

Gateway Division

Spring 2025

Faculty Handbook

English

Math

Communication Studies

Library



Table of Contents

COLLEGE INFORMATION

1	MISSION, VISION, GUIDING PRINCIPLES & DIVISION CONTACTS	1
	ORGANIZATIONAL CHARTS	2-3
	EMPLOYEE DIRECTORY	4-7
	CAMPUS MAP	8

IMPORTANT POLICIES & PROCEDURES

2	FERPA	9
	EMERGENCY NOTIFICATION SYSTEM	10
	BICT	11-13
	WORK INJURY REPORTING PROCEDURE	14-15

INSTRUCTIONAL RESOURCES & PROCEDURES

3

2024-2025 ACADEMIC CALENDAR	16
FINAL EXAMS	17-18
ONLINE SCHEDULE OF CLASSES	19
CENSUS	20
NAVIGATING ADMISSIONS & RECORDS WEBSITE	21-22
LATE ADDS & REINSTATEMENTS	23-30
ORDERING / ADOPTING TEXTBOOKS	31-33
SYLLABI INFORMATION	34-39
OFFICE HOURS & ADJUNCT FACULTY COMPENSATION	39-40
SLOS (STUDENT LEARNING OUTCOME)	41-42
ARFS (ASSIGNMENT REQUEST FORMS)	43-45
ACCEPTING / REJECTING YOUR WORK OFFER	46-47
FACULTY EVALUATIONS	48
ABSENCES	49-51
HOURLY TIMESHEETS	52-53
FLEX	54-57
COLLEGE SERVICE	58-59

ADDITIONAL RESOURCES & PROCEDURES

4	FACULTY FORMS / TITLES	60-61
	COLLEGE CATALOG & COPY CENTER INFORMATION	62-66
	STUDENT LINGO	67

STUDENT RESOURCES

5	CAMPUS SERVICES	68-69
	STUDENT RESOURCES	70

Mission, Vision, Guiding Principles

Ventura College Mission

Ventura College places students at the center of their learning experience, supporting them in achieving their personal, academic, and career goals in an anti-racist, liberating, and inclusive environment. The College is an open access educational institution that supports our diverse community, helping them transform their own lives by offering degrees, certificates, transfer, and workforce preparation opportunities.

Ventura College Vision

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

Ventura College Guiding Principles

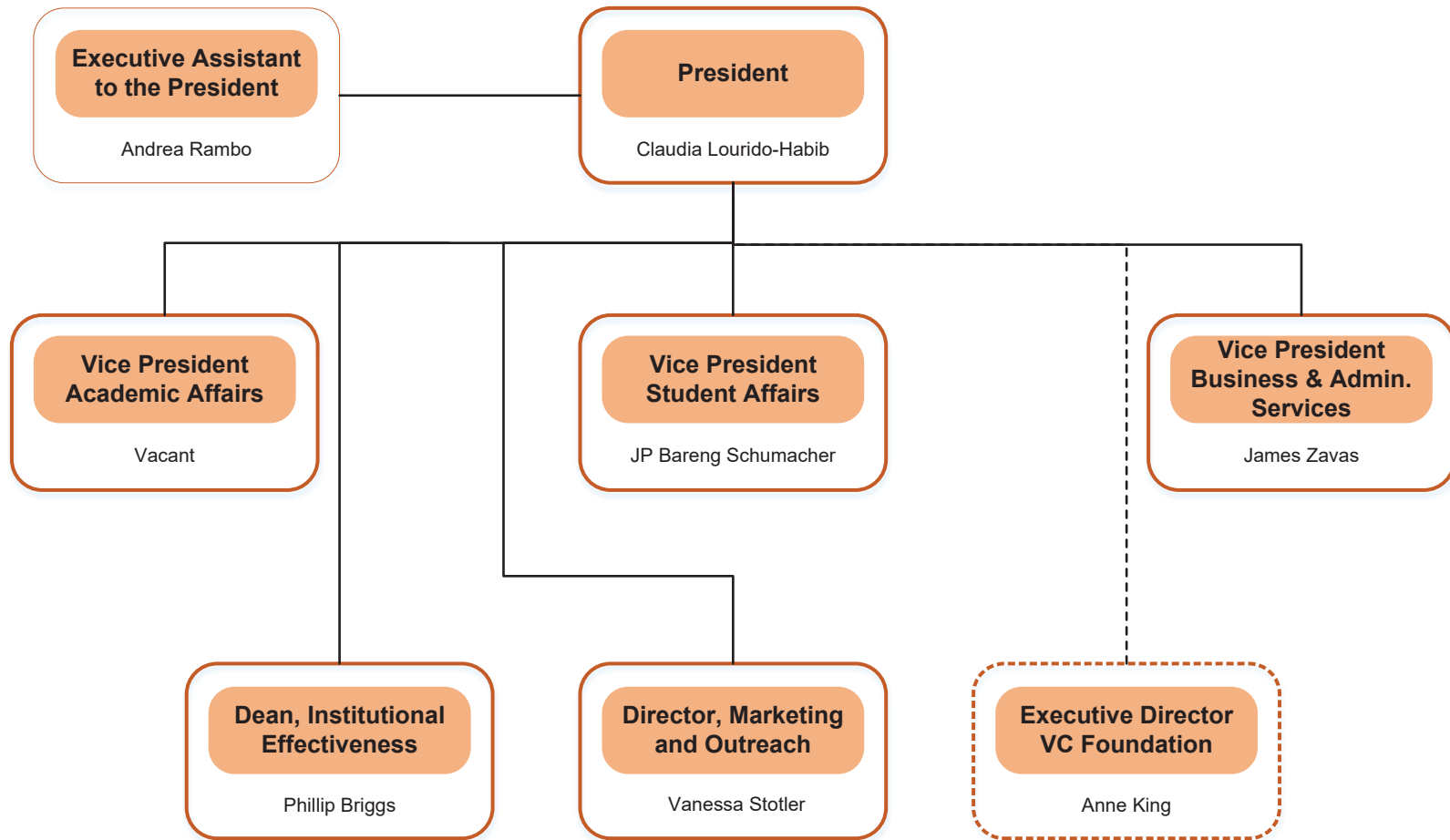
At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity.
- Listen with intensity and compassion.
- Communicate with integrity and patience.
- Design student-centered solutions.
- Spark self-confidence and a sense of discovery.
- Pursue our vision and goals with passion

GATEWAY DIVISION FACULTY RESOURCES & CONTACTS

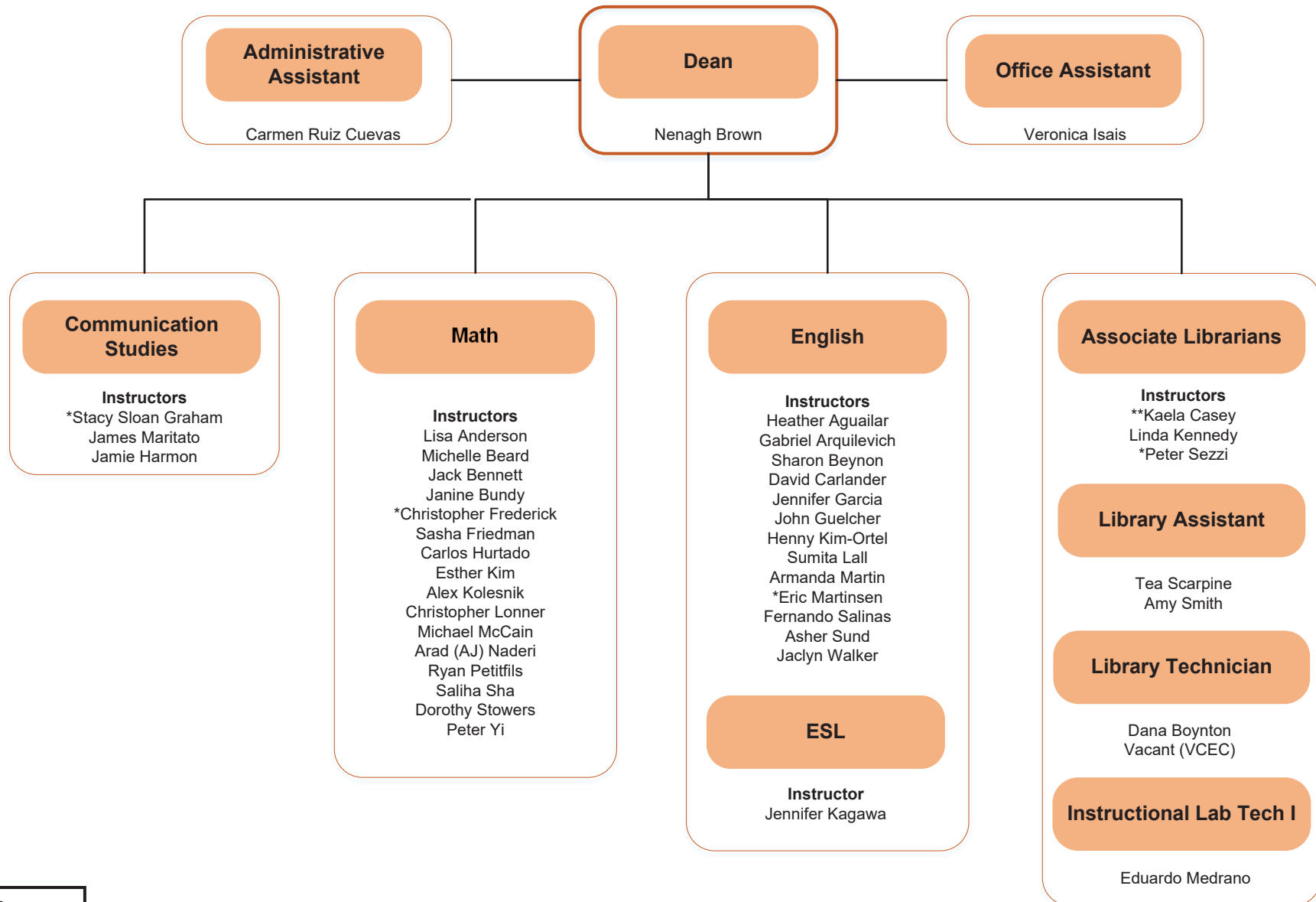
Name:	Phone #:	Email:	Location:
Division Office:	805.289.6468	vclr@vcccd.edu	LRC-114
Nenagh Brown, Dean	805.289.6232	nbrown@vcccd.edu	LRC-115
Carmen Ruiz-Cuevas, Administrative Assistant	805.289.6467	cruizcuevas@vcccd.edu	LRC-114
Veronica Isais, Office Assistant	805.289.6283	visais@vcccd.edu	LRC-114
Zyanya Garcia, Student Specialist II	805.289.6468	zyanya_garcia1@vcccd.edu	LRC-114
Department Chairs			
English: Eric Martinsen	805.289.6217	emartinsen@vcccd.edu	LRC-337
Mathematics: Topher Frederick	805.289.6043	cfrederick@vcccd.edu	SCI-346
Communications: Stacy Sloan-Graham	805.289.6197	sgraham@vcccd.edu	LRC-124

Ventura College - President's Office



Ventura College – Gateway Division

English, Math, Communication Studies, and Library



^Coordinator
*Department Chair
**Assistant/Co-Chair

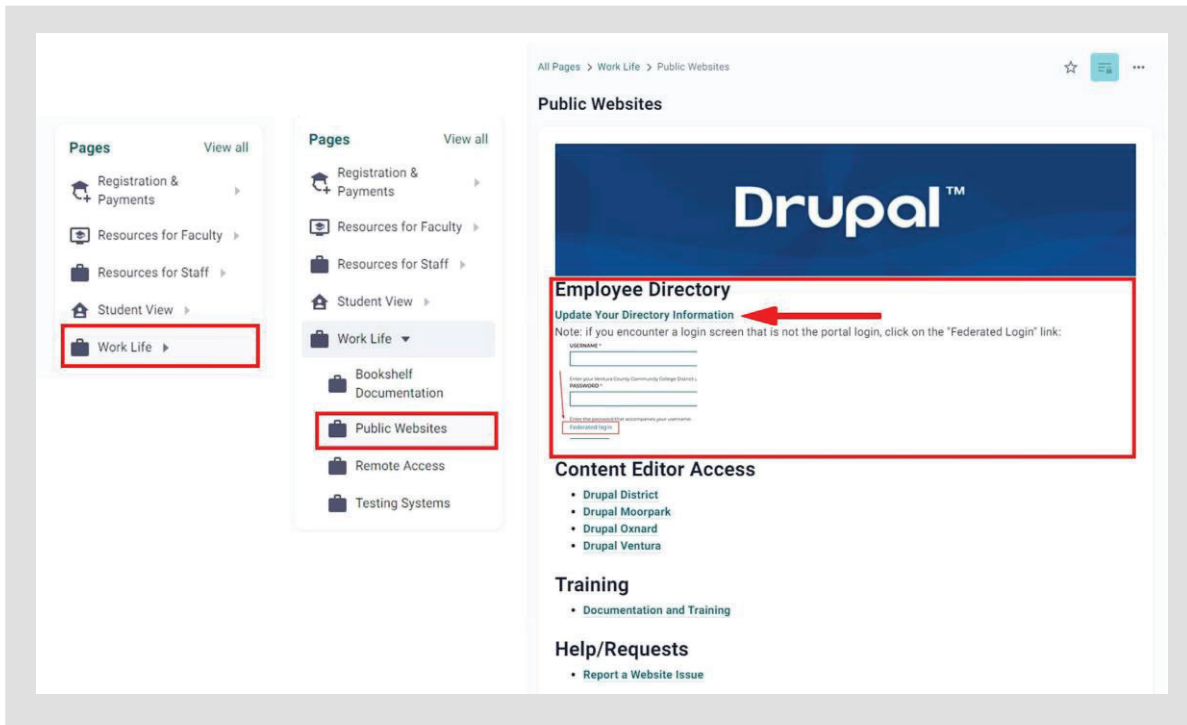


Employee Directory - How To Update Your Page

Welcome to the Ventura County Community College District,

We are glad you are here! We hope that you will take some time to create your customizable Employee Directory profile on the District website. On the employee directory, you will be able to search for yourself and your colleagues by name or location. This is a helpful tool for students, employees, and the community. We have provided easy-to-follow instructions for you to get started. If you have questions at any point, please send us an email at websiteupdates@vcccd.edu.

The screenshot displays the Ventura County Community College District website. The top navigation bar includes links for DISTRICT, MOORPARK, OXNARD, VENTURA, VC EAST CAMPUS, APPLY • ENROLL, FINANCIAL AID • SCHOLARSHIPS, GIVE, and ALERTS. Below this, a secondary navigation bar contains links for MyVCCCD, Canvas, Class Schedule, Mobile App, En Español, Search, and Menu. The main content area features a large heading "Your Name Here" with a breadcrumb trail: Home > VCCCD Directory > Your Name Here. On the left, there is a "Contact" section with icons for a phone and email. In the center, a large teal box contains the text "Your Portrait appears here". To the right, a white box with a teal header "Course Information" contains the text "Course Information for Faculty appears here." and "This Information is updated nightly."



1. Log in to the Employee Portal (my.vcccd.edu) and search for "public websites" then when on the Drupal page under **"Employee Directory,"** click on the **"Update Your Directory Information"** link. You can also go to Pages > Work Life > Public Websites to get to the Drupal page.

Directory profile

Your Name

Member for 2 months 4 weeks

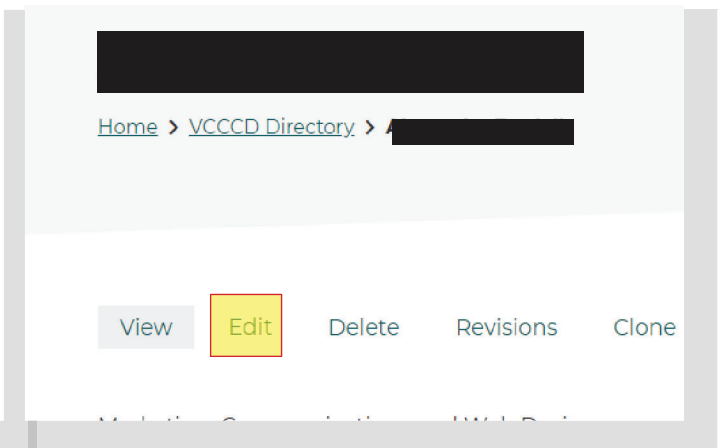
First Name

[Redacted]

Last Name

[Redacted]

Receive content moderation notifications



2. You will then be taken into your Drupal Profile Page. Do not confuse this for your directory page. Under the words **"Directory Profile"** click on the hyperlink of your name.

