TO: Long Beach City College Colleagues
FROM: Fred Trapp, Administrative Dean for Research and Academic Services
SUBJ: How to Survive the Opening of the Fall 2007 Term

This packet contains information that is essential in the early weeks of the term:

1. First Day Procedures for Admission of Students
2. Registration
3. Permission Numbers (formerly petition cards)
4. Course Repetition
5. Prerequisites
6. Transfers
7. Student Drop Report and Attendance Data
8. Student Financial Aid
9. Final Exam Schedule
10. Roll Books
11. Credit/No-Credit Deadline
12. Non-Credit (600-699) Courses and Grades
13. Flex Days
14. Class Information Sheet (Syllabus)
15. Keys
16. Door Opening Requests
17. Parking Regulation
18. Safety and Security

The Faculty Handbook which is available online discusses topics of interest to you and provides information which will be helpful throughout the term. Faculty members should check the IRAS web site at http://iras.lbcc.edu/documentlist.htm.
1. FIRST DAY PROCEDURES FOR ADMISSION OF STUDENTS
Roll books should be in your division mailbox on opening day. Every student who is properly registered by that day will appear in your roll book. (S)he may have a computer-printed program, which is official proof of registration in your class if they have had one printed by the Admissions and Records staff. If a student appears in your class with proof of registration but the student's name does not appear on your roll book, you may add the name and student ID to your roll book.

2. REGISTRATION

Open Registration is on a first-come/first-served basis for all students including those who did not have a telephone/web phone appointment and those who missed their appointment time. Students may also change their schedule on the web or telephone on a first-come/first served basis with all other persons registering during the times listed below:

- Monday-Thursday, August 13-16 9:00 a.m.- 7:30 p.m.
- Friday, August 17  Closed

Students may enroll in open-entry/open-exit classes at any time up to the deadline printed in the schedule of classes, if seats are available.

Late Registration, Program Changes, and Petitioners, will be processed at the campus or location of the class, according to the following procedure:

For classes nine (9) weeks or longer, students have two weeks (2) in which to register or, if necessary, obtain a permission number or a permission card if the course has a prerequisite, receive a computer printout, and properly register in the class with the instructor.

For classes three (3) through eight (8) weeks in length, students have one (1) week in which to register or, if necessary, obtain a permission number or a permission card if the course has a prerequisite, receive a computer printout, and properly register in the class with the instructor.

For classes of less than three (3) weeks in length, students have the first class meeting in which to register or, if necessary, obtain a permission number or a permission card if the course has a prerequisite, receive a computer printout, and properly register in the class with the instructor.

Late Registration:
- Mon-Thurs, August 20-23 9:00am – 7:30pm
- Friday, August 24 9:00 a.m.- 4:00 p.m.
- Saturday, August 25 9:00 a.m.- 1:00 p.m. LAC ONLY

Permission Card Only:
- Mon-Thurs, August 27-30 8:00 a.m.- 6:30 p.m. (in the admissions office)
- Friday, August 31 8:00 a.m.- 4:00 p.m. (in the admissions office)

After August 31, no permission card will be honored for classes that started the week of August 20, 2007 and are nine-week to semester-length classes.
**Dropping/Adding a Class:** September 7, 2007 is the LAST DAY FOR A STUDENT TO DROP AN 18-WEEK CLASS WITHOUT a "W" on his/her transcript. August 31, 2007 is the last day to receive a refund. The Web and telephone systems will be available. The last day for an instructor drop is September 2, 2007. The system will be available to instructors only on Saturday and Sunday.

**ALL STUDENTS MUST BE PROPERLY REGISTERED BY August 31, 2007 AT PCC REGISTRATION AND August 31, 2007 AT LAC REGISTRATION FOR SEMESTER-LENGTH CLASSES.**

**Off-Campus Classes:** Check schedule for starting dates of classes. Students can register during normal registration or during the first two (2) weeks of the class starting date, if seats are available. Registration packets are provided by Leah Flores in the Extended Instruction office and sent to the department offices for distribution to instructors (about 2 weeks before the end of the previous semester); instructors are welcome to call Leah (x4810) if they would like their packets earlier or if additional forms are needed. Should a packet not be received before classes begin, the instructor should check the department office (in case it’s being held there); if the packet is missing, call Leah and she will provide the materials. Students will register in class with the instructor who will submit completed registration to Ruth MacCullen within 24 hours of the class meeting either in person or through the campus mail. We do not accept cash.

