

Faculty Resource Guide

2023-2024

Dear Orange Coast College Faculty,

Welcome to the Faculty Resource Guide. This Guide is intended to support you in your journey here at OCC. Each division may have specific internal processes not reflected in this document and faculty are always encouraged to work with their deans and department chairs.

In the Office of Instruction, we appreciate working with you to build a sense of belonging and community. We take great pride in our collective ability to create equitable outcomes for our students. If you are new to the college, we welcome you to Orange Coast College - you have joined a premier institution. If you are returning to this document, we sincerely hope you find the resources you need. The Faculty Resource Guide is constantly evolving and is considered a work in progress. Any additions, or questions, may be sent to instruction@occ.cccd.edu

Background: This newly revised Faculty Handbook is designed to provide an overview of the College's Policies and procedures pertaining to OCC's faculty and staff. It is replete with information that will offer support to familiarize you with many faculty and staff resources, support services, college-wide policies, and procedures to assist you, as employees at Orange Coast College. Furthermore, this Faculty Resource Guide was developed under the direction of OCC's Office of Instruction along with direct input from full-time and part-time adjunct faculty members appointed by the OCC Academic Senate leadership. Additionally, this Handbook is replete with information from the Office of Instruction, the OCC Academic Senate, the Faculty Union (AFT/CFE), as well as many other college-wide departments.

More specifically, this document is designed as a "welcoming working tool" for faculty and staff members who are in need of policy and procedural information related to their teaching assignments, or information related to other existing policies, procedures, or services that may be needed by all from time to time.

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Prepare to Teach

Coast Accounts

As a new Full-time and part-time faculty member, you will receive a welcome email to your personal email account with Computer/User Login Information. Here is a sample email:

Welcome Jane Doe,

Since our founding in 1947, the Coast Community College District has enjoyed a reputation as a leader in our industry helping students and life-long learners achieve success, and you bring experience, knowledge and skills that enhance our capabilities. We're glad you've joined the team!

As a new employee, you will need access to MyCoast and your campus network. MyCoast is our employee and student portal full of helpful information. Included below is your username and temporary password.

Please note, your username is the same for both MyCoast and the campus network login. However, at this time, passwords are not synced between the two systems, and you will be prompted to change your password for both (MyCoast & Network Login) after your initial log in.

MyCoast:

The MyCoast web address is: <https://mycoast.cccd.edu>

Your username is **jd0e123**

Your temporary password is your six-digit birth date (MMDDYY). For example, if your birth date is January 15, 1993 your temporary password is 011593.

Note to Instructors: Canvas uses this username/password to login.

Campus Network:

When on campus and logging into a computer: Your username is jd0e123 Your temporary password is your upper-case first name initial, lower-case last name initial, six-digit birth date (MMDDYY). For example, Walt Disney born on January 15, 1993 would be given the temporary password: Wd011593

Your new email address is jd0e@cccd.edu.

To access your email, go to **owa.cccd.edu** and use your Campus Network username and password.

If you need further assistance, please contact tech support at x88111

Thank you, and welcome aboard!

Emailing Your Students

Faculty can contact their students in two ways. Instructors can email students through Canvas. Faculty can email an entire class through the *Faculty Term Rosters* link on their *Faculty Information* tab in MyOCC. With this feature, you can select the entire class (or individual students), add an attachment as needed, and complete the message right in MyOCC. Students will receive these messages in their school email accounts.

Remember:

- Every new student receives an email account.
- Faculty & Staff can send emails directly to students without fear of it getting caught in a SPAM filter.
- **Recommended:** Do not collect alternative student emails (e.g., Gmail, Hotmail, Yahoo, etc.). Use the email tools to communicate with your classes. If students do not wish to use their OCC email accounts, they can forward OCC mail to another account.

Faculty and Staff Resources Page

[Faculty and Staff Resources](#) page has valuable faculty and staff online resources, including direct links to the OCC Portal, web-based OCC Email, Professional Development and Technical Support.

OCC Portal Access

The OCC Portal is available to any staff or faculty member with a campus network account, follow this link to access the OCC Portal and use your OCC login credentials. It is an internal website primarily available to staff, faculty, and administration, although certain areas are accessible to students to promote transparency of campus actions and affairs. The OCC Portal provides:

- Delivery of up-to-the-minute news and information
- Access to shared documents and resources
- Team sites for committees and other workgroups

MyOCC

Adding Syllabi to Banner

- It is recommended that all syllabi be added via your MyOCC account so that students can easily access them.
- [Instructions](#) for how to do this can be found on the Office of Instruction Portal Site.

Adding Office Hours to Banner

- In addition to appearing on your syllabus, it is recommended that faculty upload [office hours](#) via MyOCC so that they can appear in the directory and be easily access by students.
- If you are a part-time faculty member, receiving payment for office hours, this is a required step of the process. (To learn more about how to apply for paid office hours as a part-time faculty member, contact your division coordinator.)
- Students can view your office hours via their MyOCC accounts.

Shared Network Drives

The Network Drives are one way that information is shared across departments, the campus, and the district. The drives are backed up regularly for the safety of the documents you store on them. The following drives are used for the following purposes:

- **The O: drive** is OCC's department level share drive. Departments can share files within their own department or with the entire campus.
- **The P: drive** is the district level share drive for Board agendas, Policy Manual, and various committees and services.
- **The Q: drive** is area-specific (Maintenance, Computing Center, Financial Aid, etc.). Some areas don't have access to a Q: drive. In the Computing Center and Business classrooms, this folder is provided for storing files that you want to make available to your students (such as exercises, examples, etc.). Your students will only have access to read the information in this folder; they will not be able to add or change anything. You will also find a subfolder called PRIVATE. Students cannot access this folder, so you may store any files that you do not want to make readily available to students. (You should note, however, that IT staff and network administrators can access this folder.)
- **The Z: drive** sometimes labeled the Home Directory is OCC's individual network storage for each user intended for current, work-related files.

To get to your network drives on a PC, go to "My Computer" from the Start menu. You should have access to the Z & P drives automatically. To request access to additional drives, please contact your Division Office.

Campus Map

The Orange Coast College web site has an [interactive campus map](#); there is also a [printable campus map](#).

Mailboxes

Each full-time and part-time faculty member is provided a mailbox, located in Clark Center, next to Print Services. Your mailbox might not necessarily be located in the same place each semester, since mailboxes are arranged alphabetically. Remember to check your campus mailbox each time you are on campus.

- Mail is generally distributed by 11:30 a.m. each day. This mail is a compilation of U.S. Postal Service mail and inter-district mail. Mail is also distributed after 2:30 p.m. each day for inter-district mail only.
- The mail room has stamps for sale and will provide delivery service to the U.S. Post Office. International letters and small envelopes are mailed. No international mailing is done for large packages and large envelopes.
- The mail room cannot provide any packaging supplies. If you receive parcels too large for your mailbox, a notice will be placed in the box indicating where to pick up the parcel.
- Faculty and staff are encouraged to check their mailboxes daily. Any mail left in mailboxes longer than 30 days will be recycled to make room for additional mail.

Mailbox Questions?

Contact: Tim Deculit, Lead Mail Services Assistant

Phone: (714) 432-5802

Email: tdeculit@occ.cccd.edu

Location: Clark Center

Phone & Voicemail

Your Division Coordinator will request a campus phone extension with accompanying voicemail access through the business office. You will be provided with information about how to access your voicemail, create a greeting, retrieve messages and leave messages. Report any phone problems or changes to your Division Coordinator. A [RingCentral Training Guide](#) and [Quick Tips](#) to use your phone can be found on the OCC Portal under the Office of Instruction.

- The District phone directory is available on the [Coast Navigator](#) home page in the top right corner, and is available in the Ring Central application.
- Additional help and step-by-step instructions are available via the Ring Central FAQ page.
- **Note:** If you will be off-campus for an extended period of time, or anticipate that you will not be regularly checking your campus voicemail, it is a good idea to record a personalized voicemail message encouraging callers to contact you via your email account instead. This will ensure that your students have an effective means of contacting you.

Phone & Voicemail Questions?

Contact: Carmela Hardy, VP Assistant, Administrative Services

Phone: (714) 432-5993

Email: chardy@occ.cccd.edu

Keys and Keycards

Keys for buildings, classrooms, storage facilities, cabinets, etc., are issued through Campus Public Safety.

- Faculty must-pre-order keys & keycards by filling out a [Key Request Form](#) provided by the Division Office or on the OCC Portal. Your Division Dean's signature is required on the form.
- Allow five-day turnaround and be prepared to show your driver's license when you pick up your keys. If your instructional assignment has been changed or terminated, please contact Campus Public Safety to return or exchange your key(s). You will be charged for the keys if they are not returned. A *Theft or Disappearance of College Keys* form is completed at Campus Public Safety when staff request replacement of key(s) previously issued.

For lost/stolen keys or access card, please email Bai Nguyen (bnguyen@occ.cccd.edu) with the approximate date/time/place of the loss. For example, at home, on campus near building X, etc. Bai will complete a lost item report and replace keys as needed.

- Keys are not to be passed on to other staff members, on loan or permanently.
- No keys are to be duplicated off-campus.
- When using a classroom, leave the door locked with the Lock Blok engaged; when you leave the classroom, disengage the Lock Blok so that the door is secure.

Keys & Keycard Questions?

Contact: Bai Nguyen

Phone: 714-432-5017

Office Location: Campus Public Safety Office (adjacent to traffic circle in Lot C)

Parking Permits

- Staff Parking Permits are issued by Campus Public Safety. Instructions of how to register your vehicle can be located on the [Campus Parking](#) webpage. The [Parking Registration](#) form can be found through *Faculty & Staff Resources* on the OCC Website. Permits are valid for one academic year.
- The following Parking and Traffic ([AP 6750](#)) information is available on the CCCD website under Board policies and procedures.
- A valid student permit or visitor pass must be purchased, which requires the vehicle license plate number. A permit is required 24 hours a day. Students/Visitor are not authorized to use "staff parking".
- Staff permits are issued at no charge to all District employees exclusive of student assistants (terms and conditions under which students are employed by the District are addressed in BP and AP 7270, Student Assistants). The issued staff permit will authorize parking in "staff parking" areas at all District sites.

Parking Permit Questions?

Contact: Campus Public Safety Office

Phone: 714-432-5017

Office Location: Campus Public Safety Office (adjacent to traffic circle in Lot C)

Course Outlines of Record

- College approved course outlines are legal documents carrying both course instructional and state-mandated information.
- All instructors should use the course outline as the basic guide for planning and teaching an assigned course. Instructors are encouraged to be involved in the curriculum process.
- The course outline specifies types or provides examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives will be met by the students. Taken together, these course specifications are such as to typically enable any student who successfully completes all the assigned work prescribed in the outline of record to successfully meet the course objectives and SLO's. Faculty are encouraged to be involved in the curriculum development process.
- Official student learning outcomes and objectives from the course outlines can be found on [CurricUNET](#).
- The [Curriculum Committee Portal](#) is a great resource for faculty. There are [CurricUNET Walkthrough Videos](#) to assist you with the creation or revision of courses and programs.

Course Outline Questions?

Contact: Elizabeth Page, Administrative Curriculum Specialist

Phone: (714) 432-5693

Email: epage@occ.cccd.edu

Textbooks

The Course Outline of Record can be used as a resource to identify acceptable textbooks. Normally a list of recommended or required textbooks is on record within the book adoption software. Faculty are encouraged to incorporate campus DEIA principles when selecting course materials. You may check the campus bookstore to assure that your books have arrived. Desk copies should be requested directly from the publisher.

Online Educational Resources (OER) Zero-Cost Textbooks

The [Online Educational Resources \(OER\)](#) initiative is in place on campus. This initiative enables faculty to adopt zero-cost digital textbooks, making college more affordable for our students. In order to be compliant with SB 1359, all online Schedule of Classes for CCCs and CSUs must indicate which course sections have “zero-textbook-cost”. These sections will be searchable and advertised to students. For more information on selecting Zero Cost Textbooks, please visit the [Library](#) webpage. Zero Cost Textbooks require registration through this [form](#) each semester.

Most departments allow faculty to choose the textbook they wish to use. However, individual departments may establish specific requirements. The following points will guide you in that process:

- The textbooks you select are an extension of your unique teaching style; therefore, review a variety of texts in order to better choose books that complement your strengths and include both appropriate readings and instruction on writing for the course’s particular level. Faculty are encouraged to adopt textbooks which are culturally responsive.
- Agreement on when a textbook will be ordered for an “un-staffed” section should be determined between the department chair and the bookstore and depends on availability and ease of obtaining specific textbooks. If a textbook is assigned to an un-staffed section after textbook orders are due, department chairs will not assign a book they have authored.
- Check with your department chair to see if there are any recommended textbooks. The course outline of record (COR) may include textbook recommendations.
- Do not feel obligated in any way to use a text written by an OCC department administrator or any department member.
- The campus Barnes and Noble bookstore offers [BNC Adoption & insights](#) as a resource to research and adopt your textbook.
- The campus bookstore offers students a price match guarantee and will price match Amazon.com, bn.com and local competitors. Students can see a bookstore associate for details.
- Book adoption due dates - April 15th for Fall terms and Oct. 15th for Intercession and Spring terms.
 - Book buy-back - The best time to sell back books is the week of finals. Students can get up to 50% cash back if the bookstore has received your book adoption for the following term before finals week.

Learning Management System (LMS) - Canvas

- What is Canvas Learning Management System (LMS)?
 - Since 2016, OCC has used Canvas by Instructure as its learning management system for all on-campus and online courses. Each academic term, once the schedule of courses is completed, a Canvas shell is created for each course and contains complete enrollment and teacher assignment.
- How do I log in?
 - Faculty can find a link to Canvas from their MyOCC page, on the Orange Coast College home page under MyCoast dropdown menu, or go directly to Canvas from the URL - <https://canvas.cccd.edu>. Use your single sign-on password. The instructor's courses will appear on their dashboard. If you cannot find your courses, try [where are my courses?](#)

- How do I get assistance with my on-campus or online Canvas course?
 - The Instructional Innovation Center (IIC) is OCC's Canvas Support and course design group. Office hours are (M-F 8:00AM-5:00PM). The IIC Staff offer beginning and advanced Canvas training, course design tips, Google Suite training, as well as digital accessibility training. Check Cornerstone to sign-up for a course. You can contact IIC at onlinesupport@occ.cccd.edu.
- If you need after hours help, please log into Canvas and click on [Canvas Help](#). You can search resource guides, or you can chat with a live Canvas representative.
- We cannot resolve login or password issues as that is handled by District IT. You can contact them at itservicedesk@cccd.edu or call (714) 438-8111.
- [Canvas Basic Checklist](#) provides other valuable resources.

IIC: Canvas & Online Training

- IIC offers training on Canvas usage, course design, accessibility, 3rd party vendors including CCCDZoom, Turnitin, Respondus, TechSmith SnagIT and Camtasia, Google Workspace, and Panopto.
- Training Tools and FAQ's are available on the [IIC Website](#)
- Sign Up for Online Training and Face-to-Face Workshops on the [IIC Events Page](#) or email us at onlinesupport@occ.cccd.edu.
- Checkout IIC's training sessions on [Cornerstone](#). Some workshops earn professional development credit!
- Make an appointment for individual training, Monday-Friday 8:00AM-4:00PM, or enroll in OCC's online teacher training courses (Pedagogy of Teaching Online (PTO) for asynchronous courses, Changing Courses: Teaching Live Online (CCTO) for synchronous courses. Feel free to email us at onlinesupport@occ.cccd.edu or call us at 714-432-6888.
- Virtual Assistance: If you need assistance, please submit a [Canvas Help Request Form](#) to set up a virtual meeting using CCCDZoom.

Syllabus

According to the ACCJC Accreditation standards, the institution assures that every student receives a course syllabus that includes learning outcomes from the approved course outline of record. In every class section, students must receive a course syllabus that specifies student learning outcomes consistent with those in the institution's officially approved course outline. For more information on student learning outcomes and assessment, see the section in this handbook under Institutional Effectiveness.

Per the CFE Contract Section 12.14 (4), OCC Faculty shall submit to their immediate supervisor a copy of their syllabus for each class they are currently teaching by the end of the first week of instruction. At a minimum, the syllabus shall include:

- Course Name and Number
- Instructor Name
- Office Hours (if applicable)
- Instructor Contact Information
- Official Student Learning Outcomes from the Course Outline of Record
- Grading Criteria
- Drop Policy
- Academic Honesty

The following items are recommended:

- Required and supplementary or optional texts
- Other resources that may assist students: e.g. link to Canvas E-Portfolio
- Goals and expectations for the class
- Grading system & due dates of major assignments and tests
- Plagiarism policy (Please see the college catalog to ensure your policies align.)

