Hello,

We hope this handbook proves to be a valuable resource for you. In it, faculty members will find a comprehensive treatment of information relevant to faculty including Faculty Resources, Course and Classroom Information, Non classroom Procedures, Human Resource information, Campus Services for Faculty, Student Support Services, College and District Vision, Mission and Values.

We hope this handbook is helpful to all our colleagues!

Sincerely,

The Faculty Handbook Committee Members

Recent updates:

Added California Mandated Reporting, page 81
Added Load Balancing, page 56
Updated Smoking, page 86
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### Abbreviations

See [http://www.arc.losrios.edu/insider/terms.htm](http://www.arc.losrios.edu/insider/terms.htm) for a complete list of terms and abbreviations with definitions.

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<th>Abbreviation</th>
<th>Definition</th>
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<tr>
<td>ACE</td>
<td>Accelerated College Education</td>
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<tr>
<td>ADA</td>
<td>The Americans with Disabilities</td>
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<tr>
<td>AVP</td>
<td>Associate Vice President</td>
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<td>ACCCA</td>
<td>Association of California Community College Administrators</td>
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<td>BOG</td>
<td>Board of Governors</td>
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<td>CalWORKs</td>
<td>California Work Opportunities and Responsibility to Kids</td>
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<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
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<td>CTL</td>
<td>Center for Teaching and Learning</td>
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<td>CDC</td>
<td>Child Development Center</td>
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<tr>
<td>CLEP</td>
<td>College Level Examination Program</td>
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<td>COA</td>
<td>Commission on Athletics</td>
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<tr>
<td>CC</td>
<td>Community College</td>
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<tr>
<td>CCLC</td>
<td>Community College League of California</td>
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<tr>
<td>COLA</td>
<td>Cost of Living Adjustment</td>
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<tr>
<td>CRC</td>
<td>Cosumnes River College</td>
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<tr>
<td>DSCH</td>
<td>Daily Student Contact Hours</td>
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<tr>
<td>DSP&amp;S</td>
<td>Disabled Student Programs &amp; Services</td>
</tr>
<tr>
<td>EMP</td>
<td>Educational Master Plan</td>
</tr>
<tr>
<td>EOP&amp;S</td>
<td>Educational Opportunity Programs &amp; Services</td>
</tr>
<tr>
<td>ESA</td>
<td>Employment Service Agreement</td>
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<tr>
<td>ESL</td>
<td>English as a Second Language</td>
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<td>FSA</td>
<td>Faculty Service Area</td>
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<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<tr>
<td>FLC</td>
<td>Folsom Lake College</td>
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<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
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<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>ISWR</td>
<td>Information Services Work Request</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>IP</td>
<td>In Progress</td>
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<td>IMS</td>
<td>Instructional Media Services</td>
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<td>ITC</td>
<td>Instructional Technology Center</td>
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<tr>
<td>IBA</td>
<td>Interest-Based Approach</td>
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<tr>
<td>IGETC</td>
<td>Intersegmental General Education Transfer Curriculum</td>
</tr>
<tr>
<td>KEI</td>
<td>Key Effectiveness Indicators</td>
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<tr>
<td>LRC</td>
<td>Learning Resource Center</td>
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The faculty body's formal representative voice in its role in participatory governance. For additional information see: [http://www.arc.losrios.edu/Academic_Senate.htm](http://www.arc.losrios.edu/Academic_Senate.htm)

**Academic Senate**

**ARC Standing Committees**
American River College has 10 standing committees. These committees are an important part of participatory governance at our college, since the members make recommendations to the president on a variety of matters, such as curriculum, information technology, and faculty professional development leaves. ARC standing committees are coordinated through the Planning Coordination Council (PCC).

As a faculty member, you are expected to serve the college by participating in committees in your Area, at your college, and perhaps even in the district. (You also can serve the college by representing your Area in the Academic Senate.)

If you wish to serve on a particular committee, find out when the three-year term of your Area representative ends and ask your department chair how representatives are chosen from your Area. (Although the Academic Senate President is responsible for appointing faculty members, he or she normally appoints members recommended by the Areas.)

For additional information see:
http://www.arc.losrios.edu/Insider/Standing_Committees.htm

Center for Teaching and Learning (CTL)

The CTL is committed to strengthening and enhancing the learning and teaching experiences of all staff and faculty by planning and coordinating a wide variety of high-quality professional development opportunities to improve all learning environments at American River College.

The Center is located on the third floor of the library in the southwest corner and includes a conference room, leadership library, and access to a patio for staff. For additional information see: http://www.arc.losrios.edu/CTL.htm

Flex Days
Per the Collective Bargaining Agreement (contract) between the District and the Union (LRCFT), all full-time faculty members and some adjunct faculty members are required to fulfill a certain number of hours of flex credit during the semester. See the PD booklet on the CTL website for detailed information about flex obligations and reporting flex/PD activities.

The Thursday and Friday prior to the start of the fall and spring semesters are flex days, or days during which faculty take part in professional development. Friday of flex days is a mandatory day, with a college-wide convocation in the morning and division and department meetings in the afternoon. The CTL coordinates the professional development opportunities throughout the day on Thursday of flex to provide events on issues pertinent to faculty, particularly on pedagogy and diversity.
**College Hour**

The CTL also sponsors the College Hour events offered throughout the fall and spring semesters to allow faculty, students and staff opportunities to explore topics further or for the first time. College Hour is still scheduled almost every Thursday, 12:15-1:15, usually in Raef Hall 160. Faculty may earn flex credit for attending College Hour events or viewing College Hour DVDs. These DVDs are available for check-out from the CTL office, the Learning Resource Center on the main campus, and the Learning Resource Center at the Natomas Center.

See the PD booklet available on the CTL website for details on the current semester’s flex and College Hour offerings. In addition, the CTL welcomes suggestions and facilitators for professional development offerings; please use the “Got Ideas?” form on theCTL website to submit your ideas.

**Curriculum Development**

Faculty are responsible for initiating curriculum development and revision, including establishing prerequisites and planning courses within disciplines [Title 5 §53200(b)], the content of their classes, the method of presentation, and the cohesiveness and comprehensiveness of their academic program.

Proposals for new curriculum and changes in existing curriculum are submitted for review to the college Curriculum Committee, which includes representatives from the entire college community.


**Educational Master Plan (EMP)**

The Educational Master Plan (EMP) provides departments the ability to identify and report what resources are needed to accomplish goals that were identified during the program review process to address both strengths and areas of improvement.

The annual EMP process links with Program Review through its annual evaluation of progress on program review recommendations and objectives which leads to resource allocation requests.

During the spring semester, each department evaluates their progress on their goals, adds any additional goals, updates the status of prior year’s resource requests and collectively decides which resources to request for the coming year as well as the relative priority of each resource.

For additional information see the EMP website: [http://www.arc.losrios.edu/Research/EMP.htm](http://www.arc.losrios.edu/Research/EMP.htm)
Information Technology Department (IT)

IT is located in the ITC building and provides computer, phone, programming and network support for the faculty and staff at ARC. Hours are: Monday - Thursday from 7:00 am - 7:00 pm and Friday from 7:00 am - 5:00 pm. For technical support call the IT Help Desk (484-8259) and a support request is entered into a database and assigned to the appropriate technician. You may also enter your own help request ticket at https://helpdesk.arc.losrios.edu/. Someone will call you back to confirm your request was received. For additional information see: https://support.arc.losrios.edu

Instructional Media Services (IMS)

IMS is located on the south side of the Student Services Building and provides graphics and audio video services for ARC. Other services include event setups, equipment consultation and video duplication. Faculty may check out equipment such as Projectors, laptops and more. For additional information see: https://ic.arc.losrios.edu/~ims/.

Instructional Technology Center (ITC)

The ITC offers workshops, training resources, and other support for using instructional technology. In addition to supporting individual educational technology tools and providing training, the ITC, supports Desire to Learn (D2L), the LRCCD course management system; Ingeniux, the college's web site content management software; the Online Teaching Institute for teaching with technology; and drop-in labs for individual help with instructional technology. For additional information see: http://itc.arc.losrios.edu/

Los Rios College Federation of Teachers (LRCFT)

Also known as "The Union", the LRCFT represents faculty members within the District. The LRCFT is responsible for negotiating the Collective Bargaining Agreement (contract) with the District on behalf of faculty members and union members are available for consulting with and representing individual faculty members on workplace related matters. For additional information see: http://www.lrcft.org/

Maps

American River College Map
http://www.arc.losrios.edu/About_ARC/Campus_Map.htm

American River College – Natomas Center Map
http://www.arc.losrios.edu/Documents/Natomas/Natomas_Center_Map.pdf
Program Review

Program Review is a process that all departments must complete every six years. The goal of the program review is to facilitate a department-wide discussion and careful evaluation of its core mission and how well it is fulfilling that mission.

Each department begins by carefully reviewing its previous objectives and evaluation from their Educational Master Plan (EMP), as well as the recommendation from their previous program review. As a collaborative team, the department evaluates how well it has done at achieving those objectives and documenting their successes. Additionally—and perhaps even more importantly—each department should identify where they did not fulfill their goals and attempt to discover what barriers hindered their achievement. The department’s evaluation and planning is documented using the program review online system. In addition, departments present a summary of their program review to the Program Review Council.

For additional information see the Program Review website: http://www.arc.losrios.edu/Research/Program_Review.htm.

Student Learning Outcomes (SLOs)

Student learning outcomes can be categorized in terms of what students should know or be able to do when they have successfully completed a course, program, certificate, or degree. They can generally be prefaced by … “the student will be able to”

Course SLOs can be found in the official course outline of record within Socrates, Los Rios’ Curriculum management system. Socrates can be accessed by clicking on the Intranet link on ARC’s insider page, http://www.arc.losrios.edu/Insider.htm. Course
SLOs are also listed in the official college catalog and faculty are strongly encouraged to include them in their course syllabi.

Each student’s achievement of the SLOs for each course is assessed on a continual and routine basis by each professor in each class that they teach; this is done as part of their professional practices. In general, this information becomes an integral and often significant portion of a student’s grade in the class.

A Two-Part Assessment Process is used for documenting faculty’s commitment to performing Course SLO assessment and for documenting improvements to student learning. Part one is a broad review; the faculty individually reflects on the overall student achievement of SLOs for each course and documents this reflection according to a randomly generated sample of up to three SLOs using the Authentic Assessment Review Record (AARR). Part two is a focused review using the Departmental Faculty Designed Assessment which consists of a method and a tool or rubric which has been created / chosen by the faculty in their respective disciplines.

For additional information see The SLO Assessment Committee website https://inside.arc.losrios.edu/~slo/.
Alternate Enrollments

**Advanced Education (High School Students)**
Advanced Education are high school students that may be admitted into courses that provide enrichment and advancement in their educational experience. High school students should request information from their high school counselors regarding eligibility and an Advanced Education application. The Advanced Education application process must be completed prior to the first day of instruction of the relevant term. Additional information can be obtained from the ARC Counseling Center. Phone: 484-8572. For additional information see:
http://www.arc.losrios.edu/Support_Services/Counseling/Advanced_Education_(High_School_Students).htm. See also LRCCD Regulation R-2212

**Auditing**
Per the American River College Catalog (page 30, 2015-2016, http://web.arc.losrios.edu/catalog/Catalog.pdf), auditing is not permitted. (Auditing is defined as attending a course without having enrolled, and without responsibility for completing assignments and without receiving a grade or credit.)

**Credit By Examination**
Under special circumstances and with department approval, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to obtain credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at American River College with a grade of “C” or better.

The units may not be used to satisfy the 12 unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

*Note:* Credit by examination is not applicable to all courses, and in some instances the process may require measures of evaluation. A student seeking credit by examination should consult the dean of the appropriate area to determine if credit by examination is allowed for a particular course.


**Independent Study**
Independent study is an opportunity for the student to extend classroom experience in a specific subject, while working independently of a formal classroom situation.
Independent study is an extension of an existing American River College (ARC) catalog course. One unit of independent study equals 54 hours of lab. Independent study may be taken for 1-3 units. Independent study cannot be used to repeat or to substitute for an existing ARC course.

To be eligible for independent study, students must 1) have successfully completed the basic regular catalog course at American River College; 2) be enrolled in a regular catalog course; 3) be in good standing.

To apply for Independent Study, the student first discusses his/her educational plan and the transferability of the independent studies course with a counselor. The student then discusses the option of an independent studies course with an instructor in the discipline. If the instructor agrees to supervise this course, the student and the instructor will then complete the Independent Studies Petition. The instructor will route the petition for the necessary approval.

If the Independent Studies Petition receives final approval, Enrollment Services will add the class to the student’s schedule and contact them by way of email to pay the enrollment fees. The student then receives a grade as in any regularly scheduled course. The completed petition must be filed by the deadline published in the class schedule in the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new petition must be approved in the subsequent semester, if units are to be granted.


Class Rosters and Enrollment

Accessing Course Rosters
To access your course roster go to Online Grade Reporting and Class Rosters (OGS) on the Los Rios Intranet https://inside.losrios.edu/. Rosters are only accessible to the faculty.

Adding/Dropping Students from Enrollment
The class rosters shows enrolled students, dropped students, students on waiting lists, and permission numbers. Faculty members have access to the roster prior to the start of the first day of the semester and rosters are updated every 24 hours once the enrollment period starts. Any person not listed as enrolled on the course roster is not an enrolled student. Every student in every class needs to be enrolled and fees are to be paid at the time of enrollment.
The Los Rios Community College District Academic Calendar
http://www.losrios.edu/lrc/lrc_calend.php site lists term registration dates and add/drop dates.

Enrolling Students Using the Waiting List:
Faculty provide the student a 6-digit permission number or sign add slip and direct the student to the online enrollment system or the eServices Registration lab for registration and payment. Students should be added in the order they appear on the waiting list and before any other student is given permission number (except for those with an "IP" in the course should be given priority). Faculty should check their rosters daily for the first week, then regularly throughout term.

Enrolling "IP" Students
Faculty should give students who have an "IP" (in progress) grade for the class from the previous semester should be given priority to enroll before those on the wait list. The student should present evidence of the IP grade (unofficial transcript) before being given a permission number.

Enrolling "INC" Students
Students who have an "I" (incomplete) grade for the class from a previous semester are not eligible to enroll for the class again.

Enrollment and Desire2Learn (D2L)
Students who add after the semester begins are automatically added to your Desire2Learn class list approximately 24 hours after students enroll. Please remind students that they are not enrolled until they give the permission number to eServices in person or online and pay their fees, students should bring verification of enrollment to the next class session, and also tell them they will need to wait a day to access the Desire2Learn.

No Shows/Dropping Students
Students who do not appear for the first day are not guaranteed a seat and faculty may drop them immediately using the online grade reporting system.

Effect On Transcripts
If a student is dropped (by you, by themselves, or by Enrollment Services due to lack of payment) during the first 20% of the course, no entry for the course will appear on the student's transcript. However, if the student is dropped after that date, a W (indicating "withdrawal") for the course will appear on the student's transcript. Student dropped after the 75% mark will receive a grade of “F”.
Re-enrolling a Student
If a student is dropped in error, faculty should provide the student with a permission number or a signed add slip allowing the student to re-enroll. Then the faculty member should direct the student to the eServices Registration Lab or Enrollment Services Office.

