Moreno Valley College

Welcome to the Spring 2016 term!

This document contains resources and information that will be helpful for all faculty members, part-time or full-time.

Please read the "New at MVC" page below.

Contents

Contact your dean with your comments and suggestions for this document.

New at MVC

- **No Show Rosters; drop for non-payment** – RCCD did not drop non-paying students if they registered for a class between January 20 and February 1. Some of these students may not show up to your class because they expected to have been dropped for non-payment of fees. Please examine your rosters carefully and please drop students who do not show up for instruction.
- **Computers for general student usage**
  - Computers are available to students in the Library and Student Activities.
  - In addition, general-use computers are available in Science/Technology 151 as follows:
    - Mondays-Thursdays 7:30-11:30am, 12:30pm-4:30pm, and 5:30pm-9:30pm.
    - Fridays 7:30-11:30am and 12:30pm-4:30pm.

 (The following are not technically new, but these are important reminders)

- **Email your syllabus to** syllabusMVC@mvc.edu. ALL syllabi need to be emailed to this address. Unless your IDS informs you otherwise, you do not need to email a copy to your IDS, as was done in previous terms.
- **Adding students** – To help students know how to use the Auth Code to add a class, each faculty member was provided with several copies of a quarter-sheet "How to Add a Class" information sheet also available online. Please fill in the section number, Auth Code, and relevant dates and then provide this form to students. Extra printed copies of this form are available in the mailroom and SAS 319.
- **Disability Support Services** – The Disability Support Services (DSS) office – note the new name – is located in the Library building, room 230.
- **Writing and Reading Center** – Writing support of all kinds and for all purposes is provided in HM 222. During winter, the WRC will open starting Monday, February 22. The hours will be Monday-Thursday 9am-5pm.
- **Web page listing teacher absences/canceled classes available** – a web page listing classes that are temporarily canceled due to instructor absence and classes that are permanently canceled is now linked from the MVC main web page.
- **Student Drop Box**: A drop box is available in SAS 319 for students to submit documents. Students should use the automatic timestamp to indicate when the document was submitted
- **Mailroom/Copy Center Hours** : The Mail Room is open Monday-Friday 7:30 AM – 4 PM. If you are a Moreno Valley College faculty member that teaches only in the evening before the mailroom closed 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. The mailroom is located in the warehouse in the Parkside Complex (PSC). (It is building 13A on the campus map.)

Checklist for newly hired faculty

BEFORE THE FIRST DAY OF CLASS:

☐ Complete all paperwork and requirements (i.e. TB test, LiveScan) with Human Resources

☐ Once you get your paperwork from Information Technology, activate your WebAdvisor account and RCCD email address. This process is initiated by Human Resources.

☐ Complete the FERPA Tutorial through WebAdvisor so that you can email your students. Print the completion page, which may be needed for verification purposes.

☐ Accept your Term Assignment (TA) through WebAdvisor once it is available. Approval starts on the 10th of each month and is available until approximately the 18th of each month.

☐ Enroll in Blackboard training if you want to have a web-enhanced course through Open Campus

☐ Place an order for textbooks with the bookstore using Faculty Enlight

☐ Get your parking permit using WebAdvisor

☐ Obtain a key to the classroom where you will be teaching

☐ Obtain a key card for access to the employee lounge and faculty workroom

☐ Draft your syllabus – be sure to include student learning outcomes and contact information for Disability Support Services

☐ Send a copy of your syllabus to syllabusMVC@mvc.edu

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

☐ After class, drop students who did not show the first day

LATER IN THE SEMESTER:

☐ 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

Resources: The MVC College Catalog and the MVC Student Handbook.

For the first day of class

1. Use Web Advisor to obtain and print rosters. (See below for more about [WebAdvisor](#))
2. Any students who are not on your roster as of the first day of class will need an authorization code, available from [WebAdvisor](#), to register for the course. Be sure students understand that the codes expire on the last day to add. Starting the weekend before the term begins, waitlisted students are not automatically added into courses.

