



# **Faculty Handbook**

---

**2019/2020**

## Purpose

The purpose of this handbook is to assist you in becoming acquainted with important policies, guidelines, and procedures that affect the faculty and students at Sierra College. Hopefully, it will answer many of the questions you have and is meant to be used in conjunction with the Sierra College Catalog, Sierra College Faculty Association/Sierra Community College District collective bargaining agreement, Sierra's administrative policies and procedures, the class schedule, and the Student Rights and Responsibilities Handbook.

Sierra's goal is for you and your students to have a productive teaching and learning experience. One of Sierra's core values is to support and model excellence in teaching, learning, scholarship, and creativity. Your contributions are instrumental to the achievement of that goal. Sierra College is committed to your success and encourages you to become a fully informed member of our college community. Your knowledge of, and involvement in our college community will lead to continued success for our students and the institution.

For questions or concerns regarding the information in this publication, please contact the Sierra College Office of Instruction at (916) 660-7502 or [rcartwright@sierracollege.edu](mailto:rcartwright@sierracollege.edu).

Happy Teaching!

Rebecca Bocchicchio  
Vice President, Instruction

## Table of Contents

Campus Information .....	1
A. Addresses and Phone Numbers for Sierra College .....	1
1. Campuses.....	1
2. Division Offices .....	1
B. Faculty Absence Notification Procedures .....	2
C. Emergency Procedures .....	3
In the Event of a Fire .....	3
In the Event of a Command to Evacuate .....	4
In the Event of a Command to “Lock Down” .....	4
In the Event of a Command to “Shelter in Place” .....	4
In the Event of a Power Failure.....	4
D. Human Resources .....	5
1. Employee Health & Welfare Benefits .....	5
Information and Instruction Technology .....	6
A. Public Web Site .....	6
B. Sierra College Password (Network/mySierra/Email/Canvas) .....	6
C. Sierra College email (Office365) .....	8
D. mySierra .....	9
E. Inside.Sierra .....	9
F. Help Desk .....	10
G. Voicemail.....	10
H. Wifi.....	11
Free Wifi.....	11
Secure Wifi.....	11
Other Changes .....	11
Class Records and Attendance Procedures .....	13
A. Class Syllabus.....	13
B. Class Rosters.....	14
C. Adding Students.....	14
D. Waitlists.....	14
E. Dropping and Withdrawing Students .....	15

F. Attendance Requirements .....	15
G. Class Instructional Material Fees.....	16
H. Emailing Students.....	16
I. Submitting Final Grades and Attendance Hours.....	17
J. Grade Changes .....	18
Teaching Resources .....	19
A. Bookstore.....	19
B. Canvas .....	20
C. LearnerWeb learnerweb.sierracollege.edu/.....	20
D. Mailroom/Workroom for Part-Time Faculty .....	20
E. Printing Department and Copy Machines .....	21
F. Scantron Machine Locations.....	21
G. Students in Your Class.....	22
H. Testing Center .....	23
Student Services .....	24
A. Admissions and Records .....	24
B. Financial Aid .....	24
C. Health Services Center.....	24
D. Student Educational Resources .....	25
1. Assessment Center .....	25
2. Assistive Technology Lab.....	25
3. CalWorks.....	25
4. Computer Labs .....	25
5. Counseling: Academic, Career, and Personal.....	26
6. Disabled Students Programs and Services (DSPS).....	26
7. Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE).....	26
8. The Hub: The Student Support Center .....	26
9. International Students.....	27
10. Learning Center (aka Tutor Center).....	27
11. Learning Opportunities Center.....	27
12. Math Center .....	27



13. RISE .....	28
14. Transfer Center.....	28
15. TRiO .....	29
16. Veteran Affairs.....	29
17. Writing Center .....	29

This page left intentionally blank.



## Campus Information

### A. Addresses and Phone Numbers for Sierra College

#### 1. Campuses

<http://www.sierracollege.edu>

Toll free from Northern California: (800) 242-4004

***Rocklin (Main):***

5100 Sierra College Blvd, Rocklin, CA 95677

Phone: (916) 624-3333

***Nevada County Campus:***

*See the NCC Faculty & Staff Handbook for more information on the Nevada County Campus*

250 Sierra College Drive, Grass Valley, CA 95945

Phone: (530) 273-5300

***Roseville Center - Vernon:***

316 Vernon St., Roseville, CA 95678

Phone: (916) 781-6200

***Tahoe-Truckee Center:***

11001 College Trail, Truckee, CA 96161

Phone: (530) 550-2225

#### 2. Division Offices

***Business and Technology:***

Rocklin Campus, B-3

Phone: ext. 7800, or (916) 660-7800

***Administration of Justice, Fire Technology, and Health Science:***

Roseville Center, RVC-222

Phone: ext. 6251, or (916) 781-6255

***Kinesiology and Athletics:***

Rocklin Campus, Ft-7

Phone: ext. 8100, or (916) 660-8100

***Liberal Arts:***

Rocklin Campus, W-107

Email: [LiberalArtsDivision@sierracollege.edu](mailto:LiberalArtsDivision@sierracollege.edu)

Phone: ext. 8000, or (916) 660-8000

***Sciences & Mathematics:***

Rocklin Campus, V-211

Phone: ext. 7900, or (916) 660-7900

***Nursing:***

Rocklin Campus, RN-1

Phone: ext. 8300, or (916) 660-8300

***Student Services:***

Rocklin Campus, U-24

Phone: ext. 7302, or (916) 660-7302

## B. Faculty Absence Notification Procedures

Faculty must notify the division dean, or designee, as far in advance as possible of any absence. See contact information on previous page. **No class is to be cancelled without prior consultation with your division dean.** All absences must be reported to the appropriate Division Office/Supervisor as soon as the instructor knows that he/she will be absent.