Student Petitions
Students with special circumstances will need to request approval, using a Student Petition, in order to enroll in your class. The Late Add petition is used to add a class after the last day to enroll. The Course Repeat petition is used to repeat a course beyond the normal number of attempts. The Time Conflict petition is used enroll in two overlapping courses. The Exceed Unit petition is used when the maximum number of units in a term is exceeded. The general Student Petition is used to drop with a 'W' notation beyond the deadline, drop with no notation beyond the deadline, or remove a debt/request a refund beyond the deadline. For additional information and to download Student Petitions see [http://www.arc.losrios.edu/Admissions/Admissions_and_Records_Forms.htm](http://www.arc.losrios.edu/Admissions/Admissions_and_Records_Forms.htm)

Class Management

Attendance
It's important to have attendance records, especially in the first weeks of class, so that you can identify students who are "No shows" or who have excessive absences. As stated in LRCCD R-222 ([http://www.losrios.edu/legal/Regulations/R-2000/R-2222.pdf](http://www.losrios.edu/legal/Regulations/R-2000/R-2222.pdf)), students who fail to attend the first session of a class may be dropped by the instructor. In addition, students who have not attended at least one of the first three sessions of a class will be dropped as a “no show” following the third session of the class per Title 5 section 58004. If a class is scheduled for only one session per week, then students who have not attended at least one of the first two sessions of a class will be dropped as a “no show” following the second session of the course. Taking attendance need not take excessive class time. For example, you can use a sign-up sheet or track attendance through quizzes administered and returned.

Accommodating Students with Disabilities
Faculty are an integral part of an institution's efforts to comply with Equal Access legislation. Our academic departments and faculty must ensure that programs are accessible to students with disabilities. During the first week of class, you can ask that students who need special accommodations contact you during office hours or after class. Students should present you with a Letter of Accommodation from Disabled Students Programs and Services (DSPS) detailing the type of accommodation they need, for example, note takers, a sign language interpreter, and extra time for taking tests.
Since no two disabilities are alike, ask the students in private how you can best accommodate them and encourage them to remind you of what they need. You are responsible for authorizing the accommodations that are listed on the Letter of Accommodations from DSPS.

See the Disabled Students Programs and Services (http://web.arc.losrios.edu/~dsps/) for more detail.

**Accident Reporting**
If an emergency, accident, or injury occurs to a staff member, instructor, or student, Los Rios Police can be reached at 568-2221

**Administering Diagnostics and Referring Students for Help**
Students who can benefit from additional help in a course improve their odds of success if they are referred to the appropriate source of help as soon as possible. Giving a diagnostic the first week can help you identify students who need help and determine where they should go. If you believe they have been placed incorrectly, you can send them to the Assessment Center or call their counselor and discuss the situation. If you believe they will need tutoring, refer them to one of our highly successful tutoring resources.

**Communicating Course Expectations Early**
Most of the research on learning has revealed that students will meet professor expectations if these expectations are clearly defined. Strive to communicate expectations to students in a variety of ways in the first week: orally, on the board, in the syllabus, electronically, at orientations for online courses, and so on. In the stress of the first week, students may miss some of the information, and documents such as syllabi and grading rubrics may be unfamiliar and thus intimidating to them. You may need to cover basic information such as obtaining the course text, arriving to class on time, every time, getting to campus early to get parking before class, finding deadlines on the syllabus, etc, at each class session for 1st few sessions.

When making the first assignments as well as working through the first couple of class sessions, reiterate what your expectations are so every student can strive to meet them from the very beginning. On the average, students should spend two hours on a particular subject outside of class for every hour they spend inside class.

**Class Cancellations**
The area dean may cancel class sections if the enrollment does not meet minimum requirements (often determined as a percentage of the section's maximum enrollment.) The final decision to cancel is left to the area dean.
Classroom Changes
If assigned classrooms are not satisfactory, notify your dean of the course's specific needs. To avoid confusion this should be done before the first class session. You must obtain the dean's approval before moving a class to another room or moving chairs from one classroom to another.

Classroom Visitors
Friends and family of students are not allowed to attend classes with students because district insurance does not cover non-registered individuals and, in case of an accident or emergency, professors could be held liable. See http://www.losrios.edu/legal/Policies/P-1000/P-1312.pdf

Children in Classrooms
Children are not allowed in classrooms. When family emergencies do occur, a parent may feel compelled to bring a child to class, but this is not allowed.

The Child Development Center provides childcare for students continuing their education at ARC. The family must meet the eligibility requirements regarding income and need as established by the State Department of Education of Child Development. Child Action, Inc. is a referral agency for childcare services in Sacramento and Yolo counties. Phone: 453-0713. For additional information see: http://www.arc.losrios.edu/Support_Services/Child_Development_Center.htm

Disruptive Students
You are responsible for keeping the classroom (and online learning environments) safe and free of disruptive behavior such as habitual profanity or vulgarity, sexual harassment, talking while other students or you are addressing the class, and other disruptive behaviors that disrupt the learning environment. If a student is disruptive, you may take the following actions:

Ask the student to stop the disruptive behavior.

Consider changing the seating arrangement in the classroom.

If necessary, you can ask the student to leave the classroom for up to two class sessions. Be clear when the student can return to class.

If the student refuses to leave the classroom, you can call college police at 558-2221 for assistance.

If you suspect the disruptive behavior is due to a disability or substance abuse, contact Disabled Students Programs and Services (DSPS) in the Student Services Building for
more guidance on appropriate support services that we can offer to the student. Phone: 484-8382.

If a student ever exhibits behavior that is a risk to your health and safety or to the health and safety of any member of the campus, including your students, then report the incident immediately to the area dean and College Police (558-2221).

Removing a Student from Class
You may remove a student for "good cause" for up to two class sessions. Only the president or the governing board can suspend a student beyond those two class sessions. In all cases, a report is necessary, and in the more extreme cases, hearings and other forms of due process are necessary. You do not have the legal authority to remove (drop) a student permanently from class for any reason other than lack of attendance without additional process. See R-2441 http://www.losrios.edu/legal/Regulations/R-2000/R-2441.pdf. For a more detailed explanation including a definition of "good cause," see Education Code, Article 3, http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=76033&lawCode=EDC.

Emotionally Distressed Students
Our students often juggle families, jobs, academic work and perhaps even disabilities or a history of substance abuse or incarceration. It is common for students to show signs of significant stress. However, most professors are not trained to counsel students. For this reason, you should encourage students to speak to professionals on campus who can help them.

Excessive Student Absences
Follow the attendance Policy in the catalog as stated in R-2222, http://www.losrios.edu/legal/Regulations/R-2000/R-2222.pdf, a student may be dropped from any class when that student’s absences exceed six percent (6%) of the total hours of class time. Instructors shall state in each course syllabus what constitutes excessive absence for that course.

Final Examinations
Final examinations are scheduled for two hours per lecture course; the days and times are determined by the college. You can find the days and times for your courses at http://www.arc.losrios.edu/calendar/final_exams_schedule.htm. You must meet your classes during the time scheduled for final examinations to avoid scheduling conflicts with other courses’ final examination times. And you must have some kind of test or reporting during the final examination period. (The general principle of grading is that every student is required to complete the final examination requirement in the course.)
You should announce the final examination day and time to your students at the beginning of the semester and publish it in your syllabus.

You may not administer early final examinations to whole classes without prior approval of the area dean. Generally, you may give early final examinations only to facilitate the orderly transfer of the student to another educational institution or in extenuating circumstances.

In the case of a course for four units or more that includes both lecture and laboratory; the examination given at the time scheduled for the lecture course must not be longer than two hours. If a third hour is needed, it should be at the examination time scheduled for the laboratory part of the course.

The First Day
The first day frequently makes or breaks a class. The students' first, and frequently strongest, perceptions are formed at this class session. Consider doing the following to make the first day a positive experience for you and your students.

Arrive early and write the course code and name on the board so students who are in the wrong room can get to the correct room on time.

Introduce yourself to the class, telling them about your background and your expertise for teaching the course. Tell them how you would like to be addressed, e.g., "Professor _____," "Ms. _____," first name, "Doctor _____"

Introduce the text(s) and show the students the actual books and supplies. Many of the students won't have purchased the text yet, and showing them the book will help them find it on the bookstore shelves.

Provide hard copy/ecopy syllabi. Discuss the syllabus, reviewing key information, especially prerequisites, grading criteria, and course objectives. Review SLO’s for the course. Keep in mind that many students are unfamiliar with syllabi, that every course's syllabus is a little different, and that students may not read it on their own unless you stress that it contains important information. (And some students take in information better by listening.)

Take attendance and, if possible, add students to the course. See Adding/Dropping Students from Enrollment to get a roster for the course and for detailed instructions on handling waiting lists, absent students, etc.

If you have a Desire2Learn course site associated with your course, give students an orientation to the course site and show them where online orientation materials are as well.
Begin discussing the subject matter of the course if possible to make the class time more valuable to students. Review Student Learning Outcomes (SLO’s) for the course.

Allow time for students to ask questions and to resolve students' enrollment issues. If they have questions about how to add the class, send them to eServices. If they need to find an open section of the same course, send them to eServices or your area office. If they need to find another suitable course that will fulfill a requirement, send them to Counseling.

**Guest Speakers**
When controversial topics are presented on campus by outside speakers, it may be appropriate to take certain steps to expose deception or encourage clear thinking. Such action may take the form of requiring that time be reserved at the meeting for questions, selected rebuttal speakers or for free debate, or it may take the form of distributing written statements of alternative views. The objective in all such cases would be that of supporting the function of the College to develop in students an understanding of conflicting points of view, but not to indoctrinate. For additional information see [http://www.losrios.edu/legal/Policies/P-1000/P-1312.pdf](http://www.losrios.edu/legal/Policies/P-1000/P-1312.pdf)

**Research Skills**
If students need help doing research, refer them to the Research Help Desk in the library. In addition, students can request individual appointments with reference librarians for help with their research projects. Here, they can get drop-in research assistance whenever the library is open.

**Student Gmail**
It is important that all American River College students activate their Los Rios gmail account. The Los Rios Gmail is the only way the college communicates important information to students. Faculty can email students from their roster on the Online Grading System and through Desire2Learn.

**Teaching Support - Instructional Assistants**
Instructional assistants (IAs) are employed to help faculty with instructional duties that increase students' learning productivity or effectiveness. For example, instructional assistants may work with students individually or in groups in classes or in labs.

**NOTE:** the professor is responsible for the instruction and immediate supervision of all students enrolled in the class. Instructional assistants may not perform teaching duties. The responsibility for determining safe and efficient teaching situations rests with the professor assigned to the classroom or laboratory.
Teaching Support - Teaching Online
American River College's distance education policy states that you must complete the Online Teaching Institute (or the equivalent) to be certified for teaching online. The Online Teaching Institute is taught through the Instructional Technology Center (ITC).

The Instructional Technology Center (ITC) assists ARC faculty and staff in using technology, including online course management systems, video, audio, etc. Faculty may sign up for software training sessions; receive assistance on using technology tools and completing technology-related projects; request help for online classes and Web pages; and contact microcomputer specialists in the Information Technology department for computer and network problems. Phone: 484-8688. For additional information see http://ic.arc.losrios.edu/~itc/

Field Trips
Field trips are permitted if they are planned to support the regularly scheduled educational program of a specific class and relevant to the fulfillment of stated course objectives on the Curriculum Course Outline for the course. Take care when scheduling field trips to avoid problems with students' other class commitments. Required field trips must be listed in the class schedule and in the course outline of record. For additional information see CCR, Title 5, Division 6, Chapter 6, Subchapter 3, Article 2, § 55220 https://govt.westlaw.com/calregs/Document/ID63F7C70D48411DEBC02831C6D6C108 E

Approval
Initial approval for field trips must be obtained from the appropriate area dean, and the Vice President of Instruction. Requests are to be submitted as early as possible but must be submitted no later than four weeks in advance. Arrangements for buses and/or other district vehicles are to be made through the area office. Before forwarding field trip requests, confirm that the procedural guidelines have been followed, trips requiring fees have been noted as to cost per student, vehicles are available, professor(s) will accompany students in buses, and provisions have been made for those students not participating in the field trip.

When planning a field trip, whether by District bus, District vehicle or private car, you must complete the Travel Authorization Request and submit it to the area dean with a list of the names of students who will participate. The area dean may approve field trips for which no district or college funds will be expended. All other field trips need approval from the Instruction Office.

When to Use Liability Release Forms
The following guidelines provide information on when to use the LRCCD Liability Release form (GS#89):
If the activity/field trip is within the LRCCD and no special risks are associated with the activity/field trip, the liability release form is not required. This includes cases in which students are required to assemble at an off-campus location and no District transportation is provided.

For activities/field trips outside of the LRCCD, all students participating are required to complete the liability release form.

If the activity/field trip is within the LRCCD but special risks may be associated with the activity/field trip, all students participating are required to complete the liability form. Examples of special risks would include biology field trips, a forestry class using the Georgetown site, or any field trip or activity involving physical activity not normally associated with usual classroom activity on campus.

The liability release form is to be retained in the area office for two years from the date of the activity/field trip.

Students participating in intercollegiate athletics and physical education activity courses are required to complete a separate liability release form (GS#36). This release covers these students for their involvement in athletics or physical education activity classes only. As such, these students still need to complete a liability release form (GS#89) as required above for participation in activities/field trips not related to athletics or physical education classes.

**Distances**
The District will not provide transportation for field trips to locations/activities within a radius of 25 miles of the college. Students will be expected to reach the location individually through their own means. Buses will be used primarily for trips outside of the metropolitan Sacramento area (generally a 25-mile radius from the campus). Trips will not be normally scheduled outside the State of California except to the Reno-Tahoe area. The Chancellor or designee must approve exceptions.

**Participants**
For efficient vehicle use, group size and vehicle are matched, (cars, vans, bus). Buses are usually not scheduled for fewer than fifteen (15) participants. The appropriate administrator must approve bus trips conducted with less than fifteen (15) students.

**Fee Collection**
Field trips fees will be determined as required per LRCCD R-7133 [http://www.losrios.edu/legal/Regulations/R-7000/R-7133.pdf](http://www.losrios.edu/legal/Regulations/R-7000/R-7133.pdf). Fee charge per student will be noted on the travel authorization. Field trip fees will be collected in the College Business Office seven (7) days prior to the scheduled date. Note: Field trip fees shall not
be charged for trips that are required as part of the course as described in the college catalog.

**Priority Guidelines**
Field trips are prioritized in the following order:

Field trips required as an integral part of the course and included in the college catalog description of the course, and listed in the college schedule, except ski trips.

Regularly scheduled intercollegiate events.

Enrichment field trips for credit classes.

Trips for community education activities.

**Fee Schedule**
Required for field trips in categories (3) and (4) above. For current fee schedules, refer to District Regulation [http://www.losrios.edu/legal/Regulations/R-7000/R-7133.pdf](http://www.losrios.edu/legal/Regulations/R-7000/R-7133.pdf).

There shall be no refunds of field trip fees unless the college cancels the activity.

**Code of Conduct for Field Trips and Off-campus Activities**
Field trip activities are considered extensions of campus programs; therefore, the same general rules that apply on campus will be followed during the time of the field trip activity.

Each faculty member in charge shall recognize his/her responsibilities for the actions of those on the activity until dismissal of the group at the end of the field trip.

Each student and participant shall recognize his/her responsibility for proper conduct during the entire period of the field trip.

The participants with the faculty members in charge may establish procedures deemed desirable and necessary for the encouragement of proper conduct.

The responsible faculty member shall inform all participants of this code of conduct and any other special procedures in advance of the event to clarify the responsibilities of all concerned.

Although the bus driver is ultimately responsible for the safety of the bus and the enforcement of the vehicle code, faculty members in charge of the field trip are by no means relieved of responsibility during traveling time and should give full cooperation to the driver as he/she fulfills his/her responsibilities.
It is contrary to California State law to possess, serve, or consume alcoholic beverages at any school function, including the off-campus conferences of recognized college student groups, regardless of the age of those participating. Furthermore, anyone who appears at these events under the influence of alcoholic beverages or is present where they are being consumed or served can be subject to immediate removal from class, subject to a referral to the Dean’s office and possible disciplinary investigation. This article includes the time spent going to and returning from the event.

