



LONG BEACH
CITY COLLEGE



WHAT'S WHAT

NEW FACULTY & STAFF GUIDE
2020-21

LBCC What's What Guide for New Faculty & Staff

This and other resources are available on the Academic Services website at <https://www.lbcc.edu/academic-services>.

Dear LBCC Faculty and Staff Members:

Welcome to Long Beach City College! This faculty and staff guide is intended to introduce you to Long Beach City College, and, in particular, to some important academic-related resources that are available to you. We would like to acknowledge the many LBCC departments which provided valuable and detailed information included in this resource guide. For more information on college services and policies, refer to the official College Catalog online at www.lbcc.edu/post/college-catalog.

Knowing that it is never possible to address every aspect of a complex community such as LBCC in a guide and that information may become out of date quickly, we encourage you to reach out to our office and the many other resources highlighted in the guide whenever you have concerns or questions. Your VP, dean, department head, and administrative assistants are excellent resources. Every effort has been made to ensure that all guide information is accurate at the time of publication. The What's What Guide is updated annually.

We hope the following pages will be helpful as you plan for the year ahead.

Michelle Grimes-Hillman
Dean, Academic Affairs
562-938-4932
mhillman@lbcc.edu

Brent Gilmore
Director, Academic Services
562-938-4311
bgilmore@lbcc.edu

Long Beach City College

Liberal Arts Campus (LAC)
4901 East Carson Street
Long Beach CA 90808

Pacific Coast Campus (PCC)
1305 East Pacific Coast Highway
Long Beach CA 90806

For corrections or changes, please contact Heather Kane at hkane@lbcc.edu or 562-938-4686.

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1. CONTACTS

A full list of campus contacts is available from the online directory which can be accessed from the LBCC home page at www.lbcc.edu, via the upper right hand corner, "Phone Directory". You can also access it directly at <http://phonebook.lbcc.edu/phonedir/>.

Academic Services maintains a Who's Who List for Academic Affairs, which includes School Deans, Department Heads and their support staff. Visit <https://www.lbcc.edu/academic-services> for the latest Who's Who List.

The Human Resources Staff Directory contains names, positions, areas of responsibility and phone numbers of both HR Administrative and Staff personnel. Visit <http://archive.lbcc.edu/HumanResources/staff.cfm> for the latest HR Contact Information.

Frequent contacts at the Pacific Coast (PCC) campus including contact names, locations, phone numbers and hours are available on the Academic Affairs website at <http://archive.lbcc.edu/AcademicAffairs/FacultyInfo.cfm> and click on "Important PCC Phone Numbers".

2. IMPORTANT DATES

Academic Calendar

Long Beach Community College District supports two primary 16-week terms, frequently called the "16-Week Calendar". There is also a 5-week winter intersession and a 6-week and 8-week summer session. The college academic calendar is located at <http://www.lbcc.edu/calendars>

Admissions & Records Important Dates

<https://www.lbcc.edu/sites/main/files/file-attachments/reg-dates-19-20.pdf>
<https://www.lbcc.edu/pod/drop-deadlines>

Schedule of Classes Important Dates

Important dates for each term are available from the web-based schedule of classes link at <http://schedule.lbcc.edu/>. Select Important Dates from the left menu.

3. GETTING STARTED

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 with a valid district employee ID in their possession. 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, it is required that you request a key or code be issued to you. The Facilities Department has implemented an on-line key/Omni delivery system. Contact your department AA or AAA to get the process started. You will be notified via email when your key/Omni request is ready for pick-up. 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. Contact the Facilities Service Desk at ext. 4040 if you have any questions. Special arrangements can be made to pick up keys after 5:00 p.m. Monday–Friday by contacting Facilities at ext. 4040.

DSPS Disabled Students in the Classroom

The District is responsible for ensuring that all qualified students with a disability 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.

DSPS locations:

LAC: Room A-1134, open Monday–Thursday 8:00 a.m.–6:00 p.m., Friday 8:00 a.m.–12:00 p.m., 562-938-4558;
PCC: GG-107, open Monday–Thursday 8:00 a.m.–6:00 p.m., Friday 8:00 a.m.–12:00 p.m., 562-938-3921,
<http://dsp.s.lbcc.edu/>.

Rights and Responsibilities of Students with Disabilities

Students with disabilities have the right to:

- Participate voluntarily in DSPS.
- Participate in other courses, programs, or activities offered by the college.
- Be evaluated based on ability, not disability.
- Appeal a decision regarding accommodations

through the student grievance process.

- Choose to utilize the accommodations for which they have been approved.

Students with disabilities have the responsibility to:

- Provide professional documentation of disability to the college.
- Request accommodations in a timely way.
- Follow procedures for obtaining accommodations.
- Work cooperatively with DSPS to determine and implement accommodations.
- Maintain the academic and conduct standards of the college.

Faculty Rights and Responsibilities

Faculty have the right to:

- Set academic standards.
- Evaluate the student based on the standards of the class and to grade accordingly.
- 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 (e.g. identify Volunteer Note-Taker in classes when needed).
- Adjust instruction without fundamentally altering the program.
- Provide handouts in a timely way for alternate media provision.
- Select textbooks in a timely way so that e-text can be ordered from the publisher.
- 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.
- Contact the DSPS office if there is disagreement about the accommodation.
- Work with DSPS to ensure that instructional web pages are accessible to students who use assistive technology.
- Work with DSPS to ensure that all video materials are captioned before use, and that the captions have been reviewed for accuracy.

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.
- Hold all students accountable 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.
- Ensure that all of its programs are accessible.
- Make college materials accessible.
- Establish college policies and procedures for access and a process to resolve disputes.
- Communicate policies and procedures to college employees and students.
- Support an atmosphere of respect and inclusion.
- 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.
- Deny a request for accommodations if the documentation demonstrates that the request is not warranted or if the individual fails to provide appropriate documentation.
- 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.
- Hold student information confidential except where permitted or required by law.
- Communicate to students, faculty, and staff the process to request accommodations.
- Verify the student's disabilities and authorize accommodations based on educational limitations caused by the disability.

LBCC College Catalog

The college catalogs (current and historical) are located at the following site: <https://www.lbcc.edu/post/college-catalog>.

New Employee ID Process for Full-Time Faculty

1. Department Head conducts interview and Full-Time Faculty is given an assignment.
2. HR paperwork is completed and approved. Contact Gloria Gonzalez-Wilson, Human Resources Specialist at 562-938-4680 for assistance.
3. Employee ID is created by HR. About two (2) weeks after processing, faculty members are encouraged to contact HR to have ID badge issued at 562- 938-4372.
4. HR notifies IITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs)/ Administrative Assistants (AAs) with the ID number.
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 for assistance.
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).
7. Faculty has access to email and Faculty self-service system: <http://archive.lbcc.edu/facultystaff.cfm>
<http://archive.lbcc.edu/HumanResources/staff.cfm>

New Employee ID Process for Adjunct Faculty

1. Department Head conducts interview and Adjunct is given an offer of assignment – pending HR onboarding/ confirmation of minimum qualifications.
2. HR paperwork is completed and the new employee is approved. Contact Kim Slany, Human Resources Specialist at 562-938-4827 for assistance.
3. Employee ID is created by HR. About 1-2 weeks after the start of the assignment, faculty members are encouraged to contact HR to have ID badge issued at 562-938-4327. Walk-ins welcome.
4. HR notifies IITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs)/ Administrative Assistants (AAs) with the ID number. Contact HelpDesk at 562-938-4357 for assistance.
5. Email and network access are created by IITS HelpDesk and confirmations are sent to AAAs/AAs by IITS.
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 for assistance.
7. Faculty has access to email, Faculty self-service system: <http://archive.lbcc.edu/facultystaff.cfm>
<http://archive.lbcc.edu/HumanResources/staff.cfm>

New Employee ID Process for Staff

1. Hiring Authority conducts interview and staff is given an assignment. HR offers the position to the selected candidate and begins onboarding paperwork.
2. HR paperwork is completed and approved. Contact Ericka Jackson, Human Resources Specialist at 562-938-4393 or Patrick Connell, Human Resources Specialist at 562-938-4697 for assistance.
3. Employee ID is created by HR. HR sends IITS request to the Dept. About two (2) weeks after processing, staff members are encouraged to stop by HR to have ID badge issued.
4. Email and network access are created by IITS HelpDesk and confirmations are sent to AAAs/AAs by IITS. Contact HelpDesk at 562-938-4357 for assistance. Staff have access to email and Employee Self-Service.
5. HR notifies IITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs) with the ID number. Contact HelpDesk at 562-938-4357 for assistance.
6. If Peoplesoft access is required for the position, contact the AAA/AA in the department for assistance.
7. Employee now has access to email and Employee self-service system: <http://archive.lbcc.edu/facultystaff.cfm>

E-Mail Accounts

Using an Internet browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) to access your LBCC e-mail account

For Full-Time Faculty, Managers and Classified Staff, go to: <https://mail.lbcc.edu>

Or go to LBCC Homepage > QUICKLINKS > Outlook Web App

For Part Time (Adjunct) Faculty access go to: <https://login.microsoftonline.com>

Or go to LBCC Homepage >QUICKLINKS>Office 365

- Email will be under 'Outlook' icon.
- 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 or the Faculty and Staff Help Desk will never ask for your username or password via e-mail.
- The Faculty and Staff Help Desk can help assist with any technology issues in the classroom and or in the office.

For any question about any technology, please contact the Help Desk at 562-938-4357 (HELP), helpdesk@lbcc.edu, <http://ticketsystem.lbcc.edu>

User ID and Password

The Viking Portal password reset system was changed as of May 2019. At LBCC, you will use just a single password to get access to e-mail (OWA), the Viking Student System, Viking Employee System (Employee Self-Service Login) and Office 365 among others.

Access all of these through the LBCC homepage under QUICKLINKS: <https://www.lbcc.edu>.

For helpful IITS guides, go to: <https://www.lbcc.edu/ithelpguides>

Faculty and Staff members can update their password using these instructions: https://www.lbcc.edu/sites/main/files/file-attachments/viking_portal_-_employee_guide.pdf

Contact the Help Desk at 562-938-4357 (HELP), helpdesk@lbcc.edu, <http://ticketsystem.lbcc.edu> if you have any questions or need assistance.

Reprographics

Service Centers and Locations:

LAC V-150 - Southeast corner of the V Building. Enter through the Courtyard.

Hours of operation: Monday–Friday 7:30 a.m.–5:30 p.m.
Self-serve copiers available.

PCC AA-106

Hours of operation: Monday–Friday 9:00 a.m.–2:00 p.m.
Self-serve copiers available.

PCC Self Service Copier - AA-101J PCC Mailroom. Hours of operation: With instructor's key, when the AA Building is open (weekdays 6:00 a.m.–10:00 p.m.).

Note: If you have a key to a classroom in AA/BB/DD/EE, it is possible this key will open the mailroom. Please check your key before submitting a new key request. If your key does not work, or you teach/work in other areas on campus, you will need to request a key for the PCC mailroom.

Maximum turnaround time for full service requests is 72 hours.

User Authorization:

User authorization must be obtained prior to using Reprographic services. A "C" Number Request and Authorization Form 2020-2021 or a "C" Number Users Update for Duplication 2020-2021 must be completed by Dean or Department Head, and submitted to Fiscal Services for approval. The forms are available online at: <https://apps.lbcc.edu/lbccforms/>.

