Dear Adjunct Faculty Member:

Welcome to Long Beach City College! This Adjunct Faculty Handbook is intended to introduce you to Long Beach City College, and, in particular, to some important resources that are available to you or that you may find useful as you work with your students.

I would like to credit Nancy Miyao-Moore (Academic Services) for spending countless hours working with areas throughout the College to compile information and create this publication. I would also like to acknowledge Julie Daniels for creating the Adjunct Faculty Website (http://www.lbcc.edu/adjunctfaculty/) and the Adjunct Faculty Survey (administered in May 2013), the results of which provided valuable information about areas to include in this handbook, Brennan Carr (Adjunct Faculty Member) for providing feedback on survey questions, and LBCC adjunct faculty members for completing our survey and providing much-needed feedback. We welcome your suggestions about additions and changes to the Handbook that should be included in future versions. The online version of the Adjunct Faculty Handbook can be found at: http://www.lbcc.edu/AdjunctFaculty/Handbook.cfm

Knowing that it is never possible to address every aspect of a complex community such as LBCC in a handbook and that information may become out of date quickly, we also invite you to reach out to our office and the many other resources highlighted in the book whenever you have concerns or questions. Your dean, department chair, and the administrative assistant for your department are excellent resources for you as well. Every effort has been made to ensure that all handbook information is accurate at the time of publication. The Handbook will be updated annually.

You are valuable members of the LBCC community on whom we rely in our efforts to provide the best possible experience for our students. We hope the following pages will be helpful as you plan for the year ahead.

All the best,

Meena

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msinghal@lbcc.edu
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1. GETTING STARTED

**Academic Calendar**
Long Beach Community College District 2014 – 2015

16-Week Academic Calendar

http://www.lbcc.edu/calendar.cfm

**Admissions & Records Opening Day Bulletin**
This is a newsletter to Faculty from the Office of Admissions and Records created each term.
It includes Grade Submission and Roll Book directions, Withdrawal Policy, Important Dates and more.
http://www.lbcc.edu/Admissions/faculty/fsindex.cfm

**Door Opening Requests, Key Issuance and Facilities**
The Police will provide door openings for staff and faculty only when no other resources are available for the request. Facilities should be contacted first at 562-938-4040 with the request.
http://www.lbcc.edu/Facilities/. The police will only open a door for staff members if a valid district employee ID is in the employee’s possession. Employees needing regular access to their work areas should complete a key or Omni request form, and submit it to their Dean or Department Manager for approval. **THE POLICE WILL NOT OPEN A DOOR FOR YOU UNLESS YOU PRESENT A VALID DISTRICT EMPLOYEE ID.**

Should your assignment require that you have access to locked facilities and you do not already have a key or Omni code access, you may request that a key or code be issued to you. The **Facilities Department Key Issuance/Return form and the Omni-Code Issuance Request form** are available at http://acit.lbcc.edu/dept_forms/KEY%20ISSUANCE%20FORM%20FINAL.pdf and at http://acit.lbcc.edu/dept_forms/OMNI-CODE.pdf or in the Division Office and must be signed by the Department Head, School Dean or Vice President. Keys & Omni Code access will be issued at LAC from the Facilities Office in Building Z at the corner of Conant and Clark from 8:00 a.m. – 5:00 p.m., Monday – Friday. You will also need a picture ID with you at time of pickup. Your keys will be ready for pickup 2-3 days after form submittal. Contact the Facilities Service Desk at ext. 4040 if you have any questions. At PCC keys will be issued in the Associate Vice President’s Office from 9:00 a.m. – 5:00 p.m., Monday – Thursday. 9:00 a.m. – 4:00 p.m. on Friday. Special arrangements can be made to pick up keys after 5:00 pm Monday – Thursday by contacting the Associate Vice President’s Office at 562-938-3904.
DSPS Disabled Students in the Classroom

DSPS contact information: LAC: Room A-1134, Mon. –Thurs. 8-6, Closed Fri., 562-938-3921 or 562-938-3209; PCC: Room MD-102, Mon. –Thurs. 8-6, Closed Fri., 562-938-4558 http://dsps.lbcc.edu/. The District is responsible for ensuring that all qualified disabled students are properly accommodated in the educational environment. Therefore, it is required that all faculty members follow the educational accommodations that have been specifically approved and set forth by DSPS. If you have a question about an approved accommodation you may contact DSPS directly. However, at no time may a faculty member change or in any way alter an accommodation that has been approved by DSPS.

Rights and Responsibilities of Students with Disabilities

Students with disabilities have the right:
- To participate voluntarily in DSPS
- To participate in other courses, programs, or activities offered by the college
- To be evaluated based on ability, not disability
- To appeal a decision regarding accommodations through the student grievance process

Students with disabilities have the responsibility:
- To provide professional documentation of disability to the college
- To request accommodations in a timely way
- To follow procedures for obtaining accommodations
- To work cooperatively with DSPS to determine and implement accommodations
- To maintain the academic and conduct standards of the college

Faculty Rights and Responsibilities

Faculty have the right:
- To set academic standards
- To evaluate the student based on the standards of the class and to grade accordingly
- To advise the student to contact DSPS if the student requests an accommodation and the instructor has not received written notification from the DSPS office

Faculty have the responsibility:
- To work with DSPS to provide for accommodations in a fair and timely way
- To adjust instruction without fundamentally altering the program
- To provide handouts in a timely way for alternate media provision
- To select textbooks in a timely way so that e-text can be ordered from the publisher
- To respect and maintain a student's right to confidentiality about his/her disability by not announcing or discussing the student's disability in the presence of other students or staff
- To contact the DSPS office if there is disagreement about the accommodation
- To work with DSPS to ensure that instructional web pages are accessible to students who use assistive technology
- To work with DSPS to ensure that instructional videos are captioned
Faculty do not have the right to refuse to provide accommodations, to question whether the disability exists when accommodations have been authorized by DSPS, or to request to examine the student's medical or DSPS documentation.

**College Rights and Responsibilities**

The college has the right:
- To request and review documentation that supports requests for accommodation
- To hold all students to the Student Rules of Conduct

The college has the responsibility:
- To inform applicants and students with disabilities about the availability and range of accommodations
- To insure that all of its programs are accessible
- To make college materials accessible
- To establish college policies and procedures for access and a process to resolve disputes
- To communicate policies and procedures to college employees and students
- To support an atmosphere of respect and inclusion
- To adjust, substitute, or waive any requirement that has a disproportionately adverse impact on a disability and is not fundamental to the student's academic program

**DSPS Rights and Responsibilities**

DSPS has the right:
- To request and receive current documentation that supports the need for accommodations
- To deny a request for accommodations if the documentation demonstrates that the request is not warranted or if the individual fails to provide appropriate documentation
- To suspend services if a student persistently violates DSPS policies and procedures regarding academic accommodations

DSPS has the responsibility:
- To assist faculty in providing or arranging accommodations and/or auxiliary aids
- To hold student information confidential except where permitted or required by law
- To communicate to students, faculty, and staff the process to request accommodations
- To verify the student's disabilities and authorize accommodations based on educational limitations caused by the disability
**LBCC College Catalog**

http://www.lbcc.edu/catalog

2014-2015 Catalog

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E-Mail Accounts

User ID and Password
The User ID and Password system was changed on June 16, 2014. There is now a single password for e-mail, the Viking Student System as well as Employee Self Service. Access all of these through the Faculty and Staff web page:  http://www.lbcc.edu/facultystaff.cfm, or LBCC Homepage > Faculty and Staff

Find out more here: http://www.lbcc.edu/NetworkServices/ForgotPassword.cfm

Faculty members can update their password using these instructions: http://www.lbcc.edu/NetworkServices/colleague-password.cfm

Contact the Help Desk (info below) if you need assistance.

Using an Internet browser to access your LBCC e-mail account

https://mail.lbcc.edu
Or go to LBCC Homepage > Faculty and Staff > E-Mail

☐ Everyone gets a 650MB quota – Empty the Deleted Items folder regularly. Sent Items have copies of attachments, you can delete the attachment without deleting the e-mail item.

☐ Voice mails also show up in your e-mail Inbox. The new voice mail system can send transcriptions and text alerts, login to https://mail.lbcc.edu to configure your options.

☐ Be aware of phishing attempts.

IITS will never ask for your username or password via e-mail.

☐ Ask the Help Desk for help with any technology issue.

You will see some choices when you sign in.

☐ This is a public or shared computer: Use this in a less-secure setting like a lab or Internet cafe.

☐ This is a private computer: Use this on a password-protected home or office computer where you are the only user.

☐ Do not use the light version. It defaults to this version on some tablet computers. Uncheck it and use the full version.

Help Desk: 562-938-4357 (HELP) • helpdesk@lbcc.edu • http://ticketsystem.lbcc.edu

Hours of operation: Monday – Friday 7:00 a.m. – 5:00 p.m.
For any question about any technology, please contact the Help Desk.
New Employee ID Faculty Process

1. Department Head conducts interview and Adjunct is given an assignment. Contact HR at 562-938-4372 if there are any problems.

2. HR paperwork is completed and approved. Contact at 562-938-4372 if there are any problems.

3. Employee ID is created by HR. Contact HR at 562-938-4372 if there are any problems.

4. HR notifies IITS with the Employee ID number. HR notifies the AAAs/AAs with the ID number. Contact HR at 562-938-4372 if there are any problems.

5. Email and network access are created by IITS HelpDesk and confirmations are sent to AAAs/AAs by IITS. Contact (HelpDesk at 562-938-4357) if there are any problems.

6. The AAA/AA of the department sends through a Schedule Change Form(s) to inform Academic Services of the new Faculty member’s ID number and class(es). Contact AAAs/AAs if there are any problems.

7. New faculty can now access email and Faculty Self-Service.

Faculty Web Services Help Files:
http://www.lbcc.edu/PeopleSoft/PeopleSoftHelp/InstructorHelp9/index.cfm
Contact AAAs/AAs if there are any problems.
http://www.lbcc.edu/HumanResources/staff.cfm
Parking Regulations
All vehicles parked in staff stall areas must display a valid staff-parking permit. The staff parking permits (new and replacements for lost permits) are now issued by the College Cashier’s Office in A-1081 at LAC and MD-143 at PCC. To obtain a Staff Parking Permit Request form, contact the Cashier’s Office at 562-938-4455 at LAC or 562-938-3906 at PCC, Monday – Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m., or from the following link and select Parking Permit Request Form: http://acit.lbcc.edu/dept_forms/Staff%20Permit%20Request%20Form1.pdf (from any LBCC computer)

Cars parked in staff stalls without a current staff permit will be cited. Parking is being strictly enforced by the Long Beach Police, City College Unit at both campuses. It is the staff member's responsibility to ensure that the permit is visibly displayed. Visitors, including guest speakers, substitute instructors, etc., are required to obtain a visitor parking permit. These permits are available from the Department Head or Dean. The area Dean can better identify and assess your need for parking permits for these types of guests. Students may park in LAC staff stalls only during times posted at each lot which authorizes this. Parking Lots A and H are exclusively staff lots and students may not park there. All staff spaces at PCC are for Staff only and students may not park there at any time. Only students or staff possessing a State of California, DMV issued handicap placard may park in the designated handicapped stalls located on both campuses. If these stalls should be filled, handicapped individuals displaying a handicapped placard may park in any staff stall or student stall in any lot. Day parking permits are available in most student lots. They are valid only in student stalls. Staff visitors must obtain their permit from the area Dean they are visiting. These permits are valid in both student or staff stalls. Additional staff parking at LAC is available on the south side of the campus in lot P which is located between the tennis courts and the gymnasiums. Please remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The quickest access to the Vets Stadium lot is off of Conant Street. The Police Department patrols those lots, and there is ample parking available.

