



Faculty Handbook

2025/2026

Purpose

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

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

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

Happy Teaching!

Rebecca Bocchicchio
Vice President, Instruction

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Campus Information

A. Addresses and Phone Numbers for Sierra College

1. Campuses

<http://www.sierracollege.edu>

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

Rocklin (Main):

5100 Sierra College Blvd, Rocklin, CA 95677

Phone: (916) 624-3333

Nevada County Campus:

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

250 Sierra College Drive, Grass Valley, CA 95945

Phone: (530) 273-5300

Tahoe-Truckee Center:

11001 College Trail, Truckee, CA 96161

Phone: (530) 550-2225

2. Division Offices

Division of Business, Technology and Public Service:

Rocklin Campus, B-3

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

Division of Wellness and Athletics:

Rocklin Campus, Ft-7

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

Division of Liberal Arts:

Rocklin Campus, W-107

Email: LiberalArtsDivision@sierracollege.edu

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

Division of STEM:

Rocklin Campus, V-211

Email: STEM-inbox@sierracollege.edu

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

Division of Allied Health:

Rocklin Campus, RN-1

Email: nursingdepartment@sierracollege.edu

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

Student Services:

Rocklin Campus, U-24

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

B. Faculty Absence Notification Procedures

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

Please provide the following information:

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

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

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

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

At the **Truckee Campus**, call (530) 550-2225 or email Kim Bateman at kbateman@sierracollege.edu with the above information.

C. Emergency Procedures

Security Services are located in the XT building on the Rocklin Campus and the N1 building on the Nevada County Campus. Lost and Found is also at security.

Emergency Telephone Numbers

For all campuses

For a non-emergency call the Department of Community Safety – Extension 7120 from campus phones,
or (916) 660-7120

In an emergency, call 911

When to call 911 Police Department

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

When to call 7120 (Department of Community Safety)

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

Classroom Safety

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

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

In the Event of a Fire

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

In the Event of a Command to Evacuate

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

In the Event of a Command to “Lock Down”

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

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

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

In the Event of a Power Failure

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

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

D. Human Resources

Location: Rocklin Campus, U-12

Phone: EXT. 7100, or (916) 660-7100

[Sierra College Human Resources Website](#)

1. Employee Health & Welfare Benefits

Location: Rocklin Campus, U-12

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

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

Information Technology Services (ITS)

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

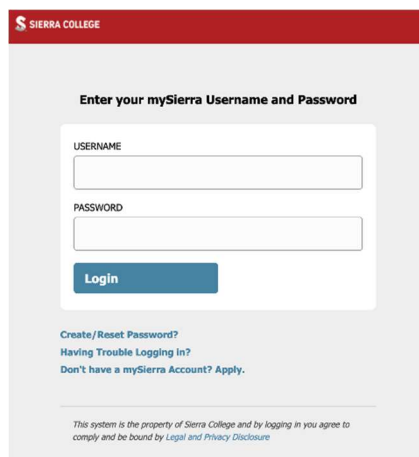
A. Public Web Site

<http://www.sierracollege.edu>

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

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


When an employee is hired, they are given a network username and a 9-digit Employee ID Number by Human Resources. Staff can then use the "Create/Reset Password?" located on the mySierra login screen, to create or to reset their network password.



Employee and student passwords no longer expire. However, it is important that you reset your password if you suspect that someone else has it or if directed to by ITS. If you have any trouble resetting your password, contact the Service Desk at (916) 660-7777. This page has instructions for both Faculty and Students - [Password Reset Tool](#)

Direct link to the screen below:

<https://passwordreset.sierracollege.edu>




Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next Cancel

Use your
Sierra College
email address

Captcha
image is not
case sensitive

1. Visit: <https://passwordreset.sierracollege.edu/index.html>
2. Select the big, blue button **“Reset Password.”**
3. In the **“User ID”** field, enter your Sierra College email address. Your email address looks like this: username@sierracollege.edu
4. The next step contains a CAPTCHA Image. Type in the combination of distorted letters and numbers displayed on the screen and then select, **“Next.”**
5. Choose your preferred method of verifying your identity. If you choose **“Email”**, a code will be sent to the personal email address you listed with HR. Employees who added a personal email address in the **“Update My Personal Info”** section of mySierra would access that personal email account to retrieve the code. The code will be sent from msonlineserviceteam@microsoftonline.com. If you don't see the email, check your Junk, Spam, Deleted, Conversations, Clutter, Focused, and any other folders that your email provider may divert incoming mail to.
6. On the password reset screen, enter the code into the field provided and select, **“Next.”**
7. Create a new password based on the following criteria:

Sierra College Password Rules:

- The password length must be 15 to 32 characters
- Include at least one uppercase and one lowercase letter
- Include at least one number
- Special characters are allowed, but not required
- Cannot contain your username, first name, middle name, or last name
- Cannot be the same as the last 25 passwords

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

You have two options for MFA:

1. Use your **phone number** to get a login code by text or call
 1. PRO TIP: If you change devices, so long as your phone number doesn't change, there will be no disruption to your access.
2. Use an **authenticator app**. This is the most secure way of verifying your identity when logging in.
 1. PRO TIP: If you change devices, contact the Service Desk immediately for a reset. After resetting your account, you can set up an authenticator app again, but it should be known that the app is device-specific and changing phones will impede your access until you contact the Service Desk.