**Weekend College:** Students may register during the normal registration hours or online.

3. **PERMISSION NUMBERS**

   **Permission Numbers: (used for classes without prerequisites)**
   Twenty or more permission numbers will be printed on your roll book. Permission numbers are class specific. They are not valid for any other class. If you need more permission numbers you may email or call the following and we'll send more via email: Ruth MacCullen or Ross Miyashiro. To allow the student to add your class you must give the student the 6 to 9 digit permission number. The student still must complete the registration process within the deadline in order to be officially added to your class. Any student who fails to complete the process may not remain in your class, nor can he/she receive a grade for the course.

   **Yellow Permission Cards (used for classes with a prerequisite)**
   Your Departmental Secretary should have these cards available. If not, you may also pick some up in the Admissions and Records office. If you are new please have a photo ID available as we do not want to hand these (blank cards) out to students.

   When adding a student to your class with a prerequisite, you will hand the student one of these cards filled out completely with your signature. The student then must go to Registration; Admissions and Records will check to see if the student has met the prerequisite. If they have met the prerequisite the add will be processed. If they have not, we will deny the add and ask the student for prerequisite proof. The student may decide to fill out a "Prerequisite Challenge" form. If they do this the challenge form with attached appropriate information (transcripts etc) will be forwarded to the Department Head for a decision.
BE SURE TO HAVE ANY STUDENT PETITIONING YOUR CLASS COMPLETE REGISTRATION NO LATER THAN FRIDAY, AUGUST 31 FOR PCC REGISTRATION AND NOT LATER THAN FRIDAY, AUGUST 31 FOR LAC REGISTRATION.

4. COURSE REPETITION
Students who are unauthorized repeaters of a course should not be permitted to enroll in the course. Admissions and Records may periodically prepare a report of students who are unauthorized enrollees as a check on the automatic program. Counseling will be available during registration to help these students. Ask these students to see the Department Head or School Dean for assistance in selecting an alternate course. Guidelines for student repetition are listed below:

a. There are no repetition restrictions on zero unit, non-credit courses (600-level courses).

b. Students may repeat content courses, identified by a 1-99 course number and with a single letter suffix in the schedule following the course number (such as BIO 1A), only if they have received a grade of D or F or NC, or if there has been a significant lapse of time (two semesters) since they previously took the course. For courses numbered 100 or higher, one repeated enrollment will be allowed after a lapse of one semester. Such courses may be repeated only once, and the second grade will be used to determine the grade for the course. All grades remain on the official transcript.

5. PREREQUISITES
The college began an effort to use computer technology to enforce course pre and corequisites. If a student requested a Fall term course with a pre or corequisite from these departments, that student's electronic records were scanned to determine if they had successfully completed (grade of C or better) the prerequisite or if they were enrolled in the required corequisite course.

If you find students who have met the prerequisite by completing courses at another college or in high school, encourage them to complete the prerequisite course evaluation form in the Fall Schedule of Classes (p. 15), if they have not already done so. If the student has the appropriate background to be successful in your course through their work history, but has not completed the formal course(s) listed as a prerequisite, encourage them to complete the prerequisite challenge form available in the Admissions and Records Office and registration.

6. TRANSFERS
During the first two weeks of the semester give the student a permission number and have the student return to late registration to drop the first class and add the second class.

After the second week the student must use the white Transfer Request Form, which may be obtained in the school office, the department office, or in the Admissions and Records Office. The student must obtain the signature and grade from the original instructor on this form, as well as the signature of the new instructor on the form. The student must return the form to the Admissions and Records Office. The form will remain in the Admissions and Records Office.

Students then show the new computer printout to the new instructor.

When a student transfers out of your class the grade should be recorded as "T" in the rollbook grade column. Enter the new section number that the student transferred to in the date column. A grade of "T" will also now be an option on the grade sheet rather than showing a "W" and dates.
7. **STUDENT DROP REPORT AND ATTENDANCE DATA**

Please do whatever you can to encourage student attendance and retention. We are funded based on our student attendance. Method of Attendance is coded at the top of your rollbook and Student Drop Report forms.

**Census Attendance Classes (CH or C)** Classes 1-499, 800-899 scheduled for the entire semester in which each class meeting is of equal length. Keep accurate attendance records and be able to report students who no longer actively attend the class at the 4th week. Detailed instructions will be issued by the Admissions and Records Office when these reports are published.

