



LONG BEACH  
CITY COLLEGE



WHAT'S  
WHAT

NEW FACULTY & STAFF GUIDE  
2023-24

# LBCC What's What Guide for New Faculty & Staff

This and other resources are available on the Academic Services website at <https://www.lbcc.edu/academic-services>.

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Dear LBCC Faculty and Staff Members:

Welcome to Long Beach City College! This faculty and staff guide is intended to introduce you to Long Beach City College, and, in particular, to some important academic-related resources that are available to you. We would like to acknowledge the many LBCC departments which provided valuable and detailed information included in this resource guide. For more information on college services and policies, refer to the official College Catalog online at [www.lbcc.edu/post/college-catalog](http://www.lbcc.edu/post/college-catalog).

Knowing that it is never possible to address every aspect of a complex community such as LBCC in a guide and that information may become out of date quickly, we encourage you to reach out to our office and the many other resources highlighted in the guide whenever you have concerns or questions. Your VP, dean, department head, and administrative assistants are excellent resources. Every effort has been made to ensure that all guide information is accurate at the time of publication. The What's What Guide is updated annually.

We hope the following pages will be helpful as you plan for the year ahead.

Kenna Hillman  
Dean, Academic Affairs  
562-938-4016  
[khillman@lbcc.edu](mailto:khillman@lbcc.edu)

Brent Gilmore  
Director, Academic Services  
562-938-4311  
[bgilmore@lbcc.edu](mailto:bgilmore@lbcc.edu)

## Long Beach City College

Liberal Arts Campus (LAC)  
4901 East Carson Street  
Long Beach CA 90808

Pacific Coast Campus (PCC)  
1305 East Pacific Coast Highway  
Long Beach CA 90806

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For corrections or changes, please email [catalog@lbcc.edu](mailto:catalog@lbcc.edu).

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## 1. CONTACTS

A full list of campus contacts is available from the online directory which can be accessed from the LBCC home page at [www.lbcc.edu](http://www.lbcc.edu), via the upper right hand corner, "Phone Directory". You can also access it directly at <http://phonebook.lbcc.edu/phonedir/>.

Academic Services maintains a Who's Who List for Academic Affairs, which includes School Deans, Department Heads and their support staff. Visit <https://www.lbcc.edu/academic-services> for the latest Who's Who List.

The Human Resources Staff Directory contains names, positions, areas of responsibility and phone numbers of both HR Administrative and Staff personnel. Visit <https://www.lbcc.edu/hr-staff-directory> for the latest HR Contact Information.

## 2. IMPORTANT DATES

### Academic Calendar

Long Beach Community College District supports two primary 16-week terms, frequently called the "16-Week Calendar". There is also a 5-week winter intersession and a 6-week and 8-week summer session. The college academic calendar is located at <http://www.lbcc.edu/calendars>

### Admissions & Records Important Dates

[https://lbcc.edu/sites/main/files/file-attachments/reg\\_timeline\\_23-24.pdf?1682706383](https://lbcc.edu/sites/main/files/file-attachments/reg_timeline_23-24.pdf?1682706383)  
<https://www.lbcc.edu/pod/drop-deadlines>

### Schedule of Classes Important Dates

Important dates for each term are available from the web-based schedule of classes link at <https://apps.lbcc.edu/schedule/schedule.cfm>. Select Important Dates from the left menu.

## 3. GETTING STARTED

### Door Opening Requests, Key Issuance and Facilities

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 562-938-4040 with the request <https://www.lbcc.edu/facilities-operations-maintenance>. The police will only open a door for staff members with a valid district employee ID in their possession. THE POLICE WILL NOT OPEN A DOOR FOR YOU UNLESS YOU PRESENT A VALID DISTRICT EMPLOYEE ID.

Should your assignment require that you have access to locked facilities and you do not already have a key or

OMNI code access, it is required that you request a key or code be issued to you. The Facilities Department has implemented an on-line key/OMNI delivery system. Contact your department AA or AAA to get the process started. You will be notified via email when your key/OMNI request is ready for pick-up. Keys & OMNI Code access will be issued at LAC from the Facilities Office in Building Z at the corner of Conant and Clark from 8:00 a.m.–5:00 p.m., Monday–Friday. You will also need a picture ID with you at time of pickup. Contact the Facilities Service Desk at ext. 4040 if you have any questions. Special arrangements can be made to pick up keys after 5:00 p.m. Monday–Friday by contacting Facilities at ext. 4040.

### DSPS Disabled Students in the Classroom

The District is responsible for ensuring that all qualified students with a disability are properly accommodated in the educational environment. Therefore, it is required that all faculty members follow the educational accommodations that have been specifically approved and set forth by DSPS. If you have a question about an approved accommodation you may contact DSPS directly. However, at no time may a faculty member change or in any way alter an accommodation that has been approved by DSPS.

DSPS locations:

LAC: Room A-1134, open Monday–Thursday 8:00 a.m.–6:00 p.m., Friday 8:00 a.m.–12:00 p.m., 562-938-4558;  
PCC: GG-107, open Monday–Thursday 8:00 a.m.–6:00 p.m., Friday 8:00 a.m.–12:00 p.m., 562-938-3921,  
<https://www.lbcc.edu/disabled-student-services>.

### Rights and Responsibilities of Students with Disabilities

Students with disabilities have the right to:

- Participate voluntarily in DSPS.
- Participate in other courses, programs, or activities offered by the college.
- Be evaluated based on ability, not disability.
- Appeal a decision regarding accommodations through the student grievance process.
- Choose to utilize the accommodations for which they have been approved.

Students with disabilities have the responsibility to:

- Provide professional documentation of disability to the college.
- Request accommodations in a timely way.
- Follow procedures for obtaining accommodations.
- Work cooperatively with DSPS to determine and implement accommodations.
- Maintain the academic and conduct standards of the college.



## **Faculty Rights and Responsibilities**

Faculty have the right to:

- Set academic standards.
- Evaluate the student based on the standards of the class and to grade accordingly.
- Advise the student to contact DSPS if the student requests an accommodation and the instructor has not received written notification from the DSPS office.

Faculty have the responsibility to:

- Work with DSPS to provide for accommodations in a fair and timely way (e.g. identify Volunteer Note-Taker in classes when needed).
- Adjust instruction without fundamentally altering the program.
- Provide handouts in a timely way for alternate media provision.
- Select textbooks in a timely way so that e-text can be ordered from the publisher.
- Respect and maintain a student's right to confidentiality about their disability by not announcing or discussing the student's disability in the presence of other students or staff.
- Contact the DSPS office if there is disagreement about the accommodation.
- Ensure that all instructional web pages are accessible to all students
- Ensure that all videos used for instruction are captioned and that captions have been reviewed for accuracy.

Faculty do not have the right to refuse to provide accommodations, to question whether the disability exists when accommodations have been authorized by DSPS, or to request to examine the student's medical or DSPS documentation.

## **College Rights and Responsibilities**

The College has the right to:

- Request and review documentation that supports requests for accommodation.
- Hold all students accountable to the Student Rules of Conduct.

The college has the responsibility to:

- Inform applicants and students with disabilities about the availability and range of accommodations.
- Ensure that all of its programs are accessible.
- Make college materials accessible.
- Establish college policies and procedures for access and a process to resolve disputes.
- Communicate policies and procedures to college employees and students.
- Support an atmosphere of respect and inclusion.
- Adjust, substitute, or waive any requirement that has a

disproportionately adverse impact on a disability and is not fundamental to the student's academic program.

## **DSPS Rights and Responsibilities**

DSPS has the right to:

- Request and receive current documentation that supports the need for accommodations.
- Deny a request for accommodations if the documentation demonstrates that the request is not warranted or if the individual fails to provide appropriate documentation.
- Suspend services if a student persistently violates DSPS policies and procedures regarding academic accommodations.

DSPS has the responsibility to:

- Assist faculty in implementing or arranging accommodations and/or auxiliary aids.
- Hold student information confidential except where permitted or required by law.
- Communicate to students, faculty, and staff the process to request accommodations.
- Verify the student's disabilities and authorize accommodations based on educational limitations caused by the disability.

## **LBCC College Catalog**

The college catalogs (current and historical) are located at the following site: <https://www.lbcc.edu/college-catalog>.

## **New Employee ID Process for Full-Time Faculty**

1. Department Head conducts interview and Full-Time Faculty is given an assignment.
2. HR paperwork is completed and approved. Contact Gloria Gonzalez-Wilson, Human Resources Specialist at 562-938-4680 for assistance.
3. Employee ID is created by HR. About two (2) weeks after processing, faculty members are encouraged to contact Facilities to have ID badge issued at 562-938-4040.
4. HR notifies ITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs)/ Administrative Assistants (AAs) with the ID number.
5. Email and network access are created by ITS HelpDesk and confirmations are sent to AAAs/AAs by ITS. Contact HelpDesk at 562-938-4357 for assistance.
6. The AAA/AA of the department sends through a Schedule Change Form(s) to inform Academic Services of the new Faculty member's ID number and class(es).
7. Faculty has access to email and Faculty self-service system: <https://www.lbcc.edu/post/viking-portal>

## **New Employee ID Process for Part-Time Faculty**

1. Department Head conducts interview and Part-Time

- Faculty is given an offer of assignment – pending HR onboarding/confirmation of minimum qualifications.
2. HR paperwork is completed and the new employee is approved. Contact Kim Slany, Human Resources Specialist at 562-938-4827 for assistance.
  3. Employee ID is created by HR. About 1-2 weeks after the start of the assignment, faculty members are encouraged to contact Facilities to have ID badge issued at 562-938-4040. Appointments Required.
  4. HR notifies ITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs)/ Administrative Assistants (AAs) with the ID number. Contact HelpDesk at 562-938-4357 for assistance.
  5. Email and network access are created by ITS HelpDesk and confirmations are sent to AAAs/AAs by ITS.
  6. The AAA/AA of the department sends through a Schedule Change Form(s) to inform Academic Services of the new Faculty member's ID number and class(es). Contact AAAs/AAs for assistance.
  7. Faculty has access to email, Faculty self-service system: <https://www.lbcc.edu/post/viking-portal>

