



Time-Dated!

MEMORANDUM

Higher Education Center at San Ysidro

TO: HEC, San Ysidro Faculty

FROM: Cynthia K. Nagura
Director of Center Operations at San Ysidro
Silvia Cornejo, Dean
Higher Education Centers at Otay Mesa and San Ysidro

DATE: January 14, 2013

SUBJECT: SPRING 2013 SEMESTER IMPORTANT INFORMATION

Welcome to the Southwestern College Higher Education Center at San Ysidro (HECSY)—our goal is to make your teaching experience at the Center a positive one. So that we may achieve this goal, please take the time to review the enclosed materials in this Faculty Information Guide. It contains information relevant to your Spring 2013 assignment at San Ysidro. In addition, your assistance with the following is appreciated:

1. **Employee Emergency Information Card:** Please complete and return to Margarita Ramirez, Education Center Coordinator in the Administration/Instructional Office by no later than the first day of your teaching assignment. This form is necessary to verify contact information and will be filed “confidential” in the Administration/Instructional Office.
2. **Syllabus:** Please submit a copy of your course syllabus for each class that you are teaching to the Administration/Instructional Office no later than the first day of your teaching assignment. The syllabus is required to assist the Center staff and instructional substitutes in the event of your absence.
3. **Keys and Copy Codes:** You may contact Margarita Ramirez at any time regarding copy codes and assigned keys. *Note: Keys must be returned to the HECSY Administration/Instructional Office by no later than the last day of your teaching assignment here at San Ysidro.* We are accountable to the District for all keys and must complete an inventory in preparation for the following semester.

Your cooperation with the above is sincerely appreciated. If you have any questions, please feel free to contact Margarita Ramirez at (619) 216-6793, or stop by the office.

CKN/SC/MR
Enclosures



HIGHER EDUCATION CENTER AT SAN YSIDRO (HECSY)
460 West San Ysidro Blvd., San Ysidro, CA 92173

FACULTY INFORMATION GUIDE SPRING 2013

IMPORTANT CONTACT INFORMATION

Administration/Instructional Office	(619) 216-6793	Office #5101 (1 st floor)
Computer Technicians	(619) 216-6790, Ext. 4911	Office #5202 (2 nd floor)
Student Services	(619) 216-6790, Ext. 4903	Front Counter (1 st floor)

EMERGENCIES:

- Pick-up the telephone in any classroom (see #28 below), or
- Dial 911 (cell phone), or
- Campus Police Emergency Line (619) 216-6691, or
- Ext. 6691 (campus phones), or
- *91 (on site pay phone)

1. Absences

During regular office hours, please call the Center Instructional Office at (619) 216-6793, if you expect to be late or absent, or you may also call Student Services Department at (619) 216-6790, ext. 4903. A "No Class" attendance sheet will be posted on the classroom door, which will be taken down and placed in your mailbox for your students' attendance records. Your absence will be reported to your School accordingly. Note: Academic Staff Personal Necessity Leaves are approved by your School Dean; however, the Center Administration/Instructional Office must be informed in advance of all requests. Forms are available in the Instructional Office #5101 and in the Faculty Workroom #5102.

2. Class Meeting Time-Faculty Responsibilities

All faculty members are required to remain in the class for the full meeting time, including the first day. Mid-point class breaks, however, are encouraged and necessary to retain student interest and motivation. (Refer to the enclosed Recommended Instructional Break Schedule).

3. Center Hours Monday – Saturday

The Center's Operational Hours are as follows:

➤ Services available to STUDENTS

Monday	7:45 a.m. – 4:45 p.m.
Tuesday – Friday	7:45 a.m. – 6:45 p.m.
Saturday	7:45 a.m. – 3:45 p.m.

➤ Services available to INSTRUCTORS

Monday – Friday	7:45 a.m. – 9:45 p.m.
Saturday	7:45 a.m. – 3:45 p.m.

4. **Computer Lab Hours – Open for Students**

An open Computer Lab for students is available in room #5203, (2nd floor). Open Lab Hours are as follows:

Monday – Friday	7:45 a.m. – 7:30 p.m.
Saturday	7:45 a.m. – 3:45 p.m.

Please speak with the Computer Lab Technicians if you have a need to reserve a Computer Lab time for your class. These are reserve on a first come, first serve basis.

Printing is available for students for: 10¢ black & white copy and 25¢ copy color copy.

5. **Computer/Software Policy**

The computer equipment in the Faculty Workroom and in the classrooms is intended to assist with your instructional assignments. Faculty may not install software on any of Southwestern College computers—unapproved software will be removed. Please consult with the Computer Lab Technician regarding any special software needs.

