Table of Contents

Introduction .................................................................................................................. 3

Campus Emergency Information .................................................................................. 4
  Campus Emergency Procedures .................................................................................. 4-5
  Classroom Emergency Procedures .......................................................................... 5-6
  Emergency Phones/Call24 Emergency Notification Phones ................................. 7
  Parking & Security Services ...................................................................................... 8
  Accident Reporting - Student ................................................................................. 8-9
  Accident Reporting – Employee ............................................................................. 9
  Incident Information Lines ......................................................................................... 10
  Campus Closures ....................................................................................................... 10

Course and Classroom Information .............................................................................. 11
  Ghidotti Early College High School ......................................................................... 11
  Course Syllabus ......................................................................................................... 11
  Classroom Environment ............................................................................................. 13
  Class Records ........................................................................................................... 14
  Course Waitlist ........................................................................................................... 15-16
  Classrooms and Labs ................................................................................................ 16-17
  Off-Campus Activities .............................................................................................. 17-18
  Absence Reporting for Faculty ............................................................................... 18

Faculty Information .................................................................................................... 19
  Campus Meetings ....................................................................................................... 19
  Copying and Printing ................................................................................................. 20
  Mail, Mailroom Access, FOBs .................................................................................. 20-21
  Parking and Permits .................................................................................................. 21-22
  Part-Time Faculty Offices ......................................................................................... 22
  Plant Operations and Facilities .................................................................................. 23
  Phone Voicemail Instructions .................................................................................... 23-24
  Technical Support ...................................................................................................... 25
  WiFi and Network Access .......................................................................................... 26

Sierra College Nevada County Campus Coordinating Council ................................. 27

Student Services and Facilities .................................................................................... 28
  Admissions & Records .............................................................................................. 28
  Bookstore ................................................................................................................. 28
  Café and Food Services ............................................................................................. 29
  Campus Administration, Office of the Executive Dean ........................................... 29
  Counseling Services .................................................................................................. 30-31
  Inc: DSPS, Career Center, EOPS, CalWorks, General Counseling, Guardian Scholars, RISE, Veteran Services
  Computer Open Access Lab ...................................................................................... 32
  Financial Aid & Student Employment ...................................................................... 32
  Ghidotti Early College High School ....................................................................... see page 11
  Health & Mental Health Services .......................................................................... 33
  Learning Center ......................................................................................................... 34
  Library (LRC) and Testing Center .......................................................................... 34

NCC Directory ............................................................................................................. 35-36

NCC Map of Campus .................................................................................................... 37
Welcome to the Sierra College Nevada County Campus!

This handbook pertains specifically to the Nevada County Campus (NCC) and is provided as a supplement to the 2016-2017 Sierra College Faculty Handbook. We hope you find your teaching experience at NCC rewarding and exciting!

The Nevada County Campus, located in the Sierra Foothills community of Grass Valley, serves the citizens of Western Nevada County and its surrounding areas. The campus is within an hour's driving distance from Lake Tahoe and Sacramento, as well as many historic gold mining communities of the Sierra Foothills.

The beautiful 105-acre campus opened its doors in 1996 to almost 2,500 students and was built overlooking the city of Grass Valley atop what was formerly Litton Hill. After the most recent expansion, the campus consists of 22 student services, operations and instructional buildings, including a Public Safety Training Center, Robotic Observatory, Child Development Center and Rotary Field for outdoor activities, and a koi pond at the center of campus. The buildings are laid out and numbered in a circular, clockwise manner, beginning with a student’s first stops upon applying to the college in Admissions & Records, Financial Aid and Counseling, which are located in N1. See page 33 for a Campus Map.

NCC offers courses in all patterns of IGETC, CSU Breadth, other GE requirements, and many Degrees for Transfer and AA/AS degrees. Students may complete 48 degrees at NCC, many of which can be completed entirely on campus and others by taking a combination of on-ground and online classes at the NCC and Rocklin campuses. In addition, NCC offers several Career Technical Education Certificates of Achievement and Skills Certificates.

The campus is also home to the Ghidotti Early College High School, which bridges the divide between high school and college by offering its students the opportunity to attend high school and college courses concurrently. NCC offers a variety of courses through Sierra College’s Community Education program, as well as The Osher Lifelong Learning Institute, both of which offer non-credit courses for adults with inquiring minds.

For assistance or questions about any of the information included in this handbook, please contact the NCC Faculty Liaisons in Admissions & Records, Amie Weaver (aweaver8@sierracollege.edu) and Melissa Woods (mwoods1@sierracollege.edu) at (530) 274-5302.
Campus Emergency Information

The Campus Emergency Information section contains valuable details and instructions on a variety of topics, including campus and classroom emergency procedures, proper use of Emergency and Call24 phones, security services and proper accident reporting for students and employees.

Campus Emergency Procedures

Please review these procedures with your students during the first week of class. You and your students are encouraged to program Campus Security’s phone number into your cell phone. Sierra College Campus Security: (916) 660-7120

<table>
<thead>
<tr>
<th>Emergency Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rocklin Campus</strong></td>
</tr>
<tr>
<td>Emergencies</td>
</tr>
<tr>
<td>Non-Emergencies</td>
</tr>
<tr>
<td><strong>Nevada County Campus</strong></td>
</tr>
<tr>
<td>Emergencies</td>
</tr>
<tr>
<td>Non-Emergencies</td>
</tr>
<tr>
<td><em>State that you are calling from the Nevada County Campus.</em></td>
</tr>
<tr>
<td><strong>Tahoe-Truckee Campus</strong></td>
</tr>
<tr>
<td>Emergencies</td>
</tr>
<tr>
<td>Non-Emergencies</td>
</tr>
<tr>
<td><em>State that you are calling from the Tahoe-Truckee Campus.</em></td>
</tr>
<tr>
<td><strong>Roseville Gateway</strong></td>
</tr>
<tr>
<td>Emergencies</td>
</tr>
<tr>
<td>Non-Emergencies</td>
</tr>
<tr>
<td><em>State that you are calling from the Roseville Gateway Campus.</em></td>
</tr>
</tbody>
</table>

In the event of a campus emergency, lines of authority may change. Faculty will be expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Faculty will be contacted regarding the situation, and then given instructions on further actions needed.

Carry your ID Badge with you at ALL times while on campus. In the event of a lockdown or other emergency, ID may be required to move from point A to point B on campus.

Importance of Attendance Documentation

In the event of an emergency, it is vital to be able to account for the whereabouts of all students, faculty, and staff. Faculty who take attendance should keep rosters with them and turn them over to the appropriate authority upon request. Taking daily attendance is required by State Education Code, §76300. Faculty who do not regularly take attendance should work with students to develop some method of accounting for all of the students in the section.
First Class Meeting

1. Review the locations of nearest Emergency Phone(s) and/or Call24 Stations.
2. Review the actions to be taken in the event of a lockdown or shelter in place, including:
   a) Procedures for securing room, including locking/securing doors, hiding places, and covering windows and vents.
   b) Electronic doors may be locked by a push button feature either on the door or on a wall near the door. Once activated, fobs cannot access entry until the system is reset.
3. Review the actions to be taken in the event of an evacuation, including:
   a) Where the emergency exits are.
   b) Where the building evacuation assembly areas are and if possible, walk with your students to your designated assembly area.
   c) If more than one building is being evacuated, the primary assembly areas are:
      i) ROCKLIN - THEATER, with the GYM as the backup location if the theatre is not available.
      ii) NCC – Parking Lot 1 OR 5, see the Evacuation Map in your room for the correct location for your building.
      iii) GATEWAY, TRUCKEE – Main parking lot
   d) All backpacks and personal belongings are to be kept with students at all times.
      i) EXCEPTION: All backpacks, personal belongings, cell phones, laptops, etc. are to be left in the room in the event of an evacuation after an active shooter incident.
   e) Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.

Classroom Emergency Procedures

FIRE

1. If a fire and/or smoke are present, pull the nearest fire alarm.
2. Anytime you hear a fire alarm in the building - immediately start evacuation procedures.
3. Instruct students to gather personal belongings.
4. Gather attendance records.
5. Using the evacuation routes provided on the Evacuation Maps in each room, proceed with class to the established Assembly Area for your building in the opposite direction of the smoke or fire.
6. Report to the emergency staff assigned who supervise the Assembly Area.
7. Wait with class/others at the Assembly Area until given further instructions by appropriate emergency personnel.
8. DO NOT re-enter the building until instructed to do so.
EVACUATE the Building
1. Instruct students to gather personal belongings.
2. Gather attendance records.
3. Using the evacuation routes provided on the Evacuation Maps in each room, proceed with class to the established Assembly Area for your building.
4. Report to the emergency staff assigned to supervise the Assembly Area.
5. Wait with class at the Assembly Area until given further instructions by the appropriate emergency personnel.
6. DO NOT re-enter the building unless instructed to do so.
7. If evacuating after an active shooter incident, do not take any personal belongings when leaving the room.

LOCKDOWN and/or SHELTER IN PLACE
1. Close and lock/secure all doors, when possible.
   
   Electronic doors have a push button feature either on the door or on a wall near the door. Once activated, fobs cannot access entry until the system is reset.

2. Close all blinds or drapes.
3. Stay away from all windows.
4. For shelter in place, ensure ventilation is either closed or shut down.
5. Turn off lights and any unnecessary equipment.
6. Remain as quiet as possible. Turn off cell phones to free up frequencies for emergency personnel.
7. DO NOT leave until notified by emergency personnel to do so. For lockdown events such an active shooter or bomb threat, leave all personal belongings in the room unless instructed to do otherwise.

