

LONG BEACH COMMUNITY COLLEGE DISTRICT
Office of Academic Services
INTERDEPARTMENTAL MEMORANDUM

TO: Long Beach City College Colleagues

DATE: August 10, 2009

FROM: Meena Singhal, Dean of Academic Services

SUBJ: **How to Survive the Opening of the Fall 2009 Term**

This packet contains information that is essential in the early weeks of the term:

	1. FIRST DAY PROCEDURES FOR ADMISSION OF STUDENTS	2
REVISED	2. REGISTRATION	2
	3. PERMISSION NUMBERS	3
	4. COURSE REPETITION.....	4
	5. PREREQUISITES	4
	6. TRANSFERS.....	4
	7. STUDENT CENSUS REPORTING.....	4
	8. STUDENT FINANCIAL AID.....	5
	9. FINAL EXAM SCHEDULE.....	5
	10. ROLL BOOKS.....	7
REVISED	11. PASS/NO PASS DEADLINE.....	7
	12. NON-CREDIT (600-699) COURSES AND GRADES.....	7
	13. REINSTATEMENT	7
	14. FLEX DAYS.....	7
	15. CLASS INFORMATION SHEET (SYLLABUS).....	8
	16. KEYS.....	8
	17. DOOR OPENING REQUESTS.....	8
	18. PARKING REGULATIONS	8
	19. SAFETY AND SECURITY	9
	BUILDING EVACUATION PROCEDURES.....	11
	LOCKDOWN PROCEDURES.....	12
	EARTHQUAKE RESPONSE.....	13
	ACCIDENT/ILLNESS RESPONSE FLOW CHART	14

The Faculty Handbook which is available online includes topics of interest to you and provides information which will be helpful throughout the term. Faculty members should check the Office of Academic Services web site at <http://oas.lbcc.edu/facultyhandbook>.

SURVIVING THE OPENER, FALL 2009

1. FIRST DAY PROCEDURES FOR ADMISSION OF STUDENTS

Faculty may go to their online self service to transfer the data to a working spreadsheet (see Faculty Resource Center for templates) or print out a hardcopy (this is the only avenue to view “real-time” enrollment, all paper printed copy will be obsolete and have out-dated information). 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 or card). **Students who are not legally enrolled should NOT be allowed to attend your class.**

2. REGISTRATION revised

Open Registration is on a first-come/first-served basis for all students including those who did not have a telephone/web phone appointment and those who missed their appointment time. Students may also change their schedule in person, on the web, or telephone on a first-come/first served basis with all other persons registering during the times listed below:

Monday-Thursday, August 10-13, 8 am–7 pm
Friday, August 14, 8am-5pm
Saturday, August 15, 9am-1pm

Students may enroll in open-entry/open-exit classes at any time up to the deadline printed in the schedule of classes, if seats are available.

Late Registration, Program Changes, and Petitioners, begins the first week of classes:

- For all classes three (3) weeks or longer in length, students must be enrolled prior to the census date of the course.
- For classes of less than three (3) weeks in length, students have the first class meeting in which to register.

Late Registration :

Mon-Thurs, August 17-20	8am - 7pm
Friday, August 21	8am – 4:30 pm

Permission Yellow Card Only (Permission numbers can be used online):

Mon-Thurs	8:00 am – 7:00 pm (in the admissions office)
Friday	8:00 am - 4:30 pm (in the admissions office)
Saturday and Sunday (permission numbers only)	Online or phone only

On and after the census date of a course, no permission card will be honored. Please check the deadlines online for each of your classes.

Dropping/Withdrawing students from a Class:

- Last day to drop a student from an 18-week class without a “W” is September 7, 2009.
- Last day to withdraw a student from an 18 week class with a “W” is November 22, 2009.

The system will be available to *instructors* on Saturday and Sunday (7:00 am to 11:00 pm). The Office of Admissions and Records is open Monday through Friday and Closed Saturday and Sunday.

ALL STUDENTS MUST BE PROPERLY REGISTERED BY SEPTEMBER 7, 2009 - FOR SEMESTER-LENGTH CLASSES. Students who are not legally enrolled **should NOT be allowed to attend your class.**

Off-Campus Classes: Check schedule for starting dates of classes. Students can register during normal registration or during the first two (2) weeks of the class starting date, if seats are available.

Weekend College: Students may register during the normal registration hours or online.

**Admissions and Records Offices hours are as follows:
(Subject to change due to budget constraints)**

Monday through Thursday 8:00 am – 7:00 pm

Friday from 8:00 am - 4:30 pm

Closed Saturday and Sunday

The online system is available daily (7:00 am to 11:00 pm).