The "C" number identifies the department the user is

assigned to. After the "C" number request has been approved by Fiscal Services it is then forwarded to the Reprographics department. The user's information is then entered into the system, and the user is given access to all services offered by the Reprographics Department.

Self-serve copier access requires an employee ID number and department "C" number.

Online Request Services:

Authorized users can use their LBCC network login to submit work requests for reprographics online from both on and off campus. Users are able to upload documents for processing, place supply orders as well as track the progress of their work request. In addition, users are given the option to choose to pick up or have their work request delivered to their campus mailbox.

The login page can be located from the LBCC website at <https://www.lbcc.edu/post/reprographics-services>.

If you have any questions or need further assistance, please contact Nate Jarrett at ext. 4782 (njarrett@lbcc.edu) or call Reprographics office at ext. 4125 (LAC) or 3975 (PCC).

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 issued by the Cashier's Office in A-1081 (LAC) and GG 103 (PCC). To obtain a Staff Parking Permit Request form, contact the Cashier's Office at 562-938-4455 (LAC) or 562-938-3906 (PCC), Monday–Thursday 8:00 a.m.–5:00 p.m., Friday 8:00 a.m.–4:00 p.m., or from the following link and select Parking Permit Request Form: <https://apps.lbcc.edu/lbccforms/>.

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. The Department Head/Dean can obtain current format for temporary parking pass from the Parking Services Department. Only students or staff possessing a State of California, DMV-issued disabled person placard may park in the designated disabled person stalls located on both campuses. If these stalls should be filled, disabled persons displaying a state placard may park in any staff or student stall. Day parking permits are available for purchase in most student lots. They are valid in student

stalls only. 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. Lot L and Lot M (Veteran's Stadium) also have additional staff parking. 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 via Clark Ave or Lakewood Blvd. The Police Department also patrols these lots, and there is ample parking available.

Other parking regulations, such as red zones (fire lanes), yellow zones, handicapped spaces, no parking zones, metered parking 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 the Parking Services Coordinators at 562-938-4713 or 562-938-5085. Citations cannot be dismissed at the public safety building. The process indicated on the back of the citation must be followed. All questions regarding disputing a citation should be directed to the City of Long Beach at 562-570-6822 or visit the website: citationprocessingcenter.com.

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 timecard 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.

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 all the 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 determines 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.

Sick Leave Balances and Absences:

1. When you are absent for any reason, report it to your timekeeper 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.

Taxes and Deductions from your Paycheck:

1. Taxes - Your federal and state tax withholding will be based on the W-4 form 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 STRS or qualified for STRS (State Teachers' Retirement System) your employee contribution is currently a percentage of your earnings (FY 2019/2020) 10.25% (Classic Members) or 10.205% (PEPRA Members). 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. Voluntary 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 available to only 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 the 3rd Party Administrator for 403(b). The district's approved 403(b) provider list can be viewed at www.403bCompare.com. Choose Long Beach Community College as My Employer.

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, Eileen Hindman: 562-938-4464 Payroll Manager: Malu Miranda, 562-938-4465

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 / 562-435-6711 for non-emergency calls. An Omni lock has been placed on all buildings at the college and after normal working hours 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 (LBPDCU). 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. LBPDCU officers patrol both campuses 24/7. If you are in need of police services or an escort call 562-938-4910 / 562-435-6711 for non-emergency calls. The dispatcher will obtain your information and dispatch an officer accordingly.

General safety issues that are not urgent can be reported to safetyconcerns@lbcc.edu.

Student Affairs leads with the care of the student and to restore a sense of security to the community. The Office of Student Affairs along with the LBPDCU, are available to assist you with disruptive students. Student Affairs staff are available for mediation, consultation, dispute resolution, as well as for referrals for possible mental health assessment and if necessary disciplinary action. LBPDCU officers can assist you with dispute resolution and will assist 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 LBPDCU. 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 or text 911. For any questions or comments regarding these notes or for clarification, please contact Lubert Iglesia, Interim Manager, Environmental Health and Safety Services at 562-938-4713.

4. TEACHING NEEDS

Adjunct Faculty Offices

There are several open-use adjunct faculty offices available at each school. Contact the AAA/AA in your area to reserve a specific office/meeting room or to see what offices are available for use. If you need access to an office outside of normal business hours you might also need to request a key or Omni code for the area. Contact your Dean or Department Head to request a key or Omni code.

SCHOOL OF CAREER & TECHNICAL EDUCATION

Department	Adjunct Office	Computer Yes/No	Department Head			Support Staff		
Business Administration	T-2323	Yes	Myke McMullen	T-2339	x4941	Jill Birdwell Danithia Wilson	T-2300 T-2300	x4380 x4643
Child Development	T-2323 T-2324	Yes	Dana Van Sinden	T-2326	x3274	Jill Birdwell	T-2300	x4380
Computer Office Studies	PCC: AA-209	Yes	Miriam Lynch	M-123	x 4061	Sarah Saucedo	F-117A	x4327
Culinary Arts	V-126	Yes	Haley Nguyen	V-128	x4104	Valentina Leslie Jill Birdwell	V-127 T-2300	x4753 x4380
Fashion & Consumer Studies	F-122	Yes	Michelle Fino	F-113	x4105	Sarah Saucedo	F-117A	x4327
Public Services	T-2323 T-2324	Yes	Mike Biggs	T-2336	x4452	Jill Birdwell	T-2300	x4380
Trades & Industrial Tech	PCC: QQ-127, JJ-108 LAC: B-300	Yes	Vacant			Danithia Wilson	MM-102	x4653

SCHOOL OF COUNSELING

Department	Adjunct Office	Computer Yes/No	Department Head			Support Staff		
Counseling	TBD	Yes	Lorraine Blouin Erainia Freeman	GG-204 A-1114	x4562 x4263	Jessica LeGault Maria Garibay	A-1112 A-1123E	x4559 x4550

SCHOOL OF LANGUAGE ARTS, COMMUNICATION, AND LEARNING RESOURCES

Department	Adjunct Office	Computer Yes/No	Department Head			Support Staff		
Communication Studies	LAC: T-2323, T2324 PCC: AA-107E	Yes	Samira Habash	T-2335	x4435	Betty Mendoza*	T-2335	x4549
English	LAC: U-105 PCC: AA-107E	Yes	Anthony Starros	P-109	x4358	Yolanda Fernandez* Karen Covarrubias	P-106 P-106	x4036 x4036
ESL	LAC: U-105 PCC: AA-107E	Yes	Dennis Miller	AA-107H	x3124	Donna Coats*	AA-107	x3160
Foreign Language	LAC: U-105 PCC: AA-107E	Yes	Cynthia Quintero	B-101H	x4611	Yolanda Fernandez*	B-101I	x4331
Reading	LAC: U-105 PCC: AA-107E	Yes	Tiare Hotra	L-218	x4639	Kathie Atwood*	L-247	x4461
Library	LAC: L-113 PCC: AA-107E LL-119	Yes	Ramchandran Sethuraman	LL-118	x3115	Chrysallis Baldonado* Julie Daniels	L-112 L-247	x4853 x4583
Learning & Academic Resources	LAC: L-225 PCC: AA-107E	Yes	Emily Barrera	L-215	x4705	Alexis Redmond* Julie Daniels	L-214 L-247	x4972 x4583

*Denotes primary contact for the department. If you are unable to reach the primary contact you may contact the staff listed below for any of the departments in this area.

Kathie Atwood, L-247, x4461

Laura Compian, L-232, x4365

Julie Daniels, L-247, x4583

Department	Adjunct Office	Computer Yes/No	Supervisor			Support Staff		
LAC Tutoring Center	L-225 cubicles avail	Yes	Emily Barrera	L-215	x4705	Susan Fintland	L-204	x4740
Multidisciplinary Success Center at LAC	L-225 cubicles avail	Yes	Emily Barrera	L-215	x4705	Alexis Redmond	L-214	x4972
Multidisciplinary Success Center at PCC	Study rooms can be reserved	Yes	Heidi Neu-Stephens	EE-206	x3979	Elizabeth Gallardo	EE-206	x3976
Writing & Reading Success Center	Study room can be reserved	Yes	Daren Smoley	E-09L	x4731	Keith Storer	E-09L	x4524

SCHOOL OF MATH AND SCIENCE

Department	Adjunct Office	Computer Yes/No	Department Head / Supervisor			Support Staff		
Life Science	D-243, D-149	Yes	Heather Dy	D-247	x4630	Wendy Slater Elena Sanchez	D-146 V-200	x4168 x4321
Physical Science	D-350	Yes	Douglas Britton	D-347	x4889	Wendy Slater Elena Sanchez	D-146 V-200	x4168 x4321
Math & Engineering	V-227	Yes	Ladera Barbee Jami Emigh	V-220 V-206	x4823 x4990	Wendy Slater Elena Sanchez	D-146 V-200	x4168 x4321
Math Success Center	V-227 (in Math dept)	Yes	Matt Montegary	V-165	x5035	Sundee Dominguez	V-166	x4927

SCHOOL OF HEALTH AND KINESIOLOGY

Department	Adjunct Office	Computer Yes/No	Department Head / Supervisor			Support Staff		
Kinesiology & Health Education	Not available at this time		Grace Pokorny Casey Crook	D-255 Q-105	x4942 x4242	Penny Johnson Liz Alejandrino Marc Smith	Q-101 C-103 C-103	x4378 x4403 x4199
Nursing & Allied Health	C-108, D-158	Yes	Sigrid Sexton (ADN) Jim Steele (AH) Rhonda Alger (VN)	C-109 D-161 C-106	x4799 x4605 x4179	Liz Alejandrino Marc Smith	C-103 C-103	x4403 x4199

SCHOOL OF SOCIAL SCIENCES AND ARTS

Department	Adjunct Office	Computer Yes/No	Department Head			Support Staff		
History/ Political Science	T-2323 T-2324	Yes	David Lehman	T-2340	x4339	Kathy Each Monique Trombley Susan Raby Esther Contreras	T-2300 T2335B T-2335A H-203	x4328 x4477 x5996 x4309
Social Sciences	T-2323 T-2324	Yes	Janet Hund	T-2363	x4190	Kathy Each Monique Trombley Susan Raby Esther Contreras	T-2300 T2335B T-2335A H-203	x4328 x4477 x5996 x4309
Performing Arts	G-134, H-205	Yes	Anthony Carreiro	H-202 JJ-102	x4946	Esther Contreras Sue Meyer Kathy Each	H-203 G-116 T-2300	x4309 x4348 x4328
Visual & Media Arts	K-101C	No	Elias Daughdrill	AA-107B	x3090	Esther Contreras Peleise Smith Kathy Each	H-203 K-101B T-2300	x4309 x4563 x4328

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 with your school office.

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 online, 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 at 562-938-4357 or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC, room L-142: <http://archive.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 is located in room A-1075 (LAC) or GG-102 (PCC).

For exact dates for each term and Important Registration Information refer to <https://www.lbcc.edu/pod/important-class-registration-deadlines>.

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 online, by phone, e-mail or in person or at the ITDC. Contact the IITS HelpDesk for assistance at 562-938-4357 or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC room L-142.

<http://archive.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 Enrollment Services Office (LAC A-1075 or PCC GG-102).