Student participants in field trip activities will conduct themselves appropriately at all times. Designation and accommodation of rooms during overnight field trips will be addressed by the faculty in advance of the field trip and with full intent to foster inclusive, safe and healthy accommodations for all students.

All participants are expected to show proper consideration for the rights and welfare of others. Abusive language, undue noise and disturbances shall be considered violations of this code.

The student(s) to whom a room is registered will be held responsible for the conduct of the students in that room.

Those traveling in district or public vehicles on field trips shall return by the same means unless otherwise authorized by those responsible for the activity.

Any violation of the Student Standards of Conduct shall be referred to the appropriate dean or administrator for investigation and possible disciplinary action. Any action by an outside organization shall be in addition to any outcomes for disciplinary action that are sanctioned through the investigative process, unless dictated by law.

Responsibilities of Faculty Members and Advisors on Field Trips
Each faculty member is responsible for the actions of his/her students.

Violations of the Student Standards of Conduct should be reported to the appropriate college administrator immediately upon return to the campus.

Disciplinary action may be taken at the event and may include disqualification from participation in the event. Should disciplinary action take place at the event, the college may take further action after the matter has been taken under consideration by the dean or other appropriate college administrator.

Whenever possible, the advisor's lodging should be adjacent to that of the students.

Student participants are to accompany the group both to and from the event unless the appropriate college administrator has granted prior approval.
**College-Sponsored Tours**

There is a high level of risk exposure to the College/District posed by group tours involving students and/or staff members. Whenever such tours are to be sponsored by the College/District, they must be reviewed prior to sponsorship's being authorized.

This risk exposure is not mitigated by co-sponsorship of such tours. In fact, the risk may be even greater when the tour is being co-sponsored by an outside organization and when members of that organization plan to participate in the tour.

These guidelines do not apply to tours sponsored by the Community Service Department, field trips or performances required by the course curriculum, preseason athletic practice games, regularly scheduled athletic conference games or post-season athletic play-off games.

To minimize the risk associated with College/ District sponsored tours, the following guidelines must be used:

1. Prior to making a commitment for a tour involving students or staff members for which American River College is expected to be either a sponsor or co-sponsor, the staff member in charge is to submit a written proposal to the appropriate dean for recommendation to the appropriate vice president outlining the specifics of the tour. The proposal should include the following:

   - Type of tour
   - Destination of tour
   - Inclusive dates of tour
   - Number of students and/or staff members expected to participate
   - Educational benefits to be derived from the tour
   - Supervision to be provided
   - Details concerning any proposed co-sponsorship or other joint venture arrangements.
   - The name of the staff person handling travel arrangements.
   - The anticipated costs of the tour and how funds are to be raised. The fundraising plan should include names of the staff members to be involved and a projection of the time required for each staff member. Indirect costs such as publicity, postage, etc. should also be included.
If a tour is dependent upon fund raising activities, a deadline is to be established for raising the necessary funds so that the tour may be canceled and the participants notified.

Following a review of the proposal, the vice president will make a recommendation to the President's Executive Staff.

2. Only after approval by the President's Executive Staff will the tour be considered as sponsored by the College/District. If a tour is not sponsored by the college, the name of the College/District may not be used in any publicity related to the tour, nor may any printing, duplication, or collection of funds be done at college expense.

3. Fund raising activities for college-sponsored tours are to be channeled through the American River College Foundation. Such activities are to be reviewed in advance and coordinated with the Community Relations Office. It is the responsibility of the dean in charge to initiate this review and coordination.

4. Student participants may not be denied the right to participate in the tour because of financial hardship. The College/District's general funds may not be used to cover the cost of any student's participation.

5. All tours are to be booked with an established travel agency that provides insurance covering the following:

   Liability insurance with minimum coverage of one million dollars.

   Health/accident insurance coverage

   Medical evacuation coverage

   Cancellation insurance: Although not mandated, the staff member in charge of the tour should investigate the travel agency's policy regarding trip cancellation and/or if trip cancellation insurance is included in the package. If not provided, individuals should consider purchasing such coverage. The College/District is not responsible for any loss resulting from cancellation of the trip. The cost of the insurance coverage is to be incorporated into the cost of the tour package.

6. Prior to departure, each individual participating in the tour must sign an agreement to hold the College/District harmless and to consent to emergency medical treatment. This form will be provided for all participants by the office of the vice president, administrative services.

Grades
**Academic Dishonesty**
All syllabi should include a policy statement for handling academic dishonesty. Professors may consult their area dean for examples of academic dishonesty policies. This policy should be specific about what constitutes academic dishonesty and what the consequences are. It should be reviewed with students on the first day of class or at online course orientations.

Please note that professors cannot withdraw students from a course or give them an F in the course as a consequence of their academic dishonesty. Typical consequences are an F on the particular assignment, a referral to the campus disciplinary officer, and possibly remediating work (such as completing a module on plagiarism in the Campus Writing Center).

The Student Rights and Responsibilities [document](http://web.arc.losrios.edu/stusrvc/Student_Rights_Respns.pdf) provides more information on academic dishonesty policies.

**Attendance Reporting for TBA Classes (classes with hours To Be Arranged)**
Faculty (or designee) must maintain class attendance/lab records and must submit attendance records to the Enrollment Surfaces by the last day of the semester.

**Changing a Student's Grade**
Students' grades are changed in two instances:

- The student was assigned an Incomplete within the previous year and has completed the missing course work stipulated when the Incomplete was assigned.

- The student's grade was computed incorrectly or submitted incorrectly in the online grade reporting system.

To change the grade, professors must fill out the appropriate grade change form, obtain the area dean's signature, and forward the form to Enrollment Services. The grade change form is available in Division/Area offices or from the Enrollment Services Office in the Administration building.

**Determining Grades**
In deciding the final grade for each student, professors should collectively weight all of the factors in the course syllabus. The exam scores and grades on any graded assignments should be included. Items such as class participation are optional. However, items not clearly established on the syllabus as part of the grade should not be included for consideration. Professors should not use previously unmentioned criteria for lowering a student's grade.
Grading Symbols

Grades and grade point average (GPA)

At the end of each semester or term, the college reports students’ grades for every enrolled course. The grading standards, with their grade point equivalents, are as follows:

A  Excellent, 4 grade points per unit.  B  Good, 3 grade points per unit.
C  Satisfactory, 2 grade points per unit.
D  Passing, less than satisfactory, 1 grade point per unit.
F  Failing, 0 grade points, no units earned.
CR  Credit (C or better), not computed in GPA.
*P  Pass (C or better), not computed in GPA.
NC  No Credit (less than C), not computed in GPA but affects progress probation and dismissal.
*NP  No Pass (less than C), not computed in GPA but affects progress probation and dismissal.
I  Incomplete, not computed in GPA but affects progress probation and dismissal.
IP  In-progress, course transcends semester limitation.
W  Withdrawal, not computed in GPA, but affects progress probation and dismissal.

*Courses taken prior to June 30, 2008 will be noted on the student records as CR/NC (Credit/No Credit).

Courses taken July 1, 2008 and in the future will be noted as P/NP (Pass/No Pass), per Title 5 section 55022.

Incomplete

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of an unforeseeable emergency or other justifiable reason. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when
the time limit for completing the work has elapsed. A student receiving an incomplete may not re-enroll in the course. A student may petition for a time extension due to unusual circumstances.

**IP (In Progress)**

A grade of “in-progress” indicates that a course is still in progress and a final grade has yet to be assigned. A student receiving an in-progress grade must re-enroll in the course in the subsequent semester. Failure to re-enroll will result in an evaluative (letter) grade being assigned in lieu of the in-progress.

**Handling Grading Disputes**

If a student feels that grading was conducted unfairly or that a mistake was made in grading a particular assignment, the matter should be discussed immediately or arrangements should be made to discuss this as soon as possible after the grade was received. If emotions are involved, students can be encouraged to write out the situation as he or she perceives it, including a specific, desired outcome. This exercise saves time and helps to diffuse the situation.

Grading disputes may be avoided by making grading standards clear in the course syllabus and for each assignment. Professors should keep detailed grade records for each student in order to document and explain midterm and final course grades in the event of complaint. If a student feels the grade assigned is not accurate, he or she can take the matter to the area dean.

**How Students Receive Grades**

Once grades are submitted through the campus Intranet, students will receive a message in their Gmail, the Los Rios Community College District email system. They can view their final grades online at the eServices web site.

**Legal Information About Grading Policies**

For legal information, see LRCCD R-7252: Grading Practices and Standards [http://www.losrios.edu/legal/Regulations/R-7000/R-7252.pdf](http://www.losrios.edu/legal/Regulations/R-7000/R-7252.pdf), or American River College catalog for Academic Symbols, Credit/No Credit Options, Credit by Examination, Repetition of Courses, and Academic Renewal without Course Repetition.

**Reporting Midterm Grades**

Professors are responsible for providing a midterm grade to each student. By the midpoint of the semester, students should be notified of their academic progress via online grade submission. (Midterm grades posted on the Intranet, D2L, or other student accessible grade book system meet this requirement) The Intranet online submission system also provides a progress report on the standing of students on probation, those
being considered for scholarship recognition, those in special programs such as DSPS, and those participating in student government or intercollegiate sports.

Note: Counseling has implemented a program called Early Alert to provide assistance and intervention to students having difficulty with coursework. This program helps counselors identify students who are experiencing difficulties or not attending a course. Those students whose performance is substandard (D, F, or NC) will receive written notice and will be directed to counseling services for assistance.

**Submitting Grades**
1. Go to the ARC Intranet: [inside.losrios.edu](http://inside.losrios.edu)
2. Enter your unified login name and password--the same login used for the ARC network on campus.
3. Select ‘Online Grade Reporting and Class Rosters’
4. Select the appropriate course, then click on Midterm Grades or Final Grades and follow the onscreen prompts for Steps 1 through 3 to enter grades.

Note: For any F grades submitted, the date of the student's last day of attendance must be entered. (This is one reason that accurate attendance records are important). For online students, use the last date of visible participation in the class through assignment submissions, emails, or discussion board postings, or other measurable forms of participation.

After submitting grades online, professors must also send a copy of the final grades to the Enrollment Services Office. A copy of the grades along with a spreadsheet(s) including attendance, grade sheets, and positive attendance hours (if course requires it) should be sent to the Enrollment Services Office either through intercampus mail or by email (arcri@arc.losrios.edu), or US mail. The Enrollment Services Office will maintain electronic images of these records in the Onbase system for audit purposes. Submissions should include professor's name, the course title and number, and the semester on the spreadsheets.

**Instructional Materials**

**Choosing a Textbook**
Faculty may adopt a textbook through the Beaver Bookstore, create a custom publication through Printing Services or adopt an open educational resource textbook.

When choosing a textbook for your course, please consider: The cost to students, whether the book be used again for multiple semesters (which will allow the bookstore to sell used copies) and using texts that are already in use by other faculty in the department.
Textbook Adoption Through Beaver Bookstore
Prior to the start of each semester, faculty must submit a request through the Textbook Adoption Website http://books.arc.losrios.edu/SiteText.aspx?id=12533 so that the bookstore knows what books to buy. Be aware that the bookstore often stocks fewer copies of textbooks than the number of students in a given class, since some students buy their books elsewhere or not at all. If you order unusual texts and students can't easily get copies on their own, be sure to tell the bookstore.

Ordering Special Publications
If you want to create a special publication for a course, you must: Get the approval of your area dean. Schedule the printing work through Printing Services well in advance of the date you want the publication to be available to students. Sell them through the bookstore. Recurring orders must be initiated for each semester on a book order form. (All finished books not sold by the bookstore will be returned to the originator for storage.)

Open Educational Resource Textbook
Faculty may also review and consider the adoption of open educational resource textbooks available through the California Digital Open Source Library. See California Open Online Library for Education http://www.cool4ed.org/index.html.

Placing Instructional Materials on Reserve at the Library
In order to make course material available to students, instructors put textbooks, articles, chapters, videos, class notes, study guides and other course material on reserves. How do instructors put an item on reserve? To put an item on reserve, faculty print and fill out the Reserves Form http://www.arc.losrios.edu/Documents/Library/printreserveform.pdf and bring it with the reserve item to the Circulation Desk. For additional information see http://www.arc.losrios.edu/arclibrary/Faculty_Services/Reserves.htm.

Prerequisites, Corequisites, and Advisories
It is the intent of American River College to guide students into courses in which they will have the greatest chance for academic success. Therefore, courses will have prerequisites, corequisites or advisories in their description.

Prerequisites
"Prerequisite" means a course that a student is required to have completed with at least a "C" grade to demonstrate current readiness for enrollment in a course or educational program. In some cases, eligibility can also be established through a placement process; check the catalog description of the course to see if this is the case. If a student registers for a class and does not meet the prerequisite, you should drop the student from the class. See Challenging prerequisites.
Corequisites
"Corequisite" means a course that a student is required to take simultaneously or have completed, with a grade of "C" or better, to enroll in another course.

Advisories
"Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Verifying Prerequisites, Corequisites, and Advisories
Students enrolled in courses that have a prerequisite will be asked to provide verification to the professor that they have met the prerequisite. Verification can consist of a counselor verification form or a student copy of a grade report or transcript. Co-requisite verification consists of student registration printout form or transcript. Students should bring verification to the first class meeting. Students trying to add a full class need to provide verification before the professor signs the add card. It is the students' responsibility to verify they have taken the prerequisite or have the required skills.

Challenging Prerequisites
It is strongly advises that students not meeting course prerequisites seek counseling advice for appropriate course selection before enrolling in courses. If students feel that they can meet the requirements, or one of the conditions below exists, students can challenge the prerequisite. Students must fill out a Prerequisite Challenge Form, which they can get from Counseling or the area office. Students may challenge a prerequisite when one of the following is true:

Student has knowledge or ability to succeed in the course without the prerequisite.
Course providing the prerequisite is not readily available.
Prerequisite is discriminatory or being applied in a discriminatory manner.
Prerequisite was established in violation of regulations and/or the established District-approved policy and procedures.

A Department Prerequisite Challenge Committee will review the challenge. The student and the professor will be informed in writing of the committee's determination by the Pre/Corequisite Chair. ARC commits to a five-working-day turnaround from student submission to notification. LRCCD regulation 2831, 1.2.1 states, "if the district fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course." For additional information see http://www.losrios.edu/legal/Policies/P-2000/P-2831.pdf.
Syllabus

The syllabus is one of the most important devices you can create for both your students and yourselves. Make sure you consider time constraints, resources, and other limitations when determining how much material you will cover and what you will assign. By mapping out a course schedule in advance, you can develop a course to its fullest extent while remaining within the practical limitations of the course. Students also benefit from receiving syllabi because the documents answer general questions about the course. Use the course description, the student learning outcomes and the course outline to prepare your syllabi. (The course description and outline are available on Socrates, the online curriculum database available from inside.losrios.edu.)

Your syllabus (or Student Information Sheet) should cover the following basics:

- Course code, name; prerequisites/corequisite; meeting room, days and times; semester and year
- Professor's name, office hours, phone number, email address, and any other contact information
- Required and recommended texts and supplies
- General grading policies and scales, district attendance policy, evaluation criteria.
- General outline of the course
- The approved Student Learning Outcomes (SLOs) for the course; you can find these in the official course outline, which is available in your area office and online in Socrates via the Intranet login (http://inside.losrios.edu/).
- Specific assignments and due dates
- Accommodations/Classroom behavior guidelines (i.e. policy on cell phones and pagers, etc.)
- A policy statement that describes how you will respond if you discover incidents of academic dishonesty

The following information is also helpful:

- Instructional/implementation methods
- Instructional philosophy.

Department chairs, lead professors for a course, or the area dean should review syllabi before they are sent to Printing Services for duplication. When the syllabus is complete, duplicate enough copies to distribute to students and the area office.
You can order business cards online through the Printing Services Digital Storefront. You will receive the business cards in roughly ten working days—depending on how many orders they have in place.

