

# Faculty Quick Reference Guide



## CypressCollege 2019– 2020

Cypress College Extended Day Office(714) 484-7332

Monday - Thursday: 4:00 pm to 9:00 pm, Friday, Saturday & Sunday: Closed

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**ABSENCES & TARDINESS**

In the event of an absence or tardiness, you must notify your division office as far in advance as possible. If the division office is closed, you must contact the Extended Day Office at (714) 484-7332 sothat a notice can be posted for students. It is also recommended that you notify the students via e-mail, but this does not take the place of notifying the Division, Extended Day office. An absence form will be placed inside your “official” mailbox. Once you have completed the form, please return it to the Extended Day Office. If you need assistance completing the form, see your Division Office Manager (DOM) or the Extended Day Office Administrative Assistant.

**ACADEMIC COMPUTING, (714) 484-7157 <http://www.cypresscollege.edu/administrative/ac>**

The Academic Computing office is open Monday - Friday from 7:30 am to 5:00 p.m. including classroom support until 8:30 pm for assistance with audio visual and other technical needs and/or reservations. Most equipment is housed in each Division area. Academic Computing is located in the Theater Arts Building, adjacent to the Fine Arts gallery, in Room 121. Materials/equipment need to be checked out before 3:00 p.m. Short-term checkouts need to be returned to Academic Computing the next day. Long-term checkouts are available; however, they must be returned before the end of the semester. Academic Computing staff only delivers and places VCRs & monitors in classrooms for evening and weekend classes based on availability of the equipment. **DEADLINE FOR RESERVING DVD/VCR AND MONITOR IS 3:00 P.M. ON THE DAY NEEDED. All equipment must be placed in a locked and/or secured room when not in use.** Equipment reservations can be made by calling the Helpdesk at (714) 484-7157. If you need assistance with your computer, please call the Helpdesk at (714) 484-7157.

**ADMISSIONS & RECORDS, (714) 484-7346<http://www.cypresscollege.edu/admissions/admissionsandrecords>**  
**[ADMISSIONS & RECORDS](http://www.cypresscollege.edu/admissions/admissionsandrecords), (714) 484-7346"**

Questions related to student record keeping may be directed to the Admissions and Records Office. The office is located on the 1<sup>st</sup> floor of the Student Center and is open Monday - Thursday from 8:00 am to 6:00 p.m. and Friday from 8:00 am to 12:00 p.m.

**BOOKSTORE, (714) 484-7336<http://www.cypresscollegeshop.com>**

In addition to textbooks and supplies, the Bookstore sells clothing, gifts, gift cards, greeting cards, general books, software, class schedules, and college catalogs. Many items are imprinted with the Cypress College logo. The Bookstore is adjacent to parking lot 1 and is open Monday - Thursday from 7:45 a.m. to 6:00 p.m.

and Friday 7:45 – 12:00 p.m. Hours may vary during school breaks and there are usually extended hours at the beginning of each semester.

Textbook adoptions should be submitted through your Division Office Manager (DOM) and must have division dean approval. If you need assistance with textbook information do not hesitate to call for course textbook needs. Currently we have a large inventory of used textbooks to help students save money, so please encourage your students to shop early and take advantage of a 25% savings on our used stock. The bookstore also offers rental and digital textbooks with savings up to 65% off. In addition, if there is a specific supply item that your students are required to purchase for class (such as special scantron, lab supplies, etc.), please request this item from the bookstore in advance so that it will be available for your students when needed.

For general questions call Bookstore Manager, John Acero at extension 47338 and Textbook information, call Course Material Manager, David Boyas at extension 47339. Students may order textbooks online at <http://www.cypresscollegeshop.com>. Profits from the bookstore go back to the college, so please encourage students to shop on campus.

#### **CHANGE OF ADDRESS/TELEPHONE/EMERGENCY CONTACTS:**

Employees are required to notify the District of a change of address or telephone number. Log-in to MyGateway and click on the Employee Tab. Find the "Personal Information" channel and click on the appropriate link.

#### **CHARGER ASSESSMENT TEAM (ChAT)**

ChAT is Cypress College's behavior intervention team. It is a multi-departmental team that exists to help faculty and staff with stressful or concerning student behavior. ChAT conducts investigations, performs threat assessments, and determines the best mechanisms for support, intervention, and response. ChAT is here to promote a safe and healthy college environment and encourages all campus members to report student behaviors that are concerning. For more information, contact Celeste Phelps at [cphelps@cypresscollege.edu](mailto:cphelps@cypresscollege.edu) or (714) 484-7104.