3. PERMISSION NUMBERS

Permission Numbers used for classes without prerequisites only

Permission numbers will be printed on your roll book. Permission numbers are class specific for a course without a prerequisite. The student still must complete the registration process immediately to add your class. Any student who fails to complete the process may not remain in your class, nor can he/she receive a grade for the course. Students who are not legally enrolled **should NOT be allowed to attend your class.**

Yellow Permission Cards used for classes with a prerequisite only

Faculty members may pick up permission cards from their departmental secretaries or the Admissions and Records office with a faculty photo ID card.

When adding a student to your class with a prerequisite, you will hand the student one of these cards filled out completely with **your signature.** The student then must go to Admissions and Records/Registration immediately; if they have met the prerequisite, the course enrollment will be processed.

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

4. COURSE REPETITION

Please refer students to Admissions and Records for information on course repetition limits and regulations. Students who are not legally enrolled **should NOT be allowed to attend your class.**

5. PREREQUISITES

Please refer students to Long Beach City College Catalog or Admissions and Records for information on course prerequisites and co-requisite processes and regulations. Students who are not legally enrolled **should NOT be allowed to attend your class.**

6. TRANSFERS

Transfers begin after the refund period:

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

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

7. 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**, 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.

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

It is your legal obligation to clear your class roster of inactive students one day prior to the census day of each semester. Check your online grading screen for course specific deadlines.

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 rollbook and Student Drop Report forms.

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 on-line through the Faculty online grading system. Courses that use the positive attendance method are listed below.

1. Atypical date classes in which all class meetings are not the same length.
2. All non-credit classes (600-699).
3. All open entry/open exit classes.
4. All apprentice and in-service training courses.
5. All classes meeting for fewer than five days.
6. All classes that cross a semester dateline.

8. STUDENT FINANCIAL AID

Please let your students know that Long Beach City College administers a comprehensive student financial aid program to assist students in meeting their college costs. Financial aid awards are based on financial need. Students who apply early, should have their first financial aid disbursement by the first week of school. Late applicants may receive an advance prior to receiving their financial aid so they can purchase their books. There are also a small number of book grants for students who are ineligible for other types of financial aid. If you notice that a student has been unable to afford books and supplies, feel free to call or send the student to the Financial Aid Office. Please see our website for good information about our programs and services: <http://fina.lbcc.edu>

9. FINAL EXAM SCHEDULE

The final exam schedule that is printed in the Fall 2009 schedule of classes has been updated. The most recent version of the final examination schedule is posted on the web at <http://oas.lbcc.edu/finalexams>. **Please meet your students in accordance with the published exam schedule and guidelines.**

Fall 2009 Final Exam Schedule

December 10-20, 2009

For classes ending during final exam dates and lasting longer than nine (9) weeks.

- If your class meets **Only 1 Day a Week**, You **Do Not** refer to the exam table below. You are to follow direction 1a or 1b!
 - You will have your final exam during finals week in the regular classroom at the regular time when the class meets.
 - Saturday students will have their final exam on Saturday, December 12th in the regular classroom and at the regular time when the class meets.
- If your class meets **9 Weeks or less**:
Your class will give it's final at the last scheduled meeting of the class.
- "Block" classes (**9 Units Per Class or More**):
You will complete your final exam during the regular class times throughout the final period.
- Exceptions:
Students in English 1, English 105 and Math 110/110B classes that meet before 4:00 p.m., refer to column A of the table below for the final exam.
- If your class meets **More Than 1 Day a Week**, Refer to the Table Below:
 - Find the cell that lists the meeting pattern and hour of the week when your class meets.
 - Look at the heading to find the day of your final and to the left to find the time of your final.

Example: Classes that meet Monday/Wednesday, beginning between 8:00 a.m. and 8:59 a.m. will be in the cell with the contents "7:30 MW, 7:30 MTWTh, 8:00 MW, or 8:00 MTWTh classes". The final exam will take place on Monday, December 14th, between 8:00 and 10:35 a.m.

Exceptions: Classes meeting before 7:30 a.m. will have their final exam in two 1-1/2 hour blocks on two days as shown below.

