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Introduction

This handbook pertains specifically to the Nevada County Campus (NCC) and is provided as a supplement to the Sierra College Faculty Handbook.

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 23 student services, operations, and instructional buildings, including a Public Safety Training Center, Fire Engine Apparatus Bay, Fire Training Tower, Robotic Observatory, Child Development Center, 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; see page 48 for a Campus Map.

NCC typically offers courses in all patterns of IGETC, CSU Breadth, other GE requirements, and many Degrees for Transfer and AA/AS degrees, as well as several Career Technical Education Certificates of Achievement and Skills Certificates.

The campus is also home to 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. 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. The 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.”

NCC offers a variety of courses through Sierra College’s Community Education program (also known as Kaleidoscope), as well as The Osher Lifelong Learning Institute (OLLI), both of which offer non-credit courses for inquiring minds. OLLI courses are geared towards mature adults while Kaleidoscope course are for anyone and can range from learning about garden fountains to updating computer skills.

For assistance or questions about any of the information included in this handbook, please contact the NCC Office of the Executive Dean & Campus Administration at (530) 274-5301, or Administrative Assistant, Erica Reich-Zuazo at erich@sierracollege.edu. For faculty support, please contact a NCC Faculty Liaison in the NCC Admissions & Records office at (530)274-5302.
Quick Reference Guide

The next few pages serve as quick reference for some important items related to NCC, faculty, staff, and students. Please review the entire handbook for more detailed information about the items listed below as well as campus and District operations, additional supports, NCC department contacts and much more.

Campus Alert Lines & Security Services

- (530) 274-5300 For updates specific to NCC, and NCC phone tree access
- (916) 660-7280 For Districtwide information

Contact NCC Security staff by calling the dispatch office at the Rocklin campus. State that you are calling from the Nevada County Campus, and what your need is.

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

- Incidents and injuries that occur on campus should be reported to campus Security Services
- Assistance with room and upper campus access
- Campus patrol and emergency/non-emergency response
- Parking and Vehicle Code enforcement
- Lost & Found
- Staff ID badge requests

Faculty Support

<table>
<thead>
<tr>
<th>NCC Faculty Liaisons</th>
<th>NCC PTF office reservations</th>
<th><a href="mailto:nccadmissionsrecord@sierracollege.edu">nccadmissionsrecord@sierracollege.edu</a></th>
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<tbody>
<tr>
<td></td>
<td>General questions and support</td>
<td>(530)274-5302</td>
</tr>
<tr>
<td></td>
<td>Petitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absence reporting</td>
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<tr>
<th>NCC Evening Support</th>
<th>For M-F evening classes:</th>
<th><a href="mailto:dbasket@sierracollege.edu">dbasket@sierracollege.edu</a></th>
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<tbody>
<tr>
<td></td>
<td>Accident/injury reports</td>
<td>(530)274-5096</td>
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<tr>
<td></td>
<td>Facilities emergencies</td>
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<table>
<thead>
<tr>
<th>Technology &amp; IIT</th>
<th>Technology support</th>
<th><a href="mailto:helpdesk@sierracollege.edu">helpdesk@sierracollege.edu</a></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Applications support (MySierra, Outlook, Inside.Sierra, Teams, etc.)</td>
<td><a href="mailto:NCCtechnicalsupport@sierracollege.edu">NCCtechnicalsupport@sierracollege.edu</a></td>
</tr>
<tr>
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</table>

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<tr>
<th>Administrative Support</th>
<th>Instructional assignments</th>
<th>Business &amp; Technology <a href="mailto:bustech@sierracollege.edu">bustech@sierracollege.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office hour reporting</td>
<td>Kinesiology &amp; Athletics <a href="mailto:KINA@sierracollege.edu">KINA@sierracollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Syllabus and SLOs</td>
<td>Liberal Arts <a href="mailto:LiberalArtsDivision@sierracollege.edu">LiberalArtsDivision@sierracollege.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science &amp; Math <a href="mailto:scienceandmath@sierracollege.edu">scienceandmath@sierracollege.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance Learning Support</th>
<th>Distance Learning resources: tools, tutorials, technology and more!</th>
<th><a href="http://www.sierracollege.edu/distancelearning">www.sierracollege.edu/distancelearning</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Distance Learning Dept: <a href="mailto:DistanceLearning@sierracollege.edu">DistanceLearning@sierracollege.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Autumn Cahoon <a href="mailto:acahoon@sierracollege.edu">acahoon@sierracollege.edu</a></td>
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</tr>
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</table>

<table>
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<tr>
<th>Facilities and Plant Operations</th>
<th>Custodial clean ups</th>
<th><a href="mailto:dbrazil@sierracollege.edu">dbrazil@sierracollege.edu</a> and/or</th>
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<tbody>
<tr>
<td></td>
<td>HVAC issues</td>
<td>Sierra Solutions Center work order flow:</td>
</tr>
<tr>
<td></td>
<td>Room unlock/lock issues</td>
<td><a href="https://solutions.sierracollege.edu">https://solutions.sierracollege.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Concerns</th>
<th>Academic – raise a flag in Sierra Connect</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Behavior – submit concerns to <a href="mailto:CAREteam@sierracollege.edu">CAREteam@sierracollege.edu</a>; (916) 660-8400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Conduct/Discipline – <a href="mailto:kohara@sierracollege.edu">kohara@sierracollege.edu</a>, NCC Executive Dean Dr. Karen Davis O’Hara</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title IV Advocates – <a href="mailto:9confidential@sierracollege.edu">9confidential@sierracollege.edu</a>; (916) 660-8400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mental Health Services – (530) 274-5317/ccallas@sierracollege.edu for appointments</td>
<td></td>
</tr>
</tbody>
</table>
Keys, FOBs and Email Distribution

Faculty assigned to teach at NCC are included on the NCC email distribution lists. New NCC faculty generally have a FOB issued automatically, and returning faculty with FOBs already assigned will be activated effective Flex Week. If you have not received a FOB or your current FOB is not activated by Flex Week, or you need a key to be issued, please complete a Key Request Form (page 50) and either email it to Donna Brazil-Bloche at dbrazil@sierracollege.edu or place it in her mailbox in the NCC Mailroom (N1-111). If you are a faculty member who lives is western Nevada County and your teaching assignment is not at NCC but you would like a mailbox at NCC, please contact a NCC Faculty Liaison at (530)274-5302.

Mailroom Access & Courier Service

- The NCC Mail/Workroom is located in N1-111.
  - FOB accessible hours are **Mon-Thurs, 7:30am-7pm and Fridays, 7:30am-1pm** If you do not have a FOB but need access, contact Campus Security dispatch at (916) 660-7120. State that you are calling from the Nevada County Campus and request to have an officer meet you at N1-111. **Be prepared to show a current employee ID badge.**
- A current ID badge is required for FOBs to be active.
- Intercampus mail deliveries are made by the courier Monday-Thursday during the semester with extended service on Fridays during the beginning and ending of the semester.

Parking & Permits

- Parking permits are required to park on campus except for ADA and 30-minute visitor spaces, which do not require permits. ADA stalls require appropriate placards.
- Staff parking permits are required for parking in staff stalls (see map on page 48)
- Parking permits are not enforced at any campus from Friday at 4 pm until Sunday at 11 pm.
- Red fire zones, 30-minute stalls, ADA stalls and traffic violations are enforced at all times.
- For more information on permits and vehicle code, please visit [https://www.sierracollege.edu/visit-sierra-college/parking/](https://www.sierracollege.edu/visit-sierra-college/parking/)

Resources for Staff & Faculty

- The Professional & Organization Development office offers several training opportunities to help support your teaching and service experience. Please visit ProDev to view the calendar of trainings, or contact the POD office at prodev@sierracollege.edu.
- Sierra College Faculty & Staff quick link to access a variety of applications and resources.
- The Sierra College Solutions Center has a complete knowledge base of articles on technology topics, student resources, facilities request, and also serves as the method for submitting a work order for assistance from the ITS, Facilities, and Marketing.

Resources & Services for Students

- **Sierra Connect for Students:**
  - Schedule appointments online with your Counselor, Support Specialist, and some instructors
  - Find contact information for many of your student services
  - Receive early, individualized feedback from your Support Network
  - Get Kudos and notifications from your instructors
- **Bookstore**
  - For the Fall 2022 semester, the Sierra College Bookstore is currently taking online orders. Students may place orders online through their MySierra account; orders will be shipped to the student’s mailing address. Students and staff may contact the bookstore at (916)660-8200 for alternative methods for purchase of textbooks and supplies. See pages 24 & 35 for additional information.
  - Low Cost and Zero Cost textbooks notations are made on the online Schedule of Classes for courses with low or no cost for textbooks.
Sierra College web links:
  o Student Services resources: [https://www.sierracollege.edu/student-services/index.php](https://www.sierracollege.edu/student-services/index.php)
    ▪ Library, Learning Center, Writing Center
    ▪ Chat with a Librarian
    ▪ Financial Aid
    ▪ Counseling Services
    ▪ Support Programs such as EOPS, Veterans Services, and Disabled Student Services
    ▪ Health Services
    ▪ Student Technology, studenttechsupport@sierracollege.edu
    ▪ Sierra Solutions Articles
    ▪ And so much more!

Free Wi-Fi is available on campus and in parking lots 7 and 8. There is guest access available, as well as secure access for students through MySierra.
Campus Emergency Information

The Campus Emergency Information section contains valuable details and instructions on a variety of topics, including campus emergency procedures, proper use of Emergency Phones, Security Services and proper accident reporting for students and employees.

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 Yellow Emergency Phones

- Yellow emergency phones are attached to walls or pillars around campus; push the button to call for help.
  - You will be connected to Campus Security in Rocklin.
  - Tell the officer that you are calling from the Nevada County Campus.
  - Report the location and nature of the emergency.
  - Ask that a Security Officer be dispatched to the scene.

