



SIERRA COLLEGE

NEVADA COUNTY CAMPUS

NCC Faculty & Staff Handbook

2025/2026

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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 surrounding areas. The campus is within an hour's drive of Lake Tahoe and Sacramento, as well as many historic gold mining communities, and other cultural sites and artistic venues.

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 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.

NCC offers courses in all patterns of CalGETC, CSU Breadth, General Education 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 home to Ghidotti Early College High School (GECHS), which bridges the divide between high school and college by offering 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 also offers 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 courses are for anyone and can range from learning about garden fountains to updating computer skills.

For assistance or questions about the information in this handbook, please contact the NCC Office of the Executive Dean at (530) 274-5301, or Administrative Assistant, Valerie Kalos at vkalos@sierracollege.edu.

For faculty support, please contact the NCC Admissions & Records office at (530) 274-5302.

Office of the Executive Dean/ Campus Administration

Location: N2-102 **Hours:** M-R 8:30am-5, F 8:30am-12 **Phone:** (530) 274-5301

Executive Dean: Karen O'Hara, kohara@sierracollege.edu

Administrative Assistants: Valerie Kalos, vkalos@sierracollege.edu

The Office of the Executive Dean, also known as the Campus Administration Office, is located on the lower floor of the Administration Building (N2). In addition to class schedule development and budget management, the staff help students, the community, faculty, and staff with:

- ASSC and Campus Club support
- NCC Student Discipline/Conduct follow-up
- Injury/Accident Reporting for students, visitors, and employees
- NCC social media
- Campus postings
- Volunteer hiring support
- General campus and community inquiries

Nevada County Campus Council of the Sierra College Foundation

The Nevada County Campus Council of the Sierra College Foundation (or NCC Council) organizes fundraising efforts to support NCC students living in the western Nevada County area. Judy East is the chairperson of the council and a member of the Foundation Board.

The Council includes representatives from Classified, Faculty, and Management at Sierra College, as well as community members and retirees. Since 2008, the council has raised over \$95,000 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 campus lecture and film series events
- 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
- Open Gym
- Instructional supplies for specialized programs

Staff and faculty are encouraged to attend regular 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 for Council contact information.

Ghidotti Early College High School

NCC Office Location: N6-210 **Hours:** M-F; 8:30am-3:30pm **General Office:** (530) 274-5270

Principal: Larry Davenport, ldavenport@njuhsd.com

Administrative Assistant: Kayla Bardsley, kbardsley@njuhsd.com

Guidance Specialist: Tammie Tremain, ttremain@njuhsd.com

Academic Counselor: Karla Aaron, kaaron@njuhsd.com

Sierra College Liaison Counselor: Jennifer Hurst-Crabb, jhurst-crabb@sierracollege.edu

Ghidotti Early College High School opened in August 2006, and 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 of 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. Their 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 transferable college units; AND/OR
- Pursuit of A.D.T. (A.A.-T. /A.S.-T.), A.A./A.S. degree AND/OR
- Pursuit of a career technical education certificate program that will lead to employment with a living wage.

Quick References

Campus Alert Lines

- (530) 274-5300 For updates specific to NCC (including campus closures) and NCC phone tree access
- (916) 660-7280 For District-wide information

Community Safety Services

The Dispatch line is in Rocklin. State that you are calling from the Nevada County Campus and what your need is.

NCC Location: N1-103 Dispatch: (916) 660-7120

Contact Campus Safety for:

- Incidents, injuries, and accidents
- 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 and Staff Support

Office of the Executive Dean	<ul style="list-style-type: none"> • Executive Dean • Community, Staff, Faculty Support • Class scheduling • Budget 	Karen O’Hara (Executive Dean): KOhara@sierracollege.edu Valerie Kalos (Administrative Asst) VKalos@sierracollege.edu	
Faculty and Staff Resources	<ul style="list-style-type: none"> • Calendars • Canvas • Curriculum Resources • EAP • Email • Faculty Handbooks • Governance • How To’s 	<ul style="list-style-type: none"> • Inside Sierra • myAccess • mySierra • Office Directories • Parking Permits • ProDev • Solution Center • Textbook Ordering 	Sierra College Faculty & Staff
NCC Faculty Liaisons	<ul style="list-style-type: none"> • NCC PTF office reservations • General questions and support • Petitions • Faculty Absence reporting • Mailroom distribution and maintenance • Classroom supplies 	NCCenrollment@sierracollege.edu (530) 274-5302 Spencer Maclaughlin and Celeste Lopez	
NCC Evening Support	<ul style="list-style-type: none"> • For M-F evening classes, 4-8pm • Accident/injury reports 	NCC Executive Dean, Karen O’Hara, (916) 215-2926 Accidents/injuries: Community Safety at (916) 660-7120	
Technology & ITS	<ul style="list-style-type: none"> • AV Technology support • Applications support 	servicedesk@sierracollege.edu (916) 660-7777 and/or (530) 274-5343	

	(MySierra, Outlook, Inside.Sierra, Teams, etc.)	https://solutions.sierracollege.edu Sierra College Solutions Center
Administrative Support	<ul style="list-style-type: none"> • Instructional assignments • Office hour reporting • Syllabus and SLOs 	Business & Technology bustech@sierracollege.edu Kinesiology & Athletics KINA@sierracollege.edu Liberal Arts LiberalArtsDivision@sierracollege.edu Nursing and Allied Health Nursingdepartment@sierracollege.edu Science & Math mailto: ScienceandMath@sierracollege.edu
Distance Learning Support	<ul style="list-style-type: none"> • Distance Learning resources: Tools, tutorials, technology 	https://www.sierracollege.edu/academics/distance-learning/ Distance Learning Dept: DistanceLearning@sierracollege.edu
Facilities & Plant Operations	<ul style="list-style-type: none"> • Custodial clean ups • HVAC issues 	jholcomb1@sierracollege.edu and/or Sierra Solutions Center work order flow: https://solutions.sierracollege.edu Sierra College Solutions Center
Student Concerns	<ul style="list-style-type: none"> • Academic: Raise a flag in Sierra Connect • Behavior: CAREteam@sierracollege.edu; (916) 660-8400 • Concerns regarding a student, faculty or staff member can be reported at the Reportit website • Student Conduct/Discipline: NCC Executive Dean, Karen O'Hara, kohara@sierracollege.edu • Title IV Advocates: 9confidential@sierracollege.edu; (916) 660-8400 • Mental Health Services: (530) 274-5317/ callas@sierracollege.edu for appointments • Student Rights and Responsibilities Handbook: Website • Report It Forms and Information Sierra College 	
Planning and Governance	<ul style="list-style-type: none"> • Sierra's Planning, Governance and Budget Allocation Process 	

Campus Safety Services and Emergency Information

Community Safety Office

The Community Safety Office is committed to providing the best quality service to our community. They strive for excellence and to build partnerships for a safe and secure community.

Campus Emergency Operations Information and Plans are available to the public on the Community Safety page of the Sierra College website: <https://www.sierracollege.edu/security>.

For Emergency and Law Enforcement response at the Nevada County Campus:
Emergency: Dial 911 Non-emergency Campus Dispatch: (916) 660-7120

Faculty, staff, and students are encouraged to program the Dispatch phone number into their cell phones.

NCC Location: N1-103 **Dispatch:** (916) 660-7120
 Lost and Found is also located in N1-103

- When to call 911
 - When you feel physically threatened or in danger of being threatened
 - For a medical emergency
 - If you smell or see smoke or fire
- When to call (916)-660-7120 (Community Safety)
 - To report a theft or incident
 - To request access to a locked building or to lock a building
 - To request a campus escort
 - To request a physical presence/deterrent
 - To ask for assistance with frequent violations of our smoke/tobacco free campus policy

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 for assistance. You will be responsible for any fees charged.

Emergency Phones

There are Emergency Phones located on 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 the Community Safety office 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 Community Safety Officer be dispatched to the scene.