**Please provide the following information:**

- Your name
- Class title and course # (ex. Art 4A)
- Building and room number
- Class day and start time
- Reason for the absence
- Whether you want the classroom posted with a sign

It is important that you send an email notice to students through mySierra and/or Canvas. This is an opportunity to issue assignments that should be completed in your absence, and can help prevent unnecessary trips to campus by students who commute. Remember, your class may be the only reason that a student leaves their home in Davis or Grass Valley on any given day. Preventing unnecessary trips saves the student, and the environment too!

If your class is on the **Rocklin Campus** and you are reporting an absence before 8:00 a.m. or after 5:30 p.m., you must also contact Security Services at (916) 660-7120 with the above information to request a class cancellation posting.

For the **Roseville Center – Vernon** location, contact your division office.

For the **Nevada County Campus**, call (530) 274-5302. Messages can be left 24/7. To have a class assignment added to the class cancellation sign, leave the assignment information on the phone message.

At the **Truckee Campus**, call (530) 550-2225 or email Melissa Olsen at [molsen4@sierracollege.edu](mailto:molsen4@sierracollege.edu) with the above information.

## **C. Emergency Procedures**

Security Services are located in the XT building on the Rocklin Campus and the N1 building on the Nevada County Campus. Roseville Center - Vernon has security located at the front desk on the first floor. Lost and Found is also at security.

### ***Emergency Telephone Numbers***

#### ***For all campuses***

For a non-emergency call Security Services – Extension 7120 from campus phones, or (916) 660-7120

#### **In an emergency, call 911**

#### ***When to call 911 Police Department***

- When you feel physically threatened or in danger of being threatened
- For a medical emergency
- If you smell or see smoke or fire

#### ***When to call 7120 (Security & Parking Services)***

- To report a theft or incident
- To request access to a locked building or to lock a building
- To request a campus escort
- To request a physical presence/deterrent
- To ask for assistance with frequent violations of our smoke/tobacco free campus policy

### **Classroom Safety**

Each room on campus has posted an Evacuation Plan, noting how to leave the building and where to meet in case of an emergency, and an Emergency Procedures Ready Reference. Please notify your division dean if these are not posted in your classroom. Each classroom also has a phone for emergency use, and you may have a fire extinguisher. Please check the Emergency Preparedness Information on Inside. Sierra for the location of the building first-aid kits.

***\*\*\* Emergency Procedures should be on your class syllabus and reviewed with the class on the first day of instruction.***

### ***In the Event of a Fire***

1. If a fire or smoke is 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 available, proceed with class to the established gathering point in the opposite direction of smoke or fire.
6. Wait with class at gathering point until given further instructions by emergency personnel.
7. DO NOT RE-ENTER THE BUILDING until instructed to do so.

***In the Event of a Command to Evacuate***

1. Instruct students to gather personal belongings.
2. Gather attendance records.
3. Proceed with class to the established gathering point.
4. Report to the emergency staff assigned to supervise the gathering point.
5. Wait with class at gathering point until given further instructions by emergency personnel.

***In the Event of a Command to "Lock Down"***

1. Close all doors and lock, if possible.
2. Close all blinds and drapes.
3. Turn off any unnecessary equipment.
4. Keep everyone away from all windows.
5. Instruct students to remain as quiet as possible.
6. Do not allow anyone to leave until notified by emergency personnel.
7. Ask students to turn cell phones off to free up frequencies for emergency personnel.

***In the Event of a Command to "Shelter in Place"***

1. Follow all steps identified for lock down.
2. Ensure that all ventilation is either closed or shut down.

***In the Event of a Power Failure***

1. Wait a minute or two to see if power is quickly restored. If the power fails for more than a minute or two, it is likely to remain off for at least 30 minutes or more. Emergency lighting is located throughout campus buildings to provide minimal safety lighting for a short time after power fails.
2. If power remains off, call Security Services at ext. 7120, or (916) 660-7120, and tell the dispatcher the location where power has failed. Leave a cell phone number so Security Services can call you back and inform you of what is happening.
3. Stay where you were when the power failed unless it is unsafe to do so. You will be notified once the administrator in charge gathers sufficient information to determine an appropriate course of action. If you have sufficient light to continue your class, you may do so, use your discretion.

More in depth emergency procedures, found on Inside.Sierra, should be included in your syllabus and reviewed with your class at the first class meeting. Please report any special circumstances or limitations that may interfere with your ability to evacuate in an emergency.

**D. Human Resources**

Location: Rocklin Campus, U-12

Phone: ext. 7105, or (916) 660-7105

<https://www.sierracollege.edu/administration/human-resources/>

***1. Employee Health & Welfare Benefits***

Location: Rocklin Campus, U-12

Phone: ext. 7104, or (916) 660-7104

Fax: ext. 4509, or (916) 630-4509

## Information and Instruction Technology

**IMPORTANT NOTE:** Faculty and staff using classroom and/or lab computers at **ANY** Sierra College Campus, **MUST** first log onto the computer using their Sierra College username and password. When finished using the computer, **DO NOT** forget to log-out (i.e., at the end of your class/lab session.)

### A. Public Web Site

<http://www.sierracollege.edu>

The district's public website is the portal that provides public information and marketing of our organization. It is sometimes called the "front door." Information on accreditation, departments, and committees can be found on the [Planning and Governance](#) site. This does not require a login to access information except for very specific staff/faculty access from public places such as going to check email via Outlook Web Access (OWA).

### B. Sierra College Password (Network/mySierra/Email/Canvas)

**When an employee is hired, they are given a network username and a 9-digit Employee ID Number by Human Resources. Staff can then use the "Self-Service Password Management Tool" located on the mySierra log-in screen, to create or to reset their network password.**

Employee and student passwords no longer expire. However, it is important that you reset your password if you suspect that someone else has it or if directed to by IIT. If you have any trouble resetting your password, contact the Help Desk at (916) 660-7777.

How to change your password (one password reset per day limit):

1. Go to [mySierra](#) and click on the [Create/Reset Password?](#) link, or go directly to <https://iam.sierracollege.edu/identity/self-service/scr/pswreset.jsf> to access the screen shown below.