Other parking regulations, such as red zones, yellow zones, handicapped spaces, no parking zones, and no parking on sidewalks, will be enforced at all times. Cars are required to park "head in" rather than backing in. Regulations can vary from lot to lot so please read the sign at the entrance of each lot. Questions concerning parking regulations and enforcement should be directed to the Police Department Offices at LAC at 562-938-4807 or Parking Services Coordinators 562-938-4713 or 562-938-5085. Citations can only be voided if it can be demonstrated that the officer issued the citation in error. All questions regarding disputing a citation should be directed to the City of Long Beach at 562-570-6822.
Payroll Information for Adjunct Faculty
ACADEMIC HOURLY INSTRUCTORS

Hourly instructors receive equal paychecks each month for their teaching assignments and do not complete time cards. The number of EQUAL paychecks they receive is determined by the number of months of their teaching assignment. Example: 16 week classes (August through December) will receive 5 equal paychecks. **Hourly substitutes, hourly counseling and hourly librarians work is not included in the equal pay process. If you work as a substitute or an hourly counselor or librarian, you must process a time card to receive your pay.** Academic hourly pay (timecards and Equal Pay) is issued on the 10th of the month following the pay period. If the 10th falls on a weekend or holiday, the check is issued the day before.

I. **EQUAL PAY:** To calculate how and when you will be paid, follow the four steps below.

1. **CALCULATE THE "TOTAL NUMBER OF HOURS" FOR THE ASSIGNMENT.**
   Multiply the hours you are assigned each week by the all weeks in the assignment. If any of your classes are NOT 16 weeks in duration, you need to perform a separate calculation for each class. You may find overlapping monthly payments for classes of less than 16 weeks duration. Example: 2 eight week classes taught "back to back" (August - October and October - December) will receive two payments on one check for October work. This means that the October paycheck (issued in November) will be larger than the other checks for the semester.

2. **CALCULATE THE "TOTAL DOLLAR VALUE" OF THE ASSIGNMENT.**
   Multiply the “total hours” found in Step 1 by your hourly rate.

3. **FIND THE NUMBER OF "MONTHS OF DURATION" OF THE CLASS.**
   The number of months that the class spans tells you how many paychecks you will receive in “equal payments.” Example: If the class is taught from August through December you will receive 5 equal checks. If it is taught August through October you will receive 3 equal checks.

4. **FIND THE "MONTHLY EQUAL PAY AMOUNT".**
   Divide the “total dollar value” (Step 2) by the “number of months of duration” (Step 3) to find the “monthly equal pay amount”. This is the amount that you can expect to be paid in each paycheck for the semester. If you have more than one class, do the calculation for each one and then add them together.

II. **SICK LEAVE BALANCES & ABSENCES**

1. When you are absent for any reason, report it to your department secretary to be entered into the Time and Attendance Reporting System (TARS). Absences should be reported in hours and submitted to your timekeeper within the month that the absence occurred.

2. You accrue sick leave at the rate of 1 hour of sick leave for every 18 hours of paid work per month (except for substitute work). Your sick leave balance will appear in hours on your check stub under the heading: SK. LV. H/D. Your balance is updated each paycheck for the hours you have accrued or reported absent during the prior month.
III. TAXES & DEDUCTIONS FROM YOUR PAYCHECK

1. **Taxes** - Your federal and state tax withholding will be based on the W-4 exemption card you have on file in the payroll office. You may submit a new W-4 to Payroll at any time. It will become effective on the next available payroll processing period. You will have 1.45% of earnings deducted for Medicare tax.

2. **Retirement Deductions** – Retirement contributions are mandatory. No social security tax is deducted from your check. In lieu of social security you will have either STRS deductions or APPLE deductions taken. If you elected to STRS or qualified for STRS (State Teachers’ Retirement System) your employee contribution is 8% of your earnings. Your contributions go into the STRS defined benefit plan. You are vested in the defined benefit plan when you have five years of full time service. When you reach retirement age you can then retire and receive a monthly benefit. If you terminate instead, you can refund whatever you have contributed plus any interest it has gained. If you contribute to the Alternative Retirement plan, APPLE, instead, 7.5% of your earnings will be deducted. APPLE is a defined contribution plan. You are 100% vested from the beginning. Your contributions and the interest they have gained are distributable to you when you terminate or have a retirement status change.

3. **TSA Deductions** – Voluntary contributions may be made to 403(b) plans (Tax Sheltered Accounts – TSA). You are allowed to participate in special savings and investment programs unavailable to non-school district employees. These plans are designed to assist you in building and growing your savings for retirement. If you are interested, please contact the SchoolsFirst Federal Credit Union at 1-800-462-8328 extension 4727. SchoolsFirst is our 3rd Party Administrator for 403(b).

If you have any questions about your paycheck or deductions, please contact the Payroll/Benefits Office (LAC Building T1024, Mail Code G-2) at the numbers below:

Academic Payroll Technician: 562-938-4463
Payroll Manager: Joan Carr, 562-938-4465

**Policies and Regulations**

Here is the link to a list of policies and regulations including Hiring Part-Time Hourly Faculty, Sexual Harassment, Leave of Absences and much more. [http://www.lbcc.edu/Policies/regulations.cfm](http://www.lbcc.edu/Policies/regulations.cfm)

**Safety and Security**

You can take steps to improve your personal security on campus. Lock your car, check to make sure your lights are off, and *don't leave any valuable property visible in your car*. Anti-theft devices and alarms are good deterrents. Report any suspicious persons in the parking lots or elsewhere on campus to the Long Beach Police Department at 562-938-4910. An Omni cipher lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. If you need to access your work site after hours, speak to your supervisor. If you are working after hours, please inform the Long Beach Police Department College Unit (LBPD College Unit). If you are working alone, make sure that you securely close the building door and your
office door. Do not leave any equipment or appliances on when you leave. Please know that police escorts are available and easily obtained. LBPD officers patrol both campuses 24/7. If you are in need of police services or an escort call 562-938-4910. The dispatcher will obtain your information and dispatch an officer accordingly.

The Dean of Student Affairs at LAC and the PCC Associate Vice President, along with the LBPD College Unit, are available to assist you with disruptive students. The deans are available for mediation and dispute resolution, as well as for referrals for possible disciplinary action. LBPD officers can assist you with dispute resolution and will restrain and/or remove seriously disruptive students to restore a peaceful learning environment.

Do not leave any purses, briefcases, equipment or other valuable property unattended or in an unlocked office. Be aware of college property that is unsecured. If appropriate, request anti-theft or lock-down devices for valuable equipment in your area. Close and lock your classroom and office doors and windows. If students leave their belongings in your classroom or your office, notify the LBPD College Unit. Lost and found is also handled at the College Center at LAC and by the Associate Vice President’s Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

**IN EMERGENCIES CALL:** Immediately call 9-911 from campus phones or 911 from off campus or cell phones. For any questions or comments regarding these notes or for clarification, please contact Brendan Hayes, Manager, Environmental Health and Safety Services at 562-938-4797.

**TB Tuberculosis Testing**
Human Resources (HR) refers the new instructor to contact Student Health Services (SHS) to schedule an appointment for a tuberculosis skin test. HR determines how frequently instructors need to have this test done and sends out the reminders. Then the instructor goes into Student Health Services and has the TB skin test placed and then returns to SHS to have skin test read 48 hours later. When the instructor returns to the clinic for the reading, a form will be given to the instructor with TB result noted and signed. The instructor is then directed to return this form to Human Resources. Both LAC and PCC campuses offer this test. The hours of operation are 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 12:00 p.m. on Friday. The phone number for LAC is 562-938-4210, and for PCC is 562-938-3992. SHS at LAC is located in A-1010 and at PCC is in Trailer TO. Their URL is www.lbcc.edu/studenthealth/.
2. **TEACHING NEEDS**

**Curriculum**
The Committee on Curriculum and Instruction is a standing committee of the Academic Senate and meets once each month during the academic year. It is composed of one faculty member elected from each department including LAC and PCC counseling, ten faculty members based on their roles on campus (such as the Matriculation Specialist and the Articulation Officer), one adjunct faculty member, two student representatives, eight administrators, and three ex officio, nonvoting members including the Superintendent-President, Vice President of Academic Affairs, and an LBUSD liaison. Additional information about the Committee on Curriculum and Instruction can be found in LBCC Policy 4005 (Policy and Administrative Regulations on Curriculum Adoption). See website for more information.  
http://www.lbcc.edu/AcademicSenate/comm.curriculum.cfm

**Faculty Professional Development and Flex Days**
The Faculty Professional Development Office has developed a strong peer oversight of all the professional development for faculty at Long Beach City College. They have seven committees plus the more independent Sabbatical Committee and a collaborative partnership with the Instructional Technologies Development Center. Each of the seven committees offers a specific function to ensure the faculty professional development activities meet the current needs of faculty and are of a high quality.

**Faculty Professional Development Committees:**

**Faculty Flex Subcommittee**
The college has three days in the college calendar that are devoted to faculty professional development. During these three days classes are cancelled and the entire day is devoted to professional development for faculty. Activities on these days include workshops on campus on a wide variety of topics. Click here to check for upcoming Flex Days:  http://www.lbcc.edu/fpd/flex.cfm or see the Faculty Professional Development website for more information:  http://www.lbcc.edu/FPD. In addition, faculty may choose to do independent projects or group projects. For the independent and group projects, faculty must apply to this subcommittee for approval. Each proposal is discussed by the committee to ensure it meets the criteria set out by the California Community College Chancellors Office.

This committee acts to ensure a coherent, focused, faculty development program and structure that encourages faculty ownership of faculty development efforts, encourages collegiality, and actively facilitates professional growth in a variety of areas. The goal is to assist faculty in addressing individual professional development needs and increase resources for faculty development. Current topics include a focus on providing opportunities to enhance instruction and student learning outcomes, promote student success, keep up with the contemporary demands of education and one’s chosen field, revitalize and maintain enthusiasm for teaching, support personal health and professional growth.
Faculty Professional Development Resources and Opportunities Subcommittee
The Faculty Professional Development Resources and Opportunities Committee approves conference requests for both full and part-time faculty. The rigorous peer review process determines whether the requested conference will benefit the person, department in which they represent and /or students and falls within the written policies including issues such as timeliness and budget resources.

Faculty Advertisement and Communication of Excellence Subcommittee
The Faculty Advertisement and Communication of Excellence Subcommittee are responsible for awareness and communication of all the Faculty Professional events, opportunities and achievements. Activities include highlighting sabbatical projects, advertising and marketing Faculty Professional Development events, producing and distributing a newsletter, and honoring achievements by faculty.

Faculty Teaching and Learning Center Subcommittee
The Faculty Teaching and Learning Center Committee coordinate the content and delivery of ongoing faculty professional development in the Faculty Teaching and Learning Center. Activities include the Department Head Academy, the Brain Based Learning Institute, College Culture Workshops and Book Clubs.

Faculty Professional Development Steering Committee
This committee is chaired by the Faculty Professional Development Coordinator and consists of the subcommittee chairs. This group develops policy proposals for Academic Senate approval and advises the Faculty Professional Development Coordinator on all Faculty professional development activities.

Family Education Rights and Privacy Act (FERPA)
All student records of Long Beach City College are maintained in accordance with the provisions of the Family Rights and Privacy Act of 1974. Copies of the complete text of this act are available in the college library (see “Family Educational and Privacy Rights” in Shepherd’s Acts and Cases by Popular Names). The two basic elements of the act are the student’s right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. However, students are advised that grades, though a part of the record, are considered final as assigned by the instructor and can only be challenged on the basis of clerical error, fraud, bad faith or incompetency.

2. Student information, except for directory information as defined below, cannot be released by the college to any outside agency, except for those entitled to access under the act, without signed permission of the student. The student may further restrict the release of name and attendance verification by completing the appropriate form in the Admissions Office. In the absence of having this form on file, the college may release directory information to any person or agency. Directory information is defined as dates of attendance, degrees, certificates or awards received, verification of student participation in school activities and sports and weight and height of members of athletic teams.

3. Parents may have access to records of their children but only if the children are still their dependents as evidenced by a claim of same on federal income tax returns. Parents desiring access to the records of a dependent child must present the full name, social security number
and birth date of the child, their own personal identification and a copy, that the college district may keep, of the current year's federal income tax return indicating the child has been claimed as a dependent. Parents seeking to review records of a dependent child during the early months of the year must be able to demonstrate that they have already filed for the year even though the filing deadline isn't until April 15th.

4. By law, notwithstanding any of the above, all student records must be released under court order. The student will be notified by mail to the last address on file of any such access, and the student shall have the right to request a copy of any information released in this manner.