- Weekly outline of assignments and material to be covered. Check the "Important Dates to Remember " page on the college web site for holidays and finals dates.
- Attendance/tardy policy – consistent with BP 5070 and AP 5070
- Note that grades are to be based upon demonstrated academic performance in keeping with the objectives of the Course Outline. Student behavior or disciplinary problems should be dealt with as separate matters from the academic course grade.
- Information about Campus Resources including Financial Aid and Counseling
- A DEIA statement.
- A statement regarding academic accommodations for students with disabilities like the following:
Individuals who request academic accommodations must first be registered with the Disabled Students Program and Services (DSPS). DSPS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student services offices. For further information about academic modification services for students with disabilities, please contact the DSPS at (714) 432-5807 (voice), located in Special Services. In addition, students needing accommodations due to medical conditions relating to pregnancy can seek assistance through DSPS or from the Office of Title IX and Student Relations; Shannon Quihuiz, (714) 432-5930.
- The [Academic Senate Portal](#) offers additional resources to assist you.
- For Syllabus questions, contact your Dean.

Accessibility Statement

The District BP3722, AP 3722 under policies. Instructors should also ass an accessibility statement to their print and online Canvas syllabi for students. Orange Coast College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If you believe that you may have a disability and would like more information, you are encouraged to contact Accessibility Resource Center (formerly DSPS) at (714) 432-5807 (voice), (714) 432-5604 (TDD), or email at occarc@ccd.edu

Sample Statement: The College makes reasonable accommodations for persons with documented disabilities. Students should notify the Accessibility Resource Center, located in the Special Services building and their instructor of any accessibility related needs. For more information, see <https://orangecoastcollege.edu/services-support/arc/index.html> or call (714) 432-5807. Students eligible for and needing academic adjustments or accommodations because of a disability are requested to speak with the professor as soon as possible.

Confidentiality: Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students. Students must provide documentation before they are entitled to accommodations.

Classroom Equipment & Supplies

OCC strives to make every classroom on campus a "smart classroom." However, it is advised that you visit your classroom before you start teaching. This will allow you to survey what equipment is in the classroom and determine if you need anything additional prior to teaching to the first day. Division offices keep a supply of pens, pencils, whiteboard markers and other specialized teaching materials. If you require additional or different technology, contact the [IT Service Desk](#) by submitting a ticket.

Classroom Equipment Questions?

Contact: IT Service Desk

Phone: (714) 438-8111

Email: itservicedesk@ccd.edu

Classroom Supply Questions?

Contact: Your Division Coordinator

Classroom & Facility Reservations

- Many faculty members reserve classrooms for exams, office hours, computer research sessions, study sessions, and special activities.
- [25Live](#) is the tool used to check for room availability and to reserve any classroom or campus space.
- A link to the 25Live software is available under *Faculty and Staff Resources* on the OCC main webpage www.orangecoastcollege.edu. The link is also available on the OCC Portal homepage under *Services*.
- Please reserve rooms well in advance of the expected date, especially computer-equipped classrooms. Many faculty members do this at the beginning of the semester.
- If you are reserving a room during your scheduled class time (for study sessions, lab sessions, testing, etc.), notify the Division Office of your reservation. Post the appropriate signage outside your regular scheduled classroom, indicating the location of the alternate room for the specific class period.
- If you are reserving a room for an event, please see the section of this handbook entitled “Scheduling Events with Board Approval.”
- Plan for access to the room. Notify the appropriate Division Office to make sure the room you are reserving is unlocked or work with your Division Coordinator to submit a Key Request in advance. If you only need temporary access to the room, you can contact Campus Public Safety at 714-432-5017 for assistance.

Classroom & Facility Questions?

Contact: Nathalie Ferrero, Instructional Information Technician

Phone: (714) 432-5694

Email: nferrero@occ.cccd.edu

Scheduling Events with Board Approval

ALL campus events and student activities, on and off campus (IE field trips), require presidential approval. A Campus Approval request must be completed on the [Campus Approval](#) page within OCC Portal. A copy of the Campus Approval request must be signed by the originating department manager/director/dean and sent to the respective Vice President’s office for signature and routing to the Office of the President for final approval. The approved request will be returned to you.

Campus events or student activities involving a vendor/contractor, or a guest speaker also require an agreement with the vendor/contractor or guest speaker. The agreement must be approved by the College President, the Chancellor and/or the Board President, and ratified by the Board of Trustees **prior to the event or activity taking place**. All campus events and student activities must be submitted to 25Live calendar for tracking, planning, and facility usage purposes.

Questions Regarding Presidential & Board Approval?

Contact: Thuy Nguyen, Executive Assistant, Office of the President

Phone: (714) 432-5816

Email: tnguyen@occ.cccd.edu

First-Day Success - What will you need?

Be prepared! On your first day, in addition to your Syllabus and any instructional materials you have prepared, you will need the following:

- Pete’s Points – You will receive this as part of the Welcome email from the Office of instruction prior to the start of the semester. Pete’s Points includes important information about dates & deadlines for enrollment, drops, adds, attendance information, etc. If you cannot locate your Welcome email & materials, check with your Division Office.
- Attendance Roster - Print from MyOCC (instructions below).

- Add Permits – An Add Permit Form will come attached to your email from the Office of Instruction. Add Codes for these forms can be found at the bottom of the attendance Roster.

Questions?

Contact: Your Division Coordinator

Helpful Links:

[Board Policy 5070](#)

[CFE Contract](#) - Section 12.14

[Board Policy 4226](#)

Logging On

As a new full-time and part-time faculty member, you will receive an email to your personal email account with Computer/User Login Information. This includes information on how to log on to the campus network via a campus computer for the first time. Please see the “Coast Accounts” section of this handbook for more details.

For additional information regarding IT services please visit: infoservices@cccd.edu.

To submit an IT service request, please use the [Service Desk](#) icon on your desktop or you can access through the [Faculty & Staff](#) page on the website.

Attendance

[District Administrative Attendance Procedure 5070](#)

- Please print your attendance roster via MyCoast on the first day your class meets and take roll. You must verify all students on your roster have attended prior to census, using the attendance codes below. See the “Drop No Shows” section for additional details.
- Print your initial roster(s) the morning the class begins, and then daily during the first three weeks of the semester to verify enrollment in your class.
- You can elect to create your own attendance roster sheet, but please be aware that the attendance roster in MyCoast has the most up to date records of active enrollments.
- **Attendance downloaded from Canvas or Zoom are NOT accepted.** Instead, you may enter the information onto an excel sheet and submit it as a PDF. The following information must be included: term, course name, CRN, instructor’s name, student IDs, students first and last names, and dates of your course meetings/assignments. You may utilize the legend below but if you would like to use your own marks, please include a legend of what the marks signify. All of this information is critical and will be required in an audit.
- Make sure students whom you’ve given an add permit have registered for the class within the stated deadlines. Please tell students they will NOT be permitted to register past the expiration date printed on the add permit.
- To ensure that a student is registered in your class, you may ask them to show you their Student Class Program, which they should print/save via MyCoast. Note: As of the census date, (listed under Critical Dates at the top of your attendance roster) if a student is not listed on your roster, they are not enrolled. Do not allow the student to attend class and have the student reach out to the Enrollment Center either in-person or via email to Arinfo@occ.cccd.edu.
- To ensure clean and accurate attendance records, please use the following attendance codes for marking your rosters:
 - E = Entered--Mark the first day of each student's attendance.
 - P = Present--Indicates attendance
 - / = Slash--Indicates absence
 - T = Tardy
 - W = Withdrew--Mark the column of the attendance roster immediately following the last day of the student's attendance, as reported on your verification roster.
- **NOTE:** Please turn in your Attendance Rosters to Faculty Services (1st floor of Watson Hall) or via email as a PDF to OCCFacultyServices@cccd.edu at the end of the course. Again, we do not accept attendance downloaded off Zoom or Canvas. Should you choose not to submit your Attendance Roster to the college, you must keep it for 3 years and be

able to provide the roster upon request for state auditing purposes. The following instructions will help you navigate to and print your attendance rosters.

How to Print Your Attendance Roster:

- After logging into MyCoast, select "Faculty Information" tab.
- Under "Other Faculty Resources," click on "Faculty Term Rosters."

Other Faculty Resources

Faculty Term Rosters

2. Click on the checkbox(s) of the course(s) for which you want to print rosters.

Select by CRN
Select 1 or more CRN's. Press the create rosters button when ready

Create Roster(s) Reset

CRN	COURSE	TITLE	START	END	ENROLLED
<input type="checkbox"/>	30133 BUS A133	PowerPoint	28-APR-	25-MAY	9
<input type="checkbox"/>	30710 CIS A131	Microsoft Word 1	28-JAN-	23-MAR-	13
<input type="checkbox"/>	31650 CIS A231	Microsoft Word 2	31-MAR-	25-MAY-	7
<input type="checkbox"/>	31877 CIS A131	Microsoft Word 1	31-MAR-	25-MAY-	8
<input type="checkbox"/>	32019 CIS A131	Microsoft Word 1	02-JAN-	27-JAN-	39
<input type="checkbox"/>	32609 CIS A133	PowerPoint	28-APR-	25-MAY-	13

RELEASE: 7.3.2



3. Click "Create Rosters"
4. Print this page from your browser.

**Coast CCD
Intersession/Spring 2023
First Eight Weeks**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE	INSTRUCTOR(S) - (P)primary	TYPE	DAYS	TIME	BLDG.	ROOM
32019	CIS	A131	2.00	EXCEL 1		Schedule	TBA	-	OCC	ONLINE

CRITICAL DATES

Start Date: 30-JAN-2023	Last Date to drop without a "W": 07-FEB-2023
End Date: 25-MAR-2023	Last Date to drop with a "W": 13-MAR-2023
Last Date to add class: 07-FEB-2023	Census Date: 08-FEB-2023
Last Date to drop with a refund: 02-FEB-2023	Add Auth Expiration: 07-FEB-2023

				As of: 07-NOV-2022 06:02:32																												
Seats	Taken	Available	Waitlisted																													
40	10	30	0																													
				Week																												
				Date																												
				Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W
1	Baker, Ethan	C		ebaker	RW	2.00																										
2	Blackburn, Erica	C		emoreno	RW	2.00																										
3	Castillo, Patricia	C		pcastillo	RW	2.00																										
4	Do, Alex	C		ado11	RW	2.00																										
5	Hua, Tran	C		thua	RW	2.00																										
6	Hurtado, Yadi	C		yhurtado	RW	2.00																										
7	Maxi , Lamont	C		lmaxi	RW	2.00																										

- List the date, take attendance using the attendance codes listed above.
- Read the information under Critical Dates, as it lists withdrawal deadlines, census date and other pertinent information. These dates are determined by the State.

NOTE:

- Print the roster on white paper only the day your class begins. This will give you the latest enrollment information.
- The attendance roster displays active, enrolled students.
- Please use black or navy-blue ink so that these rosters can be scanned for State required record keeping. Please do not use a pencil or any other colors.
- R = Thursday
- Since this roster includes space to take attendance for four weeks, you should print a new roster every four weeks during the length of your course.
- For safety and security, please close the Roster window as soon as you are done.
- Mark attendance on your attendance roster then turn it in to Faculty Services at the end of your course. You can either submit your rosters to Faculty Services which is located on the first floor of Watson Hall or as a PDF to OCCfacultyservices@ccd.edu. Make sure you indicate dates on your roster. If you choose not to submit your attendance roster to Faculty Services, State Ed Code requires you keep them for 3 years and you are able to provide them upon request.
- You can elect to create your own attendance roster sheet, but please be aware that the attendance roster in MyCoast has the most up to date records of active enrollments.

- Attendance downloaded from Canvas or Zoom are NOT accepted. Instead, please enter the information onto an excel sheet and submit it as a PDF. The following information must be included: Term, course name, CRN, instructor's name, student IDs, students first and last names, and dates of your course meetings/assignments. You may utilize the legend below but if you would like to use your own marks, please include a legend of what the marks signify. All of this information is critical and will be required in an audit.

Maintenance of Attendance Records

California State Education Code requires that course attendance records must be kept for three years. Please keep accurate attendance records using your rosters from MyCoast (not Canvas). You can either submit your rosters to Faculty Services which is located on the first floor of Watson Hall or as a PDF to OCCfacultyservices@cccd.edu at the end of the semester or, if you elect not to submit them, you can keep them for 3 years (State mandated) and are able to provide them upon request.

Date of Last Attendance:

It is essential that Instructors take attendance (roll) for each class meeting as you will be required to enter the "last date of attendance (LDA)" for all non-passing grades (F & NP), Incompletes (I), and drops (DN, DC, DI, IN, IC, II) when submitting final grades. This is required to remain compliant with State (Title 5), Federal (Title IV), and Veteran's Benefits regulations.

Drop No-Shows, Verify Your Roster, & Add Permits

Title 5 Code of Regulations Section 58000 et seq., BP 5070, and [CFE Contract Section 12.14](#) Classroom Management, mandates that faculty drop and clear their rosters of inactive students ("no-shows") prior to census. Each year OCC undergoes an audit by the state to verify that this has occurred. Therefore, it is critical that you verify your rosters and report "no show" students, or, if you have no drops to report, check the roster verification box and select "No Drops to Report".

Dropping Students as No-Shows (never attended) (No-Shows and Otherwise):

No-show column: Indicates the student never attended and WILL NOT require a last date of attendance (LDA).

1. It is your responsibility to drop ALL students who do not attend the first-class meeting by navigating to the Drop Roster (located on MyCoast > Faculty Information tab > Other Resources) and checking the box in the NO-SHOW column. Please see example below. This must be done during or after your first-class meeting as some courses may have earlier census dates. Also, please check your drop roster to convert any necessary "Drop with refunds" to no-shows (See "If A No-Show Student Drops Your Class" section for more details).

Drop column: Indicates the student attended and WILL require a last date of attendance (LDA).

2. It is your responsibility to also drop any student who attends your class and then stops attending prior to census. You will need to check the box in the Drop column (next to the red highlighted column in image below) on the Drop Roster and enter the student's last attendance date.
3. Once you are done with your drops, click the checkbox to certify your drops and select "Submit Students" at the bottom of the screen. If you have additional students to drop, you can click on the next batch of students. (You will have to click this button multiple times if the list of students is longer than one page and note that there is a 20-minute time limit on the screen.)
4. If a student was dropped as a NO-SHOW, and then wants to re-enroll in the class, you may give the student an add permit only if it is prior to the deadline and seats are available.
5. If you have additional courses (CRNs) to drop students from, click on the blue Faculty Services tab. Next, click on "CRN Selection," select the next course, and follow steps 1-3 above.

Faculty and Advisors

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Work at a Class

ScExam

: OCC Intercession/Spring 2018

Census Day: 02/12/2018 - Last Day to Enroll: 02/11/2018 - Last Day to Drop: 04/29/2018

⚠ Please click the Submit Students button often. There is a 20 minute time limit on this screen.

***** To comply with federal and state regulations regarding student attendance, please mark the No Show box for each student who did not attend the class at all. No Shows need to be identified no later than the day before the census of the class. For No Shows no last date of attendance is required. The No Show designation will no longer be available to be checked once the census for the class is reached. For students who attended the class but stopped attending, please mark the Drop box, if the student has not already self-dropped, and indicate the actual last date of attendance for all students who stopped attending. The student may have stopped attending before the drop date. All students who either did not attend at all or stopped attending before the census of the class, must be dropped before census. *****

Course Information

Amer Social Danc Styles - DANC A117 001
CRN: 36677
Duration: Jan 29, 2018 - May 27, 2018
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	10	10
Cross List:	0	0	0

Rec.#	Reg. Seq.	ID	Student Name	Credits	Reg. Status/Date	NoShow?	Drop?	Last Attend Date MM/DD/YYYY	Roll
1	14	C0208	[REDACTED]	1.00	**Web Registered** Jan 04, 2018	<input type="checkbox"/>	<input type="checkbox"/>		No
2	11	C0269	[REDACTED]	1.00	**Web Registered** Dec 10, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
3	4	C0206	[REDACTED]	1.00	**Web Registered** Nov 16, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
4	3	C0265	[REDACTED]	1.00	**Web Registered** Nov 14, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
5	7	C0217	[REDACTED]	1.00	**Web Registered** Nov 21, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
6	2	C0251	[REDACTED]	1.00	**Web Registered** Nov 14, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
7	15	C0262	[REDACTED]	1.00	**Web Registered** Jan 08, 2018	<input type="checkbox"/>	<input type="checkbox"/>		No
8	5	C0057	[REDACTED]	1.00	**Web Registered** Nov 17, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
9	6	C0231	[REDACTED]	1.00	**Web Registered** Nov 21, 2017	<input type="checkbox"/>	<input type="checkbox"/>		No
10	13	C0271	[REDACTED]	1.00	**Web Registered** Jan 04, 2018	<input type="checkbox"/>	<input type="checkbox"/>		No

⚠ Please click the Submit Students button often. There is a 20 minute time limit on this screen.