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. Registration dates can be found at <https://www.lbcc.edu/pod/important-dates>. Other important A&R deadlines can be found at <https://www.lbcc.edu/pod/important-class-registration-deadlines>.

Admissions and Records office hours are as follows:
Monday–Thursday 8:00 a.m.–6:00 p.m. and Friday 8:00 a.m.–4:30 p.m.

Enrollment Services is closed: Saturday/Sunday and all college holidays and is closed to the public on Flex Days. The Online Registration System is available daily from 5:00 a.m.–2:00 a.m.

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 come to Admissions & Records during operating hours before the deadline to enroll. Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term.

The Online Registration System is available daily from 5:00 a.m.–2:00 a.m.

On and after the census date of a course, permission numbers will NOT be honored. Because census deadlines vary for daily census classes please verify each class deadline on the Online Grading Roster.

Permission Numbers

Permission numbers can be found online. 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 (officially) enrolled are NOT allowed to attend your class. Late enrollment request 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 Admissions and Records 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.

Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for for either the fall or spring term. Saturday and Sunday: Online only (permission numbers only).

Please check the census deadlines on your online roll sheet for each of your classes.

Dropping/Withdrawing Students from a Class

Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for for either the fall or spring term.

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.

Student Census Reporting

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 for non-activity (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 noncredit 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.

Final Exams and Posting of Grades

Final exams will be given on the last day of the last week of class, or if the class meets more than once per week, can be spread across multiple days during the final week of class for additional time. For example, if a class meets on Mondays and Wednesdays, the final exam would be given on a Wednesday, or split between Monday and Wednesday. Please inform the students of your classes of the date(s) and time(s) 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

How to input grades:

<http://archive.lbcc.edu/PeopleSoft/PeopleSoftHelp/InstructorHelp9/entergrades.cfm>

Transfers

Transfers begin after the refund period.

Step one: The student will complete the student information portion 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.

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 and library, eleven appointed faculty members based on their roles on campus (such as the Matriculation Coordinator, adjunct faculty rep, and

the Articulation Officer), two student representatives, nine administrators, and five 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 and Instruction). The Curriculum Committee has five subcommittees: Course Evaluation, Associate Degree/General Education, Academic Policy & Standards, Department Planning/Program Review, and Assessment of Student Learning Outcomes. Meeting days, times and locations are listed on the Master Schedule, which may be found at <https://www.lbcc.edu/curriculum-committee>. For more information about the Curriculum Committee, visit <https://www.lbcc.edu/curriculum-committee> or contact the Curriculum Chair, Wendy Koenig, via email at wkoenig@lbcc.edu or call 562-938-4256.

Faculty Professional Development and Flex Days

The Faculty Professional Development (FPD) office has developed a strong peer oversight of all the professional development for faculty at LBCC. FPD oversees several committees, plus the more independent Sabbatical Committee, and has a collaborative partnership with the Instructional Technologies Development Center. Each committee offers a specific function to ensure that Faculty Professional Development activities meet the current needs of faculty and are of a high quality.

The College has three days in the college calendar that are devoted to faculty professional development. Two days are imbedded within the academic semester and one is a floating day. On the Flex Days identified in the fall and spring semesters, classes are cancelled and the entire day is devoted to professional development. Activities on these days include workshops on campus featuring a wide variety of topics. Upcoming Flex Days are posted at <https://www.lbcc.edu/post/flex-information>, and more information may be found on the Faculty Professional Development website at <http://www.lbcc.edu/FPD>. In addition, faculty may choose to do independent projects or group projects. For these projects, faculty must apply through the FPD office for approval. Each proposal is reviewed to ensure it meets the criteria set out by the California Community College Chancellor's Office.

Family Education Rights and Privacy Act (FERPA)

All student records at LBCC 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 their 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:

(Interim) Executive Dean of Enrollment Services
Yvonne Gutierrez-Sandoval, ygutierrez@lbcc.edu

For more on information security, visit <https://www.lbcc.edu/policies-regulations-standards-best-practices-and-procedures>.

LBCC Web Course Outline Database

Welcome to the web course outline database, the official home for outlines of record documenting the LBCC curriculum. The instructions attached are intended to provide guidance for your use of the database. Updates to the web course outline database are expected. Once the new version is completed the information will be made available and posted to the web.

Address

The web URL for the LBCC Course Outline of Record database is: <http://courseoutline.lbcc.edu/admin>

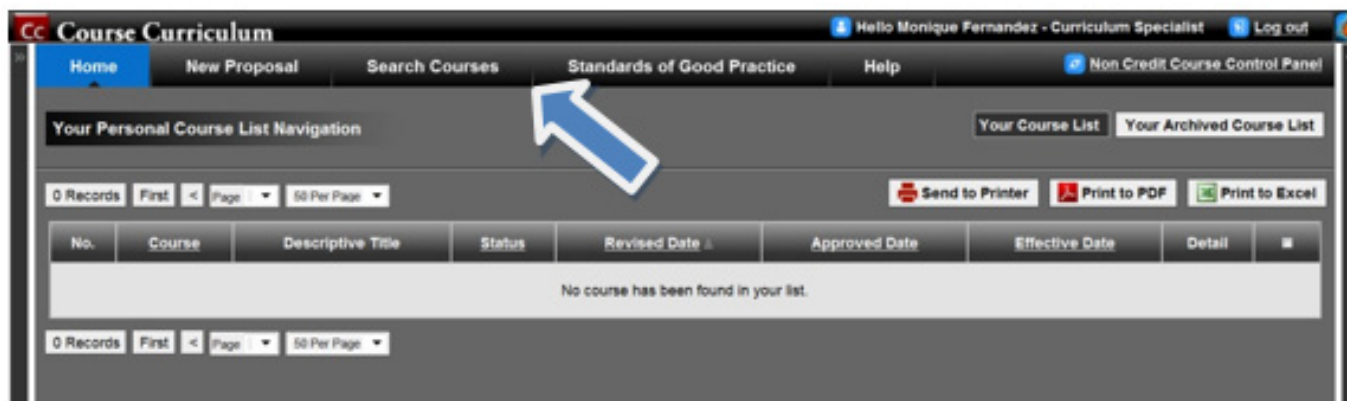
Logging In for the First Time

When logging into the database you will use your network username and password.

Password

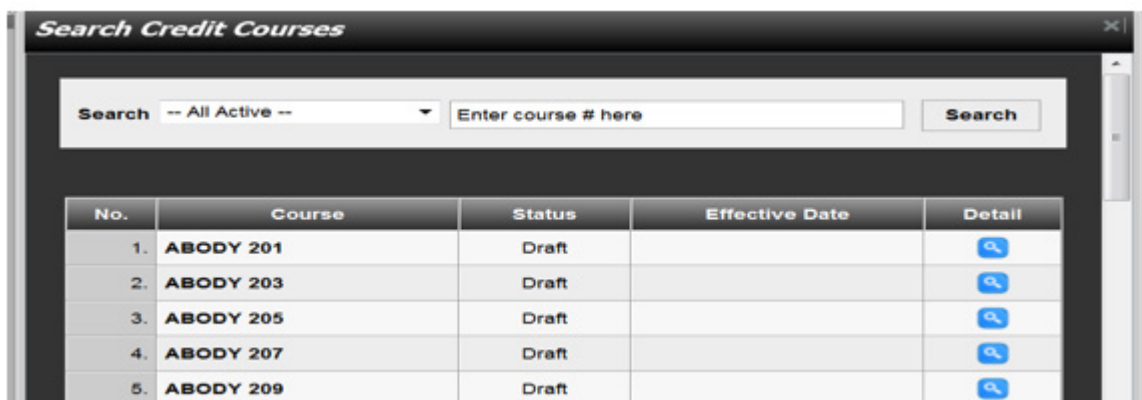
If you forget your password, you will need to contact the Help Desk at 562-938-4357. Notice: Course outlines in the database are separated out into Credit and Non-Credit.

Credit/Noncredit Course Outline



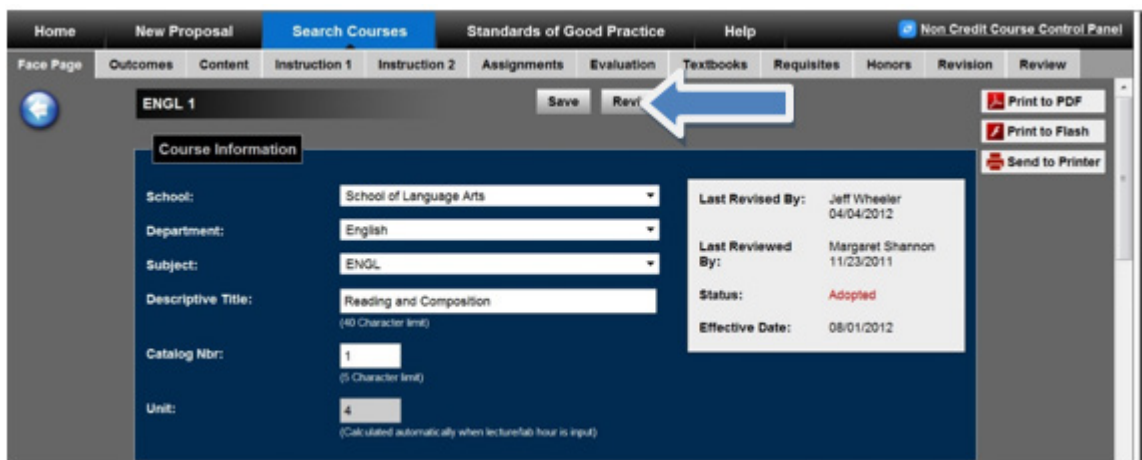
Search a Course

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.

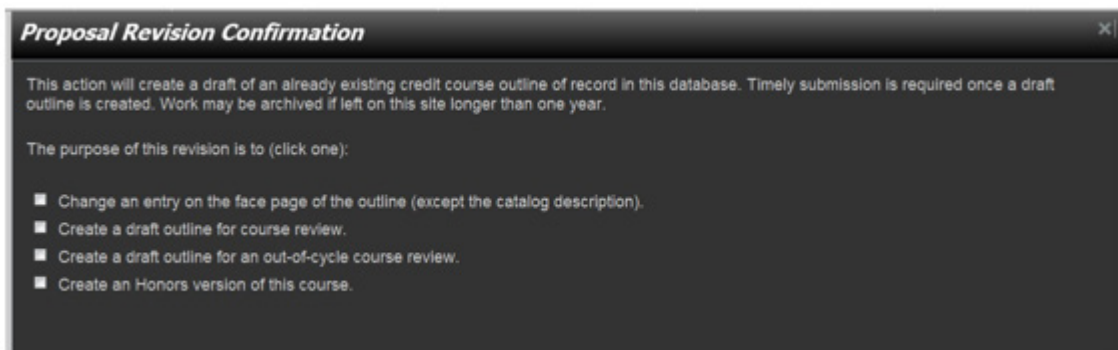


Creating a Draft

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.