### New Employee ID Process for Staff

1. Hiring Authority conducts interview and staff is given an assignment. HR offers the position to the selected candidate and begins onboarding paperwork.
2. HR paperwork is completed and approved. Contact Patrick Connell, Human Resources Specialist at 562-938-4697 for assistance.
3. Employee ID is created by HR. HR sends ITS request to the Dept. About two (2) weeks after processing, staff members are encouraged to contact Facilities to have ID badge issued at 562-938-4040.
4. Email and network access are created by ITS HelpDesk and confirmations are sent to AAAs/AAs by ITS. Contact HelpDesk at 562-938-4357 for assistance. Staff have access to email and Employee Self-Service.
5. HR notifies ITS with the Employee ID number. HR notifies the Academic Administrative Assistants (AAAs) with the ID number. Contact HelpDesk at 562-938-4357 for assistance.
6. If Peoplesoft access is required for the position, contact the AAA/AA in the department for assistance.
7. Employee now has access to email and Employee self-service system: <https://www.lbcc.edu/post/viking-portal>

### Email Accounts

Use an Internet browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) to access your LBCC email account. You can access your email at <https://outlook.com/lbcc.edu> or via the [Viking Portal](#) under the 'Outlook' icon. Your username will be youremployeeID@lbcc.edu (for ex: 1234567@lbcc.edu). Click [here](#) to view a step by step PDF guide.

- Voice mails also show up in your email Inbox. The new voice mail system can send transcriptions and text alerts, login to <https://mail.lbcc.edu> to configure your options.
- Be aware of phishing attempts.
- ITS or the Faculty and Staff Help Desk will never ask for your username or password via email.
- The Faculty and Staff Help Desk can help assist with any technology issues in the classroom and or in the office.

For any question about any technology, please contact the Help Desk at 562-938-4357 (HELP), [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu), <http://ticketsystem.lbcc.edu>

### User ID and Password

Your User ID and Password is needed to access the Viking Portal, e-mail, the Viking Student System, Viking Employee System (Employee Self-Service Login) and Office 365 among others.

Access all of these through the LBCC homepage under QUICKLINKS: <https://www.lbcc.edu>.

For helpful ITS guides, such as updating your password, go to: <https://www.lbcc.edu/pod/its-help-guides>

Contact the Help Desk at 562-938-4357 (HELP), [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu), <http://ticketsystem.lbcc.edu> if you have any questions or need assistance.

### Reprographics

#### Service Centers and Locations:

LAC V-150 - Southeast corner of the V Building. Enter through the Courtyard. Hours of operation: Monday–Friday please contact (562) 938-4125 for current office hours.  
PCC AA-106 - Hours of operation: Monday–Friday please contact (562) 938-3975 for current office hours. Self-serve copiers available.

PCC Self Service Copier - AA-101J PCC Mailroom. Hours of operation: With instructor's key, when the AA Building is open (weekdays 6:00 a.m.–10:00 p.m.).

Note: If you have a key to a classroom in AA/BB/DD/EE, it is possible this key will open the mailroom. Please check your key before submitting a new key request. If your key does not work, or you teach/work in other areas on campus, you will need to request a key for the PCC mailroom. Maximum turnaround time for full service requests is 72 hours.

### User Authorization:

User authorization must be obtained prior to using Reprographic services. A "C" Number Request and Authorization Form 2023-2024 or a "C" Number Users Update for Duplication 2023-2024 must be completed by Dean or Department Head, and submitted to Fiscal Services for approval. The forms are available online at:

<https://apps.lbcc.edu/lbccforms/>.

The “C” number identifies the department the user is assigned to. After the “C” number request has been approved by Fiscal Services it is then forwarded to the Reprographics department. The user’s information is then entered into the system, and the user is given access to all services offered by the Reprographics Department.

Self-serve copier access requires an employee ID number and department “C” number.

### **Online Request Services:**

Authorized users can use their LBCC network login to submit work requests for reprographics online from both on and off campus. Users are able to upload documents for processing, place supply orders as well as track the progress of their work request. In addition, users are given the option to choose to pick up or have their work request delivered to their campus mailbox.

The login page can be located from the LBCC website at <https://www.lbcc.edu/post/reprographics-services>. If you have any questions or need further assistance, please contact Tina Malinis at ext. 4389 ([tmalinis@lbcc.edu](mailto:tmalinis@lbcc.edu)) or call Reprographics office at ext. 4125 (LAC) or 3975 (PCC).

### **Parking Regulations**

All vehicles parked in staff stall areas must display a valid staff-parking permit. The staff parking permits (new and replacements for lost permits) are issued by the Cashier’s Office in A-1081 (LAC) and GG 103 (PCC). To obtain a Staff Parking Permit Request form, contact the Cashier’s Office at 562-938-4455 (LAC) or 562-938-3906 (PCC), Monday–Thursday 8:00 a.m.–5:00 p.m., Friday 8:00 a.m.–4:00 p.m., or from the following link and select Parking Permit Request Form: <https://apps.lbcc.edu/lbccforms/>.

Cars parked in staff stalls 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. These permits are available from the Department Head or Dean. The area Dean can better identify and assess your need for parking permits for these types of guests. The Department Head/Dean can obtain current format for temporary parking pass from the Parking Services Department. Only students or staff possessing a State of California, DMV-issued disabled person placard may park in the designated disabled person stalls located on both campuses. If these stalls should be filled, disabled persons displaying a state placard may park in any staff or student stall. Day parking permits are available for purchase in most student lots. They are valid in student

stalls only. Staff visitors must obtain their permit from the area Dean they are visiting. These permits are valid in both student or staff 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. Lot L and Lot M (Veteran’s Stadium) also have additional staff parking. Please remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The quickest access to the Vets Stadium lot is off of Conant Street via Clark Ave or Lakewood Blvd. The Police Department also patrols these lots, and there is ample parking available.

Other parking regulations, such as red zones (fire lanes), yellow zones, handicapped spaces, no parking zones, metered parking and no parking on sidewalks, will be enforced at all times. Regulations can vary from lot to lot so please read the sign at the entrance of each lot.

Questions concerning parking regulations and enforcement should be directed to the Police Department offices at LAC at 562-938-4807 or the Parking Services Coordinators at 562-938-4713 or 562-938-5085. Citations cannot be dismissed at the public safety building. The process indicated on the back of the citation must be followed. All questions regarding disputing a citation should be directed to the City of Long Beach at 562-570-6822 or visit the website: [citationprocessingcenter.com](http://citationprocessingcenter.com).

### **Payroll Information for Part-Time Faculty (Academic Hourly Instructors)**

Hourly Instructors receive equal paychecks each month for their teaching assignments and do not complete time cards. The number of Equal paychecks they receive is determined by the number of months of their teaching assignment. Example: 16-week classes (August through December) will receive 5 equal paychecks. Hourly substitutes, hourly counselors and hourly librarians work is not included in the equal pay process. If you work as a substitute or an hourly counselor or librarian, you must process a timecard to receive your pay. Academic hourly pay (timecards and Equal Pay) is issued on the 10th of the month following the pay period. If the 10th falls on a weekend or holiday, the check is issued the day before.

#### **EQUAL PAY: To calculate how and when you will be paid, follow the four steps below:**

1. Calculate the “total number of hours” for the assignment. Multiply the hours you are assigned each week by all the weeks in the assignment. If any of your classes are NOT 16 weeks in duration, you need to perform a separate calculation for each class. You may find overlapping monthly payments for classes of less than 16 weeks duration. Example: 2 eight week classes taught “back to back” (August–October and October–December) will receive two payments on one

check for October work. This means that the October paycheck (issued in November) will be larger than the other checks for the semester.

2. Calculate the “total dollar value” of the assignment. Multiply the “total hours” found in Step 1 by your hourly rate.
3. Find the number of “months of duration” of the class. The number of months that the class spans determines how many paychecks you will receive in “equal payments.” Example: If the class is taught from August through December you will receive 5 equal checks. If it is taught August through October you will receive 3 equal checks.
4. Find the “monthly equal pay amount”. Divide the “total dollar value” (Step 2) by the “number of months of duration” (Step 3) to find the “monthly equal pay amount”. This is the amount that you can expect to be paid in each paycheck for the semester. If you have more than one class, do the calculation for each one and then add them together.

#### **Sick Leave Balances and Absences:**

1. When you are absent for any reason, report it to your timekeeper to be entered into the Time and Attendance Reporting System (TARS). Absences should be reported in hours and submitted to your timekeeper within a timely manner and within the month that the absence occurred.
2. You accrue sick leave at the rate of 1 hour of sick leave for every 18 hours of paid work per month (except for substitute work). Your sick leave balance will appear in hours on your check stub under the heading: SK. LV. H/D. Your balance is updated each paycheck for the hours you have accrued or reported absent during the prior month.

#### **Taxes and Deductions from your Paycheck:**

1. Taxes - Your federal and state tax withholding will be based on the W-4 form you have on file in the payroll office. You may submit a new W-4 to Payroll at any time. It will become effective on the next available payroll processing period.
2. Retirement Deductions – Retirement contributions are mandatory. No social security tax is deducted from your check. In lieu of social security you will have either STRS deductions or APPLE deductions taken, or PERS deductions, which may also be an option in rare instances. Your contributions go into the STRS defined benefit plan. You are vested in the defined benefit plan when you have five years of full-time service. When you reach retirement age you can then retire and receive a monthly benefit. If you terminate instead, you can refund whatever you have contributed plus any interest it has gained.

The Alternative Retirement plan, APPLE, is a defined contribution plan. You are 100% vested from the beginning. Your contributions and the interest they have gained are distributable to you when you terminate or have a retirement status change.