***** NoShow Drops are only available until the day before the census of the class. *****

By checking this box, I am confirming that the information I am submitting on this roster is accurate. By this submission, I confirm that students not marked as "No Shows" have attended at least one class meeting (for classroom students) or have completed at least one required assignment (for online students). Checking the box above is required before submitting the roster.

I have reviewed my roster and certify that I do not have any drops to report

If You Have No Students to Drop as “No Shows”:

Even if you have zero students to drop as “No Shows” because all of your students reported to class, you still have to submit a final Drop Roster! To do this, read and **check the box** at the bottom of the roster screen and then select the correct button – in this case, **“No Drops to Report.”**

S



 Please click the Submit Students button often. There is a 20 minute time limit on this screen.
*** NoShow Drops are only available until the day before the census of the class. ***

By checking this box, I am confirming that the information I am submitting on this roster is accurate. By this submission, I confirm that students not marked as “No Shows” have attended at least one class meeting (for classroom students) or have completed at least one required assignment (for online students).
Checking the box above is required before submitting the roster.

I have reviewed my roster and certify that I do not have any drops to report

It is critical for all Faculty to certify their drops by checking the box, even if there are no drops to report. Faculty who has not completed this will be contacted by their Division Dean the 2nd week of the term. You can contact OCCfacultyservices@cccd.edu with the CRNs of your course(s) to verify if they have been certified.

If A No-Show Student Drops Your Class:

Students who drop your class before the refund deadline will show on your Roster with a “DN” designation (“Drop with Refund”). When submitting your drops, please determine if any of these students with the “DN” designation were “No shows.” If so, you must change their status to a “No Show” drop prior to the course census date. If the box is grayed out (this indicates that the Census date has passed), and you are unable to update the drop status, please submit the [Instructor’s Request for No-Show Drop After Census form](#) so that Faculty Services can make the required changes. This needs to be done as soon as possible, preferably prior to the end of the semester.

Census Day: 07/06/2017 - Last Day to Enroll: 07/05/2017 - Last Day to Drop: 08/04/2017

 Please click the Submit Students button often. There is a 20 minute time limit on this screen.

*** To comply with federal and state regulations regarding student attendance, please mark the No Show box for each student who did not attend the class at all. No Shows need to be identified no later than the day before the census of the class. For No Shows no last date of attendance is required. The No Show designation will no longer be available to be checked once the census for the class is reached. For students who attended the class but stopped attending, please mark the Drop box, if the student has not already self-dropped, and indicate the actual last date of attendance for all students who stopped attending. The student may have stopped attending before the drop date. All students who either did not attend at all or stopped attending before the census of the class, must be dropped before census. ***

Course Information

Fitness & Health - HLED A270 001
CRN: 11685
Duration: Jun 26, 2017 - Aug 18, 2017
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	11	24
Wait List:	30	5	25
Cross List:	35	31	4

Students that have status of "Drop with Refund" and are a No Show, can be converted to a No Show drop prior to census by clicking the check box in the No Show? column. If the box is grayed out, come to Faculty Services in Watson Hall to initiate the No Show drop.

Rec.#	Reg. Seq.	ID	Student Name	Credits	Reg. Status/Date	NoShow?	Drop?	Last Attend Date MM/DD/YYYY	Rolled
1	5	C02548663	Bacon, Brooke N.	3.00	**Web Registered** / Apr 13, 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	No
2	17	C02507974	Chin, MieMie	0.00	Drop no Refund / Jun 30, 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	No
3	29	C00508663	Escobar, Ruben D.	3.00	**Web Registered** May 31, 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	No
4	39	C02685927	Hernandez Castellanos, Sergio G.	0.00	Drop with Refund / Jun 27, 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	No

Dropping after the Census Date:

[District Administrative Attendance Procedure 5070](#)

After the "Census Date" and prior to the "Last Day to Drop with a W" deadline (printed on the top of your Attendance Roster under Critical Dates), instructors may drop a student when the student is absent for two contiguous class meetings. Instructors may have more restrictive requirements for attendance and dropping students for lack of attendance and these attendance requirements shall be clearly stated in the class syllabus. Instructors may drop students who have accumulated two or more unexcused absences via their MyCoast Drop Roster. However, please notify students that it is their responsibility to officially withdraw from a class if they decide to stop attending after the Census date. Please help inform them of the following consequences if they do not withdraw by the LAST DAY TO DROP WITH A "W" Deadline:

- A "W" reduces a student's registration priority.
- Students can only enroll into a course a maximum of three times. Three "W"s in the same course (or in any combination of D, F, NC, NP, or W) prevents a student from enrolling in the same course again.
- If a student receives a "W" in 50% or more of their units in a given semester, they are put on progress probation; after a second consecutive semester, they are disqualified.
- It is highly recommended that you state this information in your course syllabus. If you tell students that you will drop them if they stop attending, then you should make sure you do so before the final withdrawal deadline.
- "The Last Day to Drop with a W" deadline (printed at the top of your attendance roster) is in effect for both students and Faculty. If a student does not withdraw by that deadline or you do not drop the student, you must assign the student a course grade, (incompletes cannot be assigned to students who failed to drop themselves prior to the "W" deadline).

After the Drop Deadline:

If the deadline for dropping students has passed, you will get an error message if you try to submit a student drop via the "Faculty Drop Roster." At this point, it is too late to drop a student and you must assign the student a course grade at the end of the course.

Error -- Too Late to Drop

Error message--Too Late to Drop appears if it is past the "Last Day to Withdraw with a W" deadline, which is printed at the top of your temporary roster.

Personal Information Student and Financial Aid Faculty Services Enroll

Search Go

Drop Rosters : CCC Fall 2007

Please click the **Submit Students** button often. There is a 20 minute time limit on this screen.

Course Information

How to Review Your Drop Confirmation Roster:

Your "Drop Confirmation Roster" should be printed and reviewed after completing your drops to verify students you intended to drop have been dropped. This roster indicates which students have been dropped from your class and the reason for their drop (by drop code). You can access the "Drop Confirmation Roster" via the "Print Basic Roster" button located in the "Summary Class List" (access this through the "Faculty Information" tab) or by clicking on the "Faculty Term Rosters" link located in "Other Resources."

1. Under "Other Faculty Resources," click on "Faculty Term Rosters."

Other Faculty Resources

Faculty Term Rosters

2. Click on the check box(es) of the course(s) for which you want to access the "Drop Confirmation Roster."
3. Click "Create Rosters".

Spring 2023

Term is set for: Spring 2023

Select Term

If you would like a different term, please select a term from the above menu and press the SELECT TERM button.

Select by CRN
Select 1 or more CRN's. Press the create rosters button when ready

Create Roster(s) Reset

CRN	COURSE	TITLE	START	END	ENROLLED
<input type="checkbox"/>	30133 BUS A133	PowerPoint	28-APR-	25-MAY	9
<input type="checkbox"/>	30710 CIS A131	Microsoft Word 1	28-JAN-	23-MAR-	13
<input type="checkbox"/>	31650 CIS A231	Microsoft Word 2	31-MAR-	25-MAY-	7
<input type="checkbox"/>	31877 CIS A131	Microsoft Word 1	31-MAR-	25-MAY-	8
<input type="checkbox"/>	32019 CIS A131	Microsoft Word 1	02-JAN-	27-JAN-	39
<input type="checkbox"/>	32609 CIS A133	PowerPoint	28-APR-	25-MAY-	13

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This roster lists the students who have dropped and/or been dropped from your course along with a drop code. The drop codes have been included in the table below.

CRN SUBJ CRSE CREDITS COURSE TITLE
 35447 ACCT A101 4.00 FINANCIAL ACCOUNTING
INSTRUCTOR(S) - (P)rimary TYPE DAYS TIME BLDG. ROOM
 Schedule MW 1245-0315pm MBCC 164
 (P)
CRITICAL DATES
 Start Date: 30-JAN-2017 Last Date to drop without a "W": 12-FEB-2017
 End Date: 28-MAY-2017 Last Date to drop with a "W": 30-APR-2017
 Last Date to add class: 12-FEB-2017 Census Date: 13-FEB-2017
 Last Date to drop with a refund: 11-FEB-2017 Add Auth Expiration: 12-FEB-2017

Seats Taken Available Waitlisted				Dropped Students As of: 03-AUG-2017 10:30:41																													
70	60	10	1	Week	Date																												
Student Name	ID	User Name	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T			
1		C02		IN	.00																												
2		C02	3	DI	.00																												
3		C02		DI	.00																												
4		C02		DN	.00																												
5		C02		DN	.00																												
6		C02	3	DI	.00																												
7		C02	1	DI	.00																												
8		C02		DI	.00																												
9		C02		DI	.00																												
10		C02	3	DI	.00																												
11		C02		DI	.00																												
12		C02		DN	.00																												
13		C02		DI	.00																												
14		C02		DI	.00																												
15		C02		DI	.00																												
16		C02		DN	.00																												
17		C02		DI	.00																												
18		C02		DI	.00																												
19		C02		DI	.00																												
20		C02		DI	.00																												
21		C02		NS	.00																												
22		C02		NS	.00																												
23		C02		NS	.00																												
24		C02		NS	.00																												

ADD/DROP CODES:

- AA Administrative Drop—No W
- AC Administrative Drop—No Refund
- AD Administrative Drop
- AI Administrative Drop—With W
- AN Administrative Drop—With Refund
- AU Audit
- CC Cancelled Course
- DA Drop No W
- DC Drop No Refund
- DD Drop
- DF Drop for Non-Payment of Fees
- DI Drop with W
- DN Drop with Refund
- DW Drop Web
- EW Excused Withdrawal
- IA Instructor Drop—No Ref—No W
- IC Instructor Drop—No Refund Before Census
- ID Instructor Drop—No W
- II Instructor Drop—After 30% (with W)
- IN Instructor Drop—No Grade w/Refund
- IP In Progress Open Entry/Open Exit Add
- MA Move Add (Section Changes)
- MD Move Drop (Section Changes)
- MW Military Withdrawal
- NS No Show Drop
- PD Drop—Didn't Meet Pre-Requisite
- RA Re-Add the Course
- RE **Registered** (Enrolled)
- RI Instructor Re-instate
- RS Student Re-instate
- RW **Web Registered**
- WL Waitlisted

Add Permits & Add Codes:

Add permits are not valid until the first-class meeting. Please do not distribute them in advance. It is recommended that Faculty use the waitlist for accepting petitioners. When you accept petitioners, you must:

- Be sure that petitioners have satisfied any necessary pre-requisites for the class.
 - Give the student an official "Add Permit" slip (printed or electronically as a PDF). These PDF permits will be emailed as a blank copy for the 16, 1st, and 2nd - 8-week courses. The 16-week blank add permits will have the refund and the Last Day to Register Deadlines listed for you. If you teach a 1st, 2nd 8-week, other part of term or non-Full-term course(s), you will need to enter these deadlines. Please enter your name, course name, CRN, Add Code, list the date the student first attended the class, and signature. If students are unable to add themselves with the Add Permit through MyCoast and require assistance from Enrollment Center to register, their office will not accept the permit without this information.
 - If the student is on the "Waitlist" for your class, they must drop from the "Waitlist" first to be able to use the Add Permit for the class.
- The Add Permit is the only acceptable method for students to add your course after the term begins and contains critical information for students. If the student has any trouble using the Add Permit to register, please refer them to contact the Enrollment Center prior to the deadline by one of the methods below:
 1. By submitting the [Request to Add with Add Code form](#)
 2. By emailing the Add Permit to arinfo@occ.cccd.edu
 3. By bringing the PDF Add Permit to the Enrollment Center
 - If you need more Add Codes to be generated, please contact Faculty Services by emailing OCCfacultyservices@ccd.edu with the CRN and number of add codes that you need. Please allow a 1-day turn-around. Once generated, the add codes will appear on your roster.
 - Make sure that students who you have given an Add Permit have registered into your class by checking your attendance roster on a daily basis during the first three weeks of class. Students must register for your class on or prior to the expiration date listed on the Add Permit.
 - Students that have not registered into your class and are not on your attendance roster should not be allowed to sit in the class as they will not receive a grade and are not covered by the district's insurance policy.
 - As of the census date, if a student is not listed on your attendance roster, do not allow them attend, participate in the course either in person, via zoom or online and inform them to contact Enrollment Center.



OCC Fall 2022 – Add Permit – 16 Weeks

Once the term begins, you must have an Add Permit in order to register in the course

Register using [MyCOAST](#) on or before the expiration date: **9/11/22**

How to Register:

1. Log on to [MyCoast Portal](#) on or before the Add Code expiration date.
2. Click on the Registration tab (You MUST have a registration appointment to continue).
3. Under Registration Tools click on Add or Drop Classes.
4. Click on Register for Classes.
5. Select the correct term and click Continue.
6. Click the Enter CRNs tab and in the text box, type in the CRN. Click Add to Summary.
7. Waitlisted? On the bottom left corner, click on Panels. This will bring up the Summary box on the bottom right side. In the Summary box, look for the CRN and choose Web Registered from the drop-down menu. Click Submit. If you do not see the Web Registered option, drop the course then follow the steps above to re-add. Make sure you have an add code prior to dropping the class; you cannot be re-added without one.
8. In the Add Authorization Code pop-up, Enter the ADD CODE in the box then click Confirm. **NOTE: The Add Code only becomes effective the first day the class meets!**
9. Click Submit to complete registration.
10. Print your [Student Class Program \(Web Schedule Bill\)](#) to verify your enrollment, fees paid and refund and withdrawal deadline dates.
11. Verify with your instructor that you are on the updated official class roster.

FEES ARE DUE AT THE TIME OF REGISTRATION

If you enroll in a class after it has started, you will not be dropped for non-payment. You are accountable for your registration fees and a hold will be placed on your records if the fees are not paid in full.

REFUNDS: If you stop attending a class, you must drop the class on or before the refund deadline to receive a refund.

Refund Date: **9/10/22**

If you enroll in a class after the refund deadline, and drop the class, you will not receive a refund or fee cancellation.

Enrollment is conditional upon completion of the course pre-requisite

(To be completed by instructor) Instructor signature and first date of attendance are required for registration

Instructor:

Student Name:

Course Name:

Student ID #:

CRN:

First Date of Attendance REQUIRED:

First date of attendance must be on or before the Add Code Expiration Date

Instructor's Signature

Signature Date

Code may be used one time only

ADD CODE

Expiration Date: **9/11/22**

Students unable to register on [MyCOAST](#) must submit an [OCC Request to Add with Add Code](#) prior to expiration date. Instructor signature and first date of attendance are required for online registration assistance.

Students who do not register will NOT be allowed to attend the class and WILL NOT receive a grade.

Deadline for online/in-person registration is **9/11/22**. No registration is permitted after this date.

Contact for faculty: OCCfacultyservices@cccd.edu | Contact for students: ARinfo@occ.cccd.edu

Office Hours: To view the most up-to-date Enrollment Center hours of operation in person, please visit our

[Enrollment Center home page](#)

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability or marital status.

Add Authorization Codes:

“Add Authorization Codes” (printed from the Faculty Information tab/attendance rosters of MyCoast) are specific to the CRN of your course. If you need more add codes, contact Faculty Services at OCCfacultyservices@cccd.edu. Please allow a one-day turnaround time.

Add codes are a six-digit, alpha numeric code (3XBT4D) and is case sensitive. Add codes will need to be entered by the instructor onto the PDF Add Permit. We recommend copying and pasting add codes since certain numbers and letters can be mistaken for each other (O/0, 2/Z, I/1, L/1, S/5, B/8).

Please write the name of the students you give an add permit to next to the corresponding number on your printed "Add Authorization Code" roster. You will be able to see which codes were used by which students in the Excel Download option in the faculty rosters.