Please follow the set-up instructions linked here. These instructions include a link you will need to sign into BEFORE attempting the set-up steps. [MFA - Multifactor Authentication Method Instructions](#)

C. Sierra College email (Microsoft Office365)

You can access your Sierra College email:

1. [Log in to mySierra](https://www.sierracollege.edu/mysierra) and click on first link in the Important Links tile, titled “Check My Email”:
<https://www.sierracollege.edu/mysierra>
2. [Log in to Microsoft](#) directly using your Sierra College login information
3. Add the Outlook app to your mobile phone, which you can download from your app/play store. Add your Sierra College email in this format: username@student.sierracollege.edu

Email Forwarding

We highly discourage forwarding your Sierra College email for a few reasons:

1. There is no guarantee that forwarded emails will be received by your personal email carrier; oftentimes they are blocked or the forward doesn't complete.
2. Sierra College email is the official modality of communication for ALL college business at all college sites. Sierra College will not be conducted to non-Sierra College email addresses.
 3. If you forward your email to a personal account, students who have not yet completed onboarding steps may receive a very confusing and misleading bounceback email from you.

For further information about Microsoft 365: <https://support.microsoft.com/en-us/microsoft-365>

D. mySierra

<https://mysierra.sierracollege.edu>

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

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

<https://myaccess.sierracollege.edu/>

SIERRA COLLEGE

Enter your mySierra Username and Password

USERNAME

PASSWORD

Login

[Create/Reset Password?](#)
[Having Trouble Logging in?](#)
[Don't have a mySierra Account? Apply.](#)

This system is the property of Sierra College and by logging in you agree to comply and be bound by Legal and Privacy Disclosure

Your network password works for MySierra, your Sierra College email, Canvas, ProDev, Inside.Sierra, and the classroom computers. Remember, your network password, mySierra password, and email passwords are all the same.

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

E. Inside.Sierra

<http://inside.sierracollege.edu>

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



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

F. Service Desk

<https://sccd.sharepoint.com/its/HelpDesk/Pages/home.aspx>

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

G. Voicemail

If you are issued a phone number by the District, voicemails will be sent to your email with a text transcription and attached audio file.

H. WiFi

Free WiFi

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

Secure WiFi

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

Other Changes

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

Faculty and staff can review the FAQ information on the IIT Service Desk site on [Inside.Sierra](https://inside.sierra.edu) for detailed support.

I. KEY TO USING SMART CLASSROOM EQUIPMENT

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



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

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

VOLUME: Changes audio volume for selected input.

CC: Closed captioning for selected input, if available.

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

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

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

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

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

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

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

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

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

What NOT to do:

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

Class Records and Attendance Procedures

To access your class records, log into your MySierra account using your network username and password. (See page 6 for login instructions.) Go to the Instructional Faculty tile.

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

A. Class Syllabus

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

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

Specific components of the syllabus should include:

- Course content and learning objectives as outlined in the Course Outline of Record found in [CourseLeaf](#).
- Published Course Student Learning Outcomes (CSLO's in accordance with ACCJC Accreditation Standards) and may be found on the [Accreditation and SLO](#) website.
- Faculty information (Name, Office Location, Office Hours, Telephone Number, and Email address)
- Required class materials
- Grading policy and/or grading rubric
- Attendance policy
- General class management and etiquette - Reference the [Students Rights and Responsibilities Handbook](#)
- Emergency classroom procedures
- Special Accommodations (ADA) Statement: *In accordance with the Americans with Disabilities Act requirements, Sierra College can accommodate most special needs. Students with a documented physical or learning disability (documentation must be on file with the Dean of Student Services prior to the beginning of the semester) may request accommodations by contacting [Student Accessibility Services \(SAS\)](#).*

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

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

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

B. Class Rosters

Rosters may be pulled at any time. However, because students can register up until midnight the day before class begins, it's advised to pull a fresh roster the morning class begins to ensure the most recent enrollment status of your students. To access and pull your rosters, follow instructions below or visit the [Class Rosters Solutions Center page](#):

To view your class roster, click on the **Roster** link on the Instructional Faculty page in mySierra.

On the CRN Listing page, you will see all active classes you are assigned to. **To filter by term**, choose a term from this dropdown menu:

SIERRA COLLEGE

Faculty & Advisors • CRN Listing

CRN Listing



All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HIST 0004A	Western Civilization to 1715	80254	22	Active	08/18/2025 - 12/13/2025	Fall 2025
SOC 0015	Intro to Stats in Sociology	81155	35	Active	08/18/2025 - 12/13/2025	Fall 2025
BUS 0201	Financial Accounting I	81370	32	Active	10/20/2025 - 12/13/2025	Fall 2025
SOC 0815S	Support for Sociology 15	81451	1	Active	08/18/2025 - 12/13/2025	Fall 2025
HIST 0017A	History of the U.S. to 1877	60294	39	Active	06/09/2025 - 07/19/2025	Summer 2025
MUS 0810	Selected Topics in Music	62132	15	Active	06/16/2025 - 07/21/2025	Summer 2025
ESL 05100	Novice-High Listen/Spk/Vocab	62279	3	Active	06/09/2025 - 08/02/2025	Summer 2025

To view a roster, click on any class, but **do not click on the hyperlinks**. If you click on the hyperlink for either the Course Title or the CRN, you will only see section information like what you see on the class schedule. To access the roster, click anywhere other than those links.