2. Key in the information for all fields:

- Username
- Old Password
- New Password



- Confirm Password

Password Requirements:

- Passwords must be 10 characters in length minimum
- Account will be locked after 10 invalid access attempts
- Lockout will last for 30 minutes
- Passwords never expire
- Passwords can be recycled after 24 changes
- No special characters like “%”, “#”, “@”, “\*”, “!”
- Known bad passwords should not be permitted (e.g. “password”, “12345”, etc.)

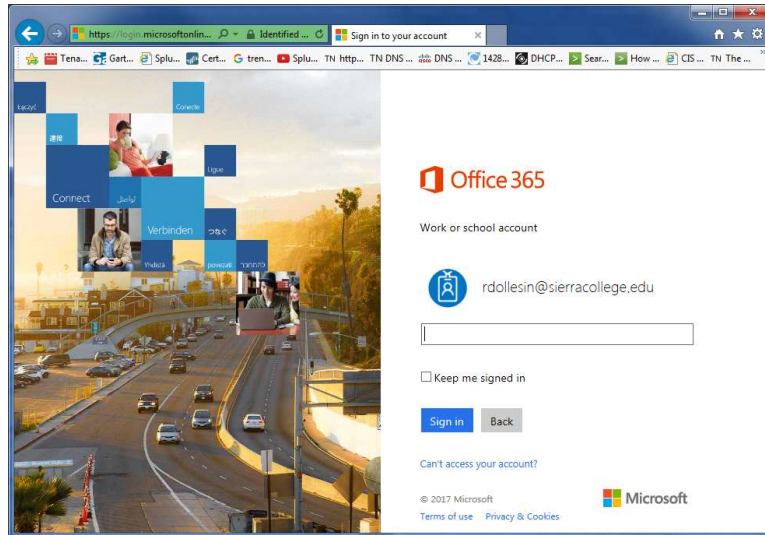
Important password information to remember about your password:

- Use a minimum of 10 alpha characters (14 characters are recommended)
- Use unique, but easy to remember phrases with character twists like “eyeWentTWOtheBeach” or “KanlgoHomeNow” or “IamSangingInTheRain”
- Include at least one number
- Passwords cannot include your first name, last name, or username
- Do not use dictionary words without character twists like “password” or “sierracollege”
- Do not use patterns like “1212121212” or “abcdefghij”
- Do not use phrases associated with your personal information like your birthdates, family or pet names, logon
- Do not use passwords that you use for other online personal accounts like your bank account, Amazon account, Google account, etc.
- Reuse of passwords is not recommended, so do not use the same Sierra College password as your previous 24 passwords
- Every extra character after 10 makes your password exponentially stronger from being hacked, but also it makes it more difficult to key into handheld devices like an iPhone.

### C. Sierra College email (Office365)

Sierra College email works with most browser versions. If you are unable to access your email, try a different browser or contact the Help Desk.

1. Visit <https://portal.office.com>



2. Use your Sierra College fully qualified domain name: `userid@sierracollege.edu`.
3. Your O365 password is the same password that you use to log into the Sierra College network.
4. Don't forget to sign out of your email!

For further information about Office365: <https://support.office.com/en-us/learn/office365-for-business>

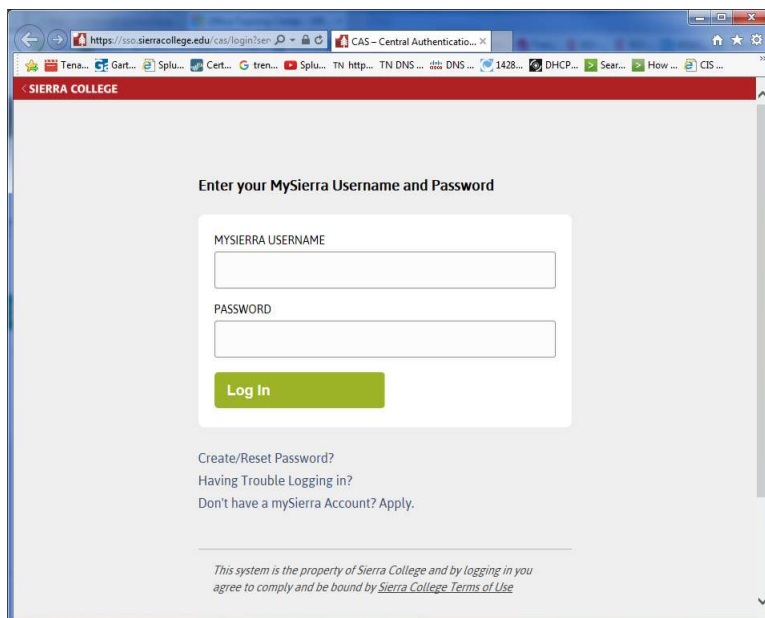
## D. mySierra

<http://mysierra.sierracollege.edu>

mySierra is the portal into user specific information such as student grades, financial aid, registration, employee pay stubs, rosters, and more. This product is also a place for students to get general information that the District provides them such as club information or important registration dates.

Once you have a username, you can log into mySierra at:

<http://myaccess.sierracollege.edu/my.policy> .



Your network password works for my.Sierra, your Sierra College e-mail, Canvas, LearnerWeb, Inside.Sierra, and the classroom computers. Remember, your network password, my.Sierra password, and e-mail passwords are all the same.

If you have trouble accessing my.Sierra, contact the Help Desk at (916) 660-7777.

## E. Inside.Sierra

<http://inside.sierracollege.edu>

Inside.Sierra is an intranet site that is designed for district information for employees and not meant for student or public access. Access this site by going to <https://inside.sierracollege.edu>.



Inside.Sierra includes employee links to health benefits, policies, procedures, and other employee related information. Each department maintains the content for their own department portal within Inside.Sierra.

