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Chapter 1: Semester QuickStart

Getting off to a good start…staying ahead… and finishing big

As the beginning of the term approaches, there are certain tasks that must be completed. More information about many of these issues can be found in Chapter 2: Instructional Details.

Before the term begins

The following issues need your attention before the term begins:

E-mail Confirmation

Please confirm that your professional e-mail address is functioning. For associate (part-time) faculty, this is an rccd.edu account. For full-time faculty, this is an rcc.edu account. Your email address is established through HR during hiring process. It is CRITICAL to check this e-mail regularly in order to approve teaching assignments in a timely manner.

You may also consider joining the campus list serves (RIV-ALL, RIV-FT Faculty, RIV-PT Faculty). Please contact Stacy Parsons to join these list serves (stacy.parsons@rcc.edu)

Teaching Assignment (TA) Approval

All TAs are approved electronically via WebAdvisor. Account approval must be completed prior to the first day of class. More information about the TA Approval Process is available on page 5.

Book Orders

Learn more about book orders on page 10. Book orders and orders for other required or recommended materials can be submitted …

• online through your WebAdvisor account via Faculty Enlight
• by printing the Book Order Form (found in Appendix) and submitting it through campus mail or directly to the bookstore
• by e-mail to: rcc.bncollege.com
• by fax to: 951-682-8865

Keys

Riverside City College utilizes two types of key access.

• Key Card - A Key Card is needed to access classrooms in the Math and Science Building, Nursing Building, and Wheelock Gym. To obtain a key card, contact your IDS for assistance.
• Standard Key - Your department chair and IDS will fill out the proper forms and submit them to Facilities. You will be notified by e-mail when your key is ready.
• Instructional Media Key - If you teach in a room that has instructional media you must contact the IMC (Instructional Media Center-X-8513) and arrange for classroom technology training before your key is issued from your IDS.
**RCCD Parking Permit**

Purchase your Parking Permit online via your [Faculty WebAdvisor account](#) (license plate number required during ordering process). For the latest updates on parking information, see the Riverside City College [website](#). You must have a permit on the first day of all sessions, The staff permit for Fall will cover the Winter.

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**Syllabus**

- **CREATE** your syllabus according to the Course Syllabus Guidelines on page 10. You can obtain your COR for your class by visiting [http://www.curricunet.com/rccd/](http://www.curricunet.com/rccd/).

- **MAKE** a copy for your students.

You may attach a hard copy of the syllabus to a requisition form and submit to Riverside Administration Support (mailroom/copy center). Requisition forms may be retrieved from the support center. Or, you may email a file by attachment to rivadminsupport.center@rcc.edu, providing all necessary and relevant information found on the requisition form (i.e; number of copies, type of paper, collated, stapled or other special requests)

Please allow four working days for completion.

- **SUBMIT a copy of** your syllabus to the IDS
  - Course syllabi should be submitted every semester/intersession you teach.
Special considerations for new hires

Set up your RCCD voice mail
Inquire with department IDS for current policy and/or instructions.

- Location of faculty mailboxes
  Faculty Mailboxes
  Faculty mailboxes are located in the Riverside Administration Support Center for general mail. Please contact your department chair and/or IDS for mailbox location within your department. All Associate Faculty will need to request a mailbox with the Riverside Administration Support Center.

Obtain Copy Code
Please see the department IDS for your copy code for small jobs.

Before the First Day of Class

Be prepared when you enter the classroom on the first day. Give thought to how you will 1) manage student adds, 2) maintain records of attendance and 3) assist our students who are sometimes overwhelmed and lost.

You will be able to print an accurate first-day roster and waitlist one day before the start of your class (NOT the start of the term). Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

- Print Attendance Roster from WebAdvisor. A hardcopy Record of Attendance MUST be submitted at the end of the term to your IDS. For details about Attendance Rosters and other required documents, see Chapter 2.

- Print Wait List from WebAdvisor.

- Print Add/Authorization Codes from WebAdvisor.

- Confirm that the required text that you ordered is in the bookstore (if not in, please contact the store manager)

- Provide the library with a copy of your text to place on reserve, if possible

- Check your faculty mailbox in the Administrative Support Center for important notices and your ASK ME stickers. If you are so inclined, wear the ASK ME sticker during the first week to identify yourself as a person who can answers students’ questions

- Full-time faculty should post office hours on their office door.

Best Practices for the First Day

Add/Authorization Codes
Add/Authorization codes (unique to each section) can be printed from WebAdvisor. Add codes become active on the first day of class and allow students to add courses on WebAdvisor instead of standing in
Add Authorization Codes – Tracking Your Codes

It is good practice to record the student names associated with the add codes as you distribute them. Faculty, not students, manage student-adds into your course. Please make your students aware that the use of another student’s Authorization Code to add a class is a Violation of the Student Code of Conduct.

Adding students - How many students can I add to my class?
Make sure you are aware of your room cap, course cap, and departmental policy before adding. You should never add more students than is pedagogically sound.

Admission Deadline for New Students

There is an application deadline for new students each term. New students who missed the application deadline are encouraged to apply for the next term. Add codes may only be given to those students who have been accepted to the college.

As you hand out add codes, let your students know that the codes are valid only if the student has met all deadlines to apply to the college.