Where to Locate the Yellow Emergency Phones (see map on page 48)

<table>
<thead>
<tr>
<th></th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>Outside by upper and lower level entrances</td>
</tr>
<tr>
<td>N2</td>
<td>Outside upper level near restrooms, lower level east wall facing the Bell Tower</td>
</tr>
<tr>
<td>N3</td>
<td>Outside by entrance</td>
</tr>
<tr>
<td>N5</td>
<td>Outside by the Bookstore/Café entrances</td>
</tr>
<tr>
<td>N6</td>
<td>Outside by upper level near front door, and lower level side entrance near elevator</td>
</tr>
<tr>
<td>N7</td>
<td>Outside, upper and lower level across from elevator</td>
</tr>
<tr>
<td>N8</td>
<td>Outside by N8-102 (chemistry lab)</td>
</tr>
<tr>
<td>N9</td>
<td>Outside by N9-106 (by vending machines)</td>
</tr>
<tr>
<td>N10</td>
<td>Outside near ladies’ restroom</td>
</tr>
<tr>
<td>N11</td>
<td>Outside by N11-101</td>
</tr>
<tr>
<td>N12/13</td>
<td>Outside on pillar between N12 and N13</td>
</tr>
<tr>
<td>N14</td>
<td>Outside on pillar near N14-101 entrance</td>
</tr>
<tr>
<td>N15</td>
<td>Outside by N15-100</td>
</tr>
<tr>
<td>N17</td>
<td>Outside by front entrance</td>
</tr>
</tbody>
</table>
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 Campus Dispatch - (916) 660-7120

Faculty and students are encouraged to program Campus Security’s phone number into their 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:

https://www.sierracollege.edu/visit-sierra-college/security/

Safety Incident Phone Numbers:

A special phone number has been established for students and staff to call for information about special conditions, campus closures, power outages, snow closures, or other emergencies that affect our campuses. The message is updated as conditions change.

   District Incident Line: (916) 660-7280
   Nevada County Campus Incident Line (and department/offices phone tree): (530) 274-5300

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 campus. 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. Use caution while driving and parking on campus to 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.

Parking Enforcement

All Sierra College campuses, except the Roseville Center, require parking permits or daily passes during the week. Parking enforcement includes general stalls, staff permits and parking stalls, 30-minute time limits in visitor lots, ADA stalls, red zones, and other traffic and safety laws. See information about staff and faculty permits on page 28. For more information about parking, visit https://www.sierracollege.edu/about-us/visit/parking.php.

Parking permits are not enforced beginning at 4:00 p.m. on Fridays through 11:00 p.m. on Sundays, however all other traffic laws will still be enforced and violations will be cited.

Keys Locked in Car or Car Needs a Jumpstart

Unfortunately, due to liability concerns, we do not offer these services. You should contact your insurance carrier, AAA, or a locksmith and have them assist you. You will be responsible for any fees charged.
**Accident Reporting – Students and Visitors**

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

When a student or visitor is injured on campus, the accident must be reported. **Whether an incident is an emergency or not, the injured party and employee (preferably one that witnessed the incident) must contact campus Security at (916) 660-7120 to report the incident and complete necessary forms.** When completing the accident report, include as much detail as possible about the incident.

For evening support, contact Campus Security or Dana Baskett, Facilities Maintenance Specialist and Evening Coordinator, at (916) 871-4095.

Different procedures apply to student employees and students associated with internships or clinical assignments such as Allied Health. See *Accident Reporting - Employee*.

**Life-Threatening Injuries**

Staff should not hesitate to dial 911 in the event of an emergency. 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**

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

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

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

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

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**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. 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 (injuries need to be reported to your supervisor right away and to Human Resources within 24 hours):

**All Other Injuries**

1. Notify your supervisor and campus Security
   a) **Days:** Karen Davis O’Hara, Executive Dean, (530) 274-5301, kohara@sierracollege.edu
      • or Donna Brazil-Bloche, Supervisor Campus Operations, (530) 274-5327, dbrazil@sierracollege.edu
      • or Laura McNaughton, SSSP Supervisor, (530) 274-5284, lmcalnaughton@sierracollege.edu
   b) **Evenings:** Dana Baskett, Facilities Maintenance Specialist and evening coordinator,
      • (530)274-5096 or (916) 871-4095, or dbaskett@sierracollege.edu,
   c) **Campus Security:** (916) 660-7120; state that you are calling from the Nevada County Campus.

2. Call the *Company Nurse Injury Hotline* (888) 770-0929, with a supervisor or another employee present, if possible.
3. Complete an Employee Accident Report and DWC-1 Form (if necessary) within 24 hours.
   ➢ Your call to Company Nurse will prompt Human Resources to contact you and provide the forms.
4. 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.
5. 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, contact Human Resources at (916) 660-7100.
6. Keep your supervisor and Human Resources informed about changes in your medical status.
Title IX and Mandated Reporting

Director of Equal Employment Opportunity, Diversity & Title IX:
LaToya Jackson-Lainez
(916) 660-7006, EEOT9@sierracollege.edu

Confidential Campus Advocate: (916) 660-8400 or 9confidential@sierracollege.edu

Title IX and sex-based discrimination:

Title IX of the Education Amendments Act of 1972 is a federal civil rights law that prohibits sex discrimination on the basis of sex in education programs, including athletic programs, or activities that receive federal funding. Title IX protects all students and staff from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Title IX is a powerful tool that helps colleges and universities address campus violence, respond effectively to the needs of victims of sexual violence, and provide a safe learning environment for all students.

Sierra College prohibits all forms of sexual violence, harassment, and discrimination. Such conduct violates Sierra College policies and may violate California law. Students, employees, or volunteers who engage in such behavior are subject to disciplinary and possible legal consequences.

To review Sierra College Board Policies and Academic Procedures (BP & AP), visit: https://www.sierracollege.edu/about-us/leadership/board-of-trustees.php, chapter 3


Campus Resources

Counseling Center: (530) 274-5303 or ext. 5303 from intercampus phone
Student Health Services: (530) 274-5317, N3
Confidential Campus Advocate: (916) 660-8400 or 9confidential@sierracollege.edu
CARE Team & Sierra Connect (see pages 17-18)
Director of Title IX: LaToya Jackson-Lainez, (916) 660-7006, EEOT9@sierracollege.edu
Community Beyond Violence (County of Nevada resource): (530) 272-3467

How Do I Help/Report as a Faculty or Staff Member?

Sexual harassment includes but is not limited to sexual assault, relationship violence; (domestic and dating violence), and stalking. Under Title IX and California Senate Bill 493, these behaviors are all forms of sex-based discrimination and are prohibited by both law and District policies. Sierra College is committed to maintaining an educational and work environment that is free of sex-based discrimination and does not tolerate these behaviors.

At Sierra College, with a few exceptions* all employees have a duty, under Title IX and/or California Senate Bill 493 and District policies to report all forms of sexual harassment to the Title IX Coordinator. Officials with Authority (Title IX) and Responsible Employees (SB 493) are required to report all relevant information they know about sexual harassment, including the name of the Respondent (with Student ID number if known), the Complainant (with Student ID number if known) any other witnesses, and the date, time, and location of the alleged incident, to the extent that information is disclosed.

To make a report to the Title IX Coordinator, who also serves as the Senate Bill 493 Coordinator, email eeot9@sierracollege.edu.
In addition to reporting to the Title IX Coordinator, employees are also encouraged to connect students who share information about incidents of gender-based discrimination, violence, and harassment with a confidential Title IX Campus Advocate who are trained counselors. To connect a student with a Title IX Campus Advocate, email confidential@sierracollege.edu.

If a student discloses an incident to you, it is essential to notify them of your role in reporting to the Title IX Coordinator and connecting them with resources. Please inform the student they do not have an obligation to speak to anyone, but to ensure their success, you have a responsibility to connect them with resources, and a member of the Title IX Team will reach out to them.

**Note:** Be sure to share any information disclosed to you with the Title IX Coordinator, but investigations of sexual assault and sexual harassment incidents are not your responsibility. Trained individuals will talk with the survivor and the alleged perpetrator, as well as friends and colleagues, to gather information.

*Therapists, CARE Directors and employees, or Campus Victim Advocates are exempt from reporting to the Title IX Coordinator.*

**Tips for employees and instructional faculty can be found at:**
https://www.sierracollege.edu/administration/title-ix/resources-and-contacts/
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, in conference with District Executives. 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:

- Local radio stations (830 AM and 89.5 FM) will be notified and asked to announce the closure by 6:00am.
- For campus emergencies only, a text message will be sent via Sierra Alert.
  - You will be automatically signed up for Sierra Alert if you provide a cell phone number to Human Resources. You can manage your notifications at www.getrave.com/login/sierracollege.
- The Nevada County Campus Alert Line (530-274-5300) will be updated with closure information by 6:00am for daytime access and 4:00pm for evening access.
- An email message will be sent to the Superintendent/President, Vice Presidents, and Division Deans so they are aware of the closure.
- Marketing will be notified and will post on the Sierra College website.
- Updates will be posted on the Sierra College NCC Facebook page www.facebook.com/sierracollegencc

What you should do

Please refer to the resources above, and especially for those who commute from lower elevations to Grass Valley, please 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 consult the venues listed above.

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.

Incident Information Lines

Recorded messages are typically updated by 6am for NCC daytime access and 4pm for NCC evening access, but are also updated as conditions change.

(530) 274-5300 Call this number and press 1 to hear updates specific to the Nevada County Campus, including 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.
Ghidotti Early College High School

This section contains information about Ghidotti Early College High School located at the Sierra College Nevada County Campus, N6-210. Many faculty will most likely have at least one GECHS student in a given class. Please review the following information regarding the program and Sierra College faculty responsibilities.

STAFF & ADMINISTRATION CONTACT INFORMATION:

Office phone number: (530)274-5270
Principal: Noah Levinson, nlevinson@njuhsd.com
Administrative Assistant: Kathy Stephensen, kstephensen@njuhsd.com
Academic Counselor: Dominie Wilhite, dwilhite@njuhsd.com
Sierra College Liaison Counselor: Jennifer Hurst-Crabb, jhurst-crabb@sierracollege.edu

The Ghidotti Early College High School (GECHS) opened in August of 2006 and is located 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. GECHS has approximately 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. Additionally, in 2017 GECHS was named as a California Gold Ribbon School. For more information about Ghidotti Early College High School, visit: http://ghidotti.njuhsd.com/

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.

College Faculty Obligations:

- GECHS students will have better success and a more positive learning experience if college faculty use Sierra Connect to report student progress or make contact with the Sierra College Liaison Counselor, Jennifer Hurst-Crabb, to report concerns. Jennifer also sends out progress reports for faculty to complete and return to her prior to the withdraw deadline. For information on Sierra Connect, see pages 17-18.
- College courses taken by GECHS students are on their permanent college transcripts. Please consider this when you identify a GECHS student with performance difficulties and reach out to Jennifer Hurst-Crabb as soon as possible.
Nevada County Campus Council of the Sierra College Foundation

The Nevada County Campus Council of the Sierra College Foundation (or Friends of NCC) 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 council and also a member of the Foundation Board.

The council includes representatives from classified, faculty, management, community, and retirees. Since 2008, the council has raised over $80,000 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
- And much more!

