



MEMORANDUM

Higher Education Center at San Ysidro

TO: HEC San Ysidro Faculty

FROM: Cynthia K. Nagura
Director of Center Operations at San Ysidro

DATE: January 21, 2014

SUBJECT: SPRING SEMESTER IMPORTANT INFORMATION

Welcome to the Southwestern College Higher Education Center at San Ysidro (HEC,SY) — our goal is to make your teaching experience at our Center a positive one. Please take the time to review the enclosed materials in this Faculty Information Guide. It contains information relevant to your Spring 2014 assignment at San Ysidro.

In addition, your assistance with the following is appreciated. Please submit or contact Margarita Ramirez, Center Coordinator, in the Administration Office for the following:

1. **Employee Emergency Information Card:** Please complete and submit by *no later than the first day* of your teaching assignment. This information will be kept confidential in the Administration Office.
2. **Syllabus:** Please submit a copy of your course syllabus for each class that you are teaching *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:** Please come to the Administration Office to receive your assigned copy code and assigned keys. Note: Keys must be returned to the HECSY Administration 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 Administration Office. Thank you.

Enclosures



HIGHER EDUCATION CENTER AT SAN YSIDRO (HECSY)

460 West San Ysidro Blvd., San Ysidro, CA 92173

FACULTY INFORMATION GUIDE

SPRING 2014

IMPORTANT CONTACT INFORMATION

Administration Office	(619) 216-6793	Office #5101 (1 st floor)
Computer Tech Support	(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 handset of the black telephone in any classroom (see #9 below), or
 - Dial 911 (cell phone), or
 - Campus Police Emergency Line (619) 216-6691, or
 - Ext. 6691 from any campus phone, or
 - *91 from the onsite pay phone outside the entrance
-

1. Absences

During regular office hours, please call the Administration Office at (619) 216-6793, if you expect to be late or absent. Your absence will be reported to your School accordingly. Note: Academic Staff Personal Necessity Leave Forms are approved by your School Dean; however, the HEC,SY Administration Office must be informed in advance of all requests. Forms are available in the Administration Office #5101, and in the Faculty Workroom #5102. We will post a "No Class" Attendance Sheet on your classroom door for students to sign. We will place this in your mailbox afterwards for your students' attendance records.

2. Class Meeting Time-Faculty Responsibilities

All faculty members are required to remain in 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. HEC,SY Hours Monday – Saturday

The Center's Operational Hours for this semester are as follows:

❖ Services available to STUDENTS

Monday:	7:45 a.m. – 5:00 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 – Thursday:	7:30 a.m. – 9:45 p.m.
Friday:	7:30 a.m. – 7:45 p.m.
Saturday:	7:30 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:	7:45 a.m. – 4:00 p.m.
Tuesday – Friday:	7:45 a.m. – 7:30 p.m.
Saturday:	7:45 a.m. – 3:45 p.m.

I.T. Technical Support will be available as follows:

Monday:	7:45 a.m. – 4:00 p.m.
Tuesday – Thursday:	7:45 a.m. – 7:45 p.m.
Saturday:	8:30 a.m. – 12:30 p.m.

Please speak with the Computer Lab Technicians if you would like to reserve the Computer Lab for your class. These are reserved on a first come, first served 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 Southwestern College computer. Please consult with the Computer Lab Technician regarding any special software needs you might have.

6. Copies – Duplicating Assistance

The Office of Support Services (OSS) at Chula Vista campus provides a variety of duplicating services to faculty. OSS requires 3-4 working days to fill your request. Duplicating and printing work may be submitted to www.swccd.edu/oss electronically or dropped off in person in room #101 (Chula Vista Campus). The duplicating forms may be accessed also at the College Website at www.swccd.edu/oss. Note: If you would like your duplicating request to come to the HEC,SY, please make sure that you mark with an (X) the HEC,SY box. In turn, when it comes to the Center, we will place it in your mailbox. For further information, you may contact the staff at OSS by calling directly at 619-421-6700, Ext. 5210.