3. Once loaded on your directory page, click on "edit".

4. You will then be taken to the page editor. From here you will have options to enter the following fields.

Job Title Office Location Office Phone Cell Website URL and Link Text

Facebook URL Twitter URL LinkedIn URL

The screenshot shows a form with the following fields:

- Job Title
- Office
- Office Phone
- Cell
- WEBSITE section containing:
 - URL
 - Link text
- Facebook URL
- Twitter URL
- LinkedIn URL

5. Continuing on, you will have fields for the following

Office Hours Education Portrait About (Bio Section)

The screenshot shows a form with the following sections and fields:

- OFFICE HOURS section with a table for adding items, including a "Copy previous day" link.
- EDUCATION section with a text input field and an "Add another item" button.
- PORTRAIT section with a message "No media items are selected." and an "Add media" button.
- ABOUT section with a rich text editor toolbar.

Anywhere you see a button that says “Add another item” is where you can add another field to that section.

When uploading a portrait, it is important that you give your photo Alternative Text, and a Category. You can use the year as the category. To upload a Photo or Document to your About Section, click on the Bold “E” Icon. To upload/embed a YouTube or Vimeo Video, click on the “Music Note and Picture” Icon

6. Finishing up, if you are Instructional Faculty, you will have a section to add course information. This Includes the following:

Title of Course

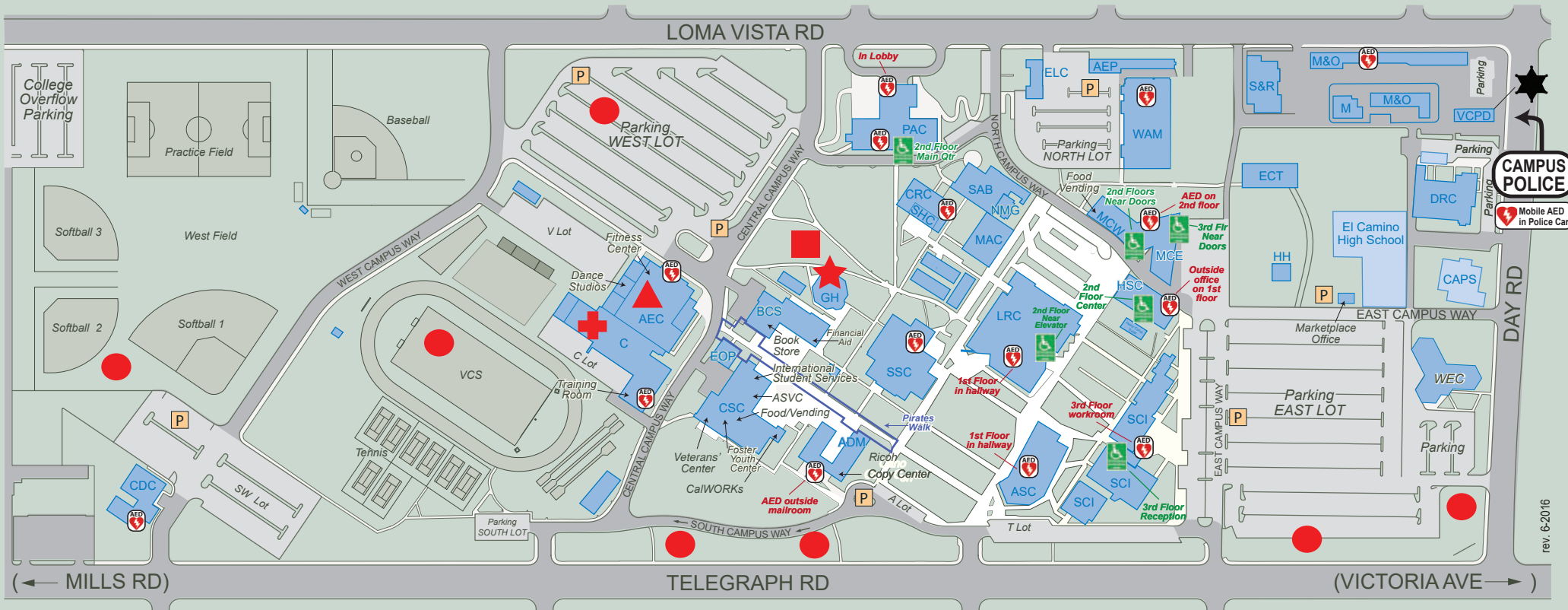
Attachments (Syllabus, etc.)

Links (Canvas, MyMathLab, etc.)

The screenshot shows a web form titled "COURSE INFORMATION". At the top, there is a section header "Course Information Section" with a plus icon and a "Remove" button. Below this is a "Title" field with an asterisk. Underneath is a "COURSE DOCUMENTS" section with an "Add new media item" button. The "LINKS" section follows, featuring a "URL" field with a search icon, a text area for "Link text", and an "ATTRIBUTES" button. At the bottom of the form, there is an "Add another item" button, an "Add Course Information Section" button, a "Published" checkbox, and a blue "Save" button.

7. Once done, you can click the Blue Save Button to Publish. You can update this page as often as you like.

VENTURA COLLEGE CAMPUS - EMERGENCY MAP



VENTURA COLLEGE BUILDING LEGEND

ADM Administration (EAC, Ricoh Copy Center)
 AEC Athletic Event Center (Large Gym, Fitness Ctr)
 AEP Auto Education Program
 ASC Applied Science Center-WED&Applied Sciences
 BCS Bookstore & Campus Services (Financial Aid)
 C Kinesiology (Small Gym)
 CDC Orfalea Child Development Center at Ventura College
 CRC Creative Resources Center (Student Health Ctr)
 CSC Campus Student Center
 (Student Activities, International Students Services,
 CalWORKs, Vending, Veterans' Ctr, Foster Youth Center)
 DRC Day Road Center - 71 Day Road
 (Foundation, District Econ. Dev., Police)
 ECT Environmental/Construction Technology
 ELC English Learning Center (ESL/EngM)
 EOP EOPS
 GH Guthrie Hall

HSC Health Sciences Center
 HH Head House
 LRC Library & Learning Resource Center
 (Assistive Tech Training Ctr, Tutoring)
 MAC Media Arts Center
 M and M&O Maintenance & Operations
 MCE Multidisciplinary Center East
 MCW Multidisciplinary Center West
 (Career & Tech Ed., Vending)
 NMG New Media Gallery
 PAC Performing Arts Center
 SAB Studio Arts Building
 SCI Sciences & Mathematics

SSC Student Services Center
 (Admissions & Records, Assessment, Testing,
 Career and Transfer Ctr, Counseling,
 Registration, Student Business Office, Student
 Connect/, Student Services Support)
 S&R Shipping and Receiving
 TR 12-15 .. Trailer Classrooms
 (Between MAC & SSC Bldg.)
 TR 16 Nursing Skills Lab
 (Between MAC & SSC Bldg.)
 VCS Ventura College Sportsplex
 VCPD Ventura College Campus Police
 (Lost & Found)
 WAM Welding/Auto/Manufacturing
 WEC Wright Event Center

0 1/8 mile
 0 500 feet



- + Medical Treatment - Small Gym
- ▲ Shelter Area - Large Gym
- Staging Area - Near Guthrie Hall
- Assembly Area
- ★ Emergency Operation Center (EOC) Guthrie Hall
- Emergency Evacuation Chair
- Automatic External Defibrillator Units

FERPA

What is FERPA?

Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of our students and their educational records. FERPA applies to all schools receiving funds from the US Department of Education. FERPA gives rights of privacy as follows:

- In Grades K-12: Rights are assumed by the parent.
- In Colleges: Rights are assumed by the student regardless of their age or student classification. (Note: Dual Enrollment Students are considered college students.)

This means that you cannot discuss any student information with anyone other than the student. You should not share any identifiable information about a student with other students, faculty, or parents.

Permissible disclosures are allowed with a signed permission form from the student (student must get form from A&R and you must consult with A&R about the request) and interventions for student success.

What is personally identifiable information?

Anything directly related to a student: identifying information, 900#, grades, GPA, email addresses, student standing information, etc.

Our VC Mantra:
When in doubt, leave it out.

Who needs to comply with FERPA?

EVERY campus employee, including faculty, office assistants, custodians & student worker must comply with FERPA.

FERPA Training Link: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

What sharing is not allowed?

- NOT in casual conversation
- NOT in route to meetings or at workshops
- NOT because this is a funny thing that just happened
- NOT leaving your computer open to student information or student papers on your desk

What are the penalties for violating FERPA?

- Jeopardizes federal funding
- Fines
- Student trust & VC Reputation
- Federal investigations & possible prosecution
- Termination

Fear the implications of not following FERPA standards as a pirate and an employee of VCCCD!

Report any local compliance concerns with the Registrar
and your local captain or the VP of Student Affairs.

Emergency Notification System



Ventura College uses the Revolution app as our notification system to faculty and staff about emergency situations. This app is used to communicate emergencies such as fire, disaster, active shooter, disturbance, etc. It allows the college to notify you via the app should a situation occur and allows you to be able to report these situations as well. This is a major step in safety for all of us, including students. You will also notice that the app has been installed on all classroom computers. Should an emergency occur, the app will display the situation on your computer monitor or projector screen. It will overtake anything you are projecting, such as PowerPoint slides or videos.

Please consider downloading the app. Follow the steps below.

Step 1: Download the app from the Apple or Android app stores.



Step 2: Send an email to vchelpdesk@vccd.edu or call our IT help line (805-289-6285) to request to be invited to sign up for our college access.

Step 3: Wait for an email invite from our IT Department to activate it.

Our vendor, Global CTI, recorded one of the training sessions. This is the link to the recorded training session - <https://youtu.be/Tq0EKNU4MQQ>.



NEED TO MAKE A REPORT:

To file a BICT report please go to: Ventura College Website, Departments, Student Services, BICT referral

<https://cm.maxient.com/reportingform.php?VenturaCountyCCD>

SEE SOMETHING

VC faculty and staff are in a unique position to demonstrate compassion for VC students in distress. Many students may feel alone, isolated and even hopeless when faced with academic and life challenges. These feelings can easily disrupt academic performance and may lead to difficulties coping and other serious consequences.

You may be the person to SEE SOMETHING distressing in your students since you have frequent and prolonged contact with them. Ventura College requests that you act with compassion when assisting students.

SAY SOMETHING

Students exhibiting troubling behaviors in your presence are likely having difficulties in various settings including the classroom, with family, work environments and even in social settings. Trust your instincts and SAY SOMETHING if a student leaves you feeling worried, alarmed or threatened!

DO SOMETHING

Sometimes students cannot or will not turn to family and friends. DO SOMETHING! Your expression of concern may be a critical factor in saving a student's academic career or even their life. The purpose of this folder is to help you recognize symptoms of student distress and identify appropriate referrals to outside or campus resources.

BICT RESOURCES:

Ventura College Campus Police	805 289-6486 or 977
Student Health Center	805-289-6436
Behavioral Intervention Caring Team:	805-289-6346
Student Conduct:	vcstudentaffairs@vcccd.edu
Title IX Coordinator:	Dr. Jeffery Alexander at 805-289-6121

COMMUNITY RESOURCES

Suicide Prevention Hotline	800-273-8255
Coalition for Family Harmony	805-983-6014
National Alliance on Mental Illness	1-800-950-6264
PFLAG Ventura	805-765-1672
Interface Crisis Hotline	211
County Behavioral Health Crisis Hotline	1-866-998-2243

ACADEMIC INDICATORS

- Sudden decline in quality of work and grades
- Repeated absences
- Disturbing content in writing or presentations (e.g. violence, death)
- Continuous classroom disruptions
- You find yourself doing more personal counseling during your office hours.

SAFETY RISK INDICATORS

- Unprovoked anger or hostility
- Making implied or direct threats to harm self or others
- Academic assignments dominated by themes of extreme hopelessness, rage worthlessness, isolation, despair acting out, suicidal ideations/ violent behaviors.

PSYCHOLOGICAL INDICATORS

- Self-disclosure of personal distress that could include family problems, financial difficulties, depression, grief or thoughts of suicide
- Excessive tearfulness, panic reactions, irritability or unusual apathy
- Verbal abuse (e.g. taunting, badgering, intimidation)
- Expressions of concern about the student by his/her peers.

PHYSICAL INDICATORS

- Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/ gain
- Excessive fatigue/ sleep disturbance
- Intoxication, hangovers or smelling of alcohol
- Disoriented or "out of it"

SEE SOMETHING. SAY SOMETHING. DO SOMETHING.

ASSISTING STUDENTS IN DISTRESS

If you are concerned for your own or others safety due to a student's disruptive and/or threatening behavior, call 911 or Campus Police at 805-289-6486.

REPORT INCIDENT TO:

Campus Police Department: 805-289-6486

IF A STUDENT IS CAUSING A DISRUPTION BUT DOES NOT POSE A THREAT:

- Ensure your safety in the environment
- Use a calm, non-confrontational approach to defuse/de-escalate the situation
- Set limits by explaining how the behavior is inappropriate
- If the disruptive behaviors persists, notify the student that disciplinary action may be taken. Ask the student to leave and inform them that they are not to return to class until they have met with the VP of Student Affairs.
- Immediately fill out a BICT referral
- If you believe it is a SAFETY RISK, contact Campus Police at 805-289-6486

BICT RESOURCES & TIPS:

BE PROACTIVE: Engage students early on, pay attention to signs of distress, and set limits on disruptive behavior.

BE DIRECT: Don't be afraid to ask students directly if they are under the influence of drugs or alcohol, feeling confused or having thoughts of harming themselves or others. Contact Campus police if you still feel they are under the influence of alcohol or drugs- 805 289-6486.

LISTEN SENSITIVELY AND CAREFULLY: Use a non-confrontational approach and a calm voice. Avoid threatening, humiliating and intimidating responses.

SAFETY FIRST: The welfare of the campus community is the top priority when a student displays threatening or potentially violent behavior. Do not hesitate to call for help.

FOLLOW THROUGH: Direct the student to the physical location of the identified resource- walk them to the Health Center- 805 289-6346 Bldg: CRC 108.

CONSULTATION AND DOCUMENTATION: Always document your interactions with distressed students- file a BICT report and report what happened to your Department Chair/and or Dean.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

Work-Related Injury Reporting Procedure

The following steps describe the reporting procedures for **any** work-related injury. The forms are located online through My VCCCD, Employee Information Tab, Workers' Compensation.

1. Employees must be informed that they are to report **all** work-related injuries, no matter how minor (bumps on the head, cuts, trip and falls, etc.) **immediately** to their supervisor.
2. Managers/supervisors are required to **act immediately** once an employee notifies them of a work-related injury. The manager/supervisor must ensure that the employee receives, as necessary, immediate medical treatment. Notification to the manager/supervisor constitutes the "notice to the employer."
3. If the injured employee needs to be seen by a doctor, the employee must select a medical facility from the **Medical Panel**. The manager/supervisor must complete the **Treatment Referral & Medical Authorization** form and provide it to the injured employee.
4. The manager/supervisor is required to provide the multi-part **Workers' Compensation Claim Form (DWC 1)** to the employee within 24 hours of knowledge of the incident. The supervisor completes sections 9-18 and then provides the form to the employee. The employee completes sections 1-8 and then returns the form to the supervisor. Please note that the injured employee is not required to return the form to the supervisor, if they do not plan to file a workers' compensation claim. The supervisor, however, should note that the form was provided to the employee.
5. The manager/supervisor provides the **Covered Employee Notification of Rights Materials (English or Spanish)** to the injured employee.
6. The manager/supervisor completes and signs the **Supervisor's Report of Employee Incident or Injury**. Please indicate on the bottom of page 2, the date that the Workers' Compensation Claim Form (DWC 1) was provided to the employee. The injured employee signs it, after the supervisor completes it.
7. The manager/supervisor completes the **Supplemental Questionnaire** and the **Questionable Workers' Compensation** form, if appropriate.
8. The manager/supervisor must report any lost work time, due to a work-related injury to the Workers' Compensation Office.