**Coast CCD
Fall 2022
Full Term**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
21168	ALH	A111	3.00	MEDICAL TERMINOLOGY
INSTRUCTOR(S) - (P)rimary				
	TYPE	DAYS	TIME	BLDG. ROOM
	Schedule	M	0220-0530pm	SCIENC HALL

CRITICAL DATES

Start Date: 29-AUG-2022	Last Date to drop without a "W": 11-SEP-2022
End Date: 17-DEC-2022	Last Date to drop with a "W": 19-NOV-2022
Last Date to add class: 11-SEP-2022	Census Date: 12-SEP-2022
Last Date to drop with a refund: 10-SEP-2022	Add Auth Expiration: 11-SEP-2022

Add Authorization Codes

Auth#	Student Name	Date
292L42		
TL5980		
Q04PJF		
PZZUWA		
OQZ3X4		
OIGFE7		
MVEKF4		
M595NM		
KSHDQA		
K3MA5V		
JFREEW		
I3D69D		
HQ087Y		
HKDGSE		
G9MQIQ		

Waitlists

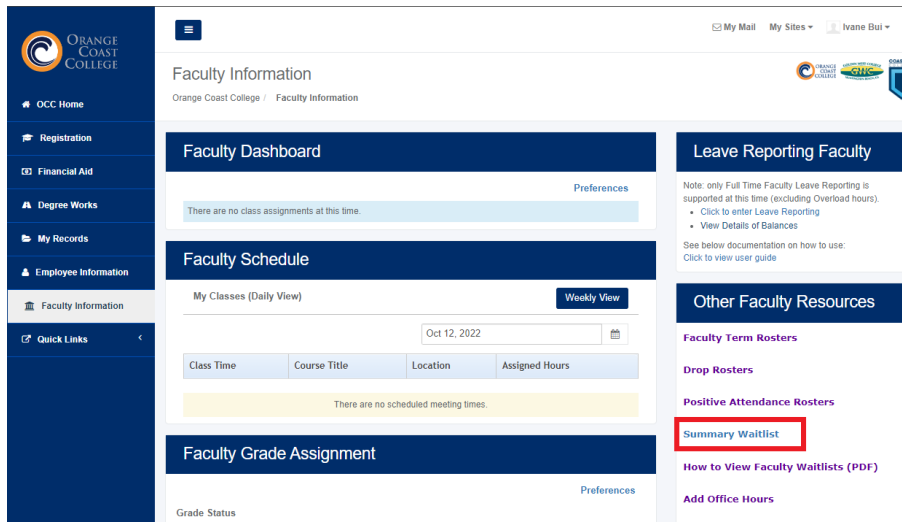
The Coast Community College District uses a waitlist system for closed classes, with the exception of impacted program courses such as allied health courses, etc. which require a special admissions process. Prior to the start of the term, if and when a seat becomes available in your course, the first student listed on the wait list will be notified by email and will have 24 hours to enroll in the class. If the student fails to register within the 24-hour period, he/she will be dropped from the waitlist and the next student on the waitlist will be notified, and so on. The following rules will apply for students who wish to enroll on a wait list:

- A student may enroll in only one waitlist class section per course.
- A student will not be permitted to enroll on a wait list if he/she is enrolled in another section of the same course.
- A student will be permitted to enroll on a wait list only if he/she meets the enforced prerequisite for the class.
- For lecture/lab classes, the student will only be able to enroll on the waitlist for the lab section. This will control both co-requisite course enrollments.
- Generally, classes with enrollments under 100 students will have a waitlist maximum of 30 seats. Classes with a seating capacity of over 100, will have a waitlist maximum of 60 seats.

- The waitlist functionality will be deactivated the Friday prior to the start of the term. This will allow time for students who are notified of an opening in the class to register. No other students will be permitted to enroll on a wait list once it is deactivated.
- Effective the first day of class, instructors are encouraged to utilize the waitlist for filling empty seats, but it is not required. Students will be informed at the time of registration that their place on the waitlist is not a guarantee of acceptance into the class, and that it will be up to the instructor whether the wait list is used once the class begins. If seats are available, instructors will provide a Add Permit with an Add Code; students will drop from the waitlist, then use the Add Permit to add themselves into the course through MyCoast.

How to View the Waitlist for Your Course:

From the Faculty tab in MyCoast, click on “Summary Waitlist” then select the term and course.



The waitlist position indicates if the student has already been notified or not. Students with a zero (0) waitlist position have been emailed that a seat opened.

Summary Wait List with Notified Students:

Summary Wait List OCC Fall 2012
Aug 14, 2012 01:40 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Acct for Small Business - ACCT A100 001
CRN: 24343
Duration: Aug 27, 2012 - Dec 16, 2012
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	1	0	1
Wait List:	1	2	-1
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
0	[REDACTED]	[REDACTED]	Waitlisted	OCC Undergraduate	0.000	Aug 14, 2012 04:26 pm

[Email wait listed students](#)

[Return to Previous](#)

Summary Wait List with Students Not Yet Notified:

Summary Wait List OCC Spring 2010
Jun 24, 2010 10:58 am

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Hist West Art/Preh-Gthc - ART A100 0
CRN: 33379
Duration: Mar 21, 2010 - May 30, 2010
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	4	5	-1
Wait List:	4	1	3
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	[REDACTED]	[REDACTED]	Waitlisted	OCC Undergraduate	0.000	[REDACTED]

[Email wait listed students](#)

[Return to Previous](#)

When you pull up your attendance rosters and add authorization codes, you'll now see a separate waitlisted roster.

**Coast CCD
OCC Spring 2010
Non Full Term**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
33379	ART	A100	3.00	HIST WEST ART/PREH-GTHC
INSTRUCTOR(S) - (Primary)				
[REDACTED]				
TYPE	DAYS	TIME	BLDG.	ROOM
Schedule	R	0800-1100am		

CRITICAL DATES

Start Date: 21-MAR-2010	Last Date to drop without a "W": 15-APR-2010
End Date: 30-MAY-2010	Last Date to drop with a "W": 13-MAY-2010
Last Date to add class: 07-APR-2010	Census Date: 08-APR-2010
Last Date to drop with a refund: 25-MAR-2010	Add Auth Expiration: 07-APR-2010

Seats Taken	Available	Waitlisted	Waitlisted Students As of: 24-JUN-2010 11:12:26																												
4	5	-1	1																												
Student Name			ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S		
1	[REDACTED]	[REDACTED]	[REDACTED]	WL	.00																										
2																															
3																															
4																															
5																															
6																															

Class Conflicts

[District Board Policy 4226](#) prohibits multiple and overlapping enrollments. There are no exceptions.

Course Audits

As a general rule, auditing is discouraged, as OCC is not funded for students who audit a course. Auditors may never displace a credit enrollment. However, in some cases, a student may audit a course if the course is designated as eligible for audit by the department faculty. Instances where a student may want to audit a course include:

- The student is ineligible to enroll for credit because the course has already been taken the maximum number of times.
- The student's educational progress may be adversely affected.
- The program will benefit from the attendance of the student.
- Students who officially enroll in a class may not change to an audit.
- **Audit Deadlines:**
 - Deadline for 16-Week Courses: Audit forms must be submitted by the end of the third week of the semester.
 - Deadline for Short Term Classes: After the census date and before the Friday of the second week.

Audit petition forms are available in the division offices. Permission to audit a class requires the approval of the faculty member and Division Dean. Students must submit completed audit petitions to the Enrollment Services (1st floor of Watson Hall) or to OCCfacultyservices@cccd.edu by the end of the third week of the semester.

Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

Contact: Martha Munoz-Sanchez, Admissions & Records Specialist Senior
Phone: (714) 432-0202 x. 26374
Email: OCCfacultyservices@cccd.edu

Contact: Ivane Bui, Admissions & Records Specialist
Phone: (714) 432-5041
Email: OCCfacultyservices@cccd.edu

Contact: Richelle Penalba, Manager of Admissions & Records
Phone: (714) 432-5869
Email: rpenalba@occ.cccd.edu

Contact: Efren Galvan, Director of Admissions & Records
Phone: (714) 432-5774
Email: egalvan@occ.cccd.edu

Contracted Studies

A student who, for one reason or another, cannot attend a class or classes (excluding class or time conflicts) may negotiate an Independent Study Contract by following these procedures:

1. Request a Learning Contract from the respective division office.
2. Request the permission of the instructor and ask the instructor to specify in detail in the context of the contract the way the student will master the study area and the criteria for evaluation.
3. Ask the instructor and division dean to approve the contract.
4. Take the contract personally to Enrollment Services in Watson Hall. If the contract is approved, the Enrollment Center will officially enroll the student in the course and notify the student.
5. After the student completes the coursework, the instructor will certify the earned grade. Enrollment Services will then record the grade on the student's transcript.

Directed Studies

A student may take advanced coursework in a field of study after having completed the introductory courses. Most departments offer a set of directed study courses numbered A291-A295. In unusual cases, students may petition to enroll in directed studies without completing the pertinent beginning courses. Directed Studies students must ask the instructor to fill out a Learning Contract for Independent Study and have it approved by the Division Dean. Follow the procedures given under Contracted Studies.

Course No.	Units	Clock Hours per Semester
A291	1	54
A292	2	108
A293	3	162
A294	4	216
A295	5	270

A maximum credit of 3 units per term –6 units total– in otherwise transferable subject areas is allowed. Letter grades are assigned for Directed Studies (grade only). Transfer credit for courses of this kind is contingent upon a review of the course outline by a University of California or California State University campus.

Not all courses are eligible for Contracted Studies or Directed Studies options. Students must first meet with the appropriate instructor and division dean to determine if a Learning Contract for Independent Study is a viable option.

Section Changes

Section changes are used to transfer a student from one section of the same course to another because the student has an extenuating circumstance preventing continued participation in the original section. The following criteria apply:

- Approval of the faculty member for the course (section) that the student wants to change to. [Section Change Petition Slip](#) is required with the signature of the faculty member.
- The change must be the same course name and number (i.e. MATH A10 for MATH A10).
- The class must be within the same session (i.e. a first 8-week course cannot be replaced with a second 8-week course).
- The section change must take place within one week of faculty approval (check Pete's Points for a specific deadline.) Please ask the student to show you a Student Class Program (Web Schedule Bill) indicating registration in the class. Please check your attendance roster to make sure the student is enrolled in your course.
- Students must be given an Add permit in order to register into an alternate section during the first 2 weeks of the term. Section changes will be processed beginning the 3rd week of the term.

Questions Regarding Contracted Studies, Directed Studies, & Section Changes?

Contact: Your Dean





Submitting Final Course Grades

Please check MyOCC, Pete's Points, and your Faculty mailbox for important information pertaining to Grade submission due dates. Due to new Federal Financial Aid regulations, it is imperative that you submit your grades on or before the due date in order avoid financial sanctions against the College. OCC is a top transfer college in California with many students that need transcripts sent to 4-year colleges and universities by stated deadlines. Your assistance is greatly appreciated. Please understand that transcripts cannot be generated or sent to universities until all grades from all faculty members are submitted.






Option 1: MyOCC Faculty Grade Assignment:

If you maintain your grades on paper or via your own grade program or spreadsheet, the easiest way to submit them is through the Faculty Grade Assignment on the Faculty tab on MyOCC. Once you have calculated your students' final grades, click on the green and yellow icon next to the course to launch the online grade entry roster.

Faculty Grade Assignment

[Personl Finand Success](#) BUS A120 OCC Spring 2008 
[Technical Electronics](#) ELEC A140 OCC Spring 2008 
[A.C. Circuits](#) ELEC A155 OCC Spring 2008 
[Freshman Composition](#) ENGL G100 GWC Spring 2008 

[More](#)

Icon	Description
	Indicates that grade entry has not been started for this course. (Grades can be entered.)
	Indicates that some grades have been entered for this course, but final course grades assignment have not been completed for this course.
	Indicates that you have completed the final course grade assignment for this course.
	The grades for this course have been rolled to academic history. (Grade changes must be made in Faculty Services, Watson Hall 1 st floor.)
	No enrollment.
No icon	This course is not yet available for grading.

Option 2- Entering Grades on MyOCC:

Sometimes the links that allow you to see your rosters and submit grades do not function properly. The following instructions offer a work-around for how to submit your grades, should this occur.

1. Go to MyOCC and click on the Employee tab
2. Click on Banner Self Service
3. Click on Faculty and Advisors
4. Click on Final Grades
5. Select and choose the correct term and click Submit
6. Select and choose the correct class and CRN and click Submit
7. Enter your grades – click the drop down in each box and choose the corresponding grade you wish to assign.

You must submit the last date of attendance for grades of F, IF, NP, INP, and for all students who withdrew (W). Each screen holds 17 students. After grading the first 17, click Submit. (If you do not click Submit, grades will not be recorded). Then click to the next page and follow the same instructions.

8. For security reasons you will have 20 minutes or 40 minutes per page to enter grades.
9. Note: If you are using the scroll button on the mouse it may change grades.
10. If a student chooses P/NP (pass/no pass) then you will only see P/NP in the drop-down box.

Failure to drop a student is not an extenuating circumstance - an incomplete grade cannot be given for this reason.

Submitting Grades through Canvas

- Final grades may also be submitted via Canvas to MyCoast (Banner).
- **Last Day of attendance can only be submitted via MyCoast.**
- [Instructions for submitting grades via Canvas.](#)
- [Video for submitting grades via Canvas](#)

Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

Contact: Martha Munoz-Sanchez, Admissions & Records Specialist

Phone: (714) 432-0202 x. 26374

Email: Mmunoz@occ.cccd.edu

Contact: Efrén Galvan, Director of Admissions and Records
Phone: (714) 432-5774
Email: egalvan@occ.cccd.edu

Last Day of Attendance for Grades of F, NP, I or W:

Due to Federal Financial Aid rules, we must verify the date of last attendance for all students who earn an F, NP, I (Incomplete), or W (Withdrawal). If a student has been dropped from your class or if you are submitting a grade of I, F or NP, you will be prompted to enter the date of last attendance from your records. This includes students who dropped with refunds (DN or IN), drop with no refunds (DC or IC), and drops with W (DI or II).

Grade Codes:

The appropriate grading and academic record symbols to use are explained in [AP 4230](#), Grading and Academic Record Symbols. The symbols are summarized below.

Credit Courses:

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failing
P	Pass
NP	No Pass
W	Withdrawal
I	See AP 4230
IP	See AP 4230
MW	See AP 4230
EW	See AP 4230

Non-Credit:

Symbol	Definition
SP	See AP 4230
P	Passing (at least satisfactory)
NP	No Pass (less than satisfactory, or failing)
A-NC	Excellent
B-NC	Good
C-NC	Satisfactory
D-NC	Passing
F-NC	Failing
W-NC	See AP 4230
MW-NC	See AP 4230
EW-NC	See AP 4230

Assigning an Incomplete Grade:

Incomplete grades are governed by California State Ed Code section 55023 – Academic Record Symbols and Grade Point Average, and BP/AP 4230.

- If a student has a **justifiable circumstance** that prohibits the student from completing the final course requirements for your class, you may assign the student an incomplete grade. The incomplete grade should be assigned only when the student has completed a majority of the academic work for the class and only if you are willing to accept the late work and/or meet with the student to administer make-up work and exams on your own time.
- **Written documentation is required by State of CA Ed. Code on all incomplete grades.** [Incomplete Grade Forms must be signed by the student and Faculty member.](#) However, if the student is unavailable to sign the form due to extenuating circumstances, the faculty member may sign on behalf of the student, stating the student has been informed of the incomplete grade and the requirements necessary to complete the course. *Failing to drop a student is not an extenuating circumstance.*
- Incomplete grades for extenuating circumstances are assigned by entering them on the Final Graderoster on MyCoast with the Last Attendance Date.
- If you are issuing an incomplete grade you must submit an Incomplete Form to the Faculty Services Team by the grade deadline. The form can be signed electronically and emailed directly to Faculty Services (OCCFacultyServices@occ.cccd.edu). Please note that in order to verify authenticity, the Incomplete Form must be received from your CCCD e-mail address. If you prefer to turn in the form in person, Faculty services can be found on the first floor of Watson's Hall.
- **Once the incomplete grade is assigned, the student may NOT re-enroll in the class.** The student will have one year to make up the coursework (as documented on the incomplete grade form you turn in to Faculty Services, located on the first floor of Watson Hall, at the end of the term).
- **If the student fails to make up the coursework within one calendar year, the grade will automatically revert to the alternate letter grade.**

Faculty Support

Division Contacts, Department Chairs, & Schedulers

Follow the links below to access more information:

[Division Contacts](#)

[Office of Instruction](#)

[Department Chair Portal](#)

[Schedulers Portal](#)

Program Coordinators

The contact information for our [Faculty Program Coordinators](#) can be found on the Department Chair portal page under Resources. Our Program Coordinators are great resources if you have questions about any of these areas.

Evening & Weekend Support

- Please contact your Division Office prior to 5:00 PM to report any unexpected evening/weekend class absence or delays. Include your name, the building and classroom where your class meets, the time your class meets, name of the course, and section number (CRN).
- If you do not have a scheduled class or meeting, please notify Campus Safety if you intend to be on campus in the evening or on the weekend.
- If after discussion with the dean, a substitute arrangement cannot be made, faculty should contact the students in their class to notify them of the cancellation. The Division Office can post a sign on the classroom door of a canceled class.

