



## **Adjunct Faculty Handbook**

# Table of Contents

## **1. Adjunct Faculty Handbook**

Change of Class Meeting Place	1
Field Trips and Off Campus Meetings	1
Cheating and Plagiarism	1
Class Meeting Time / Breaks	2
Record Keeping	3
Course Eligibility Status	3
Guest Speakers	3
Office Hour Stipend	4
Textbooks and Specialized Supplies	4
Visitors	4
Student Discipline Policy	4
Internet Access	4
Learning Resources	5
Computer Use / Support	5
Printing Services	5
Keys	6
Mailboxes	6
Staff Parking Permits	6
Telephones	6
Leaves / Absences	6
Syllabus	7
Low Enrollment	8

## **2. Business Division Technical Support Procedures** **9**

## **3. Syllabus Guidelines** **11**

## **4. Luminis Directions** **19**

## **5. Voice Mail Request Form** **24**

## **6. Web CRD Instructions** **25**

## **7. Field Trip Authorization / Transportation Request** **32**

## Adjunct Faculty Handbook

### Change of Class Meeting Place

Your Division Office must be notified and approval granted prior to changing the meeting place of a class to a location other than the one originally scheduled. If you or one of your students needs to be reached in an emergency, office personnel must be able to locate your class quickly! If you are temporarily meeting in another location, such as the Library or Business Division Computer Lab, please notify the division office ( Ext 4600) and post a note on the classroom door.

### Field Trips and Off Campus Meetings

Any time your class will not be meeting at its regular location/time, a Request and Agreement for Use of College Vehicle form must be filled out, approved by your department chair, and submitted to the Division Office **PRIOR** to the occurrence. Forms are available in the Division Office or the Instruction Office (**see attached Field Trip Authorization and Student Agreement**).

**Off-Campus Meeting:** Use the **Field Trip Authorization** form and complete Section A indicating an “*Off-Campus Class Meeting*”.

**Field Trip WITHOUT Transportation:** Use the **Field Trip Authorization** form, complete Section A and indicate “*Students will provide own transportation*” across the bottom of the form. Forms should be submitted at least two weeks in advance if possible. Under no circumstances should you transport students in your own personal car due to liability.

**Field Trip WITH Transportation:** Use the **Field Trip Authorization** form and complete Sections A and B. Forms must be submitted one month prior to the event.

### Cheating and Plagiarism

The College considers cheating to be a voluntary act for which there is no acceptable excuse (refer to College Catalog for full text and policy). The following statement could be included in your syllabus.

*“Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else’s words or ideas as one’s own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author’s idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else’s ideas into one’s own words without acknowledgment*

*may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion.”*

The term “cheating” includes but is not limited to:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another student take an examination for you
- Forging or altering registration or grade documents

The professor who determines that a student has cheated has the right to give an “F” for the assignment. Instructors may not fail or drop a student from the class for an act of cheating or plagiarism if the student can meet, or has already successfully met, the preponderant balance of course objectives as specified in the Course Outline of Record. Faculty must report all instances of alleged academic dishonesty to the Office of Student Life.

**Class Meeting Time/Breaks**

Classes begin and end promptly at the schedule time. Breaks are included (10 minutes for every 1 hour 40 minutes of scheduled class time) and **MUST** be taken during class time and not at the end of class. *Required breaks are shown in the tables below:*

<b>16 Week Semester</b>				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	10 Minutes	No Break	N/A	N/A
54	20 Minutes	No Break	N/A	N/A
72	30 Minutes	10 Minutes	No Break	N/A
108	50 Minutes	20 Minutes	10 Minutes	No Break

<b>8 Week Short-Term</b>				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	30 Minutes	10 Minutes	N/A	N/A
54	50 Minutes	20 Minutes	10 Minutes	No Break
72	70 Minutes	30 Minutes	10 Minutes	10 Minutes
108	N/A	50 Minutes	30 Minutes	20 Minutes

<b>6 Week Intersession</b>				
Hours per Term	1 Day / Week	2 Days / Week	3 Days / Week	4 Days / Week
36	40 Minutes	10 Minutes	No Break	No Break
54	70 Minutes	30 Minutes	10 Minutes	10 Minutes
72	N/A	40 Minutes	20 Minutes	10 Minutes
108	N/A	70 Minutes	40 Minutes	30 Minutes

## **Record Keeping**

**Attendance and Drops** – Students are expected to regularly attend class. Professors are responsible for informing students of their attendance and absence policy, on their class syllabus. Professors are to drop students immediately on determining that the student is no longer actively enrolled. Students dropped from classes after the 3<sup>rd</sup> week through the 10<sup>th</sup> week, or 62% of the time the class is scheduled to meet in the case of short term classes, shall be assigned a withdrawal grade (W) in accordance with College policy and will not show up on the Final Grades pages at the end of the semester. **Final course grades must be input by the Tuesday following the end of the class.**

**Grade Requirements** – Sufficient grades and examinations should be given in each class to provide a fair basis for evaluating the work of each student. **The college requires a minimum of three grades in addition to the final examination as the basis for a course grade. Additionally, if you teach a lecture/lab parity course, there must be a final for the lab portion and the lecture portion.** Your department may have additional requirements. All grades used in the calculation of the final grade must be recorded in the back-up documentation. Final exams must be given according to the Final Exam Schedule in the Class Schedule located on-line. If it is a short term class the final exam is to be given the last day of class. **The Business Division requires that you submit your final exam schedule (with class CRN, date, time and room) to the Linda Monteilh at lmonteilh@mtsac.edu 3 weeks prior to the final exams.**

**Progress Reports** – Professors should communicate with students who appear to be having difficulty in the class and refer them to Tutorial Services, Disabled Student Programs and Services, Learning Assistance Center, Extended Opportunity Programs and Services, or other available services.

## **Course Eligibility Status**

Students must meet all established prerequisites in order to enroll in a class. A student may challenge his/her eligibility status if he/she can, in some way document meeting the established prerequisites. Faculty should advise students to complete a “Petition to Challenge Course Prerequisites” form available in the division office located in building 17 room 15.

## **Guest Speakers**

The appearance of guest speakers before a class must be documented by the professor to the Division Dean prior to that appearance. Forms are available in the Division Office. Please notify your guest speaker of campus parking policies and pay/visitor lots before they arrive to avoid a citation. Guest parking permits are available through the Division Office. **(See attached form)**

### **Office Hour Stipend (fall and spring terms)**

Your course syllabus should contain pertinent information about the course and how and where the students can contact you. In order to qualify for the office hour stipend, one or more of the following must appear on your syllabus:

- a. Voicemail or other phone number
- b. Email address
- c. Designated 1 hour of office time per week with regular day, time and location.

Adjunct Faculty Office is located in 18A-7

### **Textbooks and Specialized Supplies**

The responsibility for selection of texts is vested in the department. Department chairs are responsible for ordering books. In some cases, faculty are allowed individual choice of basic texts, required supplementary and recommended books, subject to approval by the department chair. In some cases, departments have pre-selected books for particular classes.

### **Visitors**

No person may be allowed to attend a regularly scheduled class unless officially registered for that class. Permission to visit a class must be secured from the professor. A visitor shall not attend class on a regular basis. Examples of visitors include: guest speakers, student friends, potential students, or minor children of officially registered students.

### **Student Discipline Policy**

Professors are expected to enforce acceptable standards of behavior in the classroom. A professor may remove a disruptive student from his/her class for the day of the removal and next class meeting. This should be immediately reported to Maryann Tolano-Leveque, Director of Student Life, Bldg. 9C-1, ext. 4525.

### **Internet Access**

Information and Educational Technology (IET), Building 23 supplies email accounts (request form required) completed during the hiring process, as well as initial login/password to your Luminis account (call the Help Desk at ext. 4357 and provide your ID number). **All campus communications will be done via MtSAC email, so it is imperative that you check it regularly and use it to communicate with your students and Mt SAC staff.** To begin the process of establishing a Moodlerooms account, sign up for Learning Management System (LMS) – Moodlerooms Basics Online Training –

Series 1 (inside.mtsac.edu → Professional Development link → Workshop Calendar link). (See attached **Luminus Instructions**)

### **Learning Resources (Library)**

Research – The library provides researchers with books that support the curriculum, full text article databases, and access to the Internet, including professionally selected Internet resources. Professional librarians are available during library hours to instruct and assist students, faculty and staff with research. The library also provides these resources through its website at <http://www.mtsac.edu/instruction/learning/library/>. Call the Reference Desk (ext. 4289) for assistance.