Where to Locate the Yellow Emergency Phones

All Yellow Emergency Phones are located on the outside or exterior of a building. Visit the [electronic map](#): Select: Emergency Phones (NCC)

N1 . . .	by upper and lower-level entrances	N8 . . .	by N8-102 (chemistry lab)
N2 . . .	upper level near restrooms, lower-level east wall facing the Bell Tower	N9 . . .	by N9-106 (by vending machines)
N3 . . .	by entrance	N10 . . .	near women's restroom
N5 . . .	by the Bookstore/Café entrances	N11 . . .	by N11-101
N6 . . .	by upper level near front door, and lower-level side entrance near elevator	N12/13.	on pillar between N12 and N13
N7 . . .	upper and lower level across from elevator	N14 . . .	on pillar near N14-101 entrance
		N15 . . .	by N15-100
		N17 . . .	by front entrance

Campus Closures and Communications

Occasionally the campus may need to be closed due to weather, snow/ice accumulation, power outages, or other factors. The decision to close campus will be made by the Executive Dean of the Nevada County Campus in conference with District executives and other local agencies.

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.

Those who commute from lower elevations to Grass Valley should be aware of weather and snow-level forecasts for Grass Valley and the Nevada County Campus. NCC is located about 3,000 feet in elevation. Whenever the weather conditions are questionable, you should consult the venues listed below.

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 6am.
- For campus emergencies only, such as a fast-approaching fire or a need to shelter-in-place, 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.
- 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 they will post updates on the Sierra College website.
- Updates will be posted on the Sierra College NCC Facebook page www.facebook.com/sierracollegenc

Incident Information and Campus Closure Phone Lines

Recorded messages are typically updated by 6am for NCC daytime access and 4pm for NCC evening access. They may be updated as conditions change.

(530) 274-5300 Call this number and press 1 to hear updates specific to NCC, 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.

Classroom Safety

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

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

In the Event of a Fire

1. If a fire or smoke is present, pull the nearest fire alarm.
2. Anytime you hear a fire alarm in the building – immediately start evacuation procedures.
3. Instruct students to gather personal belongings.
4. Gather attendance records.
5. Using the evacuation routes available, proceed with class to the established gathering point in the opposite direction of smoke or fire.
6. Wait with class at gathering point until given further instructions by emergency personnel.
7. DO NOT RE-ENTER THE BUILDING until instructed to do so.

In the Event of a Command to Evacuate

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

In the Event of a Command to “Lock Down”

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

In the Event of a Command to “Shelter in Place”

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

In the Event of a Power Failure

1. Wait a minute or two to see if power is quickly restored. If the power fails for more than a minute or two, it is likely to remain off for at least 30 minutes or more. Emergency lighting is located throughout campus buildings to provide minimal safety lighting for a short time after power fails.
2. If power remains off, call the Department of Community Safety at (916) 660-7120 and tell the dispatcher the location where power has failed. Leave a cell phone number so the Department of Community Safety can call you back to provide updates.

3. When power fails, stay where you are unless it is unsafe to do so. You will be notified once the administrator in charge gathers sufficient information to determine an appropriate course of action. If you have sufficient light to continue your class, you may do so at your discretion.

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

Accident/Injury Reporting

Staff/Faculty 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 mandatory call should be to Community Safety at (916) 660-7120 to advise them of the situation.

Accident/Injury Reporting – Students and Visitors

***** If it is an emergency or life-threatening injury, call 911 immediately *****

When a student or visitor is injured (emergency or other) or needs medical attention on campus, it must be reported to Community Safety. The injured party and employee (preferably one that witnessed the incident) must contact the Community Safety office at (916) 660-7120 (available 24/7) to report the incident and complete necessary forms. When completing the accident report, include as much detail as possible about the incident.

Accident/Injury Reporting – Employee (Including Student Employees)

***** If it is an emergency or life-threatening injury, call 911 immediately *****

Injuries must be reported to your supervisor immediately and to Human Resources within 24 hours.

Follow ALL the steps below:

- Notify your supervisor immediately
 - a. **Days:**
Karen Davis O'Hara, Executive Dean, (530) 274-5301, kohara@sierracollege.edu, or
 - b. **Julie Holcomb**, Plant Operations Supervisor, (530) 274-5327, jholcomb1@sierracollege.edu or Erica Reich-Zuazo, Student Services Supervisor, (530) 274-5284, ereich@sierracollege.edu.
 - c. **Evenings:** Karen Davis O'Hara, Executive Dean, (530) 274-5301, kohara@sierracollege.edu
- **Notify Community Safety:** (916) 660-7120; state that you are calling from the Nevada County Campus.
- **Call the Company Nurse Injury Hotline** at 1-866-971-3943 with a supervisor or another employee present, if possible.
- **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.
- **Physician Visits:**
 1. If you have a pre-designated doctor and *Physician Certification* form on file prior to the injury/illness, you may go to that personal physician.
 2. 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:
 - **Sierra Nevada Memorial Hospital** (life-threatening emergency only)
155 Glasson Way, Grass Valley
 - **Dignity Health Urgent Care** 107 Margaret Lane, Grass Valley, CA 95945.
- Keep your supervisor and Human Resources informed about changes in your medical status.

Title IX and Mandated Reporting Title IX

Director of Equal Employment Opportunity, Diversity & Title IX:

Janet Sosa and Dena Massey, (916) 660-7006, EEOT9@sierracollege.edu

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

More information about Title IX, Mandated Reporting, and SJCCD Policies and Resources:

<https://www.sierracollege.edu/administration/title-ix/>

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex, including athletic programs, or activities that receive federal funding regardless of real or perceived sex, gender identity and/or gender expression.

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.

Sierra College and Mandated Reporting

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.

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.** Employees 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 Report:

To make a report to the Title IX Coordinator, who also serves as the Senate Bill 493 Coordinator, Email eeot9@sierracollege.edu or Complete the Title IX Office Report Form at <https://www.sierracollege.edu/administration/title-ix/report-it/#staff>

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 that 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.

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 9confidential@sierracollege.edu.

Note: Be sure to share any information disclosed to you with the Title IX Coordinator. 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.

Resources

- Title IX, Mandated Reporting, and SJCCD Policies: <https://www.sierracollege.edu/administration/title-ix/>

- CARE Team & Sierra Connect: <https://www.sierracollege.edu/visit-sierra-college/community-safety/care-team/>
- Community Beyond Violence (Nevada County resource): (530) 272-3467
- Confidential Campus Advocate: (916) 660-8400 or 9confidential@sierracollege.edu
- NCC Counseling Center: (530) 274-5303, N1 Upper Level
- Director of Title IX: Ryan Davis, (916) 660-7006, EEOT9@sierracollege.edu
- Sierra College Board Policies and Academic Procedures: <https://www.sierracollege.edu/administration/board-of-trustees/>
- Student Health Services: (530) 274-5317, N3
- Lactation Lounge (N3): For access contact Office of the Executive Dean's Office: (530) 274-5301
- Tips and More Resources for Employees: <https://www.sierracollege.edu/administration/title-ix/resources-and-contacts/>

Vehicle Security on Campus

Locking your car is one of the simplest and most effective deterrents to theft.

Use caution and obey traffic laws while driving and parking on campus to reduce the risk of being bumped or scraped by another vehicle.

If your vehicle is damaged, burglarized, stolen, or the subject of any crime on campus, report it to the Community Safety office at (916) 660-7120 and/or to your local Police Department. Reporting such crimes helps us to gather information toward identifying those responsible and to focus our efforts on reducing the risk of such crimes on campus.

Class Records

Please refer to the Sierra College Faculty Handbook for more detailed information. Contact your division for updates.

To access your class records, log into your mySierra account using your network username and password. Go to the Faculty Services channel on the Home tab.

Course Syllabus

Please refer to the Sierra College Faculty Handbook and work with your division on content, accreditation requirements, and submission to your division.

The course syllabus constitutes an agreement from the instructor to the students formulated prior to the beginning of the class and in effect from the first class until the final grade is assigned. A syllabus performs a variety of functions which have positive effects when the instructor has considered carefully what guidance and information should be included.

While the course syllabus is not a binding contract, maintaining a clear, updated, and accurate syllabus is one key to successful teaching and learning. It is best practice to provide written guidance in the Course Syllabus about the instructor's expected standards of classroom behavior. It is also helpful to review specifics during the first week of the semester.

Class Rosters

For more detailed instructions, please refer to the Sierra College Faculty Handbook and on the Faculty tab of your mySierra account.

NOTE: Please review the Census, Add/Drop, and Withdrawal Dates for each of your classes. They are listed on the Top of your Roster.