#### **CAMPUS COMMUNICATIONS (714) 484-7006**

The primary mission of the Office of Campus Communications is to shape, strengthen, and safeguard the image of Cypress College through effective media relations, crisis communication, brand management, storytelling, advertising, and marketing efforts. Cypress College is esteemed as one of the very best community college in California. As we evolve and expand, our challenge is to mirror this recognition by cohesively telling who we are and why we matter, through the functions of narrative and cohesion in messaging. Our voices should be unified, distinctive, and engaging. The Office of Campus Communication maintains and enhances the campus' websites and social media pages, and is responsible for all aspects of internal and external communication for the college. The office is available to assist you with publicity ideas, designs, editing, and feedback, as well as ensuring your project meets campus branding guidelines. To submit a publicity, coverage or photography, or web change request, please fill out and submit a digital form available through the office's web pages.

<http://www.cypresscollege.edu/office-of-campus-communications/>

#### **DISABILITY SUPPORT SERVICES, (714) 484-7104**<http://www.cypresscollege.edu/services/dss>

Disability Support Services (DSS) is open Monday through Thursday from 8:00 am to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. It is located on the first floor of the Cypress College Complex, Room 100. Services are offered to students with verified disabilities who are enrolled in the college. Disabilities may include but are not limited to: Accommodations are tailored to the student's individual needs with the goal of integrating the student into all facets of college life. Services available to students with verified disabilities include: complete assessment/evaluation for learning disabilities, academic, vocational and personal counseling, information and referral, registration assistance, test taking facilitation, sign language interpreters and alternate media. The High Tech Center is also available to assist students with special technology needs. It is important to coordinate any student accommodations early in the semester. Please refer to the webpage for detailed information.

**EMAIL ACCOUNT, (714) 484-7157** <http://www.cypresscollege.edu/administrative/ac>

Correspondence on campus is primarily done through email. To establish a Cypress College e-mail account and access to classroom computers, please obtain an E-Mail Registration Form from your Division office or the Extended Day Office. Please note that you will have to complete the account setup process on campus. Your Division dean must approve the request. Please contact Academic Computing with questions or problems regarding email accounts.

**FOOD SERVICES — CAMPUS DINING**

There are two areas of food services available on campus during day and/or evening hours. At the Student Center location, a variety of foods such as pizza, sandwiches, and hot buffet items are available along with daily specials. There is both indoor and outdoor seating. At the "Bookstore Express" location, a variety of sandwiches, salads, snack foods, and cold/hot drinks is available for "grab 'n' go". Hours may vary during school breaks and the beginning of each semester. Regular hours of operation for dining services: Monday–Thursday 7:45 a.m. – 8:00 p.m. Closed Fridays. Bookstore Express hours are Monday–Thursday 7:30 a.m.– 6:00 p.m. and Friday 7:30 a.m.– 2:00 p.m.

**HEALTH CENTER, (714) 484-7361**

<http://www.cypresscollege.edu/services/HealthCenter>

**KEYS, (714) 484-7332**

Adjunct faculty will be issued keys through the Extended Day Office. The Extended Day Office is located in the Faculty and Staff Service Center, northwest corner of the Bookstore Building. Lost or stolen keys must be reported immediately to your Division Dean and the Extended Day Office. **Adjunct** faculty who are not returning the following semester must return their keys to the Extended Day Office at the end of the semester.

**Full-time** faculty will obtain their keys through Maintenance and Operations (M&O) located on the NE portion of Circle Drive across from Lot #7. **(714) 484-7390**. If you require a "RESTRICTED" key, you must have prior authorization from your Division Dean. Do not loan a key to anyone or have duplicates made.

**LIBRARY AND LEARNING RESOURCE CENTER (LLRC):**

<http://www.cypresscollege.edu/academics/academicPrograms/LibraryLearningResourceCenter>

- **LIBRARY:** The Library is open Monday – Thursday from 7:30 am to 9:00 p.m. and Friday from 7:30 a.m. to 1:00 p.m. It is not open on Saturdays, Sundays or Holidays. You can call the Library at **(714) 484-7125**.

The Library is located on the *second floor* of the LLRC. There are many services available to both students and faculty. Students may check out general library materials, utilize photocopiers, reserve group study rooms, use computers to access library resource materials and the internet, and check out textbooks and other class materials on reserve for library use only. Faculty may use computers to access the internet, check out materials, place materials on reserve (including textbooks, study guides, etc.), and schedule library orientations for classes.