**Daily Census Attendance Classes (DH or D)** Credit classes scheduled for less than a full semester but more than five days in which each class meeting is the same length. At the designated census date, faculty will receive a Student Drop Report form on which they will mark *only* those students *not actively participating in the class*, then return the form to Admissions and Records.

**Positive Attendance Classes (PH or P)** At the *end of the course* you must report the *actual hours of attendance for each student* and submit the supporting documents to evidence the attendance of *each student*. Grades and positive attendance are entered on-line through the Faculty online grading system. Courses that use the positive attendance method are listed below.

1. Atypical date classes in which all class meetings are not the same length.
2. All non-credit classes (600-699).
3. All open entry/open exit classes.
4. All apprentice and in-service training courses.
5. All classes meeting for fewer than five days.
6. All classes that cross a semester dateline.

Positive attendance supporting document record keeping responsibilities require faculty to do the following in writing (e.g. Class Roster):

1. Notify the students as to when they are expected to attend class.
2. For each day (by date) that the class is in session, indicate how many hours the individual student is in attendance.

8. **STUDENT FINANCIAL AID**

Let your students know that Long Beach City College administers a comprehensive student financial aid program to assist students in meeting college costs. Financial aid awards are based on calculated financial need. Student budgets include educational expenses, such as tuition, fees, books, supplies, housing, food, transportation, child care and personal expenses. Students who are eligible may receive an advance prior to receiving the financial aid check to purchase their books. There is also a small amount of money available in the form of book grants for students who are ineligible for other types of financial aid. If you notice that a student has been unable to afford books and supplies, feel free to call the Financial Aid Office.

9. **FINAL EXAM SCHEDULE**

The final examination schedule is posted on the web at [http://iras.lbcc.edu/schedule.html](http://iras.lbcc.edu/schedule.html). Please meet your students in accordance with the published schedule and guidelines. For those teaching Saturday classes, please give your final examination on **Saturday, December 15, 2007**, as shown on the Final Exam Schedule.
10. ROLL BOOKS
Rollbooks for each of your sections should be delivered on the first day of classes by your secretary. The rollbook must contain attendance data; transfers ("T") and class number, dates of withdrawal; all grades for tests, quizzes, reports, etc., properly identified; the final grade; and the method by which the final grade was determined. If the student has a choice of credit/no credit grading, (s)he must make a declaration before the term is 30% completed via the student online self service or at the Office of Admissions and Records. All rollbooks will be kept by the Admissions and Records office for a minimum of three (3) years per California state law.

11. CREDIT/NO-CREDIT DEADLINE
Students choosing this option must either choose the credit/no-credit option online or complete and submit a "Credit/No Credit Option Request Form" (available in the Admissions Office) not later than 4:00pm, Friday, September 28, 2007 for semester-length classes or the 30% mark of a class.

12. NON-CREDIT (600-699) COURSES AND GRADES
We no longer give grades in non-credit (zero unit) courses. Please indicate in your grade book if the students completed the course or individualized plan of study. Use "Y" for yes in the grade column if the student completed the course and "N" for no and please record the hours.

13. FLEX DAYS
The college will be engaging in three “flex calendar” days this school year for the purpose of accomplishing staff development. There will be no classes held (day or evening) on these dates:

   October 31 (Wednesday)   February 6 (Wednesday)   April 8 (Tuesday)

At a later date you will be notified of the activities available and the extent of your obligation to participate.

14. CLASS INFORMATION SHEET (SYLLABUS)
All instructors are to distribute a written course syllabus to the students at the first class meeting, or no later than the end of the second week of class. At a minimum, the syllabus must contain the office location and office hours, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A syllabus for each class is to be filed in your School Office.

15. KEYS
Should your assignment require that you have access to locked facilities and you do not already have a key or Omni code access, you may request that a key or code be issued to you. The request form is available in the Division Office and must be signed by the Department Head, School Dean or Vice President. Keys & omni code access will be issued at LAC from Facilities Office in Trailer X from 8:00 a.m. – 2:30 p.m., Monday-Friday. You will also need a picture ID with you at time of pickup. At PCC keys will be issued in the Provost’s Office from 8:30 a.m. – 4:00 p.m., Monday-Friday. Special arrangements can be made to pick up keys after 4:00pm Monday-Thursday by contacting the Associate Vice President’s Office.