You may use your waitlists to manage adding students to your class. This ensures that you are not violating any federal or state regulations about open access. If you choose not to use the waitlist as a guide to add students, please make certain that you are not using criteria that violate federal or state regulations.

Concurrent Enrollment

For current information regarding concurrent enrollment, see the RCC website.

Course Repetition for substandard grade

Effective Summer 2012, students who earned a substandard grade can repeat a course a maximum of three (3) times. Attempts prior to Summer 2012 count. In addition, a grade of “W” (withdrawal) is considered an attempt.

Deadline to Drop Courses Without a W

The Deadline to Drop without a W is another critical date associated with your course. Please check WebAdvisor for the course-specific date for your particular sections. As always, a grade of “W” is considered an attempt for purposes of ability to repeat a course.

Drop for Non-Payment

Dates for non-payment drops are clearly stated on the website and e-mail reminders were sent to all students as the deadlines approach. Once students are dropped from your courses, students from your waitlists are added.

Dropping Students

You are required to drop students who never attend (or for online courses, students who never log on to) your course. Such students MUST be dropped as NO-SHOWS before or at Census. Title 5 regulations require that students be dropped if they have never attended (or logged into) class prior to census.

Student e-mail

Please encourage students to activate their student e-mail and to check it regularly. This will help them meet important deadlines as well as receive communication from you, especially via Blackboard in a hybrid/online course. Students may forward their student email to a personal email account if they choose.
Additional Considerations

- **Do not move desks or tables from room to room in order to add students.**
- Please leave the Disabled Student seating in place. Every term this furniture is specifically placed as needed by the Disability Resource Center (DRC). If a student in your section requires DRC furniture and it is not currently in your classroom, notify the DRC so that appropriate accommodations can be made (X-8060).
- **Do not change** the date, the time, or the location of your FINAL EXAM. Remember, the Riverside City College Final Exam schedule is not the same as the Final Exam Schedule for NC or MVC. If you think that a change in date, time, or location is necessary, please make a request through your Department Chair and/or Dean. For some courses, your Final Exam may not appear on the schedule (i.e. hybrid courses). If this is applicable to your class, please contact your chair and IDS immediately to make other arrangements.

**During the term**
Stay on track. Here are some helpful tips…

**Census**

- Keep updating the names of students on your Attendance Roster until Census. Keeping track of who is officially enrolled will help you manage the adds into your course AND impress upon the students the importance of meeting the Last Day to Add deadline.
- Submit Census Roster on WebAdvisor by deadline. Remember to drop NO SHOWs. This is a State Regulation.
- Reconcile your official Attendance Roster with WebAdvisor after census. DO NOT allow unregistered students to attend your class
- If you have TBA labs associated with your course, see more information on p. 17.

**Instructor Absence Policy**

- Please call your IDS to report your absence. If you speak to your IDS directly your IDS will generate an Absence Affidavit for you and “post” your class so that your students are aware that class is cancelled. Upon your return you can sign and submit your Absence Affidavit to your IDS.
- If you cannot reach your IDS by phone, leave a message and/or e-mail so that s/he can generate your Absence Affidavit. If you cannot speak directly to your IDS, check with the department chair for the absence-reporting policy. Additionally, it is always good practice to contact your students by email or through Blackboard to announce your absence.

**Improvement of Instruction**

**Associate (PT) Faculty**

You will be notified early in the term if you are scheduled for evaluation. All parts of the evaluation process must be completed. Please note that if you are teaching multiple campuses within the District, you may still need to undergo an IOI for EACH college. The following process should be completed by the end of the term:

- Classroom observation of one section
Student evaluations administered in all sections
Department Chair comments

**Full-time Faculty**
You will be notified early in the term if you are scheduled for Improvement of Instruction (IOI). Meetings will be arranged by the office of the appropriate dean.

**Teaching Availability**
Complete and submit an availability form when you receive it from your IDS. This does not guarantee an assignment (associate [PT] faculty) but lets us know your interest and availability.

**At the End of the Term**
- Submit Grades on WebAdvisor by deadline.
- Submit the Attendance Roster and a copy of grades to your IDS.
- If you awarded an Incomplete Grade to a student, you MUST also submit an Incomplete Grade Contract on WebAdvisor.
Chapter 2: Instructional Details

Things to keep in mind each and every term…

Every term there are certain tasks that must be completed. The checklist version is presented in Chapter 1. This chapter provides more details.

Book Orders & Required Course Materials
State regulation requires that the college inform students of the costs associated with their courses at the time of enrollment. You will receive reminders in your RCC e-mail account with deadlines for placing your book orders. It is imperative that you meet these deadlines.

If you are not requiring a textbook, the bookstore must be informed.