Instruction – Professional librarians are available by appointment to teach research methods classes in all disciplines. Call the Main Desk (ext. 4260) to make a reservation. Schedules for each week are finalized the prior Wednesday. Reservations can be accepted before the semester begins.

Research Assignments – Remember that requiring research on a limited number of topics, or topics that are outside the scope of a standard first-year paper, guarantees that many students in the class will not have the appropriate resources available to them. Professional librarians are available to consult on the development or research assignments. Call the Reference Desk (ext. 4289) for assistance.

### **Computer Use/Support**

Adjunct Faculty: Computers are available in 18A-7 (adjunct faculty office) and in the Business Division Computer Lab 17- 5. If emergency assistance for technology is needed for the classroom, contact the Computer Lab at ext. 4701. If it is not an emergency, contact the help desk at ext 4357. (See attached **Business Division HELP Instructions**)

Students: The Business Division Computer Lab in 17-5 is available throughout the day and evening for our students to use.

### **Printing Services**

Materials that are needed to distribute as handout and resource materials for classes may be copied/duplicated in Printing Services located in Building 4 – Room 1802. There must be a minimum of 24 hours and a limit of three (3) requisitions per day. Classroom materials needed with less time may be copied in various campus locations. Printing Services has a 24-hour turnaround on most copy jobs. Hours of operation are 6:30 a.m. - 10:30 p.m. Monday through Thursday; Friday 6:30 a.m. - 7:00 p.m. There is a drop box for jobs when the office is closed. You can also submit jobs via a PDF file electronically via WebCRD. Jobs submitted electronically are retrieved twice daily: between 8 and 9 a.m. generally processed by noon same day, and between 2 and 3 p.m. and generally processed by 8 am the following day. (See **WebCRD Instructions**)

## Keys

Keys are prepared for adjunct instructors approximately 2 weeks prior to the beginning of each semester. If you are an adjunct instructor with an assignment, your key(s) for the classrooms you have been assigned will be waiting for you to pick up at the Key Window in Building 47 (across the street) - unless you were given the assignment last minute; in this case, you will need to get a key requisition from Karen to take to the Key Window in Building 47. The Business Division classrooms have been keyed, so that 1 key will open all lecture rooms.

## Mailboxes

Karen Johnson Newsome will notify the mailroom to create a mailbox for you in Building 4 once you come on board, but if for some reason you do not have a mailbox, notify her and she will call mail services. Please remember to check your mailbox regularly.

## Staff Parking Permit

Karen Johnson Newsome will notify the Parking Office in Building 23 of the adjunct faculty who will be teaching and will need a permit for the semester. The permit should then be available for you to pick up in the Parking Office in building 23 (across the street).

## Telephones

Part-time faculty can receive a voicemail-only number for students to leave messages. It is possible to access voicemail messages from your students, colleagues and administrators from telephones both off and on campus, seven days a week, 24 hours a day. Rondell Schroeder (ext. 8000) assigns part-time faculty voicemail accounts. **(See attached Voicemail Request Form)**

## Leaves/Absences

When a faculty member is going to be absent from class, the faculty member must “contact the Division Office as soon as the need to be absent is known” (16.B.10). You may notify the division via phone by calling (909)274-4600. Please provide your name, department, date(s) of absence, and type of leave being used. You will be responsible for notifying your students of your absence via email. If you cancel an evening course after the Business Division Office closes, you must also call the Business Division Computer Lab at (909) 274-4701 to have the class posted.

At the end of each pay period, the division office will prepare a Faculty Absence Report form including all absences reported during that specific pay period and send it to the faculty member to sign and return.



Sick Leave for hourly unit members shall be provided subject to the following conditions:

- a. Entitlement shall not begin until after the faculty member has formally accepted his/her adjunct assignment.
- b. Sick leave shall be accrued at the rate of one (1) hour earned for each 18 hours of teaching.
- c. Sick leave shall be cumulative each term the employee works.
- d. Sick leave shall be earned for summer/winter intersession teaching at the rate of one hour earned for each 18 hours of teaching
- e. Unit members may use all accumulated sick leave for absences during a term or a summer/winter intersession.
- f. Adjunct faculty will be provided an annual report of accumulated sick leave. The goal is to have this available each fall.

Bereavement Leave – Without loss of salary, part-time faculty members shall be entitled to a maximum of three (3) days leave of absence, [or five (5) days of leave if travel of more than 200 miles one way] as a result of the death of any member of the faculty member's immediate family. Immediate family shall include the members' spouse/domestic partner, the member or member's spouse/domestic partner's sibling, parent, grandparent, child, grandchild, aunt, uncle, nephew, niece, or any other member of the immediate household.

#### Personal Necessity Leave

Personal necessity leave does not require a stated reason. The following limits and conditions are placed upon the use of cumulative sick leave for personal necessity leave:

- a. Adjunct members may use sick leave for personal necessity, but only in an amount equal to 50% of the hourly sick leave entitlement for the employment period during which the personal necessity leave is taken. The computation of 50% of sick leave will be rounded to the nearest whole hour.
- b. The days allowed shall be deducted from, and may not exceed, the number of full days' sick leave which the unit member has earned.
- c. Personal necessity leave shall not be granted during a leave of absence.
- d. Payment for personal necessity leave shall be made only upon processing of your hourly faculty absence report form by the Payroll office. A notice of intent to use this leave shall be submitted in advance whenever possible.

#### Syllabus

The official course outline for each course is available online at <http://webcms.mtsac.edu> and should provide the basis for designing your individual syllabus. A separate syllabus for each course and section taught should be distributed on the first day of the course and should specify to the students the expectations and directions of the course. **(See attached Guidelines for Business Division Course Syllabi)**. Note: Your syllabus must be submitted to the Division Office electronically within the first two weeks of the semester. Directions are in the attached Guidelines.

## **Low Enrollment**

At the beginning of each semester, the Division Dean and Associate Dean will monitor your class counts to determine whether a sufficient number of students are enrolled. If the number is insufficient, the class will be canceled. To maintain a full teaching load for all full-time professors, the department or division makes reassignments as needed. Many instructors find that making flyers for classes where enrollment tends to be low can help a class to “make” minimum enrollment.



Business Division Faculty,

This is to remind you all that in an effort to ensure that our Division IT staff can provide the best possible service; the Division had instituted the following process. We ask that all faculty follow this process, and in addition, the IT staff have been directed to only do what is within **THIS** process.

**Please follow these guidelines for reporting technical problems in the classroom**

---

**Instructional Emergencies** (*something keeping you from conducting instructional activities*):

Call extension 4701 and we will get someone to your classroom as soon as possible (usually immediately).

---

**Non-emergencies** (everything else): **A Help Desk Ticket must be completed.**

Call the helpdesk at extension 4357 on campus **or** (909) 274-4357 off-campus **or**  
Email: helpdesk@mtsac.edu

---

1. When reporting a problem please try to be as specific as possible. We're not expecting anyone to diagnose what's wrong themselves, but the more detail you can provide about what's going on the better equipped we are to troubleshoot the problem and get it resolved quickly and painlessly. When reporting problems with websites please include the date and time, website you were trying to access and which browser you were running.

**Examples:**

**Not good** - "The computer is broken"

**Good** - "I can't log on to the computer"

**Better** - "When I enter my password I get an error message saying 'There are no log on servers available'"

2. Please report the problem as soon as possible after it occurs.

3. **DO NOT** convey a technical support problem to the IT staff verbally, by phone or via email. All support requests need to go through the helpdesk to ensure that everyone gets treated equally and nothing gets forgotten.