POWER FAILURE
1. If the power fails, wait a minute or two to see if power is quickly restored. If the power fails for more than a few minutes, it is likely to remain off for at least 30 minutes or more.
2. Emergency lighting is located throughout campus buildings to provide minimal safety lighting for a short time after power fails.
3. If power remains off, call Campus Security dispatch at ext. 7120, or (916) 660-7120 and tell the dispatcher the location where the power has failed. Be sure to specify which campus is affected.
4. Stay where you were when the power failed unless it is unsafe to do so.
5. You will be notified once the Administrator-In-Charge gathers sufficient information to determine an appropriate course of action.
Emergency Phones

This is an IMPORTANT message to ALL Faculty and Students!

There are Emergency Phones located all around the Nevada County Campus. These telephones are available for anyone and everyone to use for reporting emergency situations on campus.

How to Use the Emergency Phones

1. Open the box and lift the receiver.
2. Dial 1000 on the keypad (this information is posted on the telephones)
   a) You will be connected to Campus Security in Rocklin.
3. Tell the officer that you are calling from the Nevada County Campus.
4. Report the location and nature of the emergency.
5. Ask that a Security Officer be dispatched to the scene.

Where to Locate the Emergency Phones (see map on back cover)

<table>
<thead>
<tr>
<th>N1</th>
<th>Outside by upper and lower level entrances</th>
<th>N9</th>
<th>Outside by N9-106 (by vending machines)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2</td>
<td>Upper level inside near elevator, outside lower level</td>
<td>N10</td>
<td>Outside near ladies’ restroom</td>
</tr>
<tr>
<td>N3</td>
<td>Outside by entrance</td>
<td>N11</td>
<td>Outside by N11-101</td>
</tr>
<tr>
<td>N5</td>
<td>Outside by the Bookstore/Café entrances</td>
<td>N12/13</td>
<td>Outside on pillar between N12 and N13</td>
</tr>
<tr>
<td>N6</td>
<td>Outside by upper and lower level entrances</td>
<td>N14</td>
<td>Outside on pillar near N14-101 entrance</td>
</tr>
<tr>
<td>N7</td>
<td>Outside, lower level across from elevator</td>
<td>N15</td>
<td>Outside by N15-100</td>
</tr>
<tr>
<td>N8</td>
<td>Outside by N8-102 (chemistry lab)</td>
<td>N17</td>
<td>Outside by front entrance</td>
</tr>
</tbody>
</table>

Call24 Emergency Notification Phones

There are four (4) Call24 emergency notification phones on poles at NCC. These phones are ADA compliant and can be used to report an emergency. Directions on how to use the phones are on the boxes and are as simple as pushing a call button. Calls are answered by the District Security Dispatch or an on-duty security officer located at the Rocklin campus 24/7/365.

Locations

- Parking Lot 7 near the entrance to the campus mailroom.
- At the stairs between Parking Lot 3 & 4.
- Upper campus between the Bell Tower Quad and N7.
- Upper campus in the West Quad near N9.

It is extremely important that all Faculty and Students locate the ~ EMERGENCY PHONES & CALL24 PHONES ~ nearest to their classroom and know how to use them.
Parking & Security Services

Campus security is provided 24/7/365.

For Emergency and Law Enforcement response at the Nevada County Campus:

Emergency - Dial 911  Non-emergency - (916) 660-7120

You and your students are encouraged to program Campus Security’s phone number into your cell phone.

NCC Location: N1-103  Hours: 24/7/365  Dispatch: (916) 660-7120

Campus Security is committed to providing the best quality service to our community. We strive for excellence and to build partnerships to create a safe and secure community. All of the Campus Emergency Operations Information and Plans are available to the public on the Security page of the Sierra College website: http://www.sierracollege.edu/about-us/admin-services/security/index.php

Safety Escorts

If you or a student feels fearful walking on campus, you/student may request a safety escort by calling Campus Security dispatch at (916) 660-7120. Provide the dispatcher with your current location and intended destination. If there are special circumstances or risks that you know about, be sure to share them with the dispatcher. Subject to availability, an officer will be dispatched to your location to walk with you to your destination. Please extend this service to your students.

Vehicle Security on Campus

Crime statistics show that vehicles parked at Sierra College have less exposure to risk of burglary or theft than vehicles parked in the surrounding community. Even so, occasionally a car will be broken into or stolen from campuses. Most cases of property theft from inside a parked vehicle occur from unlocked vehicles. Locking your car is one of the simplest and most effective deterrents you can use.

Damage to vehicles from minor collisions during parking maneuvers is more likely than theft. These strategies can reduce your risk of being bumped or scraped by another vehicle. If your vehicle is damaged, burglarized, stolen, or the subject of any crime on campus be sure to report it to Campus Security and/or to your local Police Department. Reporting such crimes helps us gather information toward identifying those responsible and to focus our efforts to reduce the risk of such crimes on campus.

Accident Reporting - Student

*** If it is an emergency, call 911 immediately ***

When a student or visitor is injured on campus, the accident must be reported. The injured party, or an employee who witnessed the accident, can complete the School Accident Report available in the staff mailroom (N1-111) or on Inside.Sierra. (Note: This form applies to students and visitors only). If an accident was not witnessed by an employee and a student approaches you claiming injury and urgent medical treatment is needed, please send the student to the Campus Administration Office (N2-102). For evening support, contact Dana Baskett, Facilities Maintenance Specialist and evening supervisor, at (916) 871-4095.

Different procedures apply to student employees and students associated with internships or clinical assignment as Allied Health. See Accident Reporting - Employee on the next page.
**Life-Threatening Injuries**

Staff should not hesitate to dial 911 in the event of an injury or illness, unless it is obvious the injury/illness does not require an emergency response. If an employee makes an initial call to 911, the employee’s subsequent call should be to Campus Security at (916) 660-7120 to advise them of the situation.

**Immediate Medical Attention**

For non-emergency reporting, please send the students to the NCC Campus Administration Office (N2-102).

If immediate medical attention is needed, contact local emergency services and Campus Security:

**Rocklin Campus**
- Campus Security — (916) 660-7120, or
- Rocklin Police, Fire, Rescue — Dial 911

**Nevada County Campus**
- Campus Security — (916) 660-7120, or
- Grass Valley Police, Fire Rescue — Dial 911

**Roseville Gateway**
- Roseville Police, Fire, Rescue — Dial 911

**Truckee Center**
- Truckee Police, Fire, Rescue — Dial 911

---

**Accident Reporting — Employee**

*** If it is an emergency, call 911 immediately ***

---

**Life-Threatening Injuries**

Staff should not hesitate to contact 911 in the event of an injury or illness, unless it is obvious the injury/illness does not require an emergency response. If an employee makes an initial call to 911, the employee’s subsequent call should be to Campus Security at (916) 660-7120 to advise them of the situation.

Follow up after the fact by following the steps below.

---

**All Other Injuries**

1. Notify your supervisor

2. **Days**: Stephanie Ortiz, Executive Dean, 274-5301  
   or Donna Brazil-Bloche, Supervisor Campus Operations 274-5327

3. **Evenings**: Dana Baskett, Facilities Maintenance Specialist and evening coordinator, ext. 6077 or (916) 871-4095

4. Call the **Company Nurse Injury Hotline** (888) 770-0929

5. Complete an **Employee Accident Report** and **DWC-1 Form within 24 hours** — available from NCC Campus Administration or Admissions & Records.

6. If you have a pre-designated doctor and **Physician Certification form** (available on Inside.Sierra) on file prior to the injury/illness, you may go to that personal physician.

7. If you have NOT pre-designated a doctor, you must go to one of the “Authorized Medical Facilities” listed below for your first visit. **Nearest facility to NCC**:
   - a) **Sierra Nevada Memorial Hospital** (life threatening emergency only) 155 Glasson Way, Grass Valley or
   - b) **Yubadocs** (occupational health services) 2090 Nevada City Hwy, Grass Valley OR
   - c) For other authorized facilities, see NCC Administration Office or Inside.Sierra.

8. Keep your supervisor and Human Resources (916-660-7100) informed about changes in your medical status.
Incident Information Lines

Recorded messages are typically updated by 6am and 4pm (for NCC) but are also updated as conditions change.

(530) 274-5300  Call this number to hear updates specific to the Nevada County Campus, including snow conditions and campus closure information.

(916) 660-7280  This is a district-wide information number to call for information about special conditions, campus closures, power outages, and other emergencies that affect our campuses.

Campus Closures

Occasionally the campus may need to be closed due to snow/ice accumulation or other unforeseen reasons such as power outages. The decision to close campus will be made by the Executive Dean of the Nevada County Campus. Here is some information to help you understand how the process works and how you can obtain information.

When a decision is made to close campus:

1. Local radio stations (830 AM and 89.5 FM) will be notified and asked to announce the closure by 6:00am.
2. For campus emergencies only, a text message will be sent via Sierra Alert.  
   - Sign up if you haven’t already done so at www.getrave.com/login/sierracollege.
3. The Nevada County Campus Alert Line (530-274-5300) will be updated with closure information by 6:00am for daytime classes and 4:00pm for evening classes.
4. An email message will be sent to the Superintendent/President, Vice Presidents, and Division Deans so they are aware of the closure.
5. Marketing will be notified and will post on the Sierra College website.
6. Updates will be posted on the Sierra College NCC Facebook page www.facebook.com/sierracollegencc
7. If classes are already in session, Campus Security and Facilities Operations Staff will notify each class/office.