3. Voluntary Deductions – Voluntary contributions may be made to 403(b) plans (Tax Sheltered Accounts – TSA). You are allowed to participate in special savings and investment programs available to only school district employees. These plans are designed to assist you in building and growing your savings for retirement. If you are interested, please contact the SchoolsFirst Federal Credit Union at 1-800-462-8328 extension 4727. SchoolsFirst is the 3rd Party Administrator for 403(b). The district’s approved 403(b) provider list can be viewed at [www.403bCompare.com](http://www.403bCompare.com). Choose Long Beach Community College as My Employer.

If you have any questions about your paycheck or deductions, please contact the Payroll/Benefits Office (LAC Building T1024, Mail Code G-2) at the numbers below. Academic Payroll Specialists: Diana Trejo, 562-938-5269 or Norina Clemente, 562-938-5086, Payroll Manager: Cindi Nguyen, 562-938-4465

#### **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 at 562-938-4910 / 562-435-6711 for non-emergency calls. An OMNI lock has been placed on all buildings at the college and after normal working hours the exterior access door is the only point of entry into the building. If you need to access your work site after-hours, speak to your supervisor. If you are working after-hours, please inform the Long Beach Police Department College Unit (LBPD College Unit). 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.

Please know that police escorts are available and easily obtained. LBPD officers patrol both campuses 24/7. If you are in need of police services or an escort call 562-938-4910 / 562- 435-6711 for non-emergency calls. The dispatcher will obtain your information and dispatch an officer accordingly.

General safety issues that are not urgent can be reported to [safetyconcerns@lbcc.edu](mailto:safetyconcerns@lbcc.edu).



**Student Affairs** leads with the care of the student and to restore a sense of security to the community. The Office of Student Affairs along with the LBPDC College Unit, are available to assist you with disruptive students. Student Affairs staff are available for mediation, consultation, dispute resolution, as well as for referrals for possible mental health assessment and if necessary disciplinary action. LBPDC officers can assist you with dispute resolution and will assist 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 LBPDC College Unit. Lost and found is also handled at the College Center at LAC and by the Associate Vice President's Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

IN EMERGENCIES CALL: Immediately call or text 911. For any questions or comments regarding these notes or for clarification, please contact Lubert Iglesia, Manager, Environmental Health and Safety Services at 562-938-4713.

## **4. TEACHING NEEDS**

### **Adjunct Faculty Offices**

There are several open-use adjunct faculty offices available at each school. Contact the AAA/AA in your area to reserve a specific office/meeting room or to see what offices are available for use. If you need access to an office outside of normal business hours you might also need to request a key or OMNI code for the area. Contact your Dean or Department Head to request a key or OMNI code. Please see the Who Is Who List for contact information: <https://www.lbcc.edu/academic-services>.

### **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, TBA hours, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A copy of the instructor's syllabus, must also be turned into the department no later than two weeks from the start of the semester. A syllabus for each class is to be filed with your school office.

### **First Day Procedures and Rollbooks**

Faculty may go to the Faculty Self Service area in Oracle/

PeopleSoft to print the Web Class Roster page to obtain a temporary paper-based roll book. Assistance is available online, by phone, e-mail or in person at the ITDC.

To access the Oracle/PeopleSoft Faculty Self Services Help Files, go to the LBCC Homepage > Faculty and Staff > "PeopleSoft Help" Button > "Instructor Self Service" link > Choose the "Web Class Roster" area.

Refer to Rollbook section below for information on editable class roll books. Contact the ITS HelpDesk for assistance at 562-938-4357 or [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu) or visit the Instructional Technology Development Center (ITDC) at LAC room L-142 and at PCC room LL-124: <https://lbcc.edu/contact/online-learning-ed-tech>.

This is the only avenue to view "real-time" enrollment. If a student appears in your class with proof of registration, the student's name should appear on your online class roster as it is "real-time" processing. If the student does not appear on your "real-time" online class roster, please send the student to Admissions and Records immediately for processing (if the class is closed it is your decision to add the student to the class at that point in time with a permission number. Students must use the permission number no less than the day prior to the census date of each class to be legally enrolled). Students who are not legally enrolled are NOT allowed to attend your class. Admissions and Records is located in room A-1075 (LAC) or GG-102 (PCC).

For exact dates for each term and Important Registration Information refer to <https://www.lbcc.edu/pod/important-class-registration-deadlines>.

Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to transfer class roster, student contact information and waitlist to an Excel spreadsheet. Visit the Oracle/PeopleSoft Help Files to access the MS Excel roll book template. Go to the LBCC Homepage > Faculty and Staff > "PeopleSoft Help" Button > "Instructor Self Service" link > Choose "Web Class Roster" or "Blank Excel Rollbook" link.

Assistance is available online, by phone, e-mail or in person or at the ITDC. Contact the ITS HelpDesk for assistance at 562-938-4357 or [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu) or visit the Instructional Technology Development Center (ITDC) at LAC room L-142 and at PCC room LL-124: <https://lbcc.edu/contact/online-learning-ed-tech>.

Faculty members must send in their attendance and grades at the end of each term to [rollbooks@lbcc.edu](mailto:rollbooks@lbcc.edu) or in the Enrollment Services Office (LAC A-1075 or PCC GG-102).

## Registration

Open Registration is on a first-come, first-served basis for all students. Students may also change their schedule in person or on the web on a first-come, first-served basis. Registration dates can be found at <https://www.lbcc.edu/pod/important-dates>. Other important A&R deadlines can be found at <https://www.lbcc.edu/pod/important-class-registration-deadlines>.

Admissions and Records office hours are as follows:  
Monday–Thursday 8:00 a.m.–6:00 p.m. and Friday 8:00 a.m.–4:30 p.m.

Enrollment Services is closed: Saturday/Sunday and all college holidays and is closed to the public on Flex Days. The Online Registration System is available daily from 5:00 a.m.–2:00 a.m.

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

### Late Registration, Program Changes and Petitioners

The week a class begins, students must have a permission number to enroll even if the class is not full. Students should use permission numbers immediately online. They must be enrolled, at the latest, the day prior to the census date associated with each course. Deadlines may fall on the weekend, if students need assistance using permission numbers they must come to Admissions & Records during operating hours before the deadline to enroll. Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term. The Online Registration System is available daily from 5:00 a.m.–2:00 a.m.

On and after the census date of a course, permission numbers will NOT be honored. Because census deadlines vary for daily census classes please verify each class deadline on the Online Grading Roster.

### Permission Numbers

Permission numbers can be found online. Auto enroll from the waitlist will end the Saturday prior to the session start date. Permission numbers are class specific for a course. The student still must complete the registration process immediately to add 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. Students who are not legally (officially) enrolled are NOT allowed to attend your class. Late enrollment request will not be processed on or after the census date of the course.

Permission numbers can be used online: If a student needs assistance using a permission number they must go to an Admissions & Records Office during the regular business

hours prior to the census deadline (if the census falls on a weekend they will need to see Admissions and Records the Friday prior to the census deadline by Noon). Students must have a permission number to enroll after the Saturday before the session begins, even if the class is not full.

Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term. Saturday and Sunday: Online only (permission numbers only).

Please check the census deadlines on your online roll sheet for each of your classes.

### Dropping/Withdrawing Students from a Class

Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term.

ALL STUDENTS MUST BE PROPERLY REGISTERED a day prior to the census date for each course at the latest. Students who are not legally enrolled are NOT allowed to attend your class. For all other classes please check your roster for the census date.

### Student Census Reporting

All students who do not show up for your class are to be given a “NO SHOW” or “NS” prior to the census deadline of your class – no exceptions.

### No Shows and Dropping Students Before Census

In California’s Code of Regulations, Title 5, section 50008 it states, “Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

1. A student who has been identified as a no show NS symbol, or
2. A student who has officially withdrawn from the course, or
3. A student who has been dropped from the course by the instructor NA for non-activity (Not Active) symbol.

Students who are not legally enrolled are NOT allowed to attend your class. Please check and update your online roster regularly to ensure all students attending your class are legally enrolled.

It is your legal obligation to clear your class roster of inactive students. Check your online roster for course specific deadlines. All no shows must be cleared before the census date of the class. CCA contract Article X, C2 and CHI Contract Article VI, 2a states: “Professional Responsibilities...meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports

on time.” 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 roll book and Student Drop Report forms. It is also important to clear your rosters in a timely manner so students who are receiving financial aid are not disbursed funds for a class they are not attending.

### Positive Attendance Classes

At the end of the course you must report the actual hours of attendance for each student; Grades and positive attendance are entered online 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 noncredit 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.
7. Turn in a copy of attendance records to Admissions and Records Office at either campus or online at [rollbooks@lbcc.edu](mailto:rollbooks@lbcc.edu).

### Final Exams and Posting of Grades

Final exams will be given on the last day of the last week of class, or if the class meets more than once per week, can be spread across multiple days during the final week of class for additional time. For example, if a class meets on Mondays and Wednesdays, the final exam would be given on a Wednesday, or split between Monday and Wednesday. Please inform the students of your classes of the date(s) and time(s) of their final exam.

All grades are due five business days after the completion of the class. Final grades are needed for the following:

- To move on to the next class (prerequisite)
- Transfer to a university/college
- Employment promotion
- Employment verification
- Reimbursement for their class expense
- Child Care verification
- Cal Works verification
- To process End of Term for all students

### Transfers

Transfers begin after the refund period.

**Step one:** The student will complete the student information portion of the transfer form.

**Step two:** Both faculty members must complete their respective portions on the form.

**Step three:** The form must be returned to Admissions and Records for processing.

Students who are not legally enrolled are NOT allowed to attend your class.