Respectfully,

Joumana and Jennifer

# Guidelines for Business Division Course Syllabi

## THE SYLLABUS - INTRODUCTION

A syllabus communicates in writing between faculty and students the content and process of a course. While not strictly a contract, it does represent a codification of course content and procedures. Students and faculty are expected to follow the syllabus and are held accountable for its content. It acts as an important guide and reference for course participants.

Syllabi vary in format, content, and length, once the very basic information has been included. Basic Information serves to anticipate and answer student questions about why they should take this course, their ability to complete the required work, and the teaching-learning styles contained in the course. Students appreciate complete, comprehensive syllabi because information in the syllabus helps them succeed, and students urge faculty to make syllabi inclusive, rather than eliminate information in order to conserve natural resources.

For the instructor, preparing information for inclusion in a syllabus helps organize the course calendar, identify areas of emphasis, and formalize policies on evaluation and procedures. For both faculty and students, syllabus information minimizes misunderstandings about due dates, grading criteria, and similar policies. In this way, syllabi serve to protect the rights and spell out the responsibilities of course participants.

The following pages contain:

- A Checklist of required items for each syllabus. (Bolded and Checked).
- Explanations of each syllabus item.
- Procedure for electronic submission of syllabi to the Division Office.
- Samples of acceptable syllabi available upon request.

# Guidelines for Business Division Course Syllabi

## Basic Course Information:

- College Name
- Course Number
- Course Title
- Course Reference Number (CRN)
- Semester / Year
- Credit Hours / Units
- Class Days / Time
- Class Location
- Prerequisites / Corequisites
- Class Duration

## Instructor Information:

- Instructor Name
- Office Location
- Office Hours
- Phone Number/ Voice Mail
- Email Address

## For Online or Hybrid Courses Only:

- Minimum Requirements for taking Course
- Required Meetings on Campus
- Expected Online Times
- Online Expectations of the Instructor
- Online Expectations of the Student
- Reference to the SOLAR Quiz
- Discussion Board/Forum Rules/Etiquette

## Course Information:

- Course Description (Catalog)
- Student Learning Outcomes
- Textbook Information
- Course Outline
- Weekly Schedule of Activities
- Required Materials / Supplies
- Assessment Methods  
(Assignments / Quizzes, Exams, etc)
- Important College or Course Dates
- Teaching / Learning Methods
- Recommended Readings / Resources

## Course Policies:

- Classroom Rules
- Grading Rationale / Grading Policy
- Statement of accommodations for students with disabilities
- Academic Misconduct Policy
- Attendance Policy
- Drop / Withdrawal Policy
- Make-up Assignment / Exam Policy
- Late Work Acceptance Policy
- Computer Lab Hours / Lab Use

**Bold and checked items are required.**



# Guidelines for Business Division Course Syllabi

## **Basic Course Information:** (Bolded Items are required)

<b>College Name:</b>	The College Name should appear centered and bolded across the top of the first page of the syllabus.
<b>Course Number:</b>	You'd be surprised how many students sit through the first class session until they realize they are in the wrong course. The course number at the top of the page can reduce this problem.
<b>Course Title:</b>	This should be the official title of the course.
<b>Course Reference Number (CRN):</b>	This should appear close to the Course Number so the students know they are in the correct section of the course.
<b>Semester / Year:</b>	Having the semester and year specified on the syllabus helps if a question is raised after the course is finished and the syllabus has to be located at the division office.
<b>Credit Hours / Units:</b>	The number of units that the student earns with a passing grade should be clearly stated.
<b>Class Day(s) / Time:</b>	State the day(s) and the times that the class meets.
<b>Class Location:</b>	The classroom number including the building number/name should be listed.
<b>Pre-requisites / Co-requisites:</b>	State here any Pre-requisites and Co-requisites for the course.
<b>Class Duration:</b>	Giving the student the start date and end date of the course helps them to plan their personal calendars.

## **Instructor Information:** (Bolded Items are required)

<b>Instructor Name:</b>	Including your rank, title or degree along with your name provides credibility. It also provides students with information about who is teaching the course. You may prefer to use your professional title (Dr., Professor) or you may prefer to follow your name with degrees and any credentials (PhD, FNP, etc.)
<b>Office Location:</b>	State where your office is located, including building number/name and room number.

# Guidelines for Business Division Course Syllabi

<b>Office Hours:</b>	State when you may be reached by phone in your office or when a student can meet with you personally.
<b>Phone number / Voice Mail:</b>	Include a phone number where a student can reach you by phone or at least leave you a voice mail message.
<b>Email Address:</b>	Include your college E-Mail address.
<b>Course Management System URL:</b>	If you are using a Course Management System, please include the URL the student can use to access this system.

## Course Information: (Bolded Items are required)

<b>Course Description: ( from Catalog )</b>	This description should match what is in the College Catalog and should be a general course content overview.
<b>Student Learning Outcomes: (SLOs)</b>	Outcomes describe knowledge/skills that a student is to have after successfully completing the course.
<b>Textbook Information:</b>	List the textbook(s) that are required for class work. Include title, author, publisher, edition, and ISBN numbers.
<b>Course Outline:</b>	Include an outline of the major topics covered in the course. This can be taken from WebCMS for the course.
<b>Weekly Schedule of Activities:</b>	Include a detailed schedule of what topics will be discussed or what activities will be performed for each day in the course: <ol style="list-style-type: none"> <li>1. topics and corresponding text chapters.</li> <li>2. dates of quizzes, exams and final exam.</li> <li>3. due dates for assignments, papers, projects, etc.</li> <li>4. required special events dates, field trips, etc.</li> <li>5. (optional) include a disclaimer that the course schedule may be changed at the discretion of the instructor)</li> </ol> (The calendar is a major help to students struggling to get organized while learning to juggle study schedules, free time and work schedules).
<b>Required Materials/Supplies: (when appropriate)</b>	If there are any materials that students are required to purchase, list them for the students.
<b>Assessment Methods:</b>	List the ways that students will be assessed, i.e, assignments, exams, quizzes, etc.
<b>Important College/Course dates:</b>	List any important campus or course dates that should be brought to the students' attention, such as: Drop and Withdrawal

# Guidelines for Business Division Course Syllabi

	dates, Final Exam date and time, holidays, etc
Teaching / Learning Methods:	List all the types of activities that will occur during the course. For some courses this will be one word (“discussions” or “lecture”) and for others there will be a varied list (debate, term paper, oral criticism, readings, performances, etc).
Course Expectations:	Here the instructor should explain what his/her expectations of the students are during their time in your course. Include your expectations about attendance, assignment completion, incompletes, re-taking the course, etc.

**Course Policies:** (Bolded Items are required)

<b>Classroom Rules:</b>	If you have any rules that students should follow during their time in your classroom, list them in detail for the students.
<b>Grading Rationale / Grading Policy:</b>	Clearly state the detailed process for determining student grades. It should be so stated that anyone could take your policy and your roll book or grades and arrive at the same ending/overall grade that you did.  This may include the relative weights of assignments, tests, or course components, and the grading scale
<b>Statement of accommodations for students with disabilities:</b>	All syllabi must include a statement referring students to the college’s commitment to accessibility. The Division recommends the following statement for your syllabus: <i>Mt. SAC strives to make all of our courses accessible to everyone. If you have difficulty accessing any class material or you have special needs, please let me know as soon as possible. Additionally, to receive authorization for classroom accommodations for verified disabilities contact Disabled Student Programs &amp; Services, or you may contact the 504/ADA Officer located in Human Resources in the Administration Building. Your success in my class is important to me.</i>
<b>Academic Misconduct Policy:</b>	Faculty should clearly communicate their expectations and sanctions for violations of academic integrity. Refer to the college’s official policy. A common Syllabus statement is <i>“Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody</i>



# Guidelines for Business Division Course Syllabi

	<i>else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."</i>
<b>Attendance Policy:</b>	State your expectations for student attendance in the course. Refer to the policy as stated in the Catalog and/or Class Schedule.
<b>Drop / Withdrawal Policy:</b>	Reiterate the college's policy for dropping or withdrawing from a course.
<b>Make-up Assignment/Exam Policy:</b>	If you will allow students to make up exams and/or quizzes, list those policy details.
<b>Late Work Acceptance Policy:</b>	If you have a policy about students turning in late work, list those policy details.
Extra Credit Policy:	If you have a policy about students earning extra credit points, list those policy details.
Lab Hours / Lab use	If the use of the Business Division Computer Lab is recommended, information about the lab and its use should be included.