Please talk to the Department Chair for policies on how to order an instructor copy.
Ms. Tuyet Su is the Textbook Manager at the Riverside City College Bookstore. Her contact information is:

Direct line: 951-222-8154
General Bookstore line: 951-222-8140
Fax: 951-682-8865
Email: Tuyet.su@rcc.edu
Email: bookstore@rcc.edu
To place book order: http://www.facultyenlight.com/user

Course Syllabus

Standard Components
It is always a good idea to periodically touch base with your Department Chair about important syllabus details specific to your discipline.
The following list of syllabus components is not intended to be exhaustive or to replace faculty best practices. All syllabi should contain:

- Instructor contact information.
- Textbook information
- Clearly identified Student Learning Outcomes (Available from your Department Chair or in every Course Outline of Record in CurricuNet)
- Grading details
- Course calendar detailing readings, assignments, class meeting dates, test dates, and Final Exam date and time

For classes that have TBA lab hours, syllabi must include statements addressing the following:

- the nature of the instruction occurring in the lab
- the expected weekly attendance in the lab
the physical location of the lab

how the assignments in the lab factor into the grade for the course

**Important Statements**

The omission of specific content can be a potential source of problems for instructors and students. Experience has shown that clear policy statements in your syllabus are of great help should misunderstandings arise with students. Please include statements in your syllabus about:

- **Accommodation of Disabilities**
  Such a statement is required. Here is a suggestion:

  *Accommodations for Disabilities*

  Riverside City College provides services to students with disabilities through the Disability Resource Center (DRC), located in the AD 121. To request academic accommodations due to a disability, please visit the DRC or contact the DRC staff at 222-8060. A DRC staff member will confidentially review your concerns with you to determine any required accommodations. Once your accommodations are approved through DRC, please bring your DRC documentation(s) to me so that we may discuss your accommodations.

- **Academic Honesty, Plagiarism, Cheating, etc.** This should include a statement not only about what constitutes plagiarism and/or cheating, but also a statement about the consequences to the student's grade for the test/assignment on which s/he demonstrated academic dishonesty.

- **Adding and Dropping the Course**
  Suggested language:

  *Adding this class*

  Students adding this section will be provided with a four digit add/authorization code. You are responsible for completing the add process before the deadline to add. This deadline can be found in the Schedule of Classes available online in pdf format on the college's website. Add codes can be processed through your WebAdvisor account. If you fail to add the class by the deadline, you are not officially enrolled and college policy prohibits you from continuing to attend class.

  Be aware that your failure to pay fees/fines, to document prerequisites, to clear academic holds, or to navigate personal problems may hinder you from adding this section. Please allow sufficient time to take care of these issues before the deadline to add.

  Adding this course after the published deadline will require documentation of extenuating circumstances involving severe illness, accident, or death of a family member.

  *The use of an add/authorization code issued to another student violates the Student Code of Conduct and will be referred to the Dean of Student Services for disciplinary action.* The unauthorized use of an add code is grounds for removal from the course.

  *Dropping this class*

  You may withdraw from this course by using WebAdvisor prior to the drop deadlines. Deadlines are available on WebAdvisor. If there is a bold restricting use of WebAdvisor for this purpose, you may bring a completed ADD/DROP card to the Admissions counter of the college and complete the process there. It is the student’s responsibility to drop this class should s/he decide no longer to attend.

- **Classroom Policies and Expectations of Student Behavior** This should include policies on cellphone usage, common courtesy, eating and drinking in the classroom, appropriate language, proper classroom and online etiquette, etc.

- **Course Policies** Missed assignments or exams, attendance, tardiness, and class participation.
Submit copy of syllabi to Department Office (IDS)

Every term the Department Offices archive syllabi for all courses taught at Riverside City College. This is critical for our students. Oftentimes, when our students transfer, the four-year institution requires a copy of the syllabus from a course that the student took at Riverside City College. This is for matriculation purposes and a Course Outline of Record is unacceptable; the university wants to see the syllabus. This request often takes our students by surprise as they may not have saved every syllabus from every course that they took at community college. In addition, these documents assist us greatly in dealing with other issues that arise after the term has ended.

Field Trips

Paperwork required for course-associated field trips must be submitted prior to the event. Contact your IDS for specific discipline requirements, deadlines, and paperwork. It is critical that you meet these deadlines or your request may be delayed or declined. A faculty travel request must be filled out and submitted to your IDS, who will obtain a travel number and proper signatures. This is mandatory so that faculty will be covered by liability insurance while off site.

Final Exam Schedule

The Final Exam Schedule for Riverside City College can be found in the pdf of the Schedule of Classes. DO NOT change the meeting date/time or location of your Final Exam. If you believe that a change is warranted, contact your Department Chair/Dean to discuss the matter.

Note: the Riverside City College Finals schedule differs from the Finals Schedule at MVC and NC.

Late Adds

Remind your students to process add codes on or BEFORE the Last Day to Add for your section. This date varies by section so check WebAdvisor or the Schedule of Classes for the exact date for your section.

If a student misses the Last Day to Add, a Late-Add Petition must be filed. Late-Add Petitions can only be submitted during the week immediately following the Last Day to Add. The forms require the signature of the instructor and the approval of the Dean of Instruction. The Dean of Instruction will not approve Late-Add Petitions unless the student falls into one of the following allowable conditions per Title 5:

1. **Illness** – The student must prove s/he was ill or injured during the add period. The student must attach a note from a doctor, clinic, or hospital certifying illness and inability to add by the published deadline date.

2. **Accident** – The student must attach a “true copy” of an original accident report from a police department, sheriff’s office, California Highway patrol, or other police agency. It is the student’s responsibility to explain how the accident prevented him/her from adding by the published deadline date.

3. **Death** – The student must attach a copy of the death certificate and explain the relationship to the deceased.

