



SIERRA COLLEGE

NEVADA COUNTY CAMPUS

Faculty & Staff Handbook

2023/2024

Updated July 26, 2023

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Introduction

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

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

The beautiful 105-acre campus opened its doors in 1996 to almost 2,500 students and was built overlooking the city of Grass Valley atop what was formerly Litton Hill. After the most recent expansion, the campus consists of 23 student services, operations, and instructional buildings, including a Public Safety Training Center, Fire Engine Apparatus Bay, Fire Training Tower, Robotic Observatory, Child Development Center, Rotary Field for outdoor activities, and a koi pond at the center of campus. The buildings are laid out and numbered in a circular, clockwise manner; see page 48 for a Campus Map.

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

The campus is also home to *Ghidotti Early College High School*, which bridges the divide between high school and college by offering its students the opportunity to attend high school and college courses concurrently. The mission of GECHS is to “provide a supportive, rigorous learning community through an individualized academic program that makes higher education more accessible to a diverse population that is reflective of the region’s demographics. The program serves historically disadvantaged students, low-income students, first generation college students, English language learners and other high school students for whom a smooth transition into postsecondary education can be challenging.”

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

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

Quick Reference Guide

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

Campus Alert Lines & Community Safety Services

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

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

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

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

Faculty Support

| | | |
|--|---|--|
| NCC Faculty Liaisons | <ul style="list-style-type: none"> • NCC PTF office reservations • General questions and support • Petitions • Absence reporting | nccadmissionsrecords@sierracollege.edu (530)274-5302 ~ Emma Honegger ~ JT Kinzler |
| NCC Evening Support | For M-F evening classes: (until 8 pm) <ul style="list-style-type: none"> • Accident/injury reports • Facilities emergencies | dbaskett@sierracollege.edu (530)274-5096 or cell (916) 871-4095 Accidents/injuries: contact Community Safety at (916)660-7120 |
| Technology & IIT | <ul style="list-style-type: none"> • AV Technology support • Applications support (MySierra, Outlook, Inside.Sierra, Teams, etc.) | servicedesk@sierracollege.edu NCCtechsupport@sierracollege.edu (916) 660-7777 and/or (530) 274-5343 https://solutions.sierracollege.edu |
| 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 Science & Math scienceandmath@sierracollege.edu |
| Distance Learning Support | <ul style="list-style-type: none"> • Distance Learning resources: tools, tutorials, technology and more! | https://www.sierracollege.edu/academics/distance-learning/ <ul style="list-style-type: none"> • Distance Learning Dept: DistanceLearning@sierracollege.edu Autumn Cahoon acahoon@sierracollege.edu |
| Facilities and Plant Operations | <ul style="list-style-type: none"> • Custodial clean ups • HVAC issues | dbrazil@sierracollege.edu and/or Sierra Solutions Center work order flow: https://solutions.sierracollege.edu |
| Student Concerns | <ul style="list-style-type: none"> • Academic – raise a flag in Sierra Connect • Behavior – submit concerns to CAREteam@sierracollege.edu; (916) 660-8400 • Student Conduct/Discipline – kohara@sierracollege.edu, NCC Executive Dean Dr. Karen O'Hara • Title IV Advocates – 9confidential@sierracollege.edu; (916) 660-8400 • Mental Health Services – (530) 274-5317/ccallas@sierracollege.edu for appointments | |

Evening Faculty

Mailroom hours, parking info, faculty resources, and other information is listed below and throughout this handbook.

Additional helpful information for evening faculty:

- Evening support for facilities is available by contacting Dana Baskett at (530) 274-5096.
- For injury/accident reporting, contact Community Safety Dispatch at (916)660-7120. An officer will meet you and take the 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 is available for evening staff parking.
- Please be advised that most offices close at 5pm. The Learning Commons and Student Center may be open later; please review the semester hours for those locations (see the Student Services section of this handbook).
- There is no 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.

Keys, FOBs and Email Distribution

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

Mailroom Access & Courier Service

- The NCC Mail/Workroom is located in N1-111.
 - FOB accessible hours are **Mon-Thurs, 7am-7pm and Fridays, 7am-3pm**. If you do not have a FOB but need access, contact campus Community Safety dispatch at (916) 660-7120. State that you are calling from the Nevada County Campus and request to have an officer meet you at N1-111. **Be prepared to show a current employee ID badge or valid state issued ID.**
- Intercampus mail deliveries are made by the courier Monday-Thursday during the semester with extended service on Fridays during the beginning and ending of the semester.

NCC Email Distribution Lists

- The Nevada County Campus has a few Outlook email distribution lists that are maintained by the Office of the Executive Dean. These lists are to be used for communicating with NCC employees, as well as others that need 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 |

Parking & Permits

- Parking permits are required to park on campus except for ADA and 30-minute visitor spaces, which do not require permits. ADA stalls require appropriate placards.
- Staff parking permits are required for parking in staff stalls (see map on page 48)

- Parking permits are not enforced at any campus from Friday at 4 pm until Sunday at 11 pm.
- Red fire zones, 30-minute stalls, ADA stalls and traffic violations are enforced at all times.
- For more information on permits and vehicle code, please visit <https://www.sierracollege.edu/visit-sierra-college/parking/>

Resources for Staff & Faculty

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

Resources & Services for Students

- [Sierra Connect for Students](#):
 - Schedule appointments online with your Counselor, Support Specialist, and some instructors
 - Find contact information for many of your student services
 - Receive early, individualized feedback from your Support Network
 - Get Kudos and notifications from your instructors
- [Bookstore](#)
 - For the Fall 2023 semester, the Sierra College Bookstore will be open for limited hours at NCC, as shown below. Students may place orders online through their MySierra account; orders will be shipped to the student's mailing address, or they may choose to pick up from the bookstore during their open hours.

NCC Fall 2023 Bookstore Hours:

- August 17, Thursday, 12pm to 6pm
 - August 18, Friday, 11am-5pm
 - August 21--23, Mon.-Wed., 12pm - 6pm
 - August 28-30, Mon.-Wed., 12pm - 6pm
 - Sept 5- 7, Tues.-Thurs., 12pm - 6pm
- Students and staff may contact the bookstore at (916)660-8200 for alternative methods for purchase of textbooks and supplies. See pages 24 & 35 for additional information.
 - Low Cost and Zero Cost textbooks notations are made on the online Schedule of Classes for courses with low or no cost for textbooks.
- Sierra College web links:
 - Student Services resources: <https://www.sierracollege.edu/student-services/>
 - [Library, Learning Center, Writing Center](#)
 - [Chat with a Librarian](#)
 - [Financial Aid](#)
 - [Counseling Services](#)
 - [Support Programs](#) such as EOPS, Veterans Services, and Disabled Student Services
 - [Health Services](#)
 - [Student Technology](#), studenttechsupport@sierracollege.edu
 - [Sierra Solutions Articles](#)
 - And so much more!
 - **Free Wi-Fi** is available on campus and in parking lots 7 and 8. There is guest access available, as well as secure access for students through MySierra.

Campus Emergency Information

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

Emergency Phones

This is an IMPORTANT message to ALL Faculty and Students!

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

How to Use the Yellow Emergency Phones

- **Yellow emergency phones** are attached to walls or pillars around campus; push the button to call for help.
 - You will be connected to 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

(see map on page 48; for an electronic map, [CLICK HERE](#), select Community Safety and Health > Emergency Phones)

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

Parking & Community Safety Services

Campus security is provided 24/7/365

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

Emergency - Dial 911

Non-emergency Campus Dispatch - (916) 660-7120

Faculty and students are encouraged to program the Community Safety Office phone number into their cell phone.

NCC Location: N1-103

Hours: 24/7/365

Dispatch: (916) 660-7120

The department of Community Safety is committed to providing the best quality service to our community. We strive for excellence and to build partnerships to create a safe and secure community. All of the Campus Emergency Operations Information and Plans are available to the public on the Community Safety page of the Sierra College website: <https://www.sierracollege.edu/security>

Safety Incident Phone Numbers:

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

District Incident Line: (916) 660-7280

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

Vehicle Security on Campus

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

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

Parking Enforcement

All Sierra College campuses, except the Roseville Center, require parking permits or daily passes during the week. Parking enforcement includes general stalls, staff permits and parking stalls, 30-minute time limits in visitor lots, ADA stalls, red zones, and other traffic and safety laws. See information about staff and faculty permits on page 28. For more information about parking, visit <https://www.sierracollege.edu/parking>. **Parking permits are not enforced beginning at 4:00 p.m. on Fridays through 11:00 p.m. on Sundays, however all other traffic laws will still be enforced, and violations will be cited.**

Keys Locked in Car or Car Needs a Jumpstart

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

Accident Reporting – Students and Visitors

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

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

For evening support, contact the Community Safety office or Dana Baskett, Facilities Maintenance Specialist and Evening Coordinator, at (916) 871-4095.