### Curriculum

The Committee on Curriculum and Instruction is a standing committee of the Academic Senate and meets once each month during the primary terms in the academic year. It is composed of a faculty member elected from each department including LAC and PCC counseling and library, appointed faculty members based on their roles on campus (such as the Matriculation Coordinator, adjunct faculty rep, and the Articulation Officer), student representatives, administrators, and ex officio-nonvoting members including the Superintendent-President, Vice President of Academic Affairs, and an LBUSD liaison. Additional information about the Committee on Curriculum and Instruction can be found in LBCC Policy 4020 ([https://www.lbcc.edu/sites/main/files/file-attachments/ap\\_4020\\_program\\_and\\_curriculum\\_development.pdf?1641420458](https://www.lbcc.edu/sites/main/files/file-attachments/ap_4020_program_and_curriculum_development.pdf?1641420458)). The Curriculum Committee has the following subcommittees: Course Evaluation, Associate Degree/General Education, Academic Policy & Standards, Department Planning/Program Review, Assessment of Student Learning Outcomes, and Open Educational Resources. Meeting days, times and locations are listed on the Master Schedule, which may be found at <https://www.lbcc.edu/curriculum-committee>. For more information about the Curriculum Committee, visit <https://www.lbcc.edu/curriculum-committee> or contact the Curriculum Chair.

### Faculty Professional Development and Flex Days

The Faculty Professional Development (FPD) office has developed a strong peer oversight of all the professional development for faculty at LBCC. FPD oversees several committees. Each committee offers a specific function to ensure that Faculty Professional Development activities meet the current needs of faculty and are of a high quality. The College has three days in the college calendar that are devoted to faculty professional development. Two days are imbedded within the academic semester and one is a floating day. On the Flex Days identified in the fall and spring semesters, classes are cancelled and the entire day is devoted to professional development. Activities on these days include workshops on campus featuring a wide variety of topics. Upcoming Flex Days are posted at <https://www.lbcc.edu/post/flex-information>, and more information may be found on the Faculty Professional Development website at <http://www.lbcc.edu/FPD>. In addition, faculty may choose to do independent projects or group projects. For these projects, faculty must apply through the FPD office for approval. Each proposal is reviewed to ensure it meets the criteria set out by the California Community College Chancellor's Office.

## Family Education Rights and Privacy Act (FERPA)

All student records at LBCC are maintained in accordance with the provisions of the Family Rights and Privacy Act of 1974. Copies of the complete text of this act are available in the college library (see “Family Educational and Privacy Rights” in Shepherd’s Acts and Cases by Popular Names). The two basic elements of the act are the student’s right to review and challenge their record and the conditions under which information in the record can be released to outside parties.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. However, students are advised that grades, though a part of the record, are considered final as assigned by the instructor and can only be challenged on the basis of clerical error, fraud, bad faith or incompetency.
2. Student information, except for directory information as defined below, cannot be released by the college to any outside agency, except for those entitled to access under the act, without signed permission of the student. The student may further restrict the release of name and attendance verification by completing the appropriate form in the Admissions Office. In the absence of having this form on file, the college may release directory information to any person or agency. Directory information is defined as dates of attendance, degrees, certificates or awards received, verification of student participation in school activities and sports and weight and height of members of athletic teams.
3. Parents may have access to records of their children but only if the children are still their dependents as evidenced by a claim of same on federal income tax returns. Parents desiring access to the records of a dependent child must present the full name, social security number and birth date of the child, their own personal identification and a copy, that the college district may keep, of the current year’s federal income tax return indicating the child has been claimed as a dependent. Parents seeking to review records of a dependent child during the early months of the year must be able to demonstrate that they have already filed for the year even though the filing deadline isn’t until April 15th.
4. By law, notwithstanding any of the above, all student records must be released under court order. The student will be notified by mail to the last address on file of any such access, and the student shall have the right to request a copy of any information released in this manner.
5. Any questions regarding the student’s rights under this act should be addressed in writing to the address below:

Dean of Enrollment Services

Yvonne Gutierrez-Sandoval, [ygutierrez@lbcc.edu](mailto:ygutierrez@lbcc.edu)

For more on information security, visit <https://www.lbcc.edu/policies-regulations-standards-best-practices-and-procedures>.

## LBCC Web Course Outline Database (COR)

Welcome to the web course outline database, the official home for outlines of record documenting the LBCC curriculum. The instructions attached are intended to provide guidance for your use of the database. Updates to the web course outline database are expected. Once the new version is completed the information will be made available and posted to the web.

LBCC currently uses a web database for all course outlines. This database is the repository for official records of course outlines. All faculty must teach courses according to the approved Course Outline of Record.

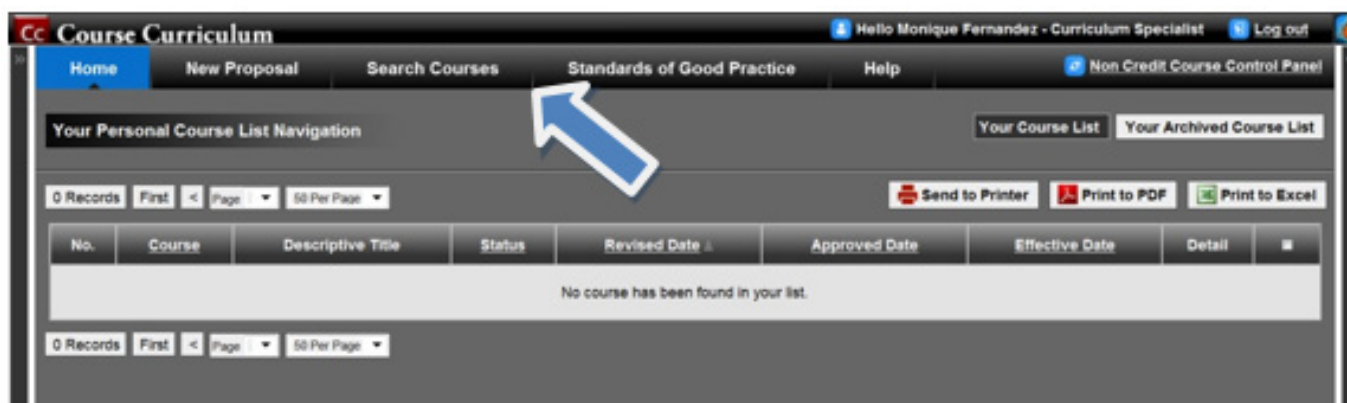
There are two ways to view the COR: 1) An open-access Public View and 2) An LBCC login view that allows faculty to make changes per the standard processes.

Both versions are available at <https://www.lbcc.edu/pod/course-evaluation-forms>.

Note: Course outlines in the database are separated by Credit and Noncredit. For assistance with login, please contact the Curriculum Database Specialist at [curriculum-desk@lbcc.edu](mailto:curriculum-desk@lbcc.edu) or 562-938-4126.

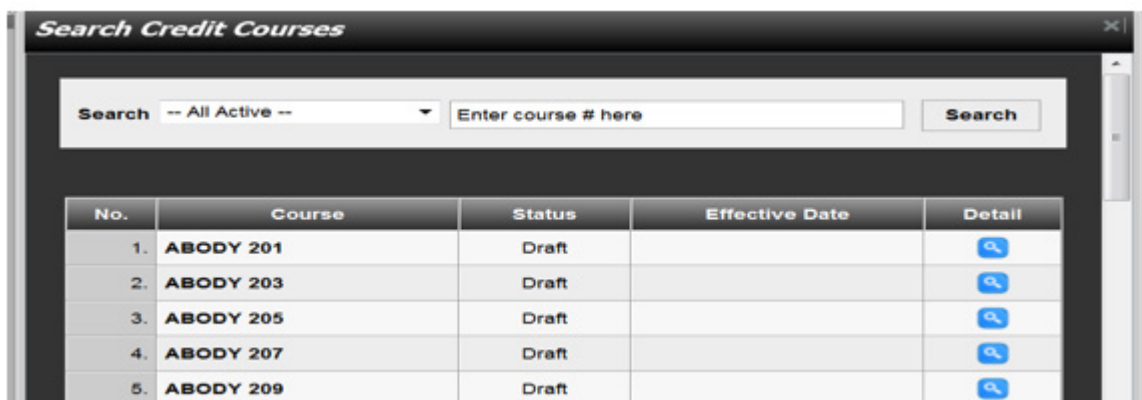


## Credit/Noncredit Course Outline



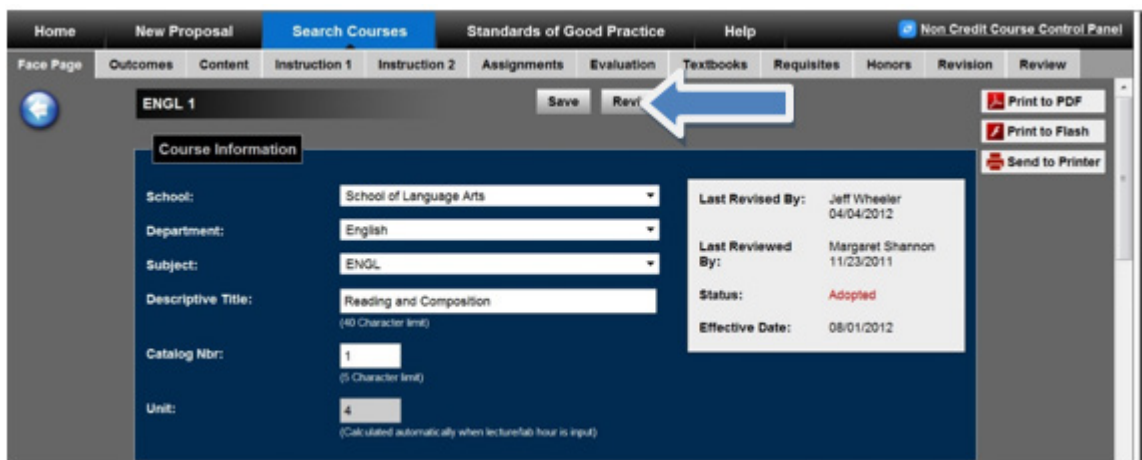
### Search a Course

If you intend to revise an existing course, select Search Courses and this dialog box will appear. Type in the course you want to revise. Once the course appears on the list you can click on the detail box and the outline will open.