Staff and faculty are encouraged to attend quarterly meetings, get involved, and contribute to the efforts of the Nevada County Campus Council of the Sierra College Foundation. If you would like to approach the council with a funding proposal, please contact the Office of the Executive Dean at (530)274-5301 or jholcomb1@sierracollege.edu for council contact information.
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, ordering textbooks, and so much more.

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.

Please refer to your division office for syllabus content guidance. All faculty MUST submit a syllabus for each course within the first week of each semester. Submit electronic copies to your division office, or as instructed by your division office.

* Online Resources

Classroom Environment

Facilitating Positive Behavior in the Classroom

The following are ideas about facilitating positive behavior in the classroom and many of the suggestions may be applied to the online learning environment. Dr. Karen Davis O’Hara, Executive Dean of the Nevada County Campus, is available for assistance and questions about student behavior and conduct issues. The best way to reach her is to write your concerns or questions in an email to Karen at kohara@sierracollege.edu.

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 review of these specifics during the first week of the semester also is important.

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 Conduct and Behavior Issues

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 Mental Health Counseling (530) 274-5317, NCC Counseling Center (530) 274-5303, the CARE Team via CAREteam@sierracollege.edu, or Nevada County services at https://211connectingpoint.org/ (Local telephones - dial 211). See Health Services section on page 38. See #3 below for additional resources for students with concerning behavior.

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). Please refer to Dean Ortiz or your Division Dean for guidance on managing a student in an online classroom environment.
   a) At this point, it is also important that faculty begin to document the student behavior for their records.

3. Academic or Behavior Concerns:
   a) Sierra Connect – originally named Starfish, Sierra Connect is a success network for students, and also serves as an online referral method for faculty to report concerns related to academic performance such as absences, missed assignments, tutoring needs, etc. Referrals for NCC students are directed to an NCC staff person who then reaches out to the student regarding support.
   b) CARE Team – referrals to the CARE Team are appropriate for students who may display behaviors that cause concern related to their mental health and/or wellbeing. Once the CARE Team receives a CARE
Team Referral form in mySierra, a member of the CARE Team will reach out to the referring party to gather more information, provide consultation and support, discuss the referral with a core group of counselors to create an action plan, and, as appropriate, create a plan to engage with the student to assess the concerns. In most cases, a counselor on the CARE Team will reach out and invite the student to meet in person to review the concerns, assess and refer the student to campus and community resources, and coordinate follow-up care and services.

Sierra Connect referrals and CARE Team referrals may be submitted through mySierra as pictured here.
Sierra Connect may also be accessed through Canvas under “Courses>Course> Sierra Connect”.
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. Review Your Attendance Rosters just prior to your first class.

3. Students can and will be registering until 11:59 pm the night before the first day of the class.

4. **Contact no-show students on the first day of class.** It may be that a student plans on attending and could be the difference in enrollment that allows the class to continue (and not be canceled).

5. **Complete a Blue Sheet** provided by the NCC Office of the Executive Dean and used to report first day headcount. Notate no-show’s contacted and other information that will help the dean determine whether or not a class needs to be cancelled. Turn Blue Sheets in to the Faculty/Staff Mailroom box near the doorway into the Admission office.

6. **Hold harmless forms for high-risk courses**—please refer to guidance from or inquire with your division office for this process. At this time, forms are submitted by students through Canvas.

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

8. **Drop ALL no-shows prior to the Census Date.** No-shows are those students on your roster who you contacted on the first day but they never attended during the first two weeks of the semester (full semester course).

9. Select “Drop No Show by Faculty” (code DN) from the drop-down menu.

10. 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, and submit it to Admissions & Records staff for processing. Please email completed petitions to nccadmissionsrecords@sierracollege.edu.

11. **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.

12. Select “Drop Class by Faculty” (code DC) from the drop down menu.

13. Select “Submit Page” at the bottom of EACH page of your roster prior to the Census Date to fulfill the census requirement.

14. This is all you need to do to complete your census.

15. **Review a new roster** after census and **take roll** to ensure all students attending are included on your new class roster.

16. If there are students missing from your new roster, please refer them to Admissions & Records to begin the Late Add process (nccadmissionsrecords@sierracollege.edu)

17. **Withdraw** students using code WI from Census Date until Withdraw Deadline.

18. You can enter a Withdraw for a student anytime during this time period and a ‘W’ will appear on the student’s transcript.

19. Post Final Grades within five (5) working days after your class ends.

20. 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.

21. For “Positive Attendance” courses, be sure to input student hours attended.

Academic petitions may be found at: https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=74025

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

- Faculty must use the waitlist order as priority on the first and second days of class to assign Add Codes.
- If a class is full and there are several students waitlisted, students must be on the waitlist and present at the first and second meetings to be issued an Add Code.

Waitlist Recommendations for Faculty

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 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 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 using add codes to encourage students to use the code right away so that you can finalize your roster.

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

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

Faculty Waitlist FAQs

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, or classes that have less than 10 minutes between them. 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. If there is room in the class and the student has priority on the waitlist, they may be given an add code.

Where can faculty find their Waitlists?
The Waitlist is part of the class roster. Faculty can access their class roster through their MySierra account.
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. For specific Instruction Office Guidelines on definitions and limitations for optional and required field trips, please visit Inside.Sierra at [https://sccd.sharepoint.com/IO/IO%20Guidelines/IO%20Guideline%20Field%20Trip%20Definitions%20and%20Guidelines%202014.pdf#search=field%20trip%20request](https://sccd.sharepoint.com/IO/IO%20Guidelines/IO%20Guideline%20Field%20Trip%20Definitions%20and%20Guidelines%202014.pdf#search=field%20trip%20request)

The NCC Off-Campus Activity/Field Trip Packet is located on pages 51-55 of this handbook

1. Request Approval
   - All Off-Campus Activities require PRIOR approval from the NCC Executive Dean. Ideally, requests should be submitted 7-10 days before the activity date. Off-Campus Activity Request forms are located in the Faculty & Staff Mailroom and the Campus Administration Office. The request form must be submitted with a current class roster (second page of request form).
   - We understand that opportunities sometimes present themselves with short notice; please consult Campus Administration in these instances.

2. Arrange Transportation
   - District Vehicle: If the activity requires vans or buses, the Instructor must complete an online Transportation Request. Make contact with the Transportation Department early to ensure that a vehicle is available.
   - 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
   - Each student attending an off-campus activity must complete a SJCCD Class Participation Assumption of Risk and Medical Treatment Authorization form (available in the Faculty/Staff Mailroom and Inside.Sierra). All original forms (not copies) 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. Once your field trip is approved by Dean Ortiz, you will receive a copy of all forms back in your NCC faculty mailbox.

4. Overnight/Weekend Parking
   - 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.

Field classes that have required field trips prompt students to complete the hold harmless forms at the beginning of class. Please ensure that the Campus Administration office has the original forms, and copies are kept by the instructor for when the field trip occurs. For field classes, prior approval through the process described above is not required, however transportation requests are still the responsibility of the instructor.

Please consult with Campus Administration regarding any special requests or exceptions to this process.
Room Access & Equipment

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 through Sierra Solutions (see page 29 for Sierra Solutions information). Kindly, give at least 12 hours notice for equipment requests and at least 1-week notice for the multi-media cart whenever possible. As always, classroom users should have an alternate plan in case of equipment failure.

Classroom Supplies

At the beginning of the semester, NCC classrooms are stocked with new whiteboard markers, erasers, tape, staples, etc. The NCC Faculty & Staff Mailroom is also stocked with a limited quantity of basic classroom and office supplies, such as whiteboard markers, pens and file folders. If you need special order items, contact Julie Holcomb at holcomb1@sierracollege.edu. Please include the following information: item description, justification, cost, and if possible, an online link to an example or specific product.

Additional Room Use and Event Planning

Additional room use (including outdoor spaces) for meetings, special events, or activities needs to be requested and reserved through NCC Facilities & Plant Operations. **Use of Facility Request** forms are available in the:

1. Faculty and Staff Mailroom (N1-111)
2. Office of the Executive Dean/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 & Staff Mailroom. If you need to check facility availability, please contact Julie Holcomb or Erica Reich-Zuazo in the Office of the Executive Dean/Campus Administration Office at (530)274-5301.

If you would like to use a meeting room or are planning an event and need guidance on the steps, including room use, please contact the Office of the Executive Dean/Campus Administration Office.

**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. The driving pattern on upper campus is counter clockwise around the pond, only.

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. Additionally, some computer labs have convertible desks that allow for lecture space. To protect the computers located below the convertible desks, food and beverages (including water) are not allowed on the desks. 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.
Classroom and Lab Access

Classroom and lab assignments are made by the NCC Office of the Executive Dean/Campus Administration and are to be unlocked/locked by one of the following modes: electronically automatic (computer programmed), manually by Campus Security, or by the assigned instructor using their FOB.

<table>
<thead>
<tr>
<th>Room</th>
<th>Red or Green</th>
<th>Short Description</th>
<th>Auto Unlock</th>
<th>Security Unlock</th>
<th>Instructor FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6 204</td>
<td>G</td>
<td>Classroom: GECH/OLLI</td>
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<tr>
<td>N6 205</td>
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<td>Classroom: Makers/GECH/OLLI</td>
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<tr>
<td>N6 206</td>
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<td>Classroom</td>
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<tr>
<td>N7 101</td>
<td>R</td>
<td>Lecture/Comp. Lab</td>
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<tr>
<td>N7 110</td>
<td>R</td>
<td>Dry Science Lab</td>
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<tr>
<td>N7 118</td>
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<td>Computer Lab</td>
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<tr>
<td>N7 120</td>
<td>R</td>
<td>Lecture/Comp. Lab</td>
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<td>N7 205</td>
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<td>N7 206</td>
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<td>Classroom</td>
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<tr>
<td>N7 207</td>
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<td>N7 215</td>
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<td>Classroom</td>
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<tr>
<td>N7 216</td>
<td>G</td>
<td>Classroom</td>
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<tr>
<td>N8 102</td>
<td>R</td>
<td>Chemistry Lab</td>
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<tr>
<td>N8 103</td>
<td>G</td>
<td>Classroom</td>
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<td>N8 104</td>
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<td>Microbiology Lab</td>
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<td>N8 117</td>
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<td>N9 101</td>
<td>R</td>
<td>Lecture/Mac Comp. Lab</td>
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<td>Art Classroom</td>
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<tr>
<td>N9 108</td>
<td>R</td>
<td>Art/Photography Classroom</td>
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<td>Ceramics Lab</td>
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<td>Sculpture Lab</td>
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<tr>
<td>N11 102</td>
<td>R</td>
<td>Classroom/Nursing Lab</td>
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<td>Multipurpose Center</td>
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<td>N13 104</td>
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<td>Gymnasium</td>
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<tr>
<td>N14 101</td>
<td>R</td>
<td>Weights / Cardio</td>
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<td>N15 100</td>
<td>G</td>
<td>Classroom</td>
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<td></td>
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<tr>
<td>N15 101</td>
<td>R</td>
<td>Music Classroom</td>
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<tr>
<td>N19</td>
<td>R</td>
<td>Robotic Observatory</td>
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<tr>
<td>N22</td>
<td>R</td>
<td>Public Safety Training Ctr.</td>
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<td>N22A</td>
<td>R</td>
<td>Apparatus Bay</td>
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<td>N23</td>
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<td>Soccer Field</td>
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<tr>
<td>FS 1/2</td>
<td>R</td>
<td>GV Fire Station Classrooms</td>
<td></td>
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</tbody>
</table>

Red & Green Rooms

Red and Green rooms are notated on the NCC Room Chart and distinguish whether a room may be left unlocked between classes. Red rooms typical house expensive or hazardous equipment or chemicals and cannot be left unlocked and unattended.