What you should do

Those who commute from lower elevations to Grass Valley should be aware of weather and snow-level forecasts (NCC is located at about 3,000 feet in elevation). Whenever the weather conditions are questionable you should:

1. Listen to KNCO 830 AM or KVMR 89.5 FM for school closure announcements.
2. Call the Nevada County Campus Alert Line (530-274-5300) to hear a recording of the most current information.
3. Consult the following College information sources: MySierra, Sierra College website, Sierra College NCC Facebook page, All Staff email messages.
4. If campus is open but you are unable to travel to campus, the normal absence procedures apply (see page 16).
5. Please DO NOT call Campus Administration staff, or any other department, to inquire about campus closure status. Staff will be actively implementing closure/emergency protocols and/or monitoring situations. (530)274-5300 will have the most up to date information recorded. Please emphasize this point to students.

Any time there is inclement weather, employees and students should use their own discretion when deciding whether they can safely travel to and from campus.

While decisions and notifications will be made as timely as possible given current conditions, it is possible that campus may be closed on short-notice if the weather conditions worsen unexpectedly or if power outages occur. We encourage you to check resources often for the most current information.

Please call the Campus Administration Office at (530) 274-5301 if you have any questions about this process (please, NEVER call this number to ask if campus is open).
Course and Classroom Information

This section contains information pertaining to course and classroom activities, including information on what to put in your course syllabus, how to facilitate a positive classroom environment, keeping accurate class records, waitlists, and so much more.

Ghidotti Early College High School

Faculty will most likely have at least one Ghidotti Early College High School student in one of their classes. Please review the following information regarding the program and Sierra College faculty responsibilities.

Principal: Noah Levinson
Administrative Assistant: Kathy Stephensen
Academic Counselor: Karla Aaron
Sierra College Liaison Counselor: Jennifer Hurst-Crabb

The Ghidotti Early College High School opened in August of 2006 and is housed on the Sierra College Nevada County Campus. The program was designed to create a small learning community, allowing students to take Sierra College courses and graduate with a high school diploma and transferable college units and/or an associate degree.

Mission Statement: The mission of GECHS is to provide a supportive, rigorous learning community through an individualized academic program that makes higher education more accessible to a diverse population that is reflective of the region’s demographics. Our program serves historically disadvantaged students, low-income students, first generation college students, English language learners and other high school students for whom a smooth transition into postsecondary education can be challenging.

Program Objectives:
- Completion of high school requirements and A-G college admission requirements;
- Completion of transferrable college units; AND/OR
- Pursuit of a career technical education certificate program that will lead to employment with a living wage.

Furthermore, GECHS seeks to prepare high school students for successful career and educational futures through a full integration of high school, college, and the world of work; improved academic performance and self-concept; and increased high school and college/university completion rates.

Important facts and faculty responsibilities:
- GECHS students will have better success and a more positive learning experience if college faculty use Starfish to report student progress or make contact with the Sierra College Liaison Counselor, Jennifer Hurst-Crabb, to report concerns.
- College courses taken by GECHS students are on their permanent college transcripts. Please consider this when you identify a GECHS student with performance problems, and reach out to Jennifer Hurst-Crabb as soon as possible.
- GECHS has nearly 160 students enrolled in grades 9-12 and was honored as a National Blue Ribbon School in 2015 as one the country’s most academically successful high schools.
- For more information about this program, visit: http://ghidotti.njuhsd.com/
Course Syllabus

The syllabus for any course constitutes a contract between the instructor and student formulated prior to the beginning of the class and lasting from the first class session until the final grade is assigned. A syllabus performs a variety of functions that have positive effects when the instructor has considered carefully what guidance and information to include.

All faculty **MUST** submit a syllabus for each course within the first week of each semester. Please submit electronic copies to Erica Reich-Zuazo at ereich@sierracollege.edu.

Some Basic Items to Include in Syllabi

- Course name and number
- Instructor name
- Instructor contact information
- Official office hours (if applicable)
- Course content and learning objectives (from Course Outline of Record in WebCMS)
- Student Learning Outcomes (CLOs) in accordance with ACCJC Accreditation Standards ([http://www.sierracollege.edu/slo/faculty-staff/outcomes/index.php](http://www.sierracollege.edu/slo/faculty-staff/outcomes/index.php))
- Resources and learning tools
- Required class materials
- Grading policy and/or grading rubric
- Exam and assignment due dates
- Class policies / rules for students
- Attendance policy
- Late work make-up
- Plagiarism and cheating (reference Student Rights & Responsibilities Handbook)
- Class conduct (reference Student Rights & Responsibilities Handbook)
- Emergency classroom procedures
- Special Accommodations (ADA) Statement: In accordance with the Americans with Disabilities Act requirements, Sierra College can accommodate most special needs. Students with a documented physical or learning disability (documentation must be on file with the Director of Student Services prior to the beginning of the semester) may request accommodations by contacting Disabled Students Programs and Services (DSPS).
- Other information at instructor’s discretion

* Online Resources

Classroom Environment
Facilitating Positive Behavior in the Classroom

The following ideas about facilitating positive behavior are provided as suggestions only. Stephanie Ortiz, Executive Dean of the Nevada County Campus, is available for assistance and questions about student behavior and conduct issues. Contact Stephanie at stortiz@sierracollege.edu / (530) 274-5301 or Beth Ervin, Interim Dean of Student Services at bervin@sierracollege.edu / (916) 660-7303.

Course Syllabus

It is considered best practice to provide written guidance to students in the Course Syllabus about the instructor’s expected standards of classroom behavior. A verbal review of these specifics during the first week of the semester also is important. See Page 10 of this handbook for information that should appear in a course syllabus.

Classroom Discussions

Faculty find that involving students in a discussion about their part in maintaining a positive classroom climate early in the semester works well. For example, when students are asked to give examples of positive classroom and student behavior, they make very good suggestions. Faculty who themselves model positive classroom behaviors, even during trying times, find that students behave similarly.

Student Discipline

Despite the best managed classroom environment, there are times when faculty need to invoke some level of student discipline. Faculty are strongly encouraged to be familiar with the Student Rights and Responsibilities Handbook, especially the sections on Student Discipline and Academic Dishonesty. The Student Discipline section provides detail about the following subject areas: Prohibited Conduct, Definitions, Disciplinary Actions and Procedures, and Disciplinary Appeal Procedures. The following are a few guidelines for dealing with student discipline issues.

1. Early correction is important. A short, private, respectful discussion with the student usually suffices.
   a) Start with a brief, specific explanation of the observed behavior and then ask the student to explain why he/she acted in this manner.
   b) If the student reveals personal information or difficulties, you may wish to refer him/her to:
      NCC on-campus Mental Health Counseling (530) 274-5317, NCC Counseling Center (530) 274-5303, or Nevada County Social Services at www.dial211.com (Local telephones - dial 211). See Health Services section on page 28.

2. If the negative behavior continues, faculty have the right to remove a student from class for the remainder of the day and the next class meeting (no matter the length or type of class) for any good cause (reference: Student Rights & Responsibilities Handbook, Sections 5 and 6).
   a) If a student is removed, make every effort to be respectful during the removal.
   b) A useful approach is to quietly and discreetly ask the student to gather his/her belongings and accompany you outside of the classroom.
   c) It may be necessary to first announce to the class that they will be taking a short break or engage them in small group work.

3. Faculty who remove a student from class MUST contact Stephanie Ortiz by email or phone as soon as possible (stortiz@sierracollege.edu, 530-274-5301).
   a) At this point, it is also important that faculty begin to document the student behavior for their records.

If removing the student from class does not correct the behavior or the student is expressively problematic, contact the Campus Administration Office at 274-5301. Stephanie Ortiz, Donna Brazil-Bloche, or Chris Putnam will evaluate the situation to determine next steps.
Class Records

Instructor Responsibilities

1. **Check Your College Email** on a regular basis for important announcements and information. Sierra College email is the official mode of communication for ALL college business at all college sites.

2. **Print Your Attendance Rosters** just prior to your first class.
   - a) Students can and will be registering until 11:59 pm the night before the first day of the class.

3. **Take Daily Attendance** as required by State Education Code, §76300. A student will be allowed six hours of class absence per duration of a 3-unit, 3-hour-a-week, full-term course. All other courses will be prorated in a ratio of one hour of absence to nine hours of class meeting time. Instructor records of attendance must be maintained for a minimum of three years per Title 5, §59026.

4. **Distribute and Collect High Risk Waiver Forms** for each student for each applicable course.
   - a) Submit them to “The Box” in the N1 Faculty and Staff Mailroom.

5. **Know Your Census, Add/Drop, and Withdraw Dates** for each class. They are listed at the top of the attendance roster page.

6. **Drop ALL No-Shows prior to the Census Date.** No-shows are those students on your roster who never attended during the first two weeks of the semester (full semester course).
   - a) Select “Drop No Show by Faculty” (code DN) from the drop-down menu.
   - b) NOTE: You will not be able to drop students as no-shows on or after the census date. If you find that you should have dropped a student as a no-show but didn’t, you may complete a No Show Petition on behalf of the student.

7. **Drop Students Who Stopped Attending prior to the Census Date.** These are students on your roster who attended at least one class meeting then stopped attending prior to census.
   - a) Select “Drop Class by Faculty” (code DC) from the drop down menu.
   - b) Select “Submit Page” at the bottom of EACH page of your roster prior to the Census Date to fulfill the census requirement.
   - c) This is all you need to do complete your census.

