Welcome to the Winter 2017 term!
This document contains resource information and announcements that I hope will be helpful to you and your students this Winter Session. You will find contact information for the Dean of Instruction Staff and contact information for several of the support services at the college. As an instructor, I would attached the Moreno Valley College Student Programs and Support Services handout that I created to my syllabi. It is meant as a resources for students so they can find the support they need to be successful.

The Office of Instruction is working hard to support you and your students. We are in SAS 319. Stop by anytime.

The Office of Instruction Team

AnnaMarie “Ree” Amezquita, Interim Dean of Instruction (951) 571 - 6242
Sandra Maciel, Administrative Assistant III, Instruction (951) 571 - 6163
Jennifer Cruz, Administrative Assistant II, Basic Skills and Transformation Grant (951) 571 - 6210
Eric Pacheco, Customer Service Clerk (After 3pm) (951) 571 - 6164
Sabina Fernandez, IDS, Math Department and Natural Sciences and Kinesiology Department (951) 571 - 6125
Peggie Negrete, IDS, Communications Department (951) 571 - 6325
Sabean Scott, IDS, Humanities, Arts, and Social Sciences (951) 571 - 6134

Important Dates
January 9
Census Report due
February 9
Winter session ends
February 14
Grades are due

Important Announcement

Email your syllabus to syllabusMVC@mvc.edu ALL syllabi need to be emailed to this address.

Supplies: Whiteboard markers, erasers, and other instructional and office supplies are available in SAS 317.

Final Exams: During the winter term, final exams must be conducted during regular class hours.

Safety: For emergencies, please call 911. From a campus phone, you do not need to dial a 9 to get an outside line, although that will also work (i.e. 9-911 also works).
Checklist for Winter 2017 Faculty

FOR THE FIRST DAY: (all of these are completed using WebAdvisor)

- Print a roster of all students enrolled in class
- Print a list of authorization codes: students who are not on your roster as of the first day of class will need an authorization code to register for the course. Be sure students understand that the codes expire on the last day to add.
- After class, drop students who did not show the first day

AT THE END OF THE TERM:

- File the census roster within 5 calendar days of the census date using WebAdvisor
- Submit grades within 5 calendar days after class ends using WebAdvisor
- Submit attendance and supporting grading documentation to your IDS

Faculty absences and canceling class

If you are absent and must cancel class for the day, please do all of the following:

1. Call your IDS and leave a message. If nobody is available after 3 PM, call (951) 571-6164 and speak with Eric Pacheco, our Customer Service Clerk or leave a message.
2. **If your class meets prior to 8am**, please ALSO contact College Safety and Police at (951) 222-8171 and ask them to post a class cancellation note on the door.
3. It is highly recommended to contact your students and provide instructions to your students about what to do in your absence. Some students travel an hour or more to attend class; they are unhappy when they make the trip for naught. Some faculty have suggested using the free “Remind” app as a safe way to send messages to your students from your cell phone without revealing your cell phone number to your students.
4. Sign an absence affidavit when you return to MVC. Forms are available on the intranet, in the faculty workroom in SAS 317, and through your IDS.

Mailroom/Copy Center

**Monday-Friday**

7:30 AM – 4 PM

**Photocopies**

The copy center is located in the Mail Room. Photocopy orders may be submitted to the copy center using a form available in the copy center or by email to copyrequests@mvc.edu. All copies made in the copy center will be double sided. Please allow a two (business) day turnaround for submitted copy orders.

If you are an MVC faculty member that teaches only in the evening after the mailroom closes at 4 pm, please know that you can pick-up your mail in SAS 317. Please email Christina Leon christina.leon@mvc.edu if pickup after 4pm was not set up for you.

Important Announcements

**Requesting a substitute**

If you believe a substitute is needed to provide instruction during your absence, please contact your dean via email to make such a recommendation and provide a brief reason.

**For assistance using WebAdvisor**

Use the WebAdvisor tutorials or contact the Computer Helpdesk: helpdesk@rcc.edu or (951) 222-8388.