Room Unlocking & Locking

- Electronic doors are programmed to automatically unlock 10 minutes prior and to lock at the exact ending time of your scheduled class.
- Rooms to be unlocked and locked by instructor FOB are accessible 10 minutes prior and up to 10 minutes after the scheduled class time. Please be sure to lock the door at the end of your class.
- Manually unlocked doors are opened by Security staff 10 minutes prior and locked 10 minutes after your scheduled class time.

***Students will be let into the classroom whether or not you are present. Because rooms are unlocked automatically, it is critical that faculty report when a room will not be in use (i.e. absence, off-campus activity, etc.) so that we can secure the room and its equipment. Please report any changes to the NCC Admissions & Records office and they will make proper notifications on your behalf.

Keys

Instructors may request keys to labs and storage rooms as appropriate. Key request forms are located in the Faculty & Staff Mailroom (N1-111). Submit key requests to Donna Brazil-Bloche’s mailbox in the mailroom. You will receive an email from the NCC Locksmith when the request has been filled and is ready for pickup from the Campus Administration Office.
Textbook Orders

Please order textbooks by the deadline and process provided by the Barnes & Nobles Sierra College Bookstore. Orders can be placed by visiting the faculty website https://www.facultyenlight.com/ or via phone at (916)660-8200. It is important to order textbooks by the deadline for several reasons, including that many students have financial aid funds available exclusively at the bookstore and are put at a disadvantage if materials are not available prior to the start of classes. Additionally, some students prefer printed materials if available and are willing to pay for them even if they are available online for free. If faculty are using OER (free) materials and notify the bookstore in advance, they will aim to carry low cost printed versions.

NCC Bookstore FAQs

For Fall 2022, the Sierra College-NCC bookstore will be closed for in-person purchases at NCC but is currently taking online orders. Students may order books online through their MySierra account or at https://sierra.bncollege.com/shop/sierra/home; orders will be shipped to the student’s mailing address. Students and staff may contact the bookstore at (916)660-8200 for alternative methods for purchase of textbooks and supplies. Please see below for relevant FAQs regarding student book orders.

I tried to order books online before classes began, but there was nothing listed for my class. However, when I went to class, the professor had a list of titles we needed to have. How am I supposed to get my books if they’re not listed on the website?

• The bookstore works closely with professors in order to get textbook orders set up prior to the beginning of the semester. If you encounter a class on the website that comes up with the message ‘Textbook selection pending,’ we recommend that you reach out to your professor to confirm with them whether they are using books or not.

I had to drop a class/my class got cancelled. Since the store is closed, how can I return my books?

• Returns for dropped and cancelled classes will be honored within the first 30 days of a class starting with proof of schedule change, as long as books are in the same condition as they were when they were purchased/rented. Contact the bookstore to learn more about their Return Policy and delivery options.

I have a gift card. Can I use that as a form of payment online?

• Yes! All Barnes & Noble ‘store credit’ and gift cards work in our online system. If your store credit or gift card does not have a PIN number on it, input the stand-in code ‘1234’. If your card DOES have a PIN on it, it is imperative that you include that.

• If your gift card does not have enough on it to cover the cost of your order, please be sure to add secondary form of payment to cover the rest of the cost. Gift cards are always charged first when multiple forms of payment are on one order.
Faculty & Staff Services and Campus Information

This section contains information pertaining to faculty needs, including NCC specific meetings, copying/printing, mail and NCC Mail/Workroom access, plant operations and facilities, parking and permits, faculty offices, voicemail set-up, technical support, and Wi-Fi and network access.

Absence Reporting for Faculty

In the event that a faculty person needs to be absent, they must send a message to their students, and report the absence to the NCC Admissions & Records office at (530) 274-5302 or nccadmissionsrecords@sierracollege.edu. NCC staff will notify the appropriate Division office and NCC Operations Supervisor. It is imperative that staff are aware of your absence so that we can ensure the classroom is secured, and direct students who may not have received your message.

Absence Reporting for Classified Staff

NCC Classified employees requesting time off should do so ahead of time via an electronic Absence Request form completed and submitted to your immediate on-campus supervisor prior to your planned time off. Unplanned absences due to illness or other unforeseen circumstances should be reported to your on-campus supervisor as soon as possible. Please work with your supervisor to establish best practices for reporting such absences.

Campus Meetings

NCC Instructional Staff

The purpose of the NCC Instructional Staff meetings are 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, training topics, and campus-wide events/activities. During discussions, participants are encouraged to think strategically about topics.

*These meetings are eligible for Flex credit! Sign up in ProDev!*

<table>
<thead>
<tr>
<th>Fall 2022 Dates</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
</tr>
<tr>
<td>Friday, September 9</td>
<td>9am-11am</td>
<td>N2-203</td>
</tr>
<tr>
<td>Friday, October 9</td>
<td>9am-11am</td>
<td>N2-203</td>
</tr>
<tr>
<td>Friday, November 18</td>
<td>9am-11am</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Meetings may move to Zoom or be offered as hybrid. ProDev will reflect the most accurate 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 and engender a strong sense of community among all groups on campus. The location for Campus Life meetings is N2-203. Please contact Julie Holcomb at jholcomb1@sierracollege.edu for more information if you are interested in attending.

Fall 2022 Campus life meetings dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, September 9</td>
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<td>Friday, November 18</td>
<td>11am-12pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Meetings may move to Zoom or be offered as hybrid.

Student Services

NCC Student Services meetings are for Student Services staff and occur as scheduled by the Student Services Supervisor. Staff will be notified of when meetings are scheduled for.

Courier Service

In general, courier service to and from the Rocklin Campus occurs primarily Monday – Thursday. Friday services is included in the week just before the semester begins and through the first week of the semester, as well as the last two weeks of the semester. 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 location in the Faculty & Staff Mailroom (N1-111) 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 and hand-delivery items, please complete a Courier Request form available in Inside.Sierra at https://sccd.sharepoint.com/busserv/Mail%20%20%20Courier%20%20%20Services/SJCCD_Courier_Service_Request.pdf
  Clearly label your item with a copy of the request form, including the date and recipient’s name and department.

Items delivered by the courier are distributed daily, as well as USPS mail and items submitted to the secured drop-box outside of the Admissions & Records office.

 Occasionally there may be an interruption in courier service. In that event, a campus wide email will be sent with information about the change in service.
Mail and Mailroom Access

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

This facility is for use by Sierra College Faculty and Staff exclusively. Students are not permitted in the mailroom as mailboxes may contain sensitive information for staff use only.

If you have a student that needs to drop off an item for you, they can either drop it at the Admissions & Records office, or there is a secure drop-box outside of the NCC Admissions & Records Office, N1. The drop-box is checked and items distributed daily.

**Fall 2022 NCC Mailroom Hours:**
- Monday-Thursday: 7:30am-7pm
- Friday: 7:30am-1pm

**Mailroom Access**

Entry into the NCC Faculty & Staff Mailroom is by electronic FOB only and is allowed during specified access hours, which are posted on the mailroom door. If you need access outside of the 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 call Campus Security at (916) 660-7120 to request one.

FOBS will be programmed for faculty assigned to teach at NCC for the Fall 2022 semester. New faculty will have FOBS ordered and be contacted when ready for pick up from the Office of the Executive Dean.

**What to Do if Your FOB Does Not Work**

1. Check accessible hours posted on the mailroom door. Are you trying to enter within these hours?
   a) If yes, proceed to #2.
   b) If no, contact Campus Security for access (be prepared to show a Sierra College ID Badge).
2. Check the expiration date on your Sierra College ID Badge.
   a) If it has expired, please see Campus Security to have it renewed.
   b) There are various other reasons for denied access, such as a malfunctioning FOB or electronic reader pad on the door.
3. Contact Donna Brazil-Bloche at dbrazil@sierracollege.edu or (530) 274-5327.

*Please be respectful of all who use this room and remember to clean up after yourself! This includes paperwork and supplies left on work counters, and dishes left in the sink or left out instead of being washed, dried, and put away.*
Mailroom Computers

The NCC Faculty & Staff Mailroom has three computers for faculty to use for work related business, during mailroom open hours.

**Fall 2022 NCC Mailroom Hours:**
Monday-Thursday: 7:30am-7pm  
Friday: 7:30am-1pm

1. To wake a computer from sleep mode, gently shake the mouse.
2. All accessible internet browsers (Google Chrome, Mozilla, Internet Explorer) are set to open to [www.sierracollege.edu](http://www.sierracollege.edu).
   a) Or to go directly to an Office 365 email login page, choose the Google Chrome Sierra College email icon on left side of desktop.
3. Once signed in to your MySierra account (link located on the upper right-hand corner of the Sierra College homepage) faculty can access their emails, rosters, Print Shop orders, syllabus information, grade submissions, Starfish, and so much more!

Parking and Permits

**Parking Permits**
Staff parking permits are required for parking on campus in staff parking stalls. Staff may order/renew parking permits in Inside.Sierra at [https://arms.sierracollege.edu/parking/Login.aspx](https://arms.sierracollege.edu/parking/Login.aspx)

Students may purchase daily permits using one of the kiosks located at the campus entrance or lot 3, or may purchase a semester permit through their MySierra account.

**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.

**ADA Parking**
ADA parking is available at lots 4, 7, 8, and just outside building N12. Vehicles displaying a valid disabled plate or placard may park in a regular parking space or ADA space without a permit.