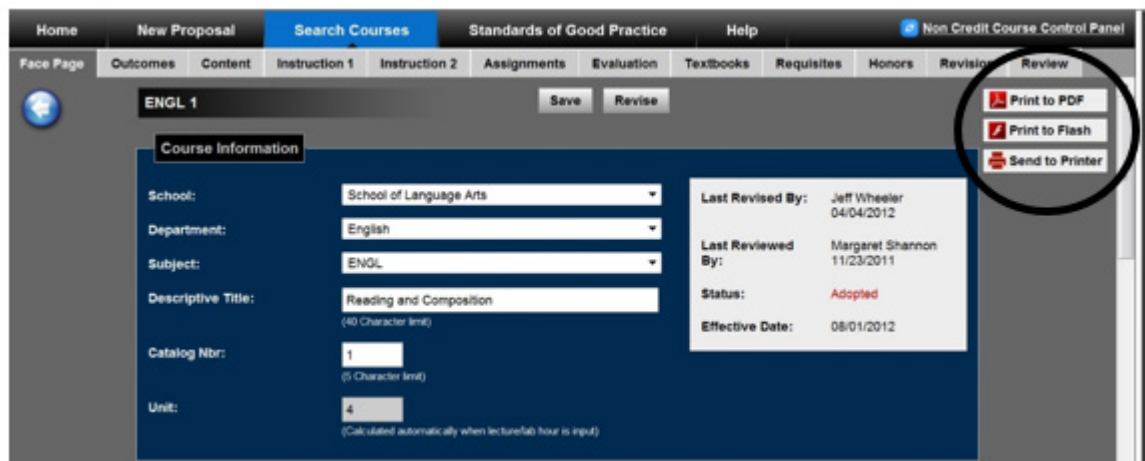


Then check the box to the purpose of creating a draft. You may have noticed on an adopted course that you were only able to view the Face Page and could not “tab” to the other pages. This is to prevent users from altering the adopted version without first creating a draft.

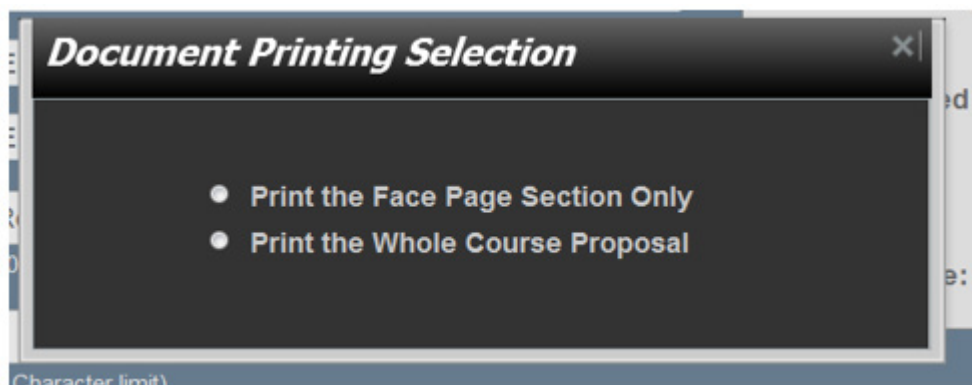


Printing the Course Outline

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 at <http://courseoutline.lbcc.edu/public/>.

If you have any other questions, comments or Help regarding the Course Outline Database you may contact Fabiola Guerrero at curriculum-desk@lbcc.edu or 562-938-4126.

Online Learning & Educational Technology (OLET)

The Office of Online Learning & Educational Technology (also known OLET) is under the umbrella of both IITS (Instructional & Information Technology Services) and Academic Affairs.

OLET is made up of four areas at LBCC:

1. Instructional Technology Development Center (ITDC):
<http://archive.lbcc.edu/itdc/>
2. Online Learning Program (OLP):
<http://archive.lbcc.edu/dl/>
3. Student Technology Help Desk (STHD):
<https://www.lbcc.edu/sthd>
4. IITS Faculty & Staff Help Desk:
<https://www.lbcc.edu/instructional-information-technology-services>

Meet the OLET team at <https://lbcc.instructure.com/courses/29893/pages/olet-team>

OLET is dedicated to supporting teaching and learning at LBCC, as well as contributing to student engagement, achievement and academic success. They support faculty in all disciplines to integrate educational technology into the curriculum of on-campus, hybrid and fully online courses, through the design and facilitation of technology-mediated student-centered practices, and the provision of faculty professional development activities and college-wide training. They also have services and resources to support students with LBCC technology and online course needs.

OLET manages and maintains LBCC's Canvas Learning Management System (LMS) and holds professional development training and workshops for faculty. The ITDC is available to faculty and staff to support the instructional technology needs of LBCC students and colleagues.

OLET supports faculty in various areas such as:

- Setting up course sites using LBCC's Canvas Learning Management System (LMS)
- Training and supporting faculty to teach online, hybrid or web enhanced courses.
- Basic Viking Student System (PeopleSoft) features for faculty and employee self service
- Various educational technology tools and more

Getting Help

Contact through the OLET Team page at <https://lbcc.instructure.com/courses/29893/pages/olet-team>, or directly through the Faculty & Staff HelpDesk at 562-938-4357.

Help is available through phone, e-mail, and walk-in visits. Or make an appointment for one-on-one training.

LBCC Canvas Learning Management System (LMS)

Canvas is LBCC's only Learning Management System (LMS) used at for online, hybrid, and web-enhanced classes.

If you need training in Canvas LMS please visit the following sites:

- <https://www.lbcc.edu/canvas-lms>
- OLET Training & Workshops: This site lists all our workshops & training
<https://lbcc.instructure.com/courses/29893>
- Canvas Help Guides & Video Tutorials: To learn more at your own leisure and pace. Step-by- step help guides & videos on how to use Canvas
<https://lbcc.instructure.com/courses/22462>

If you need general support, you may also visit the Instructional Technology Development Center (ITDC). See #1 below.

OLET Resource Sites

For Faculty:

- [Canvas Learning Management System \(LMS\)](#)
Canvas is LBCC's only Learning Management System (LMS) used for online, hybrid, and web enhanced classes.
- [OLET Training & Workshops](#)
This site lists all our workshops & training
- [Canvas Help Guides & Video Tutorials](#)
To learn more at your own leisure and pace. Step-by-step help guides & videos on how to use Canvas
- [Online Faculty Resource Site](#)
Many resources for our LBCC faculty on Online Teaching, OER, and more
 - [Teach Online Seminar \(TOS\)](#): If you want to teach an online LBCC course you will need to complete the TOS. This is a 5 module self-pace course.
 - [Online Teaching Training, Guidelines & Procedures](#)
 - [Prospective Online Instructors](#)
 - [OL FANs](#) (Online Learning Faculty Advisory Network): An LBCC advisory group composed of faculty members who have taught online, OLET Online Education Dept. staff, and tech support professionals

- [Open Educational Resources \(OER\) Site](#)

A research guide to help you learn more about OER, find OER resources & textbooks, Copyright & Creative Commons, and more.

- [Zero Textbook Cost \(ZTC\) Course Status](#)

Site to submit any courses you teach that are using Zero Textbook Cost. This submission will be used to update the schedule of classes.

For Students:

- [Canvas Learning Management System \(LMS\)](#)

Canvas is LBCC's only Learning Management System (LMS) used for online, hybrid, and web enhanced classes.

- [Canvas Help Video Tutorials for Students](#)

Guides for students on how to use Canvas

- [Online & Distance Learning Site](#)

Site for our Online learning students

- [Online Learning Student Readiness](#)

Resources for students to prepare for & succeed in Distance Learning (Fully Online & Hybrid courses)

- [Student Technology Help Desk](#)

This is a help desk department dedicated to supporting students with LBCC technology (Office 365, Student Email, Viking Sys, My.LBCC, & more)

Instructional Technology Development Center (ITDC)

ITDC Department

<http://archive.lbcc.edu/ITDC/index.cfm>

Phone: 562-938-4357 (IITS Help Desk) & ask for the ITDC

Locations & Hours: ITDC is located at both campuses

At LAC in room L-142. Enter through the back of the L-Building (Library/Learning Resource Center).

Fall & Spring Hours: Monday–Thursday: 8:30 a.m.–5:30 p.m. and Friday 8:30 a.m.–5:30 p.m.

At PCC in room LL-124. The PCC ITDC is located in the Library/Learning Resources Center. The ITDC at PCC is currently open for self-service only, only with OMNI code access.

Map and more info: <http://archive.lbcc.edu/ITDC/Location-Information.cfm>

If you have any questions, need assistance or want to make an appointment with an Educational Technologist, please e-mail Monika Mravec at mmravec@lbcc.edu or C.C. Sadler at csadler@lbcc.edu or call the IITS Help Line at 562-938-4357 and ask for the ITDC.

Online Learning Program (OLP)

LBCC's Online Learning Program (OLP) is dedicated to supporting teaching and learning, as well as enhancing student engagement, achievement, & academic success.

Types of Online Learning Courses at LBCC

Online Learning refers to three types of courses:

- Fully Online: a course that meets 100% fully online
- Hybrid: a course that meets partially in a classroom and partially online
- Web-Enhanced: a face-to-face course that meets 100% in a classroom yet also uses the LMS.

The fully online and hybrid courses are also known as distance learning courses. The web-enhanced courses are regular face-to-face classes in which the instructor uses online tools (like our LMS) as additional resources for students.

OLP Department

<https://www.lbcc.edu/distance-learning>

Student Site: <https://www.lbcc.edu/distance-learning>

Email: dl@lbcc.edu

Online Faculty Help: 562-938-4357 (IITS Help Desk) and ask for Online Learning

DL Student Help Desk: 562-938-4818

Locations: At LAC, Located in L-Building room L-142. Note: This in-person location is only for faculty support. Student in-person support should be directed to the Student Technology Help Desk (STHD) in-person locations. (see below).

How to become an Online Instructor

If you are a faculty member that has been assigned or would like to be assigned a distance learning course (hybrid or fully online) at LBCC then you are required to complete the online teaching certification (i.e. the Teach Online Seminar). If you have completed online teaching training at another institution you may complete a waiver form at <https://lbcc.instructure.com/courses/26684/pages/training-options>

Teach Online Seminar (TOS)

If you want to teach an online LBCC course you will need to complete the TOS. This is a four module self-paced course.

LBCC Student Technology Help Desk (STHD)

The Student Technology Help Desk (STHD) supports all LBCC students in accessing and successfully using LBCC technology, including support for:

- Single Sign-On Passwords (Viking System, LMS Canvas, Office 365, Student Email, etc.) Viking Portal (access & navigation)
- Canvas LMS Navigation & Support Office 365 & MS Office
- LBCC Student Viking Email Student Viking System Navigation
- Wireless Access & Wireless Printing Starfish student navigation
- LBCC Website Navigation & more.

STHD is staffed with knowledgeable and friendly student team members to provide peer guidance to all LBCC students. The Student Technology Help Desk (STHD) is available to support students via phone, email, and in-person at both the LAC and PCC.

Phone: 562-938-4250

Email: sthd@lbcc.edu

To learn more about the Student Technology Help Desk (STHD), including hours, policies, in-person locations, areas of support, step-by-step guides, and overall mission, visit www.lbcc.edu/sthd.

IITS Faculty & Staff Technology Help Desk

The IITS Faculty & Staff Technology Help Desk is a one-stop shop for all faculty & staff technology questions for the classroom, PeopleSoft, instructional technology & your office.

Phone: 562-938-4357 (HELP)

Email: helpdesk@lbcc.edu

Self-service ticket system: <https://ticketsystem.lbcc.edu/>

For more information about the IITS Faculty & Staff Technology Help Desk, including upcoming IT workshops, step by step help guides, and more, visit <https://www.lbcc.edu/ithelpguides>.