- In the event of an unforeseen or last-minute delay or absence after the division's office is closed, instructors should call the OCC Campus Public Safety at (714) 432-5017. Instructors should provide the following information: their name, the building and classroom location where the class meets, the time the class meets, the name of the course, and section number (CRN).
- In the event of a life-threatening emergency when on campus, please call 911 and then call (714) 432-5017. The Campus Public Safety officer on duty will be able to respond and help the paramedics and/or police officers when they arrive.
- The [Answer Center](#) (switchboard) can be reached at (714) 432-5772 during open hours.

Emergency Preparedness

Disasters and major emergencies often occur without warning and create serious risk for the Orange Coast College community. Although a number of specific emergency procedures are covered here, it would be impossible to list everything that could possibly go wrong. When confronted with an emergency, remember these general guidelines:

- Remain as calm as possible.
- If you are instructed to evacuate a building:
 - Cooperate with emergency personnel.
 - Move at least 100 feet away from the building or as far away as possible.
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
 - DO NOT re-enter evacuated buildings until designated officials say it is safe to do so.
- If requested, assist emergency personnel.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- The college may not have immediate assistance for up to 72 hours.
- You should keep emergency supplies in your car and office.

The purpose of this information on how the College plans to respond to a disaster or emergency, as well as information on how you should respond to emergencies you may encounter. Visit the [Emergency Preparedness](#) webpage for detailed information.

Campus Safety

The Orange Coast College Campus Public Safety Department is "Committed to Your Safety". They are working hard to keep Coast a safe campus.

CAMPUS PUBLIC SAFETY OFFICE

The office is open Mon to Fri, 8 a.m. - 5 p.m. and closed on Saturday & Sunday. Inquiries regarding keys, parking regulations, citations, and permits can call (714) 432-5017 (on campus - 25017)

FOR EMERGENCIES

Report on Campus Emergency - 25555

Emergency - 911

Costa Mesa Paramedics/Fire/Police Dispatch- (714) 754-5252

MORE INFORMATION

[How to Respond to an Active Shooter](#)

[Campus Emergency Operations Booklet](#)

[Annual Security and Fire Safety Report](#)

Disruptive Behavior

The following link is used to report students who have allegedly violated the Student Code of Conduct, are disruptive in the classroom or office setting, and/or display behaviors that need attention and assistance: [Incident Reporting Form](#)

IMPORTANT NOTE: If a student displays behavior that you deem are violent and uncontrollable, please contact the Office of Campus Safety immediately at (714) 432-5017.

Incident reports generally fall into four categories: Academic Dishonesty, Disruptive Student Behavior, Concerning Behavior, and Sexual Misconduct. The following are definitions that can help you as you complete the Incident Report Form:

- Academic Dishonesty: Cheating, plagiarism, etc.
- Concerning Student Behavior: Sleeping in class, excessive talking during lectures, suspicion of being under the influence of alcohol or other substances, persistence arguing with you, atypical behaviors that seem to interfere with their ability to complete classroom work, etc.
- Disruptive Student Behavior: Displays of intense aggression towards you and/or students, yelling/screaming, states a direct threat towards another individual or group with the intent to harm, portrays violent behaviors such as hitting, pushing, bumping, etc.
- Sexual Misconduct: reports from a student who says they were sexually assaulted, sexually harassed due to their gender, gender identity, and gender expression, domestic violence, etc.

You may also submit an Incident Report on a student categorized as *For Your Information*, which will not prompt any immediate action by the Dean of Students Office unless the student has past and persistent behaviors that cannot be ignored. We highly encourage this practice, as it gives more information on a student's behavior and possible patterns that need mitigation. Should you need help or clarification regarding incident reporting, please contact the Dean of Students Office at (714) 432-5741.

Class Scheduling

Class scheduling for future academic terms is completed during specified time periods. Contact your division dean and division or department scheduler for information on your division's plans for future term class offerings. A timeline for future term development is viewable on the [Class Scheduling Portal](#). This site includes guidelines and additional information about how classes are scheduled, and links to the Schedulers Forum meeting summaries and documents.

Class Scheduling Questions?

Contact: Nathalie Ferrero, Instructional Information Technician

Phone: (714) 432-5694

Email: nferrero@occ.cccd.edu

Curriculum Process

The curriculum process is overseen by the [Curriculum Committee](#). The curriculum committee meets during Fall and Spring semesters. New course or program submission and revisions to curricula must be submitted through the curriculum management system, [CurricUNET](#). Curricula must be reviewed by the dean, approved by the Curriculum Committee, then the Board of Trustees and the California Community College Chancellor's Office, if applicable.

- For information regarding the curriculum process, deadlines and assistance, please visit the Curriculum Committee Portal.
- There are also helpful [CurricUNET Walkthrough](#) videos and curriculum help guides available.
- Your Department Chair is also a great contact to help you get started with Curriculum development. To identify your Chair, contact your division office.

Curriculum Process Questions?

Contact: Elizabeth Page, Curriculum Specialist, Instruction

Phone: (714) 432-5693

Email: epage@occ.cccd.edu

Faculty Loading & Payroll

Your pay stubs can be accessed and printed online from our Employee Information System (EIS). EIS can be accessed via MyOCC on your Employee Information tab:

- If you need to register your EIS for the first time, instructions are available.
- If you need to reset your password or username, links can be found on the sign-in page.

Employee Information System

[Click here to view pay stubs, W-2s, sick/vacation balances](#)

To register, you will need your 10 digit employee ID – Example: 9000012345, the last 4 digits of your social security number, your birth date, and a valid email address.

If you have already registered, you only need the email address and password you used to register your account.

The 10 digit employee ID is comprised of our district number “90” and the numeric part of your “E” ID used in Banner. You must include enough zeros between the DISTRICT NUMBER and the E ID to meet the 10 digit requirement.

If you don't know your E ID, contact your campus personnel office or the District Payroll Department.

[Click here for instructions on how to register](#)

Questions Regarding Your Loadsheet, Special Assignments, Timecards, & Absence Reporting?

Full-Time Faculty Contact:

FLAC Analyst, Instruction

Phone:

Email: instruction@occ.cccd.edu

Part-Time Faculty Contact:

Annie Han, Instructional Services Specialist, Instruction

Phone: (714) 432-6886

Email: ahan@occ.cccd.edu

For additional information regarding your Pay, please contact your [Payroll Technician](#), assigned by last name.

Human Resources

HR information is available on the [Human Resources Portal](#).

HR Questions?

Contact: Rebecca Morgan, Director of Human Resources

Phone: (714) 432-6861

Email: rmorgan23@occ.cccd.edu

Contact: Jamaal Tatum, Employee Relations Manager

Phone: (714) 432-5690

Email: jtatum1@occ.cccd.edu

Benefits Information

Information about your benefits is available on the [District Navigator Benefits](#) page.

Benefits Questions?

Contact: Monica Marin, Manager, Benefits Plans Admin

Phone: (714) 438-4794

Email: mmarin@cccd.edu

Location: Coast Community College District Benefits Office

1370 Adams Avenue Costa Mesa, CA 92626

Employee Assistance Program (EAP)

The Coast Community College District provides access to confidential professional counseling for all active employees and family members through the [Employee Assistance Program](#) (EAP). The EAP is a resource to help you deal with personal matters affecting your life. These may include:

- Marital/Family
- Alcohol and Drug Abuse
- Depression
- Stress Management
- Financial Troubles
- Child/Adolescent Behavioral Problems

EAP Questions?

Contact: 24 Hour Helpline Phone: 1-800-999-7222

Website: www.anthemep.com (Enter CCCD to log in)

SchoolsFirst Credit Union

All OCC employees are eligible to join SchoolsFirst Credit Union and avail themselves of the benefits of the Credit Union.

SchoolsFirst Questions?

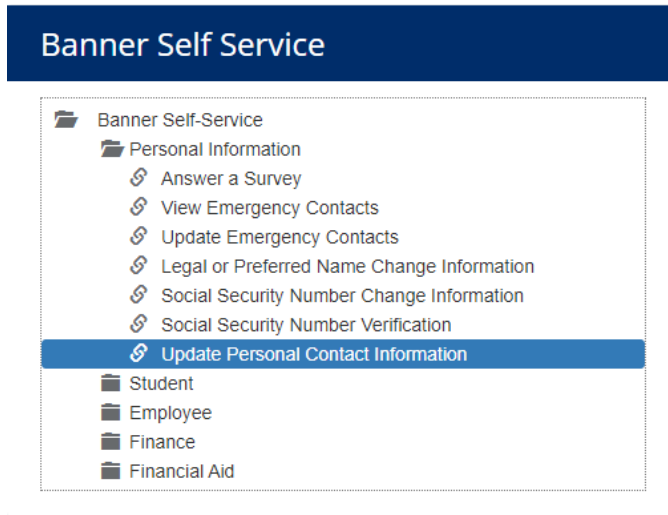
Contact: SchoolsFirst

Phone: (800) 462-8328 or (714) 258-4100

Website: www.schoolsfirstfcu.org

Personal Information Changes

Most changes to your personal information can be made online in MyOCC under the Employee Information tab. This includes address, telephone, and preferred name. Changes in contact information must be reported immediately so that all records can reflect accurate information.



- Preferred Name allows students and employees to use chosen first names rather than their legal first names to identify themselves.
- Legal name changes can only be made using the [ID Change form](#). Official documentation of legal name change will be required. Any other changes can be made online on MyOCC.

Personal Info Questions?

Contact: Margaret Morales, Human Resource Generalist

Phone: 714-438-4722

Email: margaretm@ccd.edu

Contact: Lisa Dupuy, Human Resource Generalist
Phone: 714-438-4721
Email: ldupuy@cccd.edu

Print Services

Print Services provides a wide range of copying and electronic printing services, including the following: printing, blank paper orders, banners, posters, or other wide format orders, and other specialty items.

- You may copy your own instructional materials or have materials duplicated for you at our self-service location.
- [Pricing](#) for services is located online.
- Submit an order online to be completed with an approximate 4-day turnaround.
- Print Services can accept many types of electronic files including Word, Excel, PowerPoint, and PDF files.

Print Services Questions?

Contact: Victor Pino or Chris Yagerman
Phone: 714-432-5125
Email: occPrintServices@occ.cccd.edu
Office Location: Clark Center

Faculty Evaluations

The CFE contract enumerates in [Section 8.5.d](#), the criteria for evaluating tenure-track and temporary faculty.

Full-Time Evaluation Process

The evaluation process for Full-Time faculty is outlined in the CFE Contract, and varies depending on if the faculty member is:

- Temporary (Article VIII Section 8.2)
- Categorical (Article VIII Section 8.3)
- Tenure-Track (Article VIII Section 8.5)
- Tenured or "Regular" Faculty (Article VIII Section 8.6)

Questions Regarding FT Faculty Evaluations?

Contact: FLAC Analyst, Office of Instruction
Phone:
Email: instruction@occ.cccd.edu
Office Location: College Center

Part-Time Evaluation Process

The evaluation process for Part-Time faculty varies depending on the bargaining unit the faculty member belongs to.

- If the faculty member is part-time with a 50-67% defined full-time load, it is governed by the CFE Contract (Article VIII Section 8.4).
- If the faculty member is part-time with Less than a 50% defined full-time load, it is governed by the CTA Contract (Article X).

Questions Regarding PT Faculty Evaluations?

Contact: Annie Han, Instructional Support Specialist
Phone: (714) 432-6886
Email: ahan@occ.cccd.edu
Office Location: College Center

Commencement

Full-time faculty are obligated in the College graduation ceremony every other year on a rotating basis (per CFE Contract [Section 12.12](#)). If faculty are away at an approved conference, or if the ceremony conflicts with their contractual teaching assignment, they may be excused. If faculty are sick or do not attend on their rotation year, the division office will issue an absence report for them for the three hours of the ceremony.

Ceremony Regalia:

All faculty participating in the Commencement Ceremony will need to wear regalia. The college rents regalia for faculty who do not own their own regalia. In early spring each year, you will receive an email from the Office of Instruction detailing the information (if any) that is on file for you and asking for any changes to the style and size of your regalia, as well as any changes to your degrees. Responding promptly ensures that your regalia is proper on Commencement Day. You can return your regalia to a bin at the Commencement location immediately following the ceremony.

Regalia Questions?

Contact: The Office of Instruction
Phone: (714) 432-5012
Email: instruction@occ.cccd.edu

Conferences

For all business travel, with or without reimbursement, an approved [Conference Authorization Request \(CAR\)](#) form is required prior to travel. Submission deadline for processing and board approval: 4 weeks for domestic travels and 8 weeks for international travels. For details about the travel and conference authorization process, please review the [CAR workflow](#).

Questions Regarding Travel or CARs?

Contact: Thuy Nguyen, President's Office
Email: tnguyen@occ.cccd.edu
Phone: (714) 432-5816

Professional Development Advisory Committee (PDAC)

The primary mission of the Professional Development Advisory Committee is to prioritize, communicate, and provide resources for inclusive and equitable learning opportunities; encourage the importance of life-long learning; and recognize the value of individuals leading college wide success.

Questions Regarding PDAC?

Contact: Rebecca Morgan, Chair
Email: rmorgan23@occ.cccd.edu
Phone: (714) 432-0202 x. 26861

Flex Day

The mission of [Flex Day](#) is to encourage collaboration, communication, and connection of the various members of our campus community through activities that lead to staff, student, and/or instructional improvement.

Questions Regarding Flex Day?

Contact: Dr. Allissa Blystone, Flex Coordinator
Email: ablystone@occ.cccd.edu

LinkedIn Learning

[LinkedIn Learning](#) offers over 5,000 courses in business, technology, and creative skills taught by industry experts). You can take courses in Outlook, Excel, PowerPoint, Adobe Acrobat, Photoshop, and a multitude of other software packages and other topics.

- Use your OCC email address and MyOCC password to login.

Campus Dining

There are various food venues on campus. For more information, visit the [Campus & College Center Dining](#) website.

Food For Campus Events

All events that include food and beverage as part of the event need to coordinate the food and beverage items with Instructional Food Service. Please call our Hospitality Coordinator @ ext. 26435 for assistance or email: catering@occ.cccd.edu.

Questions Regarding Food on Campus?

Contact: General Manager, Instructional Food Services

Phone: (714) 432-0202 ext. 26435

Email: catering@occ.cccd.edu

Student Support

Intervention Efforts: Starfish, The Hub and AIM

OCC has made big strides with Intervention Efforts! As a faculty member, you are uniquely positioned to observe and understand student concerns and have valuable information that can inform support services' efforts to holistically assist your students. Our retention team is excited to partner with you in the following ways:

- **Starfish** – Starfish is our College's Early Intervention system. You can log into Starfish to submit tracking items like kudos (to provide positive feedback to students), flags (to raise concerns), and referrals to support services on campus that can help. The Hub follows up on all flags raised in Starfish.

Note that you can raise tracking items any time throughout the semester, or you can look for emails inviting you to submit feedback for your entire class during progress survey periods (typically weeks 4-5 and 9-10).

- **The Hub** is a team of student services professionals – both Success Coaches and Peer Mentors – that assist walk-in students with everything from getting registered for classes to developing complex, multi-step success plans to keep them on track for a semester. The Hub is also the team responding to your Starfish flags and direct referrals.

Please know also that should one of your students find themselves on academic or progress probation, or be disqualified, our **Academic Improvement Movement (AIM) program** will contact them to offer help with rehabilitating their academic standing. Questions about our AIM program can be directed to Heather Dominguez, Retention Coordinator. Phone: (714) 432-6902 Email: hdominguez@occ.cccd.edu

Academic Counseling

The Counseling Center, located on the third floor of Watson Hall, has counselors available to help with academic, career and personal issues.

- Counselors are available throughout the school day to answer questions and to provide information on a drop-in basis. To create an educational plan, students need to schedule an appointment with a counselor.
- Appointments may be made in person, online or by telephone. Thirty-minute appointments are scheduled a week in advance. Every Thursday at 8:00 a.m., the Counseling department begins scheduling appointments for students for the following week.

Counseling Questions?

Contact: Counseling Department

Phone: (714) 432-5078

Email: OCCcounseling@occ.cccd.edu

Office Location: [Watson Hall, 3rd Floor](#)

Accessibility Resource Center (ARC)

Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Orange Coast College (OCC) Accessibility Resource Center (ARC) will take all necessary steps to ensure that no OCC student with a verified disability receives equal access to education, and is never denied the benefits of, excluded from participation in, or otherwise subjected to discrimination

in an educational program because of the absence of auxiliary aids or academic accommodations. Participation in the OCC DSPTS is completely voluntary, and all reasonable accommodations proscribed to an individual student are directly linked to the educational limitations that are related to the student's verified disability.

ARC Questions?