**College Business Travel**

If you wish to travel on college business at the college's expense, you need to coordinate with your area dean, and complete a Travel Authorization And Reimbursement Claim form prior to traveling on any approved district business. Forms are available from the area offices and must be signed and submitted to the Business Office at least one month in advance of the travel. Generally, travel will be limited to within a 500-mile radius of Sacramento. Requests to travel beyond the 500-mile limit must be approved by the Chancellor or designee. Travel requests for these types of travel must be submitted to the division dean at least six to eight (6-8) weeks prior to the travel date in order to meet the deadline for the Business Office. For additional information see LRCCD R-8341 http://www.losrios.edu/legal/Regulations/R-8000/R-8341.pdf.

**Airline**

Airline

When your Travel Authorization And Reimbursement Claim form is approved, you can place an order for approved commercial air transportation directly with the college's designated travel agent (Cal Travel Store); and ask that the reservation be confirmed to the college business office. The college's travel agent will then contact the college business office to confirm that the travel has been authorized. **Please use the college designated travel agent to ensure proper accounting of authorized travel.**

**Personal Vehicle**

Use of a personal vehicle for an approved trip is authorized only if no college vehicle is available. If reimbursement is authorized, effective January 1, 2014, payment is 56 cents per mile. To receive reimbursement for using your personal vehicle on college business, follow these steps:

Obtain approval for the travel before you go by obtaining signatures on the Travel Authorization and Reimbursement Claim form.

Verify that you carry automobile insurance at the minimum state legal requirement level.

File a Travel Authorization and Reimbursement Claim form after the trip.

**District Vehicle**

District Vehicle

Through the Director of Administrative Services Office, district vehicles are available for college or student association business use, subject to their availability. A DMV
release (which includes a copy of your CDL) needs to be sent to the Operations & Facility Reservations office. In addition, the driver must complete the appropriate training through ASCIP. For more information see:
http://www.losrios.edu/~risk/Transbookweb.pdf (This link is only available from computers on campus)

**Reservation**

The office of the Director of Administrative Services will reserve a vehicle for a faculty member for travel directly related to his or her college assignment, but will require an approved Travel Authorization And Reimbursement Claim form for travel overnight or outside of the Los Rios district.

**Operation**

When approval of the Travel Authorization And Reimbursement Claim form has been confirmed, the office of the Director of Administrative Services will issue a gasoline credit card and car and gate keys. A district vehicle can be used only under the direct control of an authorized employee. This means that the physical presence of the authorized employee is required and that he or she will drive or directly supervise a qualified driver. When more than one vehicle is required, a driver must be authorized for each additional vehicle.

**Credit Card**

A district credit card is used for gasoline purchases for a district vehicle. A district credit card may never be used to purchase gasoline for a privately owned vehicle. Receipts for all purchases charged must be given to the office of the Director of Administrative Services on return.

**Repairs**

If emergency repairs are required on the road, an estimate of the cost must be obtained. If the cost is under $100, repairs may be made and charged to the gasoline credit card, if possible, or, if not, are to be paid by the authorized traveler. A receipt for the repairs must be obtained and reimbursement claimed by the traveler on return. If the estimate is over $100, the traveler is to telephone the vice president of administrative services for authorization, or further instruction (916-484-8484). If the vice president of administrative services cannot be reached, the district emergency command center is to be called for instructions or authorization (916-558-2221).

**Accident**
Obtain medical treatment for the injured. Report the accident immediately to the Highway Patrol. Complete the insurance forms in the glove compartment, and make notes to be given to the vice president of administrative services immediately upon return, with pertinent facts, diagrams, and names of participants and witnesses. If severe or fatal injury is involved, telephone the vice president of administrative services (916-484-8484) or district emergency command center (916-558-2221) as soon as possible.

Return

A vehicle must be returned to the college after use. The driver is to return the vehicle directly to the college corporation yard, which is adjacent to Davies Hall. The driver must return the vehicle keys, credit card and any receipts to the office of the Director of Administrative Services. Keeping a vehicle at the user's home overnight requires the vice president of administrative services' advance approval, which is granted only under unusual circumstances.

It is the user's responsibility to protect the vehicle from damage and to return it free of litter. Any mechanical problems or damage must be reported to the college business office when the vehicle keys are returned. The vehicle Pre/Post Trip Inspection form would be turned in completed at this time.

E-Mail - Microsoft Outlook

All faculty have an Exchange email account, Outlook Web Access (OWA) https://ex.losrios.edu.htm. This official e-mail account needs to be checked regularly as email is a primary communication tool for the college. This email account should be used for all school related communications.

Facilities and Maintenance

Reporting Maintenance Problems
For maintenance problems such as spills on classroom floors, light bulbs out, toilet overflowing in restroom please call Maintenance directly at 484-8255.

Reserving Facilities
Faculty, student clubs, and the community may reserve facilities on campus. Information on deadlines, scheduling, and policies are available online at http://www.arc.losrios.edu/Facilities.htm. Note: The library makes reservations directly for use of its rooms/space. The Center for Leadership and Development (CL&D) make reservations directly for use of its rooms/spaces.
Procedures

Classroom/Facility Management
Each professor is responsible for the facilities he or she is assigned to teach their course(s). As a common courtesy to other professors, as well as to help maintain the "usable life" of the facilities, please observe the following:

Do not eat, drink, or smoke in the classroom.

Professors should take note of the furniture arrangement upon entering the room. After class is over, have the students return any moved furniture to its original arrangement.

Erase all writing on the chalkboards and/or whiteboards.

Place all litter and papers into the wastebasket prior to leaving the room.

Switch off the lights and projectors when leaving the classroom.

Verify that all doors and windows are locked as you exit.

Grants

If you are planning to write a grant proposal, notify the LRCCD Grants Office as soon as possible (916-568-3075 or grants@losrios.edu) so that you will have all the information you need to submit a successful proposal. The Grants Office webpages also provides helpful information for preparing and submitting grant proposals.

Grant proposals must be reviewed and signed off as approved by the following ARC administrators using the ARC Grant In-house Transmittal Form and the LRCCD Grant Proposal Submission Form: Area Dean; Vice President of Instruction or Vice President of Student Services; Vice President of Administrative Services, Dean of Planning, Research and Technology (for grant requiring Research Office support), and President. Occupational educational grant must also be signed off by the Associate Vice President of Workforce Development.

Once you have obtained the campus signatures, you must deliver the grant and the signatures to the district Grants Office for district review and approval signatures. Note: the district requires five working days for this review. The grant contact person should be available to answer questions posed by the district office and to make any requested changes to the proposal.

Once the proposal has been signed by the Chancellor, the district will help you decide how to submit the proposal to the funding agency.

When the contact person is notified by the funding agency of the decision on the grant, all persons list on ARC Grant In-house Transmittal Form must be notified. If the grant is approved for funding, the LRCCD Grant Acceptance Form must be completed and submitted to the district Grants Office. Following their review, the
Procedures

district ensures the appropriate Consent Form is included on the Board of Trustee's agenda.

Once a grant has been awarded, the project is administered through the normal college administrative channels.

The applicant and/or immediate supervisor will meet with Vice President of Administrative Services to set up budget accounts and to discuss expenditure guidelines.

The applicant (or the project director) is responsible for meeting all requirements of the funding agency including submissions of timely reports. All narrative reports should be reviewed by the immediate supervisor. The financial reports are completed by the Special Programs/Grant Accounting Office at the district.

For more information on this process, please call 916-568-3075 or email grants@losrios.edu.

Keys

Door Keys (Internal and External)

NOTE: A new key system and key distribution process will be implemented sometime during the 2014-15 academic year.

The college police will be responsible for issuing all internal and external door entry keys and I.D. access cards (Imron Access cards). A new key request process will be implemented and all keys will require Dean Approval.

Until the new system is implemented, faculty should contact their Area or Division offices to obtain the keys needed for their job.

Other Keys (wall cabinets, filing cabinets, special closets, etc.)

Faculty should contact their Area staff for keys needed for wall cabinets, filing cabinets, special closets, smart classroom podiums and other facilities needed for their job. Faculty will fill out an ARC Key Authorization Request form and obtain the signature of the Area Dean. After the form has been routed to Business Services, most keys will be ready in about 3 business days and may be picked up at the Business Services office once an email has been sent saying your key is ready for pick up (Located at the front of the Administration Building. Phone: (916) 484-8481).

Surrendering Keys

All keys must be surrendered to Business Services upon termination of employment, during a professional development leave or an extended leave of absence. Adjunct faculty must surrender their keys when their session is completed unless they are
continuing as faculty in that area in the immediately following session or semester. Under the new key system, keys & ID cards should be surrendered to the Campus Police.

**Lost keys**
Faculty should immediately report lost keys to their area office or supervisor along with an explanation of the circumstances surrounding the loss. Under the new key system, lost door keys and ID cards should also be reported immediately to the College Police. Faculty will need to repeat the key request process. The cost of replacing a key (to be paid by faculty) is projected to be between $0-$10, depending on the type of key.

**Laptops on Campus**

In order to connect your laptop to the campus network or any wireless networks supported by ARC, first bring it to the IT department in the Instructional Technology Center (ITC) so that they can make sure it has the latest virus protection software and is virus-free. The ITC can also assist with wireless network access on campus. For more information see: [http://support.arc.losrios.edu/flex-your-laptop/](http://support.arc.losrios.edu/flex-your-laptop/)

**Mailing items: Incoming, Outgoing, Inter-Campus**

Incoming first class mail is sorted in the warehouse by the Maintenance Department’s staff and delivered to all areas and departments by 12:00 PM daily. On their route around campus, the outgoing and inter-campus mail is picked up once daily from each department or area and brought to the Printing Services office for sorting by 12:00 PM.

**Metered Mail**
Outgoing metered mail, such as first, third and fourth-class mail, is processed once daily to meet the post office schedule. Mail must be in the mail center (Printing Services area of the Administration building) by 3:15 PM for processing.

If you are sending more than 15 pieces of mail, you will need a Volume Mail Authorization from which will need to be signed by the Vice President of Administration. You can get the form in the Printing Services office.

If you wish to send personal mail from the Printing Services office, you must provide your own postage; the mailroom does not sell postage.

**Bulk Mail**
Bulk mail must be prepared for mailing by the originator. Instructions for preparation are available in the Printing Services office in the Administration building. Mail must be presented with the necessary paperwork to Printing Services. Delivery to the main Post Office in West Sacramento will be made Monday through Friday by the warehouse staff.
Office Computer Equipment Requests

All new faculty are issued new computers when they begin their employment. Thereafter, faculty receive new equipment every few years on a scheduled basis. If you require special software, equipment, or accommodations for disabilities, speak to your area or division dean.

Office Furniture

ARC will provide you with a desk, a chair, a side chair, a file cabinet and a bookcase. If you require additional furniture, you must purchase it yourself or get your area to pay for it.

If you move offices: Furniture is assigned to an area, not to an individual. If you are assigned a new office, you normally will not take your college-provided furniture to the new office. If you wish to do that, you must obtain approval from your dean. You must place all personal items in boxes. Then you must submit a work request through your area office to have your personal items moved to the new office.

If you require special furniture accommodations, ask the dean of your area for assistance and speak to Human Resources about your need to be accommodated.

Parking

Staff Parking Permits
All staff are issued parking permits from the College Police (located south of Davies Hall, phone (916) 558-2221). Full-time faculty parking permits are valid for three years. Adjunct faculty are issued a permit on a semester basis. At the start of each semester, adjunct faculty must bring an official Tentative Course Schedule and a current Driver's License in order to register for a semester Adjunct Staff permit.

Faculty may park in any staff parking space (designated with yellow markings) on campus. Parking permits should be displayed on the lower right (passenger side) front windshield or hanging from the rear view mirror. If faculty arrive on campus without an appropriate parking permit, a temporary permit may be obtained from the College Police.

For more information see: [http://police.losrios.edu/parking/default.aspx](http://police.losrios.edu/parking/default.aspx)

Special Parking Permits
Special Parking Permits may be arranged for guests and special events with prior approval. For more information, contact the ARC Police Department at (916) 484-8019 during business hours, at least one week prior to the event.
Resolving Citations
Citations will be issued for violations of campus parking and traffic regulations. If a faculty member parks on campus without a parking permit, a citation will be issued. For parking regulations see: http://police.losrios.edu/parking/parkingrules.aspx. All parking citations, including payment and appeals are handled through a central off-campus processing center: www.CitationProcessingCenter.com. For more information, including a downloadable parking citation appeal form, see http://www.police.losrios.edu/parking/citationsappeals.aspx

Phone
Help for PC, Email, Phone or Programming
For assistance with Computers, Email, Phones or Programming, contact the Information Technology (IT) Department: Phone: 484-8259. For additional information see: http://support.arc.losrios.edu/

Voicemail
ARC uses a Unified Messaging System (UM) for voicemail messaging. This system offers the ability to retrieve (read and listen to) phone messages through the email system, a smart device or telephone. To learn more about Unified Messaging, visit http://um.losrios.edu/. This webpage contains reference and training materials for Unified Messaging, including a recorded training session.

Long Distance Calls
Most Staff and Faculty phones are not equipped with long-distance calling access. However, Area/Division Office phones are equipped with this function and faculty can arrange to use a phone at the Area/Division Dean's office to place long distance calls for school purposes.

Requesting Printing Services
Important: Everyone needs copies of syllabi and handouts the first week, so you must submit printing requests early--at the end of the previous semester if possible. Also, make sure you indicate on the Printing Services request that you need the document the first week of class. In particular, if you are requesting copies of a syllabus, put the word "syllabus" in the request. Printing Services will copy those documents first in a crunch, but will not guarantee delivery in the first week unless you give them at least a week's notice. (See below for the number of days needed for large orders.)

Also important: Printing Services adheres to strict copyright guidelines, including those governing use of copies of texts for academic use.
The Printing Services office is located next to the Business office in the Administration Building. For additional information see: [http://arc.losrios.edu/~printser/](http://arc.losrios.edu/~printser/).

**Submitting Printing Requests Online with Digital Files**
The preferred method for submitting your job requests to Printing Services is through their Digital Storefront website ([http://printing.arc.losrios.edu/DSF](http://printing.arc.losrios.edu/DSF)). There is a Frequently Asked Questions webpage with a couple get started YouTube videos if you need them and you can always feel free to contact them for customer support at 484-8562. Digital Storefront will convert most file formats to PDF automatically; however, be sure to check the results of this conversion before completing your order.

**Submitting Hard-copy Requests and Originals**
To submit a printed original for printing, you must obtain a printing requisition form from your Area office or the Printing Services office, fill it out, and attach it to your originals. Be sure to identify syllabi in the printing requisition job name if you need the syllabi by the first week of class.

Here are guidelines for preparing your hard-copy originals:

- Use clean, white bond paper. Never use colored or erasable bond paper.
- Leave at least a ½-inch margin on top, bottom and sides of the copy.
- Line drawings and signatures must be done in black ink.
- Typed copy must be black on white paper.
- Paste-up work must be neat and straight on paper.
- Multiple jobs must be numbered consecutively.
- Submit a single-sided sheet for each page.
- Proofread all material prior to submitting.
- Some reduction and enlargement capability is available. Please consult with the Printing Services office.
- All printed sides of paper should be counted and listed in original count on request.
- All pages should be the same size.
- Remove all staples and paper clips.
How much time should I allow?
For planning purposes, allow 5 working days for up to 2,500 copies. Allow 8 working days for 2,501 to 5,000 copies. For larger jobs, contact the department.

Copyright Guidelines
Reproduction of copyrighted material, including computer programs, without prior permission of the copyright owner is a problem in the academic community. Unfortunately, users in an educational setting all too often overlook the impropriety of much unauthorized copying.