16. DOOR OPENING REQUESTS
The Police will provide door openings for staff and faculty only when no other resources are available for the request. Facilities should be contacted first at x 4040 with the request. The police will only open a door for staff members if a valid district employee ID is in the employee’s
possession. Employees needing regular access to their work areas should complete a key or omni request form, and submit it to their Dean or Department Manager for approval. **THE POLICE WILL NOT OPEN A DOOR FOR YOU UNLESS YOU PRESENT A VALID DISTRICT EMPLOYEE ID.**

17. **PARKING REGULATIONS**
All vehicles parked in staff areas must display a valid staff parking permit. (To obtain a Staff Parking Permit Request form, see Payroll at LAC, V116 M-F, 7:30am – 4:30pm; PCC Provost’s office on M-Th from 7:30am – 10pm and Fridays from 8am – 4pm)

Cars parked in staff lots without a current staff permit will be cited. Parking is being strictly enforced by the Long Beach Police, City College Unit at both campuses. *It is the staff member's responsibility to ensure that the permit is visibly displayed.* Visitors, including guest speakers, substitute instructors, etc., are required to obtain a visitor parking permit. They are available from your Department Head or Dean. They can better identify and assess your need for parking permits.

Students may park at LAC in lots with staff areas during times posted which authorizes this. Parking Lot A and H are exclusively staff lots and students may not park there. All staff spaces at PCC are for Staff Only, and students may not park there. Parking Lot B at LAC is exclusively for the College President, Vice Presidents and Board Members or those provided a special permit from the President’s Office.

Only Students or staff possessing State of California handicap placards may park in the designated handicapped stalls located on both campuses. If these stalls should be filled, handicapped individuals may park in any staff stall or any staff lot with the exception of Parking Lot B. Parking Lot B is strictly enforced by LBPD and LBCC Parking Enforcement.

Visitor parking is available in any student or staff lot with appropriate permit and at metered stalls. Additional staff parking at LAC is available on the south side of the campus in lot P which is located between the tennis courts and the gymnasiums. Also, remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The Police Department patrols those lots, and there is ample parking available.

Other parking regulations, such as red zones, yellow zones, handicapped spaces, no parking zones, and no parking on sidewalks, will be enforced at all times. Cars are required to park "head in" rather than backing in. Questions concerning parking regulations and enforcement should be directed to the Police Department Offices at LAC (x4534) or Parking Services Technician, John Meyer (x4713). Citations can only be voided if it can be demonstrated that the officer issued the citation in error.

18. **SAFETY AND SECURITY**
You can take steps to improve your personal security on campus. Lock your car, check to make sure your lights are off, and **don't leave any valuable property visible in your car.** Anti-theft devices and alarms are good deterrents. Report any suspicious persons in the parking lots or elsewhere on campus to the Long Beach Police Department (562-938-4910)

An Omni cipher lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. If you feel you need to access your work site after hours, speak to your supervisor. If you are working after hours, please
inform the Police Department. If you are working alone, make sure that you securely close the building door and your office door. Do not leave any equipment or appliances on when you leave. Don't be afraid to ask for an escort. The Police Department personnel are on patrol. If you are in need of police services call 562 938-4910. The dispatcher will obtain your information and dispatch an officer accordingly.

The Dean of Student Affairs at LAC and the PCC Provost, along with the College Police Department, are available to assist you with disruptive students. The deans are available for mediation and dispute resolution, as well as for referrals for possible disciplinary action. College Police officers can assist you with dispute resolution and will restrain and/or remove seriously disruptive students to restore a peaceful learning environment.

Do not leave any purses, briefcases, equipment or other valuable property unattended or in an unlocked office. Be aware of college property that is unsecured. If appropriate, request anti-theft or lock-down devices for valuable equipment in your area. Close and lock your classroom and office doors and windows. If students leave their belongings in your classroom or your office, notify the College Police Department. Lost and found is also handled at the College Center at LAC and by the Provost’s Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

Minor **Injury or Illness:** In such an event, call Student Health Services, at x4210 (LAC) or x3992 (PCC). The Police staff is also available to provide first aid and should be called during hours when Student Health Services is closed. After medical treatment, contact Risk Services, Cindy Smith x 4034 to report the incident.

**IN EMERGENCIES CALL:** 9-911 from campus phones. Dialing 9-911 will connect you to the Long Beach Police, Fire and Paramedics and the Lakewood Sheriff’s Office. For any questions or comments regarding these notes or for clarification, please contact Brendan Hayes, Manager, Support Services at x4797.

Survival Notes Fall 2007