Very Important: All paperwork must be faxed immediately to Workers' Compensation at **805-652-7705**. Originals should be placed in the interoffice mail, as soon as possible, to the attention of Workers' Compensation, District Administration Center. Please do not hold onto the paperwork to obtain additional information. The forms can be updated later if necessary.



Ventura County Community College District

REPORT OF PERSONAL (NON-EMPLOYEE) ACCIDENT

To be used for Students and Non-VCCCD Employees

☐ Moorpark College

☐ Oxnard College

☐ Ventura College

TO BE COMPLETED IMMEDIATELY

*The college employee who either witnesses the accident or is supervising at the time of injury must complete this form and submit to the College Student Health Center within **24 hours of incident**. Should other pertinent facts develop, notify the Risk Management Department, District Administrative Center by means of a supplemental report.*

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Student | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Athlete/game | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Athlete/practice | <input type="checkbox"/> Vendor |
| <input type="checkbox"/> Day Care Child | <input type="checkbox"/> Other |
| <input type="checkbox"/> Attendee at Event | |

Injured Person's Full Name (Last, First, MI)		Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Home Address (Include City & Zip Code)		Daytime Phone	Home Phone
Social Security # or ID #	If a minor, Name/Phone of Parent or Guardian		
Parent/Guardian contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Accident Insurance Available <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Personal Insurance Company		
Accident date and time	Where did accident occur?		
How did Accident occur?			
Witness Name	Address	Phone No.	
VCCCD employee in charge of injured person at time of accident:		Was VCCCD employee present at the time of the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Nature of Injury and Part(s) of body affected:			
First Aid applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Person Administering First Aid	Disposition of injured after the incident <input type="checkbox"/> Home <input type="checkbox"/> Class <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other How transported: _____	
Comments:			
Report Prepared By (Print)		Job Title	
Signature of Preparer		Department	
Date		Telephone No.	

Date submitted to College Health Center: _____ Date submitted to District Risk Management: _____

Ventura County Community College District

2024-2025 Instructional Calendar

SUMMER 2024

Moorpark College:

May 20: 4-Week, 6-Week, and 11-Week Sessions
June 10: 4-Week and 8-Week Sessions

June 17: 4-Week Session
July 8: 4-Week Session

Oxnard College:

May 20: 4-Week, 6-Week, and 11-Week Sessions
June 10: 8-Week Sessions
June 17: 4-Week, 5-Week and 6-Week Sessions
June 24: 6-Week Session
July 8: 4-Week Session

Ventura College:

May 20: 4-Week and 6-Week Sessions
June 10: 4-Week and 8-Week Sessions
June 17: 4-Week and 6-Week Sessions
July 8: 4-Week Session

SUMMER 2024

	S	M	T	W	Th	F	S
May	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
Jun.							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Jul.	30						
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Aug.	28	29	30	31			
					1	2	3
	4	5	6	7	8	9	10

	Saturday Classes	Summer 2024	Fall 2024	Spring 2025
	Possible Instructional Days	10	15	15
	First Day of Instruction	5/18	8/17	1/11
	No Instruction	5/27, 6/19, 7/4	8/10, 10/5, 11/30	2/15, 3/29, 4/19
	Last Instruction Day/Final Exam	8/3	12/13	5/23
	Summer Holidays	5/27, 6/19, 7/4		

	SEMESTER	FALL SEMESTER 2024: 88 DAYS	SPRING SEMESTER 2025: 87 DAYS
	Self-Assigned Flex Days	8/8, 10/10, 10/11	1/10, 2/13, 4/18
	Mandatory Flex Days	8/9	none
	Instructional Days (includes final exam days)	84	84
	First Day of Instruction for Full Semester Classes	8/12	1/13
	Holidays	9/2, 11/11, 11/28-11/29	1/20, 2/14, 2/17, 3/31
	Spring Break	-----	3/24-3/28
	Final Exam Week	12/9-12/13	5/19-5/23
	Last Day of Semester	12/13	5/23



FALL 2024

Aug. 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Sept. 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Oct. 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Nov. 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Dec. 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPRING 2025

Jan. 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Feb. 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Mar. 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Apr. 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TENTATIVE AGREEMENT TO INSTRUCTIONAL CALENDAR 2024-2025

For Federation:  Date: 1/31/24
Nathan Cole, Acting Co-Chief Negotiator
For District:  Date: 2/1/24
Laura Barroso, Vice Chancellor of Human Resources



Full-Term Classes with Scheduled In-Person or Zoom Sessions

Exam Time	Monday May 19, 2025	Tuesday May 20, 2025	Wednesday May 21, 2025	Thursday May 22, 2025	Friday May 23, 2025
8:00 a.m. to 10:00 a.m.	MW or M 7:30 a.m. MW or M 8:00 a.m. M 8:30 a.m. M 9:00 a.m. M 9:30 a.m.	TR or T 7:30 a.m. TR or T 8:00 a.m. T 8:30 a.m. T 9:00 a.m. TR 9:30 a.m.	W 7:30 a.m. W 8:00 a.m. MW or W 8:30 a.m. MW or W 9:00 a.m. W 9:30 a.m.	R 7:30 a.m. R 8:00 a.m. TR or R 8:30 a.m. TR or R 9:00 a.m. R 9:30 a.m.	F 7:30 a.m. F 8:00 a.m. F 8:30 a.m. F 9:00 a.m. F 9:30 a.m.
10:15 a.m. to 12:15 p.m.	MW or M 10:00 a.m. MW or M 10:30 a.m. M 11:00 a.m. M 11:30 a.m. M 12:00 p.m.	T 10:00 a.m. T 10:30 a.m. TR or T 11:00 a.m. TR or T 11:30 a.m. T 12:00 p.m.	W 10:00 a.m. W 10:30 a.m. MW or W 11:00 a.m. MW or W 11:30 a.m. W 12:00 p.m.	TR or R 10:00 a.m. TR or R 10:30 a.m. R 11:00 a.m. R 11:30 a.m. R 12:00 p.m.	F 10:00 a.m. F 10:30 a.m. F 11:00 a.m. F 11:30 a.m. F 12:00 p.m.
12:30 p.m. to 2:30 p.m.	MW or M 12:30 p.m. MW or M 1:00 p.m. MW or M 1:30 p.m. MW or M 2:00 p.m. M 2:30 p.m.	T 12:30 p.m. T 1:00 p.m. T 1:30 p.m. TR or T 2:00 p.m. TR or T 2:30 p.m.	W 12:30 p.m. W 1:00 p.m. W 1:30 p.m. MW or M 2:00 p.m. MW or W 2:30 p.m.	TR or R 12:30 p.m. TR or R 1:00 p.m. TR or R 1:30 p.m. R 2:00 p.m. R 2:30 p.m.	F 12:30 p.m. F 1:00 p.m. F 1:30 p.m. F 2:00 p.m. F 2:30 p.m.
2:45 p.m. to 4:45 p.m.	MW or M 3:00 p.m. MW or M 3:30 p.m. M 4:00 p.m. M 4:30 p.m. <i>Online Classes (if needed)</i>	TR or T 3:00 p.m. TR or T 3:30 p.m. T 4:00 p.m. T 4:30 p.m. <i>Online Classes (if needed)</i>	W 3:00 p.m. W 3:30 p.m. MW or W 4:00 p.m. MW or M 4:30 p.m. <i>Online Classes (if needed)</i>	R 3:00 p.m. R 3:30 p.m. TR or R 4:00 p.m. TR or R 4:30 p.m. <i>Online Classes (if needed)</i>	F 3:00 p.m. F 3:30 p.m. F 4:00 p.m. F 4:30 p.m. <i>Online Classes (if needed)</i>
5:00 p.m. to 7:00 p.m.	MW or M 5:00 p.m. MW or M 5:30 p.m. M 6:00 p.m. M 6:30 p.m. <i>Online Classes (if needed)</i>	T 5:00 p.m. T 5:30 p.m. TR or T 6:00 p.m. TR or T 6:30 p.m. <i>Online Classes (if needed)</i>	W 5:00 p.m. W 5:30 p.m. MW or W 6:00 p.m. MW or W 6:30 p.m. <i>Online Classes (if needed)</i>	TR or R 5:00 p.m. TR or R 5:30 p.m. R 6:00 p.m. R 6:30 p.m. <i>Online Classes (if needed)</i>	F 5:00 p.m. F 5:30 p.m. F 6:00 p.m. F 6:30 p.m. <i>Online Classes (if needed)</i>
7:15 p.m. to 9:15 p.m.	M 7:00 p.m. <i>Online Classes (if needed)</i>	TR or T 7:00 p.m. <i>Online Classes (if needed)</i>	MW or W 7:00 p.m. <i>Online Classes (if needed)</i>	R 7:00 p.m. <i>Online Classes (if needed)</i>	F 7:00 p.m. <i>Online Classes (if needed)</i>

Full-Term Classes with Fully Online (no Zoom) Sessions

Final exams will be scheduled (or final projects due) on the following dates. Students are to contact their instructor for further information.

Monday May 19, 2025	Tuesday May 20, 2025	Wednesday May 21, 2025	Thursday May 22, 2025	Friday May 23, 2025
ACCT • ACE • ANTH • BIOL BUS • CD • CT • DANC • ENGL ESL • ESRM • IDS • POLS	AG • ANAT • CHST • COMM • DM EDU • ETHS • ENGM • GIS • ICA JAPN • PM • POSC • SWHS • WS	CDL • ECON • ENGR • GERM • HED KIN • LS • MATH • MT • MUS PHOT • PHSO • SOC • STAT • WELD	ACT • ART • CHEM • CJ • COUN EAC • EMS • FILM • FREN GEOG • GEOL • MICR • NS • THA	ARCH • ASL • AST • CS • DRFT HIST • HS • ITAL • LIB • PHIL PHSC • PHYS • PSY(C) • SPAN

Short-Term and Saturday / Sunday Classes

The final exam for all short-term, Saturday-only, and Sunday-only classes will be during the las scheduled class meeting (not during the above final exam week).

Final Exam Conflicts	Student Request for Early or Late Final Exam
Students needing to make alternate arrangements due to a final exam conflict (e.g. two final exams scheduled to occur within the same exam time slot) are to contact their instructor to request an accommodation.	Students requesting an early or late final exam may obtain a petition from their instructor or division office. Approved petitions are to be filed in the division office prior to the exam date. Otherwise, no final exams are to be administered before or after the above final exam schedule.

The final exam schedule is subject to change without notice.

Please contact the instructor and/or refer to the class syllabus to confirm the day/time of each final exam.

Final Examination

Please Note:

- ♦ Each examination is scheduled for two hours. Final exams for short-term classes shall be administered during the final two hours of the last class period.
- ♦ Every instructor is required to give a final examination following the final exam schedule. Deviations from the final exam schedule are not permitted because of the potential conflict within students' schedules.
- ♦ If students indicate a conflict, instructors are advised to contact their supervising dean immediately.
- ♦ Every student is required to take a final examination.
- ♦ Final examinations are held in the room where the class is regularly scheduled.

Online Schedule of Classes

Usage and Methods

Online schedule of classes can be used to find out your instructional hours, the modality and location of your classes, as well as the ZTC (Zero Textbook Cost) status. Instructional hours are the hours you are in class and the hours you spend a week online. Modality is the way your class is delivered (In-Person, Synchronous, Asynchronous, and Hybrid) and the location of your class.

Notes as listed in the section information can be updated in advance of the semester; email your department chair for information.

Status	CRN	Pre/Conseq	Cred	Meeting Time	Location	Cap	Act	Rem	Instructor	Date	Weeks
FULL	33219	Pre/Conseq	4.0	R 10:00am - 11:50am	Ventura Multidisciplinary CtrE 122	35	35	0	Bennett, Jack	01/13-05/23	18
Distance Education Class: Click CRN for requirements. Ventura Internet Classes											
FULL	33387	Pre/Conseq	4.0		Ventura Internet Classes	40	40	0	Hurtado, Carlos	02/10-05/09	12
FULL	33448	Pre/Conseq	4.0		Ventura Internet Classes	17	17	0	Friedman, Sasha	03/10-05/09	8
WAITLISTED	31478	Pre/Conseq	4.0	M 10:00am - 11:50am	Ventura Multidisciplinary CtrE 335	35	35	0	Frederick, Toher	01/13-05/23	18
Distance Education Class: Click CRN for requirements. Ventura Internet Classes											
WAITLISTED	31139	Pre/Conseq	4.0	M 10:00am - 11:50am	Ventura Math/Science Bldg. 350	38	38	0	Hurtado, Carlos	01/13-05/23	18
Distance Education Class: Click CRN for requirements. Ventura Internet Classes											
FULL	30435	Pre/Conseq	4.0	M W 01:00pm - 02:50pm	Ventura Math/Science Bldg. 354	38	38	0	Lerner, Christopher	01/13-05/23	18
Requires co-enrollment in MATH V44J CRN 31337											

MATH V44 Elementary Statistics

Course Description:

This course introduces the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making useful to students in areas such as business, economics, life science, social science, health science, and education. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square, and t-tests; hypothesis testing; and the use of technology for statistical analysis, including the interpretation of the relevance of the statistical findings. This course provides supervised computer practice designed to assist students in calculations required in introductory statistics. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree. Prerequisites: MATH V03 or MATH V35 or placement as determined by the college's multiple measures assessment process. Formerly: Math 44, C-ID: MATH 110.

Meets General Ed Areas:

CSU Area B4, VCCCD GE Area D2, IGETC Area 2

Course Corequisites:

See section information below for additional corequisites.

Prerequisites:

MATH V03 or MATH V35 or placement as determined by the college's multiple measures assessment process.

Section information as of 06-JAN-2025 01:01:17 PM

- Title: MATH V44 Elementary Statistics
- CRN: 31013
- Instructor: [Hurtado, Carlos](#)
- Section Corequisites: 31151
- [Participates in Zero Textbook Cost Program](#) **ZTC Status**
- Ventura College [Info](#) **Modality**
- Delivery Mode:** This is a partially online class
- NOTE:** CRN 31013 REQUIRES CONCURRENT ENROLLMENT IN MATH V44J (CRN 31151). **Notes**
- Course Materials: [Ventura College Bookstore](#)

Instructional Hours	Meeting Time and Location	Location
2.00 WEEKS ONLINE	01/13/25 - 05/23/25	Ventura Math/Science Bldg. 350 182
	01/13/25 - 05/23/25	Ventura Internet Classes

Seating Availability			Waitlist Availability		
Capacity	Taken	Available	Capacity	Taken	Available
38	38		2	0	2

Critical Dates for this Course

Term:	Spring 2025
Last day to add class:	02-FEB-2025
Last day to drop with a refund:	24-JAN-2025
Last day to drop without a "W":	02-FEB-2025
Last day to drop with a "W":	25-APR-2025
Census Date:	03-FEB-2025

VCCCD Production Database
Fall 2018
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
	BUS	V08		COMPUTERIZED ACCOUNTING	3.00		UG
INSTRUCTOR(S) - (P)rimary				TYPE	DAYS	TIME	BLDG ROOM
(P)				Lecture/Lab	MW	1000-1215pm	MCE 343

DATES: Class starts: **20 AUG 2018** Class ends: **19 DEC 2018**

Census Deadline: **09 SEP 2018** Census Date: **10 SEP 2018**

Deadline to drop WITHOUT "W": **09 SEP 2018** Deadline to drop WITH "W": **23 NOV 2018**

DIVISION: **Ventura Career Education I**

<table><tr><td>Seats</td><td>Taken</td><td>Available</td><td>Waitlisted</td></tr><tr><td>18</td><td>18</td><td>0</td><td>0</td></tr></table>					Seats	Taken	Available	Waitlisted	18	18	0	0	As of: 03-AUG-2018 01:29:50																											
					Seats	Taken	Available	Waitlisted																																
					18	18	0	0																																
					Week																																			
Date																																								
	Student Name				ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S									
1						RW	3.00																																	

Census Date – represent a calendar date in each term when enrollment statistics are established.