**Classroom Furniture and Equipment**

If you have a student who does not fit into the desks available in your classroom, please ask your student to contact the Disability Support Services in LIB 230 or at (951) 571-6138 to request an accommodation, even if the student is not disabled.
### Moreno Valley College
#### Student Programs and Support Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Mission</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>Career and Transfer Center</strong></td>
<td>Assist students in achieving their academic and career goals</td>
<td>Student Services 301</td>
<td>(951) 571-6205</td>
<td><a href="http://www.mvc.edu/services/ctc/">www.mvc.edu/services/ctc/</a></td>
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<tr>
<td><strong>Computer Information Systems Lab</strong></td>
<td>Our computer labs have the latest in industry-standard software programs. Supported devices are CD/DVD drives, USB and multimedia ports.</td>
<td>Science and Technology 151</td>
<td>(951) 571-6127</td>
<td><a href="http://www.mvc.edu/academicdepts/cis.cfm">www.mvc.edu/academicdepts/cis.cfm</a></td>
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<tr>
<td><strong>Counseling</strong></td>
<td>Guidance in career planning, evaluation, academic choices, and direction</td>
<td>Student Services 301</td>
<td>(951) 571-6104</td>
<td><a href="http://www.mvc.edu/services/counseling/">www.mvc.edu/services/counseling/</a></td>
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<tr>
<td><strong>Disabled Student Services (DSS)</strong></td>
<td>Provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services</td>
<td>Library 230</td>
<td>(951) 571-6138</td>
<td><a href="http://www.mvc.edu/services/dsps/">www.mvc.edu/services/dsps/</a></td>
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<tr>
<td><strong>EOPS/CARE</strong></td>
<td>Provides academic support services for financially and educationally disadvantaged students</td>
<td>Student Services 303</td>
<td>(951) 571-6253</td>
<td><a href="http://www.mvc.edu/services/eops/">www.mvc.edu/services/eops/</a></td>
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<tr>
<td><strong>Foster Youth Support Services</strong></td>
<td>Serves foster youth as they pursue their education</td>
<td>Student Services 303</td>
<td>(951) 571-6110</td>
<td><a href="http://www.mvc.edu/services/fyss/">www.mvc.edu/services/fyss/</a></td>
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<tr>
<td><strong>Honors Program</strong></td>
<td>Academic program for students interested in taking honors courses</td>
<td>SAS 333</td>
<td>(951) 571-6319</td>
<td><a href="http://www.mvc.edu/academicprograms/honors/">www.mvc.edu/academicprograms/honors/</a></td>
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<tr>
<td><strong>Library</strong></td>
<td>Supports the educational mission of the Moreno Valley College through information literacy, equitable access to high quality, appropriate information sources, and adequate library facilities to ensure the educational needs of the community it serves</td>
<td>Library</td>
<td><strong>(951) 571-6356</strong></td>
<td><a href="http://mvc.edu/library/">mvc.edu/library/</a></td>
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<td><strong>Puente Program</strong></td>
<td>An academic preparation program that improves the college-going rate of tens of thousands of California's educationally underserved students</td>
<td>Student Services 303</td>
<td>(951) 571-6240</td>
<td><a href="http://www.mvc.edu/services/puente">www.mvc.edu/services/puente</a></td>
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<td>UMOJA Program</td>
<td>Student Services 306</td>
<td>(951) 571-6446</td>
<td><a href="http://www.mvc.edu/services/rsp/">www.mvc.edu/services/rsp/</a></td>
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<td>STEM</td>
<td>Science &amp; Tech 151</td>
<td>(951) 571-6363</td>
<td><a href="https://mvcstemssc.com/">https://mvcstemssc.com/</a></td>
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<td>Student Activities</td>
<td>Student Activities Center</td>
<td>(951) 571-6105</td>
<td><a href="http://www.mvc.edu/services/asmv/">www.mvc.edu/services/asmv/</a></td>
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<td>Student Employment</td>
<td>Student Services Building, 2nd Floor, Window #3</td>
<td>(951) 571-6252</td>
<td><a href="http://www.mvc.edu/services/se/">www.mvc.edu/services/se/</a></td>
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<td>Student Financial Services (SFS)</td>
<td>Student Services 200</td>
<td>(951) 571-6139</td>
<td><a href="http://www.mvc.edu/services/sfs/">www.mvc.edu/services/sfs/</a></td>
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<td>Student Health and Psychological Services</td>
<td>Parkside Complex 6</td>
<td>(951) 571-6103, (951) 571 – 6147</td>
<td><a href="http://www.mvc.edu/services/hs/">www.mvc.edu/services/hs/</a></td>
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<td>Tutorial Services</td>
<td>SAS 206</td>
<td>(951) 571-6167</td>
<td><a href="http://www.mvc.edu/services/ts/">www.mvc.edu/services/ts/</a></td>
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<tr>
<td>Veterans Resource Center</td>
<td>Parkside Complex 13</td>
<td>(951) 571-6247</td>
<td><a href="http://www.mvc.edu/services/veterans/">www.mvc.edu/services/veterans/</a></td>
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<tr>
<td>Writing and Reading Center</td>
<td>Humanities 222</td>
<td>(951) 571-6128</td>
<td><a href="http://www.mvc.edu/academic/depts/comm/wrc/">http://www.mvc.edu/academic/depts/comm/wrc/</a></td>
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