



## HIGHER EDUCATION CENTER AT SAN YSIDRO (HEC SY)

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

### FACULTY INFORMATION GUIDE

FALL 2015

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#### IMPORTANT CONTACT INFORMATION

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Administration Office	(619) 216-6793	Office #5101 (1 <sup>st</sup> floor)
Computer Tech Support	(619) 216-6790, Ext. 4911	Office #5202 (2 <sup>nd</sup> floor)
Student Services	(619) 216-6790, Ext. 4903	Front Counter (1 <sup>st</sup> floor)

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#### EMERGENCIES:

- Pick-up the handset of the black telephone in any classroom (see #9 below), or
  - Dial 911 (cell phone), or
  - Campus Police Emergency Line (619) 216-6691, or
  - Ext. 6691 from any campus phone, or
  - \*91 from the onsite pay phone outside the entrance
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#### HEC SY HOURS

Fall Semester 2015: August 24 – December 12, 2015

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#### ❖ Services available to STUDENTS:

- Monday: 7:15 a.m.–4:45 p.m.; Tues–Thurs: 7:15 a.m.–6:45 p.m.;  
Friday: 7:15 a.m.–3:45 p.m.; Saturday: 7:45 a.m.–3:45 p.m.

#### ❖ Services available to INSTRUCTORS:

- Monday/Wednesday: 7:00 a.m.–10:15 p.m.; Tuesday/Thursday: 7:00 a.m.–10:00 p.m.;  
Friday: 7:00 a.m.–7:00 p.m.; Saturday: 7:45 a.m.–3:45 p.m.
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#### 1. Absences

During regular office hours, please call the Administration Office at (619) 216-6793, if you expect to be late or absent. For reporting purposes, please indicate if your absence is due to illness, or due to personal reasons. Your absence will be reported to your School accordingly. We will post a “No Class Today” Student Attendance Sign-In Sheet on your classroom door for students to sign. We will place this in your mailbox afterwards for your student attendance records.

Note: Academic Staff Request for Personal Necessity Leave Forms are approved by your School Dean; however, the HEC SY Administration Office must be informed in advance of all requests for time off. Forms are available in the Administration Office #5101, and in the Faculty Workroom #5102.

2. *Class Meeting Time - Faculty Responsibilities*

All faculty members are required to remain in class for the full meeting time, including the first day. Mid-point class breaks, however, are encouraged and necessary to retain student interest and motivation. (Refer to the enclosed Recommended Instructional Break Schedule).

3. *Classrooms*

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

4. *Computer Lab Hours – Open for Students*

An open Computer Lab for students is available in room #5203, (2<sup>nd</sup> floor). Printing is available for students for 10¢ (black & white) and 25¢ (color) copies.

Open Lab Hours are as follows:

Monday – Friday: 7:15 a.m. – 7:00 p.m.

Saturday: 7:45 a.m. – 3:30 p.m.

Computer Technical Support will be available as follows:

Monday: 7:15 am – 3:30 pm

Tuesday – Friday: 7:15 am – 7:15 pm

Saturday: 8:30am – 12:30pm

Please speak with the Computer Lab Technician if you would like to reserve the Computer Classroom (5201) for your class. This is reserved on a first come, first served basis.

5. *Community Service Officer (CSO) & Public Safety Assistants (PSA)*

A CSO and PSA randomly monitor both HEC SY Parking Lots (Faculty/Staff and Student Lots) Monday through Friday between the hours of 8:00 a.m. – and 2:00 p.m. (tentative) on a rotating basis between the different Higher Education Centers. If assistance is needed at HEC SY to help you with a dead battery, lock-out, or escort you to your car, you may call 619-421-6700, Ext. 5128, or Ext. 6380 from any campus phone.

6. *Computer/Software Policy*

The computer equipment in the Faculty Workroom and in the classrooms is intended to assist with your instructional assignments. Faculty may not install software on any Southwestern College computer. Please consult with the Computer Lab Technician regarding any special software needs you might have.