## F. Help Desk

<http://inside.sierracollege.edu/iit/helpdesk/>

To request technical service and support, contact the **IIT Help Desk from on campus at ext. 7777, off campus (916) 660-7777** or email the Help Desk at [helpdesk@sierracollege.edu](mailto:helpdesk@sierracollege.edu). The Help Desk will create a service request for your technical issue or for any District computer problem in the classroom. The Help Desk is open on the Rocklin campus from 8am to 5pm Monday through Thursday, 8am to 4pm Friday.

## G. Voicemail

- Employee Access Number (916) 660-7788
- Nevada County Campus (530) 274-5300, 1, ext. 7788
- Toll free from N. California (800) 242-4004, 1, ext. 7788
- From any Avaya phone on campus, ext. 7788

## H. Wifi

### Free WiFi

The Sierra College WiFi Internet service is open and free for students, faculty, staff, and general visitors across all campuses. The “free” service will show up on your devices as “Sierra Public” as shown in the picture below and this should be used by all personally-owned devices (laptops, tablets, phones, etc.).

### Secure WiFi

Sierra College faculty and staff can also choose the “Sierra” WiFi network as shown below. If you chose to use “Sierra” you will still be required to login using your my.Sierra username and password. This option is typically the preferred option when using District-owned devices so you can access the internal District network.

### Other Changes

See the pages below for helpful instructions regarding Smart Classroom Equipment, WIFI, and Electronic File Storage.

Faculty and staff can review the FAQ information on the IIT Help Desk site on [Inside.Sierra](#) for detailed support.

## I. KEY TO USING SMART CLASSROOM EQUIPMENT

*These are the two types of smart classroom podiums/carts, each with a unique control panel. Please reference the key below to assist you in using this equipment. If further training is desired, please do not hesitate to call the AV Department staff at (916) 660-7729 or 7730.*



**ON:** When powering on a station, please allow one minute for the equipment to warm up. If the button is flashing, input cannot be changed.

**OFF:** Please turn off at the end of each class. Once selected, the equipment will be shut down for five minutes. See Pic or Mute below to temporarily disable screen.

**VOLUME:** Changes audio volume for selected input.

**CC:** Closed captioning for selected input, if available.

**AV or MUTE or PIC or MUTE:** Use this feature to temporarily turn the screen dark so students will not be able to view what you are doing on the computer. Do not leave PIC or MUTE on for extended lengths of time, as it will use lamp hours.

**AUTO IMAGE:** This feature will change the scan rate of the projector to optimize the image display (max 1024 x 768 resolution).

**VCR:** Selects the VCR. "DVD & VCR" controls on the panel must be used in lieu of a remote control. Use the "Titles" button for subtitles.

**DVD:** Selects the DVD player. "DVD & VCR" controls on the panel must be used in lieu of a remote control. Use the "Titles" button for subtitles.

**BLURAY:** Selects the Blu-ray player. "DVD & VCR" controls on the panel must be used in lieu of a remote control. Use the "Titles" button for subtitles.

**HDMI:** Use this feature to connect other devices to the podium. The HDMI cable is located in the cable cubby on top of the podium. Please return when finished with use.

**DOC CAM:** Use this feature to project printed documents on the screen. The Doc Camera is stored in the side drawer of the podium. To use, open the drawer, raise the gooseneck of the doc camera and place documents below. There are zoom controls on the camera. Do not remove the camera from the drawer, and please be sure to collapse the gooseneck before closing the drawer at the end of each use.

**LAPTOP:** Use this feature if connecting a laptop with a VGA cable.

**PC:** Use this feature to display the PC located on the podium. The mouse and keyboard are located in the top drawer. Please return the wireless mouse to the charger when finished.

***What NOT to do:***

- Do not touch the control box on the inside of the cart.
- Always ensure the drawer that faces students is locked. If it is unlocked, please contact the AV department immediately.
- Do not leave unlocked classrooms unattended.
- Do not forget to log off of the computer.

## Class Records and Attendance Procedures

To access your class records, log into your my.Sierra account using your network username and password. (See page 6 for login instructions.) Go to the *Faculty Services* channel on the Home tab.

**NOTE:** Sierra College Email is the official mode of communication for ALL college business at all college sites. **Email business will not be conducted to non-Sierra College email addresses.**

### A. Class Syllabus

The course syllabus constitutes an agreement from the instructor to the students formulated prior to the beginning of the class and in effect from the first class until the final grade is assigned. A syllabus performs a variety of functions which have positive effects when the instructor has considered carefully what guidance and information should be included. Although the requirements of each instructor and each class are different, and all instructors' syllabi are subject to change as necessary during the course of a semester, there are some basic components which should be included in every syllabus if it is to function as:

- An overview detailing the content of a course, including course outline and expected student learning outcomes, necessary course homework and other evaluative assignments, tests, exams, and projects, books and assigned readings, important course dates and schedules, a grading rubric, and expected student conduct, among other relevant information.

Specific components of the syllabus should include:

- Course content and learning objectives as outlined in the Course Outline of Record found in [WebCMS](#).
- Published Course Student Learning Outcomes (CSLO's in accordance with ACCJC Accreditation Standards) and may be found on the [Accreditation and SLO](#) website.
- Faculty information (Name, Office Location, Office Hours, Telephone Number, and Email address)
- Required class materials
- Grading policy and/or grading rubric
- Attendance policy
- General class management and etiquette - Reference the [Students Rights and 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 Dean of Student Services prior to the beginning of the semester) may request accommodations by contacting [Disabled Students Programs and Services \(DSPS\)](#).*

While the course syllabus is not a binding contract, maintaining a clear, updated, and accurate syllabus is one key to successful teaching and learning.

**NOTE:** By the end of the first week of class, copies (preferably electronic) of ALL syllabi **MUST** be submitted to your division office and must contain the official course student learning outcomes. This is an accreditation requirement. Check with your division for specific policies and procedures.