Although copying all or part of a work without obtaining permission may appear to be an easy and convenient solution to an immediate problem, such unauthorized copying can frequently violate the rights of the author or publisher of the copyrighted work, and is directly contrary to the academic mission to teach respect for ideas and for the intellectual property that expresses those ideas.

ARC abides by the U. S. Copyright law. The Kinko's case (1989) is an example where the Court found Kinko's guilty of copyright infringement in its photocopying of works to create anthologies without the permission of the copyright owners.

Congress has endorsed certain guidelines relating to classroom copying for educational use. These guidelines generally establish minimum permissible conduct under the Fair Use Doctrine for unauthorized copying.

The guidelines for making multiple copies without permission for use in an academic setting contain the following prohibitions:

A. Unauthorized copying may not be used to create, replace or substitute for anthologies, compilations or collective works, whether such unauthorized copies are collected and bound together or are provided separately.

B. Unauthorized copies may not be made of "consumable" works, including workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.

C. Unauthorized copying may not substitute for the purchase of books, publisher's reprints or periodicals.

D. Unauthorized copying may not be directed by higher authority, such as a dean or head of a department.

E. The same professor cannot copy the same item without permission from term to term.

F. No charge shall be made to the student beyond the actual cost of the photocopying.
Unless it falls within one of the above prohibitions, the guidelines further indicate that you may make multiple copies in the following situations:

A. When an individual professor is inspired to use a work, and the inspiration and decision to use it and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

B. If the following limitations with regard to the amount of copying of a work are applied:

If a complete article, story or essay is copied, and the work copied is less than approximately 2,500 words. (There are no particular rules for certain special works that consist of less than 2,500 words.)

If a prose work is excerpted and copied, and the excerpt copied is no longer than approximately 1,000 words or 10% of the work, whichever is shorter.

If a chart, graph, diagram, drawing, cartoon or picture is copied, and not more than one such illustration is copied per book or per periodical issue.

If a short poem is copied, and the poem is less than 250 words and printed on not more than two pages, or if an excerpt from a longer poem is copied, and the excerpt is not longer than 250 words.

C. The copying is for only one course in the school in which the copies are made.

D. No more than one short poem, article, story or essay or two excerpts are copied from works by the same author. In addition, no more than three works or excerpts may be copied from the same collective work or periodical volume during one class term, and no more than nine instances of such multiple copying may occur for one course during one class term. (These guideline limitations of Paragraph D do not apply to current news periodicals, newspapers, and current news sections of other periodicals.)

E. The original copyright notice must appear on all copies of the work.


Obtaining Copyright for Developed Materials
For information on the copyrighting of your own materials, see LRCCD R-8333 http://www.losrios.edu/legal/Regulations/R-8000/R-8333.pdf
Purchasing Policies

General Purchasing Requirements
Purchases made in the name of the district without an authorized purchase order shall be considered the obligation of the person making the purchase and not the obligation of the district. Normally all purchases ordered on a purchase order are delivered to the college warehouse. If a vendor representative should bring the order directly to your area, you must complete a Merchandise Received report and send it to the Receiving Room at the college warehouse. This report serves as notification that the merchandise has been received. Receiving will input the necessary receiving information and forward to District Office, Accounts Payable. All vendor invoices must be mailed by the vendor directly to the Accounts Payable section at the district office. Payment to a vendor will not be made unless Accounts Payable has an authorized purchase order, verification merchandise has been received and an original invoice from the vendor.

To buy materials and supplies using the college discretionary funds budget accounts or special project budget accounts, work with your area dean to obtain funding in one of the following ways:

Emergency Purchases for Under $50
1. Get your dean to sign a General Fund Revolving Check/Cash Fund form and bring it to the Business office.
2. Sign out a cash advance at the Business office in the administration building.
Purchase the materials from the vendor.
3. Bring an original signed invoice or receipt back to the Business office immediately after you purchase the materials.

Emergency Purchases Exceeding $200
For emergency purchases exceeding $200, initiate a requisition (signed by the area dean) and deliver the requisition to the college business office, requesting a confirmation purchase order number. The college business office will fax the requisition to the district purchasing office for its review and approval. Upon approval of the district purchasing office, a confirming purchase order number will be issued by district purchasing to the college business office. The district purchasing office will place the order with the vendor by issuing a purchase order and either faxing the purchase order to the vendor or mailing it to the vendor on the same day. A requisition may never be used in lieu of a district purchase order, nor may a requisition ever be given to a vendor. The college business office will place the purchase order number on the requisition in the upper right hand corner, and then submit the requisition to district purchasing with "confirmation only" written on the body of the requisition.
**Instant Cash Check**
Use this method when the total cost of the merchandise is less than $250, including tax, and the merchandise is immediately available from the vendor.

Get your dean to sign a General Fund Revolving Check/Cash Fund form and bring it to the Business office.

In two working days, pick up the check (payable to the vendor) at the Business office.

Purchase the materials and return to the Business office with an original invoice from the vendor as well as a copy of the General Fund Revolving Check/Cash Fund form.

NOTE: An Instant Cash Check cannot be used for the purchase of equipment items.

**Limited Purchase Order**
For purchases under $200 (including tax and shipping), a limited purchase order may be used in place of the traditional requisition/purchase order process. The limited purchase order (LPO) requires the same college approvals as do requisitions, but once the document is approved, the order may be placed or merchandise may be picked up immediately. A LPO cannot be used for the purchase of equipment items. Contact the college business office for information on limited purchase orders (LPO).

**Regular Los Rios Purchase Requisitions and Purchase Orders**
The following procedures are to be used:

- A purchase requisition is initiated and signed by the area dean and a dean of instruction and is then forwarded to the college business office for processing. Once approved at the college level, the requisition is forwarded to the district purchasing office, and a Los Rios purchase order will be issued.
- Purchases costing from $1,000 to $5,000 require three (3) informal price quotes from vendors. The requisitioner may obtain these quotations and attach the quotations to the requisition. Provided that the name of the vendor, the name of the vendor's representative who provided the quote, and the price quoted is attached to the requisition, the district purchasing office has the option of using these quotes, which will help to expedite the issuance of a purchase order.
- Purchases costing from $5,000 to bid limit (2013-14 $84,000) for materials and services (or from $5,000 to $15,000 for Public Projects which involve facility improvements) require three (3) formal written quotes. The requisitioner may obtain the formal, written quotations from vendors or the district purchasing office will obtain them. All quotations must be on a vendor quotation form or company letterhead and must be signed by an authorized representative of that vendor. If the requisitioner has obtained the three (3) formal, written quotations, they must be attached to the purchase requisition to avoid having the district purchasing office duplicate the process, which could delay the issuance of the purchase order.
• California State law requires the formal bidding of orders for materials, services and equipment where the amount of the purchase is above the bid limit (2013-14 $84,000). For Public Projects (facility improvement projects) state law requires formal bids where the total cost of the project is $15,000 or more. The formal bid process is coordinated by the district purchasing office and takes six to eight weeks from the date your requisition was received by District Purchasing Department.

Any further information about purchasing can be answered by your area dean or by Business Services.

**Requesting standard supplies**
Each area has a warehouse supply list identifying those items that are customarily carried in the college warehouse. To acquire the supplies from the warehouse, fill out a supply requisition, get your dean's signature, and submit it to the college Receiving Room located in the college warehouse. If the supplies are not in stock, they will be ordered and delivered to your area as soon as they are received.

**Safety / Police**

**Annual Security Report**
This annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. The report is distributed/posted by October 1 each year on the following website: [http://police.losrios.edu/pdf/annualcleryreport.pdf](http://police.losrios.edu/pdf/annualcleryreport.pdf). This report has been prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46, and the California Education Code, Sections 67380-67385.

**College Police**
The Police Office (Located South of Davies Hall, (916) 558-2221) operates on a 24-hour basis. Services include parking permits, security, parking information, lost/found property, and limited vehicle emergencies. The campus police should also be called to report emergencies, crimes such as assault or theft, or suspicious activity. For additional information see: [http://police.losrios.edu/](http://police.losrios.edu/)

**Emergencies**
Campus emergencies should be reported to Los Rios District Police Department Communications Center at (916) 558-2221. [http://police.losrios.edu/communicationscenter.aspx](http://police.losrios.edu/communicationscenter.aspx)
For detailed information regarding emergencies, including local area disasters, visit http://police.losrios.edu/emergency.aspx

**Emergencies Occurring at Outreach Centers**
If a security emergency occurs at an Outreach Center, the Los Rios District Police Department Communications Center should be contacted at (916) 558-2221. If there is an extreme crime or emergency requiring police or immediate medical assistance, 911 should be called (from campus phones, dial 9-911) and then notify the Los Rios District Police Department. The Outreach Center’s Dean/Office staff should also be immediately notified of the incident.

The Natomas Center is the only outreach center staffed by the College Police Department and can be reached at (916) 485-6050.

**Reporting Sexual Assault**
In accord with EC67385, American River College is required to provide information and referral to treatment to students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College. For more reporting, policies and information, see: http://police.losrios.edu/clery/jeanneclerydisclosure.aspx and LRCCD P-5174 LRCCD Policy http://www.losrios.edu/legal/Policies/P-5000/P-5174.pdf

**Safety Tips**
The Los Rios District Police Department offers safety tips at http://police.losrios.edu/crimeprevention/default.aspx. These suggestions are being made to help increase awareness about the most common crimes at the colleges.

**Staff ID Cards**
- The college police will be responsible for issuing all Staff ID cards.
- Employees can drop by Portable 613 without an appointment, and will be asked to show a driver’s license and either an Intent, class roster or a welcome letter.
- For prox card activation, email college police.

**Threat to Faculty Member**
In accordance with Education Code 87014 http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=86001-87000&file=87000-87018, any faculty member who is attacked, assaulted or menaced by any student within the faculty member’s scope and course of employment shall report the incident promptly to the appropriate law enforcement authorities.
The Dean or other management employee directly responsible for the faculty member, who has knowledge of the incident, also shall report the incident promptly to the appropriate law enforcement authorities. See LRCFT 2014-17 Contract 21.3.
Employee Self Service Site

The Los Rios Employee Self Service site allows staff to view Human Resource information including paycheck stubs, W2s, federal and state withholding forms. Go to [http://www.losrios.edu/lrc/lrc_employee.php](http://www.losrios.edu/lrc/lrc_employee.php) and click on Employee Self Service (ESS) and log in with your unified network login and password.

LRCCD Human Resources

The Los Rios Office of Human Resources serves the employees of the district and job seekers within the community. Human Resources include Employee Benefits, Employee Resources, and resources for applying to jobs at LRCCD. For additional information see [http://www.losrios.edu/hr/hr_exthome.htm](http://www.losrios.edu/hr/hr_exthome.htm).

Employee specific resources can be found on the HR Employee site [http://www.losrios.edu/hr/hr_internal.htm](http://www.losrios.edu/hr/hr_internal.htm)

Los Rios College Federation of Teachers (LRCFT)

Also known as "The Union", the LRCFT represents faculty members within the District. The LRCFT is responsible for negotiating the Collective Bargaining Agreement (contract) with the District on behalf of faculty members and union members are available for consulting with and representing individual faculty members on workplace related matters. For additional information see: [http://www.lrcft.org/](http://www.lrcft.org/)


Absences


Planned Absences

Contact your Area Dean's office for approval and to fill out appropriate paperwork (including absence reports, substitute timesheets).

**Personal Business**

Full-time faculty may be granted a maximum of two (2) days per academic year to resolve business-type matters which require attention during work hours.
Advance notification is expected except under extenuating circumstances. For additional information see Section 9.11 of the Contract.

**Emergency Absences**
Call your Area Dean's office (or Outreach Center Dean, if teaching at an outreach center) to notify them immediately of your absence. If classes take place outside of Dean's office hours, Campus Police (or Natomas Center Police, if teaching at Natomas Center, may be called).

**Absence Reports for Full-time Teaching/Counseling Load**
All absences are reported in hours. The absence report will reflect the actual hours absent (which includes both teaching time and office hours). Each employee through the area office must complete a cumulative absence report through the area office. All certificated employee absence forms must be signed by the faculty member and immediate supervisor and submitted to the Instruction Office immediately after the absence and no later than noon on the last working day of each month, whichever occurs first. This should be completed even if the absences occur early in the month and even if more than one report per faculty member is submitted for a month. If the Instruction Office has already received a signed report for that month, area offices may phone or email additional absences to the Instruction Office. It is not acceptable to submit accumulated absence reports (i.e. October and November absence reports submitted in December). Any required verification must be submitted with the form.

**Absence Reports for Adjunct Faculty and Overload (Extra-pay)**

**Substitutes**
Contact your Department Chair or Area Dean for assistance in selecting and recruiting qualified substitutes for your classes. For more information about substitute guidelines, substitute salary schedules and timesheet reporting, see: [http://www.losrios.edu/hr/downloads/HRInfoFlyer11.pdf](http://www.losrios.edu/hr/downloads/HRInfoFlyer11.pdf)

**Benefits**
Benefits for fulltime and adjunct faculty are detailed on the district's benefits page: [http://www.losrios.edu/business/benefits.php](http://www.losrios.edu/business/benefits.php). For questions regarding a specific benefits situation, call the Los Rios Community College District Benefits office at (916) 568-3070 or visit [http://www.losrios.edu/hr/hr_exthome.htm](http://www.losrios.edu/hr/hr_exthome.htm)
College Service

College service represents a professional obligation by all full-time faculty to the institution. Participation, to be determined by the faculty member, may include, but not be limited to the following activities: advisory committees, college planning processes, compliance related training such as sexual harassment prevention and information security, professional growth activities such as the Online Training Institute and instructional skills workshops, developing and assessing student learning outcomes, college sponsored student success initiatives, college outreach activities, division and department meetings, program planning, search and selection committees, evaluation teams, sponsoring and supporting student activities, college and district governance, official state-wide faculty organization meetings, conferences and workshops, State Chancellor Office task force assignments, and activities of the LRCFT that are reasonably related to college service.

Commencement

At the annual commencement exercises at the end of the Spring semester, faculty proceed into the ceremony in cap, gown and hood and observe the ceremony. Full-time faculty are required to participate in commencement exercises every other year. Failure to attend commencement and participate in commencement day activities will result in a docking of pay.

Faculty are required to purchase or rent their cap, gown and the appropriate academic hood through the Business Office (in the Administration building). During the spring semester, faculty required to attend commencement will receive email notification concerning commencement and rental deadlines.

Filing a Grievance or Complaint

If you need to file a grievance or complaint about discrimination, equity in hiring, sexual harassment, lack of accommodation for a disability, etc., consult one of the College’s Compliance Officers http://www.arc.losrios.edu/Documents/AboutARC/ComplianceOfficers.pdf.

NOTE: the terms "complaint" and "grievance" have distinct meanings and require different procedures.

A complaint is an allegation of discrimination, such as sexual harassment or other discrimination based on race, religion, disability, gender, etc. (See P-5111, P-5172, P-5173, and R-5172 http://www.losrios.edu/legal/Policies/P-5000/P-5111.pdf, http://www.losrios.edu/legal/Policies/P-5000/P-5172.pdf, http://www.losrios.edu/legal/Policies/P-5000/P-5173.pdf, and http://www.losrios.edu/legal/Regulations/R-5000/R-5172.pdf) A grievance is an allegation by an employee that a provision of the collective bargaining agreement has been violated.
Faculty should be familiar with the various policies and regulations as well as their collective bargaining agreements dealing with the filing of grievances and complaints. Specific grievance procedures can be found in the collective bargaining agreement.