	A EXAM DAYS						
	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
	December 10	December 11	December 14	December 15	December 16	December 17	December 18
Exam Hours	Class Start Time and Meeting Days	Class Start Time and Meeting Days	Class Start Time and Meeting Days	Class Start Time and Meeting Days	Class Start Time and Meeting Days	Class Start Time and Meeting Days	Class Start Time and Meeting Days
5:00 a.m. to 7:45 a.m.	Before 7:30 a.m. TTh, MTWTh MTWThF	Before 7:30 a.m. WF MTWThF	Before 7:30 a.m. MW MWF	Before 7:30 a.m. TTh, MTWTh TWTh	Before 7:30 a.m. MW MWF WF	Before 7:30 a.m. TWTh	
8:00 a.m. to 10:35 a.m.	Math 110/110B classes that meet before 4:00 p.m.	7:45 MWF 8:00 MF 8:00 MWF	7:30 MW 7:30 MTWTh 8:00 MW 8:00 MTWTh	7:30 TTh 8:00 TTh 8:00 MTW 8:00 MTWThF	9:00 MW 9:00 MWF	9:00 TTh 9:00 MTWTh	7:30 WF
10:40 a.m. to 1:15 p.m.	Engl 105 classes that meet before 4:00 p.m.	10:00 MWF	10:00 MW 11:00 MW 11:00 MWF	10:00 TTh 11:00 TTh	12:00 MW 12:00 MWF	12:00 TTh 12:00 MTWTh	All morning classes not otherwise included
1:20 p.m. to 3:50 p.m.	Eng 1 classes that meet before 4:00 p.m.	3:00 MTWThF	1:00 MW 1:00 MWF	1:00 TTh 1:00 MTWTh 1:00 MTWThF	2:00 MW 3:00 MW, MWF 3:00 WF 3:00 MTWTh	2:00 TTh 2:00 TWTh 3:00 TTh 3:00 MTWThF	All afternoon classes not otherwise included
4:00 p.m. to 6:50 p.m.		4:00 MWF 4:00 MTWThF	4:00 MW 4:00 MTWTh	4:00 TTh	5:00 MW, MWF 5:00 MTWTh	5:00 TTh	
7:00 p.m. to 10:00 p.m.	7:00 TTh, ThF 7:00 TWTh 8:00 TTh		6:00 MW 9:00 MW	6:00 TTh 9:00 TTh	7:00 MW		

NOTE: In the case of conflicting final exam schedules, it is the student's responsibility to notify each instructor involved several days prior to the examination. Instructors are not permitted to change examination times without approval from their School Deans.

10. ROLL BOOKS

Starting Fall 2009 a hardcopy will NO LONGER be produced by Admissions and Records. Faculty may go to their online self service to transfer the data to a working spreadsheet (see Faculty Resource Center for templates) or print out a hardcopy. Faculty members by law are expected to keep their course records for up to three years.

11. PASS/NO PASS DEADLINE revised

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

Admissions and Records Offices hours are as follows:

(Subject to change)

Monday through Thursday 8:00 am – 7:00 pm

Friday from 8:00 am - 4:30 pm

Closed Saturday and Sunday

The online system is available daily (7:00 am to 11:00 pm).

12. NON-CREDIT (600-699) COURSES AND GRADES

We no longer give grades in non-credit (zero unit) courses. Beginning Fall 2009, only non-credit courses will use the credit/no credit grading symbols. All credit courses will use the pass/no pass symbols.

13. REINSTATEMENT

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

- A. Faculty members should obtain a reinstatement form from Admissions & Records or your Departmental 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.
- Do not send students to Admissions and Records to obtain a reinstatement form.
- Do not give the reinstatement form to the student.

14. FLEX DAYS

The college will be engaging in one “flex calendar” day this Fall 2009 semester and two days in Spring 2010 for the purpose of accomplishing staff development. There will be no classes held (day or evening) on these dates:

October 28, 2009 (Wednesday) February 2, 2009 (Tuesday) March 24, 2010 (Wednesday)

At a later date you will be notified of the activities available and the extent of your obligation to participate.

15. CLASS INFORMATION SHEET (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, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A syllabus for each class is to be filed in your School Office.

16. KEYS

Should your assignment require that you have access to locked facilities and you do not already have a key or Omni code access, you may request that a key or code be issued to you. The request form is available in the Division Office and must be signed by the Department Head, School Dean or Vice President. Keys & Omni Code access will be issued at LAC from the Facilities Office in Building Z at the corner of Conant and Clark from 8:00 a.m. – 5:00 p.m., Monday-Friday. You will also need a picture ID with you at time of pickup. At PCC keys will be issued in the Associate Vice President's Office from 9:00 a.m. – 5:00 p.m., Monday-Thursday. 9:00 a.m. – 4:00 p.m. on Friday. Special arrangements can be made to pick up keys after 5:00pm Monday-Thursday by contacting the Associate Vice President's Office.