7. Copies – Faculty Self-Service Copier

There is only a heavy duty photo copier located in the Faculty Workroom. Due to budget constraints, and to keep the copier in the best condition possible, each instructor is issued a Copy Code, which has a copy limit of 1,500 copies per class for each semester/session. Note that the copier also scans documents. Your Copy Code is the first five digits of your Southwestern College I.D. number. **NOTE:** The copiers located in the HEC,SY offices 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. Emergencies

Emergency Phone in Classrooms – Every classroom has a black telephone affixed to the wall. Note: This is NOT a regular phone. As soon as the receiver is raised it will automatically call our Southwestern College Campus Police in Chula Vista.

If there is a life-threatening emergency in your classroom, please use this phone and inform Campus Police of the areas of the emergency. They will immediately call 911 as needed. Please also ensure that someone notifies our HEC,SY Administration at (619) 216-6793, 216-6795, or 216-6792 as soon as possible of the emergency.

- Pick-up the telephone in any classroom (see #9 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)
- Emergency Evacuation
Affixed to the wall and adjacent to the door of every classroom and office in the building are two documents:
 - a) Evacuation Plan – If the fire alarm sounds or the order is given to evacuate the building, this Plan shows the nearest escape route for the office/classroom that you are located in.
 - b) Emergency Evacuation Assembly Area – In case of evacuation, you will need to lead your class back of the Student Parking lot across the street (exit the building, cross the street and proceed to your right until you reach the Student Parking Lot). Stay with your class and take roll so we can account for all students.
- AED (Automated External Defibrillator) – This is located in front of Student Services, mounted in a special case. In the event of an emergency where CPR needs to be administered, please access it!
- Medical Situations – In the event of a life-threatening emergency, call Campus Police or 911 directly. In addition, please inform the HEC,SY Administration as soon as possible. If the Health Services Nurse is on duty, we will involve her immediately. For basic first aid needs, a First Aid kit is located in Student Services, in the Administration Office and on the 2nd floor in the Computer Technician's Office.

10. Faculty Workroom

In room #5102 (1st floor), is the room equipped with three Computer Stations, a Printer, an Epson Photo Scanner, a SCANTRON Test Scoring Machine, Electric Typewriter, and two working tables with chairs around them. If you need SCANTRON Test Scoring Forms, these are available in the Administration Office. Also, a heavy duty copier (SHARP), which scans and a Shredding machine. A telephone to use for on campus sites calls and for external local calls (dial 9 to obtain an outside line). No long distance calling is available. Please keep the door lock of the Faculty Workroom locked at all times. Limited storage space is available to faculty on a first come first served basis in the cabinets above the long counter and in the drawers beneath the computer stations. These storage spaces are not lockable so leaving items would be at your own risk. To occupy a space, please write your full name on a blank name card affixed to the outside of the cabinet or drawer. If you vacate the space, please remove your name card so that others are aware that the space free.

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 at Ext. 4911.

11. *Field Trip Requests*

All field trip requests must be approved by the Director of the HEC,SY 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 Office, or for your convenience, you will find the Field Trips Requests are available in the Faculty Workroom. Please return the Field Trip Request along with all Student Waivers to the Administration Office.

12. *Final Exams*

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

13. *Food/Beverages*

Please assist us in keeping our facility clean. Do NOT allow food or beverages in your classroom, and remind students that they may enjoy their food and snacks in the Student Center, #5109, (1st floor). If you wish to have a special event with food and beverages, please contact the Administration Office staff to assist you with arrangements. Events with food and drinks are not allowed in the classrooms.

14. *Forms/Documents*

Copies of the following documents and information are available in the Administration 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 (for Chula Vista Office of Support Services)
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 Emergency Contact Information Card-Confidential – This form must be filled out and submitted to the Administration Office by no later than the first day of classes and should be update as needed.

15. *Late Add Petition – NEW INFORMATION*

Please be advised that per the District's Admissions Office, Late Add Petitions will NO LONGER BE ALLOWED ONLY be approved if the student attended class prior to the end of the Add/Drop period. If the date listed on the form is after the Add/Drop deadline, the petition will not be approved. Please inform your students accordingly.