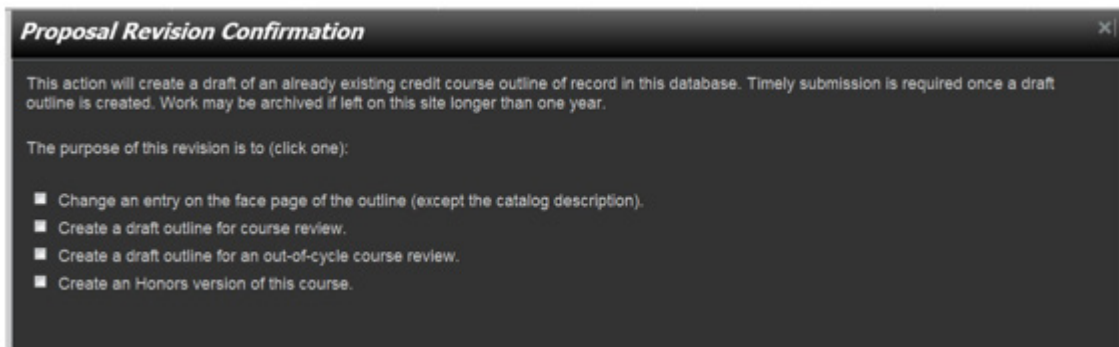


### Creating a Draft

If a course has already been adopted, you must first create a draft version of the outline before you can make any changes to it. Press the Revise key at the top or bottom of the Adopted course outline.

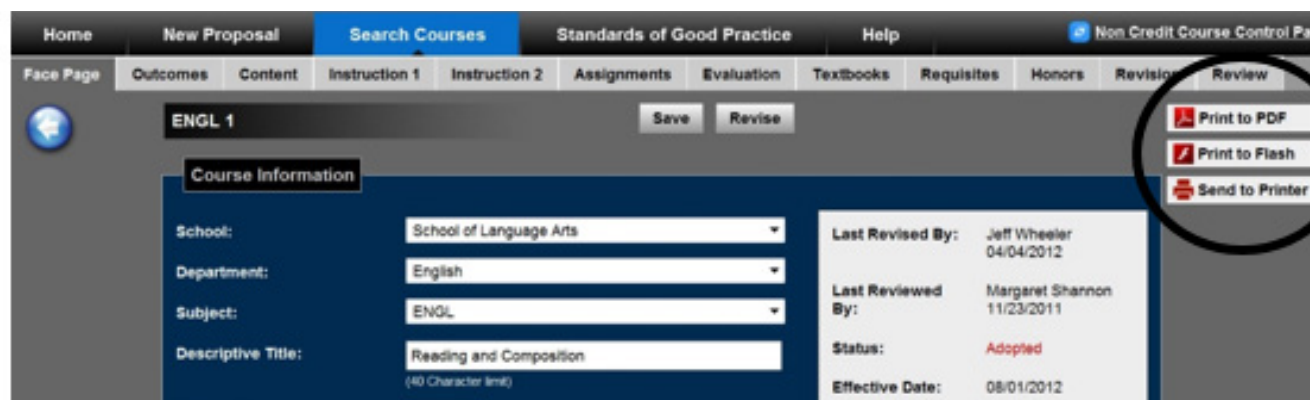


Then check the box to the purpose of creating a draft. You may have noticed on an adopted course that you were only able to view the Face Page and could not “tab” to the other pages. This is to prevent users from altering the adopted version without first creating a draft.

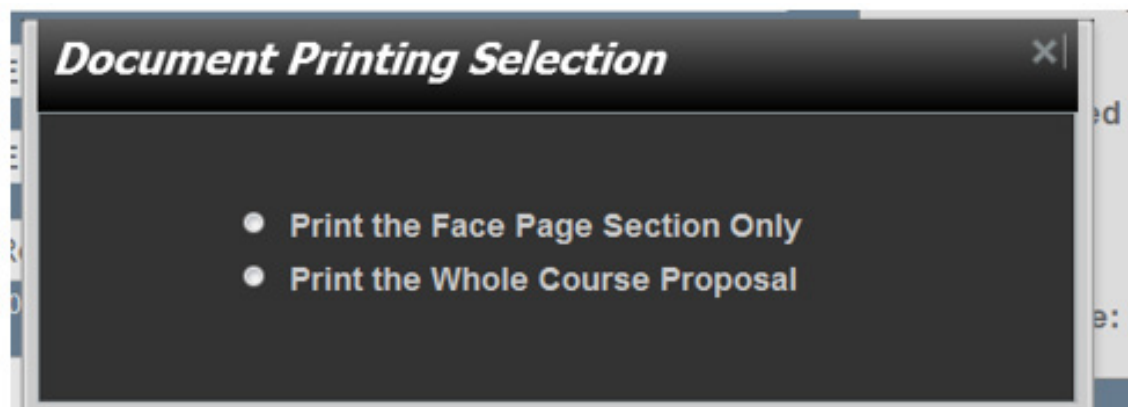


### Printing the Course Outline

If you simply wish to view or print out an outline without altering any data, you can do so by selecting any of the printing options on the right.



The box below will be displayed on the screen. At that point you can click on which ever button you would like to print. The course outline you have chosen will show on the screen and you can then print the outline.



## Online Learning & Educational Technology (OLET)

The Office of Online Learning & Educational Technology (also known OLET) oversees Instructional Technology Development Centers, Educational Technology Services & Online Learning Programs (OLP) at LBCC.

- [Meet the OLET team & learn about their services.](#)

OLET is dedicated to supporting teaching and learning at LBCC, as well as contributing to student engagement, achievement and academic success. They support faculty in all disciplines to integrate educational technology into the curriculum of on-campus, hybrid and fully online courses, through the design and facilitation of technology mediated student-centered practices, and the provision of faculty professional development activities and collegewide training.

OLET manages and maintains LBCC's Canvas Learning Management System (LMS) and holds professional development training and workshops for colleagues. The ITDC is available to faculty and staff to support the instructional technology needs of LBCC colleagues.

OLET supports faculty in various areas such as:

- Setting up course sites using LBCC's Canvas Learning Management System (LMS)
- Training and supporting faculty to teach online, partially online/hybrid or web-enhanced courses.
- Various educational technology tools and more.

### Getting Help

Contact through the OLET Team:

Email: [OLET@lbcc.edu](mailto:OLET@lbcc.edu)

Phone: (562) 938-4357 (ask for OLET)

We support via phone, email, in-person, and online via Zoom or Teams.

## LBCC Canvas Learning Management System (LMS)

Canvas is LBCC's only Learning Management System (LMS) used at for online, partially online/hybrid, and web-enhanced classes. If you need training in Canvas LMS, the OLET team can support you.

- [Visit OLET's Canvas Support Page](#)
- Attend OLET [workshops and review workshop recordings](#)
- Review [Help Guides & Videos](#)

If you need general support, you may also visit the Instructional Technology Development Center (ITDC) or contact the OLET team.

### OLET Resource Sites

For Faculty:

- [Canvas Learning Management System \(LMS\)](#)  
Canvas is LBCC's only Learning Management System (LMS) used for online, partially online/hybrid, and web enhanced classes.

- [OLET Training & Workshops](#)

This site lists all our workshops & training

- [Canvas Help Guides & Video Tutorials](#)

To learn more at your own leisure and pace. Step-by-step help guides & videos on how to use Canvas

- [OLET Website](#)

Many resources for our LBCC faculty on online teaching, educational technologies, online programs, & more.

- [Educational Technology Services](#)

The Online Learning & Educational Technology (OLET) department supports the successful use of many educational technologies.

- [OLET Teaching Resources](#)

The OLET Department has a variety of resources available to support LBCC faculty.

- [LBCC Teaching Certification](#) If you want to teach an online LBCC course you will need to complete the LBCC Teaching Certification process.

- [Online Teaching Resources](#) Support, resources, professional development and more to support successful online teaching.

For Students:

- [Canvas Learning Management System \(LMS\)](#)

Canvas is LBCC's only Learning Management System (LMS) used for online, hybrid, and web enhanced classes.

- [Canvas Help Video Tutorials for Students](#)

Guides for students on how to use Canvas

- [Online Learning Website](#)

Site for our Online learning students.

- [Online Learning Student Readiness & Success](#)

Resources for students to prepare for & succeed in Distance Learning (Fully Online & Hybrid courses)

- [Online Learning Resources & Technology](#)

Accessing and using learning and technology resources can help promote your academic success in your online courses. From tutoring and learning skills to technology and Canvas support - it's all here!

## Instructional Technology Development Center (ITDC)

Phone: 562-938-4357 (ask for OLET)

ITDCs are located at both campuses.

- At LAC in room L-142.
- At PCC in room LL-124.
- [Hours & more location information](#)

If you have any questions, need assistance, or want to make an appointment, please contact the OLET team.

## Online Learning Program (OLP)

LBCC's Online Learning Program (OLP) is dedicated to supporting teaching and learning, as well as enhancing student engagement, achievement, & academic success.

### Types of Online Learning Courses at LBCC

Online Learning refers to three types of courses:

- Fully Online: a course that meets 100% fully online
- Partially Online/Hybrid: a course that meets partially in a classroom and partially online
- Web-Enhanced: a face-to-face course that meets 100% in a classroom yet also uses the LMS.

The fully online and partially online/hybrid courses are also known as online learning courses. The web-enhanced courses are regular face-to-face classes in which the instructor uses online tools (like our LMS) as additional resources for students.

- Asynchronous – There are no required meetings in real-time; no meeting day/times are listed in the schedule.
- Synchronous – There are required meetings in real-time; meeting day/time patterns are in the schedule.