Contact: Jason Constein, Director, ARC

Phone: (714) 432-5807

Email: disabledstudents@OCC.cccd.edu

Office Location: [Specials Services Building](#)

Student Health Center

The Student Health Services is financed solely by student health fees and is available to all currently enrolled students. Confidential medical and mental health care is provided. The health fee covers consultations with nurses, doctors and therapists, there is no cost for students to access health services. Medical providers are available during scheduled hours for diagnosis and treatment of acute, short term health problems. The Student Health Center also provides campus health education and outreach.

In case of a classroom life-threatening emergency, dial 911, and follow the instructions provided in the Campus Emergency Operations booklet.

Student Health Services Questions?

Contact: Kelly Daly, Associate Dean/Director Student Health Center

Phone: (714) 432-5808 (General Questions)/ (714)714-7705 (Medical Care, Consults, & Referrals)

Email: kdaly@occ.cccd.edu

Office Location: [Student Health Center is located North of Watson Hall](#)

Mental Health Services

The Student Health Center provides short term therapy and crisis counseling for currently enrolled students. The student requesting counseling will receive an intake appointment with a member of our mental health team, who will determine future counseling appointments or implement immediate crisis intervention.

Mental Health Services Questions?

Contact: Larry Valentine, Director of Mental Health Services

Phone: (714) 432-6858

Email: lvalentine6@occ.cccd.edu

Office Location: [Student Health Center is located North of Watson Hall](#)

Behavioral Intervention Team (BIT)

[The Behavioral Intervention Team \(BIT\)](#) consists of a trained team from multi-disciplinary areas of the college whose primary goal is to ensure the safety and well-being of our students and our campus community. The following link is used to report students who have allegedly violated the Student Code of Conduct, are disruptive in the classroom or office setting, and/or display behaviors that need attention and assistance.

IMPORTANT NOTE: If a student displays behavior that you deem are violent and uncontrollable, please contact the Office of Campus Safety immediately at (714) 432-5017.

- [Incident Reporting Form](#)

Incident reports generally fall into four categories: Academic Dishonesty, Disruptive Student Behavior, Concerning Behavior, and Sexual Misconduct. The following are definitions that can help you as you complete the Incident Report Form:

- **Academic Dishonesty:** Cheating, plagiarism, etc.
- **Concerning Student Behavior:** Sleeping in class, excessive talking during lectures, suspicion of being under the influence of alcohol or other substances, persistence arguing with you, atypical behaviors that seem to interfere with their ability to complete classroom work, etc.
- **Disruptive Student Behavior:** Displays of intense aggression towards you and/or students, yelling/screaming, states a direct threat towards another individual or group with the intent to harm, portrays violent behaviors such as hitting, pushing, bumping, etc.
- **Sexual Misconduct:** reports from a student who says they were sexually assaulted, sexually harassed due to their gender, gender identity, and gender expression, domestic violence, etc.

You may also submit an Incident Report on a student categorized as For Your Information, which will not prompt any immediate action by the Dean of Students Office unless the student has past and persistent behaviors that cannot be ignored. We highly encourage this practice, as it gives more information on a student's behavior and possible patterns that need mitigation.

BIT Questions?

Contact: Derek Vergara, Dean of Students

Phone: (714) 432-5741

Email: dvergara2@occ.cccd.edu

[Student Success Center \(SSC\)](#)

The Student Success Center, located in Classroom and Lab (C&L) 103, under the blue clock tower, offers students tutoring in three areas:

Math Area:

Students can receive up to 8 hours of tutoring per week for math and other subjects, excluding writing.

ONE-ON-ONE APPOINTMENTS:

There are several math tutors working each hour to help students understand math concepts and stay on task with their homework. Tutors strive to help students better understand course concepts as well as provide strategies for test preparation, note-taking, and time management.

We offer 25-minute and 50-minute one-on-one appointments that students can schedule themselves. Students who enroll in TUTOR 050N can visit our Canvas page for more information about how to make tutoring appointments.

In addition to the appointment options listed above, students who are members of the following programs can schedule standing weekly appointments, appointments that meet at a set day and time every week: [Veterans](#), [ARC \(formerly DSPS\)](#), [EOPS](#), [Equity](#), [Guardian Scholars](#), [Puente](#), [Umoja](#), [STEM](#), and [PRESS](#). Students in these programs can ask their counselors to submit a referral form to the Student Success Center for this extra service. Once received, the student will be contacted by a staff member to set up a weekly appointment. The tutor will review class concepts, help answer homework questions, and provide study strategies, like test preparation.

STUDY GROUPS:

Study groups are a good way for students to work together to learn and understand difficult material. The tutor leading the session will review class-specific concepts, help answer questions, and provide study skills tips. Students may request a study group once they have enrolled in TUTOR A050N. At least 5 student requests are needed to form a group. Once the study group is formed, other students from the same class with the same instructor are welcome to join.

Math Area Contact

Contact: Michael Oquist
Phone: (714) 432-5072 x. 22161
Email: moquist@occ.cccd.edu

Writing and Reading Tutoring:

The Writing and Reading area of the Student Success Center offers free writing, reading, and ESL tutoring to all currently enrolled students at OCC. Students do not need to be enrolled in an English class to take advantage of tutoring; the Writing and Reading area offers tutoring for writing and reading assignments for any class on campus! Students can receive up to 5 hours per week of writing and reading tutoring.

ONE-ON-ONE APPOINTMENTS:

We offer 25-minute tutoring appointments, where our tutors assist with any stage of the writing or reading process. To get the most out of a session, students are encouraged to have their syllabus, writing prompt, and any writing they have completed with them during their appointments.

In addition to the appointment options listed above, students who are members of the following programs can schedule standing weekly appointments, appointments that meet at a set day and time every week: [Veterans](#), [ARC \(formerly DSPS\)](#), [EOPS](#), [Equity](#), [Guardian Scholars](#), [Puente](#), [Umoja](#), [STEM](#), and [PRESS](#). Students in these programs can ask their counselors to submit a referral form to the Student Success Center for this extra service. Once received, the student will be contacted by a staff member to set up a weekly appointment. The tutor will review class concepts, help answer homework questions, and provide study strategies, like test preparation.

Directed Learning Activities (DLAS):

We offer [Directed Learning Activities \(DLAs\)](#) for students seeking a deeper understanding of specific writing and reading concepts. These activities are tutor-led lessons and activities to help students hone specific writing and reading skills.

To make an appointment with a writing tutor and to view our list of available Directed Learning Activities, please visit our TUTOR 050N Canvas homepage.

Writing Workshops:

[Writing Workshops](#) are offered several times a week and focus on various writing topics such as thesis statements, paragraph organization, and grammar. Each workshop lasts 50 minutes and accommodates 15 students. Writing Workshops count towards your 5-hour maximum in the writing area of the Student Success Center.

Writing and Reading Assistance Email: successcenter@occ.cccd.edu

Subject Specific Tutoring

Students can receive up to 8 hours of tutoring per week for math and other subjects, excluding writing. Tutors are available to help students with most classes other than English and math.

ONE-ON-ONE APPOINTMENTS:

There are several tutors working each hour to help students understand concepts and stay on task with their homework. Tutors strive to help students better understand course concepts as well as provide strategies for test preparation, note-taking, and time management.

We offer 25-minute and 50-minute one-on-one appointments that students can schedule themselves. Please visit our TUTOR 050N Canvas page for more information about how to make tutoring appointments.

In addition to the appointment options listed above, students who are members of the following programs can schedule standing weekly appointments, appointments that meet at a set day and time every week: [Veterans](#), [ARC \(formerly DSPS\)](#), [EOPS](#), [Equity](#), [Guardian Scholars](#), [Puente](#), [Umoja](#), [STEM](#), and [PRESS](#). Students in these programs can ask their counselors to submit a referral form to the Student Success Center for this extra service. Once received, the student will be contacted by a staff member to set up a weekly appointment. The tutor will review class concepts, help answer homework questions, and provide study strategies, like test preparation.

STUDY GROUPS:

Study groups are a good way for students to work together to learn and understand difficult material. The tutor leading the session will review class-specific concepts, help answer questions, and provide study-skills tips. Students may request a study group once they have enrolled in TUTOR A050N. At least 5 student requests are needed to form a group. Once the study group is formed, other students from the same class with the same instructor are welcome to join.

Subject Specific Tutoring

Contact: Virginia Nuzzolese-Laflamme

Phone: (714) 432-5055

Email: vnuzzoleselaflamme@occ.cccd.edu

Online Tutoring

We currently offer two types of online tutoring:

1. ZOOM SESSIONS WITH OCC TUTORS

Students must register for TUTOR 050N:

Please watch our [How to Register for TUTOR 050N](#) video.

For the Spring 2023 semester, register using CRN 47426.

After registering, visit our TUTOR 050N Canvas homepage to access Accudemia, our online appointment-making system.

Students must [make a password for Accudemia \(PDF\)](#) before they can make their own tutoring appointments.

Once students make an appointment, they will receive an email from Accudemia, containing a link to their tutor's Zoom session. Up to five minutes before and five minutes after the scheduled start time of the appointment, students can use that Zoom link to meet with their tutors, or they can sign into Accudemia and click the "Join" button under the "Upcoming Appointments" section of the homepage.

2. BRAINFUSE ONLINE TUTORING

Brainfuse is an independent company with its own tutors. Orange Coast College offers this service to students for up to 9 hours per month. Students can access Brainfuse through Canvas.

Online Tutoring Questions?

For assistance, click the "Virtual Front Desk" button on our Canvas homepage or email us at successcenter@occ.cccd.edu, where our staff will assist you.

Student Success and Support Services

CalWORKs

The mission of [CalWORKs](#) at Orange Coast College is to assist and guide CalWORKs student-parents to realize their goal of family self-sufficiency by promoting post-secondary education, obtaining the job and "soft" skills necessary to successfully compete in today's workforce, as well as striving for a healthy, well-balanced family. CalWORKs at Orange Coast College is partnered with the County of Orange Social Services Agency, ResCare, Inc., MAXIMUS, and other community agencies to achieve these objectives.

CalWORKs Questions?

Contact: Vickie Hay, Coordinator
Phone: (714) 432-5636
Email: vhay@OCC.cccd.edu
Office Location: Watson Hall, 4th Floor, Room 460

CARE

[CARE](#) was established by the State of California in 1982 as a supplemental component of EOPS. CARE is a program for single parents who are currently receiving public assistance (CalWORKs/TANF/Cash Aid). The CARE program provides resources and support for disadvantaged single parents and promotes self-sufficiency through education and training.

CARE Questions?

Contact: Sonia Duran
Phone: (714) 432-5173
Email: sduran26@ccd.edu
Office Location: Watson Hall, 4th Floor, Room 460

CLEEO Project

(Counseling Latin@s for Equity & Engagement)

[CLEEO Project](#) has a commitment to promote Latin@s access and success in higher education in an equitable and culturally supportive environment. The CLEEO Project focuses on developing an educational pathway for college students with an emphasis on the successful development of life skills and the attainment of Associate and Bachelor degrees and beyond toward a Post-Graduate education. This is a Multicultural Counseling Service guided with a culturally sensitive focus and understanding of Latin@ perspectives and directed toward academic major preparation and success in transferring to universities and preparation for postgraduate school (PhD.) and Professional School (Business, Law, and Medicine). Counseling services are also available for students interested in the OCC Honors program and career specialization in STEM and Future Teacher Preparation.

CLEEO Questions?

Contact: Eric Cuellar
Phone: (714) 432-5778
Email: ecuellar@occ.cccd.edu
Office Location: Global Engagement Center room #109

EOPS - Extended Opportunities Programs and Services

[EOPS](#) is designed to provide additional support to students with economic and academic barriers to their education. The Goal of the EOPS program is to increase the number of underrepresented students enrolled in community colleges. EOPS provides “over and above” services to eligible full-time students that assist in reaching their academic, personal, and career goals. Under the EOPS umbrella, we also have the Cooperative Agencies Resources for Education (CARE) program designed for single parents.

CARE Questions?

Contact: Sonia Duran

Phone: (714) 432-5173

Email: sduran26@ccd.edu

Office Location: Watson Hall, 4th Floor, Room 460

Multicultural Center

The OCC [Multicultural Center](#) is dedicated to promoting student, staff, and community events, workshops, and training. The intent is to foster ongoing educational diversity through regularly scheduled multicultural events, workshops, training activities, programs, and services. Through cultural sensitivity training, mentorship, collaboration, and community organizing, the Multicultural Center provides the pathways and opportunities for people of diverse communities to come together through a lens of Diversity, Equity, Inclusion and Accessibility (DEIA).

Multicultural Center Questions?

Contact: Dr. Rendell E. Drew

Phone: (714) 432-5038

Email: Rdrew@occ.cccd.edu

Located at Global Engagement Center Room #110

Pirates Cove Pantry

[Pirates' Cove Pantry](#) is available to assist students facing food insecurity. This judgment-free zone can be used by currently enrolled OCC students needing assistance. Accepts donations of non-perishable goods all year round.

Pirates Cove Questions?

Phone: (714) 432-5794

Office Email: piratescove@occ.cccd.edu

Pantry Location: Behind the Bookstore

Puente Project

The [PUENTE](#) Community College Program is a statewide academic, counseling, and mentoring program operating in 39 California community colleges and is co-sponsored by the University of California. Its aim is to provide support for students to build the skills necessary for success in both academic and career goals while in community college. Students enrolled in the PUENTE program work closely with their Counselor, English Instructor and Mentor to prepare for transfer to four-year colleges and universities. Over its 26-year history on the OCC campus, PUENTE has helped students to earn their degrees, take leadership roles in the community, begin their careers, and return as mentors for new PUENTE students.

Puente Project Questions?

Phone: (714) 432-5864

Email: puente@occ.cccd.edu

Guardian Scholars (Foster Youth)

The [Guardian Scholars](#) at Orange Coast College is a comprehensive campus support program for students with system affiliation (aka **lived experience in the Foster Care** and/or **Juvenile Justice Systems**, as well as those who have experienced similar barriers and challenges). We provide specialized services and support.

Guardian Scholars Questions?

Phone: (714) 432-6877

Email: guardianscholars@occ.cccd.edu

Office Location: Watson Hall 4th Floor, Room 433

STEM Center

The [Orange Coast College STEM](#) (Science, Technology, Engineering, Math) Center is an open space where you can study independently, form study groups, and engage with our friendly STEM faculty and staff. We provide access to many free resources, such as computers, microscopes, textbooks, and models to help you turn your struggles into successes. Visit the OCC STEM Center today and get started on your STEM career pathway.

STEM Center Questions?

Email: stemacademy@occ.cccd.edu

Location: C&L 105, near the clock tower.

Student Equity Program

At Orange Coast College, we define [Student Equity](#) as guarantee of fair treatment, access, opportunity, and advancement for all students, while working to identify and address barriers that stand in the way of student success. As of result of this commitment to access, success, and transfer for all of our current and prospective students, the Student Equity Office hosts a variety of programs and initiatives to support our students' success.

Student Equity Questions?

Manager: Student Equity

Phone: (714) 432-6847

Email: studentequity@occ.cccd.edu

Office Location: Watson Hall 205

Veterans Services

[Veterans Services](#), along with the other valuable veteran staff on our team, serve veterans, reservists, servicepersons, and spouses or dependents of veterans. The office is primarily here to assist students with acquiring and using G.I. education benefits while achieving their educational goals, but if students need any additional guidance or resources, they are encouraged to reach out!

Veterans Services Questions?

Contact: Jami Jacobi, School Certifying Official

Phone: (714) 432-5836

Email: jjacobi4@occ.cccd.edu

Veterans Resource Center (VRC) – Student Union 203, 2nd Floor

Veterans Services/Benefits – Watson Hall, 1st Floor

Global Engagement Center

The [Global Engagement Center](#) serves International Admissions (prospective students), International Student Services (currently enrolled students), Study Abroad, IEC at OCC (OCC's intensive English Language Program) and the Multicultural Center.

Global Engagement Center Questions?

Contact: Nathan Jensen, Associate Dean

Phone: (714) 432-5940

Email: occinternational@cccd.edu

Office Location: Global Engagement Center building

UMOJA

[Umoja](#) is a state-wide student success program open to all students and is specifically designed to increase the retention and success rates of African American students. The Umoja Program is a Learning Community that offers student success classes, English, Math, Communication, Sociology and History classes which strives to educate the whole student, informed by an ethic of love and its vital power. Academic success is also achieved through educational counseling, workshops, cultural events, mentoring, and personal development. The learning experience within Umoja will deliberately and intentionally provide everyone the opportunity to add their voice and their story to the collective voices and stories of the African Diaspora.

UMOJA Questions?

