



# MiraCosta

## San Elijo Faculty Newsletter



### Questions?

Contact Becky Kessab or Ann Quebedeaux:  
(760) 634-7879

#### Instructional Services Office Hours

Mon.-Thurs.                      7:15 am to 8:30 pm

Friday                              8:00 am to 4:30 pm

Saturday                            8:30 am to 12:30 pm



Dean Sally Foster

### Welcome to Spring Semester 2012!

The staff is here to support your efforts in the classroom. Faculty secretaries are Becky Kessab (days) and Ann Quebedeaux (evenings + Saturday mornings). Julie Romaine, is responsible for scheduling rooms and other facilities at San Elijo campus. Please call on us to assist you.

## Kindly observe the following rules:

- 1) If you'll be absent or late to class:  
Call Becky or Ann at (760) 634-7879. Contact your Dept. Chair or lead instructor to arrange for a substitute.
- 2) Please! Observe the "no food and drink" policy in all classrooms. (Exception: Water is ok except in computer labs.)
- 3) Secure your classroom when you leave; lock the media cabinet, close all windows and lock the door. Students cannot be in classroom without an instructor present.
- 4) The official Final Exam schedule is on page 100 of the spring credit schedule of classes; remember to include the date and time of your final exam in your class syllabus.

## Flex?

MiraCosta's Professional Development / Flex Program offers employees a comprehensive and systematic program of services and activities designed to foster staff, student, and instructional improvement by leveraging the reflective vision of participants.

### Full-time faculty

- ▶ The flex obligation for 2011-12 is 60 hours.
- ▶ No more paper "Report of Completion" or "Category III Individual Project" forms!

### Associate faculty

All associates are now required to maintain a transcript online at MyFlex. Go to [www.miracosta.edu/pdp](http://www.miracosta.edu/pdp) for more information.

## Wait Lists!

SURF auto-enroll system will automatically enroll wait-listed students based on their position number when a seat becomes available. Students will not be auto-enrolled from the wait list if any one of the following conditions exists:

- ▶ Current enrollment in a different section of the same course.
- ▶ Time conflict between a currently enrolled class and the wait-listed class.
- ▶ Corequisites or prerequisites for the wait list class are not met.
- ▶ Term unit limit is exceeded: fall and spring, 18.0; summer, 8.0.
- ▶ Student is seeking to repeat a course already completed.

## Useful Quick Links on MCC website\*

<http://www.miracosta.edu>

- ▶ Associate Faculty Information
- ▶ College Calendars
- ▶ College Catalog
- ▶ Help Desk
- ▶ MiraCosta Portal (use Surf/MCC email log-in info)

## To order photocopies:

For photocopy orders at San Elijo campus, please leave a hard copy of your order, along with an order form, in the pickup box in the copy room in the Administration Building, or order your copies via fax or email.

send orders to ▶ Del Mar Blue Print

email: [copies@delmarblue.com](mailto:copies@delmarblue.com)  
fax: (858) 755-7179

Include your 4-digit program number, the number of copies, the date and time you need them, and mail station number (17A). Del Mar Blue Print visits campus twice daily to pick up and deliver copy orders.



## Students wishing to add your class?

See page 13 of the spring schedule for important info and deadlines:

**BE SURE TO CHECK YOUR ROSTER!**

Take roll late in the first class period to determine if there are no-shows. Drop students who don't attend the first class meeting and haven't contacted you.

Make sure to check your email, voicemail and mailbox before you process the drops.

## What prevents students from adding themselves to a wait list?

- Enrollment appointment date/time has not yet been reached
- ◆ Prerequisites/corequisites for the class are not met
- Maximum units to wait list reached: fall and spring, 18.0; summer, 8.0
- ◆ Instructor consent required to enroll in the class
- Student has a hold on his/her account
- ◆ The last day to wait list has passed
- Wait list is at its capacity
- ◆ Already enrolled in another section of the same class

## Important: Unenrolled Students

Why students must be officially enrolled in your class:

- 1) Liability in the event a student is injured in the classroom.
- 2) Other students who are prepared to enroll and pay fees might be denied access to your class.
- 3) Unenrolled students are not included in the count of Full-Time Equivalent Students (FTES), which can affect funding we receive from the state.
- 4) Departments rely on census data for determining class and program needs.

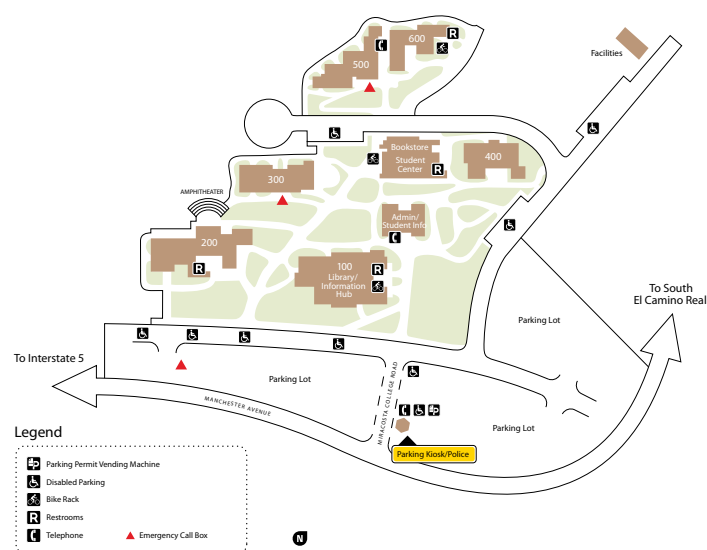


## Student Conduct

MiraCosta's Board Policy/ Administrative Procedure #5500 details standards of student conduct and discipline procedures.

To view this information see links to Board Policy on Academic Integrity pdf's and links under Chapter 4: Academic Affairs. For questions about student disciplinary issues at SEC, please contact Nikki Schaper, Associate Dean of Student Services, at (760) 634-7806.

Important info about MiraCosta's policy on copyright infringement.



## Please remember:

- ▶ Print your opening day roster:  
Log on to <https://surf.miracosta.edu>
- ▶ Email your syllabus to [syllabi@miracosta.edu](mailto:syllabi@miracosta.edu). Put course name and # in subject line of your email. (e.g., MATH100 #1522) For syllabi requirements, visit <http://www.miracosta.edu/instruction/associatefacultyinfo.html>
- ▶ Planning a field trip? Submit a completed Field Trip form and copy of your syllabus to Dean Sally Foster prior to field trip. (Please refer to top of form **B-169** for instructions. If you have minor students, you must also complete form **B-169M**.)

### Associate Faculty:

- ▶ Be sure to return your signed confirmation letter to the Payroll Department at mail station 14. Questions? Contact Payroll at (760) 795-6782.
- ▶ Complete your Office Hours Scheduling form and return it to m/s 8B to reserve a room for your scheduled office hours.

### Please check your email regularly:

Students and staff rely on email to communicate with you; if you would like your MiraCosta email automatically forwarded to another email address, submit a HelpDesk request.

Classroom keys: Available the 2nd week of the semester. (See Becky or Ann, faculty secretaries.)

### Full-time faculty:

If you are banking hours this semester, be sure to fill out a Banking Form.

## San Elijo Campus

Don't forget to request a parking permit. Check MiraCosta's website: [www.miracosta.edu/parking](http://www.miracosta.edu/parking)