Viking Campus Bookstore

Textbook Affordability

We understand that textbook affordability is a sensitive subject and have implemented various options to help keep those costs down for students and to ensure student success.

First Day

First Day is an inclusive access model that allows digital course materials to be purchased through class registration at a price below market value. Students will have access to those digital materials on the FIRST DAY of class through their LMS.

BNC OER+

For professors wanting to use a digital platform but still utilize OER, BNC OER+ is a great option with a \$25 cost to students.

- Highly customizable to the professor.
- Course offerings within social sciences, biology, math, business, early childhood education and others.
- Access to test banks, auto graded quizzes and other instructor resources.
- Printed option for textbook available at \$15.

Price Matching

The bookstore price matches books with Amazon and BN.com:

- New, used, and used rentals.
- Exact textbook - condition and rental term.
- In stock titles on competitors' website.
- Sold and shipped by Amazon/BN.com.

They cannot match:

- Digital textbooks and access codes.
- Rentals with new condition (only used).
- Online Marketplaces (3rd party sellers).

Rental Books

Standalone textbooks are entered into their rental program for students to rent for the entire semester for a one-time fee. Fee is based on individual titles.

Textbook Adoptions and Why They're Important

The sooner the bookstore receives your book adoptions the better chance they have at finding used books for students. Your adoptions also help them keep used rentals and enable them to buy books from students. The bookstore rents around 4,000 books per semester. They would need to have your adoptions before the semester ends to keep those used rentals on the shelves or risk giving them to other schools that have adoptions. The buyback program allows students to put cash back in their pockets and sell their books for 50% store value. The bookstore's buyback list is based on your adoptions so they know what to buy.

Submitting Adoptions

Submit your adoptions through the online system for ease of tracking, history and to keep your department head in the loop. Visit www.facultyenlight.com to enter your adoptions.

Contact the bookstore

LAC: Mary Fekjar, Store Manager
mfekjar.bn@lbc.edu, 562-938-4806
Reed Figueroa, Textbook Manager
rfigueroa.bn@lbcc.edu, 562-938-4592

PCC Harold Taylor, Store Manager/Textbook Manager
htaylor@lbcc.edu, 562-938-3106

Student Learning Outcomes (SLO)

The current campus-wide SLO Coordinators and departmental SLO Facilitators can be found and contacted at <http://bit.ly/CurriculumContacts>.

For department-specific information about assessment expectations, contact your Department Head and/or your department's SLO Facilitator. For general information about the SLO process at LBCC, contact your campus-wide SLO Coordinators.

Student Learning Outcomes (SLO) assessment is the continuous process of collecting, evaluating, and using information to determine how well learning expectations are being met. The purpose of this process is to use these results, positive or negative, to stimulate meaningful dialogue about how instruction and curriculum may be modified to effectively engage students in the learning process and sustain institutional effectiveness (i.e., the college's ability to meet its mission and values). In collegial conversation, all faculty members (full-time and part-time) are called upon to discuss what the assessment results reveal about student learning. These insights will lead to suggestions and/or changes that can enhance instructional strategies and curriculum. All faculty members work with their departmental SLO Facilitator, department head, and dean during the assessment cycle. SLO Facilitators work with faculty to design and modify SLOs and to capture discussions about the results of assessment as well as meaningful actions that departments will take to increase student success. It's important to note that the results of assessment that full-time and part-time faculty members submit for a course or program should match the assessment task in TracDat for that course or program. SLO Facilitators and faculty have the opportunity to work with the Office of Institutional Effectiveness to create meaningful assessment tasks and disaggregate SLO data.

5. STUDENT ACADEMIC POLICIES

Course Repetition

State regulations restrict the number of times a student may enroll in a course within a community college district. Most courses are designated as nonrepeatable, which means that a student can only repeat the course under the following circumstances:

To alleviate substandard work: When a mark of D, F, NP, or W has been previously recorded in a course, a student may enroll to repeat the course. The student is limited to a maximum of three attempts in any one course to earn a passing grade. The grade from the most recent time the course was repeated will be used for determining grade point average regardless of whether the last grade is higher or lower than the grade earned on previous attempts. The grades for all earlier attempts and the most recent attempt shall each be recorded on the student's permanent record, ensuring a true and complete academic history.

Significant Lapse of Time: When a mark of A, B, C, or P has been previously recorded in a course, a student may only repeat the course if 36 months have passed since the grade was awarded and the student is required to have taken the course within a recent amount of time as required by another course or program at the college or at another college or university to which the student seeks to transfer. For 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 grades of all earlier attempts and the most recent attempt shall each 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, scholarships, or athletic eligibility. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.

Mandated Training: A student will be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to meet legally mandated training requirements or conditions of continued paid or volunteer employment. Enrollment under this provision is limited. Documentation supporting the mandated training is required and must be

submitted to the Enrollment Services office.

Change of Industry Standard or Licensure:

A student may be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to maintain licensure or if an industry standard has changed significantly since the course was taken and the student needs the skills in order to gain or keep employment. Documentation supporting the licensure or change in industry standard is required and must be submitted to the Enrollment Services office.

The student is responsible for ensuring 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. Credit by examination and courses in the 600-number noncredit band are not subject to the course repetition rules.

Noncredit & Non-Graded Zero Unit Courses and Grades

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

Pass/No Pass Deadlines

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. Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term. The Online Registration System is available daily from 6:00 a.m.–2:00 a.m. (including weekends and holidays).

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 applicable. Satisfactory completion of an assessment requires successful completion of the assessment process. Satisfactory completion of a prerequisite course requires a grade of P formerly 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 their official transcript to the Admissions and Records office and ask for an equivalency evaluation before registering. The student may challenge the prerequisite if they think they have 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 a set of skills or a course that will significantly increase a student’s probability of success in a course but is not necessarily required for success.

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. Students 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 they want to enter. If space is available in the class at the time they file the challenge, they may register for the challenged course and the District will resolve their challenge in a timely manner. If the challenge is denied, the student will be dropped from the challenged class. If no space is available in the challenged class at the time the student files, the District will resolve their challenge prior to the beginning of registration for the next term. The student may register in the challenged class during the normal registration period if their challenge is approved.

Reinstatement

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

- A. Faculty members or student can obtain a reinstatement form from Admissions & Records or your department office may also have the forms.
- B. Complete the form and turn it into Admissions & Records. The form is very short and easy to complete.

Notes: 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.

Student Conduct & Discipline

LBCC has standards of behavior that apply to everyone associated with the District. These standards are set forth as policies in the Administrative Regulations and Policies (the Student Conduct Code or AR 5012). The Student Code of Conduct is a system established to ensure a fair process for people who believe the behavior standards have been violated, as well as to people who have allegedly violated these standards. These established standards, which are upheld through an educational disciplinary process, support the District's academic mission. As an institution of higher learning, LBCC strives to maintain an environment in which its students, employees, and guests feel supported. As a diverse population, we must be able to live, work and learn in a climate of tolerance, civility and respect for the rights, property, and sensibilities of others.

The student disciplinary process exists to set a standard for ethical behavior. It is designed to be life-preparatory, fair, and hold individuals accountable for behaviors and decisions. It is not designed to replace or substitute the Federal or State legal system. The student disciplinary process provides an important forum that responds to the interests of the LBCC community.

The Office of Student Conduct 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 to determine how best to resolve these allegations consistent with the goals and mission of LBCC as an educational and intellectual community. Protecting an individual's due process rights is an important component within the procedures of student conduct, as it ensures students have the opportunity to address allegations.

These processes are designed to lead with care and educate; while being certain that individuals are held

accountable. We seek to protect our community and promote a student's sense of responsibility by enforcing accountability

Reporting

For information about reporting, support services for students, contact persons, due process, grievance and conduct procedures, please review the information at <https://www.lbcc.edu/post/student-discipline-conduct-due-process>. When addressing student behaviors, the College utilize three categories: minor, major, and severe. These categories, help recognize, evaluate and inform how to respond to student's behaviors.

As you address student behavior in the classroom, the following information can provide you with some direction/support: Major infractions such as fighting, threats (beyond speculative), cheating or any alleged behavior that is more easily identified as a possible violation of the Student Code of Conduct should be directed to the Office of Student Conduct.

Once the report has been received and reviewed, an investigation will begin. An investigation helps the Office of Student Conduct understand the allegation and can include conversations with witnesses, requests for documentation, meetings and a hearing with the student. It is important to understand that the conduct process exists to be life-preparatory, hold students accountable, and adhere to due process.

Severe incidents where students pose a direct threat in the classroom environment (i.e., documented and specific, which is beyond speculative), or a clear violation of the Student Code of Conduct with imminent risk, faculty should dismiss a student from class for up to two consecutive sessions. The faculty or the faculty's department head should communicate this to the student. An investigation will immediately take place upon receipt of an incident report to the Office of Student Conduct.

In the event where a student's behavior is dangerous or threatening (documented and specific, which is beyond speculative), or they refuse to leave class/office, faculty/staff/student should call Campus Police, and they will assist in removing the student from class. This information should be included in the incident report.

Marijuana

The passing of California Proposition 64 permitted the sale of recreational marijuana in 2018 in the state of California. Now, recreational marijuana usage in one's private home or at a licensed business is allowed. Usage of marijuana is not permitted in public which includes the LBCC campus.

Under the Controlled Substance Act (CSA) (21 U.S.C. § 811), marijuana is classified by the Federal Government as a Schedule 1 controlled substance and therefore any use, possession or distribution of marijuana is considered a violation of federal law.

Students who may arrive to class smelling of marijuana could create a distraction or raise concern about the student's ability to perform in class. We recommend that during your general classroom expectation discussion faculty should address all behaviors that may be concerning (e.g., hygiene/strong odors, cell phone usage, tardiness, side conversations, foul/disrespectful language, etc.). Specifically, faculty and staff are advised to address the concerning behaviors (e.g., sleeping, tardiness, mobility, not paying attention, etc.) and are not advised to address the scent of from possible marijuana usage.

The following statement has been prepared and can be shared with your class regarding strong odors:

"Strong odors such as perfume, lotion, sweat, choice of hygiene, and the scent of tobacco/marijuana can create a distraction and affect the learning environment. These instances will be addressed privately before the next class session."

As always, the Director of Student Conduct and Student Life welcomes the opportunity to answer questions, provide clarity, or consult. We strive to be a helpful and efficient resource for the entire LBCC community. Visit the Office of Student Conduct Monday–Thursday 8:00 a.m.–5:00 p.m. in room E -207 or call 562-938-4666.

In addition, Student Affairs (Student Health Services and Student Conduct) staff are available to provide your department with training on how to respond to students in distress. If you would like to schedule a training, please contact Roberta Maroney at 562-938-4370 or rmaroney@lbcc.edu.

As a reminder, if there is an immediate threat or need for help, contact Campus Police at 911. For Police Non-Emergency issues please call 562-435-6711

6. RESOURCES

Academic Computing, Desktop Support, Multimedia Equipment Services & Support

Instructional and Information Technology Services (IITS)

Tim Heffern, Deputy Director
562-938-4346, theffern@lbcc.edu

Academic Computing

The technicians in Academic Computing support all college academic computer labs. If you are part of a discipline specific lab, or require installation of specialized software to support your classes, please contact the Help Desk or access the ticket system via the web to make a request. 562-938-4357 (HELP), <http://ticketsystem.lbcc.edu>

Desktop Support

The technicians in Desktop Support support all college staff, faculty, and administration locations. If you require software or hardware assistance in your office, please contact the Help Desk or access the ticket system via the web to make a request.