Documents may be submitted as .pdf, .doc or .docx, .html, .rtf, or .xps files.

## **B. Class Rosters**

Rosters may be pulled at any time. However, because students can register up until midnight the day before class begins, it's advised to pull a fresh roster the morning class begins to ensure the most recent enrollment status of your students. To access and pull your rosters:

- Select "Rosters."
- Select the term click on "Select Term."
- Click on the checkbox in front of the class(es).
- Select "Create Roster(s)." On this roster in the "Reg" column RW means the student registered on the web and RC means that the student was reinstated into the class. RE means the student was added into the class by Admissions and Records staff. Add codes will be on your roster about a week before the class begins.

To print the rosters, just print from your browser. (File, print)

Or, to create a roster as an Excel spreadsheet that you can use to keep track of assignments, press the "click here" link on the class line. Any information entered into the Excel spreadsheet will not be saved. If you would like to save this information, you will need to save a copy to your computer. After you have entered the final grades at the end of the semester, you can also use this roster to check to see that all grades have been entered.

If you are using a Mac, it is recommended that you utilize Firefox. If you prefer Safari, you must manually rename the roster with an .xls or .xlsx extension depending on your version of Excel.

Please note: add, drop, and withdraw deadlines for each class are at the top of the attendance roster page.

## **C. Adding Students**

<https://www.sierracollege.edu/admissions/register-for-classes/>

Students can add online up until midnight the day before a class has its first meeting.

After a class has started, students need an add code from the instructor before they can add a class. Add codes are listed on the class roster of each class. Students must have a current application on file and meet all pre-requisites and co-requisites.

## **D. Waitlists**

<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=73410>

Waitlists are established for almost every class, with some exceptions. Waitlist are limited to 20 spaces. For more faculty information about waitlist, refer to the links in mySierra in the *Faculty Services* channel.



## E. Dropping and Withdrawing Students

Title 5 mandates that instructors “*clear the rolls of all inactive enrollments.*” Clearing rolls must be done by the Add/Drop Deadline. If a student has never attended class, they must be dropped as a “No Show.” For Financial Aid purposes, all students must be enrolled in their courses by majority census or add/drop. Financial Aid will not pay for students who add a class after add/drop or census.

If you are questioning whether to drop a student who has not been participating, it is encouraged that you initiate the drop by the drop deadline. Should the student contact you and provide an acceptable reason for their lack of participation, you always have the option to reinstate that student back into that class using a *Registration Petition* obtained from the Admissions/Records Office.

- Select “Instructor Drops.”
- Select the term and click on “Submit.”
- Click on the CRN to select the course.
- Under the Action column, choose either “Drop Class by Faculty” (DC) or “Drop No Show by Faculty” (DN) by the last day to drop. After the drop deadline, choose “Withdraw with a ‘W’” (WC).
- Select “Submit.”

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with “None” for the Action field, select Submit, and a confirmation page will display to verify this choice.

If you make a mistake before you have submitted, you may select Reset. You need to submit drops or no drops to report on each page of your roster.

Deadline dates are on the top of the attendance roster page.

Ref: [AP 5075 Class Adds, Drops and Withdraws](#)  
Title 5 Sections [55024](#) and [58004](#).

## F. Attendance Requirements

Taking daily attendance is required by State Education Code. 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. If a student misses more than 6 hours of a 3-unit class, or the equivalent ratio, the instructor can withdraw the student.

Instructor records of attendance must be maintained for a minimum of three years per [Title 5, §59026](#).

Please note, student cannot be graded on attendance.

## G. Class Instructional Material Fees

Class fees may be required to provide instructional materials in accordance to [Administrative Procedure 5031](#). Under no circumstances should instructors collect fees from students for any reason. Instructional material fees will be collected along with student enrollment fees.

## H. Emailing Students

**NOTE:** Sierra College Email is the official mode of communication for ALL college business at all college sites. Email business will not be conducted to non-Sierra College email addresses.

- Select “Current Class Assignments” from the Faculty Services channel on the Home tab of mySierra.
- Choose “Classlist” to see individual email icons, or an icon to email the entire class.

Then you will see individual email icons, or an icon to email the entire class. These links rely on there being a default email client (not just a web-accessible e-mail, but an actual e-mail program like Outlook) on the computer you're using. In most cases on campus, no problem - most people have and use Outlook. When you click on the link for emailing the entire class, a new mail message in Outlook will be invoked, with the “BCC:” field populated with the Sierra College addresses of the students in that particular course (CRN). But, if you are logging on from home, you may not want to send an email to your students from your personal email. If this is the case, please follow these steps:

- Once the email opens and the student email addresses populate into the BCC area, highlight the list of email addresses and select “Copy” from the Edit Menu or right click your mouse and select “Copy.”
- Open your Sierra College email by using the link on the upper right in my.Sierra.
- In the BCC area paste the addresses using “Paste” from the Edit Menu or right click your mouse and select “Paste.”
- Put your email address in the “To:” area, write your message, and send

Or, click on Rosters in the Faculty Services channel on the Home tab of my.Sierra and download an Excel spreadsheet roster. On the Excel spreadsheet there is a column that shows with the students’ email addresses. You can cut and paste these into an email.

## I. Submitting Final Grades and Attendance Hours

*There are five different videos to assist faculty on how to enter grades. The tutorials are located in mySierra on the employee tab.*

Grades are due five (5) working days after the last day of the class. It is a professional responsibility for all faculty to submit final grades on time. Late grades have significant impacts on our students:

- Students' financial aid for subsequent terms can be jeopardized
- Veterans' monthly GI Bill benefit checks can be delayed
- Students can be incorrectly placed on probationary or dismissal status
- Mailing of official transcripts for transfer students can be delayed

- Click on "Final Grades" from the Faculty Services channel on the Home tab of mySierra.
- Select the term and click on "Submit."
- Click on "Final Grades" again.
- Select the class and click on "Submit."

Enter the grade. If entering an "F" or "NP" please enter 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.