Adding students

1. Which students should you add?
    i. It is highly recommended to add students from the waitlist – available on [WebAdvisor](#) – before adding other students. Feel free to skip over a waitlisted student who is not in attendance. If you wish to add students after exhausting the waitlist, it is highly recommended to use a random system for the remaining walk-in students.
    ii. Note: students on the waitlist are NOT automatically enrolled in the course as of the weekend before the term begins. Eligible students without conflicts are automatically enrolled prior to the weekend day before the class begins; the automatic enrollment is done once each day. See also section 3.a below.
    iii. Unless allowed through a process described on the course outline of record (available on [CurricuNET](#)), do not use any tests or other skills requirements to screen students before adding them to the class.
    iv. These above practices are recommended to protect both the faculty member and the district against potential legal action. They are also in place to honor the registration priorities and students' expectations when signing up to be on a waitlist. If you have questions, please contact your Dean.
2. How many students should you add?
    a. On the first day of class, you are expected to add at least up to the section or room capacity, whichever is less.
    b. After the first day of class (or on the first day, if you prefer), you have discretion about the number of students to add above capacity. Consider the following when making your determination:
        i. Quality of instruction provided to all students
            1. Do not compromise the quality of instruction, including your ability to engage with students individually, by over-adding students to your course.
            2. If you believe that too much instruction has been provided prior to a student's arrival or that critically important instruction cannot easily be repeated, do not add any more students.
            3. You are the best judge of the above two considerations.

    ii. Safety
       1. Do not exceed the posted room capacity, for safety compliance.
       2. Do not add more students than for whom you have seats and desks. As repeated below, PLEASE DO NOT move seats from another classroom to increase capacity.

3. Adding process
  a. To add a student, whether the student is on the waitlist or is a walk-in, you must provide an authorization code to the student. Codes are available on [WebAdvisor](#) using the Authorization Code Inquiry.
  b. Record the name of the students to whom you have given authorization codes.
  c. **Please use the form for adding students** – To help students know how to use the Auth Code to add a class, each faculty member was provided with several copies of a quarter-sheet "[How to Add a Class" information sheet](#). Please fill in the section number, Auth Code, and relevant dates and then provide this form to students. Extra printed copies of this form are available in the mailroom and SAS 319.
  d. The student is not enrolled in your class until the authorization has been processed successfully through [WebAdvisor](#) or the Admissions Office.
  e. Please remind students that an authorization code is only valid from the first day of class through the last day to add for your course. This date and other critical dates can be found in [WebAdvisor](#)
  f. Just before the add deadline, please check your roster on [WebAdvisor](#) for confirmation that students have added. Please speak to students who have received but not used authorization codes.
4. **Do not allow non-registered students to attend class after the add deadline has passed**.

Dropping students

1. No shows – dropping on the first day of class
  a. Please drop students who do not attend at all during the first day of class, using the census form on [WebAdvisor](#). However …
  b. Do not drop students who are late on the first day and who attend your class on the first day. These students have shown up; they are not "no shows." The No Show option on [WebAdvisor](#) is reserved for dropping students who have no intention to attend class. Late students have an intention to attend, and should be addressed according to your syllabus' late/attendance policy.
2. If students never attend or stop attending your class, please drop them.
  a. Not dropping students who do not attend (and especially those who never attend) creates several challenges for the Admissions office, for Student Financial Services, for the Deans of Instruction, and possibly for the faculty. Failure by a faculty member to clear their roster of non-attending students is the most frequent reason students petition (often successfully) to change grades.

Reinstating dropped students

1. If a student was enrolled in your class, later was dropped, and now you wish to reinstate that student, please obtain an "add card" from the Admissions and Records office in the Student Services building. On the "add card" there is a place to indicate the student is being reinstated instead of added. Alternately, you may email the director of Admissions and Records, Ms. Jamie Clifton with the relevant information.