**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. The path around the pond is one-way. When driving on upper campus, please observe counter-clockwise driving directions. **Parking is prohibited on upper campus at all times.**
Part-Time Faculty Offices

Part-time faculty may request to use a shared faculty office that is equipped with a desk, chair, computer, file cabinet, bookshelf, telephone and various office supplies. Please remember that offices and equipment are to be used for Sierra College business only, and 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 reservation book. Submit the *Key Request* form to Donna Brazil-Bloche via her mailbox in the Faculty & Staff Mailroom. When your key is ready to pick up, you will receive an email from ncclocksmith@sierracollege.edu. 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 eligible faculty compensation for one part-time instructional faculty office hour per week of scheduled instruction. Please contact your division office for compensation eligibility details and necessary forms.

*Please be mindful that offices are shared; please keep the space tidy for your officemates!*

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**Plant Operations and Facilities**

**Work Orders, Repairs and Special Custodial Requests**

Please submit a *Work Order* through Sierra Solutions 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* requests may be submitted through Sierra Solutions Center, and the link is available on district computer desktops. Web address: [https://solutions.sierracollege.edu/](https://solutions.sierracollege.edu/)

**Facility Use and Event Planning**

Additional room use (including outdoor spaces) for meetings, special events, or activities needs to be requested through NCC Facilities & Plant Operations. If you are planning an event and need guidance on the steps, including room use, please contact the Campus Administration Office. See page 22 for additional information.

**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.
Printing Services, Department Website and Log-In Instructions

The Sierra College Printing Department 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 or PrintingDept@sierracollege.edu. Please allow 48-hours for activation.

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 & Staff Mailroom in a timely manner.

Professional & Organizational Development

Sierra College offers several opportunities for Professional & Organizational Development (POD) and encourages its employees to participate. POD activities are hosted by individuals in coordination with the POD Office. Activities may be Instructional or Student Services specific, related to professional growth, organizational updates, team building and much more, and are often times eligible for Flex credit for faculty. Please review the workshop calendar and sign up through ProDev learning management system administered by the CCC Chancellor’s Office.

The POD Office works closely with the NCC Office of the Executive Dean to offer helpful and relevant activities. If you have any suggestions or requests, please contact Erica Reich Zuazo at ereich@sierracollege.edu. If you’d like to host a workshop, please contact the POD Office at prodev@sierracollege.edu for assistance.
Technology

With all the increased concerns from phishing emails and other ways accounts can be compromised, IIT has made some updates to our account security to help add protection. Follow these steps and tips diligently to help keep your data secure:

**Password Standard**

The District’s passwords are now more secure than before. To change your password, use one of the following methods:

- **MOST SECURE** - You can change your password on your Sierra College computer by pressing CTRL+ALT+DELETE on your computer and selecting “Change A Password”.
- **OPTIONALLY** - You can change your password by going to the mySierra login page and selecting “Change my Password”.

**Multi-Factor Authentication**

Beginning just after the spring 2019 term ended, IIT rolled out Multi-Factor Authentication (MFA) for all faculty and staff. (Students will be implemented in Phase 2 at a later date.) Multi-factor will provide the ability to better protect your Sierra College Account by sending a PIN number to a personal cell phone, thus assuring you will know when your account is being accessed. Alternatively, you can also use the “Authenticator APP” as a Multi Factor option, which will not require you to use a PIN number.

**Personal Computer Use**

Be sure to maintain anti-virus software on your home computers. When you use home computers to access MySierra and other Sierra College systems using our single sign-on system, you are placing Sierra College data at risk. It is vital that you use reputable anti-virus software that has full protection against viruses and malware.

**Personal Information**

It is always prudent to periodically login to your MySierra employee portal and verify your personal preferences and settings, contact information and payroll-related information. Doing so may help you spot any fraudulent activity before it has any impact. If you spot anything that looks different or unusual, please contact the Payroll Office immediately at payroll@sierracollege.edu.

**Phishing Emails**

Remember – do not click on, or open, emails that come from unknown or suspicious origins. Many Emails these days appear legitimate and are designed to fool you. Check to see if the sender is from a “sierracollege.edu” email address or not. If the email contains the following banner you should exercise extra caution.

**CAUTION:** This email has originated from outside of the organization. **DO NOT** click on links and attachments unless you recognize the sender.

The [Sierra College Solutions Center](https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/) has a complete knowledge base of articles on technology topics, student resources, Facilities request and much more!
Phone Voicemail Instructions and Teams Information

Sierra College recently transitioned to a phone system through Microsoft Teams. Teams is a collaboration application that hosts a variety of functionality such as document storage, video conferencing, chat features, and phone calling. Teams may be accessed by downloading a desktop and/or mobile app, and logging in with your Sierra College credentials.

Campus phones have been replaced with Teams phones. See below for telephone and voicemails instructions. In depth instructions with visual aids may be found in Sierra Solutions at https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/?CategoryID=11878

Voicemail Access

Configure voicemail

1. In the Teams app, click your Profile Picture, click Manage Account, and click Calls.
2. In the Voicemail section, click Configure Voicemail.
3. To record a new voicemail greeting, click Record a Greeting and follow the prompts to record your message.

Check voicemail

1. In the Teams mobile or desktop app, navigate to the calling section of the application
2. Select Voicemail
3. Click a message in your list and use the playback controls to listen to the recording or read the transcript.

1. On the Teams telephone, select the button, then select Voicemail to access message.

Sierra College Website Resources

The Sierra College website is www.sierracollege.edu. At the bottom of the homepage, you will find several helpful links, including one titled Faculty and Staff that will connect you with a variety of resources related to employment, governance, and training. See examples below:

<table>
<thead>
<tr>
<th>Staff Directory</th>
<th>Order Textbooks</th>
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</thead>
<tbody>
<tr>
<td>Curriculum Handbook</td>
<td>Printing Department</td>
</tr>
<tr>
<td>Email, Inside.Sierra, Canvas, MySierra Links</td>
<td>Student Learning Outcomes (SLO)</td>
</tr>
<tr>
<td>Curriculum Management System (WebCMS)</td>
<td>Kognito Training</td>
</tr>
<tr>
<td>Faculty Handbook</td>
<td>ProDev</td>
</tr>
<tr>
<td>NCC Faculty/Staff Handbook</td>
<td>Board Policies and Administrative Procedures</td>
</tr>
</tbody>
</table>
Technical Support

IIT Support staff are available to assist with a wide range of technology needs. If you need computer, network, or phone service, submit a work order through Sierra Solutions Center or contact The Helpdesk at ext. 7777.

| Hours: M-F 8-5pm | 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:

- 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, OnBase, SARS, Voyager, Sierra College websites.
- Network Operations: MySierra login, network, servers, network username/password, print queues.
- Telephone System: Telephones and voicemail.

To report technical issues or concerns that need to be addressed but are not urgent, please submit a work order through Sierra Solutions Center (desktop icon on district computers) or contact the Help Desk by emailing or calling the above numbers. Be sure to include your name, contact information and problem details.

If you need assistance submitting a work order, contact a faculty liaison from the NCC Admissions & Records office at nccadmissionsrecords@sierracollege.edu or (530) 274-5302.

For NCC technical support, email NCCtechnicalsupport@sierracollege.edu

WiFi and Network Access

Sierra College Website: www.sierracollege.edu

For assistance pertaining to Sierra College computers or network access, see the section above 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 at helpdesk@sierracollege.edu

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 (staff and full-time faculty only).
- Going to the Sierra College website and clicking on the Faculty and Staff link at the bottom of the homepage, then select the Outlook Email link 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.

Important Note: District policy states that ALL communications 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 homepage.
- 4. NOTE: For accessing Inside.Sierra from a NCC Mailroom computer, use only Mozilla (Firefox).
- From off-campus computers: go to www.sierracollege.edu and select the Faculty and Staff link at the bottom of the homepage, then click the Inside.Sierra link. 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, staff and students can login to the WiFi network on any campus using the Sierra portal and their username and password.

Guests may access the free WiFi network by using the Sierra_Public portal.
Student Services

This section contains information on Student Services 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 8:30-5:00, F 8:30-12:00   Phone: x5302 or (530) 274-5302
Administrative Student Services Technicians: JT Kinzler and (vacant)
Email: nccadmissionsrecords@sierracollege.edu

The NCC Admissions & Records office is a hub for many new and continuing students, and also houses faculty liaisons to help answer process related questions and provide faculty support. Some of the services provided by the Admissions & Records office are:

- Sierra College application and class registration assistance
- Petition processing (Incomplete, Grade Change, Audit, etc.)
- Student ID Cards
- Bursar’s Office functions such as taking payments for tuition and fees
- Community Education and Osher Life Long Learning Institute class registration and fee collection
- Bookstore supplies such as Scantrons, Blue Books, Pencils, and spirit wear
- Faculty support services

Bookstore

Location: Rocklin Campus/Online   Phone: (916) 660-8200
Bookstore Manager: Nicole Castillo

For Fall 2022, the Sierra College Bookstore, operated by Barnes & Noble, will continue to provide online ordering. Students will place book orders online through their MySierra account and receive the items in the mail delivered to their homes/postal locations. Students may contact the Bookstore to inquire about open hours at the Rocklin campus.

For information or questions regarding the ordering of your upcoming semester textbooks and supplements, please contact the Bookstore Manager.

Order Textbooks: www.facultyenlight.com (see page 24 for additional information on ordering textbooks)

Café and Food Services

Café services are suspended for Fall 2022.

Please contact Campus Administration at (530) 274-5301 for specific questions.

Snack machine vending and Pepsi machines are available in the following locations:
N5 Student Center, N2 outside N2-201, N9 outside next to N9-101, lower N7 and next to N12.

Computer Access

During the regular school year, students may access computers for schoolwork at the Library/Learning Commons during their open hours. Please see sections below titled Library/Learning Commons (page 39).
Counseling Services

**CalWorks**

<table>
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<tr>
<th>Location: N1-216</th>
<th>Hours: M-R 8:30-5:00, F 8:30-12:00</th>
<th>Phone: x5306 or (530) 274-5306</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Technician: Elise Grice</td>
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</table>

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.

**Career Center & Student Employment**

<table>
<thead>
<tr>
<th>Location: N1-216</th>
<th>Hours: M-R 8:30-5:00, F 8:30-12:00</th>
<th>Phone: x5294 or (530) 274-5294</th>
</tr>
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<tbody>
<tr>
<td>Student Services Technicians: Liliana Aguilar (temporary)</td>
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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.

On campus student employment is also managed by this office. Contact staff for more information.

**Disabled Student Programs & Services**

<table>
<thead>
<tr>
<th>Location: N3-101</th>
<th>Hours: M-R 8:30-5:00, F 8:30-12:00</th>
<th>Phone: x5330 or (530) 274-5330</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Technician: Cathy Callas</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:NCCDSPS@sierracollege.edu">NCCDSPS@sierracollege.edu</a></td>
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</table>

The DSPS office provides services to students with verified disabilities to ensure students an equitable opportunity to participate in the educational process. DSPS also offers support, consultation, and assistance to faculty and welcomes faculty inquiries and requests. Please contact SAS whenever you or your students are in need of assistance.