If you are uncertain about drop/withdrawal rules, deadlines, or procedures, please contact NCCenrollment@sierracollege.edu

For step-by-step instructions on Adding, Dropping, and Withdrawing Students and for Waitlist Procedures, please see the Faculty Links on your MySierra Faculty tab.

Review Your Attendance Rosters for No Shows and Blue Sheet Submissions

Review your attendance roster just prior to your first class. Rosters may be pulled at any time. However, because students can register until midnight the day before class begins, it is advised to pull a fresh roster the morning class begins to ensure the most recent enrollment status of your students.

Once you have reviewed your roster: complete the next two items: No Shows and Blue Sheet Submission

No Shows

Contact No-Show students on the first day of class. There may be students who plan to attend but could not attend on the first day. This information is helpful for decisions on whether to keep or cancel a class.

Blue Sheets Submission

Blue Sheets at NCC are used to report the first day headcount, no shows, and add codes issued. Information about Blue Sheets will be included in the Dean's Welcome Email at the start of the semester. Please complete the electronic form, included in the Dean's Welcome Letter, immediately after the first class period. Include all the information, including notes on whether No-Shows were contacted. The information from Blue Sheet forms help the Dean determine whether a class needs to be cancelled.

Adding Students

Students can add themselves to a course via MySierra until midnight the day before a class has its first meeting. After a class has started, students need an add code from the instructor before they can add a class. Add codes are listed on the class roster of each class. Students must have a current application on file and meet all pre-requisites and co-requisites.

Recommendations: Add Codes

Assign Add Codes on the First Day

The sooner a student can finalize their schedule, the more likely they will succeed. Students need to add before the Census Date

Set a Deadline for Students to Use the Add Code

Set a deadline of 2-3 days for a student to use the add code. That allows you to give an add code to another student in the queue and helps finalize your roster as soon as possible.

Waitlists

Waitlists are established for almost every class, with some exceptions. Waitlists are limited to 20 spaces.

More information about waitlists and emailing students:

<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=82544>

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 for two or more classes that take place at the same time, or for classes with less than a 10-minute pass period between them. The student will need to make a choice between the time-conflicting classes.

What options does a student have who did not successfully add a waitlisted class?

A student who does not successfully add a waitlist before the first day of classes can work with a counselor and may search for late-start classes.

Where can faculty find their Waitlists?

The Waitlist is part of the class roster. Faculty can access their class roster through **MySierra**.

Dropping and Withdrawing Students.

- **Drop ALL No-Shows prior to the Census Date.** No-shows are students on your roster who never attended during the first two weeks of the semester (full semester course) or by date listed on your roster (for shorter classes). Select “Drop No Show by Faculty” (code “DN”) from the drop-down menu.
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: NCCenrollment@sierracollege.edu.
- **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. Select “Drop Class by Faculty” (code “DC”) from the drop-down menu.
- Select “Submit Page” at the bottom of EACH page of your roster prior to the Census Date to fulfill the census requirement.
- **Withdraw** students using code “WI” from Census Date until Withdrawal Deadline.
 - You can enter a Withdrawal for a student anytime between the Census Date and Withdrawal Date and a ‘W’ will appear on the student’s transcript. Withdrawals cannot be applied after the Withdrawal Deadline.

Reviewing the Class Roster

Review a new roster after census and **take roll** to ensure all students attending are included on your new roster. If there are students missing from your new roster, please refer them to Admissions & Records to begin the Late Add process (NCCenrollment@sierracollege.edu).

Submitting Final Grades and Attendance Hours

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

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

- Students' financial aid for subsequent terms can be jeopardized
- Veterans' monthly GI Bill benefit checks can be delayed
- Students can be incorrectly placed on probationary or dismissal status
- Mailing of official transcripts for transfer students can be delayed
- If entering an "F" or "NP", please enter the last date of attendance in the mm/dd/yyyy format. For "Positive Attendance" courses, be sure to input student hours attended.

Grade Changes

To obtain a Grade Change Petition, go to www.sierracollege.edu. Click on "Admissions" on the top tab, then click on "Forms" near the bottom, toward the middle, of the "Admissions" screen.

Petitions

Academic petitions (including Grade Changes and Incomplete Requests) may be found at: sierracollege.edu/admissions/forms

Information Technology Services

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

Technical Support and Service Desk

ITS Support staff are available to assist with technology needs. If you need computer, network, or phone service, submit a work order through [Sierra Solutions Center](#) or contact The Service Desk at ext. 7777.

Hours: M-F 8-5pm

Phone: x7777 or (916) 660-7777

Email: ServiceDesk@sierracollege.edu

Audio Visual Multimedia Technician: Dorian Askew, daskew1@sierracollege.edu or Network Support at servicedesk@sierracollege.edu

Be sure to include your name, contact information, and problem details.

The ITS Service Desk assists faculty and staff with technical issues including:

- Email: Outlook, Spam, Filtering, Phishing
- Hardware Support: PC/MAC, printers, scanners, and peripheral support and repair
- Software Installation and Support: Windows and MAC OS, Office Suite, anti-virus, Banner, OnBase, SARS, Voyager, Sierra College Websites
- Network Operations: MySierra login, network, servers, username/passwords, print queues
- Telephone Systems and Voicemail

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

Personal Computer Use and Multi-Factor Authentication (MFA)

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.

Enabling MFA for your account is a **requirement for all users when logging into our systems from off campus**. This includes accessing your Sierra College student email, mySierra, Canvas, Sierra Connect and more.

[Directions](#) to Enable Multi-Factor Authentication

Public Website/Landing Page

You can access resource information by visiting the Sierra College Website: <https://www.sierracollege.edu/>

- | | |
|---|--|
| ▪ Solutions Center | ▪ Textbooks Ordering |
| ▪ College Calendars | ▪ Printing Department |
| ▪ Email, Inside.Sierra, Canvas, MySierra Links | ▪ Student Learning Outcomes (SLO) |
| ▪ Curriculum Management System (CourseLeaf) | ▪ Employee Assistance Program |
| ▪ Faculty Handbook | ▪ ProDev |
| ▪ NCC Faculty & Staff Handbook | ▪ Board Policies and Administrative Procedures |

Passwords

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

All faculty and staff accounts are assigned by the ITS Department. If you do not know your username and/or password, please contact the ITS Service Desk at ServiceDesk@sierracollege.edu

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

Password Reset Instructions (Employees and Students):

<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=81157>

Email

All Sierra College employees and students are issued Sierra College email accounts by the ITS Department. You can access your email account by:

- Utilizing Microsoft Office on a **Sierra College computer** (Staff and FT Faculty Only)
- Sierra College Website (Faculty and Staff Link – bottom of page). Select the Outlook Email link to take you to the **Office 365** portal for Sierra College. Log into **Office 365** with our Sierra College email address and password
- Logging into your **MySierra** account

NOTE: **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. Email business will not be conducted to non-Sierra College email addresses.

NCC Email Distribution Lists

The Nevada County Campus has Outlook email distribution lists that are maintained by the Office of the Executive Dean. These lists can be used for communicating with NCC employees and others that need or may benefit from NCC specific information.

Outlook Name	Typical Membership
Nevada County Campus	NCC staff and faculty, relevant Rocklin staff and management
FTF-NCC	NCC fulltime faculty and split loaders
PTF-NCC	NCC part-time faculty
StudentServices-NCC	NCC Student Services

Phishing Emails

Do not click on or open emails that come from unknown or suspicious origins. Many emails appear legitimate and are designed to fool you. Check to see if the sender is from a “sierracollege.edu” email address. 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.

REMINDER: Students also receive phishing emails. Please encourage them to use caution and to not click any links if they do not know the sender.

If you clicked a link and/or entered your credentials into what may be a phishing email, **please reset your password immediately** through the MySierra Create/Reset password link **and notify the ServiceDesk at (916) 660-7777**.

mySierra

<https://experience.elluciancloud.com/mysierra>

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

If you have trouble accessing mySierra, contact the Service Desk at (916) 660-7777.

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 fraudulent activity and minimize impact. If you spot anything that looks different or unusual, please contact the Payroll Office immediately at payroll@sierracollege.edu.

Inside.Sierra

Inside.Sierra is an intranet site that is designed for district information for employees and not meant for student or public access.

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

- For on-campus computers, enter <https://inside.sierracollege.edu> in your web browser address bar or select the Faculty and Staff link at the bottom of the homepage, then click the **Inside.Sierra** link.
- For 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.