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

Life-Threatening Injuries

Staff should not hesitate to dial 911 in the event of an emergency. If an employee makes an initial call to 911, the employee's subsequent call should be to the Community Safety office at (916) 660-7120 to advise them of the situation.

Immediate Medical Attention

If immediate medical attention is needed, contact local emergency services and the campus Community Safety Department:

Rocklin Campus

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

Nevada County Campus

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

Roseville Center

- Roseville Police, Fire, Rescue—Dial 911

Truckee Center

- Truckee Police, Fire, Rescue—Dial 911

Accident Reporting – Employee

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

Life-Threatening Injuries

Staff should not hesitate to contact 911 in the event of an injury or illness. If an employee makes an initial call to 911, the employee's subsequent call should be to the campus Community Safety Department at (916) 660-7120 to advise them of the situation.

Follow up after the fact by following the steps below (injuries need to be reported to your supervisor right away and to Human Resources within 24 hours):

All Other Injuries

1. Notify your supervisor and the campus Community Safety Department
 - a) **Days:** Karen Davis O'Hara, Executive Dean, (530) 274-5301, kohara@sierracollege.edu
 - or Donna Brazil-Bloche, Supervisor Campus Operations, (530) 274-5327, dbrazil@sierracollege.edu.
 - or Laura McNaughton, SSSP Supervisor, (530) 274-5284, lmcnaughton@sierracollege.edu.
 - b) **Evenings:** Dana Baskett, Facilities Maintenance Specialist and evening coordinator, (530)274-5096 or (916) 871-4095, or dbaskett@sierracollege.edu.

- c) **Campus Community Safety Department:** (916) 660-7120; state that you are calling from the Nevada County Campus.
2. Call the ***Company Nurse Injury Hotline*** (888) 770-0929, with a supervisor or another employee present, if possible.
3. Complete an Employee Accident Report and DWC-1 Form (if necessary) within 24 hours.
 - Your call to Company Nurse will prompt Human Resources to contact you and provide the forms.
4. If you have a pre-designated doctor and ***Physician Certification*** form (available on Inside.Sierra) on file prior to the injury/illness, you may go to that personal physician.
5. If you have NOT pre-designated a doctor, you must go to one of the “Authorized Medical Facilities” listed below for your first visit. **Nearest facility to NCC:**
 - a) **Sierra Nevada Memorial Hospital** (life threatening emergency only) 155 Glasson Way, Grass Valley
 - b) **Dignity Health Urgent Care** 107 Margaret Lane, Grass Valley, CA 95945.
6. Keep your supervisor and Human Resources informed about changes in your medical status.

Title IX and Mandated Reporting

**Director of Equal Employment Opportunity, Diversity & Title IX:
LaToya Jackson-Lainez**

(916) 660-7006, EEOT9@sierracollege.edu

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

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

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

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

For More Information about Title IX, Mandated Reporting, SJCCD Policies, and Resources, Visit: <https://www.sierracollege.edu/administration/title-ix/>

Campus Resources

Counseling Center: (530) 274-5303 or ext. 5303 from intercampus phone

Student Health Services: (530) 274-5317, N3

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

CARE Team & Sierra Connect (see pages 17-18)

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

Community Beyond Violence (County of Nevada resource): (530) 272-3467

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

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

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

To make a report to the Title IX Coordinator, who also serves as the Senate Bill 493 Coordinator, email eeot9@sierracollege.edu.

In addition to reporting to the Title IX Coordinator, employees are also encouraged to connect students who share information about incidents of gender-based discrimination, violence, and harassment with a confidential Title IX Campus Advocate who are trained counselors. To connect a student with a Title IX Campus Advocate, email 9confidential@sierracollege.edu.

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

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

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

Tips for employees and instructional faculty can be found at:

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

Campus Closures

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

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

What you should do

Please refer to the resources above, and especially for those who commute from lower elevations to Grass Valley, please be aware of weather and snow-level forecasts (NCC is located at about 3,000 feet in elevation). Whenever the weather conditions are questionable, you should consult the venues listed above.

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

Incident Information Lines

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

- (530) 274-5300 Call this number and press 1 to hear updates specific to the Nevada County Campus, including campus closure information.
- (916) 660-7280 This is a district-wide information number to call for information about special conditions, campus closures, power outages, and other emergencies that affect our campuses.

Ghidotti Early College High School

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

STAFF & ADMINISTRATION CONTACT INFORMATION:

Office phone number: (530)274-5270

Principal: Stacy Clement, sclement@njuhsd.com

Administrative Assistant: Kathy Stephensen, kstephensen@njuhsd.com

Academic Counselor: Suzanna Shenk-Tiffany

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

The Ghidotti Early College High School (GECHS) opened in August of 2006 and is located on the Sierra College Nevada County Campus. The program was designed to create a small learning community, allowing students to take Sierra College courses and graduate with a high school diploma and transferable college units and/or an associate degree. GECHS has approximately 160 students enrolled in grades 9-12 and was honored as a National Blue Ribbon School in 2015 as one 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. Our program serves historically disadvantaged students, low-income students, first generation college students, English language learners and other high school students for whom a smooth transition into postsecondary education can be challenging.

Program Objectives:

- ❖ Completion of high school requirements and A-G college admission requirements.
- ❖ Completion of transferrable college units; AND/OR
- ❖ Pursuit of A.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.

College Faculty Obligations:

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

Nevada County Campus Council of the Sierra College Foundation

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

The council includes representatives from classified, faculty, management, community, and retirees. Since 2008, the council has raised over \$80,000 and put funds towards NCC projects such as:

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

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

Course and Classroom Information

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

Course Syllabus

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

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

* Online Resources

1. Curriculum Management System (CourseLeaf) — <https://nextcatalog.sierracollege.edu/courseadmin>
2. Planning and Governance — <https://www.sierracollege.edu/about-sierra-college/planning-and-governance/>
3. Student Rights and Responsibilities — <https://catalog.sierracollege.edu/student-resources/academic-standards-policies-procedures/students-rights-responsibilities/>

Classroom Environment

Facilitating Positive Behavior in the Classroom

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

Course Syllabus

It is considered best practice to provide written guidance to students in the Course Syllabus about the instructor's expected standards of classroom behavior. A review of these specifics during the first week of the semester also is important.