5. Any questions regarding the student's rights under this act should be addressed in writing to the address below:

Director of Enrollment Services  
Lillian Justice  
Long Beach City College  
4901 E. Carson Street  
Long Beach, CA 90808

ljjustice@lbcc.edu  
http://www.lbcc.edu/Catalog/ferpa.cfm

**Final Exams and Posting of Grades**

Final Exams will be given on the **last week of class**. Please inform the students of your classes of the date and time of their Final Exam.

All grades are due **five business days** after the completion of the class. Final grades are needed for the following:

- To move on to the next class (prerequisite)
- Transfer to a university/college
- Employment promotion
- Employment verification
- Reimbursement for their class expense
- Child Care verification
- Cal Works verification
- To process End of Term for all students

For more information on final grades, please see below.

How to input grades:

http://www.lbcc.edu/PeopleSoft/PeopleSoftHelp/InstructorHelp9/entergrades.cfm
First Day Procedures and Rollbooks
Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to print the Web Class Roster page to obtain a temporary paper-based roll book. Assistance is available by online help, by phone, e-mail or in person at the ITDC. To access the Oracle/PeopleSoft Faculty Self Services Help Files, go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose the “Web Class Roster” area. Refer to Rollbook section below for information on editable class roll books. Contact the IITS HelpDesk for assistance: 562-938-4357 or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC, room L-142: http://www.lbcc.edu/itdc, http://www.lbcc.edu/ITDC/Location-Information.cfm.

This is the only avenue to view “real-time” enrollment. If a student appears in your class with proof of registration, the student’s name should appear on your online class roster as it is “real-time” processing. If the student does not appear on your “real-time” online class roster, please send the student to Admissions and Records immediately for processing (if the class is closed it is your decision to add the student to the class at that point in time with a permission number. Students must use the permission number no less than the day prior to the census date of each class to be legally enrolled). Students who are not legally enrolled are NOT allowed to attend your class. Admissions and Records LAC is located in A-1075/PCC MD-135.

For exact dates for each term and Important Registration Information refer to:
http://www.lbcc.edu/Schedule/documents/Important%20Dates%20-%20Fall%202013.pdf or http://www.lbcc.edu/Admissions/faculty/fsindex.cfm

Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to transfer class roster, student contact information and waitlist to an Excel spreadsheet. Visit the Oracle/PeopleSoft Help Files to access the MS Excel roll book template. Go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose “Web Class Roster” or “Blank Excel Rollbook” link.

Assistance is available by online help, by phone, e-mail or in person or at the ITDC. Contact the IITS HelpDesk for assistance: 562-938-4357, or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC, room L-142: http://www.lbcc.edu/itdc, http://www.lbcc.edu/ITDC/Location-Information.cfm

Faculty members must send in their attendance and grades at the end of each term to rollbooks@lbcc.edu or in the Admissions Office at either campus.
**LBCC Web Course Outline**
Welcome to the web course outline database, the official home for outlines of record documenting the Long Beach City College curriculum. The instructions attached are intended to provide guidance for your use of the database.

**Address**
The web URL for the LBCC curriculum database is: http://courseoutline.lbcc.edu/admin

**Logging In for the First Time**
When logging into the database you will use your network username and password.

**Password**
If you forget your password, you will need to contact the Help Desk at 562-938-4357.

**Credit/Non Credit Course Outline**

*Search a Course*
If you intend to revise an existing course, select **Search Courses** and this dialog box will appear. Type in the course you want to revise. Once the course appears on the list you can click on the detail box and the outline will open.
Creating a Draft
If a course has already been adopted, you must first create a draft version of the outline before you can make any changes to it. Press the *Revise* key at the top or bottom of the Adopted course outline.

Then check the box to the purpose of creating a draft. You may have noticed on an adopted course that you were only able to view the Face Page and could not “tab” to the other pages. This is to prevent users from altering the adopted version without first creating a draft.
**Printing the Course Outline**

If you simply wish to view or print out an outline without altering any data, you can do so by selecting any of the printing options on the right.

The box below will be displayed on the screen. At that point you can click on which ever button you would like to print. The course outline you have chosen will show on the screen and you can then print the outline.

If you wish to just view a course outline you can go to the Read Only version of class outlines which are accessible through this URL: [http://courseoutline.lbcc.edu/public/](http://courseoutline.lbcc.edu/public/).

If you have any other questions, comments or Help regarding the Course Outline Database you can contact Monique Fernandez the Curriculum Database Specialist at curriculum-desk@lbcc.edu or 562-938-4126.
PCC Duplicating Center & Copy Services Resources

PCC Duplicating Center and Copy Services Sources:
Use the copy center at PCC:
Monday – Thursday: 10:00 a.m. – 1:30 p.m.
Friday: 8:00 a.m. – 2:00 p.m.

Given that the hours of operation have been severely reduced, and are inaccessible to those working early morning or evening at the Pacific Coast Campus, everyone is encouraged to use Online Reprographic Services as their primary means of making copies. The turnaround time is typically 72 hours. Online Reprographic Services are available 24/7 from both on and off campus. Users will be able to upload documents for Reprographic/Duplicating, place supply orders, and track the progress of those orders. There is also the option to select pick-up or delivery to campus mailboxes.

Click on the link below to place your order.
http://lbcclogin.lbcc.edu/?appID=FB141DA7-05C8-FBC6-A833FFA9EE53AE85.

NOTE: In the case of ‘emergency’ copies, there is also a copy machine available for use in the Office of the Associate Vice President located in MD-133. However, this machine should only be used for light duty jobs.

If you have any questions or need further assistance, please contact Nate Jarrett at 562-938-4782 or njarrett@lbcc.edu, or call Duplicating at LAC at 562-938-4125 or PCC at 562-938-3975.

You can also make copies at the Instructional Technology Development Center located on the first floor in the Library room LL-124. Access during self-service hours requires an Omni code.

Access to the PCC ITDC During Self-Service Hours:
In order to use the Instructional Technology Development Center (ITDC) at PCC during self-service hours, you must complete an Omni-Code Issuance Request Form. There is more information about Omni codes on page 4 of this handbook.
http://acit.lbcc.edu/dept_forms/OMNI-CODE.pdf

Only authorized Faculty with OMNI codes will be able to access the ITDC facility during self-service times.

Please keep the ITDC doors closed during self-service.

Please e-mail Monika Mravec at mmravec@lbcc.edu or C.C. Sadler at csadler@lbcc.edu if you have any questions or need assistance.
Registration
Open Registration is on a first-come, first-served basis for all students. Students may also change their schedule in person or on the web on a first-come, first-served basis during the times listed below:

Admissions and Records office hours are as follows:
Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – Noon
The Online Registration System is available daily from 7:00 a.m. – 11:00 p.m.
For exact dates/times for each term refer to: http://www.lbcc.edu/Admissions/faculty/fsindex.cfm
Students may enroll in open-entry/open-exit classes at any time up to the deadline shown in the online schedule of classes, if seats are available.

Late Registration, Program Changes and Petitioners
The week a class begins, students must have a permission number to enroll even if the class is not full. Students should use permission numbers immediately online. They must be enrolled, at the latest, the day prior to the census date associated with each course. Deadlines may fall on the weekend, if students need assistance using permission numbers they must to come to Admissions & Records during operating hours before the deadline to enroll.
Monday –Thursday: term’s first week, 8:00 a.m. – 6:00 p.m. LAC – A-1075/ PCC – MD -135
Friday: term’s first week, 8:00 a.m. – 4:00 p.m. LAC – A-1075/ PCC – MD -135
The Online Registration System is available daily from 7:00 a.m. – 11:00 p.m.
For exact dates/times for each term refer to: http://www.lbcc.edu/Admissions/faculty/fsindex.cfm or http://www.lbcc.edu/Schedule/documents/openRegistration.pdf
On and after the census date of a course, permission numbers will NOT be honored. Because census deadline vary for daily census classes please verify each class deadline on the Online Grading Roster.

Dropping/Withdrawing Students from a Class
Check the Opening Day Bulletin at: http://www.lbcc.edu/Admissions/documents/BULLETIN1505.pdf for deadline days such as:
• Last day to drop a student from a 16-week class without a record
• Last day to withdraw a student from a 16 week class with a “W”
The system will be available to instructors and students seven days a week from 7:00 a.m. – 11:00 p.m. The Office of Admissions and Records is open Monday – Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – Noon and closed Saturday and Sunday.

ALL STUDENTS MUST BE PROPERLY REGISTERED a day prior to the census date for each course at the latest. Students who are not legally enrolled are NOT allowed to attend your class. For all other classes please check your roster for the census date.
Admissions and Records offices hours (after the first week of each term) are as follows:
Monday through Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – 12:00 p.m.
Saturday and Sunday: Closed
The Online Registration System is available daily from 7:00 a.m. – 11:00 p.m.
For exact dates/times for each term refer to: http://www.lbcc.edu/Admissions/faculty/fsindex.cfm

Student Census Reporting, No Shows and Positive Attendance
All students who do not show up for your class are to be given a “NO SHOW” or “NS” prior to the census deadline of your class – No exceptions.

No Shows and dropping students before census
In California’s Code of Regulations, Title 5, section 50008 it states, “Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:
   1. A student who has been identified as a no show NS symbol, or
   2. A student who has officially withdrawn from the course, or
   3. A student who has been dropped from the course by the instructor NA (Not Active) symbol.

Students who are not legally enrolled are NOT allowed to attend your class. Please check and update your online roster regularly to ensure all students attending your class are legally enrolled.
It is your legal obligation to clear your class roster of inactive students. Check your online roster for course specific deadlines. All no shows must be cleared before the census date of the class. CCA contract Article X, C2 and CHI Contract Article VI, 2a states: “Professional Responsibilities…meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports on time.” Please do whatever you can to encourage student attendance and retention. We are funded based on our student attendance. Method of Attendance is coded at the top of your roll book and Student Drop Report forms. It is also important to clear your rosters in a timely manner so students who are receiving financial aid are not disbursed funds for a class they are not attending.

Positive Attendance Classes
At the end of the course you must report the actual hours of attendance for each student; Grades and positive attendance are entered online through the Faculty online grading system. Courses that use the positive attendance method are listed below.
   1. Atypical date classes in which all class meetings are not the same length.
   2. All non-credit classes (600-699).
   3. All open entry/open exit classes.
   4. All apprentice and in-service training courses.
   5. All classes meeting for fewer than five days.
   6. All classes that cross a semester dateline.
7. Turn in a copy of attendance records to Admissions and Records Office at either campus or online at rollbooks@lbcc.edu.

**Student Conduct and Discipline**
The Office of Student Affairs at Long Beach City College (LBCC) is responsible for acting on behalf of the College in matters of student discipline. The Director of Student Discipline or designee adjudicates alleged instances of student misconduct in order to determine how best to resolve these allegations consistent with the goals and mission of LBCC as an educational and intellectual community.

Student Incident Report - Use this form to refer issues to the Director of Student Discipline and Student Life. The form is available online at: [http://www.lbcc.edu/StudentAffairs/index.cfm](http://www.lbcc.edu/StudentAffairs/index.cfm). Please submit this form to the Director of Student Discipline and Student Life via email rbecerra@lbcc.edu or hand deliver to LAC-213. For more information, please call 562-938-4552, Monday – Friday 8:00 a.m. – 5:00 p.m.

EMERGENCY:
If a student is a threat or help is needed immediately, contact Campus Police at 562-435-6711.

**Student Learning Outcomes (SLO)**
Student Learning Outcomes is the process by which faculty members within a discipline evaluate the effectiveness of their programs, courses, and classroom teaching. Through the creation of discipline specific expectations for student achievement, faculty members then use common assessments and/or rubrics to measure how well students are meeting the expectations and grasping the content material. In collegial conversation, all faculty members (full-time and part-time) will be called upon to discuss what the assessments revealed about student learning. These insights will lead to suggestions and/or changes that can “tweak” instruction and/or the course curriculum.

Part-time faculty members shall provide student learning outcomes (SLO) assessment data to their department head and/or dean when such information has been requested by the department/program. The department head will provide the SLO assessment plan established for the courses taught by part-time faculty members. The assessment results that are submitted by the part-time faculty member shall be in accordance with the schedule and assessment methodology as indicated in the course and program SLO assessment plans that are maintained by the Office of Institutional Effectiveness.