562-938-4357 (HELP), <http://ticketsystem.lbcc.edu>

Multimedia Equipment Service & Support

Classroom/Meeting or Events Room Support

LAC Multimedia Services: room L-137

PCC Multimedia Services: room LL-126

562-938-4357, 562-938-4357

<http://archive.lbcc.edu/mess/>

Hours of Operation: Monday–Thursday 7:00 a.m.–10:00 p.m. and Friday 7:00 a.m.–4:00 p.m.

(Friday hours are subject to change during summer schedule)

Multimedia Technicians support the use of multimedia presentation equipment across our campuses. There is a wide disparity of equipment permanently installed in most rooms depending upon the age and condition of the building. LBCC has buildings that were built in the 1920s up to 2019. Newer multimedia presentation systems are all digital and include a room computer with CD/DVD player, a projector or TV monitor and guest cables to plug in a personal computing device. Some rooms have no permanently installed equipment and may require the delivery of temporary equipment for meetings/events/classes.

If you are using equipment in the classroom/meeting or events room for the first time, please contact the Help Desk to schedule a "Meet & Teach." They will be more than happy to assist!

Equipment may be reserved for rooms without installed equipment. Please contact the Help Desk at least 24 hours in advance to ensure availability of equipment needed. Please include all pertinent information: Contact name, phone #, room #, type of equipment, day, date, start and end time. Equipment cancellation notices are appreciated!

If you are in classroom, meeting, or event room and encounter a problem, please call the Help Desk and they will do their best to assist you and send a technician to your classroom as soon as possible.

Please note that there may be a delay during busy class times.

Important note:

Please do not store any files on computers in classrooms and carts. They may need to wipe the hard drive and re-image on a moment's notice because of viruses and equipment malfunctions. It is strongly suggested that you have your class support material in a portable format with you to prevent an unforeseen problem.

Viking Campus 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. (There is no discount available on textbooks.)

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.–6:00 p.m. and
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. and Saturday 9:00 a.m.–1:00 p.m.

Viking Express @ PCC hours:

Monday–Thursday: 7:00 a.m.–8:00 p.m.
Friday: 7:00 a.m.–2:00 p.m.

Fitness Centers & Pool

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.

Fitness Centers at LAC and PCC

The Fitness Centers at each campus are available for employee use during the academic term. All employees must attend an equipment introductory session prior to working out. Dates and times for equipment introductory sessions will be posted on In The Loop.

Fall and Spring Hours:

LAC Fitness Center (R203)

Monday and Wednesday 8:00 a.m.–6:00 p.m.,
Tuesday and Thursday: 8:00 a.m.–1:00 p.m. and 2:30
p.m.–6:00 p.m., Friday 8:00 a.m.–1:00 p.m. and
Saturday 8:00 a.m.–12:00 p.m.

PCC Fitness Center (CC109)

Monday and Wednesday 8:00 a.m.–6:00 p.m., Friday 8:00
a.m.–2:00 p.m. and Saturday 8:00 a.m.–12:00 p.m.
Winter and Summer intersession hours vary so please ask
an instructor for a schedule.

Pool (LAC)

The pool is available to employees during the Fall and
Spring terms only. It is available for employee use
during the following times:

Tuesday and Thursday 11:50 p.m.–12:50 p.m. and Friday
11:00 a.m.–1:00 p.m.

There may be occasional times when the pool will not be
available due to Athletic competitions or other events.
Every effort will be made to give advance notice of these
changes.

Long Beach City College Libraries

Long Beach City College libraries are located in the L and
LL buildings of the LAC and PCC campuses respectively.
Hours can be found on the Library website at [https://www.
lbcc.edu/icon/hours-operation](https://www.lbcc.edu/icon/hours-operation). The Library Department
can also be reached via phone at 562-938-4231 (LAC) or
562-938-3029 (PCC) and on the web at [https://www.lbcc.
edu/library](https://www.lbcc.edu/library).

The LBCC Library supports the educational mission of the
College by anticipating and fulfilling the information needs
of the diverse student, faculty, administration, staff, and
the LBCC community.

Visit the Library website for more information about the
Library policies, services and resources such as:

- Library instruction including
 - Workshops (one-on-one and group)
 - Orientations
 - Research Classes (LIB3)
 - A Certificate of Achievement and Associate of Science
for Library Technicians
- Resource-sharing
 - Inter-Library Loan (borrowing books and articles from
other institutions)
 - Reciprocal borrowing CSULB

- Research Resources
Books, eBooks, Articles in print and online formats, Audio-visual materials, including videos, CDs, DVDs and audio-books.
Public videos about using the library in English, Spanish, Khmer, and Vietnamese

Maps for Liberal Arts Campus (LAC) and Pacific Coast Campus (PCC)

Maps for both campuses showing locations of services, departments, and parking are available online at: <https://map.concept3d.com/?id=1218#!ct/48359,31186,31194>

7. STUDENT NEEDS

Academic Counseling

Counseling services are readily available to all students and tailored to meet individual needs. Comprehensive counseling services are available during a scheduled 30-minute counseling appointment or periodically on a first come first serve basis throughout the semester. Additionally, Express counseling sessions are available in 10-minute segments on a walk-in basis. Furthermore, Online Counseling services are available and include face-to-face virtual, chatroom, and express counseling.

To schedule a counseling appointment, contact the Counseling Department: LAC in A-1111, phone 562-938-4561 or PCC in GG-202, phone 562-938-3920. In-person appointments can also be scheduled online by going to <http://couns.lbcc.edu> and clicking on the campus link LAC or PCC. Online Counseling services can be accessed by going to <https://www.lbcc.edu/online-counseling>.

CalWORKS

California Work Opportunity and Responsibility for Kids (CalWORKs) is a public assistance program that provides cash aid and services to eligible families with children. The program serves all 58 counties in the state and is operated locally by the county of Department of Public Social Services. If a family has little or no cash and needs housing, food, utilities, clothing or medical care, they may be eligible to receive immediate short-term assistance. Families that apply and qualify for on-going assistance receive money each month to help pay for housing, food and other necessary expenses. The services provided by CalWORKs help remove barriers to employment and help families become economically self-sufficient.

To be eligible for CalWORKs services students, are required to have the following:

- A current Welfare to Work Plan filed at their county Department of Social Services offices.
- A Verification of Benefits on file for every term they are registered in classes.
- Be currently enrolled in classes or in the process of enrolling at LBCC.
- Attend a CalWORKs Orientation.
- Meet with a CalWORKs counselor to complete a full Student Educational Plan.

Academic, Career & Personal Counseling:

Our counselors provide academic, career, transfer and, to a limited extent, personal counseling. They work with our students to develop a comprehensive Student Educational Plan (SEP) to inform them of all the coursework needed to complete their educational goals and assist them with planning out and completing those requirements.

Case Management:

Assistance with all county paperwork is provided to all eligible CalWORKs students. Assisting students to understand and comply with their county requirements is an essential.

Child Care:

Based on budget, child care funds are available to help cover the cost of child care while the CalWORKs student is in class or is employed.

Priority Enrollment/Registration:

CalWORKs students, that meet the criteria will receive Priority Enrollment/Registration appointment. The CalWORKs student are able to enroll during the earliest priority enrollment date. This facilitates enrolling in the classes needed to complete their educational goals efficiently and effectively.

Career Experience Program/Work-Study:

Employment readiness and opportunities for paid work experience on or off campus; are available through the CalWORKs program.

Other benefits CalWORKs students are eligible to receive the following:

- Reimbursement for required textbooks, school supplies needed for class (backpacks, Graphic Calculators, specialized equipment, etc), and other college expenses (Health fee, Parking fee, Lab fees, Student Service card, etc.)
- End of the Year banquet
Invites all CalWORKs students who, during the academic year, graduated with a Certificate of Achievement or Associate's degree, and/or were accepted for transfer to a university, to celebrate their accomplishments.

CalWORKs Hours & Location:
Monday–Thursday 8:00 a.m.–6:00 p.m. and Friday 8:00 a.m.–12:00 p.m.
PCC Room GG-217, 562-938-3116,
www.lbcc.edu/calworks/

EOPS/CARE

EOPS is a retention program that provides educational counseling and educational planning, along with a network of benefits and supportive services, to economically and educationally disadvantaged students. Through this, EOPS improves students' opportunities to successfully complete their educational goals, and to do so with a higher level of achievement and in a timelier fashion.

EOPS students are eligible to receive the following benefits and services from the program.

EOPS Counseling:

Counselors provide academic, career, transfer and, to a limited extent, personal counseling. They work with our students to develop a comprehensive educational plan to inform them of all the coursework needed to complete their educational goals and assist them with planning out and completing those requirements.

Priority Enrollment:

EOPS students, those that meet the general statewide criteria to receive priority enrollment appointment, are able to enroll during the earliest priority enrollment date. This takes effect for enrollment in the next regular academic semester after the semester the student initially joins the program, and facilitates enrolling in the classes and schedule needed to complete their educational goals efficiently and effectively.

Student Success Course:

All EOPS students are required to complete a student success course, COUNS 49 or LEARN 11, within their first two semesters of EOPS participation. EOPS provides the course textbook, free of charge, to all EOPS students enrolled in either course.

Books Grants:

New EOPS students, and continuing EOPS students who are "in compliance" with all program requirements, are eligible to receive cash grants each semester to supplement financial aid and assist with the costs of purchasing course textbooks. Currently the maximum amount is \$300 per semester.

Book Loan Library:

EOPS maintains a library of the most commonly required student textbooks. These books can be checked out from

EOPS for the entire semester before students have to return them. The supply of books is limited. EOPS students can typically borrow 1-2 books per semester.

LBCC Cap & Gown Voucher:

For active EOPS students graduating from LBCC with a Certificate of Achievement or Associate's Degree, during the current academic year, to provide a free cap and gown to use for the graduation ceremony.

Cultural excursions:

EOPS is encouraged to provide students with opportunities to experience cultural activities and events that students might not otherwise have had the opportunity to experience or be exposed to. Recent excursions include the Getty Museum, Museum of Tolerance and a performance of the Shen Yun performing arts group.

LBCC Parking Permits:

EOPS offered students the opportunity to receive a free parking permit for the semester.

Meal Cards:

Students who completed an end of term survey were provided with \$30 meal cards that can be used at the LAC Cafeteria or PCC Grill.

What are the criteria to be eligible for EOPS?

Students must:

- Be a California resident.
- Have completed less than 55 total units from all colleges ever attended (remedial courses and units from non-regionally accredited colleges are not counted towards this unit limit).
- Complete the LBCC Orientation.
- Complete either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act financial aid application.
- Qualify for the California College Promise Grant through Method A, B, or C with a \$0 Expected Family Contribution through the financial aid application.
- Enroll in 12 or more units for the semester they intend to begin participating in EOPS. Exceptions are made for students enrolling in only 9-11.5 units who complete, and have approved, an EOPS 3/4-time waiver and for students participating in Disabled Students Programs and Service (DSPS) who have an accommodation letter from a DSPS counselor specifying the number of units they are to be enrolled in.
- Meet at least one other EOPS educationally disadvantaged criteria. These criteria include being a first generation college student, non-native English speaker, a current or former foster youth, not graduating from high school, or being part of a disproportionately under-represented student group (as defined by the college's equity plan).