**For Online & Hybrid Courses:** (Bolded Items are required, if online or hybrid)

<b>Minimum Requirements for taking the Course:</b>	<p>Include any necessary requirements for the online environment, such as:</p> <ul style="list-style-type: none"> <li>• This is a Distance Learning class. Students will be required to have access to a personal computer with an Internet connection.</li> <li>• If students are required to use their Mt.SAC email addresses it should state that.</li> </ul>
<b>Required Meetings on Campus:</b>	Spell out any time the students are required to come to campus, including such items as mandatory meetings, group meetings, exams, etc, including, if possible, approximate dates when students will be required to

# Guidelines for Business Division Course Syllabi

	come to the campus.
<b>Expected Online Times that are Required:</b>	State the approximate amount of time that students should be spending doing online activities. Students need to understand that there is still a robust requirement for study in an online class.
<b>Online Expectations of the Instructor:</b>	<p>Instructor expectations can include such items as:</p> <ul style="list-style-type: none"> <li>• How often student is expected to check the website for new information and work</li> <li>• How quickly student is expected to respond to instructor questions/comments</li> <li>• Due dates for weekly assignments / late policy, etc</li> </ul> <p>Online behavior, such as respecting other students, no inappropriate language, constructive criticism only, etc.</p>
<b>Online Expectations of the Student:</b>	<p>Student expectations can include such items as:</p> <ul style="list-style-type: none"> <li>• When will new work be available for students</li> <li>• How much time will students get to complete work</li> </ul> <p>How soon will the instructor respond to questions, etc.</p>
Discussion Board/Forum Rules/Etiquette:	List for the students any rules and regulations the students are to follow when making postings in an online discussion forum (rules of etiquette, etc.)

## Submitting Syllabi to the Business Division Office:

### Introduction:

All faculty (full-time and adjunct) must submit their course syllabi to the Division Office for each semester as attachment(s) to an email message. Faculty are required to submit their course syllabi to the Business Division office as an attachment to an email sent to [BusDivSyllabus@mtsac.edu](mailto:BusDivSyllabus@mtsac.edu) No hard copies are accepted. Instead of keeping them as hardcopy here in the office, the staff will be storing them electronically.

### File Naming Convention:

To make it as easy as possible for the office staff to store the syllabi electronically, it will be necessary to follow a simple naming convention for your syllabus file(s) that you attach to your email. Please name your file using a combination of “Course Number” and “Class Reference Number” (CRN – Banner’s new term for Section Number)



## Guidelines for Business Division Course Syllabi

For example, if the syllabus you were submitting was for Course BUSM 20 – and the CRN (“section number”) was 102332, then the name of your syllabus file should be “BUSM20-102332.doc” if it is in a Microsoft Word format (or .docx if using Word 2007, etc.)

### Email Address:

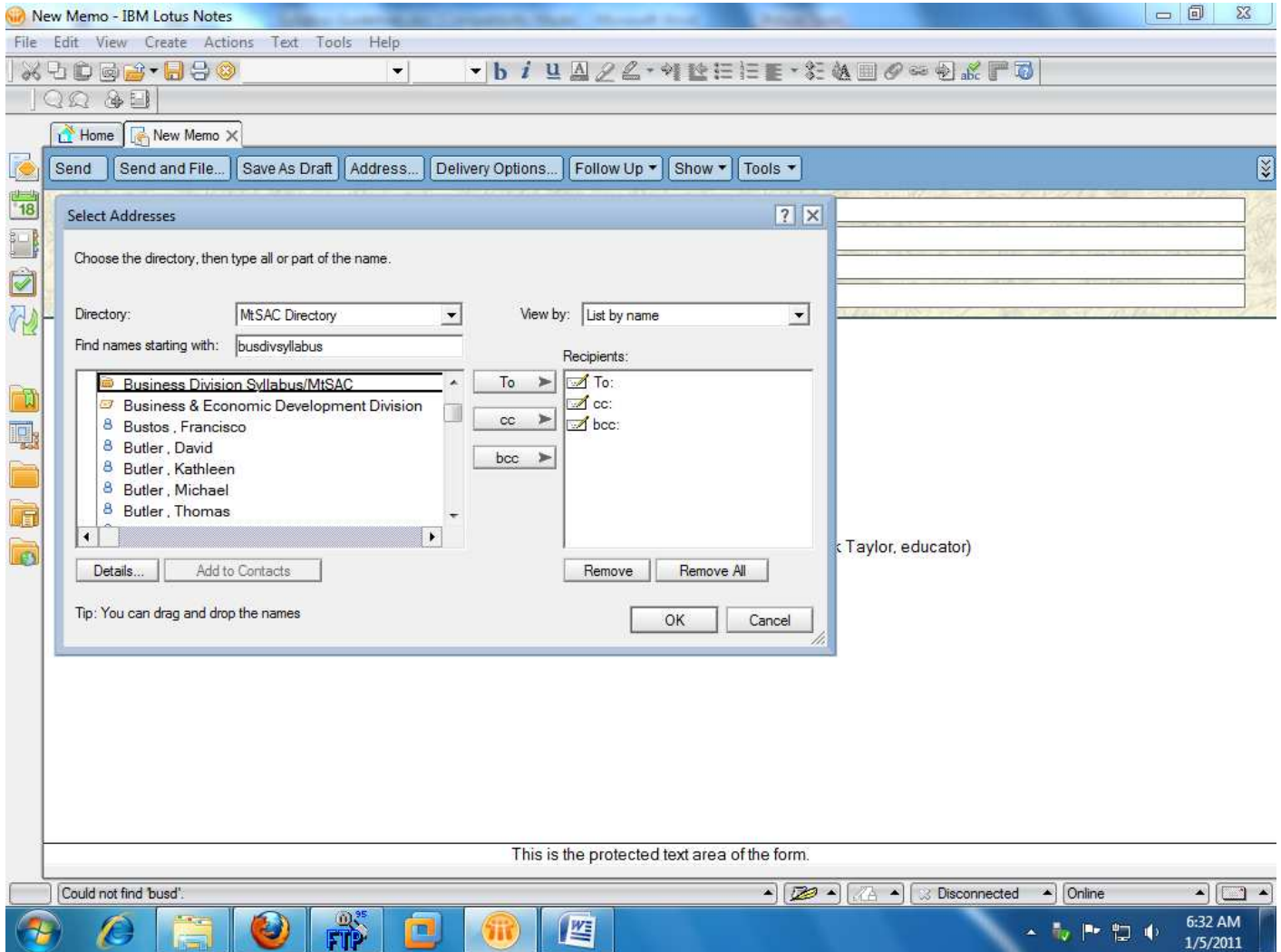
The Division has established an email account to use when emailing your syllabi:

[BusDivSyllabus@mtsac.edu](mailto:BusDivSyllabus@mtsac.edu)

Please use this email account every semester.

# Guidelines for Business Division Course Syllabi

If you are using the client version of Lotus Notes you can use the Email account that is found in the MtSAC Directory as is shown below, otherwise use the email address:  
BusDivSyllabus@mtsac.edu



## Submission Timeframe:

Please have your syllabi submitted to the Division office no later than Friday of the second week of every semester / intersession.

Instruction Office  
Luminis Directions for Faculty  
February 16, 2010

Simple directions are provided below. Detailed directions follow.

**Logging in and out of Luminis**

1. Launch a web browser and go to: <https://myportal.mtsac.edu>.
2. Enter your username and your password on the Secure Access Login. This is your MSAC domain password that you use to log on to the Mt. SAC system.
3. Faculty logging in for the first time will be required to answer five security questions and will be asked to change their password.
4. Click the **Login** button.
5. To log out, click on the **Logout** button on the upper right of the page at the top.
6. If you have problems logging in, please call the help desk at extension 4357.