8. **Print a New Roster** after census and **Take Roll** to make sure all students attending are printed on your new class roster.
   - a) If there are students missing from your new roster, please send them to Admissions and Records to complete the “Late Add” process.

9. **Withdraw** students using code WI from Census Date until Withdraw Deadline.
   - a) You can enter a Withdraw for a student anytime during this time period.
   - b) A ‘W’ will appear on the student’s transcript.

10. **Post Final Grades** within five (5) working days after your class ends.
    - a) If entering an “F” or “NP”, please enter the last date of attendance in the mm/dd/yyyy format. Failure to enter the last date of attendance in the correct format will result in all entered grades being deleted.
    - b) For “Positive Attendance” courses, be sure to input student hours attended.

---

For step-by-step instructions, please see the Faculty Links on your MySierra Faculty tab.
Course Waitlist

The Academic Senate welcomes the implementation of Waitlists at Sierra College. Waitlists will help in the following areas of student success and instructional efficiencies:

- Saves time and minimizes complications for faculty in finalizing their roster.
- Helps with consistency in course access; students can queue for their classes more effectively.
- Enforces pre-requisites, which increase student success in our classes.
- Enforces enrollment priorities and legal compliance.
- Generates waitlist statistics to help plan future classes.

Waitlist Parameters

- Faculty must use the Waitlist on the first and second days of class to assign Add Codes.
- Students must be present at the first and second meetings to be added from the Waitlist.

Waitlist Recommendations for Faculty

Print your roster on the morning of the first day of class.
Faculty members are recommended to print their rosters on the morning of the first day of class for the most accurate roster. This allows the waitlist to populate open seats from last minute drops.

Drop registered students who do not show the first day of class as “no shows”.

Assign Add Codes on the first day.
This helps students finalize their schedule. The sooner they can do this, the more likely they will succeed. Some instructors like to wait to actually distribute the codes, but keep in mind that students need to add before the census date that is two weeks into the term for full semester courses.

Set a deadline for students to use the Add Codes.
When distributing an Add Code, set a deadline of 2-3 days for students to use the Add Codes. This way, if a student does not use the Add Code, you can give it to another student in the queue. This method is particularly useful for finalizing your on-line roster as soon as possible.

Online instructors - Email your waitlisted students their Add Codes.
When you access your roster in MySierra, you will see the ability to email individual waitlisted students or the entire waitlist. We recommend that you set a deadline for Add Codes to encourage students to use the Add Code right away so that you can finalize your roster.

*remember to print a new roster after the Census Date.

We recommend that faculty continue using the Waitlist to add students to their classes up until the add/drop deadline.

Faculty Waitlist FAQs

How many waitlists can a student be on?
There is no limit to the number of Waitlists a student can be on. Feedback from other California Community Colleges indicates that it does not restrict access. Staying with basic Waitlist functionality will help the college minimize costs.

Can a student waitlist if there is a time conflict (classes at the same time)?
Yes, a student can Waitlist classes that are at the same time. However, a student will not be able to register in two or more classes that take place at the same time. The student will need to make a choice between the time-conflicting classes.
If a student does not receive an email notification of an available spot in a Waitlisted class, what options are left? A student who does not successfully make it off a Waitlist before the first day of classes should search for late start classes or register before the term begins in another full-term class with available seats.

Where can faculty find their Waitlists?
The Waitlist is part of the class roster. Faculty can access their class roster through their MySierra account.

What does faculty do with the Waitlist once class has begun?
If seats are available on the first and/or second day of class, students who are on the Waitlist have priority over students who are not. Faculty must use the Waitlist to assign Add Codes on the first and second days of the class to students that are present for those class meetings.

How can online instructors provide an Add Code to Waitlisted Students?
Online instructors can contact Waitlisted students through their MySierra account. After log-in, click on Current Class Assignments, scroll down to the class and click on Waitlist to get to Summary Wait List for that class. There, online instructors can choose to email Waitlisted students individually to provide Add Codes.

More information is available at www.sierracollege.edu/admissions/registration/waitlist.php

Classrooms and Labs

Classroom Equipment
Most classrooms at NCC are equipped with a SMART Instructor Podium that includes a computer, projector, and internet. If you need A/V equipment not already furnished in your classroom, please submit an Audio/Visual Equipment Request Form (available in the Faculty and Staff Mailroom) to Ern Chiappari in N6-208 (ext. 5343 or 274-5343). Kindly, give at least 12-hours’ notice for equipment requests and at least 1-week notice for the multi-media cart whenever possible.

Classroom Supplies
NCC stocks a limited supply of basic classroom and office supplies in the Faculty and Staff Mailroom, such as white board markers, pens and file folders. If you need special order items, contact Julie Holcomb at jholcomb1@sierracollege.edu. Please include the following information: item description, justification, cost and, if possible, an online link to an example or specific product.

Classroom and Lab Access
Classroom and lab assignments are made by the NCC Campus Administration Office. Classrooms and labs are opened either electronically or by Campus Security 10-minutes prior to the class start time and are re-locked at the class end time. Instructors teaching in N9, N10, N12, N13, N14, and N7 computer lab rooms are responsible for unlocking/relocking the rooms before and after classes.

** Because rooms are unlocked automatically, it is critical that faculty let us know when a room or lab will not be used (i.e. absence, off-campus activity, etc.) so that we can secure the room and its equipment. Please report any changes to Admissions & Records and they will make the proper notifications on your behalf.

Instructors may request keys to labs and storage rooms as appropriate. Key request forms are located in the Faculty and Staff Mailroom and on Inside.Sierra. Submit key requests to Donna Brazil-Bloche. You will receive an email from ncclocksmith@sierracollege.edu when the request has been filled. Kindly allow one week minimum for processing.
Additional Room Use

Requests for additional room use for meetings, special events, or activities need to be requested through NCC Facilities & Plant Operations. **Use of Facility Request** forms are available in the:

1. Faculty and Staff Mailroom (N1-111)
2. Campus Administration Office (N2-102)
3. Facilities and Plant Operations Office (N20)
4. Inside.Sierra > Nevada County Campus > NCC Facilities & Plant Operations > Facility Use

Submit all requests to Donna Brazil-Bloche at dbrazil@sierracollege.edu or by placing a hard copy in her mailbox in the Faculty and Staff Mailroom. If you need to check facility availability, please contact Julie Holcomb at x5287 or 274-5287 or jholcomb1@sierracollege.edu.

**Note:** Use of the Student Center (N5) requires prior approval from the ASSC. Contact Nathan Conkle at nconkle@sierracollege.edu to have your request placed on the ASSC Agenda.

Vehicle Access to Upper Campus

Instructors needing to drive onto upper campus to load/unload materials need to contact Security Dispatch at (916) 660-7120. Parking is prohibited on upper campus at all times.

Food in the Classroom

Though end of semester celebrating is encouraged, Sierra College discourages food and beverages in the classrooms and OSHA requirements **prohibit** food and beverages, including bottled water, in science and art labs. However, if you would like to have a celebration, please contact Donna Brazil-Bloche at dbrazil@sierracollege.edu for assistance in locating an appropriate room. The Facilities staff appreciates your assistance in maintaining a clean and safe campus environment.

Off-Campus Activities

An **Off-Campus Activity** is defined as any function or activity in which students will meet off campus at a location other than the regularly assigned classroom or location.

1. **Request Approval**
   a) All Off-Campus Activities require **PRIOR** approval from Stephanie Ortiz, NCC Executive Dean. Ideally, requests should be submitted at least **two (2) weeks before the activity date. Off-Campus Activity Request** forms are located in the Faculty and Staff Mailroom and the Campus Administration Office. The request form must be submitted with a current class roster.
   b) We understand that opportunities sometimes present themselves with short notice; please consult Dean Ortiz in these instances.

2. **Arrange Transportation**
   a) **District Vehicle:** If the activity requires vans or buses, the Instructor must contact the Transportation Department on the Rocklin Campus (916-660-7663, on-campus ext. 7663) to determine if transportation will be available. **Make this contact early to ensure that a vehicle is available.** After you have confirmed that transportation is available, submit a **Transportation Request Form** (available in the Faculty and Staff Mailroom and Inside.Sierra). The Transportation Department will NOT confirm your reservation without this form!
   b) **Individual Vehicles:** You may direct students to meet at an off-campus location and should **ONLY** provide students with the address where they are to meet. Instructors are **NOT** to provide maps or directions, nor organize carpools, etc. Students are responsible for their own transportation to and from that location.
3. Student Participation /Release Forms
   a) Each student attending an off-campus activity must complete a **Student Participation in Field Trip/Off Campus Activity Assumption of Risk and Medical Treatment Authorization** form (available in the Faculty and Staff Mailroom and Inside.Sierra). All forms are preferred to be submitted to the Campus Administration Office along with the **Off-Campus Activity Request** form, and are **required** to be submitted **PRIOR** to the off-campus activity occurring.

4. Overnight/Weekend Parking
   a) If the off-campus activity will require students to leave their vehicles parked on campus overnight (later than 11:00 pm) or during weekend hours, be sure to submit a list of vehicles with license plate numbers and contact information to Campus Security.

   Please consult Campus Administration at 274-5301 with any special requests or exceptions to this process.

---

**Absence Reporting for Faculty**

**Absences**

NCC instructors, please report absences as early as possible to NCC Admissions & Records at (530) 274-5302.

**Messages can be left on this line at any time 24 hours a day/7 days a week.** To have a class assignment added to the class cancellation door sign, leave the assignment information on the phone message.

