skills to reach their personal, educational, and vocational goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

Accommodations for Disabilities
Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS at (714) 628-4860, (714) 639-9742 (TTY for deaf students) or stop by the DSPS Center in E-105 on the SCC campus. Students may also contact the Continuing Education Counseling Office at (714) 628-5929.
COURSE SYLLABUS INSTRUCTIONS

Health & Safety, Older Adult, Parenting Education and Persons with Substantial Disabilities Programs

Each semester you are required to complete a course syllabus for each course you are assigned to teach. The syllabus should be distributed to all students at the beginning of the semester or when they first start your class.

For the fall semester, copies of your course syllabus must be turned in to the office of Lori Fasbinder, Dean, by the second week of instruction. They can be emailed to the attention of Lori Fasbinder, fasbinder_lori@sccollege.edu. Please copy Ethel Jordan on that email.

For the spring semester, you can either turn in a course syllabus for each course you are assigned, or if you are teaching the same course, AND you have a current course syllabus on file from the previous fall session, AND your course syllabus has not changed, you may “sign off” on your course syllabus. To “sign off” on your course syllabus, email Linda Frederick. This may be done for the spring session ONLY.

Attached is a hard copy of the format you are asked to use for your syllabus. The form will be sent to you electronically as a word document and will also be available on the SCC Continuing Education website. Make note of the following when typing your syllabus:

- Replace the red titles on both pages of the form with the information that is specific to your course.
- Delete the red instructions in parentheses following the Course Description and Student Learning Outcome headings. They are there as reminders.
- The Course Description needs to be the same as the description of the course in the Catalog Entry section on the approved course outline.
- List specific, clarifying details about your class in the section entitled Focus of the course.
- Student Learning Outcomes are listed on the approved course outlines.
- Use N/A (Not Applicable), as appropriate

Please do not change the format of the syllabus. It is a 2-page document. The Course Schedule table should start on the top of page 2 and list the topics that will be discussed each week or during a certain number of hours in the semester. As you type, the existing text will be pushed farther down onto a third page, perhaps. When you have finished entering your text, delete empty spaces to retain the format of the document and keep it on 2 pages. If you need help preparing your syllabus electronically or have any questions about the content, contact Ethel Jordan, Coordinator (Jordan_ethel@sccollege.edu; 714-628-5938.)
CONTACT INFORMATION
SCC Continuing Education Staff

Ethel Jordan, Coordinator
714-628-5938
SCC Continuing Education
Santiago Canyon College, S-105
8045 E. Chapman Ave., Orange 92869
Jordan_ethel@sccollege.edu

Sonia Gidding, Employee Services
714-628-5915
SCC Continuing Education
OEC Provisional Education Facility
1937 W. Chapman Ave., Orange 92868
Gomez_sonia@sccollege.edu

For help with WebAttendance problems, contact:
Pat Alvano, Director, Continuing Education Division Support Services
(Alvano_patricia@sccollege.edu); 714-628-5916
or
Lori Fasbinder, Dean of Instruction and Student Services
(Fasbinder_lori@sccollege.edu); 714-628-5971
SCC Continuing Education
Santiago Canyon College, U-84
8045 E. Chapman Ave., Orange 92869

To request an extension of the electronic “window” to record attendance in
WebAttendance:
Pat Hall
713-628-5945
Hall_patricia@sccollege.edu

For help with WebAdvisor problems, contact the SCC Helpdesk:
714-628-4999
http://helpdesk.rsccd.org/helpdesk/WebObjects/Helpdesk