Census dates vary by class. Check your class roster for the Census Deadline.

The Census Deadline is the **day before the census date** for your course and is the date you certify census.

Instructors are required to drop **by** the **census date** any student who has never attended class or who has quit attending classes.

Step 1 →

Step 2 →

Note: You will need to Drop Students first then go back to Click the "Certify Census" Button.

Delays in or failure to complete your reporting impacts student access.

Student financial aid money can be reduced when we are not in compliance with our State obligation to accurately report the number of students you are teaching.

Apportionment (college funding) is also impacted when we do not accurately report the students in our courses.

Attendance Key:

• = Present – = Absent I = Tardy

Instructor's Signature **20**

Navigating A&R Website

You will find the most updated information regarding Census, Late Adds, Reinstatement Petitions etc. on the [Admissions and Records Page](#) on the Ventura College Website.

Under the tab, hit “[Faculty Resources.](#)”

ABOUT US

The Admissions and Records Office at Ventura College provides comprehensive services to prospective and continuing services and to alumni. These services include in person and online methods aimed at delivering streamlined assistance with:

- Applying for admission
- Registering for classes
- Awarding degrees and certificates
- Official transcripts

In addition to the first point of inquiry for students, the Admissions and Records Office supports and helps the College's overall enrollment management strategic plan. Through our partnership with Academic Affairs and Student Affairs, we assist and support students with the matriculation process to ensure that their first semester to first year experience to graduation provides the best opportunity for success.

The Admissions and Records Office processes and maintains records of transactions of student registration, develops and implements policies and procedures to assure the integrity, security, and preservation of each student's official academic record. The department releases academic information in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

OFFICE CLOSURE AND EXTENDED HOURS

Date	Open	Close
Dec. 22, 2023 to Jan. 1, 2024	CLOSED	CLOSED
Jan. 2, 2024 to Jan. 4, 2024	8:30am	6:30pm

Admissions & Records

Online Admissions Support

Registration - Add Courses

Forms

Faculty Resources

FERPA - Student Privacy Rights

Official Transcripts & Diplomas

Residency

Related Links

Apply and Enroll

Next Steps

College Catalog

Academic Calendar

ASK THE VC PIRATE

Scroll down where you'll find tabs of information regarding the semester. Each individual tab details definitions, processes and overall information.

Important Semester Information

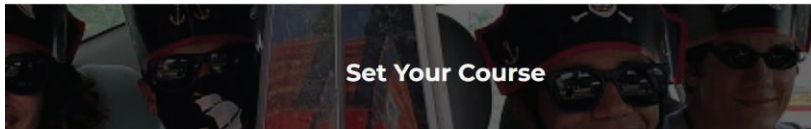
Enrollment Fees and Drop for Nonpayment	Admissions & Records
Rosters	Online Admissions Support
Waitlists	Registration - Add Courses
Add Authorization Codes	Forms
Census	Faculty Resources
Drop Deadlines	FERPA - Student Privacy Rights
Final Exams	Official Transcripts & Diplomas
Grading	Residency
Positive Attendance	Related Links
Noncredit Courses	California Education Code
	California Code of Regulations Title 5
	California Community Colleges Chancellors Office Manuals
	California Community Colleges Chancellors Office Memos and Official Documents
	VCCCD Board Policies & Administrative Documents

Navigating A&R Website

If you scroll down further, you'll find How-To Guides for most commonly asked forms. For your convenience, the Late Add Guide & Reinstatement Guide are included in this packet after this page.

How to Guides

Access Faculty Forms - VC	▼
Fill Out Census Certification Deadline Exception e-Form	▼
Fill Out Late Add Request e-Form	▼
Fill Out Reinstatement Request e-Form	▼
Positive Attendance Roster Submission	▼
Request Student Contact Information by Major	▼



Late Add Request or Reinstatement Petition

What is a Late Add Request vs a Reinstatement Petition?

Late Add: Per VCCCD AP 5075, students who were in attendance prior to census and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Request. Students not officially registered in a course shall not be permitted to attend the course after the census deadline.

Reinstatement: Students who were in attendance and fully registered into the course, but were dropped in error by faculty or themselves may petition to be reinstated into a course.

Late Add = Never on your roster / registered in class.
Reinstatement = Was previously on roster / registered in class.

How you (the faculty member) can tell if the student needs a Late Add Request:

There are two ways to identify if a student needs a Late Add Request.

1. Check the drop report emails sent to your VCCCD email: if the student shows up on this email with the message “Drop Non-Payment” and the date, they need a Late Add Request.
2. Check the official class roster in your MyVCCCD portal under the Faculty Tab, by clicking on “Check Roster.” Enter the CRN for the course. If the student’s name does not appear on the roster, they need to do a Late Add Request.

How you (the faculty member) can tell if the student needs a Reinstatement Petition:

There is one way to identify if a student needs a Reinstatement Petition.

1. Check the drop report emails sent to your VCCCD email, if the student shows up on this email with the message “Faculty Web Drop” and the date **or** there is a drop confirmation number and user WWW_DBA (this means the student dropped themselves) they need to do a Reinstatement Petition.



4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Examples of students who may need to complete a Late Add Request:

Student does not show the course on their schedule/bill.

Student has never registered for course.

Student was given an add code, but did not use it, and they do not show up on the class roster.

Student was on the waitlist, but the waitlist was cleared and the student does not show up on the class roster.

Student was dropped for non-payment.

Examples of students who may need to complete a Reinstatement Petition:

Student accidentally dropped themselves in their portal.

Faculty member dropped the student, but is willing to let the student back into the course.

If you have any questions or concerns, please contact the Ventura College Admissions and Records office below.



Faculty – Submitting the Electronic Late Add Request Form

There are several forms required to process faculty requests, petitions, & submissions. These forms are completed & submitted electronically, then automatically uploaded into OnBase, VC's records management software.

This guide will focus on the submitting of **Late Add Request Form**.

Per VCCCD AP 5075, students who were in attendance prior to census, but have extenuating circumstances that prevented them from registering by add deadlines, may petition to add classes. Students not officially registered in a course shall not be permitted.

To access faculty forms:

1. Sign into your [MyVCCCD](#) portal, from the left-hand menu, under "Tools", find the Faculty Forms drop down arrow, then select, "Faculty Forms – VC"
2. In the center of the screen click on "[Late Add Request](#)" link under Faculty E- Forms; the form will open in a new tab



Faculty E-Forms:

- [Authorization to Admit a Dual Enrollment Student](#)
- [Census Certification Deadline Exception](#)
- [Grade Change Petition](#)
- [Incomplete Grade Agreement](#)
- [Incomplete Grade Change](#)
- [Independent Studies Request](#)
- [Late Add Request](#)
- [Positive Attendance Record Submission](#)
- [Reinstatement Request](#)

Instructor information will automatically populate in the form, you must enter student information and your course information into each field; be sure to include the justification as well. Note – all fields must be complete.

Instructor		
ID # 000890423	First Name RACHEL	Last Name KELLY
Student		
Student ID *	Student First Name *	Student Last Name *
Course		
Campus *	Year *	Term *
Course Subject (OE: MATH) *	Course Number (OE: M01) *	CRN *
Final Grade (If Applicable)	Pos Attend hours (If Applicable)	
Units *	First Date of Attendance *	
Justification *		

*Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J

Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

- **Student Information** - will need to be entered for the student in need of the **Late Add**.
 - Be sure to enter the information accurately. Forms with mismatched Student ID and Name will be returned and need resubmission.
- **Under Course Section** - input all class information including, Campus, Year, Term, Subject, Course Number, CRN, Final Grade (if applicable), Positive Attendance (if applicable), Units, 1st day of Attendance, and the justification for the **Late Add**.
 - If you submit this request after grades are turned in, you must assign the student a grade and positive attendance hours, if applicable.
- **Justification** - Why was the student unable to add the course before the deadlines posted in the Academic Calendar and Online Schedule of Classes. The reason should be an extenuating circumstance beyond the student's control.
- **Dean Section** – Select the Dean for your division from the drop-down menu, their email will auto-populate in the email field.

Dean	
Dean *	Email

Once the form is complete and checked for accuracy, click the blue button, “**Submit Late Add Request**” Submitting the form will automatically forward the form to the Dean for review. Faculty will receive an email confirmation when the form is submitted.



The screenshot shows a web form titled "Dean" in a grey header bar. Below the header, there are two input fields: "Dean" with a red asterisk and a dropdown arrow, and "Email". At the bottom of the form is a large blue button with the text "Submit Late Add Request" in white. The button is highlighted with a red rectangular border.

After the Dean reviews the form, A&R will process it manually. There will be a turnaround time, depending on the volume of forms received. When the form is processed, faculty will receive a confirmation email that the form has been approved or denied when A&R’s work is complete. Admissions & Records will notify the student of the registration and fees due if approved.

Troubleshooting Tips –

Is your student a Dual Enrollment student? They will need to be cleared with the A&R office prior to Late Add Requests. Late add forms submitted prior to DE clearance will be denied.

Be sure to double check all fields to accuracy before submitting.

Faculty – Submitting the Electronic Reinstatement Request Form

There are several forms required to process faculty requests, petitions, & submissions. These forms are completed & submitted electronically, then automatically uploaded into OnBase, VC's records management software.

This guide focuses on **Submitting the Electronic Reinstatement Request Form** for students who were in attendance & fully registered into the course, but were dropped in error by faculty, or accidentally dropped themselves, may petition to be reinstated into a course.

To access faculty forms:

1. Sign into your [MyVCCCD](#) portal, from the left-hand menu, under "Tools", find the Faculty Forms drop down arrow, then select, "Faculty Forms – VC"
2. In the center of the screen click on "[Reinstatement Request](#)" link under Faculty E- Forms, and the form will open in a new tab.

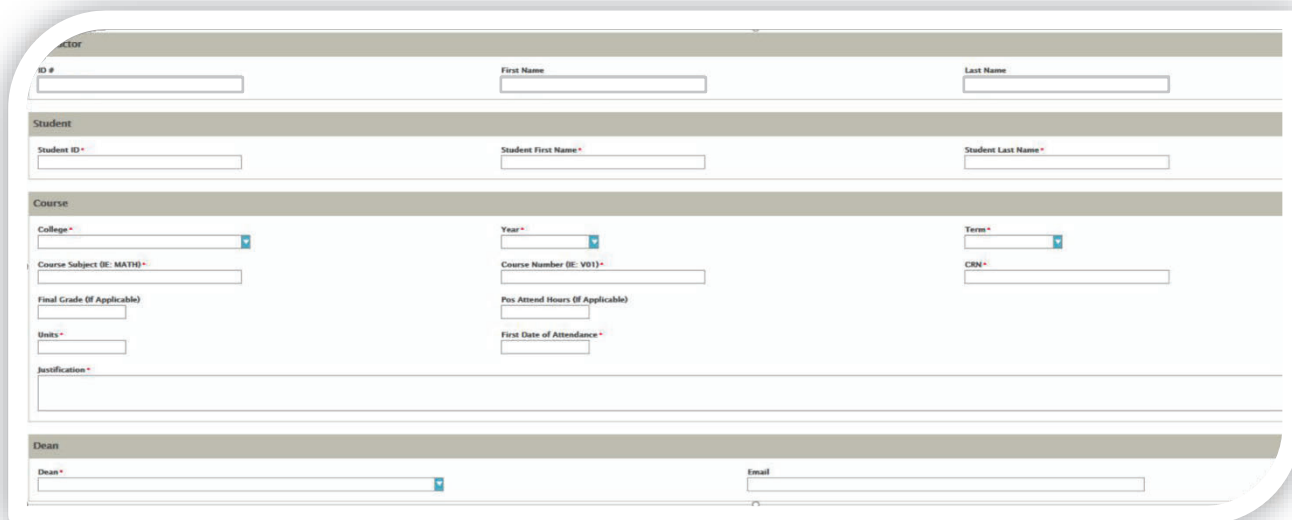


Faculty E-Forms:

- [Authorization to Admit a Dual Enrollment Student](#)
- [Census Certification Deadline Exception](#)
- [Grade Change Petition](#)
- [Incomplete Grade Agreement](#)
- [Incomplete Grade Change](#)
- [Independent Studies Request](#)
- [Late Add Request](#)
- [Positive Attendance Record Submission](#)
- [Reinstatement Request](#)

Completing the form –

Instructor information will automatically populate in the form, you must enter information into each field.



The form is divided into several sections: Instructor, Student, Course, and Dean. The Instructor section includes fields for ID #, First Name, and Last Name. The Student section includes fields for Student ID, Student First Name, and Student Last Name. The Course section includes fields for College (dropdown), Year (dropdown), Term (dropdown), Course Subject (e.g., MATH), Course Number (e.g., V01), CRN, Final Grade (if applicable), Pos. Attend Hours (if applicable), Units, and First Date of Attendance. There is also a large text area for Justification. The Dean section includes a dropdown for Dean and a field for Email.

*Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J

Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

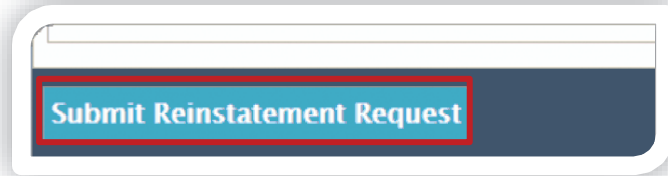
Please provide all information, including the student's 900#, justification for the petition and the student's first date of attendance. **Assign a final grade only if the semester is over.** If your class is a positive attendance course, please include the positive attendance hours and submit your roster through Positive Attendance Record Submission.

Complete each field –

- Add student information: Student ID (900#), Student First Name & Last Name
- Add Course Information including, Campus, Year, Term, Subject, Course Number, CRN, Final Grade (if applicable), Positive Attendances hours (if applicable), Units, and 1st date of attendance.
 - If you are completing the form during the semester, before grading, leave the final grade & Positive attendance hours blank, (If applicable) & continue to the “Units” field & enter the units associated with the CRN.
 - If you are submitting this request after grades are turned in, you must assign the student a grade & positive-attendance hours (if applicable). All other fields on the form must be complete as well.
- Add the justification for the Reinstatement Request - Why was the student dropped or did they accidentally drop themselves?
 - If the student is dropped while add codes are active, they need to use an add code to register back into the class. **This form is only for after add codes are expired.**
- Once fields are complete add the dean for your division from the drop-down menu, once selected the deans’ email will populate in the form.

Once you are sure each field is complete and accurate, click the blue button “Submit Reinstatement Request”

Clicking submit will automatically forward the form to your division dean for review. Faculty will receive an email confirmation when the form is submitted.



Once the Dean reviews the form, A&R will receive and process it manually. There will be a turnaround time of 24-48 hours, depending on the volume of forms received. Once the form is processed, faculty will receive a confirmation email that the form was approved or needs resubmission due to incomplete or missing information. A&R will notify the student once the reinstatement is complete.

Troubleshooting Tips –

- Before submitting double check all data for accuracy

Ordering / Adopting Textbooks

The Ventura College bookstore is managed by Follet.

Submitting Course Material Adoptions:

- Email 2387txt@follet.com with Dept/Course/Section, Author, Title, ISBN, and whether the materials are required or recommended.
- If you will not be asking the bookstore to carry course materials, let the bookstore know if they should mark the course as *No Materials Required*, *No Store Supplied Materials/ See Instructor*, or *OER*.
- Follet will soon have their Follett Discover adoption tool ready for use and will provide training once it is live. Until then, please feel free to email all book ordered and questions.

Have a Course Reader you would like printed?