It is the student’s responsibility to clear all impediments to adding/enrolling. The following reasons do not merit approval of a Late-Add Petition

- Required assessments not completed
- Prerequisite not cleared
- Child care issues
- Inability to pay fees on time
- Financial or academic holds
Methods of Instruction

Riverside City College offers different modes of instruction: lecture, web-enhanced, hybrid and online. Web-enhanced, hybrid, and online sections may utilize BlackBoard (training REQUIRED) or a course/faculty website.

The District supports the establishment of WordPress sites for faculty use. To set up a WordPress site, submit this form or contact Mark Knight (Manager & Information Architect) at mark.knight@rcc.edu for assistance.

You must “opt in” for your Web-enhanced course to be offered through Blackboard. Please coordinate this request with your Department Chair as you finalize your teaching assignment.

In order for a course to be offered using the Hybrid or Online method, the course MUST be approved to be offered using these methods through the curriculum approval process. Contact your department chair, Curriculum Committee representative or consult Curricunet if you have questions about whether a particular course has been approved for Distance Education.

Hybrid and Online courses are offered using the Blackboard platform. Faculty must complete district-offered training in order teach hybrid, online, or to use Blackboard for a web-enhanced course.

Training is provided through the Online Blackboard Academy (OBA) for all online-based instructors. OBA consists of six online modules ranging from Blackboard 9.1, how to make your courses Section 508 compliant, ancillary support, etc. It is fully online, available 24/7 and takes about 12-13 hours to complete. Contact Bianca Vidales at Bianca.Vidales@rccd.edu to enroll in the next training.

In addition, a workshop for online instruction is offered at RCC once a year in June to address specific issues of best practices, pedagogy and use of technology in the online environment. Information can be obtained through Faculty Development. All faculty are notified through RCC email about the dates and agenda.

Required Documents

Attendance Rosters

At the end of each semester, hard copies of attendance rosters must be submitted to the Department Office (IDS) for every section taught. Pursuant to Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3 Records and are records basic to audit. For convenience, Excel-based templates are available from the Faculty Menu on WebAdvisor along with a tutorial detailing how to download and import an Excel file of your class roster.

You will be able to print an accurate first-day roster one day before the start of your class. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.
Census Rosters

Census rosters are due within five days of the census date listed in WebAdvisor. Use these rosters to record active, inactive and no-show students. Check the census roster carefully against your attendance records and drop all “no-show” students. Students whose names do not appear on the Census Roster are not officially enrolled in the class and may not attend class.

CENSUS ROSTERS AND CLASSES WITH TBA LAB HOURS

Most of these sections use CI Track to document attendance for lab hours. If your section is linked to CI Track, the hours that your students have completed in lab will appear in the Census Lab Hours column of the Census Roster.

Hours of attendance logged in CI Track serve as evidence in the case of an audit. However, if you have documentation (evidence) that the Lab Hours pre-loaded in WebAdvisor from CI Track are in error, you may correct the value in the Census Lab Hour cell on this screen. All documentation (evidence) in support of these corrections MUST be submitted to the Office of the Dean of Instruction immediately after you submit your Census Roster. This will serve as institutional evidence in case of audit.

Please note: the requirements for student attendance in the TBA instructional Labs associated with your section MUST be clearly detailed in your course syllabus. If you have any questions about TBA instructional labs associated with your course, please contact your Lab Coordinator or Department Chair. The Dean of Instruction is also available to respond to any questions you may have. For classes in CIS, CSC, ENG, ESL, REA, WL, and other courses that have TBA lab hours, the course syllabi must clearly state the nature of the instruction occurring in the lab, the required weekly attendance in the lab, the physical location of the lab, and how the assignments in the lab factor into the grade for the course.
**CENSUS ROSTER INQUIRY**

The Census Roster Inquiry is available as a menu choice in WebAdvisor under Faculty Rosters. Use this to confirm the submission of your Census Report and to print it for your records.

**CENSUS ROSTER INQUIRY AND CLASSES WITH TBA LAB HOURS**

For classes with associated TBA lab hours, the Census Roster Inquiry will detail the number of reported lab hours for each student as of Census. If you discover you have made an error in reporting lab hours at Census, you may correct your error using the *Census Roster Hours Update* option.
CENSUS ROSTER UPDATE AND CLASSES WITH TBA LAB HOURS

For sections with TBA Lab Hours, faculty may update the Lab Hours reported at Census after submitting the Census Roster.

You may do this ONE TIME only.
Note: After State Reporting has been finalized, you will no longer be able to access this option for sections offered during this term.

Grade Rosters

Grade Rosters are due at the end of the term and are submitted on WebAdvisor. If you assign an Incomplete Grade, you must also submit an Incomplete Grade Contract for each student with an INC grade.

Remember, an INC grade will be reported as IF, ID, etc. The first letter indicates the Incomplete grade and the second letter indicates the grade to which the INC will revert if after one calendar year the student fails to complete the requirements set forth in the INC Contract.

Incomplete grades are awarded at the discretion of the faculty member. They should be assigned only if it is beyond the deadline for the student to drop with a W and the student can document an extenuating, unforeseeable circumstance preventing him/her from completing the semester.
GRADE ROSTERS AND CLASSES WITH TBA LAB HOURS

For sections with TBA Lab Hours, faculty are able to view the Total Lab Hours completed by each student for the course. Along with the completed work from regularly scheduled weekly labs, this information will assist the faculty member in determining the contribution of the lab hours to the overall grade in the course.