The Assessment of Student Learning Outcomes (ASLO) subcommittee of the Curriculum committee oversees this process for the campus. Lark Zunich is the current SLO Coordinator. She can be reached via email at lzunich@lbcc.edu or by telephone at 562-938-4953. For more department specific information about assessment expectations, contact your Department Head and/or the SLO Advisor for your school.
For general information about the SLO process at LBCC, visit the website and explore the many educational features at http://outcomes.lbcc.edu.

**Syllabus**
All instructors are to distribute a written course syllabus to the students at the first class meeting, or no later than the end of the second week of class. At a minimum, the syllabus must contain the office location and office hours, TBA hours, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A copy of the instructor’s syllabus, must also be turned into the department no later than two weeks from the start of the semester. A syllabus for each class is to be filed in your School Office.

**Technology Help**
The Instructional and Information Technology Services (IITS) Help Desk is your one-stop shop for all of your technology questions for the classroom, PeopleSoft, instructional technology and your office. http://www.lbcc.edu/iits/
The Help Desk is staffed from 7:30 a.m. – 4:00 p.m. Monday through Friday.
Phone and e-mail support:
The Help Desk can be reached by calling 562-938-4357(HELP), sending an email to helpdesk@lbcc.edu or through a self-service web site at http://ticketsystem.lbcc.edu/ .

**Instructional Technology Development Center and Distance Learning**
We can support you in learning how to use frequently used technology:

- Setting up Class Websites with Moodle
- PeopleSoft features for faculty and employee self service
- Your LBCC e-mail account
- Presentations and documents
- Instructional technology tools

Website: http://www.lbcc.edu/itdc/
Locations and hours: http://www.lbcc.edu/ITDC/Location-Information.cfm
http://www.lbcc.edu/ITDC/pcc-itdc.cfm. The Instructional Technology Development Center is located at both campuses:
The LAC ITDC is located in L-142, enter through the back of the L-Building (Library/Learning Resource Center).
The PCC ITDC is located in the Library/Learning Resources Center in room LL-124. Make an immediate left turn in when you enter the front doors of the lobby. The PCC ITDC is currently open for self-service only. During self-service hours, if you do not have an OMNI code to access the ITDC, faculty are welcome to use the Library Research Center. The PCC ITDC: http://www.lbcc.edu/ITDC/pcc-itdc.cfm Please e-mail Monika Mravec at mmravec@lbcc.edu or C.C. Sadler at csadler@lbcc.edu if you have any questions or need assistance. Or, please call the IITS
Help Line at 562-938-4357 and ask for the ITDC if you have any questions, need assistance or want to make an appointment with an educational technologist.

Self-service hours for the PCC ITDC are the same as the Library / Learning Resource center hours. Library:  http://lib.lbcc.edu/hours.cfm  
Learning Resource Center:  http://www.lbcc.edu/LAR/computerlabs.cfm  
Check our website for current hours.

**Distance Learning**  
Resources for students who may be new to Distance Learning are available at: LBCC Homepage > Distance Learning > Preparing for DL @ LBCC Or, the direct link:  http://www.lbcc.edu/DL/students/preparing.cfm  
Distance Learning Student Help Desk: 562-938-4818  

Contact Distance Learning Program Specialist Wendi Lopez if you have any questions about the DL program.  http://www.lbcc.edu/dl  email: dl@lbcc.edu  
Wendi Lopez • wlopez@lbcc.edu • 562-938-4025

**What is LBCC’s Learning Management System (LMS)?**  
Moodle is LBCC’s Learning Management System (LMS) for online classes and class websites at LBCC.  
Pathway: LBCC Homepage > Distance Learning > Link to http://online.lbcc.edu  

**Moodle General Information Page**  
http://www.lbcc.edu/ITDC/moodle/index.cfm or use the pathway: ITDC Website > Moodle  

Moodle : Access for Faculty  

Log in at  http://online.lbcc.edu  with your network (email) login and password.  

You should see your current classes, and they are set to be hidden to your students until you make them available.  http://www.lbcc.edu/ITDC/moodle/tutorials/availability.com  

We can create a course shell course for you that is not tied to any enrollments. This is a safe place to work on creating the site that you want. Once you have those pieces in place, we can help you copy that into the actual Moodle class that is tied to your enrollments.

**Help for Students**

Help for your students if they have problems logging in to Moodle is available at: LBCC Homepage > Distance Learning > Step-by-Step instructions for accessing your course on Moodle.  

Or, the direct link: http://www.lbcc.edu/DL/students/moodleinstructions.cfm
**Tutorials and Videos**
We have a Moodle help site with some basic "Getting Started" tutorials:
http://www.lbcc.edu/ITDC/moodle/

**Lynda.com**
There are also many Moodle tutorial videos that are available to you as LBCC faculty on Lynda.com – choose the “Log in through your organization or school” option (enter www.lbcc.edu as the portal) and use your LBCC network login information once you are prompted for that.
Search “Moodle” and go to the tutorials for Moodle 2.4 Essential Training. Try viewing just the videos that look appropriate for what you want to do. There is no need to start at the very beginning and work through them all. Several of them are not relevant for our installation.
Here is a suggested playlist: http://www.lbcc.edu/ITDC/documents/LyndaPlaylist2-4.pdf

**One-On-One Training**
Please feel free to come in for one-on-one training — it’s good if you call or email first, to tell us when you would like to come in.

**What is the LBCC e-learning zone?**
The LBCC e-learning zone, or e-Zone, is the previous Learning Management System, and has been retired. All activity ended in June of 2014, though all previous course content is available to instructors. Find out more here: http://www.lbcc.edu/dl/

**Is there an online grade program available? Is there an online attendance program?**
Only your final grades are entered into PeopleSoft. You can use the online GradeBook feature in Moodle, or you can use MS Excel for Grades and Attendance. Many faculty members use data captured from PeopleSoft to create Excel spreadsheets using the Blank Excel Rollbook. See the section here called “Creating Excel Worksheets for Grading, Attendance, etc.” There is an Attendance Module in Moodle as well.

**How do I get my syllabus and course information online?**
An excellent way to do this is to use Moodle. Students will use a User Name and Password to access your course material. Another option is to add the files under a Resources section in your department’s web site. Contact the person who maintains your department site for more information.
Follow the directions provided (see above), or call or e-mail an ITDC team member. You can set up an appointment for a training session, or come in to the ITDC at LAC to work on your course while help is available.
How do I create a fully interactive Class Website?
After you learn to set up basic information on your course Web site with Moodle, we can help you develop additional features like Assignments, Quizzes, Blogs, Discussion Forums, as well as help you with advanced features in your GradeBook.

Instructional Media Production Services
Visit the IMPS online at http://www.lbcc.edu/imps. The IMPS provides the following services:
• Video productions for instruction, promotion, training and college service.
• Cable TV broadcasting, electronic billboard/digital signage productions and streaming.
• Support for creating original content and scripting.

IMPS is located in the Library on the Liberal Arts campus. For additional information call: Fred Rossmannek, Media Production Manager, at (562) 938-4472, or Cindy Hanks, Deputy Director, Academic Computing, Multimedia and Broadcast Services, (562) 938-4513.

Multimedia Equipment Service & Support
For audio/visual equipment reservations/training/technical support, please contact the IITS Helpdesk at 562-938-4357 or email: helpdesk@lbcc.edu or IITS work ticket website: http://helpdesk.lbcc.edu.
(*Please note that a 24 hour advanced notice is required for all equipment reservations.)
Additional information including hours of operation, office locations and policies is available at http://www.lbcc.edu/mess/.

Online Help
• LBCC Help Desk Guides:
  http://www.lbcc.edu/HelpDesk/Guides
  Online help for frequently used technology at LBCC: e-mail, Internet browsers, and more.
• PeopleSoft:
  LBCC PeopleSoft Help Guides for Faculty Self Service and Employee Self Service
  Choose the PeopleSoft help button on the Faculty and Staff area of the homepage.
  http://www.lbcc.edu/PeopleSoft/PeoplesoftHelp/

Textbook Adoption Process
We would like your Textbook Adoptions submitted as soon as possible, Call Dana Heathcott at 562-938-4806 or email her at: dheathcott.bn@lbcc.edu for deadline date. Textbook Buyback will start during Finals where students sell back unwanted books and return their textbook rentals back to the bookstore.

We know that you want a simplified textbook adoption process that provides you and your students with the course materials you need to ensure academic success. To help, we’ve launched a new online adoption platform called FacultyEnlight – a simple, user-friendly experience that will help you discover, adopt and deliver your course materials to the campus bookstore.
Built from extensive faculty research, FacultyEnlight combines search capabilities along with product reviews, making it easier than ever to select from our robust, academically oriented catalog. You’ll also be able to review the past year of adoption history if you decide to register. And, by submitting your adoptions early, we will be able to provide your students with more cost saving options such as used books, rentals, and digital choices.

Think of your campus bookstore as THE source for affordable course materials – where it is simple and convenient to adopt textbooks. And, you can choose the method that’s best for you:

- **ONLINE** with FacultyEnlight by using the steps below; **OR**
- **EMAIL** to Amie Mellinger amellinger@lbcc.edu (LAC) or Harold Taylor hhtaylor@lbcc.edu (PCC)
- **PHONE** to Amie at 562-938-4592 or Harold at 562-938-3106
- **FAX** to Amie at 562-938-4059 (LAC) or Harold at 562-938-3108 (PCC)
- **MAIL** Campus Store Mail Stop R-17 LAC or Campus Store Mail Stop PCC
- **DIRECT** drop off at either Campus Store location, or arrange for us to pickup at your office

**NOTE:** Blank PDF version of the Textbook Adoption form is available on the LBCC College Forms website [http://lbccforms.lbcc.edu/](http://lbccforms.lbcc.edu/)

**FacultyEnlight Instructions:**
1. Navigate to our main website at [http://lbcc.bncollege.com](http://lbcc.bncollege.com)
2. Click on the "Faculty" Tab, then you will be redirected to the FacultyEnlight home page
3. Click “Adopt”, then “Create New Adoption” and fill in the requested information to submit your adoption.
4. You can choose “Search My School Adoptions” to find textbook history. This feature requires an account creation.

**Important Hints:**
- During account creation, the system chooses Long Beach City College-LAC as the default primary school affiliation. If you want the ability to see information regarding the PCC classes/adoptions, click +Add More and find Long Beach City College-PCC to add to your profile.
- Under the “Also send confirmation to…” box, please include your department head’s email address here so they will receive a copy when your adoptions are submitted.
Transfers
Transfers begin after the refund period.

Step one: The student will complete the student information facet of the transfer form.
Step two: Both faculty members must complete their respective portions on the form.
Step three: The form must be returned to Admissions and Records for processing.

Students who are not legally enrolled are NOT allowed to attend your class.

3. STUDENT ACADEMIC POLICIES

Course Repetition
Credit courses that may be repeated only once under certain conditions.

A. Unit credit is allowed only once. No credit or grades shall be allowed for unauthorized repeats.

All courses may be repeated only once and only under one of the following conditions:

1. A course may be repeated when a mark of D, F or NP has been recorded. The last grade recorded of the repeated course whether higher or lower, will be used for determining the grade point average. Unit credit will be based on the repeated grade only. The grade for the earlier course and the repeated course shall both be recorded on the student’s permanent record, ensuring a true and complete academic history.

2. A course may be repeated when a grade of B, C or P has been recorded provided the district finds that the previous grade was the result of verified cases of accidents, illness or other extenuating circumstances beyond the student’s control. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before re-enrolling in the course. Application for such approval must be made in writing to Admissions and Records, and must be supported by documentation that will verify the extenuating circumstances. A statement from the instructor of record (or department head if the instructor is unavailable) indicating that the recorded grade was lower than it might otherwise have been, had the extenuating circumstances not arisen.

3. A course where the student received a satisfactory grade the last time he or she took the course but there has been a significant lapse of time (36 months) since the grade was awarded and there is a recency prerequisite for the course or program or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student is not able to satisfy without repeating the course in question. For repeated courses in which a grade of A, B, C or P has been recorded, the grade of the repeated course shall be counted in calculating a student’s grade point
average. The grade of the earlier course and the repeated course shall both be recorded on the student’s permanent record, ensuring a true and complete academic history. Courses repeated under this criterion will not be used for determining financial aid, scholarship and/or athletics. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.