### Online Teaching Certification Program

If you are a faculty member that has been assigned or would like to be assigned an online learning course (partially online/hybrid or fully online) at LBCC then you are required to complete the certification process by completing these two components (in either order):

- 1) **Canvas LMS certification**
- 2) **Online Teaching Pedagogy (TOS 3.0) Certification.**

These two combined make up our LBCC Online Teaching Certification.

If you have completed Online Teaching Certification and/or Canvas LMS Certification at another institution you may complete our Online Teaching and Canvas Certification Waivers.

- [Visit the Online Teaching Certification Website for details.](#)

## Viking Campus Bookstore

### Textbook Affordability

We understand that textbook affordability is a sensitive subject and have implemented various options to help keep those costs down for students and to ensure student success.

### First Day

First Day is an inclusive access model that allows digital course materials to be purchased through class registration at a price below market value. Students will have access to

those digital materials on the FIRST DAY of class through their LMS.

### Price Matching

The bookstore price matches books with Amazon and BN.com:

- New, used, and used rentals.
- Exact textbook - condition and rental term.
- In stock titles on competitors' website.
- Sold and shipped by Amazon/BN.com.

They cannot match:

- Digital textbooks and access codes.
- Rentals with new condition (only used).
- Online Marketplaces (3rd party sellers).

### Rental Books

Standalone textbooks are entered into their rental program for students to rent for the entire semester for a one-time fee. Fee is based on individual titles.

### Textbook Adoptions and Why They're Important

The sooner the bookstore receives your book adoptions the better chance they have at finding used books for students. Your adoptions also help them keep used rentals and enable them to buy books from students. The bookstore rents around 4,000 books per semester. They would need to have your adoptions before the semester ends to keep those used rentals on the shelves or risk giving them to other schools that have adoptions. The buyback program allows students to put cash back in their pockets and sell their books for 50% store value. The bookstore's buyback list is based on your adoptions so they know what to buy.

### Submitting Adoptions

Submit your adoptions through the online system for ease of tracking, history and to keep your department head in the loop.

The Adoptions and Insights Portal - AIP - is single sign on through your canvas account or you can follow the link below <https://sso.bnccollege.com/bes-sp/bessso/saml/lbccedu/aip/logon>.

### Contact the bookstore

LAC: Ruth Ramirez, Assistant Store Manager  
rramirez.bn@lbc.edu, 562-938-4597.  
Reed Figueroa, Textbook Manager  
rfigueroa.bn@lbcc.edu, 562-938-4592

PCC: Ruth Ramirez, Assistant Store Manager  
rramirez.bn@lbc.edu, 562-938-3106.



## Student Learning Outcomes (SLO)

Student Learning Outcomes (SLOs) are statements of the overarching knowledge, skills, abilities, and/or values students should acquire in a course, program, or at the institution (general education). These broad learning outcomes demonstrate core student understanding and application of a subject. Course SLOs are found on all Course Outlines of Record and must be included in faculty syllabi. Program and Institutional SLOs are found in the College Catalog.

All full-time and part-time faculty participate in each phase of the SLO Cycles, which is the continuous process of assessing learning outcomes and analyzing the results to determine how well learning expectations are being met. The purpose of this process is to use these results to stimulate meaningful dialogue about how curriculum and instruction actively engage students in the learning process and sustain institutional effectiveness (i.e., the ability to meet college's mission and values).

In collegial conversation, faculty are called upon to discuss what the overarching and disaggregated assessment results reveal about student learning and to use these insights to enhance instructional strategies and curriculum. To accomplish this, faculty work with their departmental SLO Facilitator, and often the department head and dean, to close the loop on the SLO cycle and improve student learning. SLO Facilitators also work with faculty to design and modify SLOs and assessment methods and to capture discussions about the results of assessment and meaningful actions that departments take to increase student learning and success.

For department-specific information about SLO expectations, contact your SLO Facilitator and/or your DH. For general information about the SLO process, visit [SLO Website](#). Contact information for SLO efforts can be found in the [SLO Coordinator and SLO Facilitators Contact Information List](#).

## 5. STUDENT ACADEMIC POLICIES

LBCC has established multiple Board Policies (BP) and Administrative Procedures (AP) that are available online. These are updated as legislation changes as well as through a cycle of review. All District BP/AP documents are available online at <https://www.lbcc.edu/lbccd-procedures>. Below are highlighted pertinent Administrative Procedures related to academic policies

### Course Repetition

State regulations restrict the number of times a student may enroll in a course within a community college district.

i. [AP 4225 COURSE REPETITION](#)

ii. [AP 4227 REPEATABLE COURSES](#)

iii. [AP 4228 COURSE REPETITION-SIGNIFICANT LAPSE OF TIME](#)

iv. [AP 4229 COURSE REPETITION-VARIABLE UNITS](#)

**To alleviate substandard work:** When a mark of D, F, NP, or W has been previously recorded in a course, a student may enroll to repeat the course. The student is limited to a maximum of three attempts in any one course to earn a passing grade. The grade from the most recent time the course was repeated will be used for determining grade point average regardless of whether the last grade is higher or lower than the grade earned on previous attempts. The grades for all earlier attempts and the most recent attempt shall each be recorded on the student's permanent record, ensuring a true and complete academic history.

**Significant Lapse of Time:** When a mark of A, B, C, or P has been previously recorded in a course, a student may only repeat the course if 36 months have passed since the grade was awarded and the student is required to have taken the course within a recent amount of time as required by another course or program at the college or at another college or university to which the student seeks to transfer. For courses in which a grade of A, B, C, or P has been recorded, the grade of the repeated course shall be counted in calculating a student's grade point average. The grades of all earlier attempts and the most recent attempt shall each be recorded on the student's permanent record, ensuring a true and complete academic history. Courses repeated under this criterion will not be used for determining financial aid, scholarships, or athletic eligibility. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.

**Mandated Training:** A student will be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to meet legally mandated training requirements or conditions of continued paid or volunteer employment. Enrollment under this provision is limited. Documentation supporting the mandated training is required and must be submitted to the Enrollment Services office.

### **Change of Industry Standard or Licensure:**

A student may be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to maintain licensure or if an industry standard has changed significantly since the course was taken and the student needs the skills in order to gain or keep employment. Documentation supporting the licensure or change in industry standard is required and must be submitted to the Enrollment Services office.

The student is responsible for ensuring that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class. Credit by examination and courses in the 600-number noncredit band are not subject to the course repetition rules.

### **Noncredit & Non-Graded Zero Unit Courses and Grades**

You must assign the grade “UG” for non-graded zero unit courses. Only noncredit (600-699) courses will use the credit/no credit grading symbols. All credit courses will use the pass/no pass symbols.

### **Grading and Academic Record Symbols**

Students choosing this option must either choose the pass/no pass option online or complete and submit a “pass/no pass Option Request Form” (available in the Admissions Office) by the 30% mark of a class. Students can check this date for each class in their Student Self Service. Visit <https://www.lbcc.edu/admissions-records> for beginning of the term enrollment services hours of operation dates for either the fall or spring term. The Online Registration System is available daily from 6:00 a.m.–2:00 a.m. (including weekends and holidays).

- i. [AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS](#)
- ii. [AP 4231 GRADE CHANGES](#)
- iii. [AP 4232 PASS/NO PASS](#)
- iv. [AP 5075 COURSE ADDS AND DROPS](#)

### **Prerequisites, Corequisites and Recommended Preparation**

Some courses at LBCC have requisites and/or advisories in the form of prerequisites, corequisites, and recommended preparation as designated in the Course Outline of Record and identified in the college catalog. Students have the right to challenge requisites by obtaining the Requisite Challenge form in Admissions and Records.

- i. [AP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES](#)

### **Reinstatement**

If you have dropped a student and have decided to reinstate the student please follow this process:

- A. Faculty members or student can obtain a reinstatement form from Admissions & Records or your department office may also have the forms.
- B. Complete the form and turn it into Admissions & Records. The form is very short and easy to complete.

Notes: Do not wait to complete this process and do not complete this process if the student has been coming to class but has NOT been legally registered for the class.

### **Student Conduct and Discipline**

LBCC has standards of behavior that apply to everyone associated with the District.

The Office of Student Conduct is responsible for acting on behalf of the College in matters of student discipline. In addition, Student Affairs (Student Health Services and Student Conduct) staff are available to provide your department with training on how to respond to students in distress. If you would like to schedule a training, please contact Sergio Grimaldi at 562-938-3127 or [sgrimaldi@lbcc.edu](mailto:sgrimaldi@lbcc.edu).

- i. [AP 5500 STANDARDS OF STUDENT CONDUCT](#)
- ii. [AP 5520 STUDENT DISCIPLINE PROCEDURES](#)
- iii. [AP 5530 STUDENT RIGHTS AND GRIEVANCES](#)

## **6. RESOURCES**

### **Academic Computing, Desktop Support, Multimedia Equipment Services & Support**

#### **Information Technology Services (ITS)**

Robert Carman, Executive Director  
562-938-4238, [rcarman@lbcc.edu](mailto:rcarman@lbcc.edu)

#### **Academic Computing**

The technicians in Academic Computing support all college academic computer labs <https://www.lbcc.edu/academic-computing-multimedia-service>.

#### **Desktop Support**

If you require software or hardware assistance in your office, please contact the Help Desk or access the ticket system via the web to make a request 562-938-4357 (HELP), <http://ticketsystem.lbcc.edu>

#### **Multimedia Equipment Service & Support**

Multimedia Technicians support the use of multimedia presentation equipment across our campuses <https://www.lbcc.edu/post/mess>.

### **Viking Campus Bookstore**

The LBCC Viking Campus Store offers a 10% discount to all Faculty & Staff members and a 20% discount on all C-account charges <https://lbcc.bncollege.com/>.

### **Fitness Centers & Pool**

To use the facilities, employees must present their LBCC identification card and sign in each visit. In addition, they will be required to complete a waiver and an employee registration form before their first visit. This service is only available to current employees and only during the times specified. There are no exercise facilities open for PCC at this time.