SIERRA COLLEGE  

Faculty & Advisors • CRN Listing

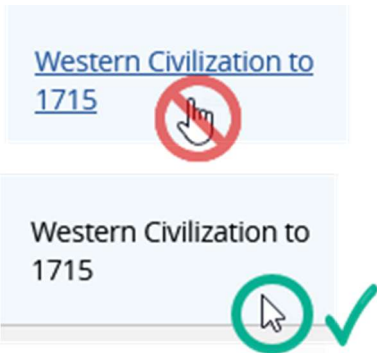
CRN Listing Click anywhere except the Course Title and CRN

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HIST 0004A	Western Civilization to 1715	80254	22	Active	08/18/2025 - 12/13/2025	Fall 2025
SOC 0015	Intro to Stats in Sociology	81155	35	Active	08/18/2025 - 12/13/2025	Fall 2025
BUS 0201	Financial Accounting I	81370	32	Active	10/20/2025 - 12/13/2025	Fall 2025
SOC 0815S	Support for Sociology 15	81451	1	Active	08/18/2025 - 12/13/2025	Fall 2025
HIST 0017A	History of the U.S. to 1877	60294	39	Active	06/09/2025 - 07/19/2025	Summer 2025
MUS 0810	Selected Topics in Music	62132	15	Active	06/16/2025 - 07/21/2025	Summer 2025
ESL 05100	Novice-High Listen/Spk/Vocab	62279	3	Active	06/09/2025 - 08/02/2025	Summer 2025

Visual confirmation where to click:



To export your roster to an Excel spreadsheet, click on the **Export** button in the upper right corner of your screen:

Export Print

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	15	15
Wait List	20	0	20
Cross List	0	0	0

Then, choose the **type of Excel file** you prefer:

Export Template Cancel

Export files as

- Excel Spreadsheet - .xls
- Excel Spreadsheet - .xlsx

Export

To print your roster, click on the **Print** button in the upper right corner of your screen.

Export Print

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	15	15
Wait List	20	0	20
Cross List	0	0	0

A printable version of your screen will display in **Print Preview** prior to printing.

Class List - Summary

Class List - Summary

Course Information

Selected Topics in Music - MUS 0810 100

Term: Summer 2025 - 202560

CN# 02132

Duration: 06/16/2025 - 07/21/2025

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	15	15
Wait List	20	0	20
Cross List	0	0	0

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
April		Web Registration	Non Credit	0	No Access	Enter Grade	1st Year (1 to 24 units)
Christine		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Emelyne		In Person Registrat	Non Credit	0	No Access	Enter Grade	1st Year (no units completed)
Gordon		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Helen		In Person Registrat	Non Credit	0	No Access	Enter Grade	2nd Year (5 - 60 units)
JK		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Kelly		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Margaret		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Michael		In Person Registrat	Non Credit	0	No Access	Enter Grade	1st Year (no units completed)
Mikun		In Person Registrat	Non Credit	0	No Access	Enter Grade	1st Year (no units completed)
Norman		In Person Registrat	Non Credit	0	No Access	Enter Grade	1st Year (1 to 24 units)
Rose		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Subanne		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available
Thomas		In Person Registrat	Non Credit	0	No Access	Enter Grade	1st Year (no units completed)
Timothy		In Person Registrat	Non Credit	0	No Access	Enter Grade	Not Available

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Print 1 sheet of paper

Destination: Printer

Pages: All

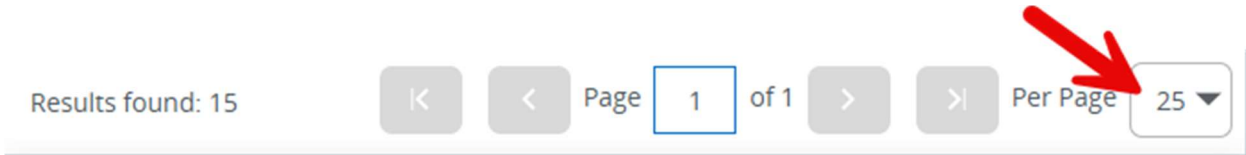
Copies: 1

Layout: Portrait

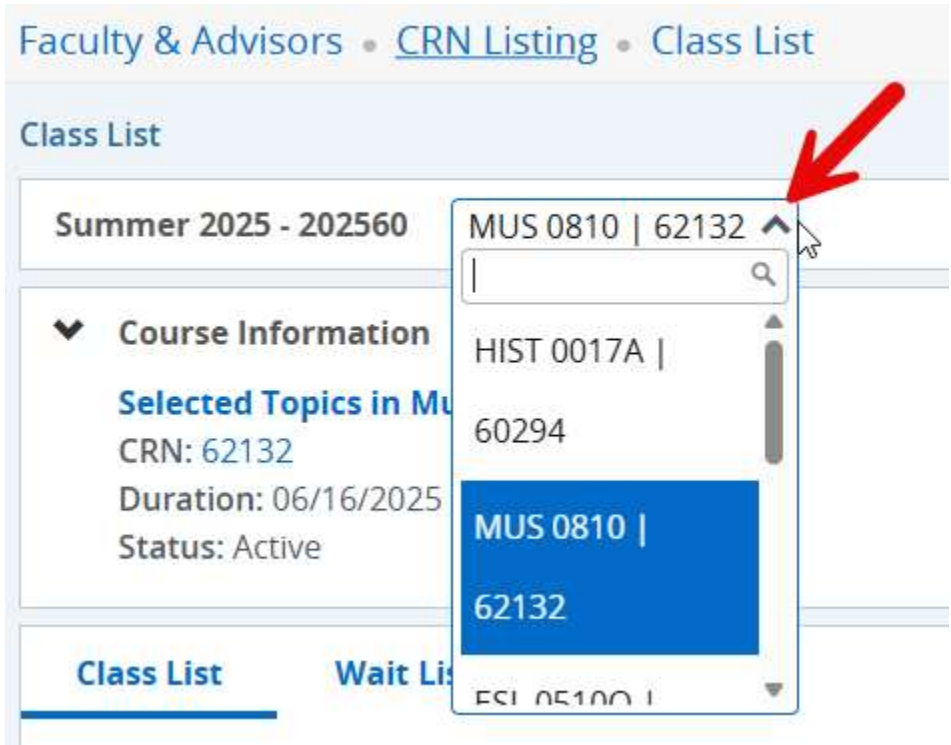
More settings ▼

Print
Cancel

Not seeing the whole roster? Look at the bottom of the page to see **how many records are displayed** and **how many pages** make up your roster. You can change the number of records displayed per page (5, 10, 25, 50, 100 are the options):