B. Repetition of courses with a grade of A, B, C, or P shall be permitted when necessary to meet legally mandated training requirement(s), condition of continued paid or volunteer employment.

Enrollment under this provision is limited. Documentation supporting the legal mandated training is required. Please submit the required documentation to the Admissions and Records Office.

C. It shall be the student’s responsibility to ensure that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class.

D. Credit by examination is not subject to the course repetition rules.

E. Courses in the 600-number band (non-credit courses) are not subject to the course repetition rules.

**Non-Credit & Non-Graded Zero Unit Courses and Grades**

You must assign the grade “UG” for non-graded zero unit courses. Only non-credit (600-699) courses will use the credit/no credit grading symbols. All credit courses will use the pass/no pass symbols.

**Pass/No Pass Deadline**

Students choosing this option must either choose the pass/no pass option online or complete and submit a “pass/no pass Option Request Form” (available in the Admissions Office) by the 30% mark of a class. Students can check this date for each class in their Student Self Service.

Admissions and Records Offices hours are as follows:

(subject to change)

Monday through Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – Noon
Saturday and Sunday: Closed
The online system is available daily 7:00 a.m. – 11:00 p.m.

**Permission Numbers**

Permission numbers can be found online and are run the Sunday prior the start of the semester and auto enroll from the waitlist will end the Saturday prior to the session start date. Permission numbers are class specific for a course. The student still must complete the registration process immediately to add your class. Any student who fails to complete the process may not remain in your class, nor can he/she receive a grade for the course. Students who are not legally enrolled are
NOT allowed to attend your class. Enrollment requests will not be processed on or after the census date of the course.

Permission numbers can be used online: If a student needs assistance using a permission number they must go to an Admissions & Records Office during the regular business hours prior to the census deadline (if the census falls on a weekend they will need to see A&R the Friday prior to the census deadline by Noon). Students must have a permission number to enroll after the Saturday before the session begins, even if the class is not full.

Admissions & Records hours are as follows:
Monday through Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – Noon
Saturday and Sunday: Online only (permission numbers only)

Permission cards are no longer used. On and after the census date of a course, permission numbers will NOT be honored. Please check the census deadlines on your online roll-sheet for each of your classes.

Prerequisites, Corequisites and Recommended Preparation
A PREREQUISITE is a course or assessment that must be completed before enrolling in the course or complete concurrently if that is permitted. Satisfactory completion of an assessment requires successful completion of the assessment process. Satisfactory completion of a prerequisite course requires a grade of P previously CR, “C” or better. If a student has completed the prerequisite at another college or in high school, the student must bring a copy of his/her official transcript to the Admissions and Records Office and ask for an equivalency evaluation before registering. The student may challenge the prerequisite if he/she thinks he/she has knowledge and the ability to succeed in the course, particularly if the student is drawing upon his/her work experience and wish to take a vocational course.

A COREQUISITE is a course in which a student must be enrolled at the same time as the companion course. This is often the case in science classes which include a lab. Sometimes, a student may be allowed to complete the corequisite course in a prior semester.

A RECOMMENDED PREPARATION statement is an advice which the faculty wants to give a student.

Challenging Course Requisites and Limitations
Challenging course requisites and/or limitations requires written documentation that explains the alternative course work, background and/or abilities that adequately prepare you for the course. You may obtain a Requisite Challenge form from the Admissions and Records Office. Reasons for challenging requisites or limitations must include one or more of the following:

1. A requisite course is not reasonably available over a period of several semesters;
2. The student believes the requisite or limitation was established in violation of a regulation or District-approved process for establishing requisites and limitations;
3. The student believes the requisite or limitation is discriminatory or being applied in a discriminatory manner; or

4. The student has the documented knowledge or ability to succeed in the course.

The student files a Requisite Challenge form with the School Office or department head responsible for the course he/she wants to enter. If space is available in the class at the time he/she files his/her challenge, he/she may register for the challenged course and the District will resolve his/her challenge in a timely manner. If his/her challenge is denied, he/she will be dropped from the challenged class. If no space is available in the challenged class at the time he/she files, the District will resolve his/her challenge prior to the beginning of registration for the next term. He/she may register in the challenged class during his/her normal registration period if his/her challenge is approved.

**Reinstatement**

If you have accidentally dropped a student and have decided to reinstate the student please follow this process:

1. Faculty members should obtain a reinstatement form from Admissions & Records or your Departmental Office may also have the forms.

2. Complete the form and turn it into Admissions & Records. The form is very short and easy to complete.
   - Do not wait to complete this process and do not complete this process if the student has been coming to class but has NOT been legally registered for the class.
   - Do not send students to Admissions and Records to obtain a reinstatement form.
   - Do not give the reinstatement form to the student.

**4. STUDENT NEEDS**

**Promise Pathways**

Promise Pathways is a program offered to local students that attend Long Beach City College the Fall immediately following high school graduation. Promise Pathways was created to support student success in completing a certificate, degree, and/or transferring to a four-year college. Benefits of Promise Pathways:

- Guaranteed placement into the English (including ESL coursework if needed), math, and/or reading classes, based upon the results of the student’s assessment.
- Priority registration into all of the courses included on student’s Student Education Plan.
- Academic and career counseling each semester, including the development of a Student Education Plan and the support needed to understand and follow that plan.
- Tailored activities, support services, and events designed to provide the information and support needed to complete their educational goals at LBCC.

Students must agree to:

- Identify their educational goal.
• Maintaining full-time enrollment (12 or more units) per semester.
• Take English, math, and reading courses during their first semesters at LBCC.
• Enrolling each semester in a Promise Pathways student success course.
• Maintaining a 2.0 GPA and complete at least 67% of enrolled courses.
• Communicate with their success team regularly.
• Participate in activities, support services, and events provided by Promise Pathways.
• Come prepared to the first week of classes with required textbooks and materials.

For more information regarding Promise Pathways, please contact Sean Cully in Outreach at 562-938-4490 or s2cully@lbcc.edu.

Psychological Services: Personal Counseling and Academic Counseling
Psychological services, group counseling and school coaching are available at Long Beach City College to help students handle the stress of everyday life and increase success in college. Resources are available online at http://studenthealth.lbcc.edu to help faculty research and understand how to help students in need of services. Please contact LAC and PCC Psychological Services at 562-938-3987 for availability of services and to schedule an appointment.

Academic Counseling
Students will have the opportunity to schedule 30-minute academic counseling appointments. To ask a quick question, express counseling is available in 10-minute segments. To schedule a counseling appointment, contact Counseling: LAC in A-1111 or phone 562-938-4560 or PCC in MD-129 or phone 562-938-3920 or go online to http://app.lbcc.edu. On-line counseling is also available at: https://onlinecounseling.lbcc.edu. Additional information is available online at http://couns.lbcc.edu.

Student Financial Aid
LBCC Financial Aid offices are located at both the Liberal Arts and Pacific Coast campuses. Financial Aid office hours for both campuses are Monday – Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 12:00 p.m. LAC 562-938-4485, Rm. A-1075. PCC 562-938-4485, Rm. MD-146. Email address: finaid@lbcc.edu or instructors can email Marianne Allen at mallen@lbcc.edu or call her at 562-938-4587.

Students who receive financial aid must attend class. No shows are not eligible for financial aid and all monies received become a debt to the District and must be repaid. Please help us give financial aid only to enrolled students by reporting no shows as soon as you can. If you ordinarily drop students who miss the first day of class, please do so by the end of the first week, if at all possible. If we find out in time we can reverse the disbursement.

Please let your students know that Long Beach City College administers a comprehensive student financial aid program to assist students in meeting their college costs. Financial aid awards are based on financial need. Students who apply on time will have their financial aid disbursement by the end
of the first week of school. They may need that money to buy books and consequently not have their books at the beginning of the week. Almost all students who apply for financial aid at least qualify for a fee waiver that pays their enrollment fees if they are a California resident. Late applicants may receive an advance prior to receiving their financial aid so they can purchase their books. Please see our website for up-to-date information about our programs and services: http://www.lbcc.edu/financialaid/.

**Student Health Services**
Health Services are located on both campuses and are staffed by nurse practitioners, registered nurses, and health service technicians. Services are for current students who have paid their Student Health Fee and include: tuberculosis testing, glucose testing, cholesterol checks, hemoglobin testing, physicals, clinic referrals, prescriptions, pregnancy tests, vision screening, blood pressure checks, first aid treatment, health counseling, over the counter medications for colds, flu and headache, and health-related programs such as the annual LBCC Health Fair. In the event of an emergency or after-hours, please contact 9-1-1 for assistance. LAC Q120 562-938-4210 | PCC TO Trailer (trailer next to Horticulture) 562-938-3992 http://studenthealth.lbcc.edu/

**Student Success Centers**
The Student Success Centers offer a variety of free learning assistance services to students in a most subjects and courses at both campuses. Examples of services include:

- Workshops on a variety of topics
- Supplemental Learning Assistance
- Tutoring
- Basic Skills Assessment and Improvement
- Study skills workshops
- College Assessment test preparation
- Contextualized basic skills
- Supplemental Instruction (S.I.) program
- Study Rooms
- Textbook checkout
- Instructional Software

The Student Success Centers are open from early morning until late at night throughout the week and Saturdays to assist students across the disciplines. Refer to the Student Success Center website for current hours and Center locations: http://www.lbcc.edu/SuccessCenters/index.cfm.

Faculty and instructional staff at the Student Success Centers currently assist students in courses from Culinary Arts, Anatomy, and Nursing to English, Math, and Reading. How can we help YOUR students? Just call or email a full-time Instructional Specialist:
- Emily Gehrmann – LAC Multidisciplinary Student Success Center egehrm@lbcc.edu 562-938-4705
- Heidi Neu – PCC Multidisciplinary Student Success Center & CTE Center hneu@lbcc.edu 562-938-3979
- Ladera Barbee – Math Student Success Center lbarbee@lbcc.edu 562-938-4750
- Jennifer Rodden – Writing Reading Success Center jrodden@lbcc.edu 562-938-4639
We’ll show you how a Success Center can assist your students in understanding course concepts or addressing underlying basic and study skills. From activities structured to aid understanding and applying Sociology concepts to applying math skills in the context of the trades to understanding the steps and processes of physiology, Instructional Specialists collaborate with content/classroom faculty to create targeted and effective learning assistance to address the learning needs of students at every level. Instructional Specialists draw on their expertise in learning theory and pedagogy to craft targeted, course-specific learning activities to improve course success rates. Trained center staff members assist student with these learning activities and connect students to on-campus resources.