Contact: Andrea Eke-Amacker, UMOJA Counselor/Coordinator

Phone: (714) 714-7313

Email: umoja@cccd.edu

Office Location: Watson Hall, 4th Floor, EOPS Room #448

Academic Senate

The Academic Senate meets at 11:30 a.m. every Tuesday during the semester. All campus members are welcome to attend. There are many opportunities for involvement. In addition, part-time faculty are invited to join nearly all of the Academic Senate Committees. Committee Membership is a great way to meet other college faculty and staff. For more information, please visit the [Academic Senate Portal](#) site on the OCC Portal or the [Academic Senate Website](#).

10+1 ACADEMIC SENATE RESPONSIBILITIES INCLUDE:

1. The development of curriculum, including the establishment of prerequisites and placing of courses in disciplines **(Rely Primarily)**
2. The determination of degree and certificate requirements **(Rely Primarily)**
3. The establishment of standards and policies regarding student success **(Rely Primarily)**
4. The development of new educational programs **(Rely Primarily)**
5. Faculty roles/involvement in accreditation processes and the self-study/annual reports **(Rely Primarily)**
6. Policies for professional development activities and the appointment of faculty members to District and College committees **(Rely Primarily)**
7. The development of processes for program review **(Rely Primarily)**
8. District and college governance structures, as related to faculty roles **(Mutual Agreement)**
9. Establishment and review of grading policies **(Mutual Agreement)**
10. Processes to be utilized in institutional planning and budgeting **(Mutual Agreement)**

+1 Other academic and professional matters **(Mutual Agreement)**

IN ADDITION TO 10+1

The Education Code assigns additional responsibilities to Academic Senates:

- **Minimum qualifications and equivalencies processes**
Section 87359 (b) Requires the local Board of Trustees to rely primarily upon the advice of the senate regarding faculty meet minimum qualifications.
- **Faculty hiring**
Section 87360 Requires the local Board of Trustees to develop hiring criteria, policies, and procedures for new faculty members.

- **Faculty evaluation and tenure review**
Section 87610.1 (a) Requires that collective bargaining agents, or faculty unions, consult with the academic senate prior to negotiating tenure evaluation procedures. Section 87663 (f) Requires that collective bargaining agents, or faculty unions, consult with the academic senate prior to negotiating faculty evaluation procedures.
- **Administrative retreat rights**
Section 87458 (a) Requires the local Board of Trustees to rely primarily upon the advice and judgment of the academic senate regarding procedures regarding administrative retreating into faculty positions.
- **Faculty Service Areas**
Section 87743.2 Requires that collective bargaining agents, or faculty unions, consult with the academic senate prior to negotiating Faculty Service Areas (FAS).

Academic Freedom

“Academic Freedom is essentially the right of faculty to express or discuss in their classrooms and throughout the District challenging ideas and topics related to courses they teach and their own academic, professional expertise.”
The entire Board Policy about Academic Freedom can be found on the District website under Board Policy, BP 4030.

Academic Senate Questions?

Contact: Lee Gordon, President
Phone: (714) 432-5540
Email: lgordon@occ.cccd.edu

Beatriz Rodriguez, Senate Support Specialist
Phone: (714) 432-5050
Email: brodriguezvaca@occ.cccd.edu

Opportunities for Involvement

Committees

Committees seeking faculty representation can be found on the Academic Senate's OCC Faculty Opportunities page.

Garrison Honors Center

The Garrison Honors Center is home to the Orange Coast College Honors Program, sixteen academic honor societies, the Honors Student Council and the Honors Program Advisory Committee. The 5,000-square-foot facility welcomes students seeking information or taking campus tours, and features a large, open space for study and socialization between classes (including dry-erase-board surfaces on all tables and cushioned chairs), storage space for each of the honors organizations, as well as a separate classroom for meetings or small events. Guests may bring snacks and beverages to enjoy their refreshments in a hospitable setting outfitted with comfortable seating, a refrigerator, microwave, hot and cold filtered water, and a coffee maker.

Honors Program

The Orange Coast College Honors Program prepares highly motivated students for transfer to the most selective transfer institutions and has special relationships with UCLA, UCI, Georgetown University, and Columbia University School of General Studies. Honors courses, which typically focus on critical thinking and research, are open to all students. Students enrolled in the Honors Program and seeking Honors transfer certification choose a minimum of 15 units of honors coursework distributed among at least three of more than 30 disciplines: accounting, anthropology, architecture, art, art history, astronomy, biology, business, counseling, economics, engineering, English, environmental science, film, French, geography, geology, history, humanities, Japanese, library research, marketing, mathematics, marine science, photography, physics, political science, psychology, public health, sociology and Spanish. Most honors courses are "stand alone" sections offered in a subject at a particular level. Some honors sections, however, are mixed with non-honors sections of the same course, but the Honors students will receive a separate or an augmented syllabus with additional criteria to meet in order to receive Honors credit for the course. Faculty who wish to develop new honors courses should contact the Garrison Honors Center for access to the Honors Addendum and further information.

Academic Honor Societies

Honor Societies add a rich experience to college student life. Participation in any or many societies improves eligibility to transfer institutions, student success and leadership, community service, scholarship opportunities, and recognition at graduation. Each honor society is guided by a faculty advisor and participates in an honors council which oversees honors activities campus-wide.

- ALPHA BETA GAMMA – business honor society; national; focus on business success, management style, business ethics, etc.
- ALPHA GAMMA SIGMA – all study interests; California; focus on community and campus service.
- ALPHA MU GAMMA – foreign language honor society; national; focus on study of foreign languages, including ESL and American Sign Language
- ETA ETA OMICRON – marine science honor society; OCC campus-wide; focus on supporting improvements to the marine ecology, especially in Southern California
- MU ALPHA THETA – math honor society; national; focus on math literacy and competency, supporting math education on and off campus, celebrating math excellence among high school and college students.
- MU DELTA RHO - pre-health professions honor society; OCC campus-wide; focus on preparation for transfer and graduate programs in medicine, nursing, dentistry, pharmacy, and all allied-health professions.
- NATIONAL TECHNOLOGY HONOR SOCIETY - focus on Career and Technical Education certificate programs
- OMEGA PSI SIGMA – political science honor society; OCC campus-wide; focus on social issues, public policy, election law, related careers, and matters of interest to poli-sci, pre-law, and other related majors.
- PHI ALPHA MU – social and behavioral sciences honor society; OCC campus-wide; focus on social issues and recognition of student excellence in the social/behavioral sciences.
- PHI THETA KAPPA – all study interests; international; largest honor society for two-year colleges in the world; special scholarship opportunities for members, transfer-planning tools, self-paced mini courses in soft-skills, research, employment readiness, and more
- PI RHO SIGMA – music honor society; OCC campus-wide; focus on music and musicianship, music careers, etc.
- PI TAU EPSILON - film and visual arts honor society; OCC campus-wide; focus on film, video, fine arts, photography, architecture, graphic art, fashion, interior design, etc.
- PSI BETA – psychology honor society; national; focus on psychological issues and phenomena, careers in psychology
- S.A.L.U.T.E. - veterans' honor society to recognize academic achievement and persistence.
- SIGMA CHI ETA – communications honor society; national; focus on communication studies and communications.
- SIGMA KAPPA DELTA – English honor society; national; focus on humanity's expressive imprint through literature and poetry

Honor Society Questions?

Contact: John Taylor, Dean, Library & Learning Support

Phone: (714) 432-5935

Email: jtaylor174@occ.cccd.edu

Clubs

You may become a club advisor. More information is available in the [Student Club & Organization Handbook](#), pg. 10.

Club Questions?

Contact: Student Life & Leadership Department Office

Phone: (714) 432-5730

Professional Development Institute (PDI)

The [Professional Development Institute](#) assists full-time faculty in professional development by offering funding or salary advancement credits for professional development activities; PDI assists 7.5+ LHEs part-time faculty in conference, or workshop funding.

Full-time faculty may apply for funding for conferences through the Academic Senate PDI Conferences and Workshops committee or Salary Advancement Credit through the PDI Professional Development Institute. Part-Time Faculty may apply for funding for conferences or District/College sponsored workshops through the CCA/CTA-NEA or Staff Development office based upon unit verification. Please note categories for eligibility for Full-Time Contract, Part-Time (7.5 or more) or Part-Time (less than 7.49 LHE):

Full-Time (Contract) Faculty and Part-Time Faculty teaching 7.5 LHE or more per semester:

- There is a conference limit of \$1800 per full-time faculty member per fiscal year.
- Part-time faculty who teach 7.5 LHE or more should apply to the Staff Development Office.

Questions Regarding PDI?

Contact: Marilyn Kennedy, PDI Chair

Email: profmkennedy@aol.com

mkennedy@occ.cccd.edu

The Coast Federation of Educators (CFE)

The Coast Federation of Educators (CFE) serves as the exclusive representative of faculty teaching 7.5 LHE or more on issues related to salary, benefits, and working conditions. CFE negotiates and faculty members ratify a [collective bargaining agreement](#) that outlines the scheduling process, evaluation process and other working conditions that include but are not limited to; hours of service, due process, and academic freedom. The Faculty Union meets regularly with the Vice Chancellor of Human Resources and the College President to discuss and resolve issues related to the collective bargaining agreement.

CFE Questions?

Contact: Rob Schneiderman, President

Phone: (714) 432-5037

Email: rob@cfe1911.org; rschneiderman@occ.cccd.edu

Coast Community College Association (CCA)

Coast Community College Association (CoastCCA) is an organization which supports Part-Time faculty of the Coast Community College District. Instructors which teach fewer than 7.5 LHE are eligible to join the Coast Community College Association. Members seeking conference funding should contact Coast CCA

Questions Regarding Coast CCA?

Contact: [Contact – Coast CCA](#)

Library & Learning Support

Electronic Resources

The Library has over 60 different [databases](#) with content ranging from reference articles to academic journals and full books online for students to access on campus or off. There is no shortage of research materials for any topic that a student chooses to research. This includes two databases (Films on Demand and Kanopy) of more than 40,000 full length streaming video for

use in classroom or home. Most content can be integrated into a Canvas course. The library also has a link resolver and browser plugin allowing our content to be accessed through websites like Google Scholar, with proper setup. Please follow this link to access a robust description of each database. If you have questions about any online resources, please contact Lori Cassidy (lcassidy@occ.cccd.edu)

Library Textbook and Course Reserves

Textbook Reserves: The library maintains a collection of current high-use textbooks in reserve for student use. These items may be checked out for in-library use, in two-hour increments. **Course Reserves:** Faculty may place instructional materials on reserve at the library for their students to access. Simply bring your materials to the Circulation Desk and fill out a form. You have some flexibility on how long the books circulate, but the standard checkout is 2 hours, in library use only. Although we endeavor to make items available as soon as possible, please allow up to 2 days for processing.

Open Educational Resources (OER)

The library supports faculty who are using or considering using OER materials in their classes. You can consult with a librarian to find materials, request the purchase of eBooks with unlimited licenses, and request desk copies of OER books. For more information contact Lori Cassidy at lcassidy@occ.cccd.edu.

Technology Loans

The library provides technology loans to students. We offer Google Chromebooks and Wi-Fi Hotspots. Students may check these items out for a complete semester.

Library Instruction

The OCC Library offers a variety of library instruction to teach students research skills in the physical and online library, which helps students to become information competent and successful in their education, career, and life. Our instructional services include:

Library Lectures:

The library offers general or course/assignment specific instruction to classes scheduled by instructors who fill out a Faculty Library Lecture Request Form. Sessions are held in the Lecture Lab (with computers) or in the Lecture Room and may include instruction on how to access and use the library catalog and print resources, eBooks, periodicals, online databases, and the web. Students will learn how to critically evaluate and choose relevant and credible sources, including scholarly sources, and how to cite these resources correctly.

Library Workshops:

The library provides a series of one-hour workshops to introduce students to library services and resources, as well as basic research strategies. Workshops are offered online and in person. Extra credit is offered on instructor's approval. In the general workshop, Research for College Papers, students will learn to identify and access different types of information: to identify scholarly journals; to search basic as well as discipline-specific electronic resources; to evaluate search results for credibility; and to cite their sources in either MLA or APA styles correctly. Additionally, special topic workshops are offered each semester.

Research Guides:

The library's online research guides provide students with a starting point for general or specific library research. The research guides are available on the library website.

Library Research Online Courses:

The Library offers two credit bearing courses each semester.

- **LIBR A100 and LIBR A100H Library Research and Information Competency:** This three-unit, GE, transferable, fully online course to learn library and information research skills using resources in the OCC Library and online to support information competency and fosters independent, lifelong learning.

- **LIBR A103 College Research Skills:** is a one-unit, transferable, online class that develops research skills for college, the workplace, and life.

Library Visits

Never dismiss class, start class late, or go to the library without first reporting to the Division Coordinator. When you send your students to the library, you must go with them to give them guidance.

Library Orientations

The Library offers guided orientations for classes to teach students research tips and help them find resources related to the assignment or area of study. To reserve time with a librarian for an orientation with your class, please submit the library lecture request form online.

Librarian Reference Desk

Whenever the library is open, there is a professional librarian available to assist any student working on a research project. With a primary goal to support the assignment given by the instructor, we offer assistance in topic selection, information location, evaluation, organization, structuring an argument, proper citation, and bibliographic assistance.

Circulation Department

Faculty members have extensive borrowing privileges and may obtain a Library card.

For questions regarding circulation reserves, contact the Public Services Library Assistant at ext. 26344 or the Public Services Librarian at ext. 21056.

Media/Computer Lab Department

The library's media/computer lab department provides instructional media (VHS and DVD), and audio/visual course reserves. The computer lab provides internet access, and software for word processing, spreadsheets, graphics and other programs.

- Faculty may search for media items in the online catalog on the library's web page by title and keyword by limiting the search to video recordings.
- To schedule media for a classroom presentation, or to suggest media purchases for our collection, contact the Public Services Librarian at ext. 21056 or the media department at ext. 25871.
- To put personally owned media items on reserve for students, contact the Public Services Library Assistant at ext. 26344.

Questions Regarding the Library?

Contact: Shelley Lowrey, Division Office Coordinator, Library

Phone: (714) 432-5941

Email: slowrey@occ.cccd.edu

Friends of the Library

The Friends of the Orange Coast College Library is a non-profit organization whose purpose is "to intensify community awareness and use of the library, to sponsor programs designed to add to the cultural life of the community, to aid in public relations by communicating needs of the community to the library, to raise funds for enlarging the library collection, and to encourage gifts, endowments, and memorials for the library." The Friends have programs, book sales, and other activities throughout the year, , and fund an annual scholarship.

Donations

Donations of books and media items are gratefully accepted at the OCC library or in the library bookstore donation bins. A tax receipt is available on request at the time of donation. We also accept monetary donations of cash or check, as well as online donations, click on the button below to submit an online donation. Please call (714) 432-1058 for more information.

MAKE A GIFT ONLINE

Library Bookstore

The Friends of the Library has a bookstore in the lobby of the OCC library. The store is open during regular library hours. The store is stocked with some of the donations we receive. Prices vary from \$.50 to \$2.00 depending on the type and age of the item being sold. A full list of the prices is available in the store.

Questions Regarding Friends of the Library?

Contact: Carl Morgan Phone: (714) 432-1058

Email: cmorgan@occ.cccd.edu

Address: Orange Coast College

2701 Fairview Road

P.O. Box 5005 Costa Mesa, CA 92628-5005

Institutional Effectiveness

The Office of Institutional Effectiveness (OIE) actively works to achieve educational equity, optimize student success, and advance the College's mission. The OIE facilitates, supports, and provides collaborative leadership for the College's outcomes assessment, evaluation, equity, and operational and strategic planning efforts. Data and statistical analyses with a focus on racial equity are provided as the foundation for the College's strategic planning and decision-making processes. The OIE, which reports to the College President, works to facilitate the development, evaluation, and implementation of these planning and decision-making processes to ensure alignment with the college's governance structures in support of equitable student learning and continuous quality improvements.

- [Institutional Effectiveness Portal](#)
- [Campus Decision Making Document](#)

Questions for the Institutional Effectiveness Coordinators?

Contact the [Instructional Program Review Coordinators](#)

Questions Regarding Institutional Effectiveness, Program Review & Planning?

Contact: Dr. Sheri Sterner, Dean, Research, Planning, and Institutional Effectiveness

Phone: (714) 432-5081

Email: ssterner@occ.cccd.edu

Institutional Research

[Institutional Research](#) provides accurate, timely and quality data and analysis to the campus community to support learning outcomes development and assessment, program review, strategic decision making and planning, and resource allocation. We provide research data and reports, as well as technical assistance in how they should be used properly for evaluation and decision making.

Planning

The college's [planning](#) processes are managed by the Office of Institutional Effectiveness and are under the purview of the College Council. The campus-wide program review and student learning outcomes and assessment processes provide the foundation while the academic master plan and wing three-year plans provide the framework for college planning.