16. Library Services

The Library is located in room #5105 (1st floor). Librarians are available on-site on a part basis and can provide library orientations in your classroom as required.

Monday:	9: 30 a.m. – 12:30 p.m.
Wednesday:	2:30 p.m. – 6:30 p.m.
Thursday:	9:30 a.m. – 12:30 p.m.
Saturday:	7:45 a.m. – 3:45 p.m.

Hours are also posted in the Library, bulletin boards, and in the Student Resource Guide (enclosed in this packet).

The Library is open as a Study Area:

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

17. Lost and Found

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

18. Mail

The District's interoffice mail is picked up/dropped off twice per day—once at approximately 10:30 a.m., and again at approximately at 2:00 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 Office and a notification will be placed in your mailbox advising you of the package on hold. *Note:* It may take up to two days (maximum) for mail to reach designated offices at the Chula Vista campus or any of the Centers once it is picked-up from HEC,SY.

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

- Averill Road (public street parking). *Note:* Do not block private driveways or park in red zones.
- San Ysidro Boulevard (public street parking). Do not block driveways or park on private property.
- Shopping Centers adjunct to the Center—parking is prohibited.
- 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.

20. Parking (Staff/Faculty)

- The Faculty/Staff Parking Lot surrounding the HEC,SY building is for staff, faculty, and those with the disabled placard only. Southwestern College parking permits are required. HEC,SY does not issue parking permits to faculty; these must be requested on-line via WebAdvisor <https://webadvisor.swccd.edu> and must be picked up at the Chula Vista Campus Police Department #105D.
- Three metered parking spaces are available in this lot for short term visitors (45-minute limit).

21. Parking (Students)

- a. The Student Parking Lot is located at 455 West San Ysidro Boulevard Northeast from the HEC,SY building and (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. A parking permit dispenser is located in the lot.
- d. No overnight parking is permitted.

22. Public Safety Assistants (PSA)

PSAs monitor at random the HEC,SY Parking Lots (Faculty/Staff/Students) Monday thru Friday between the hours of 7:30 a.m. – and 8:00 p.m. on a rotating basis the different Centers. If a PSA is needed at HECSY to assist with a dead battery, lock-out, or escort you to your car, you may call 619-421-6700, Ext. 5128, or Ext. 6380 from any campus phone..

Note: Citations are enforced year round.

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 <https://webadvisor.swccd.edu>. 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

Please ensure that you LOCK your classroom when you leave. Students are not allowed in classrooms without the supervision of the instructor.

25. Syllabus

Please submit a copy of your Course Syllabus to the Administration 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. This room is for use by staff and faculty only. Student meetings should not be held here. Note: The Faculty Workroom key #847 also opens the Staff/Faculty Lounge. Please keep the door of the Faculty/Staff Lounge locked at all times.

27. Student Orientation Presentations

We appreciate your support in informing our students of the important services, updates and events which are here for the students' benefit.

1. **Student Orientations** - At the beginning of the semester the HEC,SY staff will come to your class at the beginning of the class period to make a presentation of the services and important information critical for students. We request your permission to give the comprehensive presentation which is 20 minutes in duration, if possible. If you are not comfortable with this length of time, then we will instead give a brief, 5-minute overview at the beginning of your class period. If the day that a staff member approaches your class to make this presentation is not convenient, we would be happy to return at a different time.

2. **Important Student Announcements** - We appreciate your help to share important District or HEC,SY information with your students. At the Computer Podium located in your classroom, we will occasionally leave an "Important HEC,SY Student Announcements" notice requesting that you announce the important workshop, deadline or upcoming event with your class. Your support is greatly appreciated.

28. 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 are available to 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).
- ❖ CD players are available in each classroom for instructors' use.
- ❖ An Overhead Projector or Document Camera may be checked out on an as-needed basis through the Administration Office.

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 Semester!