Faculty members who would like to schedule a library instruction session for an entire class should contact Instruction Librarian, at least two weeks in advance of their desired orientation date. The Instruction Librarian will contact faculty for assignments details and to confirm the date. Library orientations are scheduled on a first-come, first serve basis. Faculty are also encouraged to accompany their classes to the library to do research. However, please notify library staff IN ADVANCE of class visits so they can insure students have adequate access to materials, and they can notify the Extended Day Office of the date of the visit in the event of a student emergency.

- **LEARNING RESOURCE CENTER (LRC):** The LRC is open Monday – Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. It is not open on Saturdays, Sundays or Holidays. You can contact the LRC at **(714) 484-7193** and **(714) 484-7183**.

**Orientations:** The Cypress College Learning Resource Center will conduct a student of the Foreign Language lab, English Success Center, and/or Math Lab if your class has a lab component. Orientations are offered **by appointment only** during the **first three weeks** of the semester. To schedule an orientation, please contact staff at least two business days in advance of your anticipated visit to the LRC.

**Testing Services:** The LRC also offers proctoring of make-up tests on a limited basis to Cypress College students only. Please call **(714) 484-7193** to request a make-up test form and instructions. To take a makeup exam, CC students will need to provide their student photo identification and instructor's name. Please note that this service ends the day before final exams begin. The LRC does not proctor finals.

**Internet & Copying:** The LRC also offers students the following services: Internet access, software applications (e.g., word processing, excel, access database, and power point), pay-for-print photocopy and color printing service. Electrical power and wireless connectivity are provided to those students with personal laptop computers.

**Tutoring Center:** The LRC Tutoring Center offers students who are enrolled in credit classes free individualized tutoring in a variety of subjects. Students may meet with tutors for a half hour twice weekly either on a walk-in basis (first come, first serve) or by appointment. Students with disabilities qualify for more time with tutors. For a complete description of hours, services, and procedures, go to: <http://www.cypresscollege.edu/academics/academicPrograms/LibraryLearningResourceCenter/LearningResourceCenter/ts>

**English Success Center (ESC):** The English Success Center provides students with supplemental learning opportunities designed to improve academic reading and writing skills. Staffed by trained tutors as well as Cypress College English, Reading, ESL faculty, the ESC offers Directed Learning Activities (DLAs) and Faculty-led workshops. Additionally, students may use the computers in the ESC to write papers for their coursework.

**Mathematics Learning Center (MLC):** The Mathematics Learning Center (**MLC**) provides free tutoring to from experienced tutors and mathematics instructors for all currently enrolled students. Computers, tutorial software, video lectures, and current texts and solution manuals are available. The MLC offers group and limited one-on-one tutoring.

## **MAILBOXES and PACKAGES**

The **Adjunct faculty** mailboxes are located in the Faculty and Staff Service Center (next to the Extended Day Office), northwest corner of the Bookstore Building. This is the "official" mailbox of record for all Adjunct Faculty. All pertinent information regarding your classes and teaching assignment will be delivered to this mailbox. Please check your mailbox at least weekly.

Packages for adjunct faculty are delivered to the Extended Day Office. A package slip will be placed in your mailbox when a package is received for you. Packages can be found in the cabinet located at the end of the mailboxes marked *Adjunct Faculty Packages*.

**Full-time faculty** will have a mailbox in their Division office.

## **PARKING PERMITS**

**Full-time & Adjunct faculty** MUST register their license plate and vehicle information into the Cypress College Virtual Parking System through MyGateway. The vehicle license plate is now the "Virtual Parking Permit", valid for one year and will allow you to park in all lots in and around campus. Parking citations are issued by the Cypress College Campus Safety Department. A valid virtual parking permit will be honored at all District locations including the Anaheim Campus, Cypress College, Fullerton College and School of Continuing Education.

## **PAYCHECKS (714) 484-7305**



Paychecks will be distributed into the adjunct faculty mailboxes after 2:00 p.m. on pay dates. Pay periods fall on the last working day of the month. During the fall semester the pay periods are September, October, November and the *firstworking day of January*. During the spring semester the pay periods are February, March, April and May. Pay periods for short-term classes will vary.

Paydays for full-time faculty begin on the last working day of August and continue monthly until the last working day in May. Exception: December will be paid on *firstworking day of January*.

Faculty have the option for "Direct Deposit" either through their own bank or through the Schools First Federal Credit Union. Direct deposit slips are no longer being printed. For a copy of your direct deposit or net check slip, please log on to the Orange County Department of Education Employee Information System <https://employee.ocde.us/>. For questions regarding payroll matters, please contact the District Payroll Office at (714) 808-4754.

## **PHOTO IDENTIFICATION**

All faculty may obtain a Cypress College ID card. Please have your banner number ready. Your picture will be taken on the First Floor of the Student Center and they will process your identification card.