If this is a positive attendance class (which means an actual accounting of hours attended by each student in each class, both lecture and lab), please be sure to enter both the grade and the hours of attendance for each student. Students with a "W" on your grade form must have attended hours entered. Zero hours are not acceptable. If the student never attended class, you must submit a [No Show Petition](#). To obtain the form, go to [www.sierracollege.edu](http://www.sierracollege.edu). Click on "Admissions" on the top tab, and next "Forms and Policies" on the left menu. Use the *No Show Petition* form.

❗ After submitting, check for alerts.

An incomplete may be assigned for unforeseeable, emergency, and justifiable reasons in accordance with [Administrative Procedure 4230](#). When assigning an incomplete, leave grade field blank. The student must initiate the request for an incomplete. The [Incomplete Petition](#) must have student's, dean's, and instructor's signatures and must be submitted no later than five (5) working days after the last day of class. The [Incomplete Petition](#) form is available at <https://www.sierracollege.edu/admissions/forms/>

There is a 30 minute timeout, so submit often. You can submit as often as you would like. **You need to submit on each page of your final grade sheet.** You will receive confirmation that your grades have been entered at the top of the page.

For further confirmation, you can log on the next day and check the "Rolled" column. If the grades were entered successfully into the system and your students can see them, you will see a "Y" in the column instead of an "N." You can also see the grades you have entered by downloading the excel roster for that class.

## **J. Grade Changes**

To obtain a [\*Grade Change Petition\*](#), go to [www.sierracollege.edu](http://www.sierracollege.edu). Click on “Admissions” on the top tab, then click on “Forms” near the bottom, toward the middle, of the “Admissions” screen.

Once submitted by the instructor, a student’s grade is final and may not be changed unless one of the four conditions of [\*Education Code §76224\*](#) (“mistake, fraud, bad faith, or incompetence”) exists. If a student feels one of the above four conditions exists, it is the responsibility of the student to obtain a Grade Change petition from the Admission and Records Office and submit it to the instructor for approval/disapproval. The petition is then sent to the appropriate division dean and finally the Records Office. Appeals and requests made after one year go directly to the Academic Standards Committee for final decision. Grade change requests cannot exceed three years.

[\*Administrative Procedure 4231\*](#) deals with grade changes.

If you discover you have made an error assigning a grade shortly after you have submitted grades, as long as the grades have not rolled, you can change them on your grade form. If grades have rolled, you must submit a grade change petition.

## Teaching Resources

### A. Bookstore

[sierra.bncollege.com](http://sierra.bncollege.com)

Phone: (916) 660-8200

#### 1. Rocklin Campus

Location: K Building, by cafeteria

#### 2. Nevada County Campus

Location: N5-100

Popup Bookstore opens one (1) week before semester instruction begins. See Bookstore schedule for reopen dates for end of semester.

#### 3. Tahoe Truckee Campus

Textbooks need to be ordered online. Truckee students must order their books online and have them delivered to their home street address.

There are a few methods for ordering books that faculty members can use:

- Order Online <https://www.facultyenlight.com/?storeNbr=339>
- Email order to [textbooks@sierracollege.edu](mailto:textbooks@sierracollege.edu)
- Phone in order to (916) 660-8200
- Place book order in the store

Course Packs:

- All course pack orders to be sold at the Sierra College Bookstore must come from the Bookstore only. The Printing Department will no longer accept files for these course packs via the website or walk in submissions.
- All files submitted to the Bookstore for printing at the Sierra College Printing Department must be submitted as .pdf with complete printing instructions, including all bindery instructions and color choice for colors.
- All Course Packs to be printed by the Sierra College Printing Department must be submitted to the Printing Department by the Bookstore no later than 15 working days prior to the start of the semester.
- All Course packs will be sent to Xanadu for copyright clearance prior to printing. Any items containing copyright fees will be charged to students as part of the course pack cost. Faculty will be notified if copyright charges are being added to the pack and will have the option to remove items containing copyright prior to production.
- **Desk copies** are to be ordered by the faculty member via Print Shop Pro. They will be held at the Printing Department for pickup or sent through intercampus mail to the instructor by the printing department. When placing a desk copy request in print shop pro, include the course information and course pack title in the notes field – File does not need to be uploaded.

## B. Canvas

[sierra.instructure.com/login](http://sierra.instructure.com/login)

Sierra College's Canvas course management system is designed to enable educational innovations everywhere by connecting people and technology.

### ***Login Instructions:***

Your username and password to log into Canvas is the SAME as your mySierra account.

Canvas has video tutorials and a handbook on their website to assist you at

<http://guides.instructure.com/>.

## C. LearnerWeb

[learnerweb.sierracollege.edu/](http://learnerweb.sierracollege.edu/)

LearnerWeb is a database software program used by the district to maintain employee training information.

You can get to LearnerWeb from the district's homepage at [www.sierracollege.edu](http://www.sierracollege.edu), under the "Faculty and Staff" link.

### ***Login Instructions:***

Your username and password to log into LearnerWeb is the SAME as your mySierra or email account.

## D. Mailroom/Workroom for Part-Time Faculty

- Students must put **YOUR** name on the work they are dropping off.
- Copiers in faculty workrooms are to be used for small, immediate copy needs **ONLY**.
- Students are not permitted in the mailrooms or workrooms at any time.

Visit Inside.Sierra, [Mail & Courier Services](#) for additional service request forms including certified mail or package pickup/delivery.

### **1. Rocklin Campus**

Location: LRC-113, Part-Time Faculty Workroom

LRC-112, Drop slot for students' assignments, instructor's name must be on all assignments.

The District courier delivers and the mailroom technician picks up mail Monday through Friday. Please have out-going and inter-district mail in the mail bin by 11:00 am for same day pick-up. Inter-district mail is delivered the next business day. Incoming mail is retrieved daily from the post office and sorted in the mailroom for delivery the next business day.