Load Balancing

Per LRCFT contract section 4.6.2, the typical faculty load is 60 formula hours over a two-year period or 15 formula hours per semester. At the end of the two-year load balancing period, formula hours greater than 60 (4.000 FTE) in the instructional mode, by an amount equivalent to or greater than .067 FTE or one formula hour, shall be paid as overload (Schedule B). If a faculty member is below the 60 formula hour limit by an amount equivalent to or greater than .067 FTE or one formula hour, the faculty member may, by mutual consent, make up the imbalance the following contract year. Otherwise, money is owned to the District and must be repaid. For additional information see http://www.losrios.edu/hr/downloads/HRInfoFlyer4.pdf

Long-Term Temporary (LTT) Faculty Member

A person who is employed in a faculty position that:
• is regularly filled by a tenured employee who is temporarily absent, and
• in a position of more than a sixty-seven percent (67%) workload, and
• who has not obtained first-year contract, second year contract, third and fourth year contract, or tenured status.

Office Hours

Fulltime faculty must schedule one office hour per 0.2 of FTE. (One 3-unit lecture course is 0.2 FTE.) See section 4.7.2 of the contract for specific requirements and scheduling of online office hours. Adjunct faculty with at least a 0.2 FTE may participate in Adjunct Office Hours Program, See section 4.10.11 of the contract. (http://www.losrios.edu/hr/downloads/LRCFT2014-2017/2014-2017LRCFTContract.pdf)

Paychecks

Payroll checks for full-time faculty and staff are dated the first of the month and distributed the first working day of the following month. If the first falls on a weekend, payday will not be until the following working day. Payroll checks for adjunct faculty and substitutes are available on the tenth day of the month following the month taught. If the tenth day falls on a weekend or holiday, the warrant will be available on the last working day prior to the holiday. (Paychecks for fulltime faculty's overload courses also are distributed on the tenth day of the month following the month taught.)
Checks may be picked up in person at the Business Office or be arranged to be sent directly to a bank through direct deposit. Applications for direct deposit are available in the ARC Business Office Phone (916) 484-8481, located in the Administration building.

**Performance Reviews**

All faculty are reviewed by deans and peers periodically to ensure the high quality of education and services for students. The Article 8 in the contract ([http://www.losrios.edu/hr/downloads/LRCFT2014-2017/2014-2017LRCFTContract.pdf](http://www.losrios.edu/hr/downloads/LRCFT2014-2017/2014-2017LRCFTContract.pdf)) explains in details the different types of reviews for tenured, tenure-track, and adjunct faculty. For further questions, speak to your area dean or LRCFT representative.

**Posting Your Schedule**

You are required to post your teaching schedule and office hours outside your office door at the beginning of the semester so that students can find you.

**Professional Development**

ARC values faculty professional development. The faculty Professional Development Committee, the Professional Standards Committee: Type A and B Leaves, the Center for Teaching and Learning (CTL), and The Instructional Technology Center (ITC) provide faculty with opportunities and trainings to enhance teaching and strategies to facilitate student access and success.

**Faculty Professional Development Committee**

The Professional Development Committee (PDC) provides assistance, guidance, and financial resources to faculty with the goal of promoting professional growth that enhances teaching and learning in support of student success and District and College goals and objectives. The committee

Meets regularly to review and discuss funding requests from full-time and adjunct staff members interested in attending a variety of different professional development venues including, but not limited to, conferences, workshops, symposiums, retreats, etc.

Makes recommendations regarding awards and award amounts with consideration given to established committee operating guidelines, procedures, and priorities as well as funding availability.

Encourages attendance at events of interest to faculty in collaboration with Faculty Senate, Center for Teaching and Learning, and other groups.
Disseminates information regarding upcoming professional development funding periods and submission deadlines.

Serves as a resource and liaison to representative area faculty seeking support.

Maintain a website with committee functions, membership, minutes, application guidelines and evaluation information.

Represents faculty professional development on related PD committees campus and district-wide.

Full-time and part-time faculty are encouraged to apply for professional development funds. The PD application, requirements, and timeline for requesting professional development funds is at

http://www.arc.losrios.edu/Insider/Standing_Committees/Faculty_PD/Applications.htm

**Professional Standards Committee: Type A and B Leaves**

The Professional Standards Committee oversees the distribution of release time for faculty who desire to work on special projects. At the beginning of each semester, the Professional Standards chair sends out an email to tenured and tenure-track faculty apprising them of the opportunity for release time to pursue a project the next semester.

Type A and Type B leaves allow full-time faculty to respond to changing educational conditions and student needs. These leaves allow faculty to engage in studies, projects, or other beneficial activities, which do not fall within their regular responsibilities but that support student success and the District and College goals and objectives.

Type A is leave of one semester at full pay or one year at half pay.

Type B is leave at full pay of up to 100% reassigned time for up to one year in duration. (Leave shall normally commence at the beginning of a semester.)

**Eligibility**

Any tenured faculty member with 7 years of satisfactory service is eligible for a Type A leave. In addition, there must be 7 years of satisfactory service between two Type A leaves granted to one individual.

Any tenured or tenure-track faculty member who has satisfactory completed a sequence of three full years of service with the District is eligible for a Type B leave. There is no service requirement between Type B leaves.

Qualified faculty members are encouraged to apply for Type A and Type B leaves. The application, criteria, and timeline for requesting leaves is at
The Professional Standing Committee meets to evaluate the applications according to the established criteria. The Committee votes on the application and recommends those which received a majority votes to the College President.

Professional Development Days (Flex Days)

Both fulltime and adjunct faculty are required to complete a certain number of hours of professional development (also known as "Flex" hours). All full-time and some part-time faculty members owe flex/PD hours each semester as part of their flex obligation. Although the first day of classes occurs after flex Thursday and convocation Friday, paychecks for faculty members scheduled to teach on Thursdays and or Fridays include pay for both of the two ‘pre-semester’ days of fall and spring. By participating in flex/PD events both prior to the semester and during the semester, faculty members ‘earn’ pay for those four days and fulfill their ‘work’ obligation, which is referred to as their ‘flex obligation’.

Full-time Flex Obligation
A full-time faculty member has a total obligation of 24 flex/PD hours per year. Of these hours, 12 hours are mandatory on-campus activities the Friday prior to the beginning of each semester. Thursday flex day activities, conferences, off-campus activities or on-campus activities during the semester may fulfill the remaining twelve hours.

Full-time Overload Flex Obligation
A full-time faculty member having a full semester overload course normally taught on Thursday and/or Friday has additional flex/PD hours equal to the number of hours taught on those days. Faculty teaching first and second eight-week overload courses and first, second, or third five-week overload courses will not owe extra flex/PD hours.

Adjunct Flex Obligation
An adjunct instructor whose teaching schedule includes a full-semester class taught on a Thursday and/or Friday has a flex/PD obligation for the number of hours normally spent teaching on Thursday and/or Friday. Adjunct instructors who only teach first and second eight-week classes and first, second, or third five-week classes do not owe flex/PD hours.

Online Flex Reporting System
Faculty enter their flex/PD activity using the Online Flex Reporting System available through the ARC Intranet. Detailed instructions are available at http://www.arc.losrios.edu/documents/CTL/How_to_enter_flex_activity_participation.pdf. The deadline to submit flex/PD hours is May 1 of each academic year. Activities
completed between the last day of the spring semester and June 30 may, at the request of the faculty member, count toward the following year’s flex/PD obligation.

**Flex Obligation Resources**
On the Center for Teaching and Learning (CTL) web site [http://www.arc.losrios.edu/ctl.htm/](http://www.arc.losrios.edu/ctl.htm/) you will find a detailed explanation of the number of Flex hours you must complete for your specific teaching assignment and obtain a listing of Flex activities for the semester.

**Professional Development / Flex During the Semester**
For certain designated flex days, faculty may substitute a pre-approved individual activity "in lieu of" coming to the campus for professional development (flex) activities. All activities must meet state education code requirements. (The purpose of the flexible calendar program is to provide time for staff to participate in activities related to "staff, student and instructional improvement. See CCR, Title 5, Division 6, Chapter 6, Subchapter 8, Article 2, § 55720.


**Salary and Salary Advancement**

**Salary Schedules:**
[http://wserver.losrios.edu/hr/sal_schd.htm](http://wserver.losrios.edu/hr/sal_schd.htm)

Salary Advancement, see the section 2.6-2.10 of the Contract.

Adjunct Faculty salary advancement, see:
[http://www.losrios.edu/hr/downloads/HRInfoFlyer01.pdf](http://www.losrios.edu/hr/downloads/HRInfoFlyer01.pdf)

For more general information, contact the Human Resources office
[http://www.losrios.edu/hr/hr_exthome.htm](http://www.losrios.edu/hr/hr_exthome.htm)

**TB Testing**

Please contact the Health Center at 484-8383 for specific information regarding TB testing.
Bike Locker Rentals

Bike lockers are available in several locations around campus. Bike lockers may be rented at the Center for Leadership & Development (CL&D) in the Student Center Building. Hours: Monday- Thursday, 8:00 a.m.-5:00 p.m. Friday, 8:00 a.m.-5:00 p.m. (Fall/Spring hours). Phone 484-8471. For additional information see: http://www.arc.losrios.edu/Support_Services/Center_for_Leadership_and_Development/Bike_Lockers.htm

Business Office

The Business Office handles all accounting transactions for the college. You can pick up paychecks and paycheck stubs and pay fees (for things such as cap and gown rentals for commencement). Location: Administration building

College Police

Emergency Telephone Locations
There are 41 Emergency telephones with blue lights located around campus (17 phones on campus, plus an additional 24 phones in the parking structure). These phones are operational 24 hours a day, 7 days a week. Callers will be connected with the Los Rios District Police Department Communications Center.

On-Campus Shuttle Services
There is a free on-campus shuttle service provided for staff and students who park on campus. The shuttle operates from 5:30pm-10:30pm Monday -Thursday (excluding holidays and summer). For more information, see http://police.losrios.edu/services/shuttle.aspx

Community Relations Office

The Community Relations office is responsible for the college internal and external communications. Contact the Community Relations office whenever you receive an inquiry from the media or when you want to publicize something to the American River College community or public.

To respond to a media request for information, contact Scott Crow, the Public Information Officer, immediately at (484-8647).

If you wish to publicize something to the public, you can call 484-8646, or you can submit a written request via the Insider publicity request form at http://www.arc.losrios.edu/Insider/Publicity_Request_Form.htm.
To publicize something in the weekly in-house newsletter, Notes, submit the publicity request at http://www.arc.losrios.edu/Insider/Publicity_Request_Form.htm or call 484-8646.

The Community Relations office is also responsible for the public website (arc.losrios.edu), the Insider website (inside.arc.losrios.edu), social media, and several publications (both printed and online). Contact the office at 484-8646 to place or change information in any of these resources.

**American River College Foundation**

The American River College Foundation is an organization dedicated to raising funds to provide scholarships and enhance the learning environment, as well as educating the community regarding the needs and goals of the college. Funds raised by the Foundation have gone to faculty mini-grants, endorsements, and major campus projects. All donations to the college-including those to individual departments and programs-are channeled through the Foundation, which is the only college office that can provide IRS documentation for charitable deductions. Please contact the Foundation office at 484-8174 for more information, or stop by the Community Relations Office in the Administration building. There are several ways you can donate to the Foundation:

- **Payroll Deduction**
  You can donate to the foundation through payroll deduction. Forms are available in the foundation office and at the ARC Foundation website www.arc.losrios.edu/fund. You can donate to an existing fund or establish your own fund (for example, a scholarship fund in honor of a deceased family member).

- **Other Cash Gifts**
  The foundation accepts outright gifts of cash, check or credit card; pledges for major gifts; endowments, marketable securities, and gifts of real estate; and planned and testamentary gifts, such as bequests, annuities and charitable remainder trusts. To learn more on how you can support the college in this way, please contact the foundation office.

- **In-Kind Gifts**
  Areas may accept non-cash (sometimes referred to as "in kind") donations of equipment and/or materials that may be usable and beneficial to college programs or services. If you anticipate such a donation, please contact the foundation office for forms and guidelines. You also can find these online at the foundation's website www.arc.losrios.edu/found.

**Patrons Club**

The ARC Patrons Club began in 1958 with six women who were invited to meet with Dr. Bill J. Priest and his assistant, Doris E. Raef, to discuss forming a community women's organization to work with the college. The American River Junior College
Patrons Club was formed, limiting membership to 60 women leaders in the community. The objectives and goals were built on a strong foundation, and remain the same today. For additional information see [http://www.arc.losrios.edu/Community/Patrons.htm](http://www.arc.losrios.edu/Community/Patrons.htm).

**Recycling**

Printing Services will recycle your batteries, CFL light bulbs, toner & inkjet printer cartridges. For additional information see [https://green.arc.losrios.edu/](https://green.arc.losrios.edu/).

**Research Office**

ARC Research office strives to

- disseminate information about American River College and the community it serves,
- provides research about the demographic profile and success indicators of the students who attend American River College
- creates research and planning documents for the academic and student service programs at the college
- provides access to research and documents relevant to community colleges and higher education
- encourages insight to new ideas and directions for a better understanding of education and student success

The research office is located in the Information Technology Center (ITC); Phone: 484-8680. For additional information see [http://www.arc.losrios.edu/research.htm](http://www.arc.losrios.edu/research.htm)

**Workout Lockers**

Faculty may obtain a locker with a lock in order to maintain a personal level of fitness. Contact the appropriate locker room manager in person. Women’s locker room: Keri Jumelet at 484-8276 and Men's locker room: Kurt Mattson at 484-8788.
Assessment Center

The Assessment Center provides a variety of testing services to the students. Academic placement tests are scheduled regularly at no fee and include English, Reading, Mathematics, Chemistry and, English as a Second Language. Counselors can refer enrolled students to the Assessment Center for career guidance, aptitude, and self-exploration assessments. Location: Student Services Building. Phone: 484-8423. For additional information see http://www.arc.losrios.edu/Support_Services/Assessment.htm

The Beaver Bookstore

The Beaver Bookstore at American River College is owned and operated by the Los Rios Community College District.

The Beaver Bookstore is open from 7:45 a.m. to 7:00 p.m. Monday through Thursday, and from 7:45 a.m. to 3:45 p.m. Friday to serve students, faculty and staff. Location: between the Student Center and the Learning Resource Center. Phone 916-484-8111. Email: books@arc.losrios.edu. For additional information see http://books.arc.losrios.edu

Business Office

The Business Office handles all accounting transactions for the college. Students pay fees, obtain parking permits and pick up campus paychecks in the Business Office. Location: Administration building. Phone: (916) 484-8481

CalWORKS Support Services

CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded welfare-to-work program designed to help individuals on public assistance become self-sufficient. ARC's CalWORKs program ensures successful completion of a student's educational and career goals. CalWORKs partners with other services on campus, county DHA offices and community-based organizations. Support services provided include career and educational counseling, work-study, and job development/job placement. In addition, students are supported with tutoring, study hall, peer advising, and workshops covering a variety living and employment skills. Location: Student Services Building. Phone: (916) 484-8059. For additional information see www.arc.losrios.edu/Support_Services/CalWORKs.htm

Campus Children's Center

ARC’s Child Development Center provides early care and education programs for children. It is also an early childhood education laboratory for students preparing to work in the fields of early childhood education, nursing, child development, and
psychology. The center is licensed by the Department of Social Services and enrolls children of student parents, college staff, faculty and the community. Location: The east side of the campus behind the bookstore. Phone: (916) 484-8651. For additional information see
http://www.arc.losrios.edu/Support_Services/Child_Development_Center.htm

Center for Leadership & Development (CL&D)

The campus program of student activities is coordinated through the CL&D. The office serves as a focal point for students and student groups, provides support services for campus clubs and organizations, houses the three arms of the Associated Student Body (ASB), and provides information about a variety of student projects, activities and services.

The CL&D assists in the following areas: club information, distribution of material, publicity poster approval, general information, housing, student publication, campus program of entertainment (dances, concerts, speakers, etc.), and bike locker rental information.

Over fifty chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural and social activities. The Clubs & Events Board (CAEB) coordinates, serves, unifies, and represents officially recognized student organizations on campus. Membership in clubs/organizations is open to all interested students.