** The DSPS office will proctor tests for students that participate in their program. Please contact staff for an appointment.

**Extended Opportunities Programs and Services (EOPS)/CARE**

<table>
<thead>
<tr>
<th>Location: N1-216</th>
<th>Hours: M-R 8:30-5:00, F 8:30-12:00</th>
<th>Phone: x5306 or (530) 274-5306</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Technician: Elise Grice</td>
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</tbody>
</table>

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)*

**General Counseling**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-216</td>
<td>M-R 8:30-5:00, F 8:30-12:00</td>
<td>x5303 or (530) 274-5303</td>
</tr>
</tbody>
</table>

**Student Services Technicians**: Liliana Aguilar (temporary) and Elise Grice

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.

*For Mental Health Services, see page 38*

**Guardian Scholars**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-216</td>
<td>M-R 8:30-5:00, F 8:30-12:00</td>
<td>x5306 or (530) 274-5306</td>
</tr>
</tbody>
</table>

**Student Services Technician**: Elise Grice

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-efficacy 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.

**Student Engagement**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Support Specialist</th>
<th>Enrollment Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-207</td>
<td>Hours Vary</td>
<td>Denise Telford-Nichols, (530) 274-5340</td>
<td>Jessica Burgess-Rose, (530) 274-5364</td>
</tr>
</tbody>
</table>

Enrollment specialist services include general event outreach, targeted recruitment, and case management for incoming students, including assistance with the application and enrollment steps, connection to support programs, and registering for classes.

**Veteran Services**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-216</td>
<td>M-R 8:30-5:00, F 8:30-12:00</td>
<td>x5294 or (530) 274-5294</td>
</tr>
</tbody>
</table>

**Student Services Technician**: Liliana Aguilar (temporary)

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 by or call to learn more about the programs and services available or to learn more about how you can help your veteran students succeed.
Financial Aid

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

The Financial Aid Office connects and assists students with applying for federal, state, and local programs that help with college costs. Staff members provide assistance completing the FAFSA (Free Application for Federal Student Aid) and navigating verification requirements, as well as scholarship applications, the California College Promise Grant Fee Waiver (CCPG), Book Vouchers, Federal Student Loans, and the Wolverine One Card to name a few.

Health & Mental Health Services

Location: N3-101    Hours: M-R 8:30-5:00 (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

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 Spring 2022 semester, the therapist will be available to see students virtually Tuesdays and Wednesdays, 11am-3:30pm. Students may schedule an appointment by calling 530-274-5317 or emailing ccallas@sierracollege.edu.
- Immediate assistance: If a student has an immediate need for crisis counseling, faculty/staff should contact as soon as possible:
  1. The NCC Counseling Center at (530) 274-5303 or laguilar10@sierracollege.edu or egrice@sierracollege.edu
  2. The NCC Health Center (530) 274-5317 or  ccallas@sieracollege.edu
- CARE Team: Faculty/Staff should send referrals to CAREteam@sierracollege.edu; (916) 660-8400
- 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, Granite Wellness, Common Goals, Community Beyond Violence, PFLAG, Hospitality House, Nevada County Food Bank and Interfaith Food Ministry. See pages 46-47 for a list of local resources and contact information.
Library/Learning Commons

For more information, visit https://www.sierracollege.edu/library/

### Learning Center (tutoring services)

**Location:** N6-200  
**Phone:** (530) 274-5308  
**Hours:** TBD for in-person

**Part-time Faculty Coordinator:** Ingrid Keriotis, ikeriotis@sierracollege.edu  
Melody Meier, mmeier@sierracollege.edu  
**Student Services Technician:** Kaylee Argenbright, kargenbright@sierracollege.edu  

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

The Learning Center provides academic support and tutoring services in a variety of disciplines. Drop-in tutoring in-person and via Zoom. Find a peer-tutor based on your subject, no matter which campus you're enrolled in. Please contact the Learning Center for additional information.

### Library Services

**Location:** N6-200  
**Hours:** Mon.-Thurs. 9am-6pm; Fri. 10am-4pm  
**Phone:** x5304 or (530) 274-5304

**Librarian:** Benjamin Wingard, bwingard@sierracollege.edu  
**Student Services Technician:** Kaylee Argenbright, kargenbright@sierracollege.edu

Visit the on-campus library or remotely access our digital resources using our Discover! search bar which can be found at https://www.sierracollege.edu/library/

- Please contact the librarian if you would like a library instruction session, embedded librarian, class research guide or any other research help.

### Writing Center Services

**Location:** N6-200  
**Hours:** Hours Vary  
**Phone:** (530) 274-5362

**Instructional Assistant:** Eric Brownell, ebrownell@sierracollege.edu

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
Office of the Executive Dean/ Campus Administration

Location: N2-102  Hours: M-R 8:30am-5:00pm, F 8:30am-12:00pm  Phone: x5301 or (530) 274-5301
Administrative Assistants: Julie Holcomb, jholcomb1@sierracollege.edu
Erica Reich-Zuazo, ereich@sierracollege.edu

The Office of the Executive Dean, also known as the Campus Administration Office, is located on the bottom floor of the Administration Building, N2. In addition to the various 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:

- ASSC and Campus Club support
- NCC Student Discipline Office
- Support for Injury/Accident Reporting for students, visitors, and employees
- NCC social media posting and management
- Campus postings in the glass cases and 30x40” sign holders at the roundabout and on upper campus
- Employee ID badge and key/FOB distribution
- Volunteer hiring support
- General campus and community inquiries

Test Proctoring Services

The Nevada County Campus does not have a Testing Center, and faculty are encouraged to proctor student make-up tests. If you encounter a hardship proctoring the exam yourself, please contact the Office of the Executive Dean at (530) 274-5301 for assistance with a solution.

If it is convenient for the student to travel to the Rocklin campus, you may contact the Testing Center there for proctoring arrangements.

- Rocklin Campus LT1
  - Email: assessment@sierracollege.edu
  - Phone: (916) 660-7430
  - Fax: (916) 630-4513
  - Fall and Spring Hours
    - M-Th: 8:00am - 7:00pm
    - F: 8:00am - 5:00pm
  - *By appointment only.

The NCC DSPS office will proctor exams for DSPS students only. Please contact Cathy Callas at ccallas@sierracollege.edu or (530)274-5330

Sierra College does not proctor exams for other schools or institutions. The nearest test proctoring service is located in Rocklin: Northern California Test Proctoring (916) 789-9970.
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NCC Directory

Admissions & Records  N1 lower level  274-5302
nccadmissionsrecords@sierracollege.edu
Vacant, Administrative Student Services Technician  x 5060
@sierracollege.edu
JT Kinzler, Administrative Student Services Technician  x 5061
jkinzler@sierracollege.edu

Art, Applied Art & Design, and Photo  N10-105  274-5266
Matthew Gottschalk, Art, AAD, Photography Technical Specialist
mgottschalk@sierracollege.edu

Audio-Visual Department
See Technical Support

Biology Lab Tech  N8-116  274-5331
Annette Bromm, Instructional Assistant
abromm@sierracollege.edu

Bookstore  Off-site  274-5305
Nicole Castillo, Supervisor
NicoleCastillo@sierracollege.edu

Career Center  N1 upper level  274-5303
Liliana Aguilar, Student Services Technician (temporary)
Laguilar10@sierracollege.edu

CARE Team
CARETeam@sierracollege.edu

Chemistry Lab Tech (Support from Rocklin)  N8-116  274-5298
Julia Maak
jmaak@sierracollege.edu
Casey Brown
bbrown1@sierracollege.edu

Counseling Office  N1 upper level  274-5303
Laura McNaughton
lmcnaughton@sierracollege.edu
Elise Grice, Student Services Technician
egrice@sierracollege.edu
Liliana Aguilar, Student Services Technician (temporary)
laguilar10@sierracollege.edu
Denise Nichols-Telford, SSSP Instructional Assistant
dnichols@sierracollege.edu
Jessica Burgess, Enrollment Specialist
jburgess@sierracollege.edu
Full-time Counselor: Jennifer Hurst-Crabb
jhurst-crabb@sierracollege.edu
Full-time Counselor: Allie Aguilar
aaguilar8@sierracollege.edu
NCC Directory (continued)

Disabled Student Programs & Services N3-101 274-5330
NCCDSPS@sierracollege.edu
Cathy Callas, Student Services Technician
callas@sierracollege.edu

EOPS / CalWORKS / C.A.R.E. / Foster Youth Services N1 upper level 274-5306
Elise Grice, Student Services Technician
egrice@sierracollege.edu
Full-time Counselor: Allie Aguilar
aaguilar8@sierracollege.edu

Facilities & Plant Operations N20 274-5311
Donna Brazil-Bloche, Supervisor Campus Operations
Cell (916) 871-2072
dbrazil@sierracollege.edu
Julie Holcomb, Administrative Assistant
jholcomb1@sierracollege.edu
Dana Baskett, Facilities Maintenance Specialist
dx 5096,
dbaskett@sierracollege.edu
Evening coordinator for injury’s, accidents, facilities emergencies
Joe Corro, Custodian
Ed Fisk, Custodian
Scott Pauley, Custodian
Jimmy Huntington, Facility Maintenance/Energy Specialist Interim
Scott Pauley, Custodian
Jay Wirtz, Facility Maintenance/Energy Specialist, Lead
x5309

Financial Aid N1 lower level 274-5346, option 5
financialaidquestion@sierracollege.edu
Sarah Carr, Financial Aid Technician
scarr@sierracollege.edu

Ghidotti Early College High School N6-210 274-5270
Noah Levinson, Principal
nlevinson@njuhsd.com
Kathy Stephensen, School Office Manager
kstephensen@njuhsd.com
Dominie Wilhite, Counselor
dwilhite@njuhsd.com

Health Center N3-101 274-5317
Cathy Callas, Student Services Technician
callas@sierracollege.edu
NCC Directory (continued)

Library/Learning Commons N6

Library
Library/Learning Commons

Learning Center (tutoring services)
NCCLearningCenter@sierracollege.edu
Kaylee Argenbright, Student Services Technician kargenbright@sierracollege.edu
Eric Brownell, Writing Center Instructional Assistant ebrownell@sierracollege.edu
Ingrid Keriotis, Tutor Center Coordinator ikeriotis@sierracollege.edu
Melody Meier, Online Tutor Coordinator mmeier@sierracollege.edu
Ben Wingard, Librarian bwingard@sierracollege.edu