If you need to **switch to another class**, you can use the dropdown menu next to the course name at the top of the screen to toggle to another course during the same term:



NOTE: Add Codes are no longer located on your Roster. Please review this help article for Add Codes: <https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=157249>

C. Adding Students

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

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

D. Waitlists

[How Do Waitlists Work?](#)

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

E. Dropping and Withdrawing Students

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

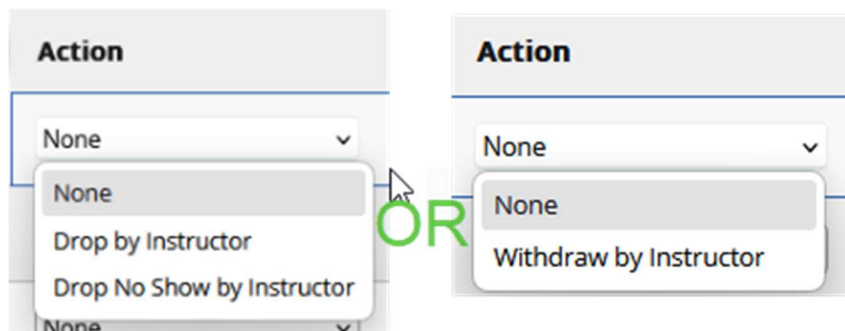
If you are questioning whether to drop a student who has not been participating, it is encouraged that you initiate the drop by the drop deadline. Should the student contact you and provide an acceptable reason for their lack of participation, you always have the option to reinstate that student back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

To clear your roster or drop students, click on the **Instructor Drops** link on the Instructional Faculty page in mySierra.

You can reduce the number of classes you see on the screen by using the **term** filter at the top of the page, though it is not necessary.

Select the appropriate class by clicking anywhere except the Title or the CRN hyperlinks.

To drop students use the dropdown field in the **Action** column and choose the appropriate option:



- **Drop by Instructor:** Drop student prior to Census Date
- **Drop No Show by Instructor:** Drop student for not attending class or making contact with you prior to Census Date
- **Withdraw by Instructor:** Drop student after Census Date, but before Add/Drop deadline

To save your changes, click the **Submit** button at the bottom of the screen.

The following page will require you to confirm your "drops" before processing them. Click **Confirm** after you have reviewed and are ready to finalize the drop.

Drop Roster Confirmation Print

Summer 2025 - 202560

Course Information

Selected Topics in Music - MUS 0810 100
 CRN: 62132
 Rule ID: 1
 Roster Type: Total Roster
 Census Type: Not Available
 Dates Available: 06/02/2025 - 07/22/2025
 Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	15	15
Wait List	20	0	20
Cross List	0	0	0

Students Selected to be Dropped Show/Hide Column Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
Jill			Drop by Instructor
Michael J.			Drop No Show by Instructor

Results found: 2 Page 1 of 1 Per Page 25

Confirm Cancel

Look for any errors in the upper right corner of the screen. If drops were successful, you will see **green notifications** and the enrollment figures for your class will reflect a new total:

Drop Roster Confirmation 3

Summer 2025 - 202560

Course Information

Selected Topics in Music - MUS 0810 100
 CRN: 62132
 Rule ID: 1
 Roster Type: Total Roster
 Census Type: Not Available
 Dates Available: 06/02/2025 - 07/22/2025
 Roster Last Submitted: 06/17/2025

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	13	17
Wait List	20	0	20
Cross List	0	0	0

Students dropped successfully : 2

970 Drop successfully completed.

901 Drop successfully completed.

NOTE: Errors may include co-requisite requirements for enrollment. Please contact your dean for additional assistance on drop errors. Your dean may need to work with the Instruction Office and/or Registrar as needed.

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

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

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

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

F. Attendance Requirements

Taking daily attendance is required by State Education Code. A student will be allowed six hours of class absence per duration of a 3-unit, 3-hour-a-week, full-term course. All other courses will be prorated in a ratio of one hour of absence to nine hours of class meeting time. If a student misses more than 6 hours of a 3-unit class, or the equivalent ratio, the instructor can withdraw the student.

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

Please note, student cannot be graded on attendance.

G. Class Instructional Material Fees

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

H. Emailing Students

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

To view your class roster, click on the **Roster** link on the Instructional Faculty page in mySierra.

On the CRN Listing page, you will see all active classes you are assigned to. **To filter by term**, choose a term from this dropdown menu:

SIERRA COLLEGE

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HIST 0004A	Western Civilization to 1715	80254	22	Active	08/18/2025 - 12/13/2025	Fall 2025
SOC 0015	Intro to Stats in Sociology	81155	35	Active	08/18/2025 - 12/13/2025	Fall 2025
BUS 0201	Financial Accounting I	81370	32	Active	10/20/2025 - 12/13/2025	Fall 2025
SOC 0815S	Support for Sociology 15	81451	1	Active	08/18/2025 - 12/13/2025	Fall 2025
HIST 0017A	History of the U.S. to 1877	60294	39	Active	06/09/2025 - 07/19/2025	Summer 2025
MUS 0810	Selected Topics in Music	62132	15	Active	06/16/2025 - 07/21/2025	Summer 2025
ESL 05100	Novice-High Listen/Spk/Vocab	62279	3	Active	06/09/2025 - 08/02/2025	Summer 2025

To view a roster, click on any class, but **do not click on the hyperlinks**. If you click on the hyperlink for either the Course Title or the CRN, you will only see section information like what you see on the class schedule. To access the roster, click anywhere other than those links.