### **2. Roseville Center - Vernon**

Location: RVC-264

The District courier delivers and picks up mail Monday through Friday. Please have out-going and inter-district mail in the mail bin by 11:30 a.m. for same day pick-up. Inter-district mail is delivered the next business day. Incoming mail is retrieved daily from the post office and sorted in the mailroom for delivery the next business day.

### 3. Nevada County Campus

Location: N1-111

The District courier delivers and picks up mail Monday through Thursday. Please have outgoing and inter-district mail in the mail bin by 9:30 a.m. for same day pick-up. Inter-district mail is delivered the next business day. Incoming mail is retrieved daily from the post office and sorted in the mailroom for delivery the next business day.

## E. Printing Department and Copy Machines

[http://printing.sierracollege.edu/psp/app/psp\\_start.asp](http://printing.sierracollege.edu/psp/app/psp_start.asp)

Location: Rocklin Campus, X Building, Corporation Yard

Phone: (916) 660-7630

You can submit copy jobs online 24/7 using the electronic job submission feature. Log-in instructions to set up an account and instructions to submit copy jobs online can be found on the college website.

For Course Packs, refer back to the [Bookstore](#).

Copy machines should only be used for low-count jobs (no more than 45 sheets.) Any jobs greater than 45 sheets should be sent to the Printing Department.

The last five digits of your Banner ID are required to use District copiers. Just enter the five digits, and press enter, or the ID button; you should then get the copy selections screen on the copier. You can find your Banner ID by logging into mySierra. Click on the Employee tab, click on Pay Stub. Your Banner ID will be listed on a pay stub.

Copiers are to be used for Sierra College materials only. Your copy totals are being monitored by your Banner ID. Please use the Printing Department for the bulk of your printing.

## F. Scantron Machine Locations

### 1. Rocklin Campus

Locations: C-2, LRC-113, MT-10a, S-102a, V-113a, and W-212.

### 2. Roseville Center - Vernon

Location: RVC - 264

### 3. Nevada County Campus

Location: N1-111

### 4. Tahoe-Truckee Campus

Location: T1-201

## **G. Students in Your Class**

### **1. Academic Honesty**

Sierra College [Board Policy 5515](#) and [Administrative Procedure 5515](#) deals with honesty in academic work. That procedure contains a list of examples of behavior deemed to be dishonest, examples of cheating, and steps an instructor may choose to deal with student(s) engaged in behavior that is deemed to be dishonest.

### **2. Students' Rights and Responsibilities**

In order to better communicate some important policies to students, the college has produced the [Student Rights and Responsibility Handbook](#). It was developed with students, faculty, staff and administration in mind, as a guide to protect the individual rights of all students when it is believed these rights may have been violated, in an effort to work together as partners in educational challenges and successes of our students.

### **3. Students' Right to Privacy**

The following was taken in part directly from the California Education Code: "76243. (a) A community college or community college district is not authorized to permit access to student records to any person without the written consent of the student..." Therefore, a faculty member cannot discuss assignments, tests, grades, etc. with a parent, family member or friend of a student.

Instructors should not post grades or leave assignments for student collection in public areas where others might observe the grades or evaluative comments placed on others' work.

### **4. Student Discipline**

Sierra College [Board Policy 5500](#) and [Administrative Procedure 5520](#) explain the standards of conduct for students and the student discipline process. You are encouraged to deal with issues of conduct in the classroom immediately by letting the student know that they are engaging in prohibited conduct and that it must immediately cease. Failure to do so may result in faculty members removing students for two days – one for the day the incident occurred and the next class meeting. Faculty members have this right per policy, and should this occur, they should immediately contact their Division Dean or the Disciplinary Officer for the District.



**H. Testing Center****1. Rocklin Campus**

Location: LT-1

Phone: (916) 660-7430

**2. Nevada County Campus**

Location: N6-200

Phone: (530) 274-5304

**3. Tahoe-Truckee Center**

Location: T1-204 (LRC/Library)

Phone: (530) 550-2284

To schedule a test, please make an appointment.

Faculty: Please contact the Testing Center for complete instructions and proctoring forms. All tests **MUST** be accompanied by the correct proctoring form and a set of instructions.

Students: Be sure to inform students that they must have a Sierra College Student ID Card to take an exam, test, or quiz. They can get this card at Admissions & Records.

## Student Services

<https://www.sierracollege.edu/student-services/index.php>

### A. Admissions and Records

<https://www.sierracollege.edu/admissions/index.php>

#### 1. Rocklin Campus

Location: A – 101

Phone: (916) 660-7340

Fax: (916) 630-4500

#### 2. Roseville Center - Vernon

Location: RVC - 262

Phone: (916) 781-6204

#### 3. Nevada County Campus

Location: Building N1, Lower Level

Phone: (530) 274-5302

Fax (530) 274-5324

#### 4. Tahoe Truckee Center

Phone: (530) 550-2225

### B. Financial Aid

<https://www.sierracollege.edu/student-services/financial-aid.php>

#### 1. Rocklin Campus

Location: Winstead Center

Phone: (916) 660-7310

#### 2. Nevada County Campus

Location: N1-112, Lower Level

Phone: (530) 274-5346, Option 5

### C. Health Services Center

#### 1. Rocklin Campus

Location: L-183

Phone: (916) 660-7490

#### 2. Nevada County Campus

Location: N3-101

Phone: (530) 274-5317

## **D. Student Educational Resources**

### **1. Assessment Center**

The Assessment Center provides testing for Reading, English and Math placement into courses that match student academic skills.

#### **a) Rocklin Campus**

Location: LT-1

Phone: (916) 660-7430

#### **b) Nevada County Campus**

Location: N6-200

Phone: Ext. 6110 or (530) 274-5303, Option 5

### **2. Assistive Technology Lab**

Location: LT-1, Rocklin

Phone: (916) 660-8137

### **3. CalWorks**

The objective of the CalWorks program is to serve as an advocate for students in meeting the new Welfare-To-Work requirements, providing a variety of support services to help students successfully complete their dream of a college education, while also meeting these student's county CalWorks requirements.