7. *Copies – Duplicating Assistance*

Central Services at the Chula Vista Campus provides a variety of duplicating services to faculty. They require 3-4 working days to fill your request. The Duplicating/Printing Request Forms may be accessed at the College Website and may be submitted

### Copies – Duplicating Assistance - Continued

electronically to [www.swccd.edu/oss](http://www.swccd.edu/oss). You may also submit these forms in the Faculty Workroom located in the HEC SY. The station near the Faculty Mailboxes has blank forms, inter-office envelopes and a drop box for your requests. Mail Services picks up daily. Note: If you would like your duplicating request to be delivered to the HEC SY, please make sure that you mark with an (X) the HEC SY box. When it arrives, we will place it in your mailbox. For further information, you may contact the staff at Central Services by calling them directly at 619-421-6700, Ext. 5210.

#### 8. Copies – Faculty Self-Service Copier

There is a heavy duty photo copier located in the Faculty Workroom. Due to budget constraints, and to keep the copier in the best condition possible, each instructor is issued a Copy Code, with a copy limit of 1,500 copies per class for each semester/session. Note that the copier also scans documents. Your Copy Code is the first five digits of your Southwestern College I.D. number. Note: The copiers located in the HEC SY offices are not available for student or faculty use.

#### 9. Disability Support Services (DSS) for Students

Students who are eligible for DSS services may qualify to receive accommodations to assist them in the classroom and/or with test-taking. It is the responsibility of a DSS student to identify him/herself to the instructor. He/she should provide the instructor with a copy of the approved “Authorized Academic Accommodations” form. Please review this form together with the student, initial and return the form to him/her. Students must present the “Test Accommodations” form to the instructor for EACH test, no later than 4 days prior to the test. Instructors are requested to complete the instructor portion (Section B) of the form and return it back to the student. The DSS Office Test Proctoring Coordinator will email each instructor to confirm the accommodation (including name of test proctor, date, time, etc.). Please try to avoid changing the date of the test as proctors will have already scheduled their time based on the original date. We recommend that instructors pass a copy of the exam(s) for the entire semester to Student Services on the same day the “Test Accommodations” form is signed. However, instructors must provide the exam to the HEC San Ysidro Student Services (front counter) no later than 24 hours prior to the test. For any questions, please contact the DSS Office at the Chula Vista 619-482-6512.

#### 10. Duplicating/Student Self-Service Copier

A student copier is available in the Student Center #5109, (1<sup>st</sup> floor) – students may make copies for 10¢ per copy (black & white), 8 ½” by 11” (letter size) only.

## 11. Emergencies

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

If there is a life-threatening emergency in your classroom, please use this phone and inform Campus Police of the emergency. They will immediately call 911 as needed. Please ensure that someone also notifies our HEC SY Administration Office #5101 as soon as possible of the emergency.

### ➤ Emergency Evacuation

Affixed to the wall and adjacent to the door of every classroom and office in the building are two documents:

- a.) Evacuation Plan – If the fire alarm sounds or the order is given to evacuate the building, this Plan shows the nearest escape route for the office/classroom that you are located in. It also indicates the location of all fire extinguishers.
- b.) Emergency Evacuation Assembly Area – In case of an evacuation, you will need to lead your class to the back of the Student Parking lot across the street (exit the building, cross the street at the crosswalk and proceed to your right until you reach the Student Parking Lot). Stay with your class and take roll so we can account for all students.

➤ AED (Automated External Defibrillator) – This is located in front of Student Services, mounted in a special case. In the event of an emergency where CPR needs to be administered, please access it!

➤ Medical Situations – In the event of a life-threatening emergency, call Campus Police Emergencies - Continued

or 911 directly. In addition, please inform the HEC SY Administration as soon as possible. If the Health Services Nurse is on duty, we will involve her immediately. For basic first aid needs, a First Aid kit is located in Student Services, in the Administration Office, and on the 2<sup>nd</sup> floor in the Computer Technician's Office.

## 12. Faculty/Staff Lounge

The Faculty/Staff Lounge is located on the first floor of the Center (#5107). The lounge is equipped with a microwave oven, toaster oven, refrigerator, dining table, and sink. No utensils or paper goods are provided. This room is for use by staff and faculty only. Student meetings may not be held here.

Please keep the door of the Faculty/Staff Lounge locked at all times.

## 13. Faculty Workroom

The Faculty Workroom, #5102 (1<sup>st</sup> floor) is equipped with three Computer Stations, a Printer, an Epson Photo Scanner, a SCANTRON Test Scoring Machine, a heavy duty copier (SHARP) which also scans, a Shredding machine, and two working tables with chairs around them. If you need SCANTRON Test Scoring Forms, these are available in the Administration Office. A telephone is available for campus calls and for external local calls (dial 9 to obtain an outside line). Long distance calling service is not available.