Voicemail Instructions and Teams Information

Sierra College's phone system operates through **Microsoft Teams**, a collaboration application that hosts functions 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 are located in [Sierra Solutions](#).

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



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.

Teaching Resources

Evening Faculty

- Evening support is available until 8pm by contacting Community Safety Dispatch at (916) 660-7120.
- For injury/accident reporting, contact Community Safety Dispatch at (916) 660-7120. Notify them you are calling from the Nevada County Campus. An officer will meet you and take appropriate action for the situation. In case of an emergency, please call 911.
- Parking Lot 8 is a visitor/30-minute lot until 6pm. Then it is available for evening staff parking.
- Most offices close at 5pm. The Library-Learning Commons and Student Center may be open later. Please review the semester hours for those locations.
- There is limited technical support on campus in the evening. To report a problem with technology, please email the Service Desk at ServiceDesk@sierracollege.edu. An ITS team member will investigate and work towards resolving the technical problem.

Field Trips and Off-Campus Activities

**Please consult with the Office of the Executive Dean
about any special requests or exceptions to this process.**

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.

Optional Field Trips and Off-Campus Activities (not included in the course description)

1. Request Approval

- 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. Off-Campus Activity Request forms are in the Faculty & Staff Mailroom and the NCC Office of the Executive Dean.

2. Student Participation /Release Forms

- 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 Office of the Executive Dean 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* (page 49) and submit it to the NCC Office of the Executive Dean 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 Office of the Executive Dean within the first week of the class.
 - Field trip course instructors will receive a copy of each form to take 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 For Off-Campus Activities

Arrange Transportation

- **District Vehicle:** If the activity requires vans or buses, the instructor must complete an online request in the Solution Center: [Transportation Request](#). Contact 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 provide students with ONLY the address where they are to meet. Instructors are NOT to provide maps or directions, nor organize carpools. Students are responsible for their own transportation to and from that location.

Overnight/Weekend Parking

If the off-campus activity requires students to leave their vehicles parked on campus overnight (later than 11pm) or during weekend hours, be sure to contact Community Safety and submit a list of vehicles with license plate numbers.

Ghidotti Early College High School

Many faculty will likely have at least one GECHS student in a class.

GECHS students will have better success and a more positive learning experience if college faculty use Sierra Connect to report student progress or contact the Sierra College Liaison Counselor, Jennifer Hurst-Crabb (jhurst-crabb@sierracollege.edu), to report concerns. Jennifer sends out progress reports for the faculty to complete and return to her prior to the withdrawal deadline.

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.

Hold Harmless Forms/High Risk Classes

Some courses are considered High Risk because of materials in the classroom. These classes require a signed form to be on file with Sierra College. Please refer to guidance from your division office for this process. Currently, forms are submitted by students through Canvas. The form is also available on page 48. Academic Enrichment students and/or minors are required to submit a paper form that includes parent signature to the NCC Office of the Executive Dean (drop box in the mailroom).

Printing Services

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, 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 PrintingDept@sierracollege.edu. Please allow 48 hours for activation.

Once your account is activated, 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.

Professional Development

Sierra College offers opportunities for Professional & Organizational Development (POD) and encourages employees to participate. Activities may be Instructional or Student Services specific, related to professional growth, organizational updates, team building, and more, and are often eligible for Flex credit for faculty. Please review the workshop calendar and sign up through [ProDev](#).

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, or would like to host a workshop, please contact the POD Office at prodev@sierracollege.edu for assistance.

Student Conduct, Discipline, and Behavior Issues

Sierra College Board Policy 5500 and Administrative Procedure 5520 explain the standards of conduct for students and the student discipline process. You are encouraged to deal with issues of conduct in the classroom immediately by letting the student know that they are engaging in prohibited conduct and that it must immediately cease. Failure to do so may result in faculty members removing students for two days – one for the day the incident occurred and the next class meeting. Faculty members have this right per policy, and should this occur, they should immediately contact Dean O'Hara at kohara@sierracollege.edu or (530)-274-5302.

Facilitating Positive Behavior in the Classroom

Classroom discussions and clear written guidance of standards of classroom behavior in the Course Syllabus may facilitate positive behavior in the classroom and/or online learning environment.

The NCC Executive Dean, Karen O'Hara (kohara@sierracollege.edu), is available for assistance and questions about student behavior and conduct issues.

Classroom Discussions

Many faculty find that involving students in discussions 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 behavior in the classroom, 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 details about Prohibited Conduct, Definitions, Disciplinary Actions and Procedures, and Disciplinary Appeal Procedures.

It is important that faculty document the student behavior for their records.

- **Early Correction is Important.** A short, private, respectful discussion with the student usually suffices.
 - Start with a brief, specific explanation of the observed behavior and give them a chance to explain their behavior and why they acted in that manner. Many times, they were simply unaware of the impact the behavior had or that it violated Sierra College discipline guidelines.
 - If the student reveals personal information or difficulties, you may wish to refer them to:
 - NCC Mental Health Counseling (530) 274-5317
 - NCC Counseling Center (530) 274-5303
 - CARE Team via CAREteam@sierracollege.edu or Care Report Form: <https://www.sierracollege.edu/administration/title-ix/report-it/>
 - Nevada County services at [211 Connecting Point | California](#) (Local telephones - dial 211).
- 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.
- Please contact Dean O'Hara or your Division Dean for guidance on managing a student in an online classroom environment.

Academic or Behavior Student Concern: Reporting and Referrals

Academic or Behavior Concerns

- **Sierra Connect** – (submit through MySierra) Sierra Connect is a success network for students and serves as an online referral method for faculty to report concerns related to academic performance such as absences, missed assignments, and tutoring needs. Referrals for NCC students are routed to an NCC staff person who then reaches out to the student regarding support.
- **CARE Team** – Make a **CARE Team** referral by emailing CAREteam@sierracollege.edu. Or, for those with access, raise a CARE Flag in Sierra Connect. Referrals to the CARE Team are appropriate for students who display behaviors that cause concern related to their mental health and/or wellbeing.
- Once the CARE Team receives the referral, a member of the 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.
- **Report It** – www.sierracollege.edu/administration/title-ix/report-it/. This is used to identify and report concerning or suspicious behaviors of concern to the Title IX Office. The Title IX Office can provide appropriate support services and resources to those who have been affected.

Test Proctoring Services

The Nevada County Campus does not have an official 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)-274-5302.

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 SAS office will proctor exams for SAS students ONLY. Please contact Cathy Callas at (530)274-5330 or ccallas@sierracollege.edu.

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

Faculty & Student Services and Resources

Absence Reporting for Faculty

In the event that faculty need 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 NCCenrollment@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 secure and direct students who may not have received your message. If you report your absence directly to your division office, please include NCC Admissions & Records in your communications.

Absence Reporting for Classified Staff

NCC Classified employees should submit an electronic Absence Request Form in Inside.Sierra to their immediate on-campus supervisor prior to the 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 the best practices for reporting such absences.

Admissions & Records

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

Administrative Student Services Technicians: Amy Binion and Celeste Lopez
NCCenrollment@sierracollege.edu

The NCC Admissions & Records office provides assistance to new and continuing students and faculty. 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
- Cashier Office functions such as taking payments for tuition and fees
- Community Education and Osher Lifelong Learning Institute class registration and fee collection
- Bookstore supplies such as scantrons, blue books, and pencils
- Administrative support and Banner processing for Ghidotti Early College High School
- Mailroom distribution and maintenance
- Ordering/stocking supplies for Admissions & Records and instructional classrooms

Bookstore and Textbook Orders

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

Faculty: Ordering Textbooks

Order textbooks by the deadline using the process provided by the **Barnes & Noble's Sierra College Bookstore**. Orders should be submitted through Adoption & Insights Portal (AIP) at <https://aip.bncollege.com/app/>, or by emailing the course and book information to textbooks@sierracollege.edu.

It is important to order textbooks by the deadline as many students have financial aid funds available exclusively at the bookstore and students are put at a disadvantage if materials are not available prior to the start of classes.

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.

Students

Students may order books through their **MySierra** account or at <https://sierra.bncollege.com/shop/sierra/home>. Orders can be shipped to the student's mailing address or may be picked up during open bookstore hours. If a student encounters the message, "Textbook Selection Pending", for a class, have them reach out to the professor to confirm if books/materials are required.