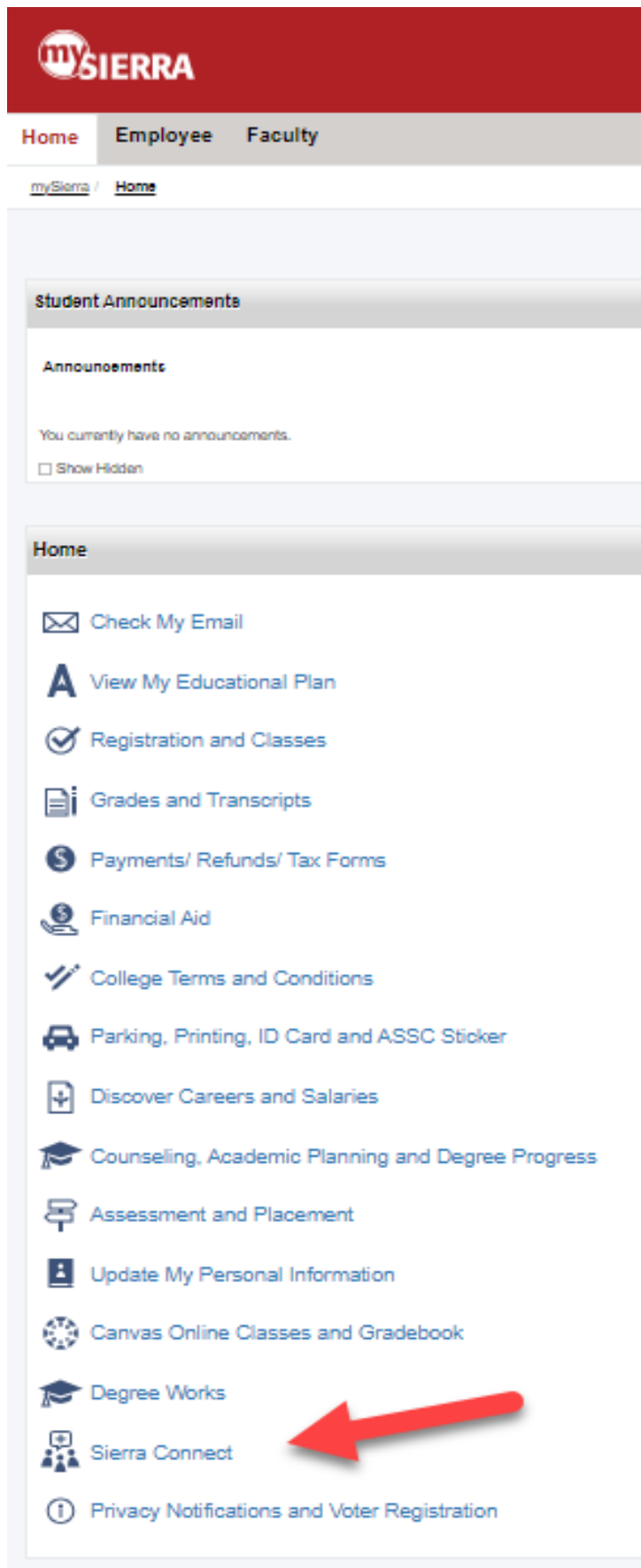
Classroom Discussions

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

Student Conduct and Behavior Issues

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

1. **Early correction is important.** A short, private, respectful discussion with the student usually suffices.
 - a) Start with a brief, specific explanation of the observed behavior and then ask the student to explain why he/she acted in this manner.
 - b) If the student reveals personal information or difficulties, you may wish to refer him/her to: NCC Mental Health Counseling (530) 274-5317, NCC Counseling Center (530) 274-5303, the CARE Team via CAREteam@sierracollege.edu, or Nevada County services at <https://211connectingpoint.org/> (Local telephones - dial 211). See *Health Services* section on page 38. See #3 below for additional resources for students with concerning behavior.
2. If the negative behavior continues, faculty have the right to remove a student from class for the remainder of the day and the next class meeting (no matter the length or type of class) for any good cause (reference: *Student Rights & Responsibilities Handbook*, Sections 5 and 6). **Please refer to Dean Ortiz or your Division Dean for guidance on managing a student in an online classroom environment.**
 - a) At this point, it is also important that faculty begin to document the student behavior for their records.
3. **Academic or Behavior Concerns:**
 - a) **Sierra Connect** – originally named Starfish, Sierra Connect is a success network for students, and also serves as an online referral method for faculty to report concerns related to academic performance such as absences, missed assignments, tutoring needs, etc. Referrals for NCC students are directed to an NCC staff person who then reaches out to the student regarding support.
 - b) **CARE Team** – referrals to the CARE Team are appropriate for students who may display behaviors that cause concern related to their mental health and/or wellbeing.



Make a **CARE Team** referral by emailing CAREteam@sierracollege.edu, or, for those with access, raise a CARE Flag in Sierra Connect. 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.

Sierra Connect referrals and **CARE Team** referrals may be submitted through mySierra as pictured here. **Sierra Connect** may also be accessed through **Canvas** under "Courses>Course> Sierra Connect".

Class Records

Instructor Responsibilities

1. **Check Your College Email** on a regular basis for important announcements and information. Sierra College email is the official mode of communication for ALL college business at all college sites.
2. Review Your Attendance Rosters just prior to your first class.
3. Students can and will be registering until 11:59 pm the night before the first day of the class.
4. **Contact no-show students on the first day of class.** It may be that a student plans on attending and could be the difference in enrollment that allows the class to continue (and not be canceled).
5. **Complete a Blue Sheet** provided by the NCC Office of the Executive Dean and used to report first day headcount. Notate no-show's contacted and other information that will help the dean determine whether or not a class needs to be cancelled. Turn Blue Sheets in to the Faculty/Staff Mailroom box near the doorway into the Admission office.
6. **Hold harmless forms for high-risk courses-** please refer to guidance from or inquire with your division office for this process. At this time, forms are submitted by students through Canvas. Academic Enrichment students are still required to submit a paper form that includes parent signature.
7. **Know Your Census, Add/Drop, and Withdraw Dates** for each class. They are listed at the top of your roster.
8. **Drop ALL no-shows prior to the Census Date.** No-shows are those students on your roster who you contacted on the first day but they never attended during the first two weeks of the semester (full semester course).
9. Select "Drop No Show by Faculty" (code DN) from the drop-down menu.
10. NOTE: You will not be able to drop students as no-shows on or after the census date. If you find that you should have dropped a student as a no-show but didn't, you may complete a [No Show Petition](#) on behalf of the student, and submit it to Admissions & Records staff for processing. Please email completed petitions to nccadmissionsrecords@sierracollege.edu.
11. **Drop Students Who Stopped Attending prior to the Census Date.** These are students on your roster who attended at least one class meeting then stopped attending prior to census.
12. Select "Drop Class by Faculty" (code DC) from the drop down menu.
13. Select "Submit Page" at the bottom of EACH page of your roster prior to the Census Date to fulfill the census requirement.
14. This is all you need to do complete your census.
15. **Review a new roster** after census and **take roll** to ensure all students attending are included on your new class roster.
16. If there are students missing from your new roster, please refer them to Admissions & Records to begin the [Late Add](#) process (nccadmissionsrecords@sierracollege.edu)
17. **Withdraw** students using code WI from Census Date until Withdraw Deadline.
18. You can enter a Withdraw for a student anytime during this time period and a 'W' will appear on the student's transcript.
19. Post Final Grades within five (5) working days after your class ends.
20. If entering an "F" or "NP", please enter the last date of attendance in the mm/dd/yyyy format. Failure to enter the last date of attendance in the correct format will result in all entered grades being deleted.
21. For "Positive Attendance" courses, be sure to input student hours attended.

Academic petitions may be found at: <https://www.sierracollege.edu/admissions/forms/>

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

Course Waitlist

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

Waitlist Recommendations for Faculty

Assign Add Codes on the first day.

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

Set a deadline for students to use the Add Codes.

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

*Remember to print a new roster after the Census date.

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

Faculty Waitlist FAQs

Can a student waitlist if there is a time conflict (classes at the same time)?

Yes, a student can Waitlist classes that are at the same time. However, a student will not be able to register in two or more classes that take place at the same time, or classes that have less than 10 minutes between them. The student will need to make a choice between the time-conflicting classes.

If a student does not receive an email notification of an available spot in a Waitlisted class, what options are left? A student who does not successfully make it off a Waitlist before the first day of classes should search for late start classes or register before the term begins in another full-term class with available seats. If There is room in the class and the student has priority on the waitlist, they may be given an add code.

Where can faculty find their Waitlists?

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

Off-Campus Activities

An Off-Campus Activity is defined as any function or activity in which students will meet off campus at a location other than the regularly assigned classroom or location. For specific Instruction Office Guidelines on definitions and limitations for optional and required field trips, please visit Inside.Sierra at

<https://sccd.sharepoint.com/IO/IO%20Guidelines/IO%20Guideline%207%20-%20Field%20Trip%20Definitions%20and%20Guidelines%202014.pdf#search=field%20trip%20request>

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

1. Request Approval

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

2. Arrange Transportation

- District Vehicle: If the activity requires vans or buses, the Instructor must complete an online [Transportation Request](#). Make contact with the Transportation Department early to ensure that a vehicle is available.
- Individual Vehicles: You may direct students to meet at an off-campus location and should **ONLY** provide students with the address where they are to meet. Instructors are **NOT** to provide maps or directions, nor organize carpools, etc. Students are responsible for their own transportation to and from that location.

3. Student Participation /Release Forms

- Each student attending an off-campus activity must complete a *SJCCD Class Participation Assumption of Risk and Medical Treatment Authorization* form (available in the Faculty/Staff Mailroom and Inside.Sierra). All original forms (not copies) are preferred to be submitted to the Campus Administration Office along with the Off-Campus Activity Request form, and are required to be submitted **PRIOR** to the off-campus activity occurring. Once your field trip is approved by Dean Ortiz, you will receive a copy of all forms back in your NCC faculty mailbox.