Faculty absences and canceling class

1. If you are absent and must cancel class for the day, please do all of the following:
   a. Pick the appropriate item from the following three based on class start time:
      i. For classes beginning prior to 8:00 am, Monday through Friday, faculty should notify their department IDS and department chair of their absence by voice mail. The faculty member is then required to call College Safety and Police at (951) 222-8171 and inform that department that they are going to be absent and ask them to post that information on the classroom door.
      ii. For classes beginning between 8:00 am and 4:00 pm, the faculty member should call their Department IDS and Department Dean.
      iii. For classes beginning after 4:00 pm, the faculty member should call the college receptionist (951) 571-6164.
   b. Whenever possible, the department chair should also be notified.
   c. 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.
2. It is highly recommended to contact your students and provide instructions to your students about what to do in your absence, even though a new web page is available with this information. Some students travel an hour or more to attend class; they are unhappy when they make the trip for naught. See also the "WebAdvisor, email, and Blackboard" section, item 2, below, for information about how to gain access to an easy way to email all of the students in your class.
   a. 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.
3. **Web page listing teacher absences/canceled classes available** – a web page listing classes that are temporarily canceled due to instructor absence and classes that are permanently canceled is available on the MVC main web page. This web page is updated manually by the IDS after addressing other urgent needs related to a session cancelation.
4. **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.

Final Exams

1. During the spring term, final exams are scheduled starting on the evening (4:30pm) of Thursday, June 2 and lasting through late afternoon (4:30pm) on Thursday, June 9.
2. Please see the final examination schedule for day and time of your section's final exam. If your time is a not a perfect match to one of the times listed, please contact your IDS with questions.
3. IMPORTANT NOTE: There are no final exams that start after 4:30pm on Thursday, June 9, so that all students may attend the Commencement activities.

Textbooks – Desk Copies, Ordering, and Library Reserves

1. Please consider visiting the MVC library in person to determine if your textbooks are available on reserve. If they are not available, please consider donating a copy to place on reserve in the library. Thank you for helping our students have increased access to needed educational resources.
2. If you will be teaching classes at MVC in upcoming terms, including Summer 2016, please use Faculty Enlight to order textbooks as soon as your teaching schedule at MVC is finalized. Additional information about this process is available from the MVC bookstore. Please make sure your school is correctly listed as Moreno Valley College. (Some people could see their college as another college in the Riverside Community College District unless they change it to MVC.)
3. If you do not plan to have any textbooks, please use Faculty Enlight and indicate you aren't using books.
4. If you have any difficulty, please contact the bookstore manager directly at (951) 571-6107 or via email at textbooks@mvc.edu. The general phone number for the bookstore is (951) 571-6222.

Syllabus

1. Make sure each syllabus includes the Student Learning Outcomes (SLOs) for the course, as listed in the course outline of record available from CurricuNET and contact information for Disability Support Services (DSS) in LIB 230, (951) 571-6138. If you omitted this information from your syllabus, please distribute this information in writing to your students.
   a. Here is a sample syllabus statement recommended by the DSS:

   Moreno Valley College is committed to making reasonable efforts to assist individuals with documented disabilities. If you are seeking reasonable classroom accommodations under the ADA and/or Section 504 of the Rehabilitation Act of 1973, you must register with the Disability Support Services office. Please let me know as soon as possible if:
   - You anticipate barriers related to the format or requirements of this course.
   - You have emergency medical information to share with me.
   - You need to make arrangements in case the building must be evacuated.

   If you require disability-related accommodations for this class please visit the Disability Support Services office in:

- Library Building Room 230
- Or visit us online at http://www.mvc.edu/services/dsps/ for further information
Once you have registered with the Disability Support Services office, or if you have already registered, please notify me of your eligibility for reasonable accommodations.

2. **Email your syllabus to** syllabusMVC@mvc.edu. ALL syllabi need to be emailed to this address. Unless your IDS informs you otherwise, you do not need to email a copy to your IDS, as was done in previous terms.
3. To reduce controversy, create and adhere to a tardy/absence attendance policy, in writing. If you're inclined, you may find it beneficial if you and your students develop such a policy together early in the term.