**Printing your class rosters**

1. To print class rosters, click on the **Faculty** tab at the top of the page to view the channels created especially for faculty use.
2. On the right hand side of the screen in the Faculty Self Service menu click on **Print Your Class Rosters**.
3. Select the current term and click the **Select Term** button.
4. Select one or more of the CRNs (course reference numbers) and click the **Create Roster(s)** button.
5. Use your browser's print function to print your class rosters.

**Adding students to Credit Courses**

1. You cannot add students directly to your classes using Banner.
2. You must provide students whom you wish to add to your classes with add authorization codes. These codes should NOT be distributed until the first day of class.
3. The add authorization codes will be included with the class rosters you obtain from Banner and will also be provided with the paper rosters that will be placed in faculty mailboxes (peel off add authorization codes).
4. Students should first be added according to their position on the wait list.
5. If there any are remaining seats (per the official class size for the course) after going through the wait list, students should be added according to their priority registration date/time.
5. Student priority registration date/time is included on one of two forms - the "Student Schedule/Bill" and the "Registration Status" form.
6. You should be aware that students may attempt to alter their registration date/time. You may verify each students' date/time by going to the faculty self service channel on the faculty tab in the Luminis portal and click on the link that reads: [View Student's Registration Appointment](#). Please report students who alter their registration information to the Office of Student Life.

**Dropping Students from Credit Courses**

1. To drop students from your class, click on the **Faculty Drop Roster** in the Faculty Self-Service Menu.
2. It should be noted that drop codes are date sensitive. The list of drop options you can choose from will only be those that are legally permissible. The drop options available to you will change as the term progresses.
3. Select a Term and click **Submit** and then select a CRN and click **Submit**.

Instruction Office  
Luminis Directions for Faculty  
February 16, 2010

4. Click on the **Drop** box to select students to be dropped from the class and click on the **Submit Students** button before leaving each page.
5. Any registered student who does not attend the first class meeting should be dropped as a “No-show”.
6. Students registered in classes with lecture and lab should be “No-showed” after both the lecture and lab have met.
7. Confirmation of the drop will appear in the Reg Status/Date Column.
8. You cannot submit a ‘W’ for any student after the final drop date.

**Submitting Grades**

1. Final grades must be submitted in Banner. (This includes noncredit ABE, ESL, and vocational courses, which are recorded as P-Pass or N-No pass, based on a C equivalent or better.)
2. The grading pages will time out after 30 minutes so be sure to click submit often.
3. To submit final grades, click on **Final Grades** in the Faculty Self-Service Menu.
4. Select a Term and click **Submit** and select a CRN and click **Submit**.
5. Use the drop down box next to each student’s name to select the student’s final grade. Please note that the hours field should be left blank except for positive attendance courses.
6. Click on the **Submit** button when you have finished the entry for all students.
7. There is a new channel on the faculty tab called “Faculty Grade Assignment” that has an icon that should switch to a checkbox within a few hours of grade submission.
8. Paper copies of grading rationale for each course must be submitted in person to either the Division Office or to the office of Admissions and Records.
9. Noncredit warning: DO NOT enter a “Last Date Attended” for noncredit course grade entry. Due to positive attendance, it will interpret this as a drop and will ignore the grade.

**Credit Positive Attendance**

1. If you are teaching a class that has arranged hours (noted in the schedule of classes as “Arranged” or “TBA”) you are required to record positive attendance values when entering your final grades.
2. To record positive attendance, input the total number of student attendance hours, including 2 decimal places, on the **Final Grades** section under Attend Hours of the Faculty Self-Service Menu.
3. If the student dropped or received a failing grade, the attendance hours must be entered. Leaving the Attend Hours field blank will generate an error. Enter 0.00 if the student did not attend any hours for the class.
4. If you are not sure whether or not your class requires positive attendance recording, please contact your division office.

*Final Grades*

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Aguiar, Cristavo	A02	12.000	**Web Registered** Jul 30, 2009	A		15.00	19

### **Detailed Information**

With the implementation of Banner, most class management transactions, including dropping students and submitting final grades, are handled through web-mediated processes. In order to complete important faculty functions, you will need to claim your Banner account and use it to access the Banner Faculty Self-Service Menu. A detailed set of directions is provided below.

#### **Logging in and out of Luminis**

Launch a web browser and go to: <https://myportal.mtsac.edu>. Enter your username and your MSAC domain password that you use to log on to the Mt. SAC system. Click the **Login** button.

First time users will need to answer a series of five security questions and change their password.

The home tab is displayed after you login. Your name will appear on the top left of the page indicating that you are logged in. The boxes on the display are “channels” which contain text, web pages, links, images, etc. You can logout by clicking on the **Logout** icon on the upper right of the page.

#### **Printing your class rosters**

Login to Luminis using the procedure outlined above and click on the **Faculty** tab to view the channels created especially for faculty use.

Rosters contain key information about deadlines for adds, drops, and refunds, as well as real time enrollment information. Rosters viewed through the Luminis portal will update daily as students add and drop your classes.

In the Faculty Self Service Menu click on **Print Your Class Rosters**. Select the current term and click the **Select Term** button and then select the CRNs (course reference numbers) and click the **Create Roster(s)** button at the top of the page. Once you have selected the rosters you want to print, use your browser’s print function to print your class rosters. The best time to print your ‘starting roster’ is immediately before the class begins. This will provide the most up to date information on the students enrolled in your classes.

#### **Adding Students to Credit Courses**

Credit students should be added to classes according to their position on the wait list. If there are remaining seats (according to the official class size for the course) after going through the wait list, students should be added according to their priority registration date/time. This information can be accessed on one of

Instruction Office  
Luminis Directions for Faculty  
February 16, 2010

two forms - the “Student Schedule/Bill” and the “Registration Status” form. The priority registration date/time is on the upper right hand corner of the Student Schedule/Receipt form and is on the top left hand corner of the Registration Status form. Students wishing to add a class must show evidence of enrollment using one of the two forms. Faculty should wait 30 minutes after the class start time to take roll and to fill any vacant seats with students wishing to add.

Classes in many disciplines (mostly academic) are closed prior to the start date of the class and any available seats in these classes are managed through faculty distribution of add authorization codes. Add authorization codes are included on the online class rosters. A student receiving an add authorization code from you can enroll in the class. Each roster specifies the CRN-specific “last date to add” for the class. Faculty should advise students of the need to process the add authorization by this date in order to successfully add the class. Add authorization codes are no longer valid after they have expired and should not be distributed to students. Students who do not appear on your roster should not be allowed to continue attending your class.

As students use the add authorizations to enroll, your rosters will reflect their entries. You will see the student’s name appear next to the add authorization code on the online roster letting you know that the student has successfully added your class.

### **Dropping Students from Credit Courses**

With the implementation of Banner, there has been a major shift in the drop process. You will no longer receive printed ‘no show’ or roll verification forms in your mailbox. Instead, it will be critical for you to be aware of ‘key dates’ appearing on each of your rosters and the deadlines for faculty-initiated transactions. These deadline dates include:

- ◆ No show (NS) – you may enter no shows up until the ‘last day to drop with a refund’, but the NS code should be used only for students who never attended the class.
- ◆ Last day to drop with a refund (early drop period)
- ◆ Last date to drop without a “W”
- ◆ Last date to drop with a “W”

**Faculty must submit No shows for each course by the established deadline. Faculty may also initiate the Last date to drop with a “W”.**

To initiate a drop, select the **Faculty Drop Roster** on the Faculty Self-Service Menu. Select the current term and click the **Select Term** button and click **Submit**. Select the CRN and click **Submit**. Follow the directions for dropping students provided on the screen. The names of students enrolled in the class



Instruction Office  
Luminis Directions for Faculty  
February 16, 2010

you selected are provided. Click on the **Drop** box to select the students you wish to drop and then click on the **Submit Students** button before leaving each page.