The Center for Leadership and Development is always searching for faculty who are interested in advising a Club or guiding students through extracurricular programming. Please contact the CL&D supervisor if you are interested in volunteering your services. Location: Student Center. Phone: (916) 484-8471. For additional information see http://www.arc.losrios.edu/Support_Services/Center_for_Leadership_And_Development.htm

Career Center

The ARC Career Center is designed to educate and support students, staff and faculty in the exploration of interests, skills, and opportunities and to facilitate career related development and success. An array of resources are offered to assist students in choosing career options, planning for college, preparing for employment, and researching current job openings. The Career Center offers career counseling, career workshops, career assessments, personality profiling, résumé writing and critiquing, and interview information and techniques each month. Each semester employment-related events are sponsored by the Career Center, including a career fair, that provide opportunities for networking with community and business organizations. All services offered by the Career Center are available at no charge to students. Location: Student Center.
Student Support Services

Services Building. Phone: (916) 484-8492. For additional information see www.arc.losrios.edu/Support_Services/Career_Center.htm

Counseling Center

The Counseling program is designed to serve students throughout the entire period of their association with the college. The total development of each student is a primary goal. This means that consideration is given to social and individual factors as well as educational and career decision-making. These services are also available in the DSPS area for students identified as having a disability.

Services focus on career and educational counseling. The entering student can meet with a professional counselor before registration to discuss careers and to plan an individual program of study. Students are encouraged to maintain close relationships with specific counselors of their choice for their entire stay at American River College. Counselors assist students in identifying and developing strengths and in establishing both immediate and long range goals. Information regarding requirements for completion of American River College vocational programs and for transfer to four-year colleges and universities is provided. Additionally, assistance with students' personal and social problems is available on a short-term basis.

Each American River College counselor is assigned to an area on campus and acts as a liaison between counseling and each of the instructional areas. Another important part of the counseling program is to work closely with the instructional staff to assist them in working with students who have special needs.

Counseling services are offered to all students. Counselors are available to meet with students on a half-hour appointment basis throughout the day and evening. Appointments may be made by telephone or in person. In addition, counselors are available on a "drop-in" basis. Location: The east wing of the Administration building. Phone: 484-8572. For additional information see (http://www.arc.losrios.edu/~counsel/).

Disabled Students Programs and Services (DSPS)

The Disabled Student Programs & Services (DSPS) at American River College (ARC) strives to ensure equal educational opportunity to all students with disabilities. In accordance with current Federal and State Legislation, each student with a disability is afforded an equal opportunity to participate in the mainstream of the college programs, activities, and classes.

American River College provides equal educational opportunities and services for all disabilities including the following disabilities:

- Speech Impaired
- Visually Impaired
• Deaf / Hard of Hearing
  http://www.arc.losrios.edu/Support_Services/DSPS/Deaf_and_Hard_of_Hearing.htm
• Developmentally Delayed (DD) Learner
• Learning Disability
  http://www.arc.losrios.edu/Support_Services/DSPS/Learning_Disabilities.htm
• Mobility Impairment
• Psychological Disability
• Traumatic or Acquired Brain Injury
• Other Health Limitations

DSPS provides counseling assistance, support services, & academic accommodations to students with disabilities who are eligible for services.

• Counseling
• DSPS Adaptive Technology Lab
• Test-Taking Accommodations (Test Proctoring)
  http://www.arc.losrios.edu/Support_Services/DSPS/DSPS_Testing_Services.htm
• Adaptive Technology
  http://www.arc.losrios.edu/Support_Services/DSPS/Alternative_Media_and_Technology.htm
• Special Devices
• Priority Registration
• Sign Language Interpreters
• Real Time Captioners (RTC's)
• Note-Takers
• In-Class Aide
• Out-of-Class Aide
• Special Seating

On the first day of class, instructors can request that students who need special accommodations contact them during office hours, after class, or contact DSPS for additional information. It's recommended that Instructors print this information as a part of their syllabi. Location: North Entrance of the Student Services Building. Phone: (916) 484-8382. For additional information see http://www.arc.losrios.edu/Support_Services/DSPS.htm.
Individuals that are Deaf/Hard of hearing can contact DSPS at (TTY) 993-3087

Enrollment Services

Enrollment Services handle admissions, registration, program changes, evaluation of transcripts, and certification of eligibility for graduation and completion of certificate programs. Send students here if they have questions about their transcript, transferability of coursework from other colleges, their ability to graduate or complete certificate
Student Support Services

Extended Opportunity Programs and Services (EOP&S)

EOP&S (Extended Opportunity Programs and Services) is a state funded program designed to operate in tandem with federally funded financial aid programs. The offices are located in the Student Services Building and have four main functions: Identify and recruit students in the Sacramento area who might not attend college because of cultural, economic, or educational factors. Acquaint those recruited with the services and opportunities that the college provides. Provide tutoring and counseling, to enable students to maintain enrollment at ARC. Work with other services to assist students in the completion of their goals. Location: Student Services Building. Phone: (916) 484-8128. For additional information see http://www.arc.losrios.edu/Support_Services/EOPS.htm

eServices Registration Lab

The eServices Registration Lab and web site help students apply to American River College, enroll in classes, get on class wait lists, drop classes, pay fees, and check grades.

Most students do all their enrollment tasks on the eServices web site. (Start at arc.losrios.edu and click on Prospective Students or Current Students to log in to eServices.) Location: Student Center

Financial Aid office

The Financial Aid office is located in the Student Services Building and administers financial aid in accordance with national policy and state and federal regulations. Funds are distributed to students who have documented financial need determined by the total resources available to them. Parents are considered to have the primary responsibility for assisting the student to meet the costs of educational goals, and financial aid is available only to aid the parental contributions and the student's academic expenses. Aid to independent students is available based on student contribution and the student's academic expenses. Location: Student Services Building. Phone: (916) 484-8437 Main Campus, (916) 570-5000 McClellan, (916) 485-6000 Natomas. For additional information see http://www.arc.losrios.edu/Support_Services/Financial_Aid.htm

Health Services

The goal of the Health Center is to help the campus community maintain optimal physical and emotional health. Available services include: confidential health assessment, counseling with appropriate referral to community resources, and reproductive health services offered by appointment only; blood pressure screening; tuberculosis skin testing; tetanus/diphtheria, Hepatitis B, and measles/mumps/rubella
immunizations; health education including a self-help education area; and classroom presentations. Emergency care and a temporary rest area are available. All health services available to students are also available to staff. All consultations are confidential. Services are free and no appointment is necessary. Location: Administration building. Phone: 484-8383. For additional information see www.arc.losrios.edu/health

**Assistance for Disabled Students**: Students with health problems or physical disabilities necessitating modification or adjustment to the college educational or physical environment are urged to consult the Health Center and/or a DSPS counselor. Special parking permits are available through the Health Center.

**Library**

ARC Librarians and staff teach students: how to locate credible, reliable resources, how to evaluate and utilize relevant resources, and how to tackle a research assignment.

Students can get research help in several ways. They can:

- Visit the Research Help Desk in person
- Schedule a one-on-one research appointment with a librarian
- Call/text/email/IM a librarian
- Access the library's online handouts, research guides, and video tutorials
- Learn more at the Get Help page at [http://www.arc.losrios.edu/arclibrary/Get_Help.htm](http://www.arc.losrios.edu/arclibrary/Get_Help.htm)

Additionally, faculty can connect their students with the library by:

- Bringing their classes to the library for customized research orientations
- Requesting library materials that support their curriculum
- Placing copies of their textbooks on reserve at the library
- Working with a librarian to optimize their research assignments
- Embedding a librarian into their D2L class
- Learning more at the Faculty Services page [http://www.arc.losrios.edu/arclibrary/Faculty_Services.htm](http://www.arc.losrios.edu/arclibrary/Faculty_Services.htm)

The library also offers:

- Access to the latest magazine, newspaper, and journal articles through our collection of research databases
- Over 70,000 circulating books and DVDs
- A computer lab for students
- A welcoming and comfortable place to study
Student Support Services

Location: West of Student Center. Phone: Contact number: (916) 484-8458 Research Help Desk, (916) 484-8455 Circulation Desk. For additional information see http://www.arc.losrios.edu/arclibrary.htm

Transfer Center

The Transfer Center, located in the Counseling Center, provides counselors and students with the most current information needed to ensure a smooth transition to a four-year college or university. Online applications, catalogs and other resource materials to other colleges and universities are maintained in the Transfer Center. Students have access to counselors from the Transfer Center and, upon referral, meet with admissions representative to include CSU Sacramento and UC Davis on weekly basis, as well as representatives from other institutions throughout the academic year. The Transfer Center also sponsors annual Transfer Day event, various tours to four-year institutions, and collaborative efforts with transfer preparation programs (i.e., Honors Program, Journey/TRiO Program, MESA, Puente, and Umoje). Location: Next to the lobby of the ARC Counseling Center (in the east wing of the Administration Building). Phone: 484-8685. For additional information see http://web.arc.losrios.edu/~transfer

Tutoring Services

American River College has a wide variety of tutoring services available to students. Here is an introduction to the types of services to which you can refer students.

Learning Resource Center (LRC)

LRC is a professionally staffed Instructional facility. The LRC provides supplemental instruction and academic support through individualized tutoring and other alternative modes of instruction to currently enrolled ARC students. Phone: 484-8693. For additional information see www.arc.losrios.edu/LRC

Beacon Program

The Beacon Program located in the LRC provides peer group tutoring in various courses for students in collaboration with the course instructor. Phone: 484-8918. For additional information see http://www.arc.losrios.edu/Support_Services/Beacon_Program.htm

Computer Lab

The open Computer Lab in the LRC is available to all ARC enrolled students. The lab provides students with assistance designed to enhance student success in technology-based class assignment, access to equipment and software that support the needs of instruction. For additional information see http://www.arc.losrios.edu/LRC/Computer_Lab.htm
To use the lab computers, printers and copy machines, students must register once per term at the main counter, using their Student Access Card. No other form of identification will be accepted.

Students may use the computing, networking, and information resources in the LRC for academic and instructional purposes only, and you must obey the *Los Rios Computer Use Policies* as well as the U.S. copyright laws and license agreements.

**ESL Center**
Located in the Learning Resource Center, the ESL center is designed for ESL students who would like to improve their English reading, writing, speaking and listening skills. Modes of instruction include traditional workbook modules, computer-based lessons, and small conversation sessions. A professor, instructional assistants and tutors staff the center and are available to answer questions and review student work. Phone Center Coordinator Krista Hess at 484-8919. For additional information see http://www.arc.losrios.edu/Support_Services/ESL_Center.htm

**Foreign Language Lab**
Located in the Learning Resource Center, the Foreign Language Laboratory provides students and faculty at American River College engaging media to support and enhance language learning.

The Lab offers material for Spanish, Italian, French, German, Russian and Chinese (Mandarin). Phone: 916-484-8112. For more information see http://www.arc.losrios.edu/Foreign_Language_Lab

**Reading Across the Disciplines (R.A.D.)**
Located in the Learning Resource Center (LRC), R.A.D. works with students in small group sessions to help them improve their classroom performance. R.A.D. focuses on application of inferential and critical reading strategies and study skills to specific content classes (such as Anthropology 310 or Psychology 300) and programs (such as Nursing and Paramedics). The strategies and skills covered include but aren't limited to:

- Annotating Textbooks
- Paraphrasing
- Understanding Jargon
- Developing Outlines
- Reading Graphics
- Preparing for Tests
R.A.D. offers small group or individualized instruction during 9 week classes in the spring and fall semesters and a 4 ½ week class during the summer. During R.A.D. classes, instructors will introduce strategies and skills that will help you learn, analyze, comprehend and think critically about your textbooks and lectures more effectively. Phone: 916-484-8053. For additional information see http://www.arc.losrios.edu/Support_Services/Reading_Across_the_Disciplines_(RAD).htm

Reading Center
The Reading Center program in the LRC provides one-on-one instruction in reading comprehension skills. Students may enroll in one or both of its two eight-week courses, Reading 54 and Reading 55. Each course is 1.5 units and is graded Pass/No Pass. The Reading Center is an open classroom where students work at their own pace. Phone: 916-848-8249. For additional information see http://www.arc.losrios.edu/Support_Services/Reading_Center.htm

Tutorial Center in the LRC
The Tutoring Center is a specialized service of the Learning Resource Center (LRC). The center provides individual, drop-in, and online tutoring for students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, and this service is free to any ARC enrolled student.

Students who demonstrate proficiency in a specific subject are encouraged to enroll in the tutor training course, Interdisciplinary Studies (INDIS) 320, and apply to become a tutor. Tutors are salaried and must complete the tutor training course INDIS 320 to comply with the state guidelines for tutoring in the community college system. Phone: 484-8807. For additional information see http://www.arc.losrios.edu/tutorialcenter

Writing Center
The ARC Writing Center, located in the Learning Resource Center, currently offers one course: ENGWR 50, a 16-week, 3-unit lecture course for students who need to improve their basic writing skills and have been placed into the course through the assessment process. It is also offered during the first six-week session of the summer.

ENGWR 50 focuses on development writing skills, emphasizing the connection between writing and reading with the goal of building fluency. It includes writing in response to assigned reading as well as practicing the writing process: prewriting, thesis development and organization of ideas, drafting of essays, and revision.
The open setting of the writing workshop, with 28 computers workstations and multiple opportunities for individual attention from instructors and instructional assistants, allows students who lack basic writing skills to earn lecture units in a welcoming supportive environment. *See the ARC Class Schedule for class times.* Phone: 916-484-8696. For additional information see [http://www.arc.losrios.edu/Support_Services/Writing_Center.htm](http://www.arc.losrios.edu/Support_Services/Writing_Center.htm)

**Writing Across the Curriculum (WAC)**
The Writing Across the Curriculum (WAC), located in the Learning Resource Center, provides writing conferences and tutoring for students taking both basic skill and transfer level courses.

The Writing Across the Curriculum program is designed to help students from all academic disciplines with any academic writing task through tutoring and focused workshops. After a brief orientation session, students schedule half-hour, one-on-one and small group tutoring sessions with English faculty and instructional assistants. We also provide shorter, unscheduled tutoring in a drop-in center as well as workshops that address grammar and writing topics. We serve all students, including those who have little or no experience with college writing as well as students who are already skilled writers. Phone: (916) 484-8802. For additional information see [http://www.arc.losrios.edu/Support_Services/Writing_Across_the_Curriculum_(WAC).htm](http://www.arc.losrios.edu/Support_Services/Writing_Across_the_Curriculum_(WAC).htm)

**Science Study Skills Center**
The Science Study Skills Center offers supplemental instruction in Study Skills and Strategies specifically designed for science students. Location: Room 491 in the Science Area. Phone: (916) 484-8204 For additional information see [http://www.arc.losrios.edu/Programs_of_Study/Science_and_Engineering/Science_Skills_Center.htm](http://www.arc.losrios.edu/Programs_of_Study/Science_and_Engineering/Science_Skills_Center.htm)

**Writing in the Disciplines (WID)**
Writing in the Disciplines (WID) is an academic support program designed to provide students in content classes with enhanced opportunities to revise and confer with composition instructors as students compose assignments for content classes. The WID program pairs a 1/2 unit WID course (ENGWR 94 or ENGWR 304) with any content class creating "WID Learning Community." Instructors in the Learning Community work together to “stage” longer writing assignments to help students learn to apply a process approach to writing. Students also learn to apply discipline-specific styles, strategies, and formats. The WID program differs from the WAC program because all students in the WID Learning Community take both the content class and the WID class together at the same times.
Faculty interested in participating in the WID Learning Community program should contact the Writing Across the Curriculum Coordinator for more details. For additional information see
http://www.arc.losrios.edu/Support_Services/Writing_Across_the_Curriculum_(WAC)/WID.htm

Veterans Resource Center

The Veterans Resource Center (VRC) is dedicated to assisting Veteran students and their families with their ARC educational and VA related needs. Certifying Officials act as the link between students and the Department of Veterans Affairs. Some of the services offered in the VRC include:

• Information regarding VA education benefits
• Assistance with the ARC application and registration process
• VA Certifying Officials to initiate and process VA GI Bill education benefits
• Evaluation of educational progress as applied towards a degree or certificate program
• Evaluation of military transcripts and DD form 214s for college credit
• Priority registration to qualified Veterans who provide a DD form 214 or military ID
• VA VetSuccess Counselor, Ryan Feil
• Computer lab for Veteran students
• VA club meetings
• Assistance identifying community resources for Veterans

Location: Room 602 in the portable village. Phone: 916-484-8135. For additional information see http://www.arc.losrios.edu/vrc
American River College Vision, Mission and Values

http://www.arc.losrios.edu/About_ARC/Vision_Mission_and_Values.htm

ARC Vision

American River College is a premier learning community that transforms and enriches people's lives.