SAS (Student Academic Services) building

1. Please do not try to move the instructor's station, even though it is on wheels. Doing so may break or disconnect important audio, visual, and/or power cables and disable the station.
2. The student desks in the SAS classrooms are on wheels so that students and teachers can configure the classroom for diverse pedagogical methods. Therefore it is possible the desks may not be configured in your preferred arrangement when you arrive. Please be courteous and patient with desk arrangements. We hope you enjoy the flexibility these new classrooms offer.
3. Food or drinks are NOT PERMITTED in classrooms. Signs have been posted in all classrooms accordingly.
4. Keycards to gain access to the SAS building and rooms
   a. The SAS building utilizes keycards, rather than keys, to unlock doors. Faculty keycards are able to unlock classrooms, the third floor conference room, the faculty workroom, the office corridor on the third floor, the employee lounge in the third floor office corridor, and (if applicable) the faculty member's office.
   b. If you need a keycard please set up an appointment via email to Linda.Myers@mvc.edu. Walk-in service is available the first week of school from 7:30am-4pm and by appointment.
   c. Unlocking doors:
      i. When using a keycard, a single tap against the detector will temporarily unlock the door until it is opened or for a short time period.
      ii. A "double tap" will toggle the lock between locked and unlocked. First tap your keycard against the detector, then move the card at least a foot away, then tap your card again approximately two seconds or so after the first tap. If you unlock the door at the beginning of your class, please use another "double tap" to lock your classroom after class ends.
   d. If you need access to a room that is locked and your keycard does not open the door, someone in SAS 319 can assist.
   e. Keycards are the same size as staff ID cards and may be detected by the sensors even if the keycard is inside a wallet.

      f.   Please keep your keycard with you at all times that you are on campus.
5. There is an employee lounge in room 324, equipped with a full-size refrigerator/freezer and a microwave for your use. Please be courteous. You will need a keycard to use this lounge.
6. The Faculty Workroom is located in room 317 of the SAS building. See also "Faculty facilities" below for more information about the faculty workroom.
7. Questions? Comments? Concerns? Please contact the Office of Instruction in SAS 319.

Dates/deadlines/holidays

1. Check WebAdvisor for important dates for your classes and for revisions to the dates below.
2. Many deadlines during the summer term vary by section. Check WebAdvisor for the deadlines each of your classes. Deadlines to check include:
    a. Last day for a student to add
    b. Last day for a student to drop with a "W"
    c. Census date. **IMPORTANT!**
        i. Census rosters are due 5 calendar days after census date.
    d. Deadline to drop with a "W"
3. Holidays
    a. Monday, February 15
    b. Thursday, March 31
    c. (Spring Recess: April 11-16)
    d. Monday, May 30
4. Grades are due 5 calendar days after class ends. **IMPORTANT!**

WebAdvisor, email, and Blackboard

1. For assistance using WebAdvisor, use the WebAdvisor tutorials or contact the Computer Helpdesk: helpdesk@rcc.edu or (951) 222-8388.
2. Faculty may use WebAdvisor to contact all of your students in each class via the student e-mail system once you have completed the Family Educational Rights and Privacy Act of 1974 (FERPA) Tutorial available on WebAdvisor.
    a. 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.
3. Please encourage your students to activate their free college email accounts by using the tutorial on WebAdvisor. Students may access email here: www.mvc.edu/email
4. Every instructor is provided an email account. Your school email account is the primary mechanism for providing important information to you, including information about your teaching assignment and your pay.
5. Email domain names:
        i. full-time faculty   @mvc.edu

        ii.   part-time faculty   @rccd.edu

        iii.   students @student.rcc.edu

6. If you are having difficulty with your e-mail account, please contact the Helpdesk at helpdesk@rcc.edu or (951) 222-8388.
7. Useful information about using Blackboard can be found at the Blackboard Online Academy through Open Campus.

Classrooms

1. Chairs and Desks
   a. Do NOT move chairs or desks from another classroom. No exceptions. Contact your IDS or dean if you have questions or concerns about your seating capacity.
   b. Moving chairs/desks creates potential safety violations. It also causes problems for the classroom from which the equipment was taken.
   c. 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.
2. No food, No drink
   a. Please adhere to the No Food, No Drinks signs this help the college maximize its resources; and allows MVC to provide more and higher quality education.
3. Keys and keycards
   a. All classrooms and labs —including the Science Labs, Writing and Reading Center, Computer Lab, art lab, and computer classrooms—should be locked prior to class time and will not be unlocked unless an instructor is onsite.
   b. Keys can be obtained in SAS 319. See also item "e" below about keycards and the SAS building.
   c. You will be responsible for returning all keys at the end of the term.
   d. Instructors are responsible for unlocking and re-locking classrooms.
   e. For the SAS building: keycards provide access to all rooms and unlock doors in the SAS building. If you have not yet received a keycard, please set up an appointment via email to Linda.Myers@mvc.edu. Walk-in service is available the first week of school from 7:30am-4pm and by appointment. Keycards are the same size as staff ID cards and can be detected inside of wallets when placed in front of the sensors. See also the section above about the SAS building.
4. Supplies
   a. Whiteboard markers, erasers, and other instructional and office supplies are available in SAS 317.