Program Review

All campus departments conduct a [Comprehensive Program Review \(CPR\)](#) every six years to review their role in achieving the college's mission, understand their program's strengths, identify key areas for improvement, and create a workable plan for achieving desired improvements and outcomes. **In 2021-22, we started our new six-year cycle and are conducting comprehensive program review.**

Program Review culminates in planning goals designed to enhance aspects of the program or student learning, and resources are requested annually to help achieve these goals.

Student Learning Outcomes (SLOs)

[Student learning outcomes \(SLOs\)](#) are statements describing our intentions about what students should know, understand, and/or be able to do as a result of their educational experience at Orange Coast College. Orange Coast College faculty have developed SLOs at the course, program, and institutional levels. Each SLO, regardless of the level, is assessed at least once every three years. Orange Coast College has demonstrated proficiency as measured by the *ACCJC Rubric for Evaluating Institutional Effectiveness*; the College currently has in place processes to achieve sustainable continuous quality improvement.

Policies & Procedures

Class Time

Faculty must observe their scheduled class hours. Instruction must be offered during at least 50 minutes of every scheduled class hour.

Breaks

The Education Code requires a break of ten minutes for every hour of instruction.

- For those class sessions which are scheduled for two or more hours, the instructor may schedule brief intermissions. For example, two 10-minute breaks or one 20-minute break may be scheduled at the midpoint of a three- hour instructional session.
- A two-hour class session requires 100 minutes of instruction, a three-hour class 150 minutes of instruction.
- Breaks are to be taken during the regular class period. No break time should be scheduled at the end of the instructional period or used to end class early.

Students and instructors benefit from the opportunity to take a break from instruction, especially during sessions that run three hours or longer. Also, a brief intermission will provide an opportunity for informal discussion, thereby enabling faculty to strengthen their relationships with individual students.

Faculty may not dismiss class early unless they have prior approval of the Division Dean. When unforeseen circumstances require that a class is not met for its entire scheduled period, the instructor should notify the division office or the Dean ahead of time or as soon as possible thereafter.

Student Absences

Students are expected to attend class regularly. All instructors will determine the attendance policy for their classes according to [BP 5070](#) and [AP 5070](#). In accordance with these policies and procedures, an instructor "may drop a student when the student is absent for two contiguous class meetings." Instructors should clearly state their policies on student absences in their syllabi.

Field Trips

Local field trips that are within 50 miles of the college require a field trip request form to be on file in the division office four weeks prior the trip. Field trips beyond 50 miles, overnight, out of the United States, and/or trips involving exposure to hazardous conditions and/or those requiring District transportation must be Board approved ([BP 4300](#)). All field trips must be submitted for Presidential Approval through the division office and a District Field Trip request must be submitted if needed. For more detailed information about the fieldtrip process, please contact your Dean/Division Coordinator.

Guest Speakers

Guest speakers may be invited to speak or lecture to a class with the approval of the Division Dean. Attendance by the instructor of record is required. Honorariums may be available for guest speakers through each Division's funds. A contract with the speaker is required when an honorarium is offered. Contact the Office of the President for the contract approval process.

Guest Speaker Questions?

Guest Speakers: Contact Your Division Coordinator

Contract Approval Process:

Contact: Thuy Nguyen, Office of the President

Phone: (714) 432-5816 Email: tnguyen@occ.cccd.edu

Examinations

Adequate evaluation of students through quizzes, tests, and other evaluative means should be done throughout the semester as a basis for grading in graded courses. Final examinations are given during the regular meeting time of the class during the final exam period beginning the next-to-last Friday of the semester, not before. Examinations should be actively proctored. Whether a final examination is given in a particular class is up to the instructor; however, all classes must meet during their regularly scheduled time during the final week of the semester.

If the faculty member would like to use an alternate room to hold an exam, see Classroom & Facility Reservations.

Questions Regarding Policies and Procedures?

Contact: Your Dean

Grade Grievance

Recognizing that a trusting, positive relationship between students and instructors is vital to successful learning and teaching, the grade grievance process at Orange Coast College is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding grades. The grade grievance process determines if there was a violation of the California Education Code; it does not address personality, character, or styles of teaching.

Pursuant to California Education Code § 76224(a) and California Code of Regulations, Title 5 § 55025 the instructor of the course shall determine a student's grade and that grade shall be final in the absence of mistake, fraud, bad faith, or incompetency.

Students who believe they have a grade concern, they should make a reasonable effort to resolve the matter on an informal basis with the course instructor who assigned the grade. If the grade concern is not resolved, students may escalate their grade concern to the respective academic Dean. Students may submit a grade grievance petition if their grade concern is not resolved informally with both the course instructor and Dean. Grade grievance petitions must be submitted prior to the end of the sixth week of the subsequent semester, following the semester or summer session in which the grade was assigned.

Service Complaint

Orange Coast College and its employees make every effort to serve students and the community courteously and efficiently, while acting in accordance with Coast Community College District policies as well as federal and state laws.

Individuals dissatisfied with an Orange Coast College employee, department, or process should make a reasonable effort to resolve the matter on an informal basis with the personnel involved as soon as possible. If addressing the complaint informally does not lead to satisfactory resolution, individuals may escalate their complaint to the appropriate supervisor. If, after

discussing the matter with the appropriate supervisor, individuals are not satisfied with the outcome, they may file a [Service Complaint Form](#) so the appropriate administrator can respond and investigate the complaint.

Most complaints, grievances or disciplinary matters should be resolved on the campus level. This is the quickest and most successful way of resolving issues. Individuals are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. The California Community Colleges Chancellor's Office identified issues that are not resolved at the campus level may be presented to:

- The [Accrediting Commission for Community and Junior Colleges](#) (ACCJC) if your complaint is regarding compliance with accrediting standards.
- The [Chancellor's Office legal division](#) if your complaint involves unlawful discrimination
- The Chancellor's Office by completing the [web form](#)

Non-Discrimination Policy

The Coast Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, immigration status, or genetic information or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Sexual Misconduct and Title IX

Orange Coast College is committed to creating a safe and inclusive campus environment. Members of the Orange Coast College community, guests, and visitors are entitled to an educational, working, and living environment free from sex and gender-based discrimination and harassment, including sexual harassment, sexual assault, dating and domestic violence, and stalking. Coast Community College District Board Policy [BP 5910 Sexual Misconduct](#) and Administrative Procedure [AP 5910 Sexual Misconduct](#) outline the process to address alleged violations of prohibited conduct by students. Orange Coast College will provide a prompt and equitable response, including:

- Inform the impacted parties of the availability of supportive measures,
- Consider the impacted parties' wishes with respect to supportive measures,
- Explain the process for filing a formal complaint, and
- Take reasonable steps to end the discrimination, prevent its recurrence, and address its effects.

Supportive measures are individualized services to help restore the impacted parties' access to Orange Coast College's programs and activities. Examples include academic assistance, contact limitations, employment assistance, referral to counseling or other healthcare services, and safety planning, including on-campus Public Safety escorts.

You may also refer to the Office of [Title IX](#) and Student Relations web site.

Duty to Report

All faculty who know or reasonably should know of alleged incidents of gender-based (or sex-based) discrimination and harassment, including sexual harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking shall promptly inform the Title IX Coordinator. Faculty are required to disclose all information including the names of the parties, even when the person requested anonymity. Faculty who fail to report alleged incidents of which they become aware are in violation of District/College policy and may be subject to Board policy and/or the terms of their respective bargaining agreements.

Questions Regarding Policies and Regulations?

Contact: Shannon Quihuiz, Associate Dean, Title IX & Student Relations

Phone: (714) 432-5930

Email: squihuiz@occ.cccd.edu

Office Location: Student Union Building

Website: [Policies and Regulations](#)

Code of Ethical Conduct for all Coast Employees

The Code of Professional Ethics for all District Employees can be found in [BP 3050](#). This Board Policy also outlines how ethical violations will be addressed. [AP 3050](#) describes the reporting procedures.

Questions Regarding Employee Relations?

Contact: Jamaal Tatum, Employee Relations Manager

Phone: (714) 432-5690

Email: jtatum1@occ.cccd.edu

Office Location: College Center, 2nd Floor.

About FERPA & Privacy of Student Records

What is FERPA (Family Educational Rights & Privacy Act)?

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Access to Student Educational Records

College officials and people employed in supervisory, academic, research or support staff positions are permitted to access FERPA protected information. A "legitimate educational interest" is one that is specified in the college official's position, description, or by a contract agreement as performing a task related to a student's education, performing a task related to the discipline of a student, providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement or financial aid) or disclosure of information in response to a judicial order or legally issued subpoena.

According to FERPA, personally identifiable information in an education record may not be released to anyone but a college official without prior written consent from the student. Some examples of information that MAY NOT BE RELEASED without prior written consent of the student are:

- Birth date
- Citizenship
- Disciplinary Status
- Ethnicity
- Gender
- Grade-Point Average (GPA)
- Number of Units Completed
- SSN/student I.D.
- Grades/Exam Scores/Test Scores (e.g., Placement Tests, CLEP, AP, SAT, etc.)
- Progress Reports

Orange Coast College will not release personally identifiable information from a student's education record without the student's prior written consent. Regardless of the student's age, parents are not permitted access to their child's education records unless the student has provided written authorization.

FERPA for Faculty

Posting Grades

The public posting of grades either by the student's name, institutional student identification number or social security number, without the student's written permission, is a violation of FERPA. Even with names obscured, numeric student identifiers are considered personally identifiable information and therefore violate FERPA. Instructors can assign students unique numbers or codes that can be used to post grades. However, the order of the posting must not be alphabetical.

Grade Changes

The assignment of course grades are specifically addressed in California Education Code (Title 5). Section 55025(a) states that "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article." Grading is under the purview of the faculty member, and for purposes of verifying that the grade change is being made only by the faculty member, an OCC grade change must be completed by the faculty member in-person at Faculty Services (located on the first floor of Watson Hall). Faculty members completing a grade change form must show photo id. BP 4230 Grading and Academic Record Symbols provides additional information.

Returning Assignments

Leaving personally identifiable, graded papers unattended for students to view is no different from posting grades in the hallway. If these papers contain "personally identifiable" information, then giving them to another student is a violation of FERPA if the instructor has not obtained the written permission of each student to do so. A possible solution would be either to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them or to leave them in a sealed envelope with only the student's name on it.

Sending Grades to Students

Notification of grades via email is permissible. However, there is no guarantee of confidentiality.

Access to Student Records

Faculty members are normally considered "school officials." However, faculty members will have to demonstrate "a legitimate educational interest" in their request to access student records, e.g. advising students, retention study, etc. Faculty do not have access to student academic records unless their normal job duties specifically require access.

Parents Requesting Information

Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student's education record. This information is protected under FERPA and the parents may not have access unless the student has provided written authorization that specifically identifies what information may be released to the parent(s).

Crisis Situations/Emergencies

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency.

Letters of Recommendation

Written permission of the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (grades, GPA and other non- directory information).

Academic Dishonesty

The Dean of Student Services Office is available as a resource to faculty and staff regarding student conduct. The office is located in the Student Center in the ASOCC Office.

The Dean of Student Services distributes a pamphlet that describes how to take precautions and proactive measures to avoid academic dishonesty and disruptive behavior; a copy can be found on the Dean of Students portal site. Both full- and part-time instructors are strongly advised to read this pamphlet. The pamphlet is revised annually and provides useful tips to help faculty members deter academic dishonesty and disruptive behavior as they design and teach their courses.

Faculty have a responsibility to ensure that academic honesty is maintained in their classroom and to assure the honest majority that they are not working under a handicap due to dishonest behavior of another. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to:

- Explain the meaning of academic honesty to their students so they have a clear understanding of the college policy. It is strongly recommended that faculty include this in their syllabus.
- Conduct their classes in a way that makes cheating, plagiarism, and other dishonest conduct nearly impossible.
- Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner.
- Specify whether collaborative learning is permitted or not. Explain thoroughly the parameters, including what is not acceptable and represents dishonest conduct. This policy should be referenced in your syllabus.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to the following:

Cheating

- Obtaining information from another student during an examination
- Communicating information to another student during an examination
- Knowingly allowing another student to copy one's own work
- Offering another person's work as one's own
- Taking an examination for another student or having someone take an examination for one's self
- Sharing answers for a collaborative project and take-home examination unless specifically authorized by the instructor
- Using unauthorized material during an examination
- Altering a graded examination or assignment and returning it for additional credit
- Having another person or a company do the research, writing and/or rewriting of an assigned paper or report
- Misreporting or altering the data in laboratory or research projects

Plagiarism

Plagiarism is to present as one's own, the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge. Plagiarism also includes using print, electronic, or other source material without acknowledgment or in any way that makes such material appear as one's own.

Other Dishonest Conduct

- Stealing or attempting to steal an examination or answer key

- Stealing or attempting to change official academic records
- Submitting all or parts of the same work for credit in more than one course without consulting all instructors involved
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating lab equipment, by creating a distraction meant to impair performance, or by theft or mutilation of library materials Forging or altering attendance records

Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty and will be disciplined in the same manner as the act itself.

Procedures for Dealing with Academic Dishonesty

An instructor who has evidence that an act of academic dishonesty has occurred may, after discussing the incident with the student, take one or more of the following disciplinary actions:

- Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
- Refuse to accept and assign "0" points to any paper, quiz, test, or other assignment on which the student has cheated, plagiarized, or colluded. On such an assignment, the instructor may give the student a failing grade. Per the California Education Code, a student cannot be failed in a course for the act of academic dishonesty.
- Faculty are encouraged to report all incidents of academic dishonesty to the college discipline officer via an online Incident Report. You will find an Incident Report icon on your OCC desktop. A link may also be found under the Hot Links section of the portal home page, or at the direct link above.
- Inform your Dean of the alleged infraction.

Questions Regarding Academic Dishonesty?

Contact: Your Dean

Contact: Derek Vergara, Dean of Students

Phone: (714) 432-5741

Email: dvergara2@occ.cccd.edu

Student Death

The Protocol Response to a Student Death can be reviewed here. In an unfortunate event that one of your students pass away, please immediately notify the following:

- Division dean
- Vice President of Student Services

CCCD Board Policy 3722 on Electric Information Technology

- As mandated by state and federal law, the Chancellor shall ensure equitable access to EIT for individuals with disabilities.
- All web pages, digital documents, digital content in courses, and other digital resources published, hosted, or otherwise provided by the District, and by each College within the District must be in compliance with the World Wide Web standards defined in Section 508 of the Rehabilitation Act of 1973. These standards specifically identify the WCAG 2.0 Level AA guidelines as the appropriate guidelines to follow when publishing digital content. Library resources cited for course use must also be in compliance with Section 508 of the Rehabilitation Act of 1973.

Proctoring Online Assessments Statement

Sample Statement:

OCC online courses may require students to use, at no charge to the student, Coast Community Colleges District web-proctoring tools. This policy's purpose is to maintain academics integrity in the completion of assessments. Activities that require proctoring include but are not limited to - written and multiple-choice exams, skills tests, and/or oral exams. Current approved proctoring tools are Respondus LockDown Browser & Monitor, and Proctorio.

College Vision and Mission

Vision Statement To be the standard of excellence in transforming lives through education.

Mission Statement

Orange Coast College serves the educational needs of our diverse local and global community. The college empowers students to achieve their educational goals by providing high quality and innovative programs and services leading to academic degrees, college transfers, certificates in career and technical education, basic skills, and workforce development to enable lifelong learning. The college promotes student learning and development through fostering a respectful, supportive, participatory, and equitable campus climate of student engagement and academic inquiry.

Institutional Commitment

Orange Coast College is committed to providing a unique learning community where freedom of thought and personal and intellectual growth is valued by all. As an outcome of their academic study, graduates of Orange Coast College possess proficiency in four core areas: Communication, Thinking Skills, Global Awareness, and Personal Development and Responsibility. Administrators, faculty, and staff are committed to the development of students as individuals and as citizens of the world. We value teaching and learning relationships, support services, and co-curricular programs that contribute to meaningful personal growth in our students and to their quest for knowledge.

DEIA Plan

Orange Coast College's [DEIA plan](#) is accessible through the Diversity, Equity, Inclusion & Accessibility webpage.

Student Equity Plan

Details about Orange Coast College's 2022-2025 [Student Equity Plan](#) can be accessed through the Diversity, Equity, Inclusion & Accessibility webpage.

Non-Discrimination Statement

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX Coordinator and/or the Section 504/ADA Coordinator.

Section 504 Coordinator

Shannon Quihuiz Associate Dean, Title IX & Student Relations

Student Union Building

(714) 432-5930

squihuiz@occ.cccd.edu

Decision Making Document

A guide to decision making and shared governance on campus along with common terms and acronyms can be found in the [Decision Making Document](#).