6. **Duplicating Assistance**

Office Support Services (OSS) at Chula Vista campus provides a variety of duplicating services to faculty. OSS will be extending duplicating timelines to three to four (3-4) working days and will no longer provide over-the-counter copies while-you-wait or with a 24-hour turn around. Duplicating and printing work may be submitted to oss@swccd.edu electronically or dropped off in person in room #101 (Chula Vista Campus). The forms on the College Website at www.swccd.edu/oss and reflects the new timelines/deadlines. For further information, you may contact the staff at OSS by calling directly at 619-421-6700, ext. 5210.

7. **Duplicating/Faculty Self-Service Copier**

There is only one heavy duty photo copier at the Center—it is located in the Faculty Workroom. Due to budget constraints, and to keep the copier in the best condition possible, each instructor is issued a Personal Copy Code and has a copy limit of 1,500 copies per class for each semester/session. You may obtain your copy code from the Instructional Office staff. **NOTE:** The copy machines in the Student Services area and in the Instructional Office are light duty machines and are not available for student or faculty use.

8. **Duplicating/Student Self-Service Copier**

A student copier is available in the Student Center #5109, (1st floor) – students may make copies for:

10¢ per copy (black & white) 8 ½” by 11” (letter size) only.

9. **Faculty Workroom**

Room #5102 (1st floor), is the designated workroom and mailroom for faculty and staff. The room is equipped with Computers, Printer, an Epson Photo Scanner, a SCANTRON Test Scoring Machine (SCANTRON Test Scoring Forms for faculty use are available in the Administration/ Instructional Office); a SHARP heavy duty copier, a Shredding Machine, and a Telephone.

Note: The computer stations and/or any other equipment in the Faculty Workroom may be used on a first-come-first-served basis. For questions or concerns with the computer equipment, please consult with the Computer Lab Technician.

10. Field Trip Requests

All field trip requests must be approved by the Center Dean or Director of the HECSY no later than one week prior to the date of the field trip. Field Trip Requests and Student Waivers may be obtained in the Administration/Instructional office, or for your convenience, you will find packets ready in the Faculty Workroom. Please return Field Trip Request along with all Student Waivers to the Administration/Instructional Office at least one week prior to the scheduled date of the field trip.

11. Final Exam

Southwestern College Policy #7013, states that instructors may not cancel final exams nor tell their students that they need not attend. Any activity that will not be graded requires the prior approval of the Center Director/Dean. Hybrid classes should be scheduled on the last day that the class meets. Early final exams require an advanced formal petition.

12. Food/Beverages

Please assist us in keeping our facility clean. Do NOT allow food or beverages in your classroom, and remind students to enjoy snacks in the Student Center, #5109, (1st floor). If you wish to have an end of semester celebration with food and beverages, please contact the Administration/Instructional Office staff to assist you with arrangements.

13. Forms/Documents

The following documents and information are available in the Administration/Instructional Office for your review/use.

1. District Policies—(e.g., College Internet Policy; Campus Visitation by Minor Children, Policy No. 2015)
2. Duplicating Request Forms
3. Academic Requests for Personal Necessity Leave
4. Classroom Supplies Catalogs
5. Field Trip Requests Forms and Student Waivers Forms
6. Report of Student Grievance Forms
7. Report of Student Misconduct Forms
8. Course Syllabus Tips
9. Faculty (Confidential) Information Form – This form must be filled out and submitted to the Instructional Office by no later than the first day of classes and should be update as needed

14. Jaywalking Prohibited - (Please share with your students)

Please remind students that jaywalking from the Student Parking Lot to the Center, across San Ysidro Boulevard, is prohibited. The San Diego Police Department may ticket individuals who jaywalk.

15. Library Services

The Library is located in room #5105 (1st floor). Librarians are available on-site and can provide library orientations in your classroom as required. Hours are posted in the Library area, bulletin boards, in the Student Information Guide (enclosed in this packet), and are subject to change.

16. **Lost and Found**

Lost items may be turned into the Student Services staff—please avoid taking items home for safekeeping. (See Item #3 for service hours available to instructors and students).

17. **Mail**

San Ysidro is dependent upon the District's interoffice mail system. Mail is picked up/dropped off twice per day—once at approximately 10:30 a.m., and again at approximately 2:30 p.m. Incoming mail is distributed to instructors' mailboxes upon arrival. If you receive a packet that is too big to fit in your mailbox, this will be kept in the Administration/Instructional Office and a notification will be placed in your mailbox advising you of the packet on hold.