How to apply:

- Submit an LBCC application for Admission in the Enrollment Services office or online at www.lbcc.edu (if not already a current student).
- Submit a Free Application for General Student Aid (FAFSA) or California Dream Act application to determine financial eligibility based on parent's income, if student is aged 24 or below, or student's income, if an emancipated youth or aged 25 or above.
- Students who are financially eligible qualify for the California College Promise Grant. Income criteria for the BOG varies slightly year to year. See <http://extranet.cccco.edu/Portals/1/SSSP/FA/FWAX/201819CCPGPromiseGrantIncomeStandards.pdf> for current criteria.
- Once determined to be financially eligible, EOPS will send an email to invite students to apply for the program. These emails are usually sent out every one to two weeks, based on FAFSA data transmitted to the Financial Aid office.

Once the EOPS application is submitted:

- Students who meet all EOPS financial eligibility and educational disadvantaged criteria will be invited to attend an EOPS Orientation.
- After attending an EOPS orientation, students will be scheduled for a 1 hour EOPS educational planning counseling appointment and, as part of the appointment, receive a comprehensive educational plan.
- Following the 1 hour EOPS counseling appointment, students will officially become part of the EOPS program and will be able to receive program benefits and services once the semester has begun.
- All EOPS benefits and services are based upon available funding and only available on a first-come, first-served basis during the semester, while supplies last.
- EOPS students are eligible to participate in the program until they complete 70 or more degree applicable units. There are very limited exceptions to this, based on major and other criteria specifically defined by the Chancellor's Office.

CARE is a program within EOPS that provides additional benefits and supportive services to EOPS students who are single parents, head of household, participating in the county CalWORKs/GAIN program, have at least one child 13 years of age or younger, and are receiving cash aid for the child.

CARE Services include:

Apart from counseling, which is available year-round, CARE benefits and services are currently available only during the fall and spring semesters, not during intersessions.

Educational Childcare Grants:

To offset the costs of obtaining childcare to be utilized during the times CARE students need to study for classes (the county provides childcare for when the student is in class, but not for study time).

Meal Cards:

Assists students with purchasing food and meals on campus to promote their physical health and allow them to spend more time on campus studying and utilizing various campus resources.

Personal Development Workshops:

Workshops are offered on a variety of topics such as advocacy, budgeting, mental health, self-care and more, based on the needs and interests of the students.

How to apply:

- Prospective students must become a part of the EOPS program first.
- Prospective students are identified by the information provided on their EOPS application, as well as other information sources at the college, such as the CalWORKs office. Students are also informed about the CARE program at the EOPS orientation.
- CARE eligible students may apply to the CARE program at the same time they apply to EOPS, or afterwards, but can only be accepted into CARE once they have completed the EOPS application and admissions process.

Once the CARE application is submitted:

- It takes 1-2 weeks, on average, to process a CARE application if it is properly completed and all required documentation is submitted with it. Students with approved CARE applications will be invited to attend a CARE Orientation.
- After attending a CARE Orientation, students will officially become part of the CARE program for the academic year.
- CARE students must reapply to the program each academic year, to confirm continued eligibility for the program.
- Participation in CARE ends when students complete the maximum amount of units allowed for EOPS participation or no longer meet CARE eligibility criteria, whichever comes first.

EOPS/CARE Hours & Locations

Monday–Thursday 8:00 a.m.–6:00 p.m. and Friday 8:00 a.m.–12:00 p.m.

LAC room A-1134, 562-938-4273

PCC room GG-217, 562-938-3097

www.LBCC.edu/eops/

email: eops@LBCC.edu

The Healthy Viking Initiative

The Healthy Viking Initiative supports and encourages students to make healthy choices in all aspects of their lives and connects students to resources to meet these essential needs such as nutrition, health care, and shelter. The Healthy Viking Initiative encourages students to be engaged in our programming designed to promote tools for success that includes social and emotional well-being, positive sleep habits, signing up for CalFresh, and assisting students in navigating the college resources.

For more information, please contact the Office of Student Affairs at 562-938-4370 or visit the office at LAC in Building E.

In addition they offer the following as a statement that could be shared with your class regarding basic needs: "Any student who faces challenges securing their food or shelter and believes this may affect their academic performance is urged to contact Student Affairs for support."

Viking Advantage and Long Beach College Promise

Viking Advantage

Viking Advantage is a first-year experience program for any first-time college students enrolled in 12 or more units per semester. It focuses on offering transitional support such as eligibility to participate in a summer transition program, enrollment in a first-year college success course, and registration assistance. Viking Advantage focuses on removing obstacles so that students can achieve their academic goals. As a result, Viking Advantage students receive one year of free tuition, priority registration and access to a Student Success Network to help them reach their academic goal. The benefits of the program include:

- First year tuition (primary terms only) at LBCC.
- Priority registration.
- Participation in Viking Summer Voyage, a free two-week summer bridge program.
- Access to a dedicated Student Success Network of academic coaches, mentors, and counselors to support their academic success.
- First year college success course.
- Second year programming focused on career development and mentoring.

Requirements to participate in VA:

- Be a first-time college student
- Enroll in a minimum of 12 units at LBCC per semester
- Apply to FAFSA or CA Dream Act
- Complete the participation agreement

Long Beach College Promise

The Long Beach College Promise is an exclusive partnership for Long Beach Unified School District (LBUSD) students. To be eligible, students must enroll at LBCC directly following graduation from high school. In addition to the opportunities outlined for Viking Advantage such as a focus on transitional support, assistance working toward the completion of academic goals and the elimination of financial obstacles, LBUSD students will also be eligible for:

- Two-years of free tuition (primary terms only) at LBCC
- Promise 2.0

Requirements to participate in the LBCCP:

- Must be a LBUSD graduate
- Must enroll at LBCC directly following graduation from high school
- Must be a first-time college students
- Enroll in 12 units or more at LBCC per semester
- Apply to FAFSA or CA Dream Act
- Complete the participation agreement

For more information regarding Viking Advantage or the Long Beach College Promise, please contact Sonia de La Torre-Iniguez in Student Support Services at 562-938-4307 or sdelatorre@lbcc.edu.

Student Financial Aid

LBCC offers a comprehensive Financial Aid program including Pell, SEOG, Full Time Student Success and Completion grants, Cal Grants, federal Work Study and California Promise fee waivers (for California residents). Financial Aid is part of the Enrollment Services Department at LBCC with offices are located at both the Liberal Arts and Pacific Coast campuses. Please see above Enrollment Services Hours of Operation.

Students who receive financial aid must attend class. No shows are not eligible for financial aid – students who never attend or who quit attending prior to the class census date will incur a debt for any financial aid funds they receive. Please help us help our students by reporting no shows promptly. If you ordinarily drop students who miss the first day of class, please do so by the end of the first day, if at all possible.

All students are encouraged to submit a FAFSA application for Financial Aid. Several factors are used to determine eligibility. Please let your students know that:

- Almost all students who apply for financial aid at least qualify for a California Promise fee waiver that pays their enrollment fees if they are a California resident.

- Students can confirm their Financial Aid awards by logging in to their Viking account.
- The first disbursement will occur during the first week of each term to students whose files are complete.
- Late applicants or those whose files are not completed in time for a first week disbursement may receive a book advance prior to receiving their financial aid.
- Book advances are used to purchase their books at the Viking Bookstore.

Visit <http://www.lbcc.edu/financialaid/> for up-to-date information about programs and services

Student Health Services

All students who have paid the Student Health Center fee (\$20 per semester) can use our medical and mental health services at no additional charge. Regardless of what insurance coverage the student may or may not have, they are still eligible for basic health services and mental health support at the Health Center.

All services are no-cost or low-cost and are supported by student health fees. Student Health Services engages students in making informed decisions about health-related concerns and empowers them to be self-directed healthcare consumers. Medical Services are located on both campuses and are staffed by a nurse practitioner, registered nurses, and health service technicians. Students are welcome to make appointments for a variety of services such as physicals and flu vaccines as well as receive over-the-counter medications for colds or headaches. Our students should never attend LBCC hungry, and they may pick up a snack on either campus from the mini Viking Vault (over-the-counter nutrition) located in Student Health Services.

Lactation rooms or Mother's Rooms for students needing a private space on campus, are also available in both Student Health Services Clinics during clinic hours Monday –Friday 8:00 a.m.–5:00 p.m.

Students can expect to find someone who is interested in listening to their concerns, helping them understand themselves better and guiding them with healthy resolutions. They will be taking the student seriously, and able to discuss anything they wish.

Information on low-cost health insurance coverage under Covered California is also available.

LAC: A-1010, 562-938-4210

PCC: GG-117, 562-938-3992

Hours of Operation: Monday–Thursday 8:00 a.m.–5:00 p.m. and Friday 8:00 a.m.–12:00 p.m.

Mental Health Services

The mission of Mental Health Services is to assist students in functioning effectively in the college environment by supporting their psychological well-being as they pursue personal and academic goals. Individual counseling by a licensed or graduate mental health professional is available at no cost for students currently enrolled at LBCC and have paid the Student Health Services fee. The College provides individual and group services and educational workshops to help students cope with academic stress, anxiety, depression, and substance abuse. Social and emotional support services are available by appointment. Daily drop-in visits are also available for students in crisis. Sessions are strictly confidential and are held in the Student Health Services offices at both LAC in room A-1010 and PCC in room GG-117. Crisis intervention and referrals to campus and community resources are also available. Contact 562-938-3987 for more information.

Student Life and the Student Unions

The Office of Student Life encourages all students to explore their passions, create new friendships and to be a part of the LBCC Viking community. We believe that empowerment and governance, traditions and engagement, accountability and community, and leadership development, represent the four tenets of the student co-curricular experience. Through activities, clubs, programs, and governance, the Office of Student Life promotes opportunities for all students to connect to the campus and with one another. Our programs present opportunities for leadership development, personal growth, shared governance, healthy competition, volunteerism, and community. Visit us at the Student Life Offices in the Student Union at both the LAC Campus (Building E) and the PCC Campus (Building EE) or check us out at <https://lbcc.campuslabs.com> or follow us on Snapchat and Instagram @lbccstudentlife

Empowerment & Governance

Student Government - The Associated Student Body (ASB) is the student voice for all students of LBCC. The ASB supports the intellectual, physical, social, and cultural goals for students by supporting co-curricular activities and advocating for educational and institutional change through legislative initiatives. Students interested in participating in student government, including the Associated Student Body Cabinet, Viking Activities Council, and Club Senate may wish to consider one of the many elected or appointed positions. The ASB is funded by the College Services Card.

Traditions & Engagement

Intramural and Recreation Sports - Intramurals and Recreation Sports strive to promote better health, teamwork, and leadership by offering a variety of activities for participants of all abilities. Intramurals and recreational sports offer a wide range of programming throughout the semester and play an integral role in student life.

LBCC Student Unions – The Student Unions are a one-stop location for getting involved in student clubs and activities, student IDs, applying for the Viking Volunteer program, signing up for Intramural activities, and getting connected to resources in Long Beach. On both campuses, the Student Union includes a safe and quiet space for studying or socializing with other students and are within proximity to our cafeterias. The Student Unions are located in Building E at LAC and Building EE at PCC.