   **To avoid loss of communication, please do not email or call staff individually. Use the main Admissions & Records phone number above.**

Faculty should also email students via Canvas or MySierra to notify them of the class cancellation and to issue out-of-class assignments or other directions.

Substitutes may be allowed for extenuating circumstances **ONLY**, and **MUST** be pre-approved by the appropriate Instructional Dean.

**Late Arrivals**

Student success depends on classes starting on time and receiving the full amount of instruction required for each class. If you will be late for any reason, please call the Admissions & Records office at (530) 274-5302. Arrangements can be made to notify your class.

---

**Note:** Because most classrooms/labs are unlocked automatically, it is critical that faculty let us know when a room or lab will not be used (i.e. absence, late arrival, etc.) so that we can secure the room and its equipment.

**Please report any absences to Admissions & Records and they will make the proper notifications on your behalf.**
Faculty Information

This section contains information pertaining to faculty needs, including campus meetings, copying and printing, mail and mailroom access, plant operations and facilities, parking and permits, part-time faculty offices, voicemail set-up, technical support information, and Wi-Fi and network access.

Campus Meetings

Instructional Staff

The purpose of the Instructional Staff meeting is to provide a forum for instructional faculty, special services faculty, and instructional classified support staff to discuss matters of common interest. Typical agenda items include enrollment management, schedule development, planning processes, and campus-wide events/activities. During discussions, participants are encouraged to think strategically about topics. *Flex credit is available—sign up in LearnerWeb.*

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td>12:00 – 2:00</td>
</tr>
<tr>
<td>October 14</td>
<td>12:00 – 2:00</td>
</tr>
<tr>
<td>November 18</td>
<td>12:00 – 2:00</td>
</tr>
<tr>
<td>December 2 *</td>
<td>12:00 – 2:00</td>
</tr>
</tbody>
</table>

* hold as a tentative meeting date

** alternate location

Campus Life Committee

The mission of the Campus Life Committee meeting is to promote social learning and debate, as well as discussion and information sharing on matters regarding the culture and environment of our campus. The committee addresses and discusses ideas and resources necessary for a vibrant and cohesive campus community. By utilizing a collaborative process to address issues, this committee engenders a strong sense of community among all groups on campus.

Meetings are 10:30am-11:30am; same dates and locations as the Instructional Staff Meetings - see above.

All-Staff

The monthly All-Staff meetings are open to all NCC employees and address information that is of common interest to all departments including instruction, student services and facilities (*typically 2nd Monday of each month*).

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8</td>
<td>11:00-12:00</td>
</tr>
<tr>
<td>September 12</td>
<td>11:00-12:00</td>
</tr>
<tr>
<td>October 10</td>
<td>11:00-12:00</td>
</tr>
<tr>
<td>November 14</td>
<td>11:00-12:00</td>
</tr>
<tr>
<td>December 12</td>
<td>11:30-1:30</td>
</tr>
</tbody>
</table>

*Celebration of Excellence*
Copying and Printing

Copier Use
Copier Access Codes are required for all District copy machines. Your code is the last 5 digits of your Employee ID Number. (If you forget your Employee ID number, you can find it in MySierra. Click on the employee tab, then pay stubs. Your Employee ID number is located in the upper right-hand corner of your pay stub.)

The copy machine in the Faculty and Staff Mailroom has copy, print, scan and fax capabilities. Besides basic copy and print functions, you can also scan and email documents to yourself or send a fax. Easy to follow instructions are posted on the machine. If you have trouble with the machine or your code does not work, please notify Admissions & Records staff.

Copying Up to 20 Pages
Please limit use of the copy feature to a maximum of 20 copies. It is far more economical to utilize the Sierra College Printing Department for larger quantities.

Printing 20+ Pages
Print requests can be submitted quickly and easily to the Sierra College Printing Department online or via hard-copy requests.

Sierra College Printing Website and Log-In Instructions
The Sierra College Printing Website is the most economical way to print or copy large quantities of paper documents in color or black and white, including class handouts, exams, and more. You can even print flyers, posters, and other marketing materials for campus events and activities.

First, you must request that your account be activated by the Printing Department at (916) 660-7630 or x 7630. Please allow 48-hours for activation. You can also submit hard-copy print requests as well. Print Request forms are available in the Faculty and Staff Mailroom.

Once your account is activated, simply click on the following link to the Sierra College Printing Website http://printing.sierracollege.edu/psp/app/psp_start.asp and follow the steps to place your print or copy order. It’s fast and easy and your order will be printed and delivered to your NCC Mailbox in the Faculty and Staff Mailroom in a timely manner.

Mail and Mailroom Access
The Faculty and Staff Mailroom (N1-111) functions as the campus mailroom, work room, and break room. It is equipped on one end with microwave ovens, a large refrigerator, and dining tables. The remainder of the room consists of mailboxes, workspace, and computer workstations.

This facility is for use by Sierra College Faculty and Staff exclusively. Students are not allowed in the mailroom as mailboxes may contain sensitive information for staff use only, no exceptions.

Students may drop off items at the Admissions & Records window to be placed in faculty mailboxes.

Mailroom Access
Entry into the Faculty and Staff Mailroom is by electronic fob only and is allowed during specified access hours, which are posted on the door each semester. Hours are intended to be generous enough to allow entry during all scheduled class times. If you need access outside of posted hours, please call Campus Security at (916) 660-7120 and be prepared to present your Sierra College Employee ID badge.
How to Get a Fob

A Sierra College Employee ID Badge is required in order to receive a fob. If you do not have a Sierra College ID Badge yet, please go to Campus Security in N1-103A and request one.

Each semester, fobs will be programmed for faculty currently working at NCC. If you already have a gray fob, access to this room can be added by submitting a key/fob request form (no need to bring your fob in). Faculty who are new to NCC will receive an email from ncclocksmith@sierracollege.edu advising them when their fobs are ready to pick up.

What to Do if Your Fob Does Not Work

1. Check accessible hours posted on the Faculty and Staff Mailroom door.
   a) Are you trying to enter within these hours?
      i) If yes, proceed to #2.
      ii) If no, contact Campus Security for access.
2. Check the expiration date on your Sierra College ID Badge.
   a) If it has expired, please see Campus Security to have it renewed.
3. Contact Donna Brazil-Bloche at dbrazil@sierracollege.edu or (530) 274-5327.

Courier Service

The District Courier generally comes to NCC Monday through Thursday during the semester to deliver inter-campus mail, as well as supply and printing orders. Occasionally, alterations to the courier service can occur. If you have items that need to be delivered to staff or departments on the Rocklin campus or to other sites, please place the items in the out-going mail bin as follows:

- For documents or small items, use a manila inter-campus envelope clearly labeled with the date, as well as the recipient’s name and department
- For larger items, clearly label it with the date and recipient’s name and department.

Please be respectful of all who use this room and remember to clean up after yourself!

Parking and Permits

Parking Permits

Sierra College Parking Permits are required at NCC and are valid at all campuses. Staff may request a Staff Parking Permit via Inside.Sierra under the Administration & Operations > Campus Security and Parking channel. The permit will be sent to you via campus mail. Please check the date on your Staff Parking Permit and renew as needed.

Staff Parking Locations

NCC offers Staff Parking Spaces in Parking Lots 3, 5, and 6, plus lot 8 after 6 pm. A Staff Parking Permit allows you to park in any space not designated as ADA parking, 30-minute visitor parking, or service vehicle parking.

Visitor Parking

Free 30-minute Visitor Parking is available in Parking Lots 4, 7 and 8. All vehicles, including automobiles displaying staff parking permits, are subject to citation if 30-minute limits are exceeded. An exception is made to vehicles displaying a valid disabled plate or placard.
Loading Zones
A 20-minute white loading/unloading zone is available in Parking Lot 7 (in front of N1).

Vehicle Access to Upper Campus
Instructors needing to drive onto upper campus to load/unload materials, please contact Security Dispatch at (916) 660-7120. When you’re finished, please move your vehicle to an appropriate parking lot.
Parking is prohibited on upper campus at all times.

Part-Time Faculty Offices
Part-Time Faculty Offices are equipped with a desk, chair, computer, file cabinet, bookshelf, telephone and miscellaneous office supplies. Please remember that offices and equipment are to be used for Sierra College business only. NCC has four (4) shared offices available for Part-Time Faculty use during the semester:

- N1-105
- N1-106
- N1-206
- N13-124 (does not have a file cabinet)

NOTE: All items stored in offices must be removed at the end of each semester or they will be disposed of.

How to Get a Part-Time Faculty Office
1. Sign up. The Office Reservation book is located in the Faculty and Staff Mailroom. At the beginning of each semester, you may sign-up to utilize the office of your choice (if available) for one hour per week. After the first two weeks of the semester, you may sign up for additional time as space permits.

2. Request a key. Key Request forms are located next to the Office Reservations book. Submit the Key Request form to Donna Brazil-Bloche via her mailbox in the Faculty and Staff Mailroom. You will receive an email from ncclocksmith@sierracollege.edu when your key is ready to pick up. Kindly allow one-week for key requests to be filled.

How to Get PAID for Office Hours
The Part-Time Instructional Faculty Office Hours Program is a voluntary program, which provides compensation for one part-time instructional faculty office hour per week of scheduled instruction, as long as a minimum 40% FTE assignment is maintained for the Fall or Spring semesters. (See SCFA Contract, Article 12 for full details regarding pay for office hours.) Please note, your course syllabus must include the time and location of your office hours. In order to get paid for your office hours, you must:

1. Complete a Part-time Faculty Office Hour Request form available in the Faculty and Staff Mailroom or on Inside.Sierra.