Note: It may take up to two days (maximum) for mail to reach designated offices at the Chula Vista campus or any Center following pick-up from San Ysidro.

18. **Parking Regulations (Off-Campus)** *(Please share with your students)*

- a. Averil Road (public street parking). *Note:* Do not block private driveways or park in red zones.
- b. San Ysidro Boulevard (public parking). Do not block driveways or park on private property.
- c. Shopping Centers adjunct to the Center—parking is prohibited.
- d. San Ysidro Post Office—parking is available only after 7:00 p.m. Anyone parking in this lot prior to this hour will be cited and the vehicle may be towed at the owner's expense.

19. **Parking (Staff/Faculty)**

- a. The Faculty/Staff Parking Lot is staff, faculty, and disabled only. Southwestern College parking permits are required. Faculty may obtain their parking permit from their School. HECSY does not issue parking permits.
- b. Metered parking spaces are available in this lot for visitors (45-minute limit).

20. **Parking (Students)**

- a. Student parking is located at 455 West San Ysidro Boulevard (across from the U.S. Post Office). A Southwestern College sign is posted at the entrance of the lot.
- b. All regulatory signs on campus sites are enforced.
- c. Student parking permits are required.
- d. No overnight parking is permitted.

21. **Payroll Checks**

If you have requested that your paycheck be sent to the HEC, San Ysidro, checks will be available in the Administration/Instructional office on the next scheduled payday by 12:00 Noon.

Payroll check stubs are no longer available for employees who have direct deposit. These check stubs will be available to employees online at www.swccd.edu Human Resources, Payroll Department.

22. Public Safety Assistants (PSA)

PSAs will monitor the Center Parking Lots Monday thru Friday between the hours of 7:30 a.m. – 5:30 p.m., and 5:30–10:30 p.m. If a PSA is needed at HECSY to assist with a dead battery, lock-out, or an escort, you may call 619-421-6700, Ext. 5128 or Ext. 6380.

If there is an emergency then please call. Emergency line at 619-216-6691, or Ext. 66.91, or *91 from any pay phone on site.

Note: Citing is enforced the first day of semester to faculty, staff, and students.

23. Rosters

Please note that Computer System Services (Chula Vista Campus) will no longer print Enrollment Rosters, Wait Lists, and Add Codes. Faculty will be responsible for viewing and printing the information directly from WebAdvisor.

It is important that you review your class rosters on a regular basis to make certain that all students in your class have been properly registered; only registered students are permitted in the class. Individuals are **NOT ALLOWED** to audit courses unless they file appropriate paperwork with the Admissions Office. Proof of clearance to audit is to be presented to the instructor by the individual.

24. Safety Recommendation

Please ensure that you LOCK your classroom when you leave. No students are allowed in classrooms without the supervision of the instructor.

25. Syllabus

Please submit a copy of your Course Syllabus to the Administration/Instructional Office by no later than the first day of class. Instructors are required to distribute a written Course Syllabus to their students. Syllabus guidelines are available in the Administration/Instructional Office upon request.

26. Staff/Faculty Lounge

The Staff/Faculty Lounge is located in the first floor of the Center (#5107). The lounge is equipped with a microwave oven, refrigerator, a dining table, and sink. No utensils or paper goods are provided. Note: The Faculty Workroom key also opens the Staff/Faculty Lounge; please LOCK the Lounge door as you leave.

27. Technical and Audio Equipment

- Each classroom is equipped with technology podiums that provide easy access to computer (MS Office/Internet, LCD Projector, Overhead Projector, and DVD/VCR combo).
- The Computer Lab Technicians can provide assistance with technology as needed. You may reach them at 619-216-6790, Ext. 4911, or in their office #5202, (2nd floor). Camera, camcorders, and laptops are available for faculty instructional use on a temporary basis. Please contact the Computer Lab Technician in office #5202, (2nd floor) for specifics
- CD players are available in each classroom for instructors' use.
- Overhead Projector and Document Camera may be checked out on an as-needed basis through the Administration/Instructional Office.

28. Telephones in Classrooms – Emergencies Only

Emergency telephones in the classroom will allow immediate and direct connection to Campus Police only. In the event of an emergency, lift the receiver and your call will immediately be connected directly to the Chula Vista Campus Police. Campus Police will respond accordingly.

Although this Faculty Information Guide may not have answered all your questions, please be aware that we are here to assist you in any way possible. Feel free to share your questions and/or concerns with us at any time.

Best Wishes for a Great Spring 2013 Semester!