Office of the Executive Dean/Campus Administration N2-102 274-5301
Dr. Karen Davis O’Hara, Executive Dean kohara@sierracollege.edu
Julie Holcomb, Administrative Assistant jholcomb1@sierracollege.edu
Erica Reich-Zuazo, Administrative Assistant ereich@sierracollege.edu

Security & Parking N1-103 911 – emergency
security@sierracollege.edu
Jamison Lopizich, Chief of Security (916) 660-7120 – dispatch
Various officers on site 24/7/365

Tech Support
Audio visual, projection, sound, DVD:
Vacant, Technical Support Specialist N7-104 274-5343
NCCtechnicalsupport@sierracollege.edu

Computer support:
Network Support Specialist support from Rocklin N7-104 (916) 660-7777
Help Desk
helpdesk@sierracollege.edu
https://solutions.sierracollege.edu/TDClient/1795/Portal/Home/
Phil Yorde, IIT Program Manager (916) 660-7720

Title IX Advocate
9confidential@sierracollege.edu (916) 660-8400

Veteran Services N1 upper level 274-5303
nccveterans@sierracollege.edu
Liliana Aguilar, Student Services Technician (temporary) laguilar10@sierracollege.edu

274-5304
274-5308
274-5308/5304
274-5362
274-5264
274-5308
274-5332
274-5301
274-5287
274-5292
911 – emergency
(916) 660-7120 – dispatch
(916) 660-7777
(916) 660-7720
(916) 660-8400
274-5294
NCC ORGANIZATION CHART

Current org charts are available in Inside.Sierra
# Nevada County Resources

Provided by 211

## Emergency Resources – 24 Hours a Day / 7 Days a Week

### Local Crisis Services
- Behavioral Health Crisis Line
  - 530-265-5811 (Nebraska County)
  - 888-801-1437 (Truckee)
- Community Beyond Violence
  - Power-based Personal Violence 530-272-3467 (Crisis Line)
  - 530-272-2049 (Support Services)
- 23/hr. Mental Health Urgent Care Center / Crisis Stabilization Unit
  - Emotional Distress / Walk-Ins OK: 10AM-10PM (Left of SNMH ER)
  - 530-470-2409 (Crisis Phone)
  - 530-470-2425 (CSU Office)

### Regional Crisis Lines
- California Poison Control Center
  - 800-222-1222
- California Youth Crisis Line
  - 800-843-5200
- Friendship Line for Seniors
  - 800-971-0016
- LGBTQ Youth Suicide Hotline
  - Trevor Project Life Line
  - 866-488-7386

### National Crisis Lines
- National Suicide & Crisis Lifeline
  - Dial 988 (English and Spanish) or 1-800-273-8255/1-800-273-TALK
  - TTY: Use your preferred relay service or dial 711 then 988.
- Crisis Text Line
  - Text HOME to 741-741

### Veteran’s Crisis
- Military Crisis Line
  - 800-273-8255, Vets dial 988, press #1
  - Text 838255
- Sexual Assault Support
  - 800-855-4673
  - Text zip code to 55-247

## Local Help Lines

- 211 Connecting Point 24/7
  - Information and Assistance
  - Dial: 211
  - 844-310-4119 – out of area
- KARE Crisis Nursery
  - Respite for parents with children 0-6 years of age
  - 530-265-6520
- Nevada County Adult Protective Services 24/7
  - 530-265-1217
  - 888-339-7248
- Nevada County Child Protective Services 24/7
  - 530-273-4291
  - 888-456-9380
- Nevada County Child Support Services
  - 866-901-3212
- Senior Assistance Line
  - Call 211
  - 844-310-4119 – out of area
- Women of Worth
  - 530-264-7337

## Regional Help Lines

- California HIV/AIDS Hotline
  - 800-872-3437 TTY
- California Missing Persons Hotline 24/7
  - 800-222-3463
- California Smokers Helpline
  - 800-662-8887
- Tobacco Snuff or Chew Helpline
  - 800-844-2439

### National Help Lines

#### Family and Youth Support
- National Runaway Switchboard
  - 800-786-2929
- Thursday’s Child
  - National Call Center for Endangered Youth
  - Crisis counseling and intervention
  - 800-872-5437/800-USA-KIDS
  - Text ANSWER to 839683
- Rape, Abuse and Incest Hotline
  - 800-656-4673

#### Medical Information Helplines
- Anthem Nurse Line 24/7
  - 800-224-0336
- Blue Shield of California Nurse Line
  - 877-304-0504
- California Health & Wellness
  - NurseWise 24/7
  - 877-658-0305

#### Substance and Self Injury Helplines
- Al-Anon/Alateen Meetings
  - 530-505-5455
- Alcoholics Anonymous Hotline 24/7
  - 530-272-6287
- Narcotics Anonymous Hotline
  - 888-423-3428 or 800-600-4673
- Self Abuse Finally Ends
  - 800-366-8288
- Sex Addicts Anonymous
  - 800-477-8191

#### Veterans Support Lines
- US Department of Defense – Sexual Assault Support
  - 800-855-4673
- Nevada County Veterans Services
  - 530-273-3930
- Welcome Home Vets, Inc.
  - 530-272-3300

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**Truckee**

- Granite Wellness Center
  - 530-857-8104
- Community Collaborative of Tahoe Truckee
  - [www.communitycollaborative.org](http://www.communitycollaborative.org)
- Project Mana
  - Food Bank and Food Resources
  - 775-268-4181
- Tahoe Forest Hospital
  - 530-587-6011
- Sierra Community House
  - Domestic Violence & Sexual Assault Crisis Line: 800-736-1060
  - • Crisis Intervention
  - • Legal Assistance
  - • Hunger Relief
  - • Family Support
  - [https://sierracommunityhouse.org](https://sierracommunityhouse.org)
- Truckee Family Resource Center
  - 530-587-2918
- Truckee Police Department
  - 530-550-2323
- Truckee Transit
  - 530-550-7451
NEVADA COUNTY SUPPORT SERVICES

AGING AND DISABILITY
FREED Center for Independent Living 530-477-3333
Gold Country Community Services 530-273-4901
Social Outreach Program 530-265-1421

CHILDREN AND FAMILY
Family Resource Centers
Grass Valley 530-273-4059
Penn Valley 530-432-1118 Ext. 2240
San Juan Ridge 530-292-3174

Friends for Survival
Suicide Bereavement Support 916-392-0684

PFLAG
LGBTQ community support 530-274-1423

Sierra Nevada Children’s Services - SNC
530-272-8866

What’s Up?
Wellness Check Ups Mental Health Screening for Teens 530-288-5854

Women, Infants & Children 530-265-1454

FOOD RESOURCES
Food Bank of Nevada County 530-272-3796
Interfaith Food Ministry 530-273-8132
CalFresh (530) 265-1340

HEALTH SERVICES
CLINICS – ACCEPT MEDI-CAL
Chapa De Indian Health Clinic 530-477-8545
Living Well Medical Clinic 530-272-6800
Sierra Family Medical Clinic 530-262-9478

The Clinic! Citizens for Choice 530-521-3273 or 800-714-8151 24/7

Western Sierra Medical Clinic / Miners Family Health Center 530-274-9762

COMMUNITY
Suicide Prevention Task Force Monthly Meetings 530-477-3333 Ext. 210

DRUG AND ALCOHOL
Common Goals 530-274-2000
Granite Wellness Center 530-273-9541
Progress House 530-626-0240

MENTAL HEALTH
Anew Day Free faith-based counseling 530-470-9111
Insight Respite Center 530-273-0631
NAMI Nevada County Support for persons with mental illness and their families 530-272-4566

Nevada County Behavioral Health
Adults 530-265-1437
Children 530-470-2736 www.mynevadacounty.com

Nevada County Victim/Witness Assistance Counseling for victims and witnesses of crime, office of the District Attorney 530-265-1301

MENTAL HEALTH (CON’T)
Sierra Family Therapy Counseling Services Medi-Cal Accepted 530-913-5054
Spirit Peers For Independence & Recovery Free peer based support 530-274-1431

Western Sierra Medical Clinic / Miners Family Health Center 530-274-9762 Accepts MediCal

HOUSING RESOURCES
Co-Living Network 530-615-1014
Hospitality House Utah’s Place Shelter 530-271-7144
Salvation Army Booth Family Center 530-272-2669

LEGAL SERVICES
Legal Services of Northern California - Nevada County 530-823-7560 (Auburn Office) 800-660-8107
Community Legal 530-265-3425

Nevada County Alcohol and Drug Court Programs – Behavioral Health 530-265-1437 www.mynevadacounty.com

Nevada County Mental Health Court 530-265-1437

Laura’s Law Assist access to mental health treatment for people with severe mental illness – Behavioral Health 530-265-1437

EMERGENCY SERVICES
Emergency 911
Grass Valley Police Department 530-477-4600
Nevada City Police Department 530-265-2026
Nevada County Sheriff’s Department 530-265-1471
Sierra Nevada Memorial Hospital 530-274-8000
California Highway Patrol (530) 477-4900

EMPLOYMENT / TRAINING
Nevada County Business and Career Network 530-265-7088
CalWORKS Employment 530-265-1760
Pride Industries Employment for People with Disabilities (844) 426-2253

TRANSPORTATION
211 Connecting Point 24/7 Trip planning 211
844-310-4199 – out of area
Gold Country Lift Paratransit services 530-271-7433 855-341-7433
Nevada County Transit Gold Country Stage Fixed route transit services 530-477-0103 888-660-7433
Nevada County Campus Map
(updated 2022 version not yet available for publication)
# Key Request Form

**SIERRA COLLEGE - NCC**

**DATE:** ____________________________

**DIVISION** ________________

**DEPARTMENT** ______________________

**EMAIL** __________________________

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>DEPARTMENT</th>
<th>SIERRA PHONE#</th>
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</table>

**EMPLOYEE NUMBER**

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<thead>
<tr>
<th>MANAGEMENT</th>
<th>PERMANENT CLASSIFIED</th>
<th>PART-TIME FACULTY</th>
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<tr>
<th>TEMPORARY CLASSIFIED</th>
<th>OTHER</th>
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**APPROVALS:**

<table>
<thead>
<tr>
<th>DEAN / DEPT. HEAD</th>
<th>SUPERVISOR, CAMPUS OPS.</th>
</tr>
</thead>
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**ADDITIONAL APPROVAL REQUIRED**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>

**COMMENTS:**

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>NO</th>
<th>BLDG</th>
<th>ROOM #</th>
<th>KEY</th>
<th>NO.</th>
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<tbody>
<tr>
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<td>4</td>
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</tr>
<tr>
<td>FOB</td>
<td>Access time:</td>
<td>Date activate:</td>
<td>Deactivate:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access time:</td>
<td>Date activate:</td>
<td>Deactivate:</td>
<td></td>
</tr>
</tbody>
</table>

THIS FORM CONSTITUTES A CONTRACT BETWEEN SIERRA COLLEGE AND THE EMPLOYEE. PLEASE READ.