Fitness Centers at LAC (R203)

For hours of operation please visit <https://www.lbcc.edu/contact/fitness-center> or call (562) 938-4432.

Pool at LAC (W-Building)

There may be occasional times when the pool will not be available. Please contact Randy Totorp [rtotorp@lbcc.edu](mailto:rtotorp@lbcc.edu) with questions.

### **Long Beach City College Libraries**

Long Beach City College libraries are located in the L and LL buildings of the LAC and PCC campuses respectively. Hours can be found on the Library website at <https://lbcc.libguides.com/c.php?g=1172180>.

Visit the Library website for more information about the Library policies, services and resources <https://www.lbcc.edu/library>.

### **Maps for Liberal Arts Campus (LAC) and Pacific Coast Campus (PCC)**

Maps for both campuses showing locations of services, departments, and parking are available online at: <https://www.lbcc.edu/explore-our-campus>.

## **7. STUDENT NEEDS**

### **Academic Counseling**

Counseling services are readily available to all students and tailored to meet individual needs. For more information, please visit <https://www.lbcc.edu/counseling>.

### **CalWORKS**

CalWORKS (California Work Opportunity and Responsibility for Kids) is the state's welfare-to-work program for families with children. The Long Beach City College CalWORKS Program works in collaboration with the Department of Public Social Services (DPSS) to assist students with education, training and job skills. For more information, please visit <https://www.lbcc.edu/calworks>.

### **The Healthy Viking Initiative**

The Healthy Viking Initiative supports and encourages students to make healthy choices in all aspects of their lives and connects students to resources to meet these essential needs such as nutrition, health care, and shelter. For more information, please visit [https://www.lbcc.edu/sites/main/files/file-attachments/health\\_viking\\_resources.pdf](https://www.lbcc.edu/sites/main/files/file-attachments/health_viking_resources.pdf).

### **Viking Advantage and Long Beach College Promise**

#### **Viking Advantage**

Viking Advantage is a first-year experience program for any first-time college students enrolled in 12 or more units per semester. For more information, please visit <https://www.lbcc.edu/post/viking-advantage>.

#### **Long Beach College Promise**

The Long Beach College Promise is an exclusive partnership for Long Beach Unified School District (LBUSD) students. To be eligible, students must enroll at LBCC directly following graduation from high school. For more information, please visit <https://www.lbcc.edu/post/long-beach-college-promise>.

#### **Student Financial Aid**

LBCC offers a comprehensive Financial Aid program including Pell, SEOG, Full Time Student Success and Completion grants, Cal Grants, federal Work Study and California Promise fee waivers (for California residents). Financial Aid is part of the Enrollment Services Department at LBCC with offices located at both the Liberal Arts and Pacific Coast campuses.

Please see above Enrollment Services Hours of Operation. Visit <http://www.lbcc.edu/financialaid/> for up-to-date information about programs and services

#### **Student Health Services**

Students who have paid the Student Health Center fee (\$20 per semester) can use our medical and mental health services at no additional charge. Regardless of what insurance coverage the student may or may not have, they are still eligible for basic health services and mental health support at the Health Center.

All services are no-cost or low-cost and are supported by student health fee. Student Health Services engages students in making informed decisions about health-related concerns and empowers them to be self-directed healthcare consumers. Medical Services are located on both campuses and are staffed by a nurse practitioner, registered nurses, and health service technicians. Students are welcome to make appointments for a variety of services such as physicals and flu vaccines as well as receive over-the-counter medications for colds or headaches.

Lactation rooms or Mother's Rooms for students needing a private space on campus, are also available in both Student Health Services Clinics during clinic hours. Students can expect to find a health services team member who is interested in listening to their concerns, helping them understand themselves better and guiding them with healthy resolutions. They will be taking the student seriously, and able to discuss anything they wish.

Information on low-cost health insurance coverage under Covered California is also available.

LAC: A-1010, 562-938-4210

PCC: GG-117, 562-938-3992

Hours of Operation: Monday–Thursday 8:00 a.m.–5:00 p.m. and Friday 8:00 a.m.–12:00 p.m.

### **Mental Health Services**

Mental Health Services (MHS) is committed to promoting student mental health and wellbeing and strives to help students achieve their academic, professional, and personal goals. We endeavor to be a positive advocate of engagement and transformation to help our diverse student community meet their personal challenges while increasing student retention and success.

As members of the MHS staff, we consistently work to integrate multiculturalism into the everyday function and structure of our department. We have a great appreciation for the dignity and worth of each person we encounter. In our work, we advocate a philosophy of acceptance, compassion, and support for those we serve and provide an emotionally safe and respectful environment.

We support all students regardless of their background and hope to provide services that foster the development of behaviors necessary for success at the college and beyond.

Individual counseling by a licensed or graduate mental health professional is available at no cost for students currently enrolled at LBCC and have paid the Student Health Services fee. The College provides individual and group services and educational workshops to help students cope with academic stress, anxiety, depression, and substance abuse. Individual services are available by appointment. Crisis Drop-in services can be accommodated for students in distress. Sessions are strictly confidential and are held in the Student Health Services offices at both LAC in room A-1010 and PCC in room GG-117. Crisis intervention and referrals to campus and community resources are also available.

### **Student Government**

The Office of Student Life encourages all students to explore their passions, create new friendships and to be a part of the LBCC Viking community. We believe

that empowerment and governance, traditions and engagement, accountability and community, and leadership development, represent the four tenets of the student co-curricular experience. Through activities, clubs, programs, and governance, the Office of Student Life promotes opportunities for all students to connect to the campus and with one another. Our programs present opportunities for leadership development, personal growth, shared governance, healthy competition, volunteerism, and community. Visit us at the Student Life Offices in the Student Union at both the LAC Campus (Building E) and the PCC Campus (Building EE) or check us out at <https://lbcc.campuslabs.com> or follow us on Snapchat and Instagram @lbccstudentlife

### **Empowerment & Governance**

Student Government - The Associated Student Body (ASB) is the student voice for all students of LBCC. The ASB supports the intellectual, physical, social, and cultural goals for students by supporting co-curricular activities and advocating for educational and institutional change through legislative initiatives. Students interested in participating in student government, including the Associated Student Body Cabinet, Viking Activities Council, and Club Senate may wish to consider one of the many elected or appointed positions. The ASB is funded by the College Services Card.

### **Intramural and Recreation Sports**

Intramurals and recreational sports offer a wide range of programming throughout the semester and play an integral role in student life. For more information, please visit <https://www.lbccvikings.com/landing/index>.

### **Student Success Centers**

The Student Success Centers offer a variety of free and friendly learning assistance services to students in most subjects and courses at both campuses. Refer to the Student Success Center website for current hours and Center locations: <https://www.lbcc.edu/successcenters>.

## **8. EMERGENCY SITUATIONS**

### **Building Evacuation Procedures**

1. When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, occupants will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.
2. Building Emergency Coordinators designated in the Disaster Plan will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. As shown on the campus



maps, people will be evacuated to designated “Staging Areas” around the campus.

3. Evacuation of disabled persons will be given high priority by Building Emergency Coordinators in all emergencies; they will be evacuated in accordance with the district evacuation plan. Elevators are not to be used. Building Emergency Coordinators may request assistance of faculty. Based on specific circumstances, Building Emergency Coordinators are responsible for designating the safest evacuation routes for disabled persons. If a disabled person cannot reasonably be assisted out of the building due to the nature of the disability, arriving emergency personnel must be made aware of the location of the individual inside the building.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless directed by appropriate authorities.
5. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Emergency Operations Manager at that time.

### **On-Campus Staging Areas**

Areas on campus have been designated as “Staging Evacuation Areas” for evacuation. These include:

- Baseball fields
- Tennis courts
- Parking lots (all persons should assemble in the middle of lots)
- Stadium parking lot (all persons should assemble in the middle of lot)

If only on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an “all clear” signal is given by the Emergency Operations Manager.

### **Earthquake Response**

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves, and heavy equipment.
2. When the earth is shaking, DROP to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with forearms.
3. If outdoors, move quickly away from buildings, utility poles and other structures.
4. After initial shock, evaluate the situation and if emergency help is necessary call the Campus Police at 562-938-4910 or 911 from a cell phone, 9-9-1-1 from a campus phone. Protect yourself at all times and be prepared for aftershocks.
5. Turn off all potentially hazardous equipment such as

gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations at 562-938-4040 or 562-938- 4484.

6. If necessary to evacuate, activate the building alarm system.
7. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.
8. FLASH THE LIGHTS ON AND OFF to alert deaf or hard of hearing students. Write notes to explain what is happening.
9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.
10. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.
11. Do not return to an evacuated building unless directed by appropriate authorities.

The Principles of Drop – Cover – Hold On video: <http://drc-group.com/project/jitt-earthquake-preparedness.html>

### **Emergency Mobile Text Alerts**

Text Message Notifications from LBCC Now Available for Students, Faculty and Staff.

In the event of an emergency, LBCC will provide accurate and timely information regarding campus safety issues directly to students and employees.

#### **Employees:**

To receive emergency text messages, employees must update their profile by logging into their Employee Self-Service account and enter their cell phone number.

#### **Students:**

To receive text messages, students must update their profile by logging into their student self- service account and enter their cell phone number.

LBCC will also share information about campus emergencies via the LBCC website [www.LBCC.edu](http://www.LBCC.edu) and social media pages:

- <https://www.facebook.com/lbcccitycollege>
- <https://twitter.com/LBCityCollege>

For more information, please contact the Office of Communications and College Advancement at 562-938-4846.