Faculty facilities: workroom, mail room, student drop box, photocopies, media assistance

1. Workroom:

a. The Faculty Workroom is located in room 317 of the SAS building.
b. All faculty members are welcome to make use of the phone, computers, Scantron and ParScore machines.
c. Dry erase whiteboard markers, erasers, and some other office supplies are available in the faculty workroom.
d. The Dean of Instruction continues to welcome suggestions for the workroom, particularly to improve support for part-time faculty.

2. Mailroom/CopyCenter
   a. The Mailroom/CopyCenter is open Monday-Friday 7:30 AM – 4 PM. If you are a Moreno Valley College faculty member that teaches only in the evening before the mailroom closed 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. The mailroom is located in the warehouse in the Parkside Complex (PSC). (It is building 13A on the [campus map](#).)
   b. Please inform the Support Center Technician, Christina Leon, at (951) 571-6145 of any difficulty in receiving your mail.
   c. Students are not allowed in the mailroom. If one of your students needs to get a document to you, you must make arrangements with the student. See also the student drop box option immediately below.

3. Student Drop Box
   a. A drop box is available in SAS 319 for students to submit documents. Students should use the automatic timestamp to indicate when the document was deposited into the box. Items in the drop box will be picked up and distributed to college mailboxes daily. Items submitted by students and distributed to faculty will be logged to help resolve any potential disputes.

4. Photocopies
   a. The copy center is located in the Mail Room.
   b. Photocopy orders may be submitted to the copy center using a form available in the copy center or by email to copyrequests@mvc.edu
   c. All copies made in the copy center will be double sided. Please allow a two (business) day turnaround for submitted copy orders.
   d. The copy center should be used for all non-emergency copying.
   e. Emergency copies can also be made in the Humanities building office suites in HM 122* and HM 319* (*copy codes are needed and available from your IDS) or in the SAS building's employee lounge, room 324. But the Humanities and SAS building copiers should only be used for emergencies, not routine copies.
   f. All copies made using district equipment and facilities must comply with copyright laws and RCCD policy. Requests to reproduce copyrighted materials will only be honored if the requests comply with [Board Policy 3750](#).

5. Technology Support Services (TSS) – including audio/visual assistance

a. The TSS employees assist with and provide training for ceiling-mounted projectors, document cameras, TVs, DVD players, audio microphones, and video cameras.

b. The TSS offices are located on the first floor of SAS in the corridor near room 103 and their phone number is (951) 571-6201.

c. For equipment usage, either fill out a TSS Request Form available in the TSS office, in the faculty workroom in SAS 317, and at [this website](#).

   i. Forty-eight-hour advance notice is required. More notice may be required for large or unusual requests.

Student assistance and services

1. A full array of assistance for MVC students is available including those listed below.

2. Tutoring

   a. Tutoring for many courses is available through MVC's student tutoring services in SAS 206. Contact Donna Plunk (donna.plunk@mvc.edu; 951-571-6167), Tutorial Services Technician for details.

   b. Our student tutoring services now include online tutoring, through NetTutor, for some online and hybrid courses. Please contact Donna Plunk for details.

3. Computers are available to students in the Library and Student Activities. In addition, general-use computers are available in Science/Technology 151 as follows:

   i. Mondays-Thursdays 7:30-11:30am, 12:30pm-4:30pm, and 5:30pm-9:30pm.
   ii. Fridays 7:30-11:30am and 12:30pm-4:30pm.