**Student Success Center locations and phone numbers**
PCC Multidisciplinary Student Success Center: EE-206, 562-938-4699  
CTE Center: II 133, 562-938-3125  
LAC Multidisciplinary Student Success Center: L-212, 562-938-4699  
LAC Math Student Success Center: D-103, 562-938-4228  
LAC Writing and Reading Student Success Center: E-09L, 562-938-4520

5. **QUICK CONTACTS**
The Who is Who List includes School Deans, Department Heads and their support staff. Go to http://www.lbcc.edu/DepartmentHeads/whoswho.cfm for the latest Who is Who List.
## Who is Who

<table>
<thead>
<tr>
<th>Academic Services &amp; Library, Meena Singhal, Associate Vice President</th>
<th>4357/9508</th>
<th>PCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President's Office—Executive Assistant</td>
<td>Mary McEldowney</td>
<td>3903</td>
</tr>
<tr>
<td>Academic Services &amp; Library—Academic Administrative Assistant</td>
<td>Julie Daniels</td>
<td>4686</td>
</tr>
<tr>
<td>Library—Administrative Assistant</td>
<td>Sonja Fockemeyer</td>
<td>6525</td>
</tr>
<tr>
<td>Library</td>
<td>Ramond Sansom</td>
<td>3115</td>
</tr>
<tr>
<td>Academic Services—Brent Gilmore Director</td>
<td>4311</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Technical Education (CTE) – Kenneth Markman, School Dean</th>
<th>3907</th>
<th>PCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Technical Education—Academic Administrative Assistant</td>
<td>Kelley English</td>
<td>4288</td>
</tr>
<tr>
<td>Child &amp; Adult Development/Family &amp; Consumer Studies</td>
<td>Julia Franklin</td>
<td>4727</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Pierre Jolles</td>
<td>4627</td>
</tr>
<tr>
<td>Public Service</td>
<td>Michael Giggs</td>
<td>4442</td>
</tr>
<tr>
<td>Computer and Office Studies (COS)</td>
<td>Gene Carbooners</td>
<td>4624</td>
</tr>
<tr>
<td>Trades &amp; Industrial Tech—Academic Administrative Assistant</td>
<td>Tina Scruggs</td>
<td>3197</td>
</tr>
<tr>
<td>Trades &amp; Industrial Tech—Academic Administrative Assistant (Electrical)</td>
<td>Jill Brandt</td>
<td>3994</td>
</tr>
<tr>
<td>TII (AC-R)</td>
<td>Rachael Anthony</td>
<td>3927</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counseling and Student Support Services – Nael C. Corral, School Dean</th>
<th>1290</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling – Senior Administrative Assistant</td>
<td>Constance Magdalene</td>
</tr>
<tr>
<td>Counseling, LAC-PCC</td>
<td>Lorraine Brown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health, Kinesthetics, Science &amp; Mathematics – Paul Crehan, School Dean</th>
<th>4771</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math &amp; Science—Academic Administrative Assistant</td>
<td>Wendy Slater</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>Danette Micks</td>
</tr>
<tr>
<td>Physical Science/Geography</td>
<td>Mary Perrot</td>
</tr>
<tr>
<td>Math &amp; Engineering</td>
<td>Richard Weber</td>
</tr>
<tr>
<td>Allied Health—Nursing &amp; Allied Health Coordinator</td>
<td>Liza Alejandro</td>
</tr>
<tr>
<td>Allied Health–Administrative Assistant</td>
<td>Marc Smith</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Jim Steeke</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>Debra Ryan</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>Judy Wisniewski</td>
</tr>
<tr>
<td>Kinesiology &amp; Health Ed</td>
<td>Karen Kame</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Arts – Jennifer Roden, Interim Dean</th>
<th>4695</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts—Academic Administrative Assistant</td>
<td>Graciela Mendoza</td>
</tr>
<tr>
<td>English – Administrative Assistant</td>
<td>Yolanda Arrieta</td>
</tr>
<tr>
<td>English – Senior Office Assistant</td>
<td>Beth Moore</td>
</tr>
<tr>
<td>Foreign Language—Administrative Assistant</td>
<td>Yolanda Arrieta</td>
</tr>
<tr>
<td>ESL – Administrative Assistant</td>
<td>Debra Davis</td>
</tr>
<tr>
<td>Communication Studies/Reading – Sr. Office Assistant</td>
<td>Janet Colles</td>
</tr>
<tr>
<td>Reading (Interim)</td>
<td>Tiera Price</td>
</tr>
<tr>
<td>English</td>
<td>Rodney Rodriguez</td>
</tr>
<tr>
<td>ESL</td>
<td>Stevel Elmore</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Rocio Ulloa</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Carolyn Nason</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science and Afro – Gina Humble, School Dean</th>
<th>4446</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts - Academic Administrative Assistant</td>
<td>Rachel Ann Miller</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Dorothy Tapp</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Bruce Meyer</td>
</tr>
<tr>
<td>Visual &amp; Media Arts</td>
<td>Morgan Bernard</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Sandy Olney</td>
</tr>
<tr>
<td>Social Science – Academic Administrative Assistant</td>
<td>Karolyn Johnson</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Joel Adams</td>
</tr>
<tr>
<td>Administrative Support (Temporary assignment w/CTE)</td>
<td>Jill Bodwell</td>
</tr>
<tr>
<td>Administrative Support (LTE)</td>
<td>Steve Lopez</td>
</tr>
<tr>
<td>Social Science</td>
<td>Nancy Maloucci</td>
</tr>
<tr>
<td>Business Administration &amp; Economics</td>
<td>Kyle Michel</td>
</tr>
<tr>
<td>History &amp; Political Science</td>
<td>Charlotte Joseph</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Affairs &amp; Athletics – Connie Burns, Dean</th>
<th>4115</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics—Academic Admin Assistant</td>
<td>Linda Ranft</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Joseph Caravaggio</td>
</tr>
<tr>
<td>Athletic Coordinator</td>
<td>Mary Hatfield</td>
</tr>
<tr>
<td>Athletic Specialist</td>
<td>Mary Lee</td>
</tr>
<tr>
<td>Student Life</td>
<td>4315</td>
</tr>
<tr>
<td>Director, Student开展 &amp; Student Life</td>
<td>Ross Boccafi Mendoza</td>
</tr>
<tr>
<td>Director, Student Health, Psychological Services &amp; Student Life</td>
<td>Andrea Gill</td>
</tr>
<tr>
<td>Student Life—Administrative Assistant</td>
<td>Pamela Gamble</td>
</tr>
<tr>
<td>Student Life &amp; Psychological Services—Administrative Assistant (LTE)</td>
<td>Roberta Manley</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Success – Eva Sugg, Dean</th>
<th>4738</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success – Karen Rothstein, Associate Dean</td>
<td>4112</td>
</tr>
<tr>
<td>Student Success—Academic Administrative Assistant</td>
<td>Laura Complain</td>
</tr>
<tr>
<td>Licensing &amp; (Acad) Resources (APR/iatkat &amp; Dir &amp; ASC)</td>
<td>Emily Gehman</td>
</tr>
</tbody>
</table>
Important Phone Numbers

**Emergency Services:** Long Beach Police Department 9-1-1 (or 9-9-1 from campus phones)
Contact the Police Department with any emergencies such as crimes in progress, medical aid, or any incident requiring immediate police/security response.

**General Services:** 562-938-4910 or 562-435-6711
Contact the Police Department for questions or problems regarding security, lost and found items, thefts or other crimes.
The LAC office is located in Building X south of Lew Davis Street. Business hours are Monday – Friday, 8:00 – 5:00 p.m.
After business hours, call the General Service number or 9-1-1 (9-9-1 from on-campus phones) for an emergency.

<table>
<thead>
<tr>
<th>If you have a question about ...</th>
<th>Who do you call?</th>
<th>Location</th>
<th>Phone Number Most numbers begin with 562/938-</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty Office</td>
<td>Your own Department (submit a key request form)</td>
<td>MD-148A</td>
<td>x4040 (if you are waiting for your key)</td>
<td>The office is available to ALL Adjunct faculty on a first come – first serve basis.</td>
</tr>
<tr>
<td>Admissions, Records</td>
<td>Admissions and Records</td>
<td>MD-135</td>
<td>x4485</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>Assessment &amp; Orientation</td>
<td>Tai Nguyen</td>
<td>LL-206</td>
<td>x3970</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>ATM Higher One</td>
<td>N/A</td>
<td>EE-102</td>
<td>N/A</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Union</td>
<td></td>
<td>Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>ATM LBSFCU</td>
<td>N/A</td>
<td>MM-101</td>
<td>N/A</td>
<td>Mon.-Fri. 7:00 AM – 10:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Dining Room</td>
<td></td>
<td>Sat. 7:00 AM – 3:30 PM</td>
</tr>
<tr>
<td>Bookstore/Snack Bar</td>
<td>Harold Taylor Evelyn Dright</td>
<td>EE-103</td>
<td>x3106 x3008</td>
<td>Mon.-Th. 7:30 AM – 7:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fri. 7:30 AM – 2:00 PM</td>
</tr>
<tr>
<td>Cashier’s Office Pay for classes, health fee, College Services Card, Parking Fees)</td>
<td>Cashier Staff Member</td>
<td>MD-143</td>
<td>x3957</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fri. 8:00 AM – 4:00 PM</td>
</tr>
<tr>
<td>California Work Opportunity and Responsibility for Kids (CalWORKS)</td>
<td>Eric Borin (Director), May Lam (Prog Adv)</td>
<td>MD-115</td>
<td>x3116</td>
<td>Mon.-Fri. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Career and Job Services/Transfer</td>
<td>Ruben Page (Faculty Coord), Ruth Abair (Career Ctr Coord)</td>
<td>MD-132</td>
<td>x3915</td>
<td>Please call for current hours of operation</td>
</tr>
<tr>
<td>If you have a question about …</td>
<td>Who do you call?</td>
<td>Location</td>
<td>Phone Number</td>
<td>Most numbers begin with 562/938-</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Child Care Services (on-campus)</td>
<td>Stacey Smith-Clark, Center Manager</td>
<td>HH Child Development Center and Learning Lab</td>
<td>x3079</td>
<td>Mon.-Fri. 7:00 AM – 5:30 PM</td>
</tr>
<tr>
<td>Clubs, ASB, Organizations, Student Council, Cultural Affairs</td>
<td>Maya Cardenas</td>
<td>PCC Student Union</td>
<td>x3088</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>College Police</td>
<td>Dispatch</td>
<td>EE-114</td>
<td>(562) 435-6711</td>
<td>Open 24/7</td>
</tr>
<tr>
<td>COS Computer and Office Studies Lab</td>
<td>Thomas Tran</td>
<td>MD-137</td>
<td>x3033</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM Fri. Closed</td>
</tr>
<tr>
<td>Counseling and Student Support Services</td>
<td>Lorraine Blouin (Dept Head), Cicy Fan (Adm Asst)</td>
<td>MD-129</td>
<td>x4562/ x3922</td>
<td>Mon.-Wed. 8:00 AM – 6:00 PM Th. 8:00 AM – 5:00 PM Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>DSPS Disabled Students</td>
<td>Eric Borin (Director), April McGlothan (Specialist)</td>
<td>MD-102</td>
<td>x3921 x3209</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM Fri. Closed</td>
</tr>
<tr>
<td>Duplicating, Reprographic Services</td>
<td>Tom Vu (Reprographic Technician)</td>
<td>MM-124A</td>
<td>x3975</td>
<td>Mon.-Th. 10:00 AM – 1:30 PM Fri. 8:00 AM – 12:00 PM Requests can be made by walk-ins, by mail or online. <a href="http://www.lbcc.edu/reprographicservices">www.lbcc.edu/reprographicservices</a></td>
</tr>
<tr>
<td>Dyer Hall (FF107) reservations</td>
<td>Associate VP Office</td>
<td>MD-133</td>
<td>x3904</td>
<td>Mon.-Th. 7:30 AM – 10:00 PM Fri. 7:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>EOPS Extended Opportunity Programs &amp; Services</td>
<td>EOPS Staff Member</td>
<td>PCC MD-115</td>
<td>x3951</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM Fri. Closed</td>
</tr>
<tr>
<td>ESL Computer Lab</td>
<td>Harold Foot</td>
<td>EE-205</td>
<td>x3169</td>
<td>By assigned schedule only: Mon.-Th. 8:00 AM – 10:00 PM Fri. TBD</td>
</tr>
<tr>
<td>ESL Faculty Office</td>
<td>Donna Coats</td>
<td>MD-145</td>
<td>x3160</td>
<td>Mon.-Fri. 7:00 AM – 3:00 PM</td>
</tr>
<tr>
<td>ESL Student Services (Assessment, Orientation, Registration)</td>
<td>Lisbeth Alvarez</td>
<td>LL-206</td>
<td>x3037</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM Fri. 8:00 AM – 4:00 PM</td>
</tr>
<tr>
<td>Evening Campus Support</td>
<td>Evening administrator</td>
<td>MD-133</td>
<td>562/331-7739</td>
<td>Mon.-Th. 5:00 PM – 10:10 PM</td>
</tr>
<tr>
<td>Facility Issues, Unlocking doors, Custodial, Heating/Cooling, Plumbing</td>
<td>Facilities</td>
<td>LAC, Z-120</td>
<td>x4040 After Hrs Duty Mgr 562/618-3982</td>
<td>Mon.-Fri. 7:30 AM – 5:00 PM <a href="http://www.lbcc.edu/Facilities/">http://www.lbcc.edu/Facilities/</a></td>
</tr>
</tbody>
</table>
### FACULTY COMPUTER TECHNOLOGY SUPPORT SECTION