In addition, the hours reported at Census are provided for final review. If the Census hours need to be corrected, you may adjust the hours using the Census Roster Hours Update link from the WebAdvisor menu. You may only correct hours if you have documentation (evidence) that the Lab Hours previously reported are in error. All documentation (evidence) in support of these corrections MUST be submitted to the Office of the Dean of Instruction immediately after you submit the Census Roster Hours Update. This will serve as institutional evidence in case of audit.
GRADE ROSTERS AND CLASSES WITH POSITIVE ATTENDANCE

LECTURE AND LAB HOURS

Sections that do not meet the criteria for typical scheduling must be reported as Positive Attendance courses. For these sections, hours of attendance must be reported. Many of these sections have both a Lecture and a Lab component, so that is the example used below.

For sections that require the reporting of Positive Attendance hours, the Grade Roster to be submitted in WebAdvisor at the end of the term will appear as follows:

For every student, you will enter a grade, the hours that the student attended lecture (Lecture Hours), and the hours that the student attended lab (Lab Hours). The lecture and lab hours will be pre-loaded with the
maximum hours possible. It is your responsibility to reduce the hours for each student based upon his/her absences during the term.

It is critical that during the term you maintain accurate records of student attendance in BOTH the lecture and the lab portion of the course. The hard-copy of your attendance record IS the official documentation required and should be submitted to Admissions & Records at the end of the term. Make certain that you have clearly indicated attendance for every student for every day the class met. If you were absent, then all students lose those hours of attendance for that day.

Contact your Department Chair or the Dean of Instruction with any questions.

GRADE ROSTERS INQUIRY

Instructors can confirm that grades and (if appropriate) TBA hours or Positive Attendance hours have been submitted by clicking on the Grade/Pos Attendance Inquiry option in the Faculty Menu on WebAdvisor:

GRADE ROSTERS & POSITIVE ATTENDANCE UPDATES

If a correction needs to be made to a student grade, you may use the Student Grade Change option on WebAdvisor.

If a correction needs to be made to the Positive Attendance hours submitted, you may do so by using the Positive Attendance/TBA Hours Update option. If you update the Positive Attendance hours, please resubmit an updated hardcopy of the Attendance Roster to the Instructional Department Specialist (IDS). It is critical that the hardcopy of the Attendance Roster documents and supports the hours of attendance that you have reported on WebAdvisor.
Chapter 3: Professional Information

Things to keep in mind each and every term…

Some information about the college is relatively constant. This section summarizes this information. Please contact your department chair or the Dean of Instruction if you have any questions.

Workforce Preparation offers the CalWORKs program, funded through the Chancellor's office of the California Community Colleges. CalWORKs was designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. For detailed information, see CalWORKs on the RCC website.

Riverside Administrative Support Center
The Riverside Administrative Support Center (RASC) provides the following services for faculty:
- faculty mailboxes
- copier access
- parscore grading
- faxing
- computer
- District and campus mail services
- copying (Hard copies of Copy Requests can be dropped off in the RASC (located in AD 123) or e-mailed to rivadmindsupport@rcc.edu Copy requests using more than 500 pages will be sent off-site for processing and require at least four working days to process.)

College Safety and Police
IN AN EMERGENCY CALL 911 or CALL RCCD SAFETY AND POLICE Dispatch at (951) 222-8171 OR 222-8172. The College has 24-hour coverage. If you or any of your students would like to be escorted to your vehicles after dark, notify Dispatch at (951) 222-8171 or (951) 222-8172.
Be advised that RCCD officers will ticket for moving violations on and near the college.

Disability Resource Center (DRC)
Riverside City College provides services to students with disabilities through the Disability Resource Center (DRC), located in AD 121. Students that require academic accommodations due to a disability should be directed to visit the DRC or contact the staff at 222-8060. A DRC staff member will confidentially review student concerns to determine any required accommodations. Once accommodations are approved, you will be contacted with information on how to serve the needs of the student.

Contact Information
Riverside City College DRC
4800 Magnolia Ave Riverside CA, 92526
General Phone: (951) 222-8060
Location: AD 121
EOPS / CARE

Our mission is to provide effective support services, but most of all to assist educationally disadvantaged students in reaching their educational goals. Extended Opportunity Programs and Services (EOPS) is a student support program implemented and funded by the State of California (as per Title V) to help recruit, retain, and assist the academic success of low-income and educationally-disadvantaged student by providing them with the tools and resources for achieving a higher education.

Contact Information: Phone (951) 222-8045
Location: Bradshaw Building Room 130.

Faculty E-mail

You must routinely check your RCC e-mail accounts. Reminders about time-sensitive activities related to your contract (TA approvals, Census deadlines, etc.). updates from Admissions & Records, and communication from department and administrative offices are routinely sent to you via this account. Your timely monitoring is critical to the communication within the district and at our college.

Glenn Hunt Center for Teaching Excellence

At Riverside City College, the Glenn Hunt Center for Teaching Excellence has a variety of resources for faculty to utilize while pursuing their professional development activities.

There are many workshops held in the Hunt Center monthly on various topics. We also offer a quiet place to prepare for class and grade assignments. Faculty may also use the Faculty Workroom in Quad 117.

The Hunt Center has a variety of equipment at your disposal, such as SCANTRON machines, computers, printers, a small refrigerator and microwave. We also have a supply of "scratchers" (AKA Instant Feedback Forms) as well as meeting rooms.