#### **a) Rocklin Campus**

Location: L-141

Phone: (916) 660-7367

#### **b) Nevada County Campus**

Location: N1-208B

Phone: (530) 274-5306

### **4. Computer Labs**

Students must have proof that they are taking classes and have a valid Sierra College ID number.

#### **a) Rocklin Campus**

Location: LRC-205

#### **b) Roseville Center - Vernon**

Location: RVC - 352

#### **c) Nevada County Campus**

Location: N6-200

#### **a) Tahoe Truckee Campus**

Location: T1-230

**5. *Counseling: Academic, Career, and Personal***

<https://www.sierracollege.edu/student-services/counseling/>

**a) Rocklin Campus**

Location: L-150

Phone: (916) 660-7400

Toll free from Northern CA: (800) 242-4004, 1, ext. 7400

**b) Nevada County Campus**

Location: N1-216

Phone: ext. 6110, or (530) 274-5303, option 5

Toll free from Northern CA: (800) 242-4004, 1, ext. 6110

**c) Tahoe Truckee Campus**

Location: 105

Phone: (530) 550-2225

Toll free from Northern CA: (800) 242-4004, 1, ext. 2225

**d) Online Counseling Center**

<https://sierracollege.teamdynamix.com/TDClient/KB/ArticleDet?ID=73998>

**6. *Disabled Students Programs and Services (DSPS)***

DSPS assists students with disabilities to perform on an equal basis as students without disabilities in an integrated campus setting.

**a) Rocklin Campus**

Location: L-141

Phone: (916) 660-7460

**b) Nevada County Campus**

Location: N3-101

Phone (530) 274-5330

**7. *Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)***

EOPS is a counseling support program for low income and educationally disadvantaged students. CARE provides educational support services for the academically under prepared, single parent population who are receiving benefits through CalWORKS/TANF and are EOPS eligible.

**a) Rocklin Campus**

Location: L-141

Phone: (916) 660-7366

**b) Nevada County Campus**

Location: N1-216

Phone (530) 274-5306

**8. *The Hub: The Student Support Center*****a) Rocklin Campus**

Location: A-101

Phone: (916) 660-7300

## **9. *International Students***

Sierra College student population provides an excellent opportunity for international students to improve their English and academic skills at a faster pace.

### **a) Rocklin Campus**

Location: L-131

Phone: (916) 660-7330

## **10. *Learning Center (aka Tutor Center)***

The Learning Center offers Sierra College students free tutoring for dozens of subjects. The core of these services is one-to-one peer tutoring, delivered by student tutors who have successfully completed course work and are recommended by their instructors.

Faculty can use and support our efforts in two ways: by referring students who could benefit from tutoring services and by providing recommendations for students who would be great tutors.

### **a) Rocklin Campus**

Students must show proof that they are taking a class.

Location: LRC- 402

Phone: (916) 660-7220

### **b) Nevada County Campus**

Location: N2-203

Phone: (530) 274-5308

### **c) Tahoe Truckee Campus**

Location: T1-204

Phone: (530) 550-2284

## **11. *Learning Opportunities Center***

### **a) Rocklin Campus**

Location: LRC- 401

Phone: (916) 660-7450

### **b) Nevada County Campus**

Location: N3-101

Phone: (530) 274-5330

## **12. *Math Center***

<https://www.sierracollege.edu/academics/academic-support/math-tutoring/>

### **a) Rocklin Campus**

Location: V-329

Phone: (916) 660-7990

### 13. *RISE*

RISE is an academic support program for new, first-time college students, including underserved, historically marginalized, and historically underrepresented students. Program benefits include:

- Priority registration – achieve your educational goal faster!
- A Strong Support Team
  - RISE counselors
  - Success Coaches
  - Peer mentors
  - Financial aid specialists
  - Dedicated tutoring
- Exclusive access to the RISE Center (lounge, study space, personal and academic support, laptops, and calculators)
- Field Trips, events, workshops, and visits to 4-year universities
- Conferences
- Team-building, leadership, and networking opportunities
- RISE 0001 (an interdisciplinary freshman experience course)

The learning community cohorts within RISE are: Black Men of Excellence (BME), Wonoti, Advanced Latin@s Achieving Success (ALAS), Guardian Scholars Program (GSP), and general RISE cohorts.

<http://www.sierracollege.edu/RISE>

#### **a) Rocklin Campus**

Location: LRC-446

Phone: (916) 660-7542

Email: [RISE@sierracollege.edu](mailto:RISE@sierracollege.edu)

#### **b) Nevada County Campus**

Location: N2, Upper Level

Phone: (530) 274-5340

### 14. *Transfer Center*

#### **a) Rocklin Campus**

Location: J-8

Phone: (916) 660-7481

#### **b) Nevada County Campus**

Location: N1 Upper Level

Phone: (530) 274-5303, option 5

**15. TRiO**

For first generation students (parents have not earned a Bachelor's degree), TRiO is a federally funded program which helps students overcome class, social and cultural barriers to higher education.

**a) Rocklin Campus**

Location: L-141

Phone: (916) 660-7376

**16. Veteran Affairs**

Veteran Affairs provides veterans with a full range of services, including our Boots to Books Learning Community.

**a) Rocklin Campus**

Location: LRC-224

Phone: (916) 660-7470

**b) Nevada County Campus**

Location: N1-208

Phone: (530) 274-5303, option 5

**17. Writing Center**

The Writing Center provides one-to-one instruction on writing skills and assistance with writing assignments in all college subjects on a drop-in basis.

**a) Rocklin Campus**

Location: LRC-205

Phone: (916) 660-8093

**b) Nevada County Campus**

Location: N2-203

Phone: (530) 274-5265

**c) Tahoe Truckee Campus**

Location: Library

Phone: (530) 550-2284