4. Overnight/Weekend Parking

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

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

Please consult with Campus Administration regarding any special requests or exceptions to this process.

Room Access & Equipment

Classroom Equipment

Most classrooms at NCC are equipped with a **SMART Instructor Podium** that includes a computer, projector, and internet. If you need A/V equipment not already furnished in your classroom, please submit an Audio/Visual Equipment Request through Sierra Solutions (see page 29 for Sierra Solutions information). Kindly, give at least 12 hours notice for equipment requests and at least 1-week notice for the multi-media cart whenever possible. As always, classroom users should have an alternate plan in case of equipment failure.

Classroom Supplies

At the beginning of the semester, NCC classrooms are stocked with new whiteboard markers, erasers, tape, staples, etc. The NCC Faculty & Staff Mailroom is also stocked with a limited quantity of basic classroom and office supplies, such as whiteboard markers, pens and file folders. If you need special order items, contact Julie Holcomb at jholcomb1@sierracollege.edu. Please include the following information: item description, justification, cost, and if possible, an online link to an example or specific product.

Additional Room Use and Event Planning

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

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

Submit all requests to Donna Brazil-Bloche at dbrazil@sierracollege.edu or by placing a hard copy in her mailbox in the Faculty & Staff Mailroom. If you need to check facility availability, please contact Julie Holcomb or Erica Reich-Zuazo in the Office of the Executive Dean/Campus Administration Office at (530)274-5301.

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

Note: Use of the Student Center (N5) requires prior approval from the ASSC. Contact Anya Stanger at astanger@sierracolleg.edu to have your request placed on the ASSC Agenda.

Vehicle Access to Upper Campus

Instructors needing to drive onto upper campus to load/unload materials need to contact Community Safety dispatch at (916) 660-7120. Parking is prohibited on upper campus at all times. The driving pattern on upper campus is counter clockwise around the pond, only.

Food in the Classroom

Though end of semester celebrating is encouraged, Sierra College discourages food and beverages in the classrooms and OSHA requirements prohibit food and beverages, including bottled water, in science and art labs. Additionally, some computer labs have convertible desks that allow for lecture space. To protect the computers located below the convertible desks, food and beverages (including water) **are not allowed on the desks**. If you would like to have a celebration, please contact Donna Brazil-Bloche at dbrazil@sierracollege.edu for assistance in locating an appropriate room. The Facilities staff appreciates your assistance in maintaining a clean and safe campus environment.

The information below pertains to NCC's normal circumstances. Current conditions are that electronic locking systems are still being worked on. 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 Clsrm |
| Auto | | R | N7 101 | MATH Lecture/Lab |
| Instructor FOB | | R | N7 107 | MECH/PHYS |
| Instructor FOB | | R | N7 110 | ESCI/ESS/GEOG/PHYS |
| Instructor FOB | | R | N7 118 | CIS/Comp Lab |
| | √ | G | N7 119 | Gen Clsrm |
| Instructor FOB | | 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 Key | | R | N8 102 | CHEMISTRY |
| | √ | G | N8 103 | SPAN/Gen Clsrm |
| Instructor Key | | R | N8 104 | MICROBIO |
| | √ | G | N8 108 | GEOG/Gen Clsrm |
| | √ | G | N8 112 | CHEM LEC/Gen Clsrm |
| Instructor Key | | R | N8 117 | BIOLOGY Lab |
| Instructor FOB | | R | N9 101 | AAD MAC Lab/Gen Clsrm |
| Instructor FOB | | R | N9 102 | 2D ART |
| Instructor FOB | | R | N9 108 | 2D ART/PHOTO/ARHI |
| Instructor FOB | | R | N10 101 | CERAMICS |
| Instructor FOB | | R | N10 104 | SCULPTURE/3D Arts |
| | √ | R | N11 101 | ANTH, HSCI, NUTF |
| | √ | R | N11 102 | NRSA Lab |
| Auto | | R | N12 103 | Multipurpose Center House |
| Instructor FOB | | R | N13 104 | Gymnasium |
| Instructor FOB | | R | N14 101 | Weights / Cardio |
| | √ | G | N15 100 | Gen Clsrm |
| | √ | R | N15 101 | MUSIC/THEA |
| Auto | | R | N22 | PSTC |
| Instructor FOB | | R | N22A | Apparatus Bay |
| | √ | R | N23 | Soccer Field |
| | √ | R | FS 1/2 | GVFS |
| N/A | N/A | R | Offsite | The Range |

Red & Green Rooms

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

Room Unlocking & Locking

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

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

Keys

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

Textbook Orders

Please order textbooks by the deadline using the process provided by the Barnes & Nobles Sierra College Bookstore. Orders should be submitted through Adoption & Insights Portal(AIP) at

<https://aip.bncollege.com/app/courselist/>, or by emailing the course and book information to textbooks@sierracollege.edu. It is important to order textbooks by the deadline for several reasons, including that many students have financial aid funds available exclusively at the bookstore and are put at a disadvantage if materials are not available prior to the start of classes. Additionally, some students prefer printed materials if available and are willing to pay for them even if they are available online for free. If faculty are using OER (free) materials and notify the bookstore in advance, they will aim to carry low cost printed versions.

NCC Bookstore FAQs

For Fall 2023, the Sierra College-NCC bookstore popup hours are listed below. Students may order books online through their MySierra account or at <https://sierra.bncollege.com/shop/sierra/home>; orders will be shipped to the student's mailing address, or they may pick up their order during open bookstore hours. Students and staff may contact the bookstore at (916)660-8200 for alternative methods for purchase of textbooks and supplies. Please see below for relevant FAQs regarding student book orders.

NCC Fall 2023 Bookstore Hours:

- August 17, Thursday, 12pm to 6pm
- August 18, Friday, 11am-5pm
- August 21-23, Mon.-Wed., 12pm - 6pm
- August 28-30, Mon.-Wed., 12pm - 6pm Sept 5- 7, Tues.-Thurs., 12pm - 6pm

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

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

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

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

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

- Yes! All Barnes & Noble 'store credit' and gift cards work in our online system. If your store credit or gift card does not have a PIN number on it, input the stand-in code '1234'. If your card DOES have a PIN on it, it is imperative that you include that.
- If your gift card does not have enough on it to cover the cost of your order, please be sure to add secondary form of payment to cover the rest of the cost. Gift cards are always charged first when multiple forms of payment are on one order.

Faculty & Staff Services and Campus Information

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

Absence Reporting for Faculty

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

Absence Reporting for Classified Staff

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

Campus Meetings

NCC Instructional Staff

The purpose of the **NCC Instructional Staff** meetings are to provide a forum for instructional faculty, special services faculty, and instructional classified support staff to discuss matters of common interest. Typical agenda items include enrollment management, schedule development, planning processes, training topics, and campus-wide events/activities. During discussions, participants are encouraged to think strategically about topics.

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

Fall 2023 Dates (Spring dates TBD)

| Date | Time | Location |
|----------------------|-----------|----------|
| Friday, September 15 | 10am-12pm | N12-103 |
| Friday, October 27 | 10am-12pm | N1-205 |
| Friday, December 1 | 10am-12pm | N2-203 |

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 Julie Holcomb at jholcomb1@sierracollege.edu for more information if you are interested in attending. **Fall 2023 meeting dates and times will be sent out to the CL committee.**

All Staff & Student Services Meetings

All Staff meetings are 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.

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

Courier Service

In general, courier service to and from the Rocklin Campus occurs primarily Monday – Thursday. Friday services is included in the week just before the semester begins and through the first week of the semester, as well as the last two weeks of the semester. If you have items that need to be delivered to staff or departments on the Rocklin campus or to other sites, please place the items in the out-going mail bin location in the Faculty & Staff Mailroom (N1-111) as follows:

- For documents or small items, use a manila inter-campus envelope clearly labeled with the date, as well as the recipient's name and department.
- For larger items and hand-delivery items, please complete a Courier Service Request form available in Inside.Sierra. Download the form and email it to courierservices@sierracollege.edu.
<https://sccd.sharepoint.com/busserv/Mail%20%20Courier%20Services/SJCCD%20Courier%20Service%20Request%20102621.pdf>
- Clearly label your item with a copy of the request form, including the date and recipient's name and department.