17. DOOR OPENING REQUESTS

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 x 4040 or 562 938- 4040 with the request. The police will only open a door for staff members if a valid district employee ID is in the employee's possession. Employees needing regular access to their work areas should complete a key or Omni request form, and submit it to their Dean or Department Manager for approval. **THE POLICE WILL NOT OPEN A DOOR FOR YOU UNLESS YOU PRESENT A VALID DISTRICT EMPLOYEE ID.**

18. PARKING REGULATIONS

All vehicles parked in staff areas must display a valid staff-parking permit. (To obtain a Staff Parking Permit Request form, see Payroll at LAC, V116 M-F, 7:30am – 4:30pm; PCC Associate Vice President's office on M-Th from 7:30am – 10pm and Fridays from 8am – 4pm)

Cars parked in staff lots 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 displayed visibly.*** 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. They can better identify and assess your need for parking permits for these types of guests.

Students may park at LAC in lots with staff areas only during times posted which authorizes this. Parking Lot A and H are exclusively staff lots and students may not park there. All staff spaces at PCC are for Staff only and students may not park there.

Only students or staff possessing State of California, DMV issued handicap placard may park in the designated handicapped stalls located on both campuses. If these stalls should be filled, handicapped individuals displaying a handicapped placard may park in any staff stall or any staff lot.

Visitor parking is available in any student or staff stall with appropriate permit and at metered stalls. Additional staff parking at LAC is available on the south side of the campus in lot P which is located

between the tennis courts and the gymnasiums. Please remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The quickest access to the Vets Stadium lot is off of Conant Street. The Police Department patrols those lots, and there is ample parking available.

Other parking regulations, such as red zones, yellow zones, handicapped spaces, no parking zones, and no parking on sidewalks, will be enforced at all times. Cars are required to park "**head in**" rather than backing in. Questions concerning parking regulations and enforcement should be directed to the Police Department Offices at LAC (x4807) or Parking Services Coordinators, John Meyer (X4713) or Adam Nyssen (X5085). Citations can only be voided if it can be demonstrated that the officer issued the citation in error.

19. 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 (562-938-4910). An Omni cipher lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. If you need to access your work site after hours, speak to your supervisor. If you are working after hours, please inform the Long Beach Police Department College Unit (LBPD College Unit). If you are working alone, make sure that you securely close the building door and your office door. Do not leave any equipment or appliances on when you leave. Please know that police escorts are available and easily obtained. LBPD officers patrol both campuses 24/7. If you are in need of police services or an escort call 562 938-4910. The dispatcher will obtain your information and dispatch an officer accordingly.

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

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

Student Health Services: LAC x4210 or PCC x3992. Student Health Services offers health assessment, counseling, and referrals, tuberculosis testing, glucose and cholesterol screening, pregnancy tests, vision screening, blood pressure checks, over-the-counter medications for colds, flu and headache in addition to first aid.

LBPD officers are often the first responder, and have been trained in basic first aid, CPR and AED usage, to render care prior to the Fire Department's arrival on scene.

IN EMERGENCIES CALL: Immediately call 9-911 from campus phones or (562) 938-4910 (LBPD College Unit Dispatch) from a cell phone. For any questions or comments regarding these notes or for clarification, please contact Brendan Hayes, Manager, Support Services at x4797.

Procedures for Reporting Employee Accident/Illness and Students/Official Visitors Accidents

The *Accident/Illness Response Flow Chart* outlines the appropriate procedures for students/visitor, as well as, District employees (see pg. 14). If you have any questions: Contact Risk Services, Cindy Smith x4038 with questions regarding employee injury/illness. Contact Student Health Services regarding student/official visitor's accidents, LAC x4210 or PCC x3992.

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.

On-Campus

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

- Baseball Fields
- Tennis courts
- Parking Lots (All persons should assemble in the middle of lots)
- Stadium Parking Lot (All persons should assemble in the middle of lot)

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

Lockdown Procedures

Room Lockdown Guidelines

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 911 if you believe there is a fire danger)
10. Notify law enforcement (911) 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 (911) as soon as possible of any medical emergencies.
14. Remain in the secure room until released by law enforcement.
15. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

Earthquake Response

1. During an earthquake, remain calm and quickly follow the steps outlined below.
2. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves, and heavy equipment.
3. 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.
4. If outdoors, move quickly away from buildings, utility poles and other structures.
5. After initial shock, evaluate the situation and if emergency help is necessary call the Campus Police (938-4910 or 938-4911) after calling 9-9-1-1. Protect yourself at all times and be prepared for after shocks.
6. Turn off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations (938-4040 or 938-4484).
7. If necessary to evacuate, activate the building alarm system.
8. 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.
9. **FLASH THE LIGHTS ON AND OFF** to alert deaf or hard of hearing students. Write notes to explain what is happening.
10. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.
11. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.
12. Do not return to an evacuated building unless directed by appropriate authorities.

ACCIDENT/ILLNESS RESPONSE FLOW CHART