### Faculty Workroom - Continued

The computer stations and/or any other equipment in the Faculty Workroom may be used on a first-come-first-served basis. For questions or concerns with the computer equipment, please consult with the Computer Lab Technician at Ext. 4911.

Limited storage space is available to faculty on a first-come, first-serve basis in the cabinets above the long counter and in the drawers beneath the computer stations. These storage spaces are not lockable so leaving items is at your own risk. To occupy a space, please write your full name on a blank name card affixed to the outside of the cabinet or drawer. If you vacate the space, please remove your name card so that others are aware that the space is free.

NOTE: Your classroom key will also open the door to the Faculty Workroom and Faculty/Staff Lounge. It is critical to please keep the door of the Faculty Workroom locked at all times.

#### 14. Field Trip Requests

All field trip requests must be submitted and approved by the Director of the HEC SY no later than one week prior to the date of the field trip. Field Trip Requests and Student Waivers may be obtained in the Administration Office, or for your convenience, they are available in the Faculty Workroom.

#### 15. Final Exams

At approximately the 5<sup>th</sup> week of the semester, the Final Exam Schedule for HEC SY will be emailed to you by the Director. This schedule will be set up following the parameters of the District Final Exam Schedule (see copy included in this Faculty Packet of Information), however, there is also the possibility that adjustments are made due to the limited classroom availability at HEC San Ysidro. Therefore, please follow this document closely.

#### 16. Food/Beverages

Please assist us in keeping our facility clean. Per Center Policy, food and beverages (bottled water is the only exception) are not permitted in the Center. The Student Center is the only exception. Please enforce this policy at all times.

If you wish to have a special event with food and beverages, please contact the Administration Office staff to assist you with arrangements. Events with food and drinks are not permitted in the classrooms.

#### 17. Forms/Documents

Copies of the following documents and information are available in the Administration Office for your review/use.

1. District Policies—(e.g., College Internet Policy; Campus Visitation by Minor Children, Policy No. 2015)
2. Duplicating Request Forms (for Chula Vista Office of Support Services)

### Forms/Documents - Continued

3. Academic Requests for Personal Necessity Leave
4. Classroom Supplies Catalogs
5. Field Trip Requests Forms and Student Waivers Forms
6. Report of Student Grievance Forms
7. Report of Student Misconduct Forms
8. Course Syllabus Tips
9. Faculty Emergency Contact Information (Confidential) – This information must be submitted to the Administration Office no later than the first day of classes and should be updated as needed.

### 18. Library Services

The Library is located in Room #5105 (1<sup>st</sup> floor). Librarians are available on site on a part-time basis and can provide library orientations in your classroom as requested.

The Library is open as a Study Area:

Monday–Thursday: 7:15 a.m.–9:00 p.m.;

Friday: 7:15 a.m.–6:45 p.m.; Saturday: 7:45 a.m.–3:30 p.m.

### 19. Lost and Found

Lost items should be turned into the Student Services front counter.

### 20. Mail

The District's interoffice mail is picked up/dropped off twice per day—once at approximately 9:45 a.m., and again at approximately 1:45 p.m. Incoming mail is distributed to instructors' mailboxes upon arrival. If you receive a packet that is too big to fit in your mailbox, a notification will be placed in your mailbox advising you of the package on hold and will be kept in the Administration Office. *Note:* It may take up to two days (maximum) for mail to reach designated offices at the Chula Vista campus or any of the Centers once it is picked up from HEC SY.

### 21. Office Hours for Part-Time Faculty

Adjunct faculty have the **OPTION** to do office hours, and be compensated. The specific, maximum number hours you can be paid for is based on LHE (between 2-8 hours maximum, per SEMESTER).

- a) < 3 LHE = 2 hours per semester,
- b) 3 and < 6 LHE = 4 hours per semester,
- c) 6 LHE = 8 hours per semester.

The "Request for Paid Adjunct Office Hours" must be submitted to the Administrative Office by no later than the end of the first week of classes. The HEC SY staff will work with you to confirm the date(s), time(s) and location(s) of your office hours. Since space is very limited at HEC SY, we appreciate your flexibility as we will make every creative effort to fit your requested hours.