- Fill out the Order & Citation form. Complete the top Faculty section on page 1 and the citation list on page 2. Citation list is only required for any copyrighted materials in your reader.
- Email Robert Munck at r.munck@follet.com with a PDF copy of your reader and the completed Order-Citation Form. If you don't have a PDF copy, please contact Robert or details about shipping a printed copy.
- LAD Custom Publishing will review the copyrighted materials for clearance . if copyright fees are required, LAD will send an itemized breakdown to Robert and he will reach out to you with details. This gives you the opportunity to edit content if needed.
- Once the reader is approved, we will send a aster file to the Ricoh Copy Center for production and a few days later, the read will be available at the campus bookstore.

Order Form



Submission Options:

- Email this form, with your original materials, to **customerservice@ladcustompub.com**
- Take your original materials, with this completed order form, to your campus bookstore.
- Send to: **LAD Custom Publishing**
5148 Carson Court, Buford, GA 30518
Phone: **(877) 318-8800** / Fax: **(770) 831-8556**

Thank you for choosing LAD
for your course materials!

FACULTY: COMPLETE THIS SECTION

FACULTY NAME _____

FACULTY EMAIL _____

FACULTY PHONE NUMBER _____

COURSE TITLE *(as it should appear on cover)* _____

COURSE NUMBER _____

EST. ENROLLMENT _____

DESK COPIES REQUESTED _____

PRODUCTION DETAILS FOR PRINTED COURSEPACKS

PRINT AS:

COVER:

BINDING:

INCLUDE: ☐ TABLE OF CONTENTS ☐ PAGINATION

SPECIAL INSTRUCTIONS:

PRODUCTION TYPE:

DIGITAL DELIVERY TYPE:
(if applicable)

DEPT. / FACULTY ROYALTY? ☐ YES ☐ NO

IF YES, WHAT IS ROYALTY AMOUNT?:

COPYRIGHTS: *Is the material your own,
and not from any other source?*

☐ YES ☐ NO

(If NO, please complete the Citation Form on page 2)

BOOKSTORE: COMPLETE THIS SECTION

UNIVERSITY / SCHOOL _____

STORE NAME _____

STORE CONTACT NAME _____

STORE PHONE NO. _____

STORE EMAIL _____

PO # (If available) (Note: a PO # will be required prior to print production)

QUANTITY _____

DATE DUE IN BOOKSTORE _____

FIRST DAY OF CLASS _____

ORDER TYPE:

YEAR:

TERM:

SHIPPING METHOD:

PRODUCTION / RE-ORDER CHANGE INSTRUCTIONS:

HAS LAD PRODUCED THIS COURSEPACK BEFORE?

☐ YES ☐ NO

IF YES, ARE THERE CHANGES TO THIS COURSEPACK?

☐ YES ☐ NO

We have granted permission for LAD Custom Publishing to produce the above outlined custom coursepack. This custom coursepack is REQUIRED for the students enrolled in this course and is intended for educational purposes only. We authorize that all copyright materials that are listed are accurate which will be reproduced for this coursepack. We understand that any incomplete information may cause delay in the production and delivery of the coursepack. If requested, we will be notified of the final cost of the coursepack after the copyright permissions are cleared. This coursepack is renewable, exclusive order for the production of this material and we agree to not allow another company permission to publish and distribute the materials unless the professor/bookstore notifies LAD Custom Publishing in writing 30 days prior to the start of an academic term. I acknowledge that I will incur fees if this order is canceled. There are no return privileges allowed if the course is canceled after this order has been produced. We will further defend and indemnify LAD Custom Publishing against any liability, if any of the foregoing information is inaccurate or incorrect.

SIGNATURE (only one required)

FACULTY OR BOOKSTORE REPRESENTATIVE: _____ DATE: _____

Citation Form



Instructions:

Complete the form below for all copywritten content contained in the coursepack.
For Anthologies please include original source information including page ranges.
If you have any questions about using this form, please call us at **(877) 318-8800**.

COURSE & CONTACT INFORMATION

UNIVERSITY / SCHOOL

FACULTY NAME

FACULTY EMAIL or PHONE

COURSE NAME

COURSE NUMBER

SEMESTER

YEAR

CONTENT LIST

TITLE (include edition, if applicable)

ISBN / ISSN

AUTHOR(s)

CHAPTER / EXCERPT TITLE

COMPLETE PAGE RANGE (required)

☐ Check this box if this title is Out-of-Print

TITLE (include edition, if applicable)

ISBN / ISSN

AUTHOR(s)

CHAPTER / EXCERPT TITLE

COMPLETE PAGE RANGE (required)

☐ Check this box if this title is Out-of-Print

TITLE (include edition, if applicable)

ISBN / ISSN

AUTHOR(s)

CHAPTER / EXCERPT TITLE

COMPLETE PAGE RANGE (required)

☐ Check this box if this title is Out-of-Print

TITLE (include edition, if applicable)

ISBN / ISSN

AUTHOR(s)

CHAPTER / EXCERPT TITLE

COMPLETE PAGE RANGE (required)

☐ Check this box if this title is Out-of-Print

**Ventura Community College
Official Course Syllabus**

Gateway Division
English Department

Effective:

Course ID:

Title:

CRN:

By:

Face-to-Face

Yes

Hybrid

No

Fully On-Line

No

I. Prerequisites:

Co-requisite Courses:

Recommended Prep:

II. COURSE DESCRIPTION:

Take from the Course Outline of Record (COR)

III. INSTRUCTIONAL MATERIALS:

A.	Textbooks:	
B.	Internet Resources:	
C.	Other materials/Resources:	
D.	Tools/ Equipment/ Apparel (required of the student):	

IV. STUDENT LEARNING OUTCOMES AND COURSE OBJECTIVES:

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to demonstrate the following measurable skills and abilities:

CSLO 1:

PROGRAM STUDENT LEARNING OUTCOMES: Insert the PSLOs ONLY if the course is required for a Certificate of Achievement/AS Degree.

Upon successful completion of this program, the student will be able to demonstrate the following measurable skills and abilities:

PSLO 1:

COURSE OBJECTIVES: Take from Course Outline of Record (COR)

V. METHODS OF INSTRUCTION

I. METHODS OF EVALUATING STUDENT ACHIEVEMENT/ PROGRESS:

A. The following methods may be used in this class (list is not all-inclusive):

Examples:

- Class participation
- Homework assignments
- Quizzes, Midterm and Final Exams

B. Grading Scale: College Grading Standards

Letter Grade	Percentage
A - Excellent	
B – Good	
C – Satisfactory	
D – Poor	
F - Fail	

VII. OUTLINE OF COURSE CONTENT AND SEQUENCING

List your course schedule here or you can state that it is provided in a separate document.

VIII. OTHER COURSE INFORMATION

Attendance: All students at Ventura College are expected to attend regularly in order to learn the key concepts of the course and maximize their progress. Ventura College policy states that students may not miss more than 1/9 of the total class hours for the semester. For this course, that is ____ class sessions. VC policy also does not designate absences as “excused” or “not excused”. Regular attendance is a requirement. Please refer to the VC Catalog, Academic Policies page for details.

Late arrivals in class are a major distraction for students. Discuss your late policy here

Optional: Please obtain notes from other students for classes you miss and request any handouts from me. Assigned work will be due one class session after you return from your absence in order to be accepted for credit.

Drop Dates If you find that you must withdraw from this course, you must do so by _____ to receive no record on your transcript. If you withdraw by _____ you will receive a “W” on your transcript. After that date, a grade must be issued by the instructor.

IX. TRANSFER POTENTIAL

For transferability information, please consult the Ventura College Catalogue. For additional transferability information contact the Ventura College Counseling Department, the Transfer Center, or the ASSIST website, at <http://www.assist.org>.

X. COLLEGE POLICIES

College-wide policies are stated in the Ventura College Catalog and include enrollment limitations, student rights, cancellation of classes, affirmative action, drug and alcohol policy, alcohol/drug free environment, sexual harassment policy, campus security policy, student right to know act statement, student rights and responsibilities, academic integrity, student appeals, grievance procedure, and disciplinary procedure. The catalog is available on the internet at <http://www.venturacollege.edu/apply-and-enroll/college-catalog>

XI. STUDENT ACADEMIC INTEGRITY

Ventura Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and the College. The academic integrity of each student is crucial not only to that individual student's quality of education but to the academic reputation of Ventura College as a whole. Academic dishonesty jeopardizes individual students and the educational mission of Ventura College.

AI statement – we strongly recommend everyone includes a statement on their policy on the use of AI to ensure that if a student does not adhere to it, we can hold them accountable. The VCCCD as yet does not have an AI policy but until then see the following pages with some options and wording you might consider using (with thanks to the University of Minnesota and Eric Martinsen).

For more information regarding possible violations, penalties, and procedures, see the VC Catalog, available on the internet at <http://www.venturacollege.edu/apply-and-enroll/college-catalog>.

XII. AMERICANS WITH DISABILITIES ACCOMMODATION STATEMENT

Students with disabilities, who may need accommodations in this class, are encouraged to contact the EAC as soon as possible to ensure that such accommodations are implemented in a timely manner. Authorization, based on verification of disability, is required before any accommodation can be provided. The EAC can be contacted at 805-289-6300 or they can visit the EAC located in the Administration Building on campus.

XIII. NON-DISCRIMINATION STATEMENT

It is the policy of Ventura College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Dean of Student Services. (805) 289-6455.

XIV. ADDITIONAL INFORMATION:

Classroom rules:

List your rules here.

Safety:

In the event of an injury in the classroom, notify the instructor immediately. In the case of emergency evacuation, all students are to leave through the main door and exit to the parking lot in an orderly and expeditious manner. The instructor will assist students in exiting when needed. Emergency contacts are as follows:

911 Any life-threatening emergency, including health, fire, or safety
289-6486 VC Campus Security
289-6346 Student Health Center

Final notes: *Insert any final notes of encouragement.*

Your contact information

ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS

- I have received the syllabus for _____
- I understand the attendance policy in the syllabus, which is summarized below.

Summarize your policy as stated in the syllabus

- I understand the make-up policy for tests, which is summarized below.

Explain your make-up test policy

Print Name: _____

Signature: _____

Date: _____

NOTE: It is advised that you duplicate this page on your syllabi so the student can sign the last page and return it to you but they will still have a copy for their records.

This can be a true-false question included in a syllabus quiz in online courses. Example: “I have received a copy of the course syllabus and have had all of my questions answered.”
True or False

The following syllabus statements were developed by the [Senate Committee on Educational Policy](#) as a resource for faculty and instructors, with options ranging from “no restrictions” to “ChatGPT and other AI tools may not be used under any circumstances.” These statements may be adopted or adapted to reflect a given instructor's course learning objectives and instructional / assessment style.

For instructors who wish to embrace ChatGPT

Artificial intelligence (AI) language models, such as ChatGPT, may be used for any assignment with appropriate citation. Examples of citing AI language models are available at: libguides.umn.edu/chatgpt [or provide an alternative reference appropriate for your class]. You are responsible for fact checking statements composed by AI language models.

For instructors who wish to allow limited usage of ChatGPT

Artificial intelligence (AI) language models, such as ChatGPT, may be used for [assignment types A, B & C] with appropriate citation, but not for [assignment types D, E & F]. If you are in doubt as to whether you are using AI language models appropriately in this course, I encourage you to discuss your situation with me. Examples of citing AI language models are available at: libguides.umn.edu/chatgpt [or provide an alternative reference appropriate for your class]. You are responsible for fact checking statements composed by AI language models.

For instructors who wish to prohibit the usage of ChatGPT

The Board of Regents Student Conduct Code states the following in Section IV, Subd.1: Scholastic Dishonesty:

"Scholastic dishonesty means plagiarism; cheating on assignments or examinations, including the unauthorized use of online learning support and testing platforms; engaging in unauthorized collaboration on academic work, including the posting of student-generated coursework on online learning support and testing platforms not approved for the specific course in question; taking, acquiring, or using course materials without faculty permission, including the posting of faculty-provided course materials on online learning and testing platforms; ..."

Artificial intelligence (AI) language models, such as ChatGPT, and online assignment help tools, such as Chegg®, are examples of online learning support platforms: they can not be used for course assignments except as explicitly authorized by the instructor. The following actions are prohibited in this course [remove bullets as necessary]:

- Submitting all or any part of an assignment statement to an online learning support platform;
- Incorporating any part of an AI generated response in an assignment;
- Using AI to brainstorm, formulate arguments, or template ideas for assignments;
- Using AI to summarize or contextualize source materials;
- Submitting your own work for this class to an online learning support platform for iteration or improvement.

If you are in doubt as to whether you are using an online learning support platform appropriately in this course, I encourage you to discuss your situation with me.

Any assignment content composed by any resource other than you, regardless of whether that resource is human or digital, must be attributed to the source through proper citation. (Examples of citing content composed by digital tools are presented in: libguides.umn.edu/chatgpt [or provide an alternative reference appropriate for your class].)

Unattributed use of online learning support platforms and unauthorized sharing of instructional property are forms of scholastic dishonesty and will be treated as such.

VC Required Syllabus Statement

Please note that the following statement must be included on EVERY syllabus. Do not change the wording. The ADA statement must be exactly as follows. **This is a legal requirement.**

Students with disabilities, who may need accommodations in this class, are encouraged to contact the EAC as soon as possible to ensure that such accommodations are implemented in a timely manner. Authorization, based on verification of disability, is required before any accommodation can be provided. The EAC can be contacted at 805-289-6300 or they can visit the EAC located in the Administration Building on campus.

Office Hours

- **Full-time faculty office hours:** do see the contract for the details in section 5.4.B.(2). The requirement is that full-time faculty need to hold “**three in-person, on-site, scheduled office hours per week**” for student conferences and a **minimum of two hours by appointment** (either in-person or remotely), based on the student need, for a **total of five hours per week**” and that these “should be offered in blocks **no shorter than thirty minutes each**,” and “shall occur over a period of no **less than three (3) days**.”
- **Adjunct faculty office hours:** the contract gives your compensation for these depending on your load; there is a table provided in 5.7A and also on the next page.

NOTE: Office hours MUST be listed on syllabus

Adjunct (PART-TIME) Faculty Compensation

Part time faculty may be compensated for the following:

- **Attending Department / Division Meetings:** Non-contract faculty who are not otherwise employed by the District will be compensated at on-half their hourly rate of pay, up to five (5) hours per semester 3.8.C(3)
- **Office Hours:** Non-contract faculty assigned to teaching duties shall be compensated for up to nine (9) office hours per semester per the following chart:
 - *NOTE: Office hours MUST be listed on syllabus*

LOAD	OFFICE HOURS
0 – 0.2	3 office hours
0.21 – 0.4	6 office hours
0.41 – 0.67	9 office hours

- If you are not sure on how many hours this would be for your and/or do not know where to hold office hours, please contact the division office.

Substitutes

- **Substitute responsibilities:** Hours of work may be used to substitute classes and services for a temporarily absent faculty member and shall be paid for the hourly rate of pay 5.4.C(10)
 - In instances of long-term substitutions (more than twenty consecutive workdays), the substitute will become the instructor of record with appropriate pro-rated load 5.4.C(10)
 - *Note: Substitute assignments go through the Department Chair for approval. Once approved, please reach out to the division office for substitute timesheets.*

SLOs

The SLO process at Ventura College involves assessing Student Learning Outcomes at three levels – course, program, and institutional. All departments and services at VC have identified SLOs/SUOs for every course, program, service, and for the institution itself. Our goal is to have a “Culture of Intention”, where we are student-centered. Our focus should be on reflection on how we teach, ways to improve student success, and experimentation with different strategies in the classroom. Ultimately, our process should lead to increased student success and satisfaction.

What are SLOs (Student Learning Outcomes)?

SLOs are levels of knowledge, skills, and abilities that a student attains from their learning experience. SLOs must be measurable. A rubric must be created to be used in assessing each SLO.

What do SLOs do?

- ▶ Make students aware of what will be expected of them – they don’t have to guess.
- ▶ Provide **meaningful** assessments to see if expectations are met.

SLOs should be concise statements of what we want students to:

- ▶ Know/Understand
 - Content: facts, theories, concepts
 - Values: open-mindedness, ethics, social responsibility
- ▶ Skills they are able to do: computational, collaborative, communication, occupational, etc.