<table>
<thead>
<tr>
<th>If you have a question about …</th>
<th>Who do you call?</th>
<th>Location</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Printer/Software Support</td>
<td>Antonio (Tony) Ybarra, Anne Engel</td>
<td><a href="http://ticketsystem.lbcc.edu">http://ticketsystem.lbcc.edu</a></td>
<td>x4357</td>
<td>Ticket system under Network Services choose Desk Top Support</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Wendi Lopez</td>
<td><a href="http://www.lbcc.edu/dl">http://www.lbcc.edu/dl</a></td>
<td>x4025</td>
<td>Mon.-Fri. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>IITS Support Instructional and Information Technology Services</td>
<td>IITS Helpdesk</td>
<td><a href="http://ticketsystem.lbcc.edu">http://ticketsystem.lbcc.edu</a></td>
<td>x4357</td>
<td>Mon.-Fri. 7:00 – 5:00 PM (Hours may fluctuate). After 5pm please go to the website and put in a ticket.</td>
</tr>
<tr>
<td>ITDC: Instructional Technology Development Center at LAC and PCC</td>
<td>Monika Mravec, C.C. Sadler</td>
<td>ITDC at PCC: LL-124 Check our website for details: <a href="http://www.lbcc.edu/ITDC/itdc.cfm">http://www.lbcc.edu/ITDC/itdc.cfm</a> If you need personal assistance, please come to the LAC ITDC (L-142) or call the IITS HelpLine at 562-938-4357. More information about the LAC ITDC- (L-142): <a href="http://www.lbcc.edu/itdc">http://www.lbcc.edu/itdc</a></td>
<td>x4856 x4255</td>
<td>Open for self-service for faculty and staff with an OMNI code, during the hours the LIB/LRC (LL Building) is open.</td>
</tr>
<tr>
<td>Media Services/Smart Classroom Assistance</td>
<td>Sean Carroll, Gregg Montgomery</td>
<td><a href="http://ticketsystem.lbcc.edu">http://ticketsystem.lbcc.edu</a></td>
<td>x4357</td>
<td>Ticket system under Multimedia Services choose Multimedia Equipment Service &amp; Support Mon.-Th. 7:00 AM – 10:00 PM Fri. 7:00 – 4:00 PM</td>
</tr>
<tr>
<td>If you have a question about …</td>
<td>Who do you call?</td>
<td>Location</td>
<td>Phone Number</td>
<td>Hours</td>
</tr>
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<td>--------------------------------</td>
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</tr>
<tr>
<td>Faculty Staff Lounge</td>
<td>N/A</td>
<td>MM-124</td>
<td>N/A</td>
<td>Mon.-Th. 8:00 AM – 10:00 PM Fri. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>MD-146</td>
<td>x4485</td>
<td>Mon.-Th. 8:00 AM – 6:00 PM Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>Foreign Language Lab Meeting Room</td>
<td>Harold Foot</td>
<td>EE-204</td>
<td>x3169</td>
<td>By assigned schedule only: Mon.-Th. 8:00 AM – 10:00 PM Fri. TBD</td>
</tr>
<tr>
<td>Foster Youth Liaison, Assistance for Foster Youth, Verification for Priority Registration</td>
<td>Anita Gibbins (Director of Student Life &amp; Student Health Services)</td>
<td>EE-102 PCC Student Union</td>
<td>x3986</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>Free Speech Reservations for off campus groups for PCC</td>
<td>Kaye Koppe, (Student Life Admin Asst) or Anita Gibbins, (Dir of SHS &amp; Student Life)</td>
<td>(To be determined)</td>
<td>x3955 x3986</td>
<td>Mon.-Fri. 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Horticulture Gardens</td>
<td>Jorge Ochoa, Brian Hastie</td>
<td>NN</td>
<td>x3086 x3192</td>
<td>Mon.-Fri. 8:00 AM – 4:00 PM (Gardens may be closed due to a Hort Lab or special event)</td>
</tr>
<tr>
<td>Library/Reference</td>
<td>Library</td>
<td>LL-104</td>
<td>x3029</td>
<td>Mon.-Th. 8:00 AM – 9:00 PM Fri. 8:00 AM – 2:30 PM Sat. 10:00 AM – 2:00 PM</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>Associate VP Office</td>
<td>MD-133</td>
<td>x3904</td>
<td>Mon.-Th. 7:30 AM – 10:00 PM Fri. 7:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>Mailroom</td>
<td>Associate VP Office</td>
<td>MD-133</td>
<td>x3904</td>
<td>Mon.-Th. 7:30 AM – 10:00 PM Fri. 7:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>Math, Reading/Writing Assist, Tutoring Study Skills Workshops Test Preparation</td>
<td>Multidisciplinary Student Success Center (MDSC)</td>
<td>EE206</td>
<td>x3991</td>
<td>Mon.-Th. 8:00 AM – 8:00 PM Fri. 8:00 AM – 2:00 PM Sat. 10:00 AM – 2:00 PM</td>
</tr>
<tr>
<td>Parking Regulations</td>
<td>Jon Meyer, Jerhome Pena</td>
<td>LAC X110 Public Safety Building</td>
<td>x4713 x5085</td>
<td>Mon.-Fri. 7:30 AM – 4:00 PM Mon.-Wed. 8:00 AM – 2:00 PM</td>
</tr>
<tr>
<td>Psychological Services, Crisis Counseling, Domestic Violence Intervention</td>
<td>Kaye Koppe (Student Life Admin Asst), Anita Gibbins, (Director of SHS &amp; Student Life)</td>
<td>PCC Student Union</td>
<td>x3987 x3986</td>
<td>Mon.-Th. 8:00 AM – 5:00 PM Fri. 8:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>If you have a question about …</td>
<td>Who do you call?</td>
<td>Location</td>
<td>Phone Number Most numbers begin with 562/938-</td>
<td>Hours</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>-----------------------------------------------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
| Rooms & Space Reservations (not classrooms) PCC | Kaye Koppe, Student Life Admin Asst or Anita Gibbins, (Dir of SHS & Student Life) | PCC Student Union | x3995  
x3986 | Mon.-Fri. 8:00 AM – 5:00 PM |
| Scantron | Associate VP Office | MD-133 | x3904 | Mon.-Th. 7:30 AM – 10:00 PM  
Fri. 7:30 AM – 4:00 PM |
| Schedule of Classes | Division Office Dean or Admin Support | http://schedule.lbcc.edu/schedule.cfm?semester=Fall&campus=PCC Division Office | Division Office Phone | Division Office Hours |
| Senior Center | Mary Thoits | FF-108 | x3047 | Mon.-Wed. 8:00 AM – 3:30 PM  
Th. 8:00 AM – 1:30 PM  
Fri. Closed |
| Student Conduct & Discipline | Student Affairs | LAC campus E-213 | x4552 | Mon.-Fri. 8:00 AM – 5:00 PM |
| Student Health Fee Questions, Waivers | Anita Gibbins (Dir of SHS & Student Life) | PCC Student Union | x3986 | Mon.-Th. 8:00 AM – 5:00 PM  
Fri. 8:00 AM – 12:00 PM |
| Student Health Services (SHS) | Medical Assistant | PCC campus Trailer TO, Trailer next to Horticulture | x3992 | Mon.-Th. 8:00 AM – 6:00 PM  
Fri. 8:00 AM – 12:00 PM |
| Student Dining Room | N/A | MM-101 | N/A | Mon.-Fri. 7:00 AM – 10:00 PM  
Sat. 7:00 AM – 3:30 PM |
| TRIO | Yvette Moss (Director), Maggie Rivera (Supervisor) | EE-105 | x3202  
x3235 | Mon.-Fri. 8:00 AM – 5:00 PM |
| Veterans Affairs | Ericka Gutierrez | LAC Campus E-010 | x4162 | Mon.-Th. 8:00 AM – 6:00 PM  
Fri. Closed |
| Vending Machines | N/A | MM-101 Student Dining Room | N/A | Mon.-Fri. 7:00 AM – 10:00 PM  
Sat. 7:00 AM – 3:30 PM |
| Workforce Development | Michele Whitfield (Prg Director) Scott Jakovich (Prg Mgr) | LAC, O2-121 PCC, Trailer on PCH and May Street | x4453  
x3221 | Mon.-Fri. 8:00 AM – 5:00 PM |
6. RESOURCES

**Bookstore**
The LBCC Viking Campus Store offers a 10% discount to all Faculty & Staff members and a 20% discount on all C-account charges. The discount applies to clothing, gift items, supplies, general reading and reference books, and small electronic items.

Viking Campus Stores
LAC: 562-938-4223
PCC: 562-938-3008
Viking Express: 562-938-4755

http://lbcc.bncollege.com

**LAC & PCC store hours:**
Monday – Thursday: 7:30 a.m. – 7:00 p.m.
Friday: 7:30 a.m. – 2:00 p.m.

**Viking Express hours:**
Monday – Thursday: 7:00 a.m. – 9:00 p.m.
Friday: 7:00 a.m. – 2:00 p.m.
Saturdays: 9:00 a.m. – 1:00 p.m.

**Fitness Centers & Pool**

**Fitness Centers at LAC and PCC**
The Fitness Centers at each campus and the pool are now available for employee use during the following hours in the academic term:

**LAC & PCC Fitness Centers available to employees:**
Monday, Wednesday and Friday: 6:00 a.m. – 8:00 a.m.
Tuesday & Thursday: 12:00 p.m. – 1:00 p.m.

**Pool (LAC) available to employees:**
Tuesday & Thursday: 12:00 p.m. – 1:00 p.m.
Friday: 11:00 a.m. – 1:00 p.m.

To use the facilities, employees must present their LBCC identification card and sign in each visit. In addition, they will be required to complete a waiver and an employee registration form before their first visit. This service is only available to current employees and only during the times specified above.

**LBCC Libraries at LAC and PCC**
LBCC Libraries are located at the Liberal Arts and Pacific Coast College campuses.
The Library looks forward to being part of your success as a teacher at LBCC. The Library faculty and
Adjunct Faculty Handbook

staff are committed to working with you collaboratively in the development of our students’ research and information competency skills. The library provides access to outstanding information resources, including WorldCat Local - the Library's Web-based catalog, subscriptions to numerous online databases, electronic books, and virtual reference services. Please take a minute to browse our Library Homepage for complete information.  [http://lib.lbcc.edu](http://lib.lbcc.edu)

You can also take a LAC Library Tour, Powerpoint here:

[LAC LibraryTourPowerpoint.pdf](LAC LibraryTourPowerpoint.pdf)

You can also take a PCC Library Tour, Powerpoint here:

[PCC LibraryTourPowerpoint.pdf](PCC LibraryTourPowerpoint.pdf)

**LBCC LIBRARY HOURS**

<table>
<thead>
<tr>
<th>LAC Library 562-938-4231</th>
<th>PCC Library 562-938-3029</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAC</strong></td>
<td><strong>PCC</strong></td>
</tr>
<tr>
<td>Monday – Thursday: 7:00 a.m. – 10:00 p.m.</td>
<td>Monday – Thursday: 8:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Friday: 7:00 a.m. – 4:00 p.m.</td>
<td>Friday: 8:00 a.m. – 2:30 p.m.</td>
</tr>
<tr>
<td>Saturday: 10:00 a.m. – 4:00 p.m.</td>
<td>Saturday: 10:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Sunday: CLOSED</td>
<td>Sunday: CLOSED</td>
</tr>
</tbody>
</table>

**Library Services for Faculty**

**Orientations and Teaching Support**

LBCC libraries provide library orientations and practice sessions. These may be general orientations or subject specific to focus into the requirements of a particular assignment. Upon request, we will work with you to create a customized research guide providing research aids and tools to assist your students. On the Library homepage navigation menu, select Services to request an orientation.  [http://lib.lbcc.edu/forms/orientation.cfm](http://lib.lbcc.edu/forms/orientation.cfm)

**Library Course Reserve for Textbooks**

One of the libraries’ most highly used services is the Course Reserve. Faculty may have textbooks, study guides, test reviews, quizzes, photocopied sections from books, etc. placed on reserve for student
use within the library. On the Library homepage navigation menu, select Services for more information. http://lib.lbcc.edu/facultyreserves.cfm

**Interlibrary Loan**
Our goal is to meet the research needs of our patrons. To get books, articles and other resources not available at the LBCC library, use the library’s free Interlibrary Loan Service.
http://lib.lbcc.edu/ill.cfm

**Instructional Media**
The Instructional Media service provides faculty with a variety of materials for classroom instruction including DVDs and videos, PowerPoint presentations, video slides and free online resources. Students may also access the media collection and viewing equipment in the media video room. Instructional Media is located at the Liberal Arts campus.
http://lib.lbcc.edu/instructionalmedia.cfm

**Books for Check-Out**
Books generally circulate to faculty for 120 days. Faculty loans are subject to recall when there are other requests for the materials. For information regarding your library account, check our management system, WorldCat and view "My Library Account” to determine what materials are checked out to you. Your current staff identification card is also your library card. For more information regarding types of materials that can be checked out and loan periods, please refer to Borrowing Frequently Asked Questions (FAQ's).
http://lib.lbcc.edu/borrowing.cfm

The Long Beach City College Libraries have a Reciprocal Borrowing Agreement with the University Library at California State University Long Beach enabling eligible students, faculty, staff, and administrators to use both library systems. Please visit CSULB's Information Guide for Reciprocal Borrowers web page for details and the established guidelines.
http://www.csulb.edu/library/guide/Reciprocal_Borrowers.html

Do you have any questions or comments about our services? Please let us know; we are always eager to hear directly from you.