SIERRA COLLEGE

Faculty & Advisors • CRN Listing

CRN Listing

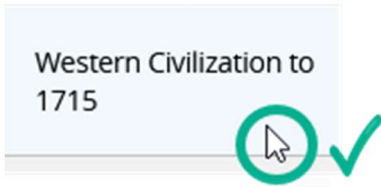
All Terms

Select Course

Click anywhere except the Course Title and CRN

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HIST 0004A	Western Civilization to 1715	80254	22	Active	08/18/2025 - 12/13/2025	Fall 2025
SOC 0015	Intro to Stats in Sociology	81155	35	Active	08/18/2025 - 12/13/2025	Fall 2025
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SOC 0815S	Support for Sociology 15	81451	1	Active	08/18/2025 - 12/13/2025	Fall 2025
HIST 0017A	History of the U.S. to 1877	60294	39	Active	06/09/2025 - 07/19/2025	Summer 2025
MUS 0810	Selected Topics in Music	62132	15	Active	06/16/2025 - 07/21/2025	Summer 2025
ESL 05100	Novice-High Listen/Spk/Vocab	62279	3	Active	06/09/2025 - 08/02/2025	Summer 2025

Visual confirmation where to click:



Select individual students by clicking in the **checkbox** to the left of their name or select all students using the **checkbox** next to the "Student Name" heading. After student(s) are selected, click on the **email icon**.

SIERRA COLLEGE

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

Summer 2025 - 202560 HIST 0017A | 60294

Course Information
History of the U.S. to 1877 - HIST 0017A 610
CRN: 60294
Duration: 06/09/2025 - 07/19/2025
Status: Active

Enrollment Counts

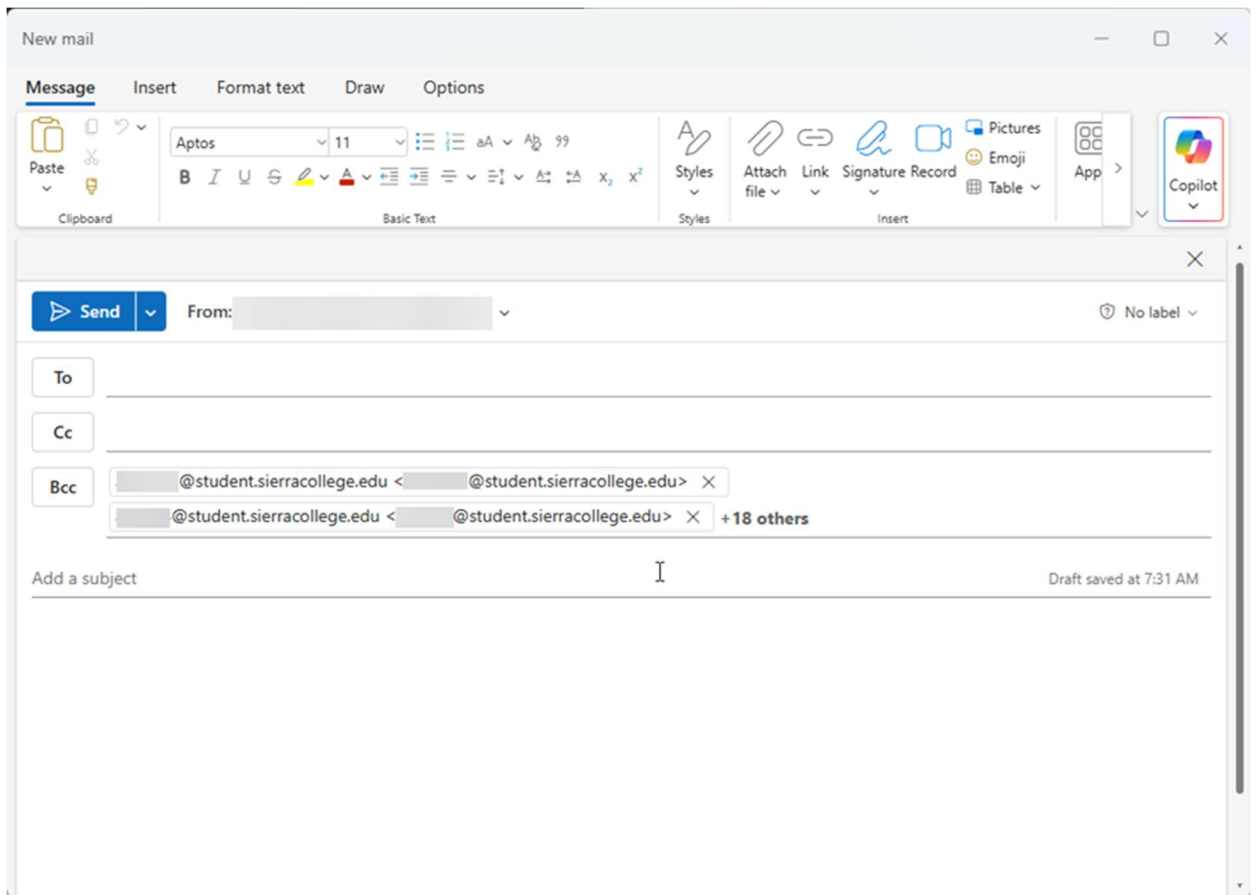
	Maximum	Actual	Remaining
Enrollment	40	39	1
Wait List	20	20	0
Cross List	0	0	0

Class List **Wait List** Summary View

Summary Class List

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final
<input checked="" type="checkbox"/>	Adriana L.		Web Registration	Credit	3	Enter Grade
<input checked="" type="checkbox"/>	Gabe A.		Web Registration	Credit	3	Enter Grade
<input checked="" type="checkbox"/>	Lisa S.		Web Registration	Credit	3	Enter Grade
<input checked="" type="checkbox"/>	Nataly A.		Web Registration	Credit	3	Enter Grade
<input checked="" type="checkbox"/>	Ozra		Web Registration	Credit	3	Enter Grade
<input checked="" type="checkbox"/>	Sean W.		Web Registration	Credit	3	Enter Grade

A new message with your default mail application (preferably Outlook) will open and **each student email will be in the BCC line** (blind carbon copy).