For information or questions about orders, delivery options, returns, and payment methods for textbooks/supplements, please contact the Bookstore Manager at (916) 660-8200.

The Schedule of Classes has notations of Low Cost and Zero Cost textbooks.

Café and Food Services

Location: N5-103, Student Center **Café Hours:** M-R 8:30am-1:30pm

Pacific Dining hosts the Café inside the Student Center during regular Sierra College instruction days. A variety of breakfast, lunch and snack items are available for purchase.

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

Counseling Services

Counseling General: Academic, Career, and Personal

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

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5303

Student Services Technicians: Ellie Frey and Jeff Sperry

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.

Online Counseling Center

<https://sso.sierracollege.edu/cas/login?service=https%3A%2F%2Fsierra.instructure.com%2Flogin%2Fcas>

CalWorks

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5306

Student Services Technician: Jeff Sperry

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 provide a variety of support services to help students successfully complete their dreams of a college education, while also meeting their county CalWorks requirements.

Career and Transfer Center, Internships, and Student Employment

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5294

Student Services Technician: Ellie Frey

Career & Transfer Connections is designed to assist students with their career and transfer questions, including helping them discover how who they are can impact career choices, job growth/decline trends, 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. Students who are interested in transferring to a four-year university can receive assistance with connecting with and exploring universities, making sure they are on track to transfer, and completing CSU or UC applications.

Employers and local professionals are important partners with Career & Transfer 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.

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

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5306
Student Services Technician: Jeff Sperry

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.

CARE provides educational support services for the academically underprepared, single parent population who are receiving benefits through CalWORKS/TANF and are EOPS eligible.

Guardian Scholars

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5306
Student Services Technician: Jeff Sperry

The Guardian Scholars program provides services to identified and verified current or Former Foster Youth (FFY) by equipping and empowering Guardian Scholars with post-secondary educational options and self-efficiency through student support services.

Student Accessibility Services (SAS)

Location: N3-101 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5330
Health and Student Accessibility Services Specialist: Cathy Callas

The Student Accessibility Services (SAS) office provides services and accommodations to students with verified disabilities to ensure students an equitable opportunity to participate in the educational process. SAS also offers support, consultation, and assistance to faculty and welcomes faculty inquiries and requests.

NOTE: The SAS office proctors tests for students in their program. Please contact staff for an appointment. If a SAS Student would like to use their accommodation for extended time on an exam, they need to contact SAS to schedule a week in advance of the exam.

Student Enrollment & Support

Hours: Hours Vary
Enrollment Specialist: Jessica Burgess-Rose (530) 274-5364
Support Specialist: Denise Nichols-Telford (530) 274-5340

Enrollment Specialist services include community event outreach, targeted recruitment, and case management for incoming and college in high school students, including assistance with the application and enrollment steps.

Support Services includes case management to identify individual student needs, share information on and direct connection to support programs and departments. 1-1 appointments for: Study Skills/Time Management, Navigation for mySierra/Canvas, etc., faculty Support Flag resolution with student, registering for classes, and other student support needs as identified or assigned.

Veteran Success Center

Location: N1-208 **Hours:** M-R 8:30-5, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5294
Student Services Technician: Ellie Frey

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, F (Virtual Services) 8:30-12 **Phone:** (530) 274-5346

Student Services Technician: Connie Mireles-Maccala (temp)

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 CADAA (California Dream Act Application) forms. Additionally, they help with navigating verification requirements, scholarship applications, the Two Years Free program, understanding your eligibility for awards, federal loan requirements, and the receipt of any cash financial aid funds.

Health and Mental Health Services

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

Health and Student Accessibility Services Specialist: 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.

- **Immediate assistance:** If a student has an immediate need for crisis counseling, faculty/staff should contact as soon as possible:
 - NCC Counseling Center: (530) 274-5303
 - NCC Health Center: (530) 274-5317 or ccallas@sierracollege.edu
 - Nevada County Mental Health Crisis Line (24/7/365): (530) 265-5811
 - Suicide and Crisis Lifeline: 988
 - For additional related resources, see www.sierracollege.edu/healthservices
 - CAREteam@sierracollege.edu; (916) 660-8400
- **Mental Health Counseling:** Mental health counseling hours are available in the Health Center. Students may schedule an appointment by calling 530-274-5317 or emailing ccallas@sierracollege.edu.

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.

Library-Learning Commons

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

Computer Access

During the semester, students may access computers for schoolwork in the Library-Learning Commons. We also have free Wi-Fi, free printing, and a variety of technology to loan out including DVD players, headphones, podcasting equipment, and more.

Library Services

Location: N6-200 **Hours:** M-R 9-6 **Phone:** (530) 274-5304

Librarian: Lisa Nowlain, lnowlain@sierracollege.edu

Student Services Technicians: Garrett Fevinger, gfevinger@sierracollege.edu

Librarians can help you narrow your topic, find great sources, access high quality academic databases, and evaluate source credibility. We are available in person for drop-in or appointments, or via chat on the website.

Visit the on-campus library or remotely access their free digital resources using the *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.

Tutor Center

Location: N6-200 **Hours:** M-R, 9-6 **Phone:** (530) 274-5308

Part-time Faculty Coordinator: Ingrid Keriotis, ikeriotis@sierracollege.edu

Student Services Technician: Garrett Fevinger, gfevinger@sierracollege.edu

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

The Tutor Center provides academic support and tutoring services in a variety of disciplines. Tutoring is free and offered in-person and via Zoom. No appointment needed. Find a peer-tutor based on your subject, no matter which campus you attend. Please contact the Tutor Center for additional information

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

Writing Center Services

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

Instructional Writing & Tutor Center Specialist - NCC: Mia Belluomini, mbelluomini@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, CSE, and Chicago style documentation
- Transfer application and scholarship essays
- Word processing skills

Sierra College Web Links for Students

- [Student Services resources](#)
- [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](#)

Sierra Connect for Students

- Schedule appointments online with a Counselor, Support Specialist, and some instructors
- Find contact information for student services
- Receive early, individualized feedback from a Support Network
- Get Kudos and notifications from instructors

Mailroom Access: Courier, and Mailroom Computers

NCC Mailroom (N1-111) Hours (Fall & Spring)

Monday-Thursday: 7am- 7pm | **Friday:** 7am-3pm

Contact Community Safety Dispatch for access after-hours: (916) 660-7120

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 refrigerator, and dining tables. The rest 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 off at the Admissions & Records office, or there is a secure drop box outside of the NCC Admissions & Records Office (N1 lower level). The drop-box is checked, and items are distributed daily.

If your FOB does not work for the Mailroom, check the accessible hours posted on the mailroom door. You may contact Community Safety Dispatch for access. (Be prepared to show a Sierra ID Badge or a valid state issued ID).

If you are a faculty member who lives in western Nevada County and your teaching assignment is not at NCC, but you would like a mailbox at NCC, please contact an NCC Faculty Liaison at (530) 274-5302.

Please be respectful of all who use this room and remember to clean up after yourself, including work supplies, dishes, mail, printing, etc.

Courier Service

In general, intercampus mail deliveries are made by the courier Monday-Thursday during the semester with limited service on Fridays during the beginning and end of the semester.

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

- If you have items that need to be delivered to staff or departments on the Rocklin campus or to other sites, place the items in the outgoing mail bin location in the NCC Mailroom (N1-111) as follows:
 - For documents or small items, use a manila inter-campus envelope clearly labeled with the date, the recipient's name, and department.
 - For larger items and hand-delivery items, please complete a Courier Service Request form available in Inside.Sierra. Download the form and email it to courierservices@sierracollege.edu. Label your item with a copy of the request form, including the date, recipient's name, and department.

Mailroom Computers

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

To wake a computer from sleep mode, gently shake the mouse and click anywhere on the screen. In the bottom left corner of the screen, click on "Other User." Login using your Sierra College username and password.

- All accessible internet browsers (Google Chrome, Mozilla, Internet Explorer) are set to open to <https://www.sierracollege.edu>. Or to go directly to an **Office 365 email login page**, choose the Google Chrome Sierra College email icon on the left side of desktop.
- 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 more.