**Lynda.com Online Video Training**
LBCC colleagues now have access to the online video training library at lynda.com. This library consists of over 1,500 courses and over 87,000 individual videos. There are courses on software, business practice, career development, and many other topics.

Find out more here: http://www.lbcc.edu/ITDC/lynda.cfm
Access is limited to employees only. Faculty are permitted to show any videos in their classrooms, but our license does not allow for LBCC students to login and access this service. (There is an excellent deal through the Foundation for the California Community Colleges for students to access lynda.com with a 4-month Premium Membership for $85.00 instead of the usual $155.00.)

Employees can access this service from campus or from anywhere on the Internet. Certificates of completion are available after you have watched all of the videos in a particular course. An interesting fact about lynda.com is that ten percent of the content is offered for free. Faculty may find individual videos that complement class materials and that are available for free. You are welcome to offer those free videos to your students. An example of a free video is this one that helps students use the Moodle learning management system.

**How to access Lynda.com**

Using your web browser, navigate to lynda.com. The log in process does not work with the Google Chrome browser.

Select “log in” in the upper right-hand corner.

Select the option:

*Log in through your organization or school.*

*Enter the organization's URL to sign in through its portal, then you will be redirected back to lynda.com*

Type in [www.lbcc.edu](http://www.lbcc.edu)

At the next login prompt, enter your LBCC email/network username and password.

**iPad/iPhone/iPod users** – this method of signing in does not currently work with the lynda.com app. Use the web browser on your device to login and access videos.

**If you have problems accessing Lynda.com please contact the Help Desk at helpdesk@lbcc.edu, 562-938-4357 (HELP) or [http://ticketsystem.lbcc.edu](http://ticketsystem.lbcc.edu)**

**Software Discounts for California Community College Colleagues**

LBCC employees can take advantage of Microsoft's Software Assurance Home Use Program (HUP) to purchase a licensed copy of Microsoft Office for $9.95 to install and use on your home computer. Both Macintosh (Office for Mac) and Windows (Office Professional Plus) versions are available.

Under the Home Use Program you may acquire a licensed copy of Office to install and use on a home computer while you are an LBCC employee.
Go to for more info. http://www.lbcc.edu/itdc/faq.cfm

If you need assistance, contact the IITS Help Desk at 938-4357 or helpdesk@lbcc.edu.

Excellent pricing for employees and students for personal purchases of software can be found at http://www.collegebuys.com.
Maps for Liberal Arts Campus (LAC) and Pacific Coast Campus (PCC)

revised 7/2013
Tickets at Work
http://www.TicketsatWork.com
This website offers discounts and offers on Entertainment and Travel. To log in, enter your email and use Password “LBCCOLLEGE” to get started.
7. EMERGENCY SITUATIONS

Accident Illness Response Flow Chart

CALL 911 from a cell phone or 9-911 from a campus phone. Request paramedics, and state which campus and the exact location of the incident. Call LBPD College Unit Dispatch (4910) to let them know emergency vehicle(s) will be coming on campus.

OTHER EMPLOYEE GROUPS

Federal Work Study students:
If injured during paid work hours – Call Risk Services (4038). Obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Work Experience students at NON-PAID work location:
Call Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Health & Technology students:
In class – Student Accident Insurance applies. At Clinical Site – Call Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Aramark Employees:
Refer to Aramark Supervisor immediately.

ASD Employees:
Call ASD Enterprises (4590) to obtain an “Employee Information Packet.” Complete the forms and return to ASD immediately.

Foundation Employees:
Refer to Foundation office (4450).

CALL LBPD College Unit Dispatch (4910) to request an escort to Student Health Services Q109 at LAC (4210) or A104 at PCC (3992). If the injury is NOT an emergency, but due to the nature of the injury, the student is unable to transport themselves. (Be sure Student Health Services is open PRIOR to calling LBPD College Unit Dispatch, LAC 4210, PCC 3992)

Student Health Services will:
1) Assess the injury, treat and refer.
2) Complete “Confidential Accident Incident Report” OR
3) Provide “Employee Information Packet”

STUDENT/OFFICIAL VISITOR
A district employee completes a “Confidential School Accident Incident Report” and sends it to Risk Services Q4. Do not give a copy to anyone.

If the Confidential School Accident Incident Report can be obtained from Risk Services, Student Health Services and on the internet (Click on Administrative Services, Scroll down and click on Risk Services, then click on Reporting Student Accident/Safety) and

DISTRICT EMPLOYEES INJURED AT WORK
Contact Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return to Risk Services immediately.

INCLUDES: Full-time/part-time faculty and staff, LTE, student assistants, federal work study students, official volunteers.

TREATMENT FACILITIES LISTED IN THE “EMPLOYEE INFORMATION PACKET.”

If you have any questions, do not hesitate to contact:
Risk Services – 4038, Mail Code 4Q
Student Health Services – LAC – 4210, Mail Code G19; PCC – 3992, Mail Code PCC
**Building Evacuation Procedures**

1. When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, occupants will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.

2. Building Emergency Coordinators designated in the Disaster Plan will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. As shown on the campus maps, people will be evacuated to designated "Staging Areas" around the campus.

3. Evacuation of disabled persons will be given high priority by Building Emergency Coordinators in all emergencies; they will be evacuated in accordance with the district evacuation plan. Elevators are not to be used. Building Emergency Coordinators may request assistance of faculty. Based on specific circumstances, Building Emergency Coordinators are responsible for designating the safest evacuation routes for disabled persons. If a disabled person cannot reasonably be assisted out of the building due to the nature of the disability, arriving emergency personnel must be made aware of the location of the individual inside the building.

4. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Emergency Operations Manager at that time.

Evacuation of Campus Facilities Video:


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**On-Campus**

Areas on campus have been designated as "**Staging Evacuation Areas**" for evacuation. These include:

- Baseball fields
- Tennis courts
- Parking lots (all persons should assemble in the middle of lots)
- Stadium parking lot (all persons should assemble in the middle of lot)

If only on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" signal is given by the Emergency Operations Manager.
Earthquake Response

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves, and heavy equipment.

2. When the earth is shaking, **DROP** to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with forearms.

3. If outdoors, move quickly away from buildings, utility poles and other structures.

4. After initial shock, evaluate the situation and if emergency help is necessary call the Campus Police at 562-938-4910 or 562-938-4911 after calling 9-9-1-1. Protect yourself at all times and be prepared for after shocks.

5. Turn off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations at 562-938-4040 or 562-938-4484.

6. If necessary to evacuate, activate the building alarm system.

7. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.

8. **FLASH THE LIGHTS ON AND OFF** to alert deaf or hard of hearing students. Write notes to explain what is happening.

9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.

10. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.

11. Do not return to an evacuated building unless directed by appropriate authorities.

**The Principles of Drop – Cover – Hold On** video:

Emergency Mobile Text Alerts

Text Message Notifications from LBCC Now Available for Faculty, Students, Staff & Community

In the event of an emergency, LBCC will provide accurate and timely information regarding campus safety issues directly to students, employees, parents, and community members. Please provide your contact information in the appropriate field as directed to ensure that you will be notified in case of an emergency.

Parents & Community Members

Long Beach City College provides a text-based emergency notification service to parents and community members via AlertU and will send important campus safety and security information in the event of an emergency.

Signing up is simple. Please enter your mobile number below and reply Y to the confirmation text message you receive. Message and Data Rates May Apply. No more than 30 messages (emergency alerts) a month will be sent to subscribers. Subscription to the AlertU keyword does not expire. To unsubscribe, text STOP or UNSUB to 253788 (ALERTU). For support, text HELP to 253788 (ALERTU) or email support@alertu.org.

- Terms and Conditions
- Privacy Policy
- Message and Data Rates May Apply. Text HELP for help. To STOP, text Stop.

See the AlertU FAQs for more information.

Employees

To receive emergency text messages, employees must enter a ‘mobile’ number by logging into their Employee Self-Service account. For detailed instructions on how to add a mobile number, please go to this link. General instructions on how to access your Employee Self-Service are available at this link; the login page is here.

Text messages will be directed to the number entered into the ‘Mobile’ field; telephone calls will be directed to the number marked as the ‘Preferred’ number. The same number can be used for both.

LBCC delivers text and voice messages via Blackboard Connect – more information is available from the FAQs page.

If you previously signed up to receive messages via AlertU and no longer wish to receive messages from this service, the Parent & Community Member section below contains instructions to unsubscribe.

Students

To receive text messages, students must enter a ‘mobile’ number by logging into their student self-service account.

Text messages will be directed to the number entered into the ‘Mobile’ field; telephone calls will be directed to the number marked as the ‘Preferred’ number. The same number can be used for both.
LBCC will continue to use email as the primary means of communication with students so please ensure that your email address is entered correctly. LBCC delivers messages via Blackboard Connect – more information is available from the FAQs page.

**LBCC will also share information about campus emergencies via its homepage and social media pages:**

- www.lbcc.edu
- https://www.facebook.com/lbcitycollege
- https://twitter.com/LBCityCollege

For more information, please contact the Office of Community Relations & Marketing at 562-938-4353 or 562-938-4846.

**Lockdown Procedures**

1. If a “Lockdown” notification is received, announce “Lockdown” to your group.
2. Remain calm and stay with your group of students, faculty, staff, or visitors.
3. Receive students, faculty, staff and visitors from hallway (if possible).
4. If possible, lock room doors and windows, barricade door if circumstances permit.
5. Close shades.
6. Move people away from doors and windows so they cannot be seen.
7. Shut off lights.
8. Remain quiet (silence cell phones but do not shut them off).
9. Ignore Fire Alarm – contact 9-1-1 if you believe there is a fire danger.
10. Notify law enforcement at 9-1-1 of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
11. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
12. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
13. Notify law enforcement at 9-1-1 as soon as possible of any medical emergencies.
14. Remain in the secure room until released by law enforcement.
15. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.
Guidelines for Response to an Active Shooting on Campus

BACKGROUND
The potential for a shooting on campus exists on every college campus throughout the United States. Although the possession of firearms on or around our campuses is rare, their availability and past national and local shootings dictate the need for a response plan, in case a shooting or other violent attack occurs.

WHEN A SHOOTING OCCURS

- CALL "911." Identify your college or workplace and exact location. Remain calm and answer the police operator's questions. They are trained to obtain the necessary and required information for a proper emergency response.
- Instruct students and employees to drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police. LBPD will be on scene.

IF SUSPECT IS OUTSIDE YOUR CLASSROOM

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report location of the assailant.

OFFICE PERSONNEL
In response to a report of a shooting from a classroom or other area of the campus, have all persons in the office duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the police from this position. It is crucial that telephone calls be limited to emergency calls only.

Note: Phone calls, other than for emergency purposes, should be made only after the police have cleared a phone line for that purpose. A phone call to friends or family will bring onlookers, bystanders or concerned loved ones to the campus, interfering with the operation of emergency personnel and unnecessarily placing more people in danger.

Run, Hide, Fight Video:
http://www.youtube.com/watch?v=1ESNae7OoyM