### **For Community Members - City of Long Beach Emergency Notifications**

Parents and community members can sign up to receive emergency notifications for the City of Long Beach at the link below: <http://longbeach.gov/disasterpreparedness/alert-long-beach/>

## Lockdown Procedures

1. If a "Lockdown" notification is received, announce "Lockdown" to your group.
2. Remain calm and stay with your group of students, faculty, staff, or visitors.
3. Receive students, faculty, staff and visitors from hallway (if possible).
4. If possible, lock room doors and windows, barricade door if circumstances permit.
5. Close shades.
6. Move people away from doors and windows so they cannot be seen.
7. Shut off lights.
8. Remain quiet (silence cell phones but do not shut them off).
9. Ignore Fire Alarm – contact 9-1-1 if you believe there is a fire danger.
10. Notify law enforcement at 9-1-1 of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
11. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
12. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
13. Notify law enforcement at 9-1-1 as soon as possible of any medical emergencies.
14. Remain in the secure room until released by law enforcement.
15. If gunshots are fired and fleeing is necessary, run away.

## Guidelines for Response to an Active Shooting on Campus

### Background

The potential for a shooting on campus exists on every college campus throughout the United States. Although the possession of firearms on or around our campuses is rare, their availability and past national and local shootings dictate the need for a response plan, in case a shooting or other violent attack occurs.

### When a Shooting Occurs

- CALL "911" From a cell phone or 9-911 from a campus phone. Identify your college or workplace and exact location. Remain calm and answer the police operator's questions. They are trained to obtain the necessary and required information for a proper emergency response.
- Instruct students and employees to drop to the ground

immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.

- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police. LBPd will be on scene.

### If Suspect is Outside Your Classroom

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report location of the assailant.

### Office Personnel

In response to a report of a shooting from a classroom or other area of the campus, have all persons in the office duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the police from this position. It is crucial that telephone calls be limited to emergency calls only.

Run, Hide, Fight Video: <http://www.youtube.com/watch?v=1ESNae7OoyM>

## Emergency Evacuation Guidelines for Persons with Disabilities

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

### Before an Evacuation is Ordered

Students should be invited to volunteer ahead of time to assist disabled persons in an emergency. If volunteers are not available, designate someone to assist who is willing to accept the responsibility.

- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later, if necessary.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance.

Ask how they can best be assisted or moved, and if there are any special considerations, or items that need to come with them.

- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs.
- Certain lifts may need to be modified depending on the disabilities of the people.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare themselves.

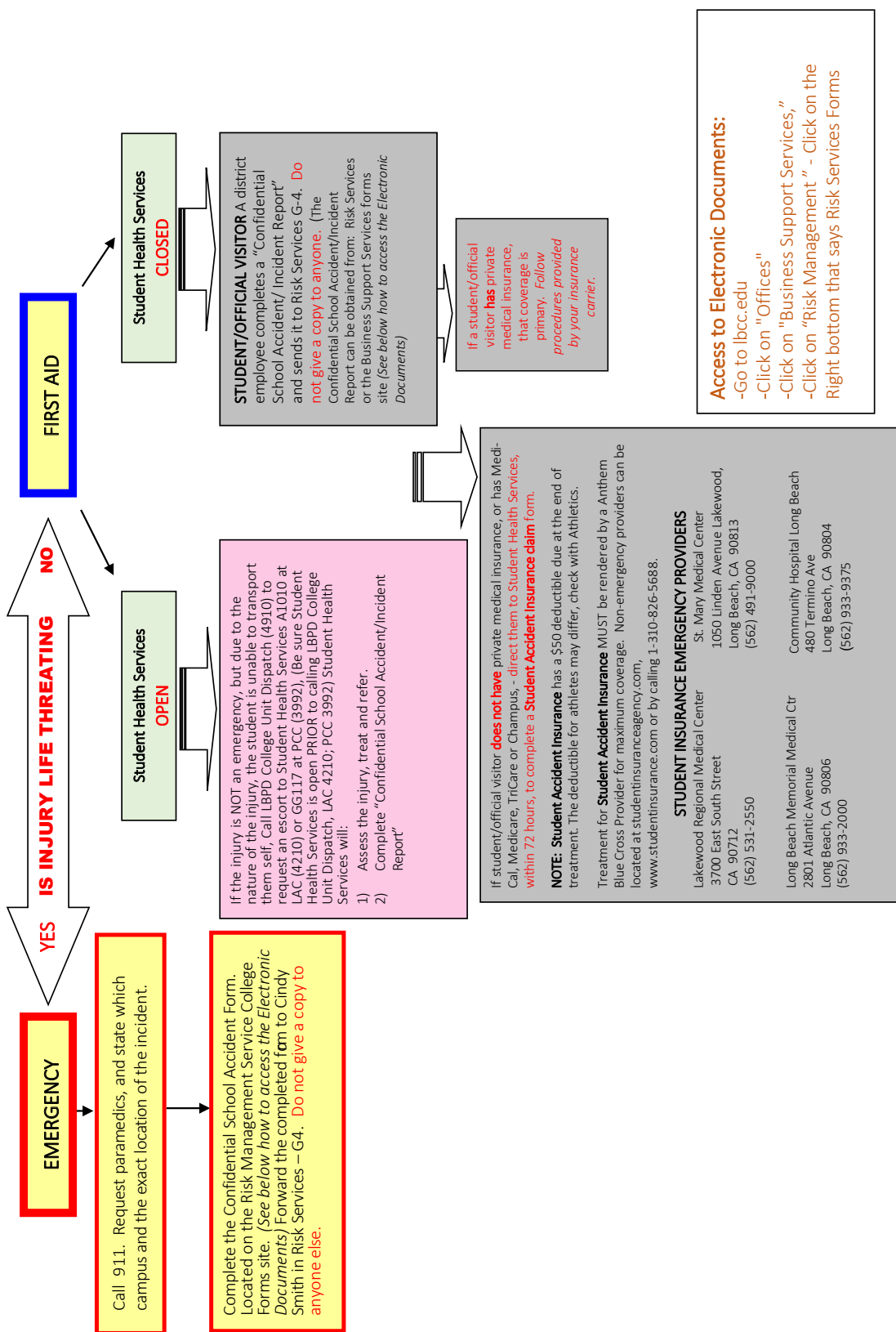
**When an Evacuation Has Been Ordered:**

- Evacuate people with disabilities, if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake. Persons unable to evacuate should remain in the stairwell landing.
- Call 9-911 from a campus telephone or 911 from a cell telephone.
- Check on persons with a disability during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (Staff/Students) to assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency worse.

# Student Accident Response Flow Chart

## STUDENT ACCIDENT/ILLNESS RESPONSE FLOW CHART











If you have any questions, do not hesitate to contact: **Risk Services – (562) 938-4038, Mail Code G4** Student Health Services: LAC – (562) 938-4210, Mail Code R19; PCC – (562) 938-3992, Mail Code PCC

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## Emergency Procedures Wall Chart

<p><b>EMERGENCY PROCEDURES</b></p> <p>In case of emergency, DIAL 9-1-1</p> <p>Police Non-Emergency Dispatch (562) 938-4910 (562) 435-6711</p> <p>The Non-Emergency Dispatch number is a City of Long Beach operated service and begins with a recorded message. Please listen to the entire message before making a selection from the menu.</p> <p><b>Police Escort:</b></p> <p>Escorts are available to students, faculty, and staff at both LAC and PCC by calling one of the following Non-Emergency dispatch numbers. Listen to the recorded menu, select language option followed by option 5.</p>		<p><b>Medical Emergency</b></p> <ul style="list-style-type: none"> <li>Avoid hazards and bodily fluids</li> <li>Call or text 911</li> <li>Do NOT move victim unless necessary</li> <li>If trained, render First Aid</li> </ul>
		<p><b>Severe Weather</b></p> <ul style="list-style-type: none"> <li>Take shelter in designated areas OR any accessible space away from windows, doors and outside walls</li> <li>Do NOT use elevator</li> <li>Do NOT go outside</li> </ul>
		<p><b>Smoke or Fire</b></p> <ul style="list-style-type: none"> <li>Activate fire alarm</li> <li>Close, but do NOT lock doors, take personal belongings</li> <li>Evacuate and go to designated assembly location</li> <li>Call or text 911</li> </ul>
		<p><b>Evacuation</b></p> <ul style="list-style-type: none"> <li>Move immediately to nearest exit</li> <li>Close but do NOT lock doors, take personal belongings</li> <li>Go to designated assembly location</li> <li>Wait for official "all clear" before reentering</li> </ul>
		<p><b>Shelter In Place</b></p> <ul style="list-style-type: none"> <li>Stay inside the building or go indoors</li> <li>Close windows and doors, tape around frames if necessary</li> <li>Locate any supplies, food, water, radio, or flashlights, etc.</li> <li>In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if able</li> <li>Monitor official College emergency notification systems for information for further instructions, or an "all clear" signal</li> </ul>
		<p><b>Earthquake</b></p> <ul style="list-style-type: none"> <li>Keep Calm - Do not panic</li> <li><b>DROP</b> to the ground (before the earthquake drops you!)</li> <li>Take <b>COVER</b> by getting under a sturdy desk or table</li> <li><b>HOLD on</b> until shaking stops</li> <li>After shaking, evacuate if necessary</li> <li>Call or Text 911</li> </ul>
		<p><b>Active Shooter</b></p> <ul style="list-style-type: none"> <li><b>RUN:</b> If safe, get as far away as possible.</li> <li><b>HIDE:</b> Turn off lights, close blinds, lock and/or barricade doors, remain quiet</li> <li><b>FIGHT:</b> Quietly commit to a plan of action</li> <li><b>Call or text 911 when safe to do so</b></li> <li>Monitor official College emergency notification systems for information for further instructions, or an "all clear" signal</li> </ul>
		<p><b>Lock Down</b></p> <ul style="list-style-type: none"> <li>Lock and/or barricade classroom and office doors</li> <li>Close windows and window treatments</li> <li>Turn out the lights, silence and dim cellphones</li> <li>Remain silent and do not to go into hallways</li> <li>Hide out of sight from doors and windows</li> <li>Monitor official College emergency notification systems for information for further instructions, or an "all clear" signal</li> </ul>