ARC Mission

American River College is a public community college granting certificates and associate degrees. The college primarily serves residents of the six-county Greater Sacramento region who are capable of benefiting from community college instruction. This service is provided through traditional classroom instruction, off-campus centers, and distance education.

ARC exists to 1) assure students identify their educational goals and needs and 2) successfully accomplish learning in the four educational areas, listed below in alphabetical order:

- Career and technical education to achieve employment or enhanced career skills for job advancement.
- Developmental education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- General education to achieve knowledge, skills and attitudes for post-secondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.
- Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a four-year post-secondary education institution.

ARC Values

Access
Students are the reason we are here, and their education is our primary responsibility. We recognize that residents of the region should have an opportunity to enroll and be successful in college.

Benefit of Education
Individuals who have the opportunities to (1) develop their abilities, (2) engage in critical and creative thinking, (3) participate in lifelong learning, (4) succeed in a competitive global work environment, and (5) exhibit responsible citizenship benefit society as well as themselves.

Communication
Vision, Mission, and Values

Achieving the ARC mission and vision requires effective communication within the college and with the communities served by the college; civil and honest, this communication should promote mutual respect and trust.

**Community Development**
The college's curriculum in the arts, humanities, sciences, social sciences, mathematics and career and technical education and the college's co-curricular programs and support services benefit the community by promoting cognitive development, intellectual growth, physical well-being, student volunteerism, and economic progress.

**Diversity**
Because ARC is a community valuing the varied perspectives and experiences of students, faculty and staff, the college offers educational opportunities for enhancing cultural awareness, supporting diversity, and promoting the free exchange of ideas and the development of a culturally competent and inclusive college community.

**Employees**
As our most valued resource, faculty and staff members are entitled to a safe, secure and supportive work environment and a culture that recognizes excellence, encourages meaningful involvement in interest-based, decision-making process; and provides opportunities for professional development, service and leadership.

**Excellence**
Excellence is essential for accomplishing ARC's mission to help students identify their educational goals and achieve successful learning and for supporting the college's employees and serving ARC's community and region.

**Fiscal Responsibility**
Observing fiscally sound, efficient, transparent, and accountable practices is essential to achieving our mission.

**Innovation and Risk Taking**
Creativity, flexibility and responsible risk-taking support achievement of the college's mission.

**Leadership**
Responsible leadership and service by faculty, staff and students is actively cultivated so the college can achieve improvement in student learning and support positive contributions to the community.

**Research and Evaluation**
Ongoing, data-based research and evaluation contribute to achieving student learning outcomes and the assurance that all operations support the vision, mission and values of the college.

**Student Learning Outcomes**
Student success results from identifying, assessing and improving student learning outcomes and allocating resources that support effective, innovative, and flexible learning opportunities.

**Sustainability**
Recognizing its leadership role in the stewardship of natural resources, ARC is committed to reducing its negative impact on the environment.

**Technology**
Responsible and effective use of technology supports the college's mission and helps students develop the skills necessary for being successful in the contemporary environment.

Los Rios Community College District Vision, Mission, and Values

http://www.losrios.edu/downloads/vision.pdf

Vision Statement

We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their personal, educational, career, and social goals. We meet the social and economic needs of the community.

Mission Statement

Relying on their professional and organizational excellence, the Los Rios community colleges:

Provide outstanding undergraduate education, offering programs that lead to certificates, associate degrees, and transfer;

Provide excellent career and technical educational programs that prepare students for job entry and job advancement through improved skills and knowledge, including the demands of new technologies;

Provide a comprehensive range of student development programs and services that support student success and enrich student life;

Provide educational services that address needs in basic skills, English as a second language, and lifelong learning; and

Promote the social and economic development of the region by educating the workforce and offering responsive programs such as service learning, business partnerships, workforce literacy, training, and economic development centers.

Values

We value: students, community, academic excellence, diversity, relationships, and participatory governance. The District’s values provide the guidance and inspiration for implementing and maintaining programs to promote student success.

Students As Our Highest Priority

Student Access: We are committed to providing educational opportunity to all who can
benefit in the Greater Sacramento region.

*Student Success:* We strive to help our students achieve success in their educations, in their careers, and as contributing members of society.

*Lifelong Learning:* We inspire a spirit of openness and intellectual curiosity as enduring pursuits.

**Community**

*Serving the community:* We serve the needs and goals of our communities.

*Social and Economic Development of the Community:* Los Rios supports the social and economic development of our region.

**Academic Excellence**

*Quality:* We strive for the highest quality in all programs, services, and activities.

*Academic Rigor:* Los Rios’ educational standards emphasize critical thinking and high quality educational experiences. Faculty members challenge themselves and their students to prepare for the future by expanding the body of knowledge in an atmosphere of thoughtful, unfettered expression, discussion, testing, and proof of ideas.

*Career and Professional Development:* We encourage and promote the continuous professional development of all administrators, staff, and faculty.

*Academic Integrity:* Los Rios exhibits academic integrity by demonstrating forthright, honest and ethical behavior in all interactions.

**Diversity**

*Building Community:* We recognize and value the strengths of our diverse backgrounds and perspectives and seek to build a community in which all constituencies are highly qualified.

*Social Justice:* Because diverse perspectives support the District’s commitment to equality, equity, and justice, our communities are best served by ensuring that all populations are represented equitably throughout the Los Rios community colleges.

**Relationships**

We believe productive working relationships are central to achieving our mission.

*Respect, Civility, Collegiality, and Ethical Integrity:* These hallmarks of a collegial environment enhance our cooperative efforts and shared use of resources for providing education, training, student services, and community service.

*Blame-Free Culture:* Los Rios strives to create a supportive, problem-solving culture, and we recognize the proven usefulness of an interest-based approach (IBA) for achieving cooperation and effective problem solving.

**Participatory Governance**

*The Contributions of All Our Members:* All members of the Los Rios community are encouraged to contribute to our organizational success.
Vision, Mission, and Values

**Informed and Decentralized Decision Making:** We value informed decisions made by people close to the issues.

**Democratic Practices:** We observe democratic practices in our internal governance.

**Financial Stability:** Our continuing success is based on careful management of our resources.

**American River College Administration**

You can view an organizational chart for the district and college at [http://www.arc.losrios.edu/Documents/Insider/org_chart.pdf](http://www.arc.losrios.edu/Documents/Insider/org_chart.pdf).

**Los Rios Community College District Philosophy**

The District comprises American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College. The Board of Trustees subscribes to the worth and dignity of every individual, the conviction that community colleges occupy a unique position in the general program of higher education and vocational/technical education, and the necessity of responding to the needs of the community.

**Faculty Statement on Professional Ethics**

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Based on the American Association of University Professors Statement on Professional Ethics of 1987. Adopted by the Academic Senate on December 4, 2003

**Academic Freedom**

Faculty members have the principal right and responsibility to determine the methods of instruction, the planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline and the educational mission of the District in accordance with state laws and regulations.

All faculty members should: (a) conduct a classroom environment that is conducive to student learning, growth, and development; in which students are free from discrimination, prejudice, and harassment; and in which students are free to express relevant ideas and opinions; and (b) clearly differentiate to students the expression of a faculty member's personal opinions or convictions from the objective presentation of theory, fact or ideas.

For additional information see District Policy P-7142 and Regulation R-7142
Administrative Computer Use

Employees who use district computers should remember that the equipment and the transmission lines are the property of Los Rios Community College District and must be used in accordance with district regulations. For additional information see http://www.losrios.edu/legal/Regulations/R-8000/R-8811.pdf

Animals on Campus

Animals and/or Pets are not permitted in District/College facilities and/or on District/College property. Only Service Animals are permitted per Los Rios Community College District Regulation-2426.

Service Animals

It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities and to allow the use of Service Animals on District/College property in compliance with the Americans With Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals. See http://www.losrios.edu/legal/Regulations/R-2000/R-2426.pdf

California Mandated Reporting

California Penal Codes 11164-11174.3 make it mandatory for any California community college employee whose duties bring them into contact with children on a regular basis or any supervisor of such employee to report suspected child (under 18 years of age) abuse and neglect. This includes nearly all college employees, including all Coaches and Assistant Coaches.

You may access the California Mandated Reporting information from a Los Rios computer at http://www.losrios.edu/hr/hr_internal.htm under the Training section. You may also access this information from any off-campus computer from the Human Resources website at http://www.losrios.edu/hr/hr_exthome.htm under Employee Resources. For additional information see http://www.mandatedreporterca.com/images/One_Page_Sheet.pdf

District Property - Equipment Use/Disposition

Use of District property/equipment (such as laptop computers) for private or personal purposes is prohibited. District equipment may not be borrowed for off-campus use without written permission from the Area Dean. http://www.losrios.edu/legal/Policies/P-8000/P-8353.pdf
Drug and Alcohol Abuse

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask everyone to actively support the creation of a drug- and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact the ARC Health Center for names of local agencies that can help.

Drug and alcohol-free Workplace Policy (P-9154)

Los Rios Community College District policy 2443 states that the District "... is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989." For additional information see Drug and Alcohol-Free Workplace and College Premises P-9154

http://www.losrios.edu/legal/Policies/P-9000/P-9154.pdf.

Equal Opportunity Compliance Statement

The Los Rios Community College District, in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state and local laws, does not discriminate on the basis of race, color, sex, religion, age, sexual orientation, national origin, ancestry, disability, medical condition, political affiliation or belief, or marital status. The district does not discriminate in any of its functions or activities including employment, educational programs and services, admissions and financial aid.

Students or employees who feel they have a discrimination complaint based upon any of the above reasons can file a complaint with the appropriate office. See http://www.losrios.edu/legal/gc-discrm.htm for staff members who are serving as compliance officers for certain types of complaints, grievances, or disciplinary matters.

The Family Educational Rights and Privacy Act (FERPA)

The Los Rios Board of Trustees, in order to meet the provisions of the Family Educational Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students’ access to certain designated records. A summary of the rights and procedures for access are contained in the Students’ Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the Admissions and Records offices. The primary rights afforded each
student are the right to inspect and review his/her educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e. student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address, and telephone number for recruitment purposes. Students have the right to refuse the release of one or more such designated categories by submitting a written statement to the Admissions & Records office. Los Rios's annual notice of student's basic FERPA rights can be found at http://www.losrios.edu/lrc/ferpa.php

The Essence of FERPA:
FERPA is a federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records. It is intended that students’ rights be broadly defined and applied. Therefore, consider the student as the “owner” of his or her education record, and the institution as the “custodian” of that record. A FERPA-related college education record begins for a student when he or she becomes 18 or enrolls in a higher education institution at any age. FERPA rights (and the right to privacy) end at death, unless otherwise specified by state law. Students have a formal right to file a complaint with the Department of Education.

- Right to Consent to Disclosure
  Start with the premise that the student has the right to control to whom his or her education record is released. There are several exceptions when student permission is not required: “School officials” with a “legitimate educational interest”/“need to know;” Employees and legal agents have access to education records in order to perform their official, educationally-related duties. Disclosure to another institution where student seeks to enroll or is enrolled
  - Disclosure to ED, state/local education authorities;
  - Disclosure in connection with the receipt of financial aid (validating eligibility); includes veteran’s benefits;
  - Disclosure to state/local officials in conjunction with legislative requirements;
  - Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations;
  - Disclosure to parents of dependent students (IRS definition);
  - To comply with a judicial order or lawfully issued subpoena;
Policies

- Disclosure for a health/safety emergency; and
- Disclosure of directory information.*Disciplinary information (Warner Amendment):
- Disclosure to the alleged victim, information from disciplinary proceedings;
- Only when found in violation, and only for crimes of violence--release of name, sanction and outcome (public information); and
- Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/regulations related to substance abuse (Foley Amendment).

Additional Information:

Faculty are encouraged to complete the online Faculty Information Security Awareness Training (FISAT) [http://www.losrios.edu/lrc/infosecurity.php](http://www.losrios.edu/lrc/infosecurity.php)

Food and Drink

No one is permitted to eat or drink in classrooms, the Library, or the Student Services building.

Posting and Distribution of Materials

Complete policies are available from the Center for Leadership & Development (CL&D) in the Student Center Building explaining the rules and regulations about posted materials to provide students, faculty, staff and the public an opportunity to distribute and display written or printed materials. The distribution or display of such material cannot disrupt or impair the college's responsibility to be an educational institution. The rules and regulations are based upon established legislative and district codes: EC 76120, [http://www.leginfo.ca.gov/cgi-bin/displaycode?section=ed&group=76001-77000&file=76120-76121](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=ed&group=76001-77000&file=76120-76121), LRCCD R-2411 [http://losrios.edu/legal/Regulations/R-2000/R-2411.pdf](http://losrios.edu/legal/Regulations/R-2000/R-2411.pdf) and R-1313 [http://losrios.edu/legal/Regulations/R-1000/R-1313.pdf](http://losrios.edu/legal/Regulations/R-1000/R-1313.pdf).

Sexual Harassment Policy (P-9153)

All faculty should be familiar with the district's Sexual Harassment policy. Sexual harassment is a form of discrimination and violates state and federal laws. The district's definition of sexual harassment is listed below under A and B.

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by
someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary, and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance will be prepared; or suggesting a scholarship recommendation or college application will be denied.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the Los Rios Community College District Affirmative Action Regulations. See R-2423 (http://www.losrios.edu/legal/Regulations/R-2000/R-2423.pdf), P-5172 (http://www.losrios.edu/legal/Policies/P-5000/P-5172.pdf), R-6163 (http://www.losrios.edu/legal/Regulations/R-6000/R-6163.pdf), or R-9152 (http://www.losrios.edu/legal/Regulations/R-9000/R-9152.pdf), as appropriate.
Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties.

Raising a concern of sexual harassment shall not affect the concerned individual's future dealings with the Los Rios Community College District, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student of the Los Rios Community College District.

In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken.

Questions concerning the interpretation of this policy should be referred to the College Affirmative Action Officer, the District Affirmative Action Officer, other designated District employees, or the Union representative. It is the responsibility of the College/District Affirmative Action Officer to inform the complainant of other agencies available in pursuing a sexual harassment complaint. These include the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

**Smoking**

American River College is a smoke-, tobacco- and vapor-free learning and work environment on all its campuses, as of Jan. 1, 2016.

The restrictions on the use of tobacco products apply to ARC's main college campus, as well as its Natomas and McClellan education centers. Smoking, the use of chewing tobacco and other smokeless tobacco products and the use of unregulated nicotine products (such as vaporizers and "e-cigarettes") will be prohibited in all indoor and outdoor spaces, including parking lots and parking structures, and college vehicles.

For additional information visit [http://www.arc.losrios.edu/About_ARC/SmokeTobacco_and_Vape_Free.htm](http://www.arc.losrios.edu/About_ARC/SmokeTobacco_and_Vape_Free.htm)