Where can I find the SLOs for my course or program? Go to: <https://www.venturacollege.edu/college-information/student-learning-outcomes>

THERE ARE THREE TYPES OF SLOS AT VC: ISLOS, PSLOS, AND CSLOS.

ISLOs (Institutional SLOs) are broad educational goals that are shared across campus. These are the outcomes every student who leaves VC with a degree, certificate, vocational training or sufficient credits and breadth to transfer with their GE work done, should be able to do or know. Our ISLOs are:

- Communication (written, oral, visual)
- Scientific and Quantitative Reasoning
- Critical Thinking and Problem Solving
- Information Literacy
- Personal/Community Awareness and Academic/Career Responsibilities

ISLOs are being assessed through the assessments of the CSLOs. Each CSLOs are mapped to the ISLOs. Thus, the results of ISLOs assessments are the aggregate results of CSLOs assessments in a given term that the VC courses are scheduled.

PSLOs (Program Level SLOs) are the knowledge, skills and abilities that a student should have after completion of a specific degree or certificate. Programs are defined as departments offering a Certificate of Achievement or Associates Degree. PSLOs broadly cover knowledge gained from major-specific courses.

CSLOs (Course level SLOs) represent the knowledge, skills and abilities a student should have after completing a course. These are course-specific areas of knowledge. All courses at Ventura College have identified one or more CSLOs for the course.

The Rotational Plan

Ventura College has elected to use a rotational plan for SLO assessments to spread out the assessments to make the process more meaningful and manageable. This also allows the department to use off-semesters to try new things that were suggested in the assessments and implement initiatives to see if they made a difference. Department chairs will let faculty/staff know when they are to assess SLOs.

SLO Assessments

Assessments must be authentic. They should help you determine how well did students gained what you wanted them to learn. They can be graded or not. Assessments do not require that you create something new to use as an assessment tool. You already have all the tools you need that you use in your class to assess students' skills/knowledge. Examples of assessment tools you already use include:

- | | |
|-------------------------|--------------------------------|
| * Exams, Industry Exams | * Industry exams |
| * Essays | * Group or individual projects |
| * Case studies | * Reports |
| * Presentations | * Journals |

The best way to determine how to assess an SLO is for faculty to map key assignments, projects, quizzes, and exams to SLOs. Which of these give would provide the best information as to whether a student has met a particular SLO? That assignment would become the assessment tool.

Important notes:

- If there are multiple faculty members teaching the course, they must agree on the assessment tool, rubric, and performance target.
- Data must come from similar assessments in order to be analyzed and must use the same criteria for success. The idea behind assessments is to get faculty talking and sharing ideas in an effort to increase student success.

Reporting Findings

Faculty can enter their assessment results individually via Qualtric forms available on the SLO webpage. The Department Chair or Coordinator also can aggregate the assessment results from their department and enter onto the Qualtric forms as a single assessment.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

Instructions for Retrieving and Submitting Assignment Request Forms (ARFs)

Assignment Request Forms (ARFs) are used to request all non-contract assignments. If applicable, separate ARFs are required for each discipline and/or college. Access to the District portal and e-mail is required to access the ARFs. Paper copies of ARFs are available at the offices of the Vice President of each colleges and at the District Administrative Center Receptionist. All paper forms must be mailed to the Human Resources Department. If you have questions regarding completion of the form please reach us at 805 652 5530 or via email at hrtech@vcccd.edu

Timeline

ARFs for the following year are posted to the VCCCD Portal during the second week of the fall and spring semesters. ARFs for summer assignments are posted during the second week of the fall semester for the following year. They are due to the Human Resources Department by the sixth week of the semester.

- Term Year ARF will be available on **Check Portal for Availability Date**
- The Deadline for submitting the Term Year ARF is **Check Portal for Deadline Date**

There are three ways to submit an ARF:

Method 1: Via the District Dashboard (Preferred)

To Access the Assignment Request Form via the District Portal - Online

1. Type the internet address (URL): <http://my.vcccd.edu> and login to the district dashboard.
2. When you arrive to the district portal, go to the "Tools" area and expand on "Employee Self Service", then select Employee Services. .
3. Under "Employee Services" select "Forms and Surveys."
4. Under the "Available Forms & Surveys" heading, select the VCCCD Assignment Request Form for the appropriate semester.

How to Complete and Submit the ARF Online

1. Select one college location: click in one of the circles (this is a required entry).
2. Select a discipline from the drop-down list.
3. Type the assignments you currently have, with the hours per week for each. (These are free-text fields up to 75 characters.)
4. Load Level: Click in one of the circles to increase, maintain or reduce your assignments/hours. (This is a required entry.)
5. Teaching Preferences: Type the Course Number and Course Title, or non-classroom assignments for each assignment preferred. (These are free-text fields; you may type up to 75 characters.)





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

6. Preferred Times: Using the drop-down list for each work hour and day, select when you are available (A) to work and when you prefer (P) to work. If you are not available during certain times/days, leave the field blank.
7. Once you have completed the ARF, click the "Submit ARF" button at the bottom of the form. Your completed form will be electronically date-stamped and will: 1) go to the District Human Resources Department; and 2) remain in your my.vcccd.edu log-in under the Completed Forms & Surveys heading. (Please Note: Electronic submissions do not require your signature.)

Method 2: Email Attachment

To Access the Word version of the ARF Online

1. Login to the MyVCCCD portal, URL: <http://my.vcccd.edu> .
2. When you arrive to the MyVCCCD dashboard, in the left hand menus click **Procedures and Forms** then select **HR Tools**.
3. Scroll to "**Category: 040 Part-Time Assignments**". Then go to "Sub-Category : Assignment Request Form (ARF)".
4. Select the appropriate semester Form

To Submit the Assignment Request Form (ARF)

1. Enter your employee ID number in the identified field. *(Your employee ID number may be found on your paycheck, or at the top right hand corner of the VCCCD portal when you login)*
2. Complete the ARF form thoroughly.
3. Save the ARF form to your computer as "Your name" followed by "ARFA18" for Fall or "ARFSU18" for Summer .
4. Complete, save and submit ARF form electronically as an e-mail attachment to: arf@vcccd.edu.
Please Note: Electronic submissions do not require your signature. Return receipt of this e-mail will serve as proof of submission.

Method 3: Hard Copy via Regular US Postal mail

- Print, complete and sign the form from HR Tools as explained in Method 2 above and
- Mail the completed form to the Human Resources Department, Ventura County Community College District, 761 E. Daily Dr., Suite 200, Camarillo, California 93010.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Sample **ASSIGNMENT REQUEST FORM**

DIRECTIONS: Type your information into spaces below and save to your computer (i.e., click "save as" and enter your name followed by **ARFFAXX** Example: (JDoeARFxxxx). E-mail the saved document as an attachment to ARF@vcccd.edu or print and mail to the Human Resources Department at the **District Administrative Center, 761 E. Daily Dr., Suite 200, Camarillo, CA 93010** no later than **Deadline Date.**

Check the box below to indicate for which campus this request is made. If you are requesting assignments in more than one discipline or college, you must submit a separate completed ARF for each discipline and/or college.

Moorpark College ☐ **Oxnard College** ☐ **Ventura College** ☐

Name: _____ Discipline: _____
Address: _____ City: _____ Zip: _____
Phone No#. (Day/cell): _____ (Eve): _____ e-mail: _____ Employee ID # _____

I am requesting an hourly assignment for the **Term Year** semester. My teaching preferences are: [Print course number(s), title(s), or non-classroom assignment]

1. _____
2. _____
3. _____

My hourly assignment(s) for **Term Year** consist(s) of the following classes or work assignments:
Course(s) _____ Hours/Week _____

1. _____
2. _____
3. _____

I would like to Increase ☐ Maintain ☐ Reduce ☐ my current load level.

My preferred times are indicated below. Indicate **preferred** time with a "P," other times **available** with an "A," and times **not available** leave **blank**.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 p.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							

Hourly assignments will be made in compliance with the provisions of the current AFT/VCCCD Agreement. The information that you provide on this form will be used as a guideline in determining your preferences and time availability.

Signature _____ Date _____

Accepting or Rejecting Your Work Offer

1. You will receive an email from onbase_upgr@vcccd.edu in your VCCCD email account. The Subject line will read: *VCCCD SUMMER 2017 Offer Ltr – Jane Doe*

Received	From	Subject
Tue 3/7/2017 3:05 PM	onbase_upgr@vcccd.edu	VCCCD SUMMER 2017 Offer Ltr -

2. The email will include a pdf attachment: *Offer Number - HR Offer Letter – Jane Doe - SEMESTER – Campus Name*. Open the attachment to review your work offer.

466845 - HR Offer [] OUMA - SUMMER 2017 - OXNARD COLLEGE

3. When you are ready to respond to the offer, use the link in the body of the email to open your individual offer acceptance screen.

Work Offer 466586 :
<https://obwebtest.vcccd.edu:8443/FormSubmit/docpop/formpop.aspx?clienttype=html&docid=466639&chks um=49a2050fa185dbe2c2d7061e1b5bfc0534c7be3b29c15b8ac253cccb050f0af7>

Your Offer acceptance screen is for the offer you just reviewed.

HR Offer Letter Acceptance Form

Your information is prefilled to the specific offer to which you are responding.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
ID		
<input type="text"/>		
College	Term Description	Offer Letter Status
OXNARD COLLEGE	SUMMER 2017	PENDING FACULTY
Return By Date	Offer Acceptance Reference Number	
03/22/2017	466845	

The same contract language listed on the pdf is available on the acceptance screen.

Important

This Offer MUST BE SIGNED ACCEPTED OR REJECTED by the Return By Date listed above.

I UNDERSTAND THAT MY EMPLOYMENT WITH THE DISTRICT WILL TERMINATE EFFECTIVE ON THE LAST DAY OF SERVICE AS DESCRIBED ABOVE, OR UPON THE DATE OF CANCELLATION OF THE ASSIGNMENT DUE TO INSUFFICIENT ENROLLMENT OR ANY OTHER REASON.*

4. You will only be able to accept or reject the work offer:
 - a. **To accept the Work Offer:**
 - i. Select the Accept button, sign the form by typing your name, and date the form.

☒ Accept

Signature – Type your name *

Jane Doe

Date *

3/17/2017

Submit

- ii. Submit your response: Click Submit

Once you submit the offer, you will see a message that reads:

HR Offer Letter Acceptance Form

***Thank you for signing and submitting. Your contract will be processed accordingly.

b. To reject the Offer:

- i. Select the Reject button, sign by typing your name and date the form.

☒ Reject

Signature – Type your name *

Jane Doe

Date *

3/17/2017

- ii. Add comments as to why you are rejecting the offer.

Rejection Comment *

Submit

- iii. Submit your response: Click submit

Once you submit the offer, you will see a message that reads:

HR Offer Letter Acceptance Form

***Thank you for signing and submitting. Your contract will be processed accordingly.

5. For a Revised offer, you will see comments to the Faculty at the bottom of the acceptance form only.

Comments to Faculty

Contract Notes to Faculty

Revised Offer etc

Additional Information:

The link cannot be forwarded for other faculty to accept their offer.

If you teach at more than one campus, you will receive separate emails from each campus.

The offers are due by the due date listed on the offer.

Do not reply to the email. If there is an issue with your offer, contact your Department Chair or your HR Representative.

Faculty Evaluations

Per the AFT agreement Article 12, all faculty are to be evaluated in order to “provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth.” This is a supportive process. Please direct any questions you may have to your dean or department chair.

Evaluation periods per Article 12.6:

Full-Time Faculty

- New, probationary full-time faculty go through the tenure process described in Article 11. This process is explained at your first tenure committee meeting.
- After tenure is granted, they are evaluated at least once every three years.

Full-Time Temporary Faculty

- Evaluated the first semester and annually thereafter.

Part-Time (Non-Contract) Faculty

- Evaluated at least once during the first semester of employment with the District and at least one more time within their first four semesters of employment with the District. Non-contract faculty on longevity list shall at least once every six semesters thereafter.

Evaluation Process - see AFT agreement Article 12 for details:

NOTE: You will be provided with an outline of the process to use as a “checklist” for the process.

1. **Evaluation Committee** - A three (3) person committee is created and consists of the Dean or designee, the Department Chair or designee, and a faculty member selected by you, the evaluate.
2. **Student appraisals** – Student surveys will be administered to the students in your classes after the 4th week and no later than the 12th week. The appraisals include a minimum of 30 students. If there are less than 30 students in a class, two (2) class sections must be surveyed.
3. **Self-appraisal** – You will complete a self-appraisal form (Form 1 in Appendix D of the AFT agreement).
4. **Site visitations** – Each of the committee members will visit your class for no less than fifty (50) minutes and no more than one (1) hour in any circumstance. You will be notified of the site visit no later than the week before the week in which the visitation will occur. For distance education classes, the evaluator will be given a window of no less than two (2) but no more than five (5) days to observe your online class. The observation will involve no more than one hour of observation to occur within a 7-day period.
5. **Materials** – You will provide the committee with materials that demonstrate course preparation and adherence to the Course Outline of Record (COR). This can include your syllabus, grading standards, samples of student work, assignments, calendar, handouts, tests, and anything else you feel is relevant. PowerPoint slides, if used during the lesson, are also helpful.
6. **Conference** – The committee will meet with you to discuss the results of all of the above items. At the conference meeting, you will sign copies of all of the evaluations and final rating. This paperwork is then sent to the Ventura College President.
7. **Final signature** – After the president signs the packet, you will be contacted to get your final signature. The evaluation packet is then sent to HR at the district office.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

Absence Reporting Procedure

Absentee forms should be completed at the end of each month and submitted to the Payroll Department by the 10th of the following month. The types of leaves reported on the form are as follows:

- Sick Leave
- Vacation (Classified, Supervisors, Managers)
- Floating Holiday (Classified, Supervisors, Managers)
 - They may only be used in daily increments, not hours.
- Bereavement – the relationship must be stated on the absentee form.
- Personal Necessity
- Family Medical Leave
- Parental / Maternity Leave
- Jury Duty
 - A copy of the subpoena or certificate of the court must be attached to the absentee form.
- Industrial Leave

It is important that the supervisor/manager notify either Human Resources or Payroll if one of their employees will be or has been out longer than two weeks. In the case of a long-term absence, it is essential that Payroll begin monitoring the leave balances. The supervisor/manager must submit an absentee form for the current month in advance of the payroll run date (15th of the month). In most cases, there is a strong possibility that overpayment may occur if these procedures are not followed.

Sick Leave Reporting

Classified

- A doctor's note must be attached to the absentee report for absences of five consecutive work days or more.





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

Full-Time Faculty

- Report in full day increments even if the faculty member had only one class that day.
- Extra hourly absences are reported hourly so an additional absentee form is needed showing hours off per day. Indicate on the form that it is for "non-contract" hours.

Part-Time Faculty

- These absences are reported hourly so the absentee form would need to indicate hours off per day. Check the box on the form that indicates "non-contract" hours.

Personal Necessity

Full-Time Faculty

- Full-time faculty may use up to six days of sick leave in any one academic year. The criteria are listed in Section 8.2.B of the Agreement.

Part-Time Faculty

- Part-time faculty may use up to 60% of one year's accrual of sick leave. For those part-time faculty employed in fall semester, the base for calculating the projected accrual of sick leave shall be the number of hours offered multiplied by two; for those faculty who are employed in spring semester only, the base shall be the number of hours offered in the spring semester. The criteria are listed in Section 8.2.B of the Agreement.



Ventura County Community College District
EMPLOYEE ABSENTEE REPORT
 (To be completed monthly *only*)

Check one:

Management

Faculty:

Contract

Non-contract

Classified

EMP ID: _____

Employee: _____

Location: _____

MONTH OF _____ 20__

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Bereavement (B)	hours	Vacation (V)	hours
Injury on the job (I)	hours	Sick Leave (SL)	hours
Date of Injury	hours	Floating Holiday (FH)	hours
Leave of Absence w/o pay (L)	hours	Jury Duty/Subpoena	hours
Personal Necessity (PN) *	hours	Parental Leave (Faculty only)	hours
CT (Comp Time) Taken	hours	Maternity Leave (Classified only)	hours
		Compassionate Leave (CL) **	hours

* Chargeable to sick leave.