Parking, Permits, and Access to Upper Campus

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 proper placards.**
- 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.
- Red fire zones, 30-minute stalls, ADA stalls, and traffic violations are always enforced.
- Students, staff, faculty, and guests may purchase daily permits using one of the kiosks located at the campus entrance or Parking Lot 3. Semester permits may be requested or purchased through their **MySierra** account.
- For more information on permits and vehicle code, please visit <https://www.sierracollege.edu/visit-sierra-college/parking/>

Staff Parking

NCC offers Staff Parking Spaces in **Parking Lots 3, 5, 6, and 8.**

Staff parking permits are required for parking on campus in Staff parking stalls. Staff may order/renew parking permits in Inside.Sierra at <https://sierra.arms.app/parking/Login.aspx>.

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, and 7. All vehicles, including those displaying staff parking permits, are subject to citation if 30-minute limits are exceeded.

ADA Parking

ADA parking is available in Parking Lots 4, 7, 8, and just outside building N12.

Loading Zones

A 20-minute white loading/unloading zone is available in Parking Lot 7 (in front of N1).

Vendor Parking

Vendors and other campus visitors may request permits at <https://sierra.arms.app/parking/Login.aspx>. Staff can request parking passes for vendors or visitors by contacting Community Safety.

Vehicle Access to Upper Campus

Please contact Community Safety Dispatch at (916) 660-7120 if an employee needs to drive onto upper campus to load/unload materials. Drive in a counterclockwise direction around upper campus. When finished, please move the vehicle to an appropriate parking lot. **Parking is always prohibited on upper campus.**

Plant Operations & Facilities: Keys/Fobs, Safety, and Facility Use/Event Planning

Keys and FOBs

New NCC faculty will generally have a FOB issued automatically. FOBS for returning faculty 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](#) (Inside.Sierra) and email it to NCCfacilities@sierracollege.edu.

If your fob does not work, contact NCCFacilities@sierracollege.edu.

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 uses **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 receive the best service possible.

Additional Room or Facility Use and Event Planning

Additional room use (including outdoor spaces) for meetings, special events, or activities are requested through [Use of Facility forms](#) (UoF).

Submit all requests to NCCfacilities@sierracollege.edu or place a hard copy UOF form in the Office of the Executive Dean's mailbox in the NCC Mailroom.

If you need to check facility availability and/or guidance on steps, please contact Valerie Kalos in the Office of the Executive Dean at (530) 274-5301.

Note: Use of the Student Center (N5) requires prior approval from the NCC ASSC.

Facility Safety Issues

If there is a safety issue that needs immediate attention, please contact NCCFacilities@sierracollege.edu or call Community Safety Dispatch at (916) 660-7120.

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 some office supplies. Please remember that offices and equipment are to be used for Sierra College business only, and all personal items stored in offices must be removed at the end of each semester, or they will be discarded.

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

How to Get a Part-Time Faculty Office

1. **Sign up.** The Office Reservation book is in the NCC Mailroom. At the beginning of each semester, you may sign-up to use the office of your choice (if available) for two hours 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 in Inside.Sierra. Submit the electronic Key Request form to NCCfacilities@sierracollege.edu. When your key is ready to pick up, you will receive an email. Kindly allow one week for key requests to be filled.

How to Get Paid for Office Hours

Please contact your division office for compensation eligibility details and necessary forms.

Room Access & Equipment

Classroom Equipment

Most classrooms at NCC are equipped with a **SMART Podium** that includes a computer, display (monitor or projection), and internet. If you need A/V equipment not already furnished in your classroom, please submit an Audio/Visual Equipment Request through Sierra Solutions. Please give at least 12 hours' notice for equipment requests and at least 1-week notice for the multi-media cart whenever possible.

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, and staples. The NCC 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 Valerie Kalos at vkalos@sierracollege.edu. Please include the following information: item description, justification, cost, and if possible, an online link to an example or specific product.

Food in the Classroom

The Facilities staff appreciate your assistance in maintaining a clean and safe campus environment.

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.

Though end of semester celebrating is encouraged, Sierra College discourages food and beverages in the classroom. If you would like to have a celebration, please contact Julie Holcomb at jholcomb1@sierracollege.edu for assistance in locating an appropriate room.

The information below pertains to NCC's normal circumstances. Updates will be provided as information becomes available.

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 Community Safety officers, or by the assigned instructor using their FOB or key.

Auto or Inst. Unlock	Security to Unlock	R/G	Room	Set-Up
	√	G	N6 204	GECHS/OLLI/CE
	√	G	N6 205	Makers/GECHS/OLLI
	√	G	N6 206	COMM/HDEV/ Gen
Auto		R	N7 101	MATH Lecture/Lab
Auto		R	N7 107	MECH/PHYS
Auto		R	N7 110	ESCI/ESS/GEOG/PHYS
Auto		R	N7 118	CIS/Comp Lab
	√	G	N7 119	Gen Clsrm
Auto		R	N7 120	ENGL/CSCI/Gen Clsrm
Auto		G	N7 205	MATH/Gen Clsrm
Auto		G	N7 206	MATH/Gen Clsrm
Auto		G	N7 207	HIST/Gen Clsrm
Auto		G	N7 214	GECHS/OLLI/CE
Auto		G	N7 215	Gen Clsrm
Auto		G	N7 216	Gen Clsrm
Instructor		R	N8 102	CHEMISTRY
	√	G	N8 103	SPAN/Gen Clsrm
Instructor		R	N8 104	MICROBIO
	√	R	N8 108	GEOG/Gen Clsrm
	√	G	N8 112	CHEM LEC/Gen Clsrm
Instructor		R	N8 117	BIOLOGY Lab
Auto		R	N9 101	AAD MAC Lab/Gen
Auto		R	N9 102	2D ART
Auto		R	N9 108	2D ART/PHOTO/ARHI
Auto		R	N10 101	CERAMICS
Auto		R	N10 104	SCULPTURE/3D Arts/BI
	√	R	N11 101	ANTH, HSCI, NUTF
	√	R	N11 102	NRSA Lab/HSCI
Auto		R	N12 103	Multipurpose Center
Auto		R	N13 104	Gymnasium
Auto		R	N14 101	Weights / Cardio
	√	G	N15 100	Gen Clsrm
	√	R	N15 101	MUSIC/THEA
		R	N22	PSTC
Auto		R	N22A	Apparatus Bay
	√	R	N23	Soccer Field
	√	R	FS 1/2	GVFS

Red & Green Rooms

Red (R) and **Green (G)** 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 Community Safety staff 10 minutes prior and locked 10 minutes after your scheduled class time.

Students may be let into the classroom whether you are present or not. **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 absences to the NCC Admissions & Records office and they will make the required notifications on your behalf.

Keys

Instructors may request keys to labs and storage rooms as appropriate. Key request forms are on Inside.Sierra. Submit key requests to NCCfacilities@sierracollege.edu. You will receive an email from the NCC Locksmith when the request has been filled and is ready for pickup from the Admissions & Records (N1).

NCC Faculty & Staff Meetings

All Staff Meetings

All Staff meetings are typically scheduled for the 3rd Monday of every month. Invitees are Classified Employees, Community Safety Department Manager, Special Services Faculty, and other relevant guests. Meetings serve as a time for department updates, sharing information, and planning work. Please contact Valerie Kalos at vkalos@sierracollege.edu for more information.

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. Please contact Valerie Kalos, vkalos@sierracollege.edu for more information. **Semester meeting dates and times will be sent out to the CLC members.**

Instructional Staff Meetings

The purpose of the **NCC Instructional Staff** meetings is to provide a forum for instructional faculty, special services faculty, and instructional classified support staff to discuss matters of common interest. Typical agenda items include enrollment management, schedule development, planning processes, training topics, and campus-wide events/activities. Please contact Valerie Kalos at vkalos@sierracollege.edu for more information.

These meetings are eligible for **Flex credit!** Sign up in [ProDev!](#)

Student Services Meetings

NCC Student Services meetings are for Student Services staff and occur as scheduled by the Student Services Supervisor.