To email your Wait List, switch from the Class List tab to the Wait List tab, then repeat the steps above.

SIERRA COLLEGE

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

Summer 2025 - 202560 HIST 0017A | 60294

Course Information
History of the U.S. to 1877 - HIST 0017A 610
CRN: 60294
Duration: 06/09/2025 - 07/19/2025
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	40	39	1
Wait List	20	20	0
Cross List	0	0	0

Class List **Wait List** Summary View

Summary Wait List Search (Alt+Y)

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
<input checked="" type="checkbox"/>	[Profile Icon] Zorah	[ID]	Waitlist	Credit	0	4	-	2nd Year (25 - 60 units)
<input checked="" type="checkbox"/>	[Profile Icon] G.	[ID]	Waitlist	Credit	0	6	-	2nd Year (25 - 60 units)
<input checked="" type="checkbox"/>	[Profile Icon] Alliah M.	[ID]	Waitlist	Credit	0	2	-	2nd Year (25 - 60 units)
<input checked="" type="checkbox"/>	[Profile Icon] Nicole R.	[ID]	Waitlist	Credit	0	14	-	2nd Year (25 - 60 units)

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

I. Submitting Final Grades and Attendance Hours

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

- Students’ financial aid for subsequent terms can be jeopardized
- Veterans’ monthly GI Bill benefit checks can be delayed
- Students can be incorrectly placed on probationary or dismissal status

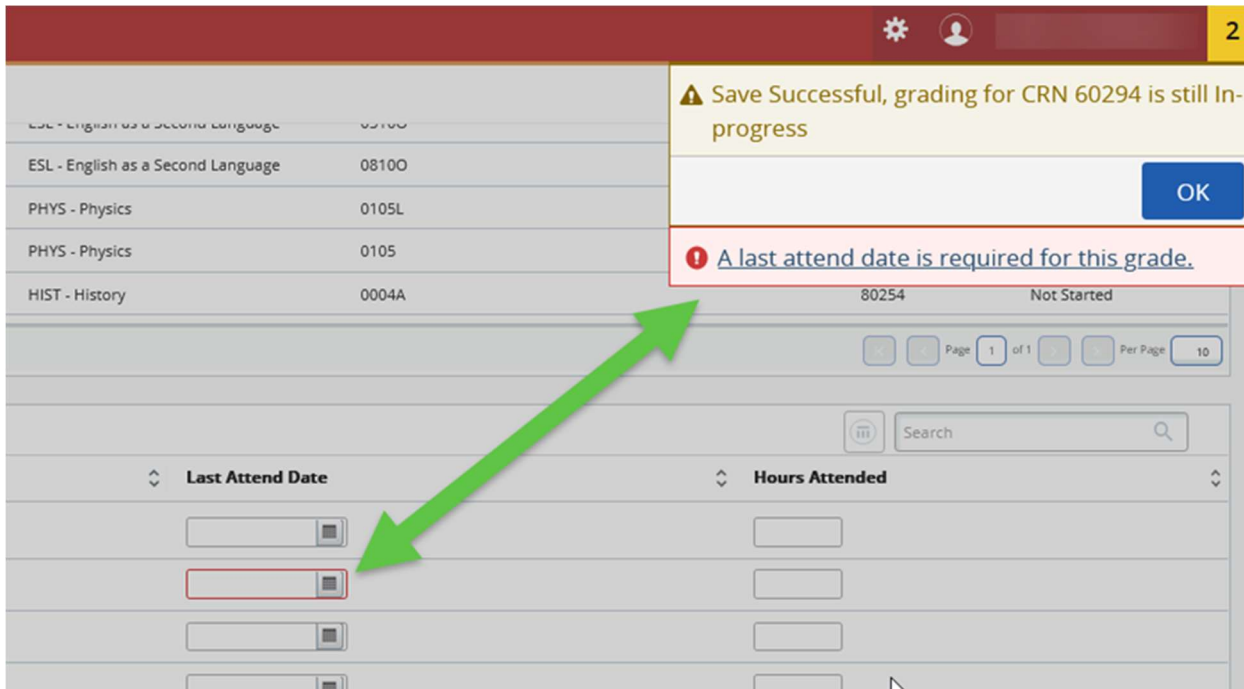
To submit your final grades and hours, click on the **Submit Grades and Hours** link on the Instructional Faculty page in mySierra.

By default, all classes will be listed at the top of your page. (1) Select a class to enter grades for each student by clicking anywhere on the class line. (2) The Enter Grades screen will appear just below:

The screenshot displays the 'Faculty Grade Entry' interface. At the top, there is a red header with the Sierra College logo and navigation icons. Below the header, the page title is 'Faculty Grade Entry • Final Grades'. The main content area is divided into two sections: 'My Courses' and 'Enter Grades'.
 The 'My Courses' section contains a table with the following columns: Grading Status, Term, Subject, Course, CRN, and Rolled. The table lists several courses, all with a 'Not Started' status. A green arrow labeled '1' points to the 'ESL - English as a Second Language' course line.
 Below the 'My Courses' table is a pagination bar showing 'Records Found: 10', 'Page 1 of 1', and 'Per Page 10'.
 The 'Enter Grades' section is located below the pagination bar. It has a header with the same title and a search bar. Below the header is a table with columns: Full Name, ID, Final Grade, Rolled, Last Attend Date, and Hours Attended. The table lists four students: Adriana L., Gabe A., Lisa S., and Nataly A. Each row has a dropdown menu for 'Final Grade', a date field for 'Last Attend Date', and a text input field for 'Hours Attended'. A green arrow labeled '2' points to the 'Enter Grades' section header.