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

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

Mail and Mailroom Access

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

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

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

Fall 2023 NCC Mailroom Hours:

Unlocked: Monday-Thursday: 7am- 7pm

Friday: 7am-3pm

Contact the Community Safety Office dispatch for access after-hours: (916) 660-7120

Mailroom Access

Entry into the NCC Faculty & Staff Mailroom is by electronic FOB only and is allowed during specified access hours, which are posted on the mailroom door. If you need access outside of the posted hours, please call Community Safety dispatch at (916) 660-7120 and be prepared to present your Sierra College Employee ID badge or valid state issued ID.

How to Get a FOB

FOBs will be programmed for faculty assigned to teach at NCC for the Fall 2023 semester. New faculty will have FOBs ordered and be contacted when ready for pick up from the Office of the Executive Dean. Faculty and staff with existing FOBs will be programmed as appropriate.

If you have not been issued a FOB, please complete a green Key Request form located in the mailroom (N1-111) and submit to Donna Brazil-Bloche's mailbox.

What to Do if Your FOB Does Not Work

1. Check accessible hours posted on the mailroom door. Are you trying to enter within these hours? If not, contact the Community Safety Department for access (be prepared to show a Sierra College ID Badge or a valid state issued ID).
2. There are various other reasons for denied access, such as a malfunctioning FOB or electronic reader pad on the door. Contact Donna Brazil-Bloche at dbrazil@sierracollege.edu or (530) 274-5327.

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

Mailroom Computers

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

Fall 2023 NCC Mailroom Hours:

Unlocked: Monday-Thursday: 7am- 7pm, Friday: 7am-3pm

Contact the Community Safety Office dispatch for access after hours: (916) 660-7120

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

Parking and Permits

Parking Permits

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

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

Staff Parking Locations

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

Visitor Parking

Free 30-minute Visitor Parking is available in Parking Lots 4, 7 and 8. All vehicles, including automobiles displaying staff parking permits, are subject to citation if 30-minute limits are exceeded.

ADA Parking

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

Loading Zones

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

Vendor Parking

Vendors and other campus visitors may request permits at <https://sierra.arms.app/parking/Login.aspx>. Staff working with vendors or visitors should notify the Community Safety office when a request is being made so that they are aware and will approve the request.

Vehicle Access to Upper Campus

Instructors needing to drive onto upper campus to load/unload materials, please contact Community Safety Department Dispatch at (916) 660-7120. When you're finished, please move your vehicle to an appropriate parking lot. The path around the pond is one-way. When driving on upper campus, please observe counter-clockwise driving directions. **Parking is prohibited on upper campus at all times.**

Part-Time Faculty Offices

Part-time faculty may request to use a shared faculty office that is equipped with a desk, chair, computer, file cabinet, bookshelf, telephone and various office supplies. Please remember that offices and equipment are to be used for Sierra College business only, and all items stored in offices must be removed at the end of each semester or they will be disposed of.

How to Get a Part-Time Faculty Office

1. **Sign up.** The *Office Reservation* book is located in the Faculty and Staff Mailroom. At the beginning of each semester, you may sign-up to utilize the office of your choice (if available) for 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 located next to reservation book. Submit the *Key Request* form to Donna Brazil-Bloche via her mailbox in the Faculty & Staff Mailroom. When your key is ready to pick up, you will receive an email from ncclocksmith@sierracollege.edu. Kindly allow one-week for key requests to be filled.

How to Get PAID for Office Hours

The *Part-Time Instructional Faculty Office Hours Program* is a voluntary program, which provides eligible faculty compensation for one part-time instructional faculty office hour per week of scheduled instruction. **Please contact your division office for compensation eligibility details and necessary forms.**

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

Plant Operations and Facilities

Work Orders, Repairs and Special Custodial Requests

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

Work Order requests may be submitted through Sierra Solutions Center, and the link is available on district computer desktops. Web address: <https://solutions.sierracollege.edu/>

Facility Use and Event Planning

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

Safety Issues

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

Printing Services, Department Website and Log-In Instructions

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

First, you must request that your account be activated by the Printing Department at (916) 660-7630 or x 7630 or PrintingDept@sierracollege.edu. Please allow 48-hours for activation.

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

Professional & Organizational Development

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

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

Technology

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

Password Standard

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

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

Multi-Factor Authentication

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

Personal Computer Use

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

Personal Information

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

Phishing Emails

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

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

The **Sierra College Solutions Center** has a complete knowledge base of articles on technology topics, student resources, Facilities request and much more! <https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/>

Phone Voicemail Instructions and Teams Information

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

Campus phones have been replaced with Teams phones. See below for telephone and voicemails instructions. In depth instructions with visual aids may be found in Sierra Solutions at

<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/?CategoryID=11878>

Voicemail Access


Configure voicemail

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

Check voicemail

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



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

Sierra College Website Resources

You can access resource information by visiting the Sierra College website at www.sierracollege.edu and clicking on "Information For" in the top navigation. Select "***Faculty and Staff***" to connect with a variety of resources related to employment, governance, and training. See examples below:

| | |
|--|--|
| 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 |

Technical Support

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

Hours: M-F 8-5pm

Phone: x7777 or (916) 660-7777

Email: ServiceDesk@sierracollege.edu

TSS: Dorian Askew

NCCtechsupport@sierracollege.edu

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

- Email: Exchange, Outlook, spam filtering.
- Hardware Support: PC/MAC, printers, scanners and peripheral support and repair.
- Software installation and support: Windows and MAC OS, Office Suite, anti-virus, AccuTrack, Banner, OnBase, SARS, Voyager, Sierra College websites.
- Network Operations: MySierra login, network, servers, network username/password, print queues.
- Telephone System: Telephones and voicemail.

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

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

For NCC technical support, email NCCtechsupport@sierracollege.edu.

WiFi and Network Access

Sierra College Website: www.sierracollege.edu

For assistance pertaining to Sierra College computers or network access, see the section above on *Technical Support*.

Username and Password

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

Email

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

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

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

MySierra

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

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

Inside.Sierra

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

- From *on-campus* computers: enter <https://inside.sierracollege.edu> in your web browser address bar or click the **Inside.Sierra** link at the bottom of the Sierra College homepage.
- 3. NOTE: For accessing Inside.Sierra from a NCC Mailroom computer, use only Mozilla (Firefox).
- From *off-campus* computers: go to www.sierracollege.edu and select the *Faculty and Staff* link at the bottom of the homepage, then click the **Inside.Sierra** link. You will be prompted to input your Sierra College network username and password.

WiFi Access

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

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

Student Services

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

Admissions & Records

Location: N1-112 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5302 or (530) 274-5302

Administrative Student Services Technicians: JT Kinzler and Emma Honegger

Email: nccadmissionsrecords@sierracollege.edu

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

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

Bookstore

Location: Rocklin Campus/Online/NCC **Phone:** (916) 660-8200

Bookstore Manager: Nicole Castillo

The Sierra College Bookstore, operated by Barnes & Noble, will offer in person hours at NCC, as shown below, for pickup of online book orders. Students can order books online through their mySierra account and choose to either receive the items in the mail delivered to their homes/postal locations or pick them up from the NCC Bookstore during their open hours. Students may contact the Bookstore to inquire about open hours at the Rocklin campus.

NCC Fall 2023 Bookstore Hours:

| | |
|---------------------------------------|---------------------------------------|
| ➤ August 17, Thursday, 12pm to 6pm | ➤ August 28-30, Mon.-Wed., 12pm - 6pm |
| ➤ August 18, Friday, 11am-5pm | ➤ Sept 5- 7, Tues.-Thurs., 12pm - 6pm |
| ➤ August 21-23, Mon.-Wed., 12pm - 6pm | |

For information or questions regarding ordering textbooks/supplements, please contact the Bookstore Manager.

Order Textbooks: <https://aip.bncollege.com/app/courselist/> (see page 24 for additional information) textbooks)

Café and Food Services

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

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

Computer Access

During the regular school year, students may access computers for schoolwork in the Learning Commons during their open hours. Please see the section below titled **Learning Commons** (*page 39*).

Counseling Services

CalWorks

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5306 or (530) 274-5306
Student Services Technician: Elise Grice

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 Center, Internships, and Student Employment

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5294 or (530) 274-5294
Student Services Technicians: (temp)

Career Connections is designed to assist students with their career 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.

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

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

Extended Opportunities Programs and Services (EOPS)/CARE

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5306 or (530) 274-5306
Student Services Technician: Elise Grice

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.