## 22. Parking (Students)

- a. The Student Parking Lot is located at 455 West San Ysidro Boulevard Northeast from the HEC SY building and (across from the U.S. Post Office). A Southwestern College sign is posted at the entrance of the lot.
- b. All regulatory signs on campus sites are enforced.
- c. Student parking permits are required. A daily parking permit dispenser is located on the south end of the lot. Note: Faculty may park in the Student Lot with the Faculty Parking Permit.
- d. Overnight parking is not permitted.

## 23. Parking (Staff/Faculty)

- a. The Faculty/Staff Parking Lot surrounding the HEC SY building is for staff, faculty, and those with the disabled placard only. Southwestern College parking permits are required. HEC SY does not issue parking permits to faculty; these must be requested on-line via WebAdvisor, <https://webadvisor.swccd.edu>, and must be picked up at the Chula Vista Campus Police Department #105D. Note: To pick up your permit at HEC SY, email Aaren Phoenix at [aphoenix@swccd.edu](mailto:aphoenix@swccd.edu) and notify her to mail your permit, via inter-office mail, to HEC SY (Attention: Crystal Pham).
- b. Three metered parking spaces are available in this lot for short term visitors only (45- minute limit).
- c. Note: Citations are enforced year round.

## 24. Parking Regulations (Off-Campus)

- a. Averill Road (public street parking).
  - Do not block private driveways or park in red zones.
- b. San Ysidro Boulevard (public street parking).
  - Do not block driveways or park on private property.
- c. Shopping Centers adjunct to the Center
  - Parking is prohibited.
- d. San Ysidro Post Office
  - Parking is available after 7:00 p.m. only. Anyone parking in this lot prior to this hour will be cited and their vehicle may be towed at the owner's expense.

Note: Please share this important information with your students.

## 25. Rosters

Faculty is responsible for viewing and printing Enrollment Rosters, Wait Lists, and Add Codes directly from WebAdvisor <https://webadvisor.swccd.edu>. It is important that you review your class rosters on a regular basis to make certain that all students in your class have been properly registered; only registered students are permitted in the class. Individuals may only audit courses if they have filed the appropriate paperwork with the Student Services. Proof of clearance to audit must be presented to the instructor by the individual.

## 26. Syllabus

Please submit a copy of your course syllabus electronically for each class that you are teaching no later than the first day of your teaching assignment. Only an electronic version of your syllabus is needed. Please email this to [hecsy@swccd.edu](mailto:hecsy@swccd.edu). We will no longer be collecting hard copies of your syllabus. The syllabus is required to assist the Center staff and instructional substitutes in the event of your absence.

## 27. Student Orientation Presentations

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

1. Student Orientations - At the beginning of the semester the HEC SY staff will come at the beginning of the class period to make a presentation of the services and important information for students. We request your permission to give the comprehensive presentation which is 20-30 minutes in duration. If you are not comfortable with this length of time, then we will instead give a brief, 5-minute overview. If the day that a staff member approaches your class to make this presentation is not convenient, we will be happy to return at a different time.
2. Important Student Announcements - We appreciate your help to share important information with your students. At the Computer Podium located in your classroom, throughout the semester we will occasionally leave an "Important HEC SY Student Announcements" notice. Please announce the important workshop, deadline or upcoming event to your class. Your support is greatly appreciated.

## 28. Technical and Audio Equipment

- ❖ Each classroom is equipped with a technology Smart Podium that provides access to a computer (MS Office/Internet, LCD Projector, Overhead Projector, and DVD/VCR combo).
- ❖ Document cameras are available in the following classrooms: 5206, 5207, 5208, 5209, and 5210.
- ❖ Camera, camcorders, laptops, and CD players are available for instructional use. Please contact the Computer Lab Technician in office #5202, (2nd floor).
- ❖ An Overhead Projector or Document Camera may be checked out on an as-needed basis at the Administration Office.
- ❖ The Computer Lab Technician is available to provide assistance with technology, as needed. You may reach him at 619-216-6790, Ext. 4911, or in office #5202, (2<sup>nd</sup> floor).

*We hope this Faculty Information Guide is helpful to you. Please be aware that the HEC SY staff is here to assist you in any way possible. Feel free to share your questions and/or concerns with us at any time.*