Viking Volunteer - The mission of the Viking Volunteer program is to provide students with opportunities to serve their campus and community and become lifelong civic leaders. Volunteering helps connect students, clubs, and organizations to the community through service learning. Viking Volunteer offers opportunities for students to connect and to contribute to LBCC and the Long Beach community. Viking Volunteers receive an official transcript record of their volunteer service, which has helped many LBCC students in transferring to four-year colleges and universities.

Leadership Development

Clubs and Organizations - Joining a club or an organization provides the perfect opportunity for students to make new friends, develop leadership skills, and contribute to the college and community. In the 2018 fall semester, the college had sixty-six chartered clubs including our popular social services clubs. Utilizing contacts and experiences can help students build their resumes and plan for their futures.

Conferences - The John Fylpaa Leadership Institute (JFLI) and the Beverly O'Neil Leadership Conference are two premier programs that offer students opportunities to discover and develop their leadership abilities. JFLI is a five-month leadership program beginning in the fall semester to applicants interested in civic engagement and wanting to connect with current personnel in leadership positions held within the Long Beach Community. Beverly O'Neil Leadership Conference is a one-day comprehensive event focused on emerging LBCC leaders who are ready to take the next step in their leadership development.

Accountability & Community

Office of Student Conduct – As part of the educational experience at LBCC, accountability for one's actions and having the opportunity to learn from any misbehavior can

be part of the student experience. The Office of Student Conduct leads with care for our students. We believe in equitable solutions and advocate for a student's right to due process and their right to privacy. The Office of Student Conduct serves as a central location on the campus for reporting concerning behavior and is responsible for investigating allegations of possible violations of the Student Code of Conduct.

Student Success Centers

The Student Success Centers offer a variety of free and friendly learning assistance services to students in 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
- Online Study Skills Workshops
- TEAS test preparation
- Contextualized basic skills
- Supplemental Instruction (S.I.) program
- Study Rooms
- Multimedia Presentation Practice room
- Textbooks on reserve
- Instructional Software
- Test Proctoring
- Printing and Photocopying
- Scientific calculators and graphing calculators for checkout
- Laptops on reserve
- Anatomy models on reserve

The Student Success Centers are open from early morning until late at night Mondays–Thursdays, and Fridays and Saturdays in the morning to early afternoon to assist all students. Refer to the Student Success Center website for current hours and Center locations: <https://www.lbcc.edu/learning-and-academic-resources>

Faculty and instructional staff at the Student Success Centers assist students in courses from across the curriculum — for example Culinary Arts, Anatomy, and Nursing to English, Math, Reading and more!

Drawing on their expertise in learning theory and pedagogy, Instructional Specialists collaborate with classroom faculty to create targeted, content-specific learning activities to improve course success rates. Trained center staff members also assist students with these learning activities and connect students to on-campus resources.

Call or email a full-time Instructional Specialist:

- LAC Multidisciplinary Student Success Center
Emily Barrera – ebarrera@lbcc.edu, 562-938- 4705
- PCC Multidisciplinary Student Success Center & CTE Center
Heidi Neu-Stephens – hneu@lbcc.edu, 562-938-3979
- Math Student Success Center
Matt Montegary – mmontegary@lbcc.edu, 562-938-5035
- Writing and Reading Success Center
Daren Smoley – dsmoley@lbcc.edu 562-938-4731

Student Success Center locations and phone numbers
PCC Multidisciplinary Success Center: EE-206, 562-938-3991

LAC Multidisciplinary Success Center: L-212, 562-938-4699

LAC Math Success Center: V-163: 562-938-4228

LAC Writing and Reading Success Center: E-09L, 562-938-4520

LAC Tutoring and Supplemental Instruction Center: L-203, 562-938-4474

To help students develop information competency, the library faculty at both campuses offer instruction in the form of courses, orientations, and workshops on a variety of topics. For more information, visit www.lbcc.edu/library.

Library Resources for Students

Libraries at each of the two main campuses serve as vital information centers and provide access to resources from all over the world. The library collections include printed books, electronic books, periodicals, DVDs, CDs, and other video and audio recordings carefully selected to support the curriculum and information needs of the community of learners.

Students can:

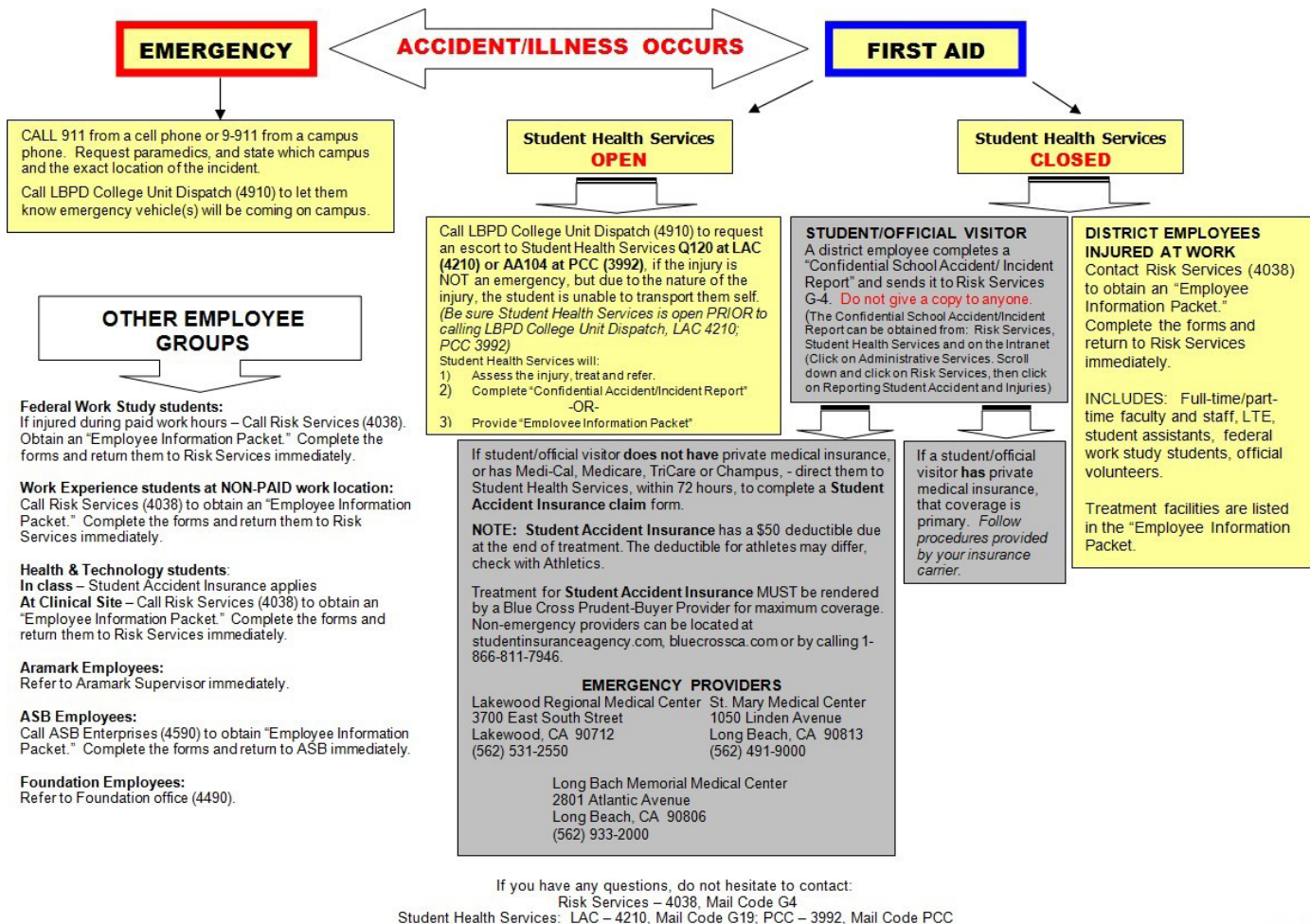
- Borrow DVDs, CDs, textbooks for their classes or books for research or leisure reading
- Study in the group study rooms or in the quiet study areas
- Read magazines, journals, and newspapers
- Borrow books from other libraries worldwide via Interlibrary Loan (ILL)

The library website provides access to reliable websites for research and other valuable resources such as the electronic article databases for articles in magazines, journals, newspapers and trade publications; and the online catalog.

During all hours the libraries are open, librarians are available to assist students with their research needs in person and via e-mail and instant messaging.

8. EMERGENCY SITUATIONS

Accident Illness Response Flow Chart



Bomb Threat Procedures

1. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! CLEAR THE AREA AND IMMEDIATELY CALL THE POLICE AT 562-938-4910. See below for further instructions.
2. Any person receiving a bomb threat phone call should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller
 - e. Background noise
4. Immediately notify Campus Police at 562-938-4910

5. The Campus Police will conduct a search. Employees are requested to make a cursory inspection of their area for suspicious objects. If one is found, report the location to Campus Police. **STAY AWAY FROM THE OBJECT and DO NOT TOUCH THE OBJECT!**
6. If an emergency exists, activate the building alarm.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE ELEVATORS.**
9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

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:

<http://www.drc-group.com/project/jitt-evacuation-campusfacilities.html>

On-Campus Staging Areas

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 911 from a cell phone, 9-9-1-1 from a campus phone. Protect yourself at all times and be prepared for aftershocks.
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: <http://drc-group.com/project/jitt-earthquake-preparedness.html>

Emergency Mobile Text Alerts

Text Message Notifications from LBCC Now Available for Students, Faculty and Staff.

In the event of an emergency, LBCC will provide accurate and timely information regarding campus safety issues directly to students and employees.

Employees:

To receive emergency text messages, employees must update their profile by logging into their Employee Self-Service account and enter their cell phone number.

Students:

To receive text messages, students must update their profile by logging into their student self-service account and enter their cell phone number.

LBCC will also share information about campus emergencies via the LBCC website www.LBCC.edu and social media pages:

- <https://www.facebook.com/lbcccitycollege>
- <https://twitter.com/LBCityCollege>

For more information, please contact the Office of Communications and Community Engagement at 562-938-4846.

For Community Members - City of Long Beach Emergency Notifications

Parents and community members can sign up to receive emergency notifications for the City of Long Beach at the link below:

<http://longbeach.gov/disasterpreparedness/alert-long-beach/>

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.

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” From a cell phone or 9-911 from a campus phone. 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.

Run, Hide, Fight Video:

<http://www.youtube.com/watch?v=1ESNae7OoyM>

Emergency Evacuation Guidelines for Persons with Disabilities

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Before an Evacuation is Ordered

Students should be invited to volunteer ahead of time to assist disabled persons in an emergency. If volunteers are not available, designate someone to assist who is willing to accept the responsibility.

- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of

disabled people and volunteers. Wheelchairs will be evacuated later, if necessary.

- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations, or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs.
- Certain lifts may need to be modified depending on the disabilities of the people.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare themselves.

When an Evacuation Has Been Ordered:

- Evacuate people with disabilities, if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake. Persons unable to evacuate should remain in the stairwell landing.
- Call 9-911 from a campus telephone or 911 from a cell telephone.
- Check on persons with a disability during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (Staff/Students) to assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency worse.