** When all other applicable leave exhausted.

Explanation (Personal Necessity reason or relationship for Bereavement Leave) _____

See appropriate contract for specific details on above leaves.

Signature of Immediate Supervisor/Administrator	Date	Signature of Employee	Date
---	------	-----------------------	------

For Payroll Dept. use only

____ Payroll Deduction \$ _____ for _____ hours at _____/hour.

Date: _____ Payroll: _____

Comments: _____

Original (White)-District Payroll Office

Yellow-Employee

Hourly Timesheets

If you have an hourly assignment or special project that is a timesheet assignment (not equal pay), you must submit a timesheet in order to be paid. Your offer letter will specify if you have a timesheet assignment.

The time periods and due dates can be confusing.

- Timesheets run from the 16th of one month through the 15th of the next.
- Timesheets are due by the 5th of the month for the period you are submitting.

Example: If you worked from Sept 16th to Oct 15th, the timesheet is due on Oct 5th.

If you need assistance with any of the timesheet process, contact your division office staff.

Instructions: Enter the items below. A sample is provided on the next page.

1. Employee 900#
 2. Employee name
 3. Pay period, this will always end on the 15th.
 4. Enter hours for each day.
 5. Enter any extra information needed to describe the assignment or project. If this is a timesheet for being a sub for a course, please write “substitute” and the CRN code for the class. If it is a timesheet for any special projects, this is also where that information would be listed.
 6. Calculate the total hours worked and enter them here.
 7. Enter your hourly rate. Pay rates do not need to be provided for substitute timesheets.
 8. Enter the total amount paid (total number of hours multiplied by the pay rate).
 9. Enter FOAP.
 10. Enter the assignment code under the FOAP. Ex: For a course, enter the CRN. For a non-instructional assignment or stipend, enter the code on your offer letter, such as NCHE, STIT, etc.
- NOTE: You can find your hourly pay rate, assignment code, and the FOAP on your offer letter.**
11. Sign in the Employee’s Signature space.
 12. Submit to the division administrative assistant, who will obtain the dean’s signature.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC TIME SHEET FOR HOURLY PAY

TYPE OR PRINT

- ☐ MOORPARK COLLEGE
☐ OXNARD COLLEGE
☒ VENTURA COLLEGE
☐ DISTRICT OFFICE

EMPLOYEE ID# **#1** 900XXXXXX

Name **#2** Smith **Somebody** A
Last First Middle

Address Your address
Last First Middle

Period Ending **#3** Oct 15 2022
Month Day Year

ENTER NUMBER OF HOURS ON EACH DATE WORKED

#4	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
					5					5				5		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
			5													

Detailed Description **#5** Substitute for CJ VXX CRN 12345
 or CCAR project stipend for CD VXX

I certify that the above statement is correct

Employee **#11** Date

Admin. Head Date

Account Number Verification Date

Hours	Rate	Total	Account Number
#6 20	#7 \$30	#8 \$600.00	#9 FOAP
#10 STIT			

DISTRICT-WIDE FORM NO. 13012 (REV. 07/09)

Flex Activities

What are flex activities, and why do we have them?

The purpose of the flexible calendar program is to provide time for faculty to participate in professional development activities that are related to “staff, student, and instructional improvement” (Title 5, §55720). The AFT Collective Bargaining Agreement (CBA) requires flex activities reporting.

Mandatory Flex Day is shown in dark blue on the academic calendar. Ventura College refers to this day as “All College Day.” Contract (full-time) faculty are required to attend All College Day. (CBA Section 9.3.A) Non-contract (adjunct) faculty are encouraged, but not required, to attend. These days meet the Education Code requirement of a six-hour (6-hour) day.

Self-Assigned Flex Days are scheduled days during which appropriate flex activities may be performed. (CBA Section 9.3.B.(1)a) Faculty members may elect to complete self-assigned activities provided by the Professional Development committee on the self-assigned flex days (shown in red on the academic calendar) or choose activities on other days that meet the CBA and Title 5 activity categories, as shown below.

Contract (full-time) faculty must report 42 flex hours per academic year. (CBA Section 9.3.B). Contract faculty members with a non-contract extra hourly assignment shall have additional self-assigned flex day activity calculated based upon the non-contract faculty calculation in Section 9.3.B(2).

Non-contract (adjunct) faculty, as well as contract faculty who have extra hourly assignments, calculate their flex obligation as follows:

For all non-contract loads, the total number of hours of self-assigned flex activities required for each non-contract faculty member in a semester is 1.5 hours for each 0.1 load. (CBA Section 9.3.B(2)a).

If you need assistance in determining your flex obligation, please contact our division staff

What can I report as flex activities?

Appropriate self-assigned flex day activities include, but are not limited to, the following or the current Education Code §87150 et seq., and Title 5, §55724 et seq.:

- 9.3.C(1)** Course instruction and evaluation.
- 9.3.C(2)** Staff development, in-service training, and instructional improvement.
- 9.3.C(3)** Program and course curriculum or learning resource development and evaluation.
- 9.3.C(4)** Student personnel services.
- 9.3.C(5)** Learning resources services.
- 9.3.C(6)** Related activities, such as student counseling, guidance orientation, matriculation services, and student, faculty, and staff diversity.
- 9.3.C(7)** Departmental or division meetings, conferences, and workshops, and institutional research.

Criteria set forth in AB 1725 include:

1. Improvement of teaching
2. Maintenance of current academic and technical knowledge and skills
3. In-service training for vocational education and employment preparation programs
4. Retraining to meet changing institutional needs
5. Inter-segmental exchange programs
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Courses and training implementing diversity and upward mobility programs
9. Other activities determined to be related to educational and professional development
10. Pursuant to criteria established by the Board of Governors of the California Community
11. Colleges, and including but not necessarily limited to programs designed to develop self-esteem.

When do I report my flex activities?

The CBA states the flex reporting deadlines as follows:

- 9.3.D(1)a.** Contract faculty shall complete a Master Flex Day contract by the last day of finals week of the Spring semester. Activities can be completed by June 30 provided the activities are recorded on the submitted Master Flex Day Contract.
- 9.3.D(1)b.** Non-contract faculty shall complete a Master Flex Day contract by the last day of finals week in the semester in which they work.

Where can I find the forms for reporting flex activities?

Required forms are found at the end of the AFT CBA and after this page. We have also placed these forms in our English, Math & Communications Canvas Division Shell.

Appendix H, Form B2: Contract Faculty Flex Contract

In the table below, indicate by column the information for your self-assigned flex day activities. As you plan your activity, add it to the list, get the department or divisional approval and when it is completed, sign in the appropriate place. You may also use the Flex Day Activity Form for approval. The information from that form will be stapled or transferred to this sheet. Include your non-contract assignment obligation also.

Your Name: _____

Your non-contract (extra-hourly) assignment obligation: _____

Your Total Hourly Obligation: _____

Dates(s)	Activity	Activity Hours	Cumulative Hrs	Approval, Dept Chair, Div Dean, etc. Initials	Faculty Signature

I certify that I performed my total obligation of flex day activities as specified above:

Faculty Signature: _____

Date: _____

Not to be removed from Division Office

Appendix H, Form B1: Non-Contract Faculty Flex Contract

In the table below, indicate by column the information for your self-assigned flex day activities. As you plan your activity, add it to the list, get the department or divisional approval and when it is completed, sign in the appropriate place. You may also use the Flex Day Activity Form for approval. The information from that form will be transferred to this sheet.

Your Name: _____

Your Total Hourly Obligation: _____

Dates(s)	Activity	Activity Hours	Cumulative Hrs	Approval, Dept Chair, Div Dean, etc. Initials	Faculty Signature

I certify that I performed my total obligation of flex day activities as specified above:

Faculty Signature: _____

Date: _____

Not to be removed from Division Office

College Service Information Form

As a requirement of the Collective Bargaining Agreement, you are to document a minimum of five hours per week for instruction-related student support activities for the academic year (equaling approximately 87.5 hours per semester). This requirement is in addition to required office hours and flex requirements.

This form is provided for your convenience to document your hours.

Please submit your hours to your area Dean by December 31st and June 30th for the prior 6 months. [VCCCD/AFT Contract Agreement: Article 5.4 B. (3)]

The following list are qualifying AFT Agreement activities that you can choose from to complete your hours:

- a. Discussing departmental student learning outcomes planning or results outside of class time;
- b. Continuing professional development (including, but not limited to, flex day activities beyond an individual's flex obligation and district or campus Distance Education certification and recertification trainings as defined in Article 23);
- c. Sponsorship and support of student activities;
- d. Participation in budget development;
- e. Employment interviewing procedures;
- f. Serving on a college, district, county, regional, and state-wide committee(s) in furtherance of the mission of the college;
- g. Department and division meetings;
- h. Curriculum development or review;
- i. Program development, review, and/or coordination;
- j. Articulation and matriculation;
- k. Contributing to or writing of grant proposals and research projects;
- l. Recruitment and high school relations;
- m. Registration advisement;
- n. Activities of faculty governance, representation, and advocacy;
- o. Preparation and updating of course outlines;
- p. Community outreach and interface;
- q. State and/or federally-mandated trainings;
- r. Additional work performed outside of normal instructional duties that is not compensated by a stipend (e.g. procurement, preparation, inventory, and maintenance of educational supplies, equipment, or other resources materials).

When work has been compensated through some other means, such as a stipend or grant, those hours shall not also be reported as college service.

Appendix G: College Service Hours

As per Article 5.4.B.(3), contract faculty shall perform an **average of five (5) college service hours per week and shall submit documentation of completion to the Dean each semester by December 31 or June 30** for the prior six (6) months. In the table below, indicate by column the information for your college service activities for the semester. Typical college service activities are listed in the CBA.

Your Name: ____

Semester/Year: ____

Activity	Activity Hours	Cumulative Hrs

I certify that I performed the College Service activities as specified above:

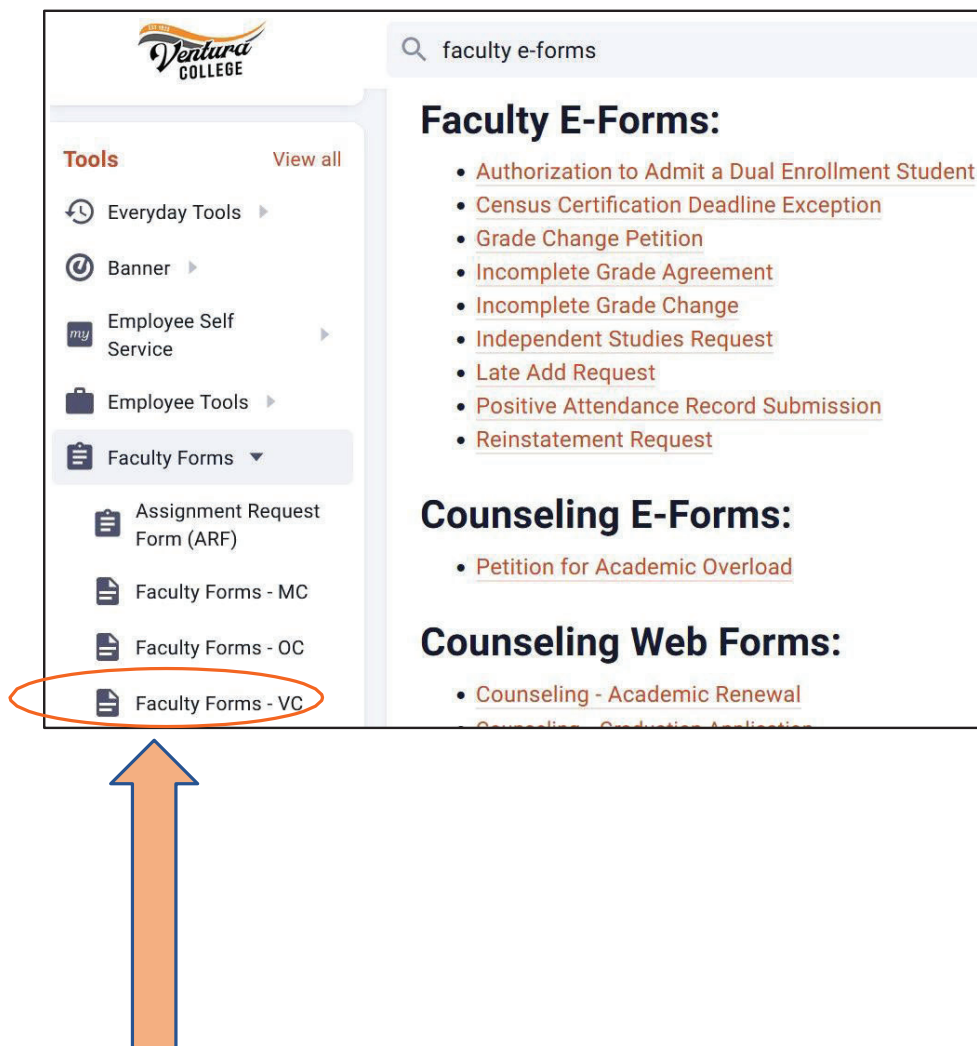
Faculty Signature: _____

Date: _____

Faculty Forms

Most of the form's faculty need to submit to assist students can be found in your portal. **Here is how you can access them:**

Go to your portal and click on the **"Tools"** menu on the left side. Then click on **"Faculty Forms - VC"** and you will see the list of faculty e-forms. You complete these forms through your portal and they automatically route to the correct person for approval.



Faculty Titles



The information below is taken from the VC Faculty Handbook. You may find the Faculty Handbook at this link on the VC website: <https://www.venturacollege.edu/faculty-and-staff/handbooks>

Faculty Titles

Per Article 2 of the collective bargaining agreement, official titles for faculty are: instructor, counselor, associate librarian, specialist, coordinator, student personnel worker, facilitator, coach / athletic director, department chair. Per District Administrative Procedure 7220, honorary academic titles are assigned in accordance with the following requirements:

1. Professor: Tenured full-time faculty with seven years in the District of full-time faculty experience.
2. Associate Professor: Full-time tenured faculty.
3. Assistant Professor: Full-time non-tenured faculty; full-time non-tenure-track faculty; full-time temporary leave replacement faculty.
4. Adjunct Professor: Temporary (part-time) faculty completing seven or more semesters in the District.
5. Instructor / Lecturer: Temporary (part-time) faculty with less than seven semesters in the District.

Ventura College Catalog

The catalog is now on-line. It is a living document that updates as curriculum changes occur.

<https://catalog.vcccd.edu/ventura/>

Take a few minutes to familiarize yourself with how it is laid out and where to find college policies, such as student conduct, attendance, etc., in the appendices.

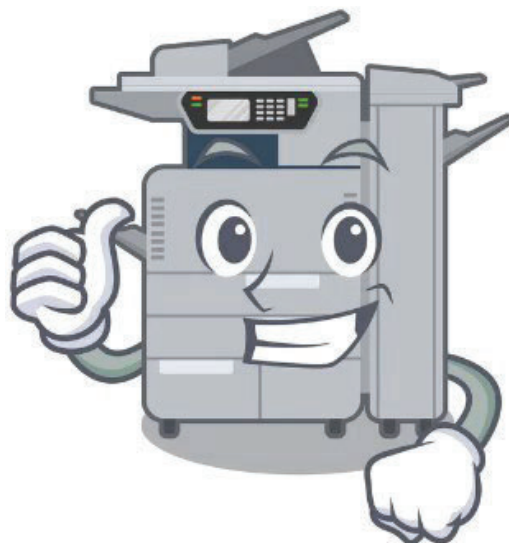
Ricoh Copy Center

If you need to have copies made for your classes, you have two options, both of which are free of charge.