After entering in all grades, click the **Save** button.

For failing grades, be sure to enter the **Last Attend Date**. If you forget, when you **Save**, you will see this **red notification** as a reminder and the corresponding field will also be highlighted in **red**.



NOTE: When clicking in the **Last Attend Date** field, you may get a **green notification** stating, "The student has not withdrawn from the class." This is ok.

When final grades and hours have been completed for all students in the class, you will see a **green notification** in the upper right corner of your screen stating, "**Save Successful, grading for CRN (NUMBER) is completed**".



At the top of the Final Grades page, you will see the status of your class has changed to **Completed**, also in **green**.

SIERRA COLLEGE

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Term
Completed	202560 - Summer 2025
Not Started	202560 - Summer 2025
Not Started	202560 - Summer 2025
Not Started	202560 - Summer 2025
Not Started	202560 - Summer 2025

If you are entering grades for a **positive attendance** class (which means an actual accounting of hours attended by each student in each class, both lecture and lab), please be sure to enter both the grade and the Hours Attended for each student. Students with a “W” on your grade form must have attended hours entered. Zero hours are not acceptable.

Not Started 202580 - Fall 2025 SOC - Sociology 0815S 81451 Not Started

Records Found: 10 Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
Adriana L.					
Gabe A.					
Lisa S.					
Nataly A.					

If a student never attended class, you must submit a No Show Petition. To obtain the form, go to <https://www.sierracollege.edu/admissions/forms/> and use the **No Show Petition** form.

An incomplete may be assigned for unforeseeable, emergency, and justifiable reasons in accordance with [Administrative Procedure 4230](#). When assigning an incomplete, leave grade field blank. **The student must initiate the request for an incomplete.** The Incomplete Petition must have student’s, dean’s, and instructor’s signatures and must be

submitted no later than five (5) working days after the last day of class.

When submitting grades, you may need to consider conditions that require “special handling”:

Issuing a Failing ("F") Grade

- If assigning a failing grade of “F”, enter in the *Last Date of Attendance* with a two-digit month, two-digit day, and four-digit year (MM/DD/YYYY) format with slashes.
- Last Date of Attendance should **NOT** be prior to census date, as that denotes that the student should have been dropped before census and can have financial aid impacts for the student. If the student did not establish attendance and they were not dropped by census, a [No Show Petition](#) should be completed and submitted to your division for signature

Issuing an Incomplete ("I") Grade

- If a student has contacted you with a valid reason for missing final work and if you are willing to issue an incomplete, leave the grade field blank.
- The student needs to complete an [Incomplete Grade Petition](#) found on the website.
- The signed petition is due to Admissions and Records (A&R) by the final grade submission deadline listed above.
- Once the signed petition is received, A&R staff will enter the incomplete grade along with the alternate grade to be assigned if the work is not completed *within one year*.

Positive Attendance Classes

Accurate accounting is important for positive attendance classes because unlike census-based classes, the college is paid only for the hours of actual student participation – even for students who withdrew.

- If a student attended a portion of your class but withdrew, report the total hours of participation on your grade form. **One or more** hours of participation must be reported.
- If a student did not participate, fill out a [No Show Petition](#) found on the website. If you submit zero hours on your grade form, you will receive an error.
- If you are assigning a grade of NP (no pass), hours for that student must also be reported.

For additional information on submitting grades please refer to the faculty tab in mySierra for the links to How-to-Guides and FAQ's.

Please contact Mariella Crandall (mcrandall@sierracollege.edu), your dean, and/or Ninette Dollesin (ndollesin@sierracollege.edu) if you have any additional questions.

J. Grade Changes

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

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

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

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

Teaching Resources

A. Bookstore

sierra.bncollege.com
Phone: (916) 660-8200

1. Rocklin Campus

Location: K Building, by cafeteria

2. Nevada County Campus

Location: N5-100

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

3. Tahoe Truckee Campus

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

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

- Order Online <https://aip.bncollege.com/app/>
- Email order to textbooks@sierracollege.edu
- Phone in order to (916) 660-8200
- Place book order in the store

Course Packs:

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

B. Canvas

sierra.instructure.com/login

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

Login Instructions:

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

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

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

C. ProDev

prodev.sierracollege.edu/

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

You can get to ProDev from the district's homepage at www.sierracollege.edu, under the "Faculty and Staff" link.

Login Instructions:

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

D. Workroom for Part-Time Faculty

- Copiers in faculty workrooms are to be used for small, immediate copy needs **ONLY**.
- Students are not permitted in the workrooms at any time.

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

1. Rocklin Campus

Location: LRC-113, Part-Time Faculty Workroom

2. Nevada County Campus

Location: N1-111

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

E. Printing Department and Copy Machines

http://printing.sierracollege.edu/psp/app/psp_start.asp

Location: Rocklin Campus, X Building, Corporation Yard

Phone: (916) 660-7630

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

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

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

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

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

F. Scantron Machine Locations

1. Rocklin Campus

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

2. Nevada County Campus

Location: N1-111

3. Tahoe-Truckee Campus

Location: T1-201

G. Students in Your Class

1. Academic Honesty

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

2. Students' Rights and Responsibilities

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

3. Students' Right to Privacy

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

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

4. Student Discipline

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

H. Testing Center

1. Rocklin Campus

Location: LT-1

Phone: (916) 660-7430

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

2. Nevada County Campus

The Nevada County Campus does not have an official Testing Center, and faculty are encouraged to proctor student make-up tests. If you encounter a hardship proctoring the exam yourself, please contact the Office of the Executive Dean at (530)-274-5302. If it is convenient for the student to travel to the Rocklin campus, you may contact the Testing Center there for proctoring arrangements. The NCC SAS office will proctor exams for SAS students ONLY. Please contact Cathy Callas at (530)274-5330 or ccallas@sierracollege.edu.