General Counseling

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5303 or (530) 274-5303
Student Services Technicians: (temp) and Elise Grice

The Counseling Center provides assessment testing, academic, personal, and career counseling, crisis intervention, orientation, special workshops, follow-up and referral services for students. Encourage your students to schedule a counseling appointment to create an educational plan, receive transfer and career development guidance, make changes to educational goals, and similar services. **For Mental Health Services, see page 38.**

Counseling Services *(continued)*

Guardian Scholars

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5306 or (530) 274-5306

Student Services Technician: Elise Grice

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

Student Accessibility Services

Location: N3-101 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5330 or (530) 274-5330

Student Services Technician: Cathy Callas

The SAS office provides services 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.

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

Student Engagement

Location: N1-207 **Hours:** Hours Vary

Support Specialist: Denise Telford-Nichols, (530) 274- 5340

Enrollment Specialist: Jessica Burgess-Rose, (530) 274- 5364

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

Veteran Services

Location: N1-216 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** x5294 or (530) 274-5294

Student Services Technician: (temp)

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

Financial Aid

Location: N1-112 **Hours:** M-R 8:30-5:00, F 8:30-12:00 **Phone:** (530) 274-5346

Student Services Technician: Mallory Borrego

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

Health & Mental Health Services

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

Student Services Technician: Cathy Callas

Health Center Services

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

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

Mental Health Services/Counseling

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

- **Mental Health Counseling:** Mental health counseling hours are available in the Health Center. For the Fall 2023 semester, the therapist will be available to see students by appointment Tuesdays and Wednesdays, 11am-3:30pm. Students may schedule an appointment by calling 530-274-5317 or emailing ccallas@sierracollege.edu.
- **Immediate assistance:** If a student has an immediate need for crisis counseling, faculty/staff should contact as soon as possible:
 - (1) The NCC Counseling Center at (530) 274-5303
 - (2) The NCC Health Center (530) 274-5317 or ccallas@sierracollege.edu
- **CARE Team:** Faculty/Staff should send referrals to CAREteam@sierracollege.edu; (916) 660-8400
- **Nevada County Mental Health Crisis Line (24/7/365):** (530) 265-5811
- **Suicide and Crisis Lifeline:** 988
- For additional related resources, see www.sierracollege.edu/healthservices

Resources in Nevada County

This region has several nonprofit organizations and Nevada County agencies that provide mental health services and other community services. Examples include Anew Day, Granite Wellness, Common Goals, Community Beyond Violence, PFLAG, Hospitality House, Nevada County Food Bank and Interfaith Food Ministry. See pages 46-47 for a list of local resources and contact information.

Learning Commons

Learning Center (tutoring services)

Location: N6-200 **Phone:** (530) 274-5308

Hours: Monday-Thursday, 9:30am-5:30pm

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

Student Services Technician: Kaylee Argenbright, kargenbright@sierracollege.edu

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

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

Library Services

Location: N6-200 **Hours:** M-R 9am-5:30, F 9am-12:30pm **Phone:** x5304 or (530) 274-5304

Librarian: Lisa Nowlain, lnowlain@sierracollege.edu

Student Services Technician: Kaylee Argenbright, kargenbright@sierracollege.edu

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

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

Writing Center Services

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

Instructional Assistant: 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

Office of the Executive Dean/ Campus Administration

Location: N2-102 **Hours:** M-R 8:30am-5:00pm, F 8:30am-12:00pm **Phone:** x5301 or (530) 274-5301

Administrative Assistants: Julie Holcomb, jholcomb1@sierracollege.edu

Erica Reich-Zuazo, ereich@sierracollege.edu

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

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

Test Proctoring Services

The Nevada County Campus does not have an official Testing Center, and faculty are encouraged to proctor student make-up tests. If you encounter a hardship proctoring the exam yourself, please find the NCC Test Proctor form in [Inside.Sierra](#).

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 ccallas@sierracollege.edu or (530)274-5330

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

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NCC Directory

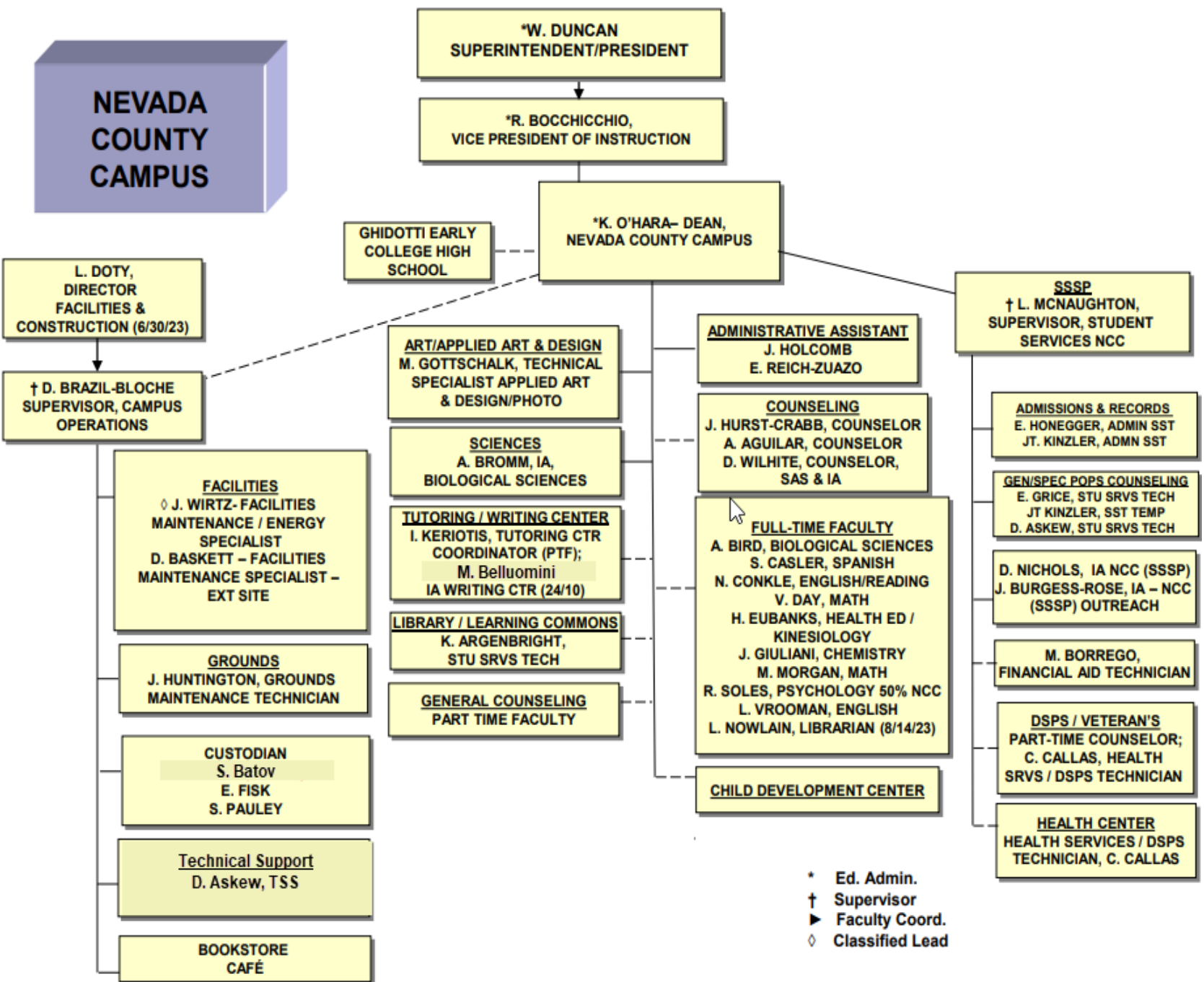
| | | |
|---|-----------------------|---|
| Admissions & Records nccadmissionsrecords@sierracollege.edu Emma Honegger, Administrative Student Services Technician ehonegger@sierracollege.edu JT Kinzler, Administrative Student Services Technician jkinzler@sierracollege.edu | N1 lower level | (530) 274-5302 x 5060 x 5061 |
| Art, Applied Art & Design, and Photo Matthew Gottschalk, Art, AAD, Photography Technical Specialist mgottschalk@sierracollege.edu | N10-105 | (530) 274-5266 |
| Audio-Visual Department | | <i>See Technical Support</i> |
| Biology Lab Tech Annette Bromm, Instructional Assistant abromm@sierracollege.edu | N8-115 | (530) 274-5331 |
| Bookstore Nicole Castillo, Supervisor NicoleCastillo@sierracollege.edu | Off-site | (530) 274-5305 (916) 660-8200 |
| Career Center Dorian Askew, Student Services Technician daskew@sierracollege.edu | N1 upper level | (530) 274-5303 (530) 274-5294 |
| CARE Team CARETeam@sierracollege.edu | | |
| Chemistry Lab Tech (Support from Rocklin) Julia Maak jmaak@sierracollege.edu | N8-116 | (530) 274-5298 |
| Community Safety (security) & Parking: communitysafety@sierracollege.edu Jamison Lopizich, Chief of Community Safety Various officers on site 24/7/365 | N1-103 | 911 – emergency (916) 660-7120 – dispatch |
| Counseling Office Laura McNaughton, Student Services Supervisor lmcnaughton@sierracollege.edu (temp), Student Services Technician Jessica Burgess-Rose, Enrollment Specialist jburgess4@sierracollege.edu Elise Grice, Student Services Technician egrice@sierracollege.edu Denise Nichols-Telford, Support Specialist dnichols@sierracollege.edu | N1 upper level | (530) 274-5303 (530) 274-5284 (530) 274-5294 (530) 274-5364 (530) 274-5306 (530) 274-5340 |