2. Submit it to the Campus Administration Office by the last day of the add/drop period for the semester. Individuals who do not submit the form by the due date are not eligible for office hour pay.

Use of Classrooms for Office Hours
Prior approval is required. See Campus Administration Office for more information.

Please be mindful that offices are shared and keep the space tidy for your officemates!
Plant Operations and Facilities

Work Orders, Repairs and Special Custodial Requests

Please submit a Work Order for ALL requests relating to maintenance and custodial needs. The NCC Facilities & Plant Operations Department utilizes Work Orders to prioritize requests and workloads. Please be considerate of our limited support staff and refrain from verbal requests. Written requests take only a minute to complete and ensure you the best service possible.

Work Order forms are available in the Faculty and Staff Mailroom (N1), Campus Administration Office (N2-102), and on Inside.Sierra > Nevada County Campus > NCC Facilities and Plant Operations folder.

Please submit forms to Donna Brazil-Bloche at dbrazil@sierracollege.edu, or place printed request in Donna’s mailbox in the Faculty and Staff Mailroom (N1).

Safety Issues

If there is a safety issue that needs immediate attention, please follow-up with a phone call to Donna Brazil-Bloche at: Office: (530) 274-5327 / Cell: (916) 871-2072.

Phone Voicemail Instructions

There are several options for accessing Sierra College’s voicemail system. The following access numbers are for employee use only. Students can leave messages for instructors using the Guest Access (see instructions below).

Voicemail Access Numbers

Employee Access Number: (916) 660-7788
Nevada County Campus area: (530) 274-5300, press 1, then x7788
Toll free from Northern California: (800) 242-4004, press 1, then x7788
From any on-campus phone: x7788

Voicemail Set-Up

The first time you access “Voicemail,” you will be prompted to set up your voicemail account by entering a new security code and recording your name and greeting.

1. Dial into the voicemail system (see above)    c) Press 6 to review it
2. Enter your 4-digit mailbox extension number   d) Press 5 to save it
3. Enter your security code: 1 1 1 1 (This is the default setting. If you have changed your security code, then use that number)
4. Wait for the prompt to record your name       5. Next you will be prompted to record a greeting
   a) Press 2 to record                          a) Press 2 to record
   b) Press 2 to stop recording                 b) Press 2 to stop recording
   c) Press 6 to review it                      c) Press 6 to review it
   d) Press 5 to save it                       d) Press 5 to save it
Listen to Your Voicemail

The maximum length for any voicemail message is three minutes.

1. Dial into the voicemail system (see above).
2. To listen to your messages, press 1
3. To forward a message, press 2
4. To delete a message, press 4
5. To save a message, press 5
6. To review or replay a message, press 6
7. To skip a message, press 7
8. To reply to a message, press 8

Guest Access

Students or guests can leave a voicemail for you by dialing either (916) 660-8288 or (530) 274-5300, 1, x8288. The person would then dial your 4-digit mailbox extension number to record a message in your voicemail box.

Voicemail Tips

Transferring a Call Directly to Voicemail

You can transfer a caller directly into someone’s voicemail without disturbing them.

1. Press the transfer button
2. Dial 3000
3. Dial the mailbox extension
4. Press # or hang up (don’t wait too long to end the call because the caller will miss the greeting)

Change Your Name Recording

1. Dial into the voicemail system (see above)
2. Press 3 for Phone Management Options
3. Press 1 for Personal Options
4. Press 5 to Record Your Name
5. Follow the remaining prompts

Change Your Greeting

1. Dial into the voicemail system (see above)
2. Press 3 for Phone Management Options
3. Follow the remaining prompts
b) Press 6 to Record Your Out of Office Greeting
4. To quit press the * key

Change Your Personal Greeting

1. Dial into the voicemail system (see above)
2. Press 3 for Phone Management Options
3. Press 1 for Personal Options
4. Press 3 to Record a Personal Greeting
5. Follow the remaining prompts

Change Your Security Code

The security code can be 4-15 digits

1. Dial into the voicemail system (see above)
2. Press 3 for Phone Management Options
3. Press 1 for Personal Options
4. Press 4 to Change Your Security Code
5. Follow the remaining prompts
Technical Support

IIT Support staff are available to assist with a wide range of technology needs. In order to provide the most efficient service, please refer to the tech support duties below and call the appropriate number for your specific needs.

*Kindly follow-up with a work order*, which enables the IIT Department to track and monitor issues and workloads. See the section below under non-emergencies for instructions on how to submit a work order. Be sure to indicate that the emergency work order has already been addressed.

Emergency Needs

**IIT**

Network Support Specialist: David Madrona

Location: N7-104  
Office: x5310 or (530) 274-5310  
Cell: (530) 401-3773

Can provide assistance with:

- Computer won’t start
- Monitor, Keyboard, Mouse issues
- Software issues
- Login
- Network & Internet connectivity
- Pictel Video Conferencing

Audio Visual

A/V Specialist: Ern Chiappari

Location: N6-208  
Office: x5343 or (530) 274-5343  
Nextel: (916) 871-2956

Can provide assistance with:

- Projection
- Sound
- CD Player
- DVD player

Non-Emergencies

Location: Rocklin Campus, Building A, Room 200  
Hours: M-R 8-6pm, F 8-4pm  
Phone: x7777 or (916) 660-7777  
Email: helpdesk@sierracollege.edu

The IIT Help Desk assists faculty and staff with a variety of technical issues including:

- Adds, Moves, & Changes: Computer equipment relocation, telephone relocation, computer installation/set-up.
- Audio/Visual: Smart classrooms, projectors, video monitors.
- Email: Exchange, Outlook, spam filtering.
- Hardware Support: PC/MAC, printers, scanners and peripheral support and repair.
- Software installation and support: Windows and MAC OS, Office Suite, anti-virus, AccuTrack, Banner, Hershey, SARS, Voyager, Sierra College websites.
- Network Operations: MySierra login, network, servers, network username/password, print queues.
- Telephone System: Telephones, voicemail.

To report technical issues or concerns that need to be addressed but are not urgent, please submit a work order to the Help Desk by emailing or calling the above numbers. Be sure to include your name, contact information, problem details, room number of computer and computer number if it is in a lab.

You can also access the Help Desk software (*SysAid*) to open work orders or check on work order status from District computers. If the software is already installed, simply click the *IT Helpdesk Icon* on the computer desktop or press the F11 key to open the program. If the software is not installed, go to [https://sierracollege.sysaidit.com/](https://sierracollege.sysaidit.com/), where you will be prompted for your username and password.

If you need help submitting work orders, Amie or Melissa in the Admissions & Records office can help. Stop by or call for assistance (530) 274-5302.
WiFi and Network Access

Sierra College Website:  www.sierracollege.edu

For assistance with issues pertaining to Sierra College computer or network access, see the previous section on Technical Support.

Username and Password

All faculty and staff accounts are assigned by the IIT Department. If you do not know your username and/or password, please contact the IIT Help Desk.

Email

All Sierra College faculty, staff and students are issued Sierra College email accounts by the IIT Department. You can access your email account by:

- Utilizing Microsoft Outlook on your personal Sierra College computer (full-time faculty only).
- Going to the Sierra College website and clicking on the Email link at the bottom of the homepage, which will take you to the Office 365 portal for Sierra College. You will need to log-in to Office 365 using your complete Sierra College email address and password.
- Logging into your MySierra account (see below).

Important Note: District policy states that ALL communications with faculty via email will ONLY be sent to Sierra College email accounts (no personal accounts). If you so desire, you can set up mail forwarding to your personal email account through Office 365.

MySierra

MySierra is your personal portal tied to the Banner database system, which includes Payroll & Human Resources information such as employee specific data and updates, as well as instructional information like class and student specific information.

To access MySierra, go to the Sierra College website and select the MySierra link in the upper right-hand corner of the homepage. Then log-in using your username and password.

Inside.Sierra

Inside.Sierra is a secure, web-based portal for staff-only access to shared college/department information. To access Inside.Sierra:

- From on-campus computers: enter “https://inside.sierracollege.edu” in your web browser address bar or click the Inside.Sierra link at the bottom of the Sierra College home page.
- From off-campus computers: go to www.sierracollege.edu and click the Inside.Sierra link at the bottom of page. You will be prompted to input your Sierra College network username and password.

WiFi Access

Wireless access is available in most campus areas at NCC. Faculty and staff can log-in to the WiFi network on any campus using the Sierra portal and their username and password.

Guests may access the WiFi network by using the Guest portal and selecting a sponsor to approve their access. Sponsors will receive an email with an approval queue requesting permission by the guest.

Note: Students gain WiFi access by purchasing an ASSC Activity Sticker through MySierra (see above). Then students log-in using their username and password.
Sierra College – Nevada County Campus Coordinating Council

The Sierra College – Nevada County Campus Coordinating Council is a subdivision of the Sierra College Foundation, specific to the Nevada County Campus. The NCC Coordinating Council organizes fundraising efforts to support students of the Nevada County Campus, living in the western Nevada County area. Judy East is the chairperson for the Coordinating Council and also a member of the Foundation Board.

The council includes representatives from classified, faculty, management, community, and retirees. Since 2008, the NCC Coordinating Council has raised over $70,000 and put funds towards NCC projects such as:

- Models for Anthropology instruction
- Protective flooring for the gymnasium
- Scholarships
- Scholarship essay writing workshops
- Book vouchers for students
- Refreshments for the Science Seminar Series and other lectures
- The Student Art Show awards and refreshments
- Refreshments for Commencement
- Pop-up tents for campus events
- Subsidized Curious Forge memberships for students
- Loaner robes for Commencement

Staff and faculty are encouraged to attend quarterly meetings, get involved, and contribute to the efforts of the NCC Coordinating Council.