1. You can go to the Ricoh Copy Center in the LRC building room LRC-155 on the first floor and make copies yourself.
2. Faculty and staff may submit print requests through [Copy Net](#). Please be sure to include your departmental print code. If you are unsure of what it is please contact your Department Chair.
3. Ricoh staff will email you to let you know when your request is ready for pick up (they do not deliver). Be sure to provide all of the necessary information:
 - a. One-sided or two-sided
 - b. Number of copies
 - c. Stapled or not
 - d. Color of paper (most standard paper colors are available)

Contact Email: vccopycenter@vcccd.edu

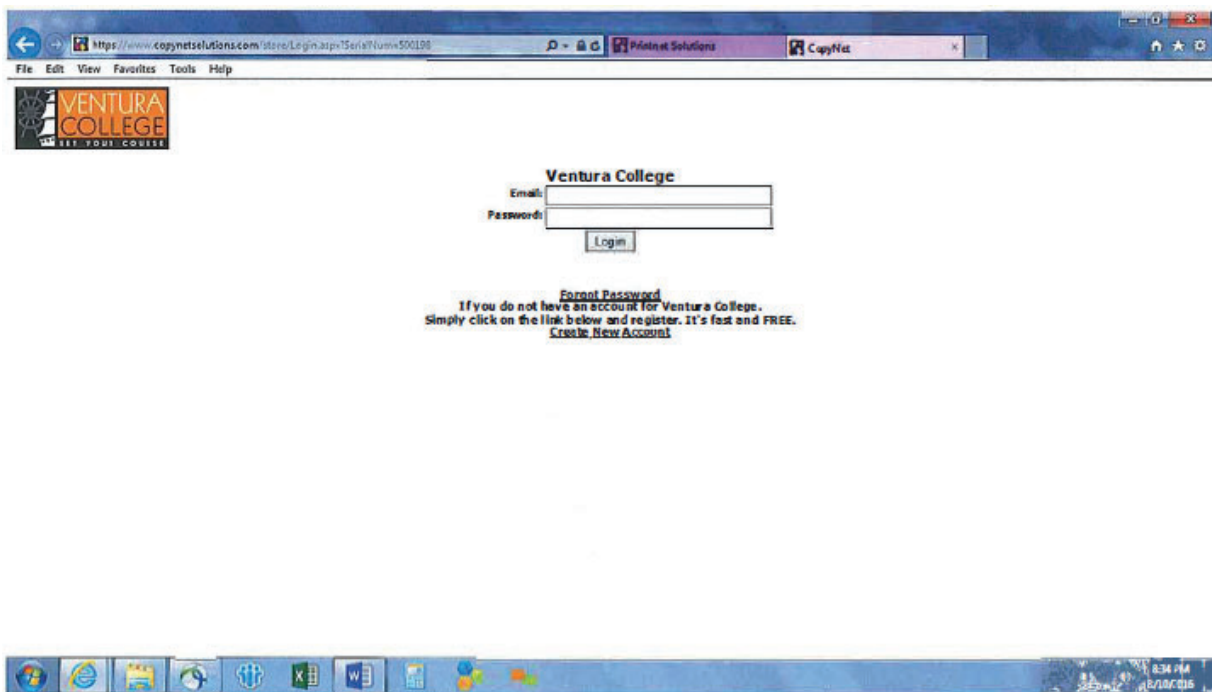
*Please see the next pages for a step-by-step guide in submitting print requests via Copy Net.



Step by Step on Accessing and Using Copy Net for Ventura College

From any Computer, please access the Copy Net site with the following link:

<http://www.copynetsolutions.com/store/login.aspx?Seria1Num=500198>



Once you have access to the Copy Net site, if you are a first time user, please create an account. When creating this account, you can link your account to the Department you always print for.

If you already have an account, log in with your email and password.

https://www.cspnetsolutions.com/store/jobSend.asp?Status=Pending

File Edit View Favorites Tools Help

VENTURA COLLEGE
GET YOUR COURSE

File Jobs Account Support

Log Off

Print Jobs

Tracking Number	Job Name	Status	Requested Date	Submit Date	
0081897	TEST	Closed	08-01-2016	07-29-2016	View
0081876	TEST	Closed	07-29-2016	07-29-2016	View
0081849	test	Closed	07-29-2016	07-28-2016	View
0081848	test	Closed	07-29-2016	07-28-2016	View
0081847	TEST	Closed	07-29-2016	07-28-2016	View
0081846	Test	Closed	07-29-2016	07-28-2016	View
0081769	test	Closed	07-29-2016	07-28-2016	View
0079809	test	Pending	07-15-2016	07-05-2016	View
0079807	test	Closed	07-22-2016	07-05-2016	View
0079806	test	Closed	07-14-2016	07-05-2016	View

New Print Order Preview Job Copy Delete

Page size: 10 10 items in 2 pages



Once you are into the site, you should see this screen.
If you do not see this screen, click jobs at the tops left.

Select New Print Order once you see this screen.

You should see after selecting New Print Order this following screen.

Before you can hit continue at the bottom of the screen, you will need the following items filled in.

- Job Name
- Quantity
- Department Code, if you are unsure of your Department Code, you can reach out to your Department Admin for your code.
- Data Needed
- The added file.
- If you want it added to a PO/GRANT, please put these instructions in the Special Instructions box.

Log Off

Order Review

Job Name: test
Quantity: 1
UOM:
Cover:
Bindery:
File Name: Student Sign.pptx
Color: Black and White
Sides: Single
Order: UN-Collated
Layout: Portrait
Paper Size: 8.5 X 11
Paper: 8.5 X 11 20# White
Type:
Add Bindery:

First: Mike **Last:** Churita
Company: Staff
Address: 7075 Campus Road
City: Moorpark **State:** CA
Zip: 93021 **Email:** Michael.Chueila@riceh-usa.com

Black and White Copy Printings:	
1 Black and White Impressions at 0.0030	0.0030
Color Copy Printings:	
0 Color Impressions at 0.0000	0.0000
Paper Printings:	
1 of 8.5 X 11 20# White	0.0067
Total Unit Price:	0.0097

Back Submit

Once everything is added to your order, please hit continue and you will see this screen.

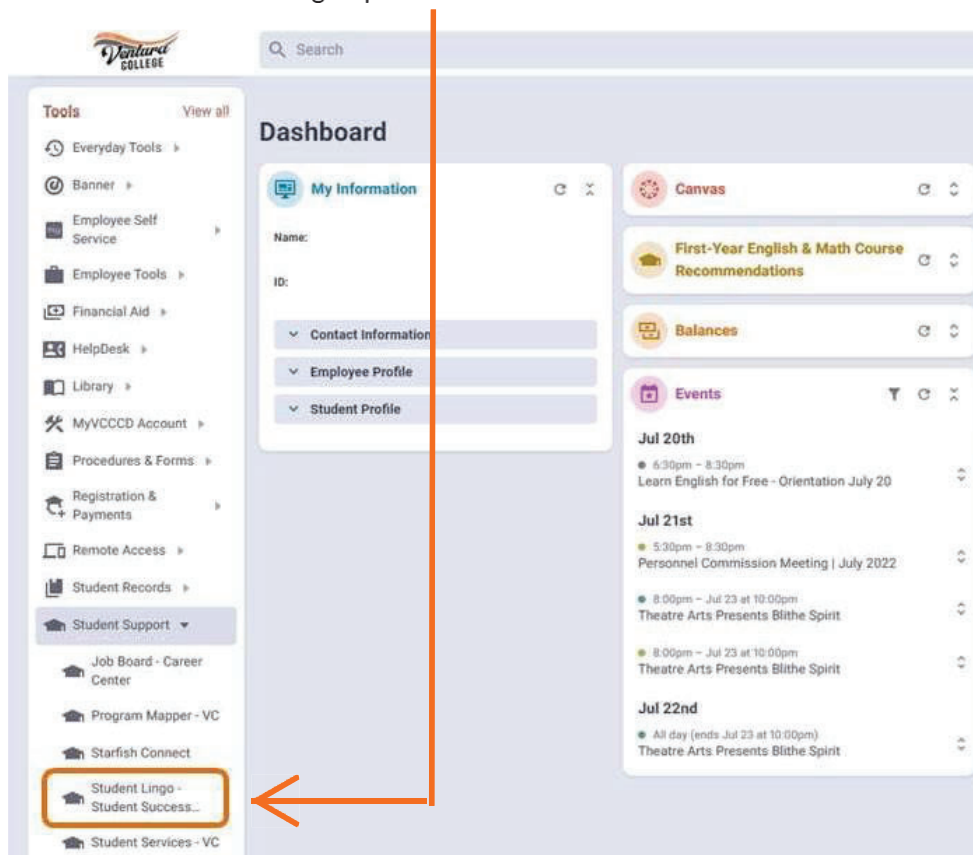
This screen will be the review screen to make sure everything is added that you wanted to add to your order before it is submitted.

After the review and once it is all ready to go, hit submit and then it is sent to the Copy Center for production.

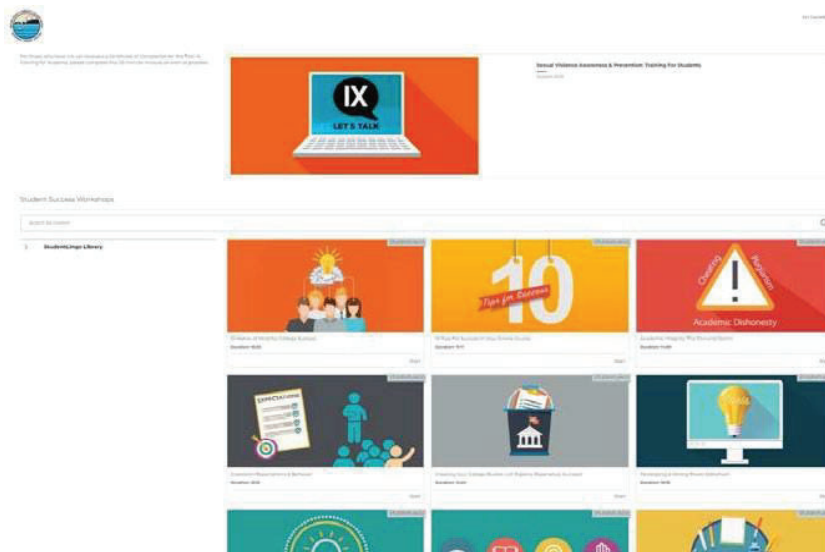
Faculty Access to Student Lingo

To view the available student success modules in Student Lingo, follow these steps.

1. Log into your VC portal.
2. On the Left hand side of the portal scroll down and click on Student Support. It will show a list of student support options.
3. Click on the Student Lingo option.



4. Once you click on the Student Lingo link it will open up in a New Tab ,there you will see a large variety of student success videos. Consider using these in your classes as assignments or extra credit.



Campus Services

Admissions and Records

<http://www.venturacollege.edu/departments/student-services/admissions-and-records>

The Admissions and Records Office is responsible for admissions, registration, and for the accuracy and maintenance of all student records. We offer convenient access to registration, grades, class, catalog and financial aid information via MyVCCCD.

Basic Needs Office

<http://www.venturacollege.edu/departments/student-services/student-health-center/food-and-homeless-services>

Assistance with access to free food, housing, homelessness resources, free student I.D card, and more. Ventura College's "Feed A Pirate" program provides free grocery items on campus at the Cafeteria Building next to ASVC and Pirates Cove. Contact VC Basic Needs vcbasicneeds@vcccd.edu or 805-289-6583 for more information.

Bookstore

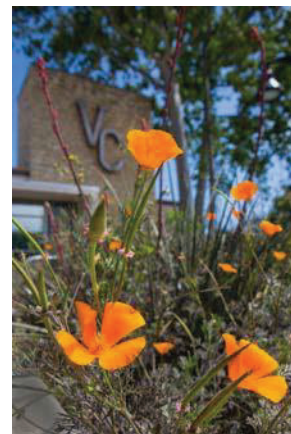
<https://www.bkstr.com/venturastore/home>

Online order textbooks, apparel, supplies, and more. Free in-store pick up on campus.

Career Center

<http://www.venturacollege.edu/departments/student-services/career-center>

The bridge between the college experience and employment, helping students apply what they learn at Ventura College to advance in the world of work. We offer advising and an array of career-development resources and activities that inspire and support each student's lifelong career journey.



Counseling

<http://www.venturacollege.edu/departments/student-services/counseling>

Located in the Student Services Center (SSC), the Ventura College Counseling Office is open days and evenings for counseling appointments and drop-by counseling. Our dynamic counselors can assist you with academic, career, transfer, or personal counseling.

Disabled Students Programs & Services (DSP&S/EAC)

<http://www.venturacollege.edu/departments/student-services/disabled-students-programs-services-dspseac>

The Educational Assistance Center (EAC) promotes the educational and vocational potential of students with disabilities by supporting each student's integration into the mainstream of college life.

Financial Aid

<http://www.venturacollege.edu/departments/student-services/financial-aid>

The financial aid office is committed to student success, and this website is filled with information about all the different financial aid options available to Ventura College students.

Library Resources http://primo.vcccd.edu:1701/primo_library/libweb/action/search.do?dsct=1&fromLogin=true&dstmp=1361926304745&vid=VENTURA&fromLog

This link will take patrons to the on-line catalog and links to library resources, including our online databases. Online databases are available for off-campus use by currently enrolled students and faculty/staff members. Users must log in to **MyVCCCD** <https://my.vcccd.edu/cp/home/displaylogin> to access these services. For general help with online library services visit the **VC Library homepage** <https://www.venturacollege.edu/departments/student-services/library>

Pirates Cove

<http://www.venturacollege.edu/departments/student-services/pirates-cove>

The Pirates Cove is a supervised and distraction-free study hall located in the Campus Center Building. Check out their **website** (<https://www.venturacollege.edu/departments/student-services/pirates-cove>) for hours and more details.

Student Activities and Clubs

<http://www.venturacollege.edu/departments/student-services/student-activities>

The goal of the Student Activities Program is to provide opportunities for students and the College to expand and develop through a wide variety of activities and experiences. Student participation in the Student Activities Program comprises two major areas: governance and college activities.

Student Connect Center

<http://www.venturacollege.edu/departments/student-services/outreach-services/welcome-center>

Whether you are starting college right out of high school, looking to improve your skills in an existing career, or you are a returning student seeking the personal enrichment to further your education, the Student Connect Center is your first stop at Ventura College.

Transfer Center

<http://www.venturacollege.edu/departments/student-services/transfer-center>

The Transfer Center is a place where students can get information and counseling services to learn how to prepare and apply to gain admissions to a university or college in California or out-of-state.

Tutor Center-Online Tutoring

<https://www.venturacollege.edu/departments/student-services/tutoring/online-tutoring-0>

Provides academic tutorial support with drop-in and group tutoring through Zoom web-conferencing for all Ventura College students. On-campus location under the stairs on the bottom floor of the Learning Resource Center. Online 24/7 tutoring also available.

Veterans Resource Center

<http://www.venturacollege.edu/departments/student-services/veterans-resource-center>

The Veterans Resource Center at Ventura College is committed to establishing a supportive environment and a welcoming campus culture for all veteran students along with their dependents. It is founded on the premise that the challenges faced by veterans may be addressed through a combination of services emphasizing academics, camaraderie, and wellness.

Additional Student Services

<https://www.venturacollege.edu/services-for-students>

Includes CalWorks, Health Center, EOPS and more!

Online Student Resources

There are a lot of great resources to help distance education students get ready for the rigors of the online learning environment. Check out these great resources for online students.

Three Ways to Talk to a Human

1. **Ventura College DE Student Help Desk:**
(805) 289-6452 or VCDEStudentHelp@vcccd.edu
2. **Ventura College Canvas Support:** Technical Support available 24 hours a day / 7 days a week. (844) 303-4505

Ventura College Distance Education Resources

Our campus provides multiple online support systems and tools to assist students taking hybrid and/or online classes.

These include but are not limited to:

- Orientations
- Online tutoring
- Access to the library and databases for research
- Writing assistance
- Online counseling
- Online test proctoring

To see a full list of up-to-date resources including ConferZoom guides, please visit

Distance Education Current Students

<https://www.venturacollege.edu/online-services/distance-education/current-students>