Equipment available for checkout includes laptops, document cameras, video cameras and LCD projectors. There is also a library of books and audio books donated by faculty and others. (We welcome new donations to add to this collection). More information is available from the "Resources" menu on the right side of the Faculty Development webpage.

Access to the Hunt Center

The Hunt Center is located on the 4th floor of the Salvatore G. Rotella Digital Library and is staffed Monday-Thursday from 12:30 p.m. to 5:30 p.m. Faculty may obtain an access code from the Library Circulation Desk for additional access during non-staffed hours.

If you have any questions about the Glenn Hunt Center for Teaching Excellence or the Faculty Development Committee please contact:
Faculty Development
Hunt Center: (951) 328-3653

Faculty Development Mission Statement
Support Full-time and Associate faculty with resources toward professional development, facilitate the interdisciplinary exchange of ideas, and promote exposure to current and innovative strategies for teaching and learning.
What is FLEX?

RCC participates in the Flexible calendar program. Therefore, by law and negotiations with the RCCDFA, Full-Time faculty are required to spend 24 hours per year and Associate Faculty may be compensated up to 3 hours per year (from July 1-June 30) in professional development activities. Those activities, according to the California state flexible calendar policy, must fall into at least one of the following categories:

1. course instruction and evaluation;
2. staff development, in-service training and instructional improvement.
3. program and course curriculum or learning resource development and evaluation;
4. student personnel services;
5. learning resource services;
6. related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
7. departmental or division meetings, conferences and workshops, and institutional research;
8. other duties as assigned by the district;
9. the necessary supporting activities for the above

These hours may be satisfied by one or more of the following activities:

- Attending mandatory college day or district day events
- Attending on-campus workshops, presentations, meetings and/or events that have been approved as a FLEX event by the faculty development committee
- Participating in off-campus activities such as conference attendance, course redesign, or discipline-related activities. Discipline-related activities should
  a. be activities that are directly or indirectly related to the subject(s) taught –or-
  b. result in improved knowledge in one’s field –or-
  c. be based on a topic that can be incorporated into courses taught to improve student learning.

For instance, a faculty member in the Art department could attend an art exhibit. A faculty member in biology could attend a talk at the Long Beach Aquarium about climate change. Off-campus activities require completion of an individual flex plan with department chair approval before attendance of the event. The individual flex plan is completed in the Flex Track system (www.academic.rcc.edu/cte and click on Flex Tracker). It is also required that you provide evidence of your activity upon completion.
**Instructional Media Center (IMC)**

The Riverside City College Instructional Media Center (IMC) provides and maintains the audio and visual technology, equipment, and services to support your courses. For information, please visit the Riverside IMC web page at [http://www.rcc.edu/imc/Pages/imc.aspx](http://www.rcc.edu/imc/Pages/imc.aspx)

You must receive instructional media training prior to being issued media keys. Please contact IMC personnel at 222-8511 or rimc@rcc.edu

**For general classroom support please call 222-8511.**

**Services provided (most services require 48 hour notice)**

- Time notification requirement may vary depending on type and volume of request. (put asterisk)
  - Assisted Listening Systems
  - CD/DVD Duplication*
  - Document Scanning*
  - Equipment Installation & Maintenance*
  - Instructional Laptops for Checkout
  - Media Equipment Tutorials
  - PA/AV Setups
  - Photography/PowerPoint Presentation Assistance*
  - Streaming Video*
  - Technical Assistance with Media Equipment
  - VHS to DVD and Cassette to CD conversions*
  - Video Production (2 weeks notice required)*
  - Video Conferencing*

**Location**
Digital Library

**Contact Information**
Riverside City College IMC
4800 Magnolia Ave,
Riverside, CA 92506
General Phone: (951) 222-8511
E-mail: rimc@rcc.edu

If you experience problems with LCD projectors/screens, overhead projectors, microphones, document cameras, A/V touch panels, assisted listening systems, LCD/LED displays, or any other media equipment, please contact IMC at (951) 222-8511 or e-mail rimc@rcc.edu

For computer software or network problems, contact the Helpdesk at (951) 222-8388 or helpdesk@rcc.edu

**Classroom Security**

All faculty are provided with key access to the classroom(s) in which they teach and to the instructor workstation. Contact your IDS if you have questions and/or concerns.
Security
After your class is over (and if the next instructor has not yet arrived), please clear the room of students and lock the classroom door before you leave.

Library
The Digital Library provides the following resources.

Hours of Operation
Monday – Thursday  7:30am to 7:00pm
Friday  7:30am to 4:00pm

Contact Information
Circulation: (951) 222-8651
Reference: (951) 222-8652
email: library.rcc.edu

Services
Please refer to the website above for current information and services.

•    Reserve Textbooks: Textbook may be placed on reserve at the reference desk. It is up to the individual faculty to provide a copy of the textbook.
•    Electronic Databases LAMP is available at  http://library.rcc.edu

Parking Permits
Parking permits must be purchased online through WebAdvisor (have your vehicle license plate number handy).