3. Tahoe-Truckee Center

Location: T1-204 (LRC/Library)

Phone: (530) 550-2284

To schedule a test, please make an appointment.

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

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

Student Services

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

A. Admissions and Records

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

1. Rocklin Campus

Location: A – 101

Phone: (916) 660-7340

Fax: (916) 630-4500

2. Nevada County Campus

Location: Building N1 - 112

Phone: (530) 274-5302

Fax (530) 274-5324

3. Tahoe Truckee Center

Location: Room 105

Phone: (530) 550-2225

B. Financial Aid

<https://www.sierracollege.edu/financialaid/>

1. Rocklin Campus

Location: Winstead Center

Phone: (916) 660-7310

2. Nevada County Campus

Location: N1-112, Lower Level

Phone: (530) 274-5346, Option 5

C. Health Services Center

1. Rocklin Campus

Location: L-183

Phone: (916) 660-7490

2. Nevada County Campus

Location: N3-101

Phone: (530) 274-5317

D. Student Educational Resources

1. Assessment Center

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

a) Rocklin Campus

Location: LT-1

Phone: (916) 660-7430

b) Nevada County Campus

Location: N6-200

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

2. Assistive Technology Lab

Location: LT-1, Rocklin

Phone: (916) 660-8137

3. CalWorks

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

a) Rocklin Campus

Location: L-141

Phone: (916) 660-7367

b) Nevada County Campus

Location: N1-208B

Phone: (530) 274-5306

4. Computer Labs

Students login with their mySierra username and password. For non-students users, a guest login is provided upon request.

a) Rocklin Campus

Location: LRC-205

b) Nevada County Campus

Location: N6-200

c) Tahoe Truckee Campus

Location: T1-230

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

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

a) **Rocklin Campus**

Location: L-150

Phone: (916) 660-7400

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

b) **Nevada County Campus**

Location: N1-216

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

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

c) **Tahoe Truckee Campus**

Location: 105

Phone: (530) 550-2225

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

6. *Student Accessibility Services (SAS)*

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

a) **Rocklin Campus**

Location: L-141

Phone: (916) 660-7460

b) **Nevada County Campus**

Location: N3-101

Phone (530) 274-5330

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

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

a) **Rocklin Campus**

Location: L-141

Phone: (916) 660-7366

b) **Nevada County Campus**

Location: N1-216

Phone (530) 274-5306

8. *Student Success Center*

a) **Rocklin Campus**

Location: LRC 444

Phone: (916) 660-7520

9. *International Students*

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

a) **Rocklin Campus**

Location: L-131

Phone: (916) 660-7330

10. *Tutor Center*

The Tutor Centers provide students with the academic support needed to achieve success. Free tutoring is available to students for classes in which they are enrolled at Sierra College. Tutors are successful Sierra College students who support peers in a welcoming online and in-person learning community. Tutors help with study skills and class content in over 140 subjects.

Faculty can use and support our efforts in two ways:

- By referring students who could benefit from tutoring services. Keep in mind that students do not need to be failing a class to benefit from tutoring. Students very often seek out tutoring to reinforce their understanding of concepts or to further expand their information base.
- By providing recommendations for students who would be great tutors, either in the Embedded Tutoring program or via one-to-one appointments.

a) **Rocklin Campus**

Students must show proof that they are taking a class.

Location: LRC- 402

Phone: (916) 660-7220

b) **Nevada County Campus**

Location: N2-203

Phone: (530) 274-5308

c) **Tahoe Truckee Campus**

Location: T1-204

Phone: (530) 550-2284

11. *Learning Opportunities Center*

a) **Rocklin Campus**

Location: LRC- 401

Phone: (916) 660-7450

12. *Math Center*

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

a) **Rocklin Campus**

Location: V-329

Phone: (916) 660-7990

13. *RISE*

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

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

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

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

a) **Rocklin Campus**

Location: LRC-446

Phone: (916) 660-7542

Email: RISE@sierracollege.edu

b) **Nevada County Campus**

Location: N2, Upper Level

Phone: (530) 274-5340

14. *Career and Transfer Connections*

a) **Rocklin Campus**

Location: LT-109

Phone: (916) 660-7481

b) **Nevada County Campus**

Location: N1-208

Phone: (530) 274-5303, option 5

15. *TRiO*

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

a) **Rocklin Campus**

Location: L-141

Phone: (916) 660-7377

16. Veteran Success Center

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

a) Rocklin Campus

Location: LRC-424

Phone: (916) 660-7470

b) Nevada County Campus

Location: N1-208

Phone: (530) 274-5303, option 5

17. Writing Center

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

a) Rocklin Campus

Location: LRC-205

Phone: (916) 660-8093

b) Nevada County Campus

Location: N6

Phone: (530) 274-5362

18. The Library and Learning Commons

All three campuses have libraries to support the academic success of students. They each provide a wide range of free academic services including technology help, textbook reserves, interlibrary loan, and research and writing support. Within each library, students can take advantage of computer labs and printing, as well as collaborative working spaces, group study rooms, and quiet study areas. The library collection consists of over 90,000 print, 350,000 eBooks, and free 24/7 access to magazines, journals, newspapers, and streaming films through subscription databases. Librarians are available to assist students in-person and online with research questions including navigating library resources, evaluating source credibility, and refining topics and searches. The library website (<https://www.sierracollege.edu/library/>) also offers online research guides and information literacy tutorials.

- The Rocklin Campus Library and Learning Commons,
Location: LRC, 2nd and 3rd floors
- The Nevada County Campus Library and Learning Commons,
Location: N6
- The Tahoe-Truckee Learning Center
Location: T1-204