## **PRODUCTION CENTER (714) 484-7328**

The Production Center is located in the Faculty and Staff Service Center, northwest corner of the Bookstore Building. It is open Monday - Thursday from 7:30 a.m. to 9:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m.

There are two walk-up copiers available for use. **A PIN number is required in order to operate the copiers.** The Production Center does not issue PIN numbers. Please check with your Division Office Manager (DOM) regarding your PIN number. You are limited as to the number of copies you can make on the walk-up copiers. Projects left for the Production Center to complete do not count against your limit. The Production Center does not increase copy limits.

You can submit either hardcopies or electronic copies to the Production Center. Hardcopies of projects can be dropped off or sent by intercampus mail to the Production Center. A work request form must accompany all hardcopy projects submitted. The **PROJECT DROP OFF** slot is located on the front of the Production Center counter. **YOU MUST ALLOW FIVE WORKING DAYS** (Monday - Friday, weekends and holidays do not count) for all hardcopy work requests left with the Production Center. Electronic projects are emailed to [production@cypresscollege.edu](mailto:production@cypresscollege.edu) and must be submitted as an attachment in a Word or PDF file. In the email request, please indicate how you want the document completed (number of copies, double-sided, stapled, paper color, etc.) Emailed projects are completed first. All projects must be picked up from the cabinet on the east wall of the Faculty and Staff Service Center. Any projects left for a month or longer will be discarded.

## **ROOM CHANGES**

If it is necessary to move a class from the assigned room during the evening, please notify the Extended Day Office in advance of the move. Authorization is needed from your Division Office prior to the move.

## **SAFETY AWARENESS AND EMERGENCY PROCEDURES**

The Cypress College Department of Campus Safety is committed to providing a safe campus environment for its students, faculty, and visitors. Our campus safety department is responsible for crime prevention and personal safety. While this is our primary responsibility, personal safety and crime prevention rests with each individual. Therefore, each of us must take personal responsibility for our own safety, as well as for the safety of those around us.

Campus Safety provides escort service upon request at **(714) 484-7387**. Lost and found items are housed in the Campus Safety Office. Contact Campus Safety to receive information regarding items.

### **Reporting an Emergency**

- In an emergency, call **(714) 484-7455** or Cypress Police at **(714) 229-6600**

- An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property
- Campus Safety will respond to your call directly and route it to local police, fire, ambulance, and other services, as needed
- You can also use any outdoor/indoor emergency telephones.
- Be prepared to give detailed information about the incident.

### **Emergency Telephones**

Red emergency telephones are available for use on campus and provide members of our community with a convenient and quick method of contacting Campus Safety in the event of an emergency. These telephones are on every floor of each building on campus and are located, for the most part, near the elevators. Code Blue Emergency telephones are also located in outside locations:

Theater – west side , Business – west side , Student Activities – main entrance , Gym II – southeast corner, SEM – east side, TE III – south side, Adjacent to the north soccer field, Lot 9 – entrance near College Circle Drive, and the Track and field area.

### **Role of Faculty and Staff in an Emergency**

- Every staff should familiarize him/herself with emergency procedures and evacuation routes.
- Faculty members shall provide emergency information and instructions to their students at the beginning of each semester and prior to every emergency training exercise.
- Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action.
- Faculty members should be prepared to direct their students to assembly areas and account for students in the event of an emergency.
- Faculty and staff should participate in campus emergency exercises to prepare for actual events

### **Timely Warning/Emergency Notification**

In the event of an on-going or continuous threat, either on or off campus, that, in the judgment of the Director of Public Safety or her designee, constitutes an ongoing or continuing threat, a campus wide timely warning will be distributed on campus. The Public Information Officer will send out the timely warning bulletin to the Cypress College community if the offense is reportable under the Clery Act or that represents a threat to the campus community, i.e. murder, manslaughter, rape, arson and robbery.

### **SEMESTER CHECKOUT**

At the end of the semester, the Extended Day Office requires that each Adjunct faculty member not returning the following semester complete a checkout form. The checkout form will be placed in your mailbox and emailed to you the week before finals begin. Please be sure that all keys are returned to the Extended Day Office by the last day of the semester.

### **STUDENT MESSAGES**

Please inform your students that the Extended Day Office does not take student messages for adjunct faculty. If you are interested in a voice mailbox, please see your Division Office Manager.

If you have any suggestions or information that should be included in this reference guide, please contact the Professional Development Office at [professionaldevelopment@cypresscollege.edu](mailto:professionaldevelopment@cypresscollege.edu) (714) 484-7326.