Teaching Assignment (TA) Approval Process
Teaching Assignments are approved via WebAdvisor. Once you as the faculty member and the department chair have tentatively worked out which class(es) you will teach, the IDS generates a TA for you. During an approval period, new and modified TAs enter the WebAdvisor queue to be approved, first by the department chair, then by the Dean of Instruction, and finally by the faculty member. When a TA is ready for you to review and approve or deny, you will receive an automated e-mail delivered to your college/district e-mail address. It is important to approve/deny your TA by the deadline stated in the e-mail. Pay close attention to the term; some months you may have multiple TAs to approve.

If there is an error on your TA, please contact your IDS before approving or denying your assignment.

FAQs about TA Approvals
Q: When is my TA approval period?
A: Approval periods are approximately during the 10th of each month. Specific dates for each month are available in WebAdvisor.
To find the dates:
> log onto WebAdvisor
> from the Main Menu CLICK on Faculty – Click Here from the Faculty Menu | in the lower right quadrant labeled  TA- Term Assignments
Q: I approved my TA last month. Why do I have to approve the same TA more than once?
A: The quick answer is that it is not the same TA… something is different about it. If there is a change made in your TA, the new TA will need to be reviewed and approved. This is nothing new… it happened back in the pen & paper approval process days as well.

Q: Do I have to approve a TA every month?
A: No. There may be months in which no TA approval is needed. Before the term begins, you will obviously be approving the TA for the upcoming term. If nothing on your TA changes, that should be it. However, see the above question.

Q: Will I ever have a TA from more than one term to approve during the same month?
A: Possibly. This can happen especially during months at the end of an intersession and before a primary term. So always be mindful of the Term that is indicated in the automated e-mail notification.
Tutorial Services
Tutorial Services is found on the second floor of the Martin Luther King Building (MLK). For information: http://www.rcc.edu/services/tutoring/Pages/TutoringHome.aspx

Veterans Services
Your rosters will indicate (V) if a student is a veteran. VA-related concerns should be referred to a Certifying Official at the Veterans Services Office in Admissions & Records, located in Administration 124; the contact number is 951-222-8607. For student questions regarding pay, the Certificate of Eligibility, or VA Benefits, the contact number is 888-GIBILL1 (442-4551).
## Associate (Part time) Evaluation Form

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**PART TIME-FACULTY CLASSROOM OBSERVATION**

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Site Location &amp; Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code No.:</td>
<td>Date of Visit:</td>
</tr>
</tbody>
</table>

**Description of classroom activity (method & topic):**  

**Students present:**  

**KEY:**  
- **S** = Satisfactory  
- **N** = Needs Improvement  
- **N/A** = Not Applicable or Not Observed

<table>
<thead>
<tr>
<th>Instructional Assessment</th>
<th>S</th>
<th>N</th>
<th>N/A</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. Up-to-date knowledge of the subject</td>
<td></td>
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<td></td>
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<tr>
<td>2. Preparation and organization of material</td>
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<tr>
<td>3. Clarity of presentation</td>
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<tr>
<td>4. Use of instructional techniques and aids to stimulate class interest</td>
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<tr>
<td>5. Ability to move smoothly from one topic or classroom activity to another</td>
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<tr>
<td>6. Effective rapport with students</td>
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<tr>
<td>7. Encouragement of student participation (as appropriate)</td>
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<tr>
<td>8. Enthusiasm of instructor</td>
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<tr>
<td>9. Observes beginning/ending of class as scheduled and/or appropriate class breaks</td>
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<tr>
<td>10. Classroom management/enforcement of district policies</td>
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</table>
| 11. Review of Syllabi  
  - (Syllabi contains learning objectives consistent with Course Outline of Record) | | | | |
| 12. Review of Student surveys | | | | |

**ASSESSMENT:**  
- Satisfactory  
- Needs Improvement

**Additional Comments:**

________________________
________________________
________________________

________________________  
Observer/Title
### Administrative Support Center Requisition

**DATE REC'D** ____________

**Riverside City College**

**Riverside Administrative Support Center**

**REQUISITION**

**JOB NO:** R1033500

**Name**

**Telephone**

**Date Required** ____________

**Time**

**Budget Code**

**Division/Department**

**Subject**

**SCANNING**

**NOTE:** PLEASE ALLOW AT LEAST 2 WORKING DAYS

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<td>Document</td>
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<tr>
<td>File</td>
<td>Delete PREVIOUS VERSION</td>
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</tr>
<tr>
<td>E-mail File To:</td>
<td>Save PREVIOUS VERSION</td>
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**OFFICE USE ONLY:**

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**DUPLICATING**

**NOTE:** PLEASE ALLOW AT LEAST 3 WORKING DAYS

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**COMPLETED JOB – RIVERSIDE CAMPUS ONLY**

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<th>Distribute completed job to:</th>
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<td>ASC Shelves</td>
<td>All Mailboxes—Riverside Campus Only</td>
</tr>
<tr>
<td>Mailbox</td>
<td>Part-Time Faculty Only</td>
</tr>
<tr>
<td>Nursing Cabinet</td>
<td>Full-Time Faculty Only</td>
</tr>
<tr>
<td></td>
<td>Offices Only</td>
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</table>

**File Options**

- Upload File
- Send via E-mail to:

**Special Duplicating Instructions:**

**OFFICE USE ONLY:**

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</tr>
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<td></td>
<td>Sheets Used:</td>
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</tbody>
</table>
Textbook Ordering 101

Through Faculty Enlight, our new adoption platform, you can research and adopt course materials all in one convenient location.