If you would like to approach the council with a funding proposal, please email Judy East at ncccoordinatingcouncil@sierracollege.edu
Student Services and Facilities

This section contains information on student services and facilities that you should be aware of as they pertain to the needs of and resources for your students, such as career counseling, tutoring and computer lab use.

Admissions & Records

Location: N1-112  Hours: M-R 8:30-5:30, F 8:30-12:00  Phone: x6089 or (530) 274-5302

Student Services Technicians: Amie Weaver and Melissa Woods (both are Faculty Liaisons)

The Admissions and Records office is the hub for many of the student services provided at NCC. Students can get hands-on assistance from staff to complete their Sierra College application, register for classes, complete petitions, Student ID Badge processing and so much more. There are computers available in the reception area for students to apply or register for classes. NCC A&R also acts as the campus Bursar’s Office and can accept payments for Sierra College tuition and fees, as well as Community Education and Osher Life Long Learning Institute classes and fees. They also have a small assortment of Bluebooks and Scantrons for purchase when the Bookstore is closed.

The NCC Faculty Liaison also operates out of this office and can assist you with any questions you may have or with explaining the proper procedures for any campus activity like waitlists, absence reporting and more.

Bookstore

Location: N5-100  Phone: x5305 or (530) 274-5305

Regular Semester Hours: Open Flex week, weeks 1, 2, and 16  M-F 9:00-6:00pm

Bookstore Manager: Amy Lewis  (916)660-8200

The Barnes & Noble College Bookstore is located in N5 next to the Student Center and is open 4 week of the 16 week semester as indicated above.

The Bookstore sells textbooks and supplements for NCC on-ground classes, Distance Learning classes, and basic student supplies, including Bluebooks and Scantron forms. During NCC bookstore closures, students may purchase books online through their MySierra account. Bluebooks, Scantrons, and pencils may be purchased from the NCC Admissions & Records office during their open hours. For information or questions regarding the ordering of your upcoming semester textbooks and supplements, please contact the Bookstore Manager.

Order Textbooks www.facultyenlight.com
**Café and Food Services**

**Location:** N5-103  
**Hours:** M-R 8-2pm (subject to change)

The Sierra College Nevada County Campus contracts with Pacific Dining as its food service vendor. Pacific Dining has been providing food service to the Rocklin Campus since 2012 and service to NCC since fall 2014. Pacific Dining was founded in 1989 in San Jose, California, and has established itself as a premier food service management company by providing the high quality products and services to a diverse clientele. Pacific Dining currently manages food services at several corporate, educational, and college housing facilities throughout Northern and Central California.

After hours you can find vending machines located in the Student Center (N5) with a variety of grab-and-go foods. Beverage and snack machines are also located at outdoor locations outside buildings N2 (upper level), N7 (lower level) and N9.

**Please enjoy your food and drink before going into classrooms.**

---

**Campus Administration**

**Office of the Executive Dean**

**Location:** N2-102  
**Hours:** M-F 8:30-5:00  
**Phone:** x5301 of (530) 274-5301

**Administrative Assistants:** Erica Reich-Zuazo and Julie Holcomb

The Campus Administration Office, also known as the Office of the Executive Dean, is located on the bottom floor of the Administration Building in N2. Besides the many duties and responsibilities of this office that range from schedule development to budget management, staff members also provide assistance to students, faculty and staff in the following areas:

- Use of Facility questions and processing (classrooms, special facilities, events, etc.)
- ASSC and Campus Club support
- NCC Student Discipline Office
- Injury/Accident Reporting for students and employees
- NCC Facebook posting and management
- Campus postings in the glass cases and 30x40” sign holders at the roundabout and on upper campus
- Special facilities key check-out (N6-101, N12-110, N15 practice rooms, etc.)
- Pick-up location for Staff ID Badge, as well as Facilities and office keys
Counseling Services

General Counseling

Location: N1-216  Hours: M-R 8:30-5:30, F 8:30-12:00  Phone: x6110 or (530) 274-5303, option 5
Student Services Technicians: Deborah Meadows and Debbie Kenitzer

The Counseling Center provides assessment testing, academic, personal, and career counseling, crisis intervention, orientation, special workshops, follow-up and referral services for students. Encourage your students to schedule a counseling appointment to create an educational plan, receive transfer and career development guidance, make changes to educational goals, and similar services.

Special Note: If you have a student who is experiencing emotional distress, trauma, or similar emergency conditions, refer him/her to the Counseling Center. You may choose to walk the student over to ensure his/her arrival. Counseling staff will handle the situation from this point.

Disabled Student Programs and Services (DSPS)

Location: N3-101  Hours: M-R 8:30-5:30 (closed 12-12:30), F 8:30-12:00  Phone: x5330 or (530) 274-5330
Student Services Technician: Cathy Callas

The Disabled Student Programs and Services (DSPS) Office provides services to students with verified disabilities to ensure students an equal opportunity to participate in the educational process. DSPS also offers support, consultation, and assistance to faculty and welcomes faculty inquiries and requests. Please contact DSPS whenever you or your students are in need of assistance.

Available services include, but are not limited to:

- Mobility Assistance
- Note-taking services
- Academic counseling
- Registration assistance
- Adaptive equipment loan
- Assistance for deaf and hard of hearing
- Examination proctoring
- Referral to community resources/agencies

Career Center

Location: N1-216  Hours: M-R 8:30-5:30  Phone: x6110 or (530) 274-5303 (Counseling Office)
Student Services Technicians: Debbie Kenitzer and Deborah Meadows

Career Connections is designed to assist students with all of their career questions, including helping them discover who they are and how that affects career choices, what jobs are growing/declining in the coming years, what careers are really like, what majors are best for their chosen field, how to look for and land the job they want and so much more.

Employers and local professionals are important partners with Career Connections. They can be involved in many ways, including offering jobs, internships, informational interviews and/or job shadowing, as well as speaking in classes, participating in career/job fairs and assisting our faculty in developing and maintaining Sierra’s programs.

Extended Opportunities Programs and Services (EOPS)/CARE

Location: N1-216  Hours: M-R 8:30-5:30  Phone: x5306 or (530) 274-5306
Student Services Technician: Debbie Kenitzer

Extended Opportunities Programs and Services (EOPS) is a college success, counseling support program for low income and educationally disadvantaged students. EOPS makes available to all qualified students a program of academic support by providing academic, career and personal counseling, instruction, and referrals for tutoring as needed to ensure college success. Special attention is given to identify, plan, develop and achieve the academic, career and personal goals of each EOPS student.
Counseling Services (continued)

CalWorks

Location: N1-216   Hours: M-R 8:30-5:30   Phone: x5306 or (530) 274-5306
Student Services Technician: Debbie Kenitzer

The Sierra College CalWorks program is a community college program funded by the State Chancellor’s Office to assist students who are current or former TANF/CalWorks recipients. The objective of the CalWorks program is to serve as an advocate for students in meeting the new Welfare-To-Work requirements. A variety of support services are provided to help students successfully complete their dreams of a college education, while also meeting their county CalWorks requirements.

Guardian Scholars

Location: N1-216   Hours: M-R 8:30-5:30   Phone: x5306 or (530) 274-5306
Student Services Technician: Debbie Kenitzer

The Sierra College Guardian Scholars program provides services to identified and verified current or former foster youth (FFY) by equipping and empowering Guardian Scholars with post-secondary educational options and self-efficiency through student support services. The program provides extensive navigation through barriers that affect success and provides current and Guardian Scholar students with the tools needed to thrive educationally and individually.

RISE

Location: N1-216   Hours: Hours Vary   Phone: x5340 or (530) 274-5303, option 5
Instructional Assistant: Nicola Murphy

RISE is a new guided pathway academic support program designed for new, just out of high school students that are starting college at Sierra. Students who are accepted into the RISE program will be assigned a success team that includes counselors, peer mentors, financial aid technical support, success coaches and academic support from the first day at Sierra College until the completion of a degree, certificate, or transfer to a four-year school.

Veteran Services

Location: N1-216   Hours: Hours Vary   Phone: x6110 or (530) 274-5303, option 5
Student Services Technician: Deborah Meadows

Veteran Services provides counseling and outreach services to all veterans. There are many programs available at Sierra College and the local community to help veterans transition from military to college life. Stop buy or call to learn more about the programs and services available or to learn more about how you can help your veteran students succeed.
Computer Open Access Lab

Location: N7-101    Hours: M-R 8:30-7:00, F 8:30-3:00
Network Support Specialist: David Madrona

The Open Computer Lab offers a selection of both PC and Macintosh computers. The computer lab is staffed with student assistants under the direction of NCC’s Network Support Specialist.

The Open Computer Lab is a free resource for students to complete assignments, conduct research, attend Distance Learning courses, and complete computer-based assignments. Computers are available for college work ONLY and are not to be used for personal uses such as social networking.

Instructors who need a computer lab for special assignments during regular class times may request one of the lab classrooms (N7-118, N7-119, & N7-120) using the Use of Facility Request form.

- N7-118, 119 and 120 lab classrooms are available for instructional purposes during regular class times. However, seating is limited to 21.
- N7-101, the Open Computer Lab may also be requested during non-open-lab hours for larger class needs.

To reserve any of the Computer Lab Rooms, please submit a Use of Facilities Request form at least 5 working days in advance to Donna Brazil-Bloche at dbrazil@sierracollege.edu or by placing a hard copy in her mailbox in the Faculty and Staff Mailroom (N1).