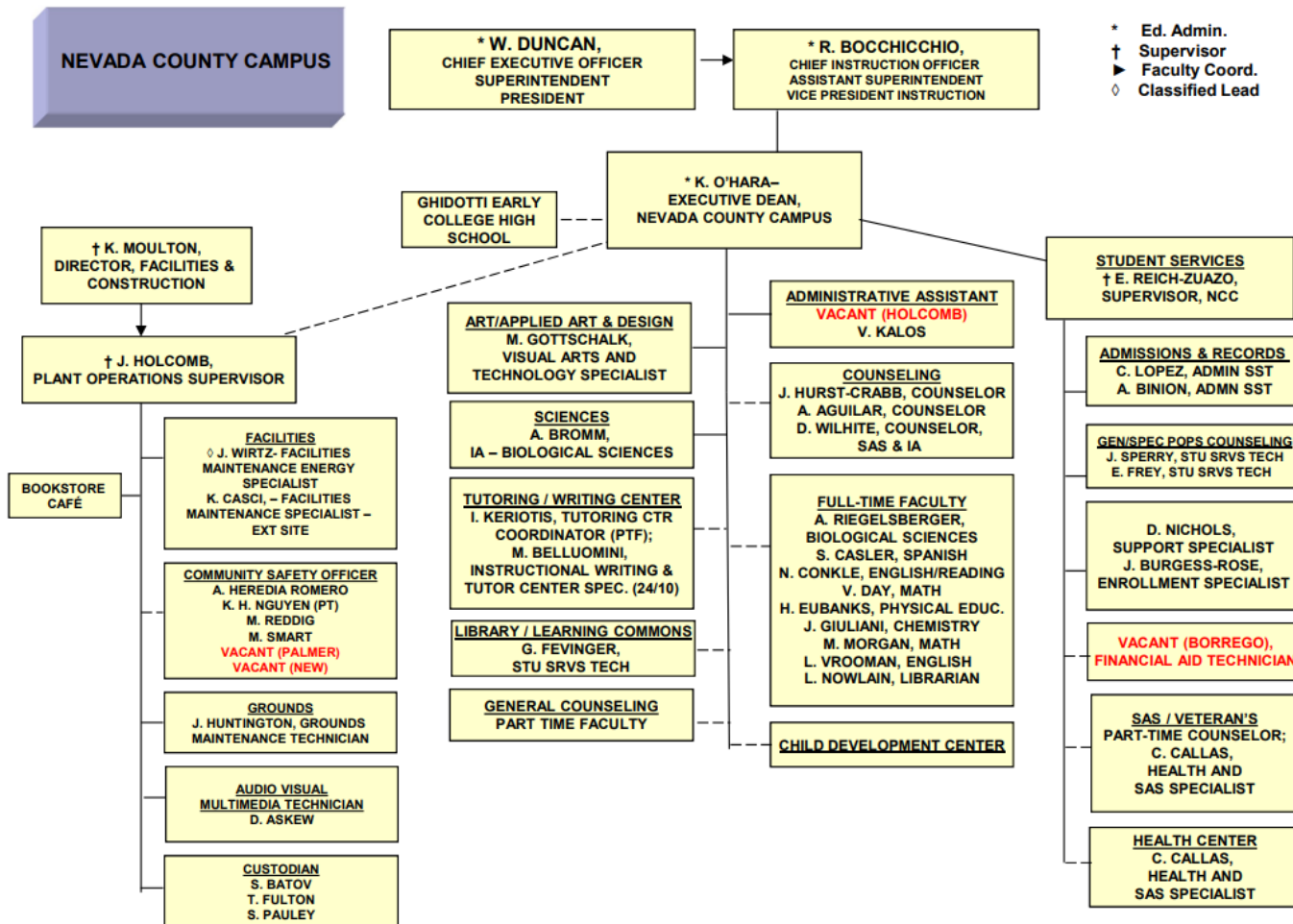
Directory

Admissions & Records	N1 lower level	(530) 274-5302
NCCEnrollment@sierracollege.edu		
Celeste Lopez, Administrative Student Services Technician clopez29@sierracollege.edu		x 5060
Jessica Burgess-Rose, Enrollment Specialist jburgess4@sierracollege.edu		(530) 274-5364
Spencer Maclaughlin, Administrative Student Services Technician (temp) smaclaughlin@sierracollege.edu		x 5061
Nalii Padilla DeLap		
Art, Applied Art & Design, and Photo	N10-105	(530) 274-5266
Matthew Gottschalk, Visual Arts and Technology Specialist mgottschalk@sierracollege.edu		
Audio-Visual Department		530-274-5343
Biology Lab	N8-115	(530) 274-5331
Annette Bromm, Instructional Assistant abromm@sierracollege.edu		
Career Center	N1 upper level	(530) 274-5303
Ellie Frey, Student Services Technician efrey@sierracollege.edu		
CARE Team		
CARETeam@sierracollege.edu		
Chemistry Lab (Support from Rocklin)	N8-116	(530) 274-5298
AJ Durado, Instructional Assistant adurado@sierracollege.edu		
Community Safety & Parking: (Various officers on site 24/7/365)	N1-103	911 Emergency
communitysafety@sierracollege.edu		
Jamison Lopizich, Chief of Community Safety		(916) 660-7120 Dispatch
Counseling Office	N1 upper level	(530) 274-5303
Erica Reich-Zuazo, Student Services Supervisor ereich@sierracollege.edu		(530) 274-5284
Denise Nichols-Telford, Support Specialist dnichols@sierracollege.edu		(530) 274-5340
Ellie Frey, Student Services Technician efrey@sierracollege.edu		(530) 274-5294
Jeff Sperry, Student Services Technician jsperry2@sierracollege.edu		(530) 274-5306
Allie Aguilar, Full-time Counselor aaguilar8@sierracollege.edu		(530) 274-5318
Jennifer Hurst-Crabb, Full-time Counselor jhurst-crabb@sierracollege.edu		(530) 274-5277
Dominie Wilhite, Full-time Counselor dwilhite@sierracollege.edu		(530) 274-5303
Cindy Flores, Part-time Counselor cflores@sierracollege.edu		(530) 274-5303
Ginevra Are Cappiello, Part-time Counselor garecappiello@sierracollege.edu		(530) 274-5303
EOPS / CalWORKS / C.A.R.E. / Foster Youth Services	N1 upper level	(530) 274-5306
Jeff Sperry, Student Services Technician jsperry@sierracollege.edu		(530) 274-5306
Full-time Counselor: Allie Aguilar aaguilar8@sierracollege.edu		(530) 274-5318
Facilities & Plant Operations	N20	(530) 274-5311
Kelly Moulton, Director of Facilities Development and Construction Management kmoulton@sierracollege.edu		(916) 660-7650
Julie Holcomb, Plant Operations Supervisor jholcomb1@sierracollege.edu		(530) 274-5327
Sergei Batov, Custodian		
Tim Fulton, Custodian		
Scott Pauley, Custodian		
Jimmy Huntington, Grounds Maintenance Technician		
Jay Wirtz, Facilities Maintenance/Energy Specialist, Lead jwirtz@sierracollege.edu		(530) 274-5309
Add Kyle Casci		

Financial Aid financialaidquestion@sierracollege.edu	N1 lower level	(530) 274-5346, option 5
Ghidotti Early College High School Larry Davenport, Principal ldavenport@njuhsd.com Kayla Beardsley, School Office Manager kbeardsley@njuhsd.com Tammi Tremain, Guidance Specialist ttremain@njuhsd.com Karla Aaron, Counselor kaaron@njuhsd.com	N6-210	(530) 274-5270
Health Center Cathy Callas, Health and Student Accessibility Services Specialist ccallas@sierracollege.edu	N3-101	(530) 274-5317
Library-Learning Commons	N6	
Library		(530) 274-5304
Tutor Center NCCLearningCenter@sierracollege.edu Garrett Fevinger, Student Services Technician gfevinger@sierracollege.edu Mia Belluomini, Instructional Writing & Tutor Center Specialist - NCC mbelluomini@sierracollege.edu Ingrid Keriotis, Tutor Center Coordinator ikeriotis@sierracollege.edu Melody Meier, Online Tutor Coordinator mmeier@sierracollege.edu Lisa Nowlain, Librarian lnowlain@sierracollege.edu James Huber, Part-time Librarian jhuber@sierracollege.edu Kris Wetherbee, Part-time Librarian kwetherbee@sierracollege.edu Kaylee Argenbright, Part-time Tutor kargenbright@sierracollege.edu Nicola Baldwin, Part-time Tutor nbaldwin4@sierracollege.edu	(530) 274-5308 (530) 274-5362 (530) 274-5264 (530) 274-5308 (530) 274-5332	
Office of the Executive Dean/Campus Administration Karen O'Hara, Executive Dean kohara@sierracollege.edu Valerie Kalos, Administrative Assistant vkalos@sierracollege.edu	N2-102	(530) 274-5301 (530) 274-5301 (530) 274-5292
Pop-Up Bookstore Nicole Castillo, Supervisor NicoleCastillo@sierracollege.edu	N5-101	(530) 274-5305 (916) 660-8200
Student Accessibility Services (SAS) sasncc@sierracollege.edu Cathy Callas, Health and Student Accessibility Services Specialist ccallas@sierracollege.edu Dominie Wilhite, Counselor dwilhite@sierracollege.edu	N3-101	(530) 274-5330
Information Technology Services Dorian Askew, Audio Visual Multimedia Technician NCCtechsupport@sierracollege.edu Gavin Duarte, Network Support Specialist Service Desk ServiceDesk@sierracollege.edu	N8-101 N2-100D	Sierra Solutions (530) 274-5343 (916) 660-7777
Title IX Advocate 9confidential@sierracollege.edu		(916) 660-8400
Veteran Services nccveterans@sierracollege.edu	N1 upper level	(530) 274-5303