**STEP 1**
From your browser, click on the "Order Textbooks" link and it will automatically redirect you to the Faculty Enlight website.

**STEP 2**
Already have an account? Just sign in. If not, click Create Account to set one up in just a few simple steps.

**STEP 3**

To find your past adoptions:

Accessing your textbooks from previous terms is as simple as clicking Adopt then Find Previous or Find My School Adoptions

To order textbooks/materials, click Adopt, then Create New Adoption. Drop-down menus make it easy to identify Term, Department, Course, and Section.

Want to use one textbook for all sections? Simply click Select All, and the text you choose will be added to each one.

**STEP 4**
To choose texts, click Select Materials. Search by ISBN, Title, and Author – even course materials ordered in previous Terms. From this screen, you search your colleagues’ adoptions, access your Favorites List, and order non-text materials, such as scanner, notebooks, web whatever you would like students to have for class.

If your class does not require a text, just click the No Materials Required for this Course tab.

**STEP 5**
After you’ve found the perfect text, click Adopt This Book and then Review/Submit. To select an additional text, click Add More Materials. From here, you will also mark texts required or recommended. Once you have finished making all your selections, click on Submit Order to complete your adoption. This will also generate a confirmation email to your inbox, so that you can have a copy for your records.

Still have questions? Contact Justino at the RCC Bookstore: 951-222-8154
### Glossary of Commonly Used Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACTPIS</td>
<td>Academic &amp; Career/Technical Programs Instructional Support</td>
</tr>
<tr>
<td>ADT/AAT</td>
<td>Associate Degree/Transfer OR Associate of Arts for Transfer</td>
</tr>
<tr>
<td>AoE</td>
<td>Area of Emphasis</td>
</tr>
<tr>
<td>APC</td>
<td>Academic Planning Council</td>
</tr>
<tr>
<td>ASRCC</td>
<td>Associate Students of Riverside City College (Student Government)</td>
</tr>
<tr>
<td>BIRT</td>
<td>Behavioral Intervention Resource Team</td>
</tr>
<tr>
<td>BOT</td>
<td>Board of Trustees</td>
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<tr>
<td>BPC</td>
<td>Budget Prioritization Committee</td>
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<tr>
<td>BS</td>
<td>Basic Skills</td>
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<tr>
<td>BSI</td>
<td>Basic Skills Initiative</td>
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<tr>
<td>CARE</td>
<td>Cooperative Agencies Resources for Education</td>
</tr>
<tr>
<td>CCCCO</td>
<td>California Community College Chancellor’s Office</td>
</tr>
<tr>
<td>CCE</td>
<td>Center for Communication Excellence</td>
</tr>
<tr>
<td>CIPR</td>
<td>Comprehensive Instructional Program Review</td>
</tr>
<tr>
<td>COR</td>
<td>Course Outline of Record</td>
</tr>
<tr>
<td>CSEA</td>
<td>California Schools Employee Association</td>
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<td>CTA</td>
<td>California Teacher’s Association</td>
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<td>Career/Technical Education</td>
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<td>DL</td>
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<td>Disabled Resource Center</td>
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<td>Enrollment Management Program</td>
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<td>Educational Master Plan</td>
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<td>EOPS</td>
<td>Educational Opportunity Programs &amp; Services</td>
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<td>FAFSA</td>
<td>Free Application Federal Student Aid</td>
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<tr>
<td>FDC</td>
<td>Faculty Development Committee</td>
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<tr>
<td>FERPA</td>
<td>Federal Education Rights and Privacy Act</td>
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<tr>
<td>FLEX</td>
<td>No Acronym, but referred to the professional growth hours that the college faculty are required to complete as part of the Flexible Calendar program.</td>
</tr>
<tr>
<td>FTE(S)</td>
<td>Full-Time Equivalent Student</td>
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<td>GE</td>
<td>General Education</td>
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<td>HPC</td>
<td>Hiring Prioritization Committee</td>
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<tr>
<td>IDS</td>
<td>Instructional Department Specialist</td>
</tr>
<tr>
<td>IE/IELC</td>
<td>Institutional Effectiveness Leadership Council</td>
</tr>
<tr>
<td>IGETC</td>
<td>Intersegmental General Education Transfer Curriculum (for UC: University of California System)</td>
</tr>
<tr>
<td>IOI</td>
<td>Improvement of Instruction</td>
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<tr>
<td>IMC</td>
<td>Instructional Media Center</td>
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<tr>
<td>MLC</td>
<td>Math Learning Center</td>
</tr>
<tr>
<td>MLK</td>
<td>Martin Luther King (Building)</td>
</tr>
<tr>
<td>PLO</td>
<td>Program Learning Outcome</td>
</tr>
</tbody>
</table>
PRAP: Program Review and Plan

RAC: Riverside Assessment Committee
RCCD: Riverside City College District
RCCDFA: Riverside Community College District Faculty Association
RDAC: Riverside District Assessment Committee
RD & AS: Resource Development and Administrative Services Leadership Council

SEP: Student Education Plan
SLO: Student Learning Outcome
SPEC: Strategic Planning Executive Council

TA: Teaching Assignment
TSS: Technology Support Services (Formerly known as IMC: Instructional Media Center)

UPRC: Unit Plan Review Committee

WRC: Writing and Reading Center