Financial Aid

Location: N1-112    Hours: M-R 8:30-5:30, F 8:30-12:00    Phone: (530) 274-5346
Student Services Technician: Jim Griffin

The Financial Aid Office connects and assists students with the federal, state, and local programs that help students to attend college, who might otherwise be unable. Staff members provide assistance with the required FAFSA (Free Application for Federal Student Aid), as well as scholarships, the Board of Governor’s Fee Waiver (BOGW), Book Vouchers, Loans, and the Wolverine One Card to name a few.

Student Employment on campus is also handled through this office.
Health & Mental Health Services

Location: N3-101  Hours: M-R 8:30-5:30 (closed 12-12:30), F 8:30-12:00  Phone: (530) 274-5317

Student Services Technician: Cathy Callas

Health Center Services

The Student Health Center is staffed by a licensed Nurse Practitioner with a local supervising Physician. The Health Center provides basic services to students including:

- Immunizations
- Laboratory testing
- Limited prescriptions
- Family planning services
- Referrals to on-campus and community resources
- Education on healthy living and disease prevention
- Evaluation and treatment of illness, injuries
- Mental health counseling on Tuesdays and Wednesdays

Note: Health Center appointments are conducted on Mondays and every other Thursday only, but appointments can be scheduled during any open hours.

Mental Health Services/Counseling

There are many services on campus and in Nevada County to assist students who are experiencing emotional distress, trauma, or similar emergency conditions as follows:

- Mental Health Counseling: Mental health counseling hours are available in the Health Center. For the Fall 2016 semester, the therapist will be available to see students Tuesdays and Wednesdays 11:00 am-3:30 pm. Additional hours may be added. Students may call or stop by the Health Center to schedule an appointment.

- Immediate assistance from our Counseling Center: If a mental health counselor is not available, faculty/staff may refer students to the Counseling Center or walk the student over to ensure his/her arrival. Counseling staff will handle the situation from that point.

- Nevada County Mental Health Crisis Line (24/7/365): (530) 265-5811
- Suicide Crisis Line: 1-800-SUICIDE (1-800-784-2433)
- National Suicide Prevention Hotline: 1-800-273-TALK (1-800-273-8255)
- For additional related resources, see www.sierracollege.edu/healthservices

Resources in Nevada County

This region has several nonprofit organizations and Nevada County agencies that provide mental health services and other community services. Examples include Anew Day, Community Recovery Resources (CoRR), Common Goals, Domestic Violence and Sexual Assault Coalition (DVSAC), PFLAG, Hospitality House, Nevada County Food Bank and Interfaith Food Ministry.
Learning Center

Location: N2-203  Hours: M-R 9:00-4:00, F 10:00-2:00  Phone: (530) 274-5308
Coordinator: Melody Meier

Note: Please contact the Learning Center for additional information on potential conditional extended hours.

Tutoring Services

The Learning Center provides academic support in a variety of disciplines. Staffed by trained tutors, the Learning Center is open for drop-in visits and one-on-one appointments throughout the semester. Faculty are welcome to use the facility and its resources. Students can be referred for tutoring anytime.

Tutoring is available for individual disciplines on a semester by semester basis. However, all Basic Skills, English, and most Math courses are always supported.

Please refer your advanced students who may be interested in becoming tutors to Melody Meier at mmeier@sierracollege.edu or (530) 274-5264.

Writing Center Services

Location: N2-203  Hours: M-R 9:00-4:00, F 10:00-2:00  Phone: (530) 274-5308

Instructional Assistant: VACANT

Services available to students at the Writing Center include:

- Writing skills for all courses
- Development and organization of ideas
- Grammar and punctuation questions
- Help with proofreading and editing skills
- Interpretation of literature Essay exam strategies
- Business letters and resumes
- Research skills, including internet and databases
- MLA, APA, and Chicago style documentation
- Transfer application and scholarship essays
- Word processing skills

Library

Location: N6-100  Hours: M-R 9:00 - 6:30, F 9:00-12:00  Phone: x5304 or (530) 274-5304

Librarian: Deirdre Campbell (interim)  Library Assistant: Vacant

Note: Hours can be flexed to accommodate evening orientations or library work periods for individual classes.

Library Services

During the fall and spring semesters the Library/Testing Center is open to provide print, media, and digital resources to students, staff and faculty in a two story building that is conducive to quiet study and group learning. Faculty librarians provide reference services and resource orientations in the library or in the classroom. Staff here to teach students the research skills they need to be successful in their academic pursuits.

Additional Library services include:

- Purchasing library materials to support your classes.
- 17 PC research stations with Microsoft Office and library e-resource.
- Remote access to library databases, digital resources, and Voyager library catalog.
- District-wide resource delivery and inter-library loan.
- Faculty-supplied textbook and supplementary reserves, including anatomical models.
- Group study rooms, study carrels with power, TVs for academic use.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions &amp; Records</strong></td>
<td>N1 lower level</td>
<td>274-5302, x 6130</td>
</tr>
<tr>
<td>Melissa Woods, Student Services Technician</td>
<td></td>
<td>x 6031</td>
</tr>
<tr>
<td>Amie Weaver, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Art, Applied Art &amp; Design, and Photo</strong></td>
<td>N10-105</td>
<td>274-5266</td>
</tr>
<tr>
<td>John Baca, Lab Tech</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Audio-Visual Department</strong></td>
<td>N6-208</td>
<td>274-5343, 274-5327</td>
</tr>
<tr>
<td>Donna Brazil-Bloche, Department Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ern Chiappari, Audio Visual Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Biology Lab Tech</strong></td>
<td>N8-116</td>
<td>274-5331</td>
</tr>
<tr>
<td>Andrea Butcher, Laboratory Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>N5-100</td>
<td>274-5305</td>
</tr>
<tr>
<td>Angela Heung, Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus Administration</strong></td>
<td>N2-102</td>
<td>274-5301</td>
</tr>
<tr>
<td>Stephanie Ortiz, Executive Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erica Reich-Zuazo, Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie Holcomb, Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Center</strong></td>
<td>N1 upper level</td>
<td>274-5303, x 5306</td>
</tr>
<tr>
<td>Debbie Kenitzer, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Meadows, Student Services Technician</td>
<td></td>
<td>x 5294</td>
</tr>
<tr>
<td><strong>Chemistry Lab Tech</strong></td>
<td>N8-116</td>
<td>274-5298</td>
</tr>
<tr>
<td>Vacant, Laboratory Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Network Support Specialist / Computer Lab</strong></td>
<td>N7-101</td>
<td>274-5310, (530) 401-3773</td>
</tr>
<tr>
<td>David Madrona, Network Support Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Office</strong></td>
<td>N1 upper level</td>
<td>274-5303, option 5</td>
</tr>
<tr>
<td>Chris Putnam, SSSP Supervisor</td>
<td></td>
<td>x 5284</td>
</tr>
<tr>
<td>Deborah Meadows, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicola Murphy, SSSP Instructional Assistant</td>
<td></td>
<td>x 5340</td>
</tr>
<tr>
<td>Counselors: Cheryl Axton, Jennifer Hurst-Crabb, Rebecca Ortega</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disabled Students Programs and Services (DSPS)</strong></td>
<td>N3-101</td>
<td>274-5330</td>
</tr>
<tr>
<td>Cathy Callas, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselor: Dr. Allan Grimsby</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EOPS / CalWORKS / C.A.R.E. / Foster Youth Services</strong></td>
<td>N1 upper level</td>
<td>274-5306</td>
</tr>
<tr>
<td>Debbie Kenitzer, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselor: Allison Aguilar</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>N1 lower level</td>
<td>274-5346, option 5</td>
</tr>
<tr>
<td>Jim Griffin, Student Services Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>x 6030</td>
</tr>
</tbody>
</table>
Ghidotti Early College High School  N6-210  274-5270
Noah Levinson, Principal
Kathy Stephensen, School Office Manager

Health Center  N3-101  274-5317
Cathy Callas, Student Services Technician
Family Nurse Practitioner

Learning Center  N2 upper level  274-5308
Melody Meier, Tutor Center Coordinator
Vacant, Writing Center Instructional Assistant

Library  N6  274-5304
Deirdre Campbell (interim), Librarian  x 5332
Vacant, Library Assistant  x 5297

Facilities & Plant Operations  N21  274-5311
Donna Brazil-Bloche, Supervisor Campus Operations  x 5327
Julie Holcomb, Administrative Assistant  x 5287
Dana Baskett, Facilities Maintenance Specialist – Site  x 6077, cell (916)871-4095

Evening coordinator for injury’s, accidents, facilities emergencies (interim)
Darrell Bradford, Grounds Maintenance Technician
Joe Corro, Custodian
Ed Fisk, Custodian
Scott Pauley, Custodian
Jay Wirtz, Facility Maintenance/Energy Specialist

Security & Parking  N1-103  911 – emergency
(916) 660-7120 – dispatch
Jamison Lopizich, Chief of Security
Officers: Chris Taylor, Steve Becker, Samina Simpson, Mark Larson, Tony Miller

Tech Support
David Madrona (for help with connectivity, network, login, computer, 274-5310 or
monitor, mouse, keyboard, hardware, software issues)  (530) 401-3773
Ern Chiappari (for help with projection, sound, DVD issues)  274-5343
Help Desk  (916) 660-7777 option 2

Veteran Services  N1 upper level  274-5303, option 5
Deborah Meadows, Student Services Technician
Counselor: Ernest Valdez