| | | |
|--|-----------------------|---------------------------------------|
| Full-time Counselor: Allie Aguilar aaguilar8@sierracollege.edu | | (530) 274-5318 |
| Full-time Counselor: Jennifer Hurst-Crabb jhurst-crabb@sierracollege.edu | | (530) 274-5277 |
| Full-time Counselor: Dominie Wilhite dwilhite@sierracollege.edu | | (530) 274 |
| Part-time Counselor: Cindy Flores cflores@sierracollege.edu | | (530) 274-5303 |
| Part-time Counselor: Amber Araiza Davila aaarizadavila@sierracollege.edu | | (530) 274-5303 |
| Part-time Counselor: Daniela Alexandra Zepeda dzepeda1@sierracollege.edu | | (530) 274-5303 |
| EOPS / CalWORKS / C.A.R.E. / Foster Youth Services | N1 upper level | (530) 274-5306 |
| Elise Grice, Student Services Technician egrice@sierracollege.edu | | |
| Full-time Counselor: Allie Aguilar aaguilar8@sierracollege.edu | | (530) 274-5318 |
| Facilities & Plant Operations | N20 | (530) 274-5311 |
| Donna Brazil-Bloche, Supervisor Campus Operations dbrazil@sierracollege.edu | | (530) 274-5327 Cell (916) 871-2072 |
| Julie Holcomb, Administrative Assistant jholcomb1@sierracollege.edu | | (530) 274-5287 |
| Dana Baskett, Facilities Maintenance Specialist (<i>Evening coordinator</i>) dbaskett@sierracollege.edu | | (530) 274-5096 |
| Sergei Batov, Custodian | | |
| Ed Fisk, Custodian | | |
| Scott Pauley, Custodian | | |
| Jimmy Huntington, Grounds Maintenance Technician | | |
| Jay Wirtz, Facilities Maintenance/Energy Specialist, Lead | | (530) 274-5309 |
| Financial Aid financialaidquestion@sierracollege.edu | N1 lower level | (530) 274-5346, option 5 |
| Mallory Borrego, Financial Aid Technician mborrego@sierracollege.edu | | (530) 274-5065 |
| Ghidotti Early College High School | N6-210 | (530) 274-5270 |
| Stacy Clement, Principal sclement@njuhsd.com | | |
| Kathy Stephensen, School Office Manager kstephensen@njuhsd.com | | |
| Suzanna Shenk-Tiffany, Counselor | | |
| Health Center | N3-101 | (530) 274-5317 |
| Cathy Callas, Student Services Technician ccallas@sierracollege.edu | | |

| | | |
|---|-----------------------|-----------------------|
| Learning Commons | N6 | |
| Library | | (530) 274-5304 |
| Learning Center (tutoring services) | | (530) 274-5308 |
| NCCLearningCenter@sierracollege.edu | | |
| Kaylee Argenbright, Student Services Technician | | (530) 274-5308/5304 |
| kargenbright@sierracollege.edu | | |
| Mia Belluomini, Writing Center Instructional Assistant | | (530) 274-5362 |
| mbelluomini@sierracollege.edu | | |
| Ingrid Keriotis, Tutor Center Coordinator | | (530) 274-5264 |
| ikeriotis@sierracollege.edu | | |
| Melody Meier, Online Tutor Coordinator | | (530) 274-5308 |
| mmeier@sierracollege.edu | | |
| Lisa Nowlain, Librarian | | (530) 274-5332 |
| lnowlain@sierracollege.edu | | |
| James Huber, Part-time Librarian | | |
| jhuber@sierracollege.edu | | |
| Kris Wetherbee, Part-time Librarian | | |
| kwetherbee@sierracollege.edu | | |
| Office of the Executive Dean/Campus Administration | N2-102 | (530) 274-5301 |
| Dr. Karen O'Hara, Executive Dean | | (530) 274-5301 |
| kohara@sierracollege.edu | | |
| Julie Holcomb, Administrative Assistant | | (530) 274-5287 |
| jholcomb1@sierracollege.edu | | |
| Erica Reich-Zuazo, Administrative Assistant | | (530) 274-5292 |
| ereich@sierracollege.edu | | |
| Student Accessibility Services (SAS) | N3-101 | (530) 274-5330 |
| NCCDSPS@sierracollege.edu | | |
| Cathy Callas, Student Services Technician | | |
| ccallas@sierracollege.edu | | |
| Counselor: Dominie Wilhite | | |
| dwilhite@sierracollege.edu | | |
| Tech Support | | |
| Dorian Askew, Tech Support Specialist | N8-101 | (530) 274-5343 |
| Gavin Duarte, Network Support Specialist | | N2-100D |
| NCCtechsupport@sierracollege.edu | | |
| Service Desk | | (916)660-7777 |
| ServiceDesk@sierracollege.edu | | |
| https://solutions.sierracollege.edu/TDClient/1795/Portal/Home/ | | |
| Title IX Advocate | | |
| 9confidential@sierracollege.edu | | (916) 660-8400 |
| Veteran Services | N1 upper level | (530) 274-5303 |
| nccveterans@sierracollege.edu | | |

NCC ORGANIZATION CHART

Up-to-date org charts are available in Inside Sierra



August 2023

Nevada County Resources Provided by 211

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

LOCAL CRISIS SERVICES

Behavioral Health Crisis Line
530-265-5811 (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
800-656-4673
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
800-662-8887

Tobacco Snuff or Chew Helpline
800-844-2439

NATIONAL HELP LINES

FAMILY AND YOUTH SUPPORT

National Runaway Switchboard
800-786-2929

Thursday's Child/ National Call Center for Endangered Youth
Crisis counseling and intervention
800-872-5437/800-USA-KIDS
Text ANSWER to 839863

Rape, Abuse and Incest Hotline
800-656-4673

MEDICAL INFORMATION HELPLINES

Anthem Nurse Line 24/7
800-224-0336

Blue Shield of California Nurse Line 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
800-662-4357

National AIDS & STDS Hotline
800-232-4636

National Eating Disorders Association
800-931-2237

SUBSTANCE AND SELF INJURY HELPLINES

Al-Anon/Alateen Meetings
530-509-5455

Alcoholics Anonymous Helpline 24/7
530-272-6287

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
800-656-4673

Nevada County Veterans Services
530-273-3396

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: 800-736-1060
• 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
916-392-0664

PFLAG
LGBTQ community support
530-274-1423

Sierra Nevada Children's Services _ SNCS
530-272-8866

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
530-265-2626

Nevada County Sheriff's Department
530-265-1471

Sierra Nevada Memorial Hospital
530-274-8000

California Highway Patrol
(530) 477-4900

EMPLOYMENT / TRAINING

Nevada County Business and Career Network
530-265-7088

CalWORKS Employment
530-265-1760

Pride Industries
Employment for People with Disabilities
(844) 426-2253

FOOD RESOURCES

Food Bank of Nevada County
530-272-3798

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 (CON'T)