4. Please refer your students to the Student Services Building for:

   a. [Admissions and Records](#), including Transcripts
   b. Counseling & Support Services (including Assessment)
   c. Financial Aid

5. The [Library](#) and Learning Resource Center includes Reference Materials and Computers.

6. The [Disability Support Services](#) (DSS) office is located in the Library building, room 230.

   a. Trained professionals are available to assist each student in acquiring the support services needed to attain individual academic and career goals.

   b. For further information, call (951) 571-6138 and TDD (951) 222-8061.

7. The [Student Health Services](#) are located in the Parkside Complex (PSC-6). Phone (951) 571-6103.

Instructor-student conflicts

1. Encourage students with concerns to speak with you privately and in good faith.

2. If you and the student cannot come to agreement in good faith, please direct the student to speak with the assistant chair or chair of the department.

3. If the chair cannot facilitate a resolution, the student should be directed to your instructional dean.

4. Threats to teachers or students should be treated as a safety concern and campus police should be contacted immediately. Student misconduct may also apply and should be handed as described in the section below on classroom disruptions.

Classroom disruptions and Academic Dishonesty

1. The Standards of Student Conduct are outlined in the Student Handbook. Notify the department chair and dean about disruptive students, especially if the student is removed from class, using the Disruptive Student Form found here. When appropriate, the dean will notify a Student Services administrator for follow up actions.
2. FOR EMERGENCIES please call 911. You do not need to dial a 9 to get an outside line, although that will also work (i.e. 9-911 also works). Notify the dean afterwards.
3. All incidents of academic dishonesty should be reported to your Dean of Instruction using this reporting form (link may initiate a download) found here.

Safety, police, being on campus on weekends / after regular work hours

1. 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).
2. The college has 24-hour coverage by college police personnel.
3. If you or any of your students would like to be escorted to your car after dark, college police can be notified through dispatch, (951) 222-8171.
4. Be advised that officers will ticket for moving violations on and near college property.
5. Faculty who need to come on campus after regular work hours or weekends when the college is closed should contact your Dean of Instruction ahead of time so that their names can be forwarded to college police. College police will unlock rooms as needed and as agreed.

Parking permits

1. Employees and students require a parking permit. The permit must be displayed to avoid ticketing.
2. Annual and semester parking permits are available through WebAdvisor.
3. A daily parking fee option is also available.

Helpful people

1. Your IDS
   a. Business & Information Technology Systems (BITS)and Health, Human, and Public Services (HHPS) IDS, Mary Gallardo, (951) 571-6284
   b. Communications IDS, Peggie Negrete, (951) 571-6325
   c. Humanities, Arts, and Social Science (HASS) IDS, Teri Currie, (951) 571-6134
   d. Natural Science/Kinesiology (NSK) & Math IDS, Sabina Fernandez, (951) 571-6125

     e.   Public Safety Education and Training (PSET) IDS, Jan Ponder, (951) 571-6312
2. Blackboard mentor: Anya Marquis, 571-6212.
3. College Receptionist, Gilbert De León, (951) 571-6164
4. Dean of Instruction, David Vakil, (951) 571-6162 & Administrative Assistant, Vevesi Save, (951) 571-6163
5. Director of Disability Support Services, Dr. Nicole Smith, (951) 571-6317.
6. Dean of Instruction, Career and Technical Education, Dr. Melody Graveen, (951) 571-6291 & Administrative Assistant, Sharlena Segura, (951) 571-6292.
7. Dean of Instruction, Public Safety, Education, and Training, Arthur Turnier, (951) 571-6320 & Administrative Assistant, Julie Ruiz, (951) 571-6314.
8. The Office of Instruction is located in SAS 319, and is open Monday-Friday 7:30 am – 8:45pm.
9. There are many other helpful people on campus. This list is not complete. ☺

Worth repeating

1. Use WebAdvisor to obtain and print attendance rosters.
2. If you are going to add students, do it by the last day to add and preferably earlier. See "Adding Students" above for recommended practices about adding students.
3. Encourage students to use their district email account.
4. Take attendance with an up-to-date WebAdvisor roster. Drop no-shows. Submit your census rosters on time, see WebAdvisor for dates.
5. Have a great semester!

Contact your dean with your comments and suggestions for this document;
revisions usually are included in the next edition.