NCC Organizational Chart

Current organizational charts are available in [Inside.Sierra](#) in the Human Resources section.



* Ed. Admin.
† Supervisor
▶ Faculty Coord.
◊ Classified Lead

Nevada County Resources

(Provided by Connecting Point)

EMERGENCY RESOURCES – 24 HOURS A DAY / 7 DAYS A WEEK

LOCAL CRISIS SERVICES

Behavioral Health Crisis Line
530-265-5811 (Nevada County)
888-801-1437 (Truckee)

Community Beyond Violence
Power-based Personal Violence
530-272-3487 (Crisis Line)
530-272-2046 (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
800-856-4873
Text zip code to 55-247

LOCAL HELP LINES

211 Connecting Point 24/7
Information and Assistance
Dial: 211
844-319-4119 – out of area

KARE Crisis Nursery
Respite for parents with children 0-6
years of age
530-265-8520

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
844-319-4119 – out of area

Women of Worth
530-264-7337

REGIONAL HELP LINES

California HIV/AIDS Hotline
800-367-2437
888-225-2437 TTY

California Missing Persons Hotline 24/7
800-222-3463

California Smokers Helpline
800-862-8887

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 839863

Rape, Abuse and Incest Hotline
800-856-4673

MEDICAL INFORMATION HELPLINES

Anthem Nurse Line 24/7
800-224-0338

Blue Shield of California Nurse Line 24/7
877-304-0504

California Health & Wellness NurseWise 24/7
877-658-0305

Baby Safe Haven 24/7
888-510-2229

Drug & Alcohol Treatment Hotline
800-862-4357

National AIDS & STDS Hotline
800-232-4638

National Eating Disorders Association
800-931-2237

SUBSTANCE AND SELF INJURY HELPLINES

Al-Anon/Alateen Meetings
530-509-5455

Alcoholics Anonymous Helpline 24/7
530-272-8287

Narcotics Anonymous Hotline
888-423-3428 or 800-800-4673

Self Abuse Finally Ends
800-366-8288

Sex Addicts Anonymous
800-477-8191

VETERANS SUPPORT LINES

US Department of Defense – Sexual Assault Support
800-856-4673

Nevada County Veterans Services
530-273-3398

Welcome Home Vets, Inc.
530-272-3300

TRUCKEE

Granite Wellness Center
530-587-8194

Community Collaborative of Tahoe Truckee
www.communitycollaborative.org

Project Mana
Food Bank and Food Resources
775-298-4161

Tahoe Forest Hospital
530-587-8011

Sierra Community House
Domestic Violence & Sexual Assault Crisis
Line: 800-736-1080

- Crisis Intervention
- Legal Assistance
- Hunger Relief
- Family Support

<https://sierracommunityhouse.org>

Truckee Family Resource Center
530-587-2513

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
530-273-4961

Social Outreach Program
530-265-1421

CHILDREN AND FAMILY

Family Resource Centers
Grass Valley
530-273-4059
Penn Valley
530-432-1118 Ext. 2249
San Juan Ridge
530-292-3174

Friends for Survival
Suicide Bereavement Support
916-392-0864

PFLAG
LGBTQ community support
530-274-1423

Sierra Nevada Children's Services _ SNCS
530-272-8868

What's Up? Wellness Check Ups
Mental Health Screening for Teens
530-268-5854

Nevada County WIC Women, Infants & Children
530-265-1454

EMERGENCY SERVICES

Emergency
911

Grass Valley Police Department
530-477-4600

Nevada City Police Department
530-265-2628

Nevada County Sheriff's Department
530-265-1471

Sierra Nevada Memorial Hospital
530-274-6000

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

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
530-292-3478

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
530-626-9240

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 (CONT)

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)
800-660-6107

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

TRANSPORTATION

211 Connecting Point 24/7
Trip planning
211
844-319-4199 – 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

Campus maps are available for pick-up in all of the Student Services offices and an interactive digital map of each campus is available on the Sierra College website [HERE](#).



DIRECTORY	
Admissions/Records.....	N 1
Applied Art/Design.....	N 9
Art—2D.....	N 9
Audio Visual/Tech Support.....	N 8
Associated Student Government.....	N 5
ATM.....	N 5
Basic Needs.....	N 4
Bell Tower.....	N 4
Bookstore (Pop-Up).....	N 5
Café/Student Center.....	N 5
Ceramic/Sculpture.....	N 10
Child Development Center.....	N 17
Community Safety.....	N 1
Counseling.....	N 1
EOPS/Care/CalWORKS.....	N 1
Executive Dean's Offices.....	N 2
Facilities/Plant Ops.....	N 20, 21
Financial Aid.....	N 1
Food Pantry.....	N 1
Food Pantry.....	N 1
Grass Valley Fire Station #2.....	GVFS
General Classrooms.....	N 11
General Classrooms/ Computer Labs.....	N 7
Gymnasium.....	N 13
Health Center.....	N 3
Lactation Room.....	N 3
Library-Learning Commons.....	N 6
Mallroom.....	N 1
Multipurpose Center.....	N 12
Music.....	N 15
The Nook.....	N 5
Photography.....	N 9
Public Safety Training Center.....	N 22
Registration.....	N 1
Robotic Observatory.....	N 19
Rotary Fields.....	N 23
Sciences.....	N 8
Student Accessibility Services.....	N 3
Student Center/Café.....	N 5
Wellness Center.....	N 14
Writing Center.....	N 6
Ghidotti Early College High School Office.....	N 6

Key Request Form

Sierra Joint Community College District Key / Fob Request & Agreement



ACCESS REQUESTED FOR

Rocklin <i>(Route to Facilities01)</i>	Nevada County <i>(Route to Donna Brazil-Blöche)</i>	Tahoe-Truckee	Date Submitted: _____
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Last Name	First Name	Employee/Banner ID #	Sierra Phone #
Division	Department	New Employee	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have keys/fobs issued in another name? If so, please list: _____

EMPLOYMENT TYPE

Management	Classified	Full-Time Faculty	Part-Time Faculty	Temporary/Substitute/ Student Employee
Other, please list: _____				
For Temporary/Substitute/Student Employee, provide employment end date: _____				

APPROVALS

Dean / Manager	To be completed by Facilities:	
	Facilities Division	Additional Approval <i>(if required)</i>

ACCESS REQUIRED

Building	Room # <i>(if applicable)</i>	Notes <i>(if required)</i>	Key Assigned <i>(Facilities Use Only)</i>

Is this access being requested due to a lost or damaged key/fob? Yes No

Is this access required only for a specific date range? If so, please provide: _____

Is this access required only for specific days of the week or times of day? If so, please provide: _____

Is this access requested due to an employment change? Yes No If yes, please be prepared to return existing keys.

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: _____

Hold Harmless Form



**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.

<i>Student/Volunteer Signature</i>	<i>Student/Volunteer Printed Name</i>	<i>Date</i>
<i>Parent/Guardian Signature (if Student/Volunteer is under age 18)</i>	<i>Parent/Guardian Printed Name</i>	<i>Date</i>

Student Accident/Injury Form

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: _____