Sierra Family Therapy
Counseling Services
Medi-Cal Accepted
530-913-5054

Spirit Peers
For Independence & Recovery
Free peer based support
530-274-1431

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

HOUSING RESOURCES

Co-Living Network
530-615-1014

Hospitality House
Utah's Place Shelter
530-271-7144

Salvation Army
Booth Family Center
530-272-2669

LEGAL SERVICES

Legal Services of Northern California - Nevada County
530-823-7560 (Auburn Office)
800-660-6107

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

([CLICK HERE](#) for an updated map)



WE'LL HELP FIND WHAT YOU NEED

Services

| | |
|--|--------|
| Admissions/Records | N1-112 |
| • <i>Cashier • Fees • ID Cards • Scantrons</i> | |
| • <i>Registration • Residency • Transcripts</i> | |
| ATM (In the Student Center) | N5-103 |
| Bookstore | N5-101 |
| Café | N5-103 |
| Campus Life/Clubs/ASSC | N5-104 |
| Counseling | N1-208 |
| • <i>Assessment • Campus Tours • Orientation</i> | |
| • <i>Career Connections • Transfer Center</i> | |
| Disabled Student Services | N3-101 |
| EOPS/CARE/CalWORKs | N1-208 |
| Financial Aid | N1-112 |
| Health Center | N3-101 |
| Library | N6 |
| • <i>Distance Learning • Testing Center</i> | |
| • <i>Computer Lab</i> | |
| Learning Center | N2-203 |
| • <i>Tutoring • Computer Lab</i> | |
| Security Services | N1-108 |
| • <i>Lost and Found • Parking • Safety</i> | |
| Student Success and Support Center | N1-208 |
| Veterans Services | N1-208 |
| Writing Center | N2-203 |

Offices

| | |
|---|-----------------------------------|
| Admissions/Records | N1-112 |
| Associated Student Government | N5-104 |
| Community Education/ Kaleidoscope | N1-112 or <i>Roseville Center</i> |
| Counseling | N1-208 |
| Executive Dean's Office | N2-102 |
| Disabled Student Services | N3-101 |
| English as a Second Language. <i>Rocklin Campus</i> | |
| EOPS/Care/CalWORKS | N1-208 |
| Facilities and Plant Operations | N20 |
| • <i>Custodial • Facilities • Grounds • Maintenance</i> | |
| Financial Aid | N1-112 |
| Ghidotti Early College High School .. | N6-210 |
| Health Center | N3-101 |
| Human Resources | <i>Rocklin Campus</i> |
| Sierra College Foundation | N2-102 |
| Osher Lifelong Learning Institute (OLLI) | N1-112 or <i>Roseville Center</i> |
| Student Success and Support Center | N1-208 |

Destinations

| | |
|-------------------------------------|--------------------|
| Bell Tower Quad | N4 |
| Café | N5-103 |
| Child Development Center | N17 |
| Koi Ponds | Upper Campus |
| Grass Valley Fire Station #2 | GVFS |
| Gymnasium | N13 |
| Library | N6 |
| Lobby Gallery | N12-101 |
| Multipurpose Center | N12 |
| Public Safety Training Center | N22 |
| Robotic Observatory | N19 |
| Sierra College Rotary Field | N23 |
| Student Center/Café | N5 |
| West Quad | between N9 and N13 |

COVER PHOTO BY DAVID BLANCHARD

Campus Locations

Rocklin Campus
5100 Sierra College Blvd.
Rocklin, CA 95677
(916) 624-3333

Tahoe-Truckee Campus
11001 College Trail
Truckee, CA 96161
(530) 550-2225

Nevada County Campus
250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300

Roseville Center
316 Vernon Street
Roseville, CA 95678
(916) 781-6200

Key Request Form

| SIERRA COLLEGE - NCC Key Request / Agreement Please Print | | | FORM: KR-1n REV: 1/4/2017 | | | DATE: _____ DIVISION _____ DEPARTMENT _____ EMAIL _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|--------|---|-----------------|----------------|--|-------------|--|------------------------------|--|--|--|--|--|-----------------|--|--|----|------|--------|-----|--|--|-----|---|--|--|--|--|--|--|---|--|--|--|--|--|--|---|--|--|--|--|--|--|---|--|--|--|--|--|--|
| LAST NAME | | | FIRST NAME | | | MI | DEPARTMENT | | SIERRA PHONE# | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE NUMBER | | | <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> PERMANENT CLASSIFIED <input type="checkbox"/> TEMPORARY CLASSIFIED <input type="checkbox"/> STUDENT | | | <input type="checkbox"/> PERMANENT FACULTY <input type="checkbox"/> PART-TIME FACULTY <input type="checkbox"/> OTHER | | | REPLACEMENT FOR KEY # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVALS: | | | DEAN / DEPT. HEAD: | | | SUPERVISOR, CAMPUS OPS. | | | ADDITIONAL APPROVAL REQUIRED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | Y N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMENTS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4"></th> <th colspan="3" style="background-color: #cccccc;">OFFICE USE ONLY</th> </tr> <tr> <th style="width: 5%;">NO</th> <th style="width: 20%;">BLDG</th> <th style="width: 10%;">ROOM #</th> <th style="width: 20%;">KEY</th> <th colspan="2"></th> <th style="width: 5%;">NO.</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td colspan="2"></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td colspan="2"></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td colspan="2"></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td colspan="2"></td><td></td></tr> </tbody> </table> | | | | | | | | | | | | | | | OFFICE USE ONLY | | | NO | BLDG | ROOM # | KEY | | | NO. | 1 | | | | | | | 2 | | | | | | | 3 | | | | | | | 4 | | | | | | |
| | | | | OFFICE USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | BLDG | ROOM # | KEY | | | NO. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FOB | | | Access time: | | Date activate: | | Deactivate: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Access time: | | Date activate: | | Deactivate: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>THIS FORM CONSTITUTES A CONTRACT BETWEEN SIERRA COLLEGE AND THE EMPLOYEE. PLEASE READ.</p> <p>I agree not to loan, transfer, give possession of, misuse, modify or alter the key(s). I further agree not to cause, allow or contribute to the making of any unauthorized copies of the key(s). I understand and agree that I am fully responsible for the key(s) and should I lose the key(s), I will notify Campus Security immediately. I further understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. By signing below, I acknowledge I have received the key(s) / FOBs listed above.</p> <p>Signature of Employee _____ Date _____</p> <p style="text-align: center;">PLEASE PRESENT YOUR ID BADGE AND SIGN THIS FORM WHEN PICKING UP KEYS/FOBS</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Field Trip Packet & Instructions

Optional Field Trips:

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

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

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

Required Field Trips (included in the course description):

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

TRANSPORTATION REQUESTS: If you plan on requesting District transportation, please complete a **Transportation Request** at least two weeks prior to the field trip. Reservations are on a first come/first serve basis. Requests may be made electronically at:

<https://solutions.sierracollege.edu/TDClient/1795/Portal/Requests/ServiceDet?ID=30232>

Important Phone Numbers:

Department of Community Safety (916) 660-7120
 NCC Administration Office & Office of the Executive Dean..... (530) 274-5301
 NCC Admissions & Records..... (530) 274-5302

SIERRA JOINT COMMUNITY COLLEGE DISTRICT FIELD TRIP/OFF CAMPUS REQUEST FORM

Division: _____ Department: _____

Course Name: _____ Section#: _____

Field Trip Director/Instructor: _____ Signature: _____

Destination: _____ Purpose: _____

Departure: _____ Return: _____

Day/Date/Time

Day/Date/Time

FIELD TRIP:

A. _____ College Vehicle (Request Form Attached)

_____ Chartered Bus

_____ Other Specify: _____

B. Has the field trip been budgeted for? _____Yes _____No

If yes, identify FOAP: _____

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

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

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

OFF CAMPUS CLASS MEETING:

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

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

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

Dean Approval: _____ Date: _____

Date of Trip: _____ Destination: _____



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

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

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

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

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

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

(1) Assumption of Risks:

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

(2) Hold Harmless, Indemnity and Release:

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

(3) Medical Treatment Authorization:

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

In the event of an **emergency**, please contact:

Name: _____ Relationship: _____ Phone Number: _____

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

Student/Volunteer Signature

Student/Volunteer Printed Name

Date

Parent/Guardian Signature (if Student/Volunteer is under age 18)

Parent/Guardian Printed Name

Date

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: _____