I agree not to loan, transfer, give possession of, misuse, modify or alter the key(s). I further agree not to cause, allow or contribute to the making of any unauthorized copies of the key(s). I understand and agree that I am fully responsible for the key(s) and should I lose the key(s), I will notify Campus Security immediately. I further understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. By signing below, I acknowledge I have received the key(s) / FOBs listed above.

Signature of Employee ____________________________ Date ________________

PLEASE PRESENT YOUR ID BADGE AND SIGN THIS FORM WHEN PICKING UP KEYS/FOBS
Optional Field Trips:

1. Complete a Field Trip Request Form, including the roster, and submit it to the NCC Executive Dean for approval at least 7-10 days prior to your field trip.
2. Every student attending the field trip needs to complete an Assumption of Risk/Medical Treatment Authorization Form. Please submit the completed, original forms along with the Field Trip Request. If you are unable to have the students complete the assumption of risk forms prior to submitting the field trip request, be sure to submit them prior to going on the field trip.
   - Minor students are required to obtain a parent/guardian signature on the form.
   - Review each form and be sure that each section has been completed by the student, especially emergency contact information.

   ** Original forms need to be submitted to the NCC Administration Office for all items. Please do not submit copies. **

3. Once your field trip has been approved by the NCC Executive Dean, you’ll receive copies of all documents back in your campus mailbox.
   - Take the copies on your field trip.
   - If an incident occurs while on the field trip, complete a Student Accident Report and submit it to the NCC Administration Office upon your return to campus.
   - In the event of an emergency, call 911. If the Assumption of Risk/Medical Treatment Authorization Form indicates special medical needs, please provide the information to medical responders.

Required Field Trips (included in the course description):

1. Field trip courses are considered high risk courses and all students are required to complete Assumption of Risk/Medical Treatment Authorization Forms at the very beginning of the class.
   - Submit these original forms to NCC Administration within the first week of the class.
   - Instructors of field trip courses will receive a copy of each form back. Please take the forms on the field trip.
   - If an incident occurs while on the field trip, complete a Student Accident Report and submit it to the NCC Administration Office upon your return to campus.
   - In the event of an emergency, call 911. If the Assumption of Risk/Medical Treatment Authorization Form indicates special medical needs, please provide the information to medical responders.

TRANSPORTATION REQUESTS: If you plan on requesting District transportation, please complete a Transportation Request at least two weeks prior to the field trip. Reservations are on a first come/first serve basis. Requests may be made electronically at: https://solutions.sierracollege.edu/TDClient/1795/Portal/Requests/ServiceDet?ID=30232

Important Phone Numbers:

Campus Security........................................................................................................ (916) 660-7120
NCC Administration Office & Office of the Executive Dean........................................ (530) 274-5301
NCC Admissions & Records....................................................................................... (530) 274-5302
SIERRA JOINT COMMUNITY COLLEGE DISTRICT
FIELD TRIP/OFF CAMPUS REQUEST FORM

Division: ___________________________________  Department: _________________________
Course Name: ____________________________  Section#: _____________________________
Field Trip Director/Instructor: ____________  Signature: _____________________________
Destination: ______________________________  Purpose: _____________________________
Departure: _______________________________  Return: ______________________________

Day/Date/Time       Day/Date/Time

FIELD TRIP:

A. ____ College Vehicle (Request Form Attached)
   ____ Chartered Bus
   ____ Other   Specify: ____________________________________________________________________

B. Has the field trip been budgeted for?  ____Yes  ____No

   If yes, identify FOAP: ___________________________________________________________________

   What expenses will be incurred on the field trip (Explain)? ____________________________________

C. The attached "Assumption of Risk" form must be completed by each student in your class PRIOR to
   attending this field trip/off campus activity.

D. Attach a complete roster of students attending this field trip.

OFF CAMPUS CLASS MEETING:

A. The attached "Assumption of Risk" form must be completed by each student in your class PRIOR to
   attending this field trip/off campus activity.

B. Attach a complete roster of students attending this field trip.

NOTE: Those faculty who want to meet their class(es) off-campus must receive prior approval from
the Dean or Associate Dean. Please keep in mind that students may be directed to assemble at an off-
campus location but are responsible for their own transportation to and from that location. In such a
situation, the instructor shall refrain from organizing carpools, assisting students in finding rides, or
otherwise coordinating any travel arrangements. Students unable to provide their own
transportation or for other reasons are unable to attend shall be given alternative assignments whose
successful completion shall permit those students to avoid academic penalty for missing the trip.

Dean Approval: _______________________________  Date: ________________________________
SIERRA JOINT COMMUNITY COLLEGE DISTRICT
FIELD TRIP/OFF CAMPUS REQUEST FORM

Division: ______________________________  Department: __________________________
Course Name: ________________________  Section#: _____________________________
Field Trip Director/Instructor: ________________________________
Date of Trip: ________________________  Destination: __________________________

Only students who are currently enrolled in the above-referenced course/section AND have completed the "Assumption of Risk" form may participate in this field trip.

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SIERRA COLLEGE

Student/Volunteer Participation in a Class/Activity Permission (1), Assumption of Risk, Hold Harmless, Indemnity, and Release of Liability (2), Medical Treatment Authorization (3)

Student/Volunteer Name: ___________________ and Student ID #: ___________________

hereby requests participation in the following college class/activity: ________________

Class/Activity Title: ___________________ Course Reference #: ___________________ Instructor: ___________________

Year: ____________ Term (Check One): ☐ Fall ☐ Spring ☐ Summer

THIS FORM IS AN IMPORTANT LEGAL DOCUMENT. IN CONSIDERATION OF MY VOLUNTARY PARTICIPATION IN THE ABOVE CLASS/ACTIVITY, I CONFIRM THAT I HAVE CAREFULLY READ THIS FORM WHICH EXPLAINS THE RISKS I AM ASSUMING BY PARTICIPATING IN THE CLASS/ACTIVITY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT THE SIERRA JOINT COMMUNITY COLLEGE DISTRICT GENERAL SERVICES OFFICE AT (916)660-7623.

(1) Assumption of Risks:
I understand that the above-listed class/activity, by its very nature, includes certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary, but may involve minor injury, major injury, and serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my own actions, inactions, or negligence, but the actions, inactions, or negligence of others, the rules of play, or the condition of the premises or of any equipment used. I understand and appreciate the risks that are inherent in the class/activity. I hereby assert and agree, on behalf of myself, my family, heirs, personal representative(s), and/or assigns, that my participation in the class/activity is voluntary and that I knowingly assume all such risks. I recognize the importance of following instructions regarding proper technique, training and other established safety rules, guidelines and regulations, but understand that I am ultimately responsible for my own safety, and I agree to abide by all rules and regulations governing the class/activity.

(2) Hold Harmless, Indemnity and Release:
In consideration of permission to participate in the above listed class/activity, I agree here and forever, to the maximum extent permitted by law, for myself, my family, my heirs, personal representative(s), and/or assigns, to defend, hold harmless, indemnify and release, the Sierra Joint Community College District ("District"), its Board members, administrators, officers, agents, and employees, from and against any and all claims, demands, actions, or causes of action of any sort, present or future, on account of damage to personal property, or personal injury, or illness, or death which may result from my participation in the class/activity. This release specifically includes claims based on the negligence of the District and its Board members, administrators, officers, agents, and employees. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue, and am doing so voluntarily. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

(3) Medical Treatment Authorization:
I understand that the class/activity, by its very nature, includes certain inherent risks and could cause minor injury, major injury, and serious injury, including permanent disability and death. In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment, emergency transportation, and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

In the event of an emergency, please contact:
Name: ___________________ Relationship: ___________________ Phone Number: ___________________

________________________________________________________________________________________

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS, HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO ENGAGING IN THE CLASS/ACTIVITY, AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS PERMISSION, ASSUMPTION OF RISK, AND HOLD HARMLESS, INDEMNITY AND RELEASE. I FURTHER ACKNOWLEDGE THAT THE DISTRICT DOES NOT PROVIDE LIABILITY OR MEDICAL INSURANCE COVERAGE FOR PARTICIPANTS WHO PARTICIPATE IN THIS CLASS/ACTIVITY.

__________________________________________  ______________________________            ____________________
Student/Volunteer Signature                   Student/Volunteer Printed Name            Date

__________________________________________  ______________________________            ____________________
Parent/Guardian Signature (if Student/Volunteer is under age 18) Parent/Guardian Printed Name Date

(Original to Division Office, Copy to Instructor and Security Office (if off-campus))  6/14/18
Student Accident/Injury Report

Business Services / Risk Management
5100 Sierra College Boulevard, Rocklin, CA 95677
916.660.7600

This form is to be completed by student and/or SJCCD official immediately following injury to any student who is participating in school activities and sent to Business Services.

Student Information

Name: __________________________
Student ID: ________________ Birthdate: ________________ Phone: __________________________
Address: __________________________
City: __________________________ Zip: __________________________

Accident/Injury Information

Sport/Activity: __________________________ Classroom: __________________________ Field Trip: __________________________
Name of SJCCD Supervising Authority: __________________________
Title of SJCCD Supervising Authority: __________________________
Time Class Started: __________________________ am/pm (circle one)
Campus: □ Rocklin □ NCC □ TTC □ Other: __________________________
Date of Injury: __________________________ Time of Injury: __________________________ am/pm (circle one)
Part of body injured (i.e. left hand, right foot, etc.): __________________________
Provide complete description of injury, including in detail when, where, and how it happened:

Check YES or NO to the following prompts, did the accident occur:

1. While claimant was supervised? □ Yes □ No
2. During school sponsored activity? □ Yes □ No
3. During programmed hours? □ Yes □ No
4. On school premises? □ Yes □ No
5. During intercollegiate practice? □ Yes □ No
6. During intercollegiate competition? □ Yes □ No
7. While traveling to/from a regularly scheduled activity in a supervised group? □ Yes □ No
8. Was the student taken to the hospital by ambulance? □ Yes □ No

Certification

I hereby certify to the best of my knowledge and belief that the statements above are correct.

Student Signature: __________________________ Date: __________________________
SJCCD Official Name: __________________________ Title: __________________________
SJCCD Official Signature: __________________________ Date: __________________________

Accident/Injury lbe 7/01/15