The particular kind of drop a student can receive is dependent on the day the roster is viewed. For example, the FF code (drop for full refund) will not be available beyond the refund deadline. The 'effective date' of the drop is the SAME as the submission date for the drop. Faculty are encouraged to enter drops regularly to keep rosters accurate and to avoid unnecessary penalties for students. The drop form cannot be used to back-date a drop. Drop deadlines will be strictly adhered to. Faculty only need to provide the 'last date of attendance' for each student dropped.

Because the drop dates and codes are COURSE-SPECIFIC, the critical dates for one CRN may be different than those for others. Please be aware of the specific drop dates for your courses which are listed directly below the general course information. The District will no longer be able to provide effective prompts or reminders that will apply to all courses and students. You are responsible for monitoring and adhering to the designated deadlines.

Drop code key for faculty:

NS = no show – never attended

FF = drop with full refund (early drop period)

FG = Faculty drop without refund prior to census

FR = Faculty drop after census and before W

FW = Faculty drop with W

**Grade Submission in Banner**

Final course grades must be submitted online. Click on the Final Grades link on the Faculty Self-Service Menu. Select a Term and click **Submit**. Select a CRN and click **Submit**. Use the drop down box next to each student's name to enter the student's final course grade. If your course requires reporting of credit positive attendance, enter the total hours for each student (including hours for students who have dropped prior to course completion). Be sure to click the **Submit** button when you have finished the entry for all students.

For classes coded to collect positive attendance via the Lab Attendance system (Attendance method of 'PB'), students' time in the lab is captured from check-in/out times. These positive attendance hours will be automatically posted to the student's record and grade roster. All other positive attendance classes will require manual entry.

The Last Date of Attendance is needed only for credit students who have dropped. This date is important for financial aid processing. It is never used for noncredit students.

Instruction Office  
Luminis Directions for Faculty  
February 16, 2010

After submitting final course grades online, you will need to submit paper copies of the Rationale for Grading information that was previously recorded (prior to summer 2009) on the back side of your roll sheets. Rationale for Grading should be submitted to the Division Office or to Admissions and Records. In the future, a mechanism to facilitate the online submission of ALL required paperwork will be developed.

Grade submission deadlines are always the Tuesday after the class ends.

# Mt. San Antonio College

## Part-Time Faculty Voice Mail

Voice Mail is an excellent way to increase access and communication with your students, other faculty, administrators and staff. We strongly encourage you to use our service as a viable support to your teaching experience at Mt. San Antonio College.

Should you choose to request a voice mail number please remember the following:

- ❖ Voice Mail numbers are permanent, **only if you teach consecutive semesters**. If you do not teach for a semester, your number will be deactivated and you will need to request a new extension when you resume teaching.
- ❖ Please check your mail regularly. It is a disservice to your students if you do not retrieve their messages.
- ❖ Full-Time faculty who are teaching an overload do not need to request a voice mail. Your regular extension is the one you will use.
- ❖ Should you have any questions regarding your voice mailbox, please contact Rondell Schroeder at Ext. 8000.

To receive a voice mail, please complete the application form below and submit it to Rondell in building 4, downstairs in the Purchasing Office. You will be assigned a number when the application is processed.



### Application

Name:

---

Department:

---

Division:

---

For additional information, you may contact me at: (office use only)

Phone:

---

**Please Note:** Mt. San Antonio College maintains the right to deny access to campus extension or voice mailboxes to those part-time professors who are not teaching consecutively or who received but never used their voice mailboxes during the semester.

# WebCRD Instructions

Go to: <https://printingservices.mtsac.edu>. Log in using your MtSAC Portal log-in information. This is the screen that appears . . . . Be sure that the Domain is “**Standard Account**”.

**Printing Services**  
Welcome to Printing Services, your home for **high quality Printing and Duplication services**.

**Are you new to our Online Printing Services?**  
Click on the Getting Started link below. It includes important information on obtaining an account, Installing our Print Driver, and identifies the minimum requirements for your computer.  
[Read our Getting Started tips](#)

**Get our SurePDF Driver for accurate printing, every time!**  
If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.  
[Get the SurePDF Driver](#)

**Hours**  
M-Th 6:30 am - 10:00 pm  
F: 6:30 am - 7:00 pm

**Login**  
If you already have a WebCRD account, please log in below.

If you do not yet have a WebCRD account, click below to register.

Domain: **Standard Account** (dropdown menu)  
User ID: [text input field]  
Password: [text input field]

**Log In** (button)

The first time you log-in, the following screen will appear. Select “**I am signing in for the first time**”, re-enter your password, and click **Continue**.

**Account not found for: bamaro**

The User ID you have entered for RSA WebCRD appears to be new. If this is the first time you are using this service, please confirm your password to continue. Otherwise, please request a transfer of your existing account to a new User ID.

**I am signing in for the first time.**  
Select this option to create a new account. **Most people will select this option.**  
Re-enter your password and click Continue to create a new account and log in.  
Re-enter password: [text input field]

**I need to transfer an existing account.**  
Select this option to request a transfer of your existing account and order history to a new User ID.  
Enter your previous User ID below. In the Comments box, provide your name, phone number, email address, and the reason for requesting an account transfer, and then click Continue. You will be notified when the account transfer is complete.  
Previous User ID: [text input field]  
Comments: [text area]

**Cancel** **Continue** (button)

You will then be asked to enter your Department name, contact phone # and contact email information. **The fields marked with an asterisk (\*) are mandatory fields and must be completed to continue.** Click **“Save”** to continue.

**Mt. San Antonio College**  
*Celebrating excellence and distinction!*

Orders Manage Files Contacts Reports CART

### My Contact Information

Make desired changes to your personal contact information. The Print Center may use this information to contact you about your order if necessary. Fields with an \* are required at all times, fields with an \* are required to submit an order.

Address	Phone / Email
First name * <small>⊗ First name is a required field.</small>	Email * <small>⊗ Email is a required field.</small>
Last name * <small>⊗ Last name is a required field.</small>	Contact Phone # or Office Extension * <small>⊗ Contact Phone # or Office Extension is a required field.</small>
Department	Contact Email *

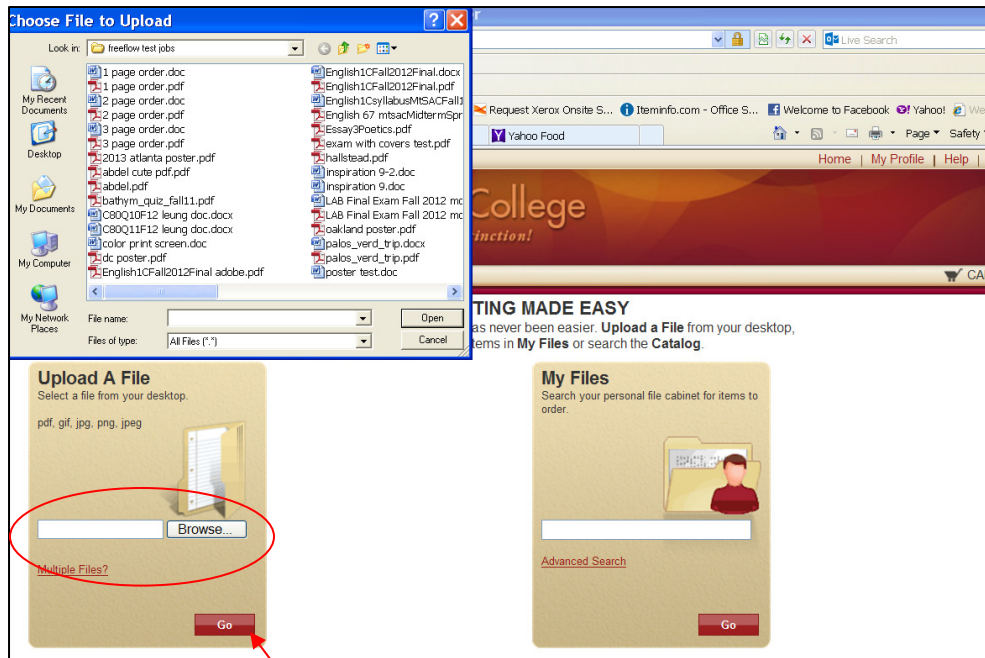
Actions:

Apply changes to my default addresses that use this information:  
**Personal, Billing, Shipping**

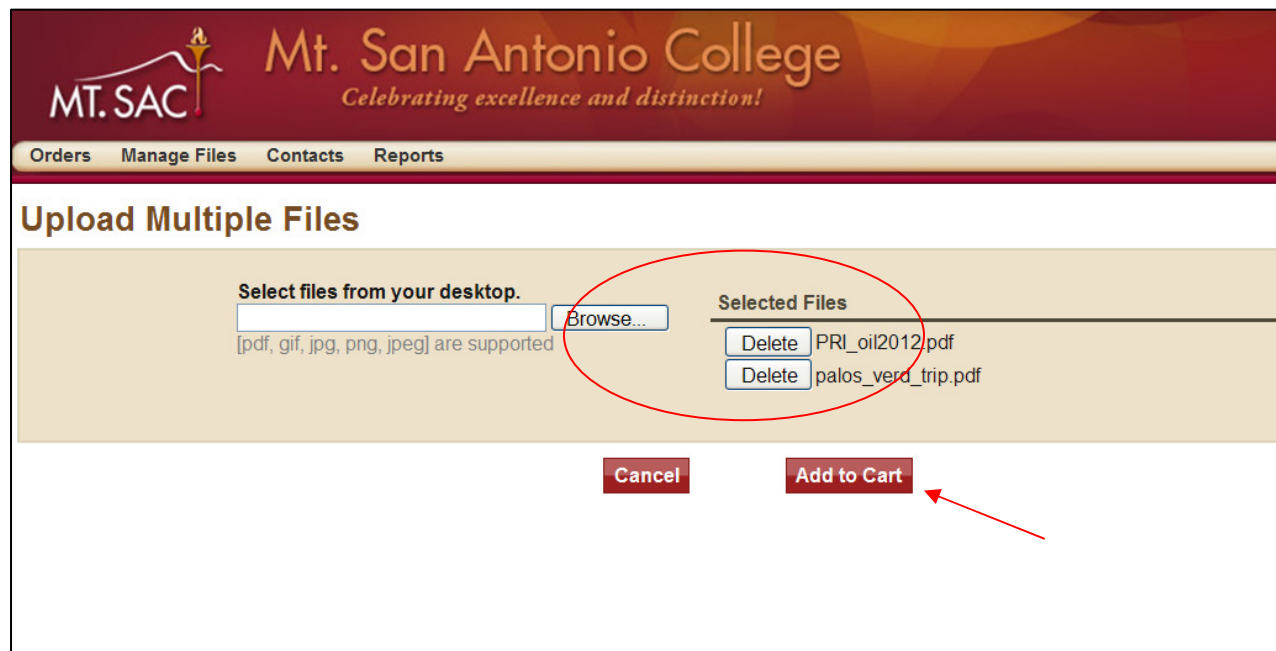
Apply changes to my Personal address only.  
This will create a new contact in your Personal Contacts list.

**Your file must be in .pdf format to upload and be processed.**

Once you are logged in, click on “**Browse**” on the “**Upload a File**” tile to begin your order. After you choose your document, select “**Go**”. *This screen may look different depending on the browser you are using.*

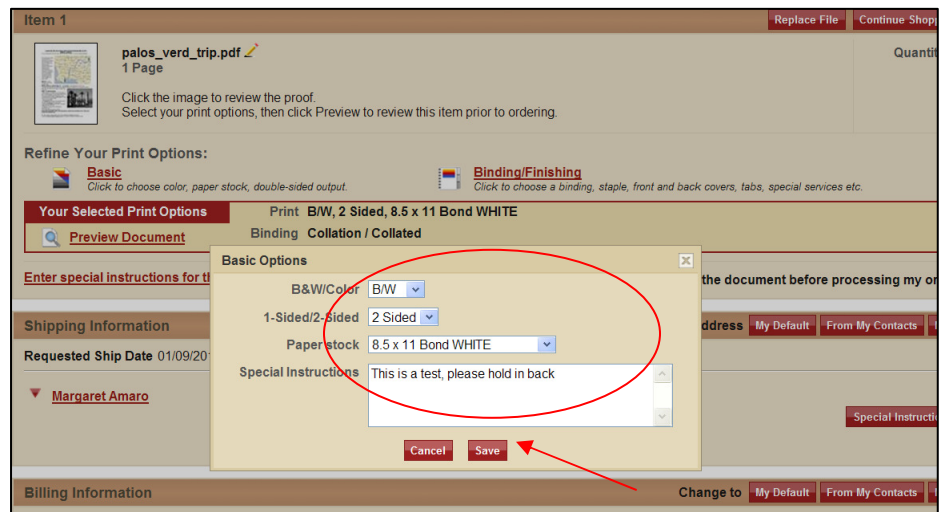


If you have multiple files to print, click on “**Multiple Files**” and choose each file. This will add them to your list and you can add them all to your cart at the same time.



After you add your job(s) to your cart, you will need to refine your print options. To do so, simply click on **“Basic”**. Choose B&W or Color, whether you want your job 1-sided or 2-sided, and what paper stock you would like. *The default settings are Black & White, 2-sided, 8.5 x 11 white bond paper.* (You can change your default settings in the *“My Profile”* section.) If you have any special

instructions for your order, e.g. *“This is a test”*, *“please cut in half”*, etc. enter that information in the **“Instructions”** box, and click **“Save”**.



Next click **“Binding/Finishing”** to choose if you would like your document stapled, 3-hole punched, would like to add covers, etc. Click the appropriate tab and make your selection. Be sure to click **“Save”** after making your selections. *The default settings are Collated, Not Punched, Not Stapled.*



**You will need to choose the options for each job that you are submitting if your requirements are different than your default settings.**

You can choose to preview your document to see how it will print. The preview will show you the color paper you've selected, whether or not your document will be stapled, if it will be 3-hole drilled, or any other options your have selected. You can turn the pages to make sure that each page is correct before you submit your order.

Item 1 Replace File Continue Shopping

palos\_verd\_trip.pdf  
1 Page

Click the image to review the proof.  
Select your print options, then click Preview to review this item prior to ordering.

**Refine Your Print Options:**

**Basic**  
Click to choose color, paper stock, double-sided output.

**Binding/Finishing**  
Click to choose a binding, staple, front and back covers, tabs, special services etc.

**Your Selected Print Options**

[Preview Document](#)

Print **B/W, 2 Sided, 8.5 x 11 Bond GREEN**  
Special Instructions: **This is a test, please hold in back**

Binding **Collation / Collated**  
**3-Hole Punch Punch / Left 3**

Enter special instructions for this item.  Provide a sample of the document before processing my order

**Shipping Information** Add another Shipping Address My Default From My Contacts N

Requested Ship Date 01/09/2014 Note: Only dates when the print center is open may be selected.

▼ Margaret Amaro Qty 1 Requested Ship Date 01/09/2014  
Method Select Special Instruction  
Est. Delivery Date 01/09/2014

**Billing Information** Change to My Default From My Contacts N

After making sure you document will be printing correctly, click the red "X" to close this window.

WEB CRD INSTRUCTIONS.doc - Microsoft Word

RSA WebCRD - User ID [mamaro] - Windows Internet Explorer

https://printing.services.mtsac.edu/open/preview?psmOrderDocumentID=279

Order 169 - palos\_verd\_trip.pdf

Rotate Full Screen

**KEYBOARD SHORTCUTS**

DOWN/RIGHT ARROW - Page forward  
UP/LEFT ARROW - Page backward  
PAGE DOWN - Ten pages forward  
PAGE UP - Ten pages backward  
HOME - First page  
END - Last page

Click or drag pages to turn.

Note: Please see your Proof document for an accurate representation of fonts and graphics.

**Geology 99 Field Trip to Palos Verdes Peninsula Saturday May 19, 2011, 8:00am - 5:30pm.**  
FULL PARTICIPATION IN THIS TRIP IS WORTH 10% OF YOUR COURSE GRADE.

We will study coastal process and the interaction of humans and coastal. We will see evidence of several major landfalls along the Palos Verdes Peninsula and discuss the decision making processes of the local residents and governments. Includes about 1/2 mile of walking on grass path.

**WHERE** to meet  
Parking Lot F. look for the vans.

**WHEN:** 8:00 a.m. Saturday May 19 - be on time! Vans will leave by 8:15, no exceptions. Remember to allow time to get through the Temple Ave. construction and to park. We will return to Mt. SAC no later than 5:30 p.m.

**WHAT TO WEAR BRING:**

- Wear layers - it could be cool and foggy in the a.m. Most likely hot and sunny later in the day. Check weather report before you go!
- Wearing shoes, please, no flip-flops. We will have on rocky, steep terrain
- Hat and sunscreen
- Bring lunch and snacks. We will NOT stop for food. We will stop for a restroom.
- Bring enough water for the day. We will be walking in the HOT sun.
- Bring pen or pencil. I recommend a clipboard, too!
- You might want to bring a camera.
- Bring signed liability waiver and emergency contact form (handed out in class and posted on Blackboard)

Mt. SAC policy requires this to be a non-smoking substance-free trip. In case of fielding related emergency only Dr. Lasky's cell phone: (508) 450-1198

1

Done Internet 125%



All jobs in your cart will be listed in the **Shipping Information** section. Enter the **quantities** you require for each document you've submitted, and click **Place Order**.

**Your Selected Print Options** Print B/W, 2 Sided, 8.5 x 11 Bond WHITE  
 Binding Collation / Collated

[Preview Document](#)

Enter special instructions for this item.  Provide a sample of the document before processing my

**Shipping Information** [Add another Shipping Address](#) [My Default](#) [From My Contacts](#)

Requested Ship Date 01/10/2014 Note: Only dates when the print center is open may be selected.

▼ **Margaret Amaro** Requested Ship Date 01/10/2014  
 Method  [Special Instr...](#)  
 Est. Delivery Date 01/10/2014

1. palos\_verd\_trip.pdf Quantity 25  
 2. PRI\_oil2012.pdf Quantity 30

**Billing Information** [Change to](#) [My Default](#) [From My Contacts](#)

▼ Estimate \$0.00  Approve  
 Bill to **Margaret Amaro** [Special Instruction](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

You will see a screen telling you the cost of the order. If you have chosen B&W copies, there is no charge. ***If you've chosen Color copies, the price will be shown.***

Click "OK" to approve your order and submit it.

An order confirmation screen will be shown and you can print it for your records.

Item 1 [Replace File](#) [Continue Shopping](#)

palos\_verd\_trip.pdf 1 Page Quantity  
 Click the image to review the proof. Select your print options, then click Preview to review this item prior to ordering.

Refine Your Print Options:  
 Basic [Click to choose color, paper stock, double-sided output.](#) Binding/Finishing [Click to choose a binding, staple, front and back covers, tabs, special services etc.](#)

**Your Selected Print Options** Print B/W, 2 Sided, 8.5 x 11 Bond GREEN  
 Binding Collation / Collated  
[Preview Document](#) 3-Hole Punch Punch / Left 3

Enter special instructions for this item. RSA WebCRD - User ID [mamaro] [document before processing my or](#)

Shipping Information [My Default](#) [From My Contacts](#)

Requested Ship Date 01/09/2014

▼ **Margaret Amaro** Qty 1 Requested Ship Date 01/09/2014  
 Method  [Special Instru...](#)  
 Est. Delivery Date 01/09/2014

Your total is \$0.00. Click OK to approve this price and submit the order.

**Mt. San Antonio College**  
 Celebrating excellence and distinction!

Orders Manage Files Contacts Reports

**Order Submitted**  
 Your order 63 has been submitted for processing. Please print this receipt for your records. [Print Receipt](#)

**Order Receipt**

**Order Information**  
 Order Name Order 63 11/21/2013 Order Number 63  
 Submitted On 11/21/2013 10:16 AM Requested ship date 11/22/2013  
 Customer name Peggy Amaro [pamaro]

**Ordered Items**  
 Ship to Peggy Amaro

Qty	Item / Form #	Workgroup / Folder
1	PRI_oil2012.pdf	pamaro default
1	palos_verd_trip.pdf	pamaro default

**Billing Information**  
 Bill to Peggy Amaro  
 PO Number None Provided

When your job is completed, you will receive an email letting you know your order is ready to be picked up.

If you have any questions about using our new on-line web submission system, please contact Printing Services at 909.274.4255.

## A. Field Trip Authorization

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Title: \_\_\_\_\_ Ref. #: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ \* Round trip miles: \_\_\_\_\_ \*

**\* Trips over 150 miles (one way), 300 miles (round trip) or out of state require additional approval.**

Purpose of trip:

Off campus class meeting **OR**  College Transportation Requested\*\*  Number of participants (please attach class roster)

**First Aid Kits:** Instructors may sign out first aid kits at the Student Health Center when taking students on a field trip where they may not have immediate access to emergency supplies/services.

## B. Request and Agreement for Use of College Vehicle

**\*\* Requests for college vehicles are made through Facilities Planning and Management at least two weeks prior to the field trip.**

Type of Vehicle Requested:  Number of Vehicles:

Special Instructions:  Number of passengers (including driver):

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office

For buses & charters –

Desired pickup location:

Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

\_\_\_\_\_  ; \_\_\_\_\_  ; \_\_\_\_\_

\_\_\_\_\_  ; \_\_\_\_\_  ; \_\_\_\_\_

All new potential drivers must file a CONSENT TO VERIFY DRIVING RECORD form with the Transportation office. Requests must be received in the Transportation Office at least **two weeks** prior to the date the vehicle is needed.

Employee's signature below acknowledges the understanding of the Administrative Procedures regarding College vehicles. Failure to comply with the College transportation policies may result in refusal of future College vehicle use.

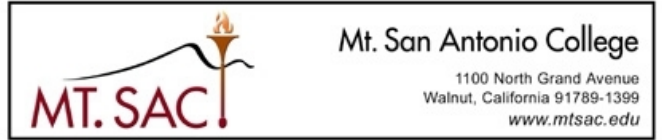
## C. Signatures (applicable to Section A and/ or Section B above).

Employee/Instructor	Date	Vice President (over 150 miles from Mt. SAC)	Date
Division Dean/Department Director	Date	Board of Trustees (over 500 miles from Mt. SAC or out of state)	Date

Routing:  
 Originator    Division Office (until trip has occurred)    Transportation Office (only if college transportation is requested)    Public Safety

Transportation Office use only:

Date received in Transportation Office: \_\_\_\_\_ Vehicle Assigned: \_\_\_\_\_



## CONSENT TO VERIFY DRIVING RECORD

(MUST be received in the Transportation Office at least two weeks prior to departure)

Today's date \_\_\_\_\_

Name of College employee accompanying trip \_\_\_\_\_

Department/Division \_\_\_\_\_

Driver is a:  Mt. Sac employee  Mt. Sac student  Mt. Sac volunteer

Driver's name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cell phone # ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_

Residence Address \_\_\_\_\_ City \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Submit this form with a copy of driver's license to Transportation Office.

---

Driver's signature below provides consent for Mt. San Antonio College to obtain his/her DMV driving record and also acknowledges understanding of the *ADMINISTRATIVE PROCEDURES* regarding College vehicles and that failure to comply with the College transportation policies may result in loss of future College vehicle driving privileges. The driving record information obtained by the College will only be used to approve or deny driving privileges and will be kept on file and updated annually as long as the individual is an active driver for the College. The driving record and other driver information will be destroyed when the individual is no longer an active driver of a College vehicle.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

**MT. SAN ANTONIO COLLEGE  
Office of Instruction**

**GUEST SPEAKER INFORMATION FORM**

Date: \_\_\_\_\_

If possible, this form should be submitted to the Division Dean's office at least 24 hours previous to the speaker's scheduled time of appearance.

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Speaker's Name

\_\_\_\_\_  
Date of Talk

\_\_\_\_\_  
Speaker's